



**Ortu Gable Hall School**  
*Knowledge nurtures wisdom*

# **Parent Handbook 2018-2019**

# Ethos and Values

## Ethos

Ortu Gable Hall School aims to create a safe, caring and happy community in which our children learn to meet, with confidence, the challenge of the future.

We aim to create a safe, disciplined and attractive environment in which children are encouraged.

- to develop a genuine desire to learn
- to recognise and develop their own capabilities
- to take a pride in their own and others' achievements
- to become confident, caring and responsible young people
- to understand that learning is a lifelong experience



## Values

In terms of the school values, the focus is on aiming to show respect, integrity and excellence every day, in all parts of school life. Pupils are rewarded when they demonstrate these values.

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# Introduction & Welcome

Welcome to Ortu Gable Hall School at what is the start of a seven-year partnership between the school, you and your child. This booklet has been prepared to give help and advice to parents and pupils and to act as a quick guide to most of the common procedures adopted at Ortu Gable Hall School. It aims to provide sufficient information for parents/carers and pupils to understand the structure and daily organisation of the school as well as acting as a source of reference. We hope that all who read it find it useful and welcome any suggestions for improvement of the booklet or any aspect of the induction process.

## Parental Contact

We value and encourage the participation of parents in every aspect of school life. Parents are welcome to visit the school at any time to discuss their child's progress. Initial contact for most problems of Year 7 pupils should be with **your child's form teacher**

Parents wishing to see members of staff are asked to make appointments by telephoning the school office on **01375 400800**

When making an appointment it is often helpful to give an indication of the nature of the problem i.e. progress in an academic subject area or homework so that information can be gathered prior to the visit making it more relevant and profitable.

## Contact with Staff

Your child will be allocated to a Form Group prior to arriving at Ortu Gable Hall. Each form is also part of one of the 4 Houses: Bussell, Da Vinci, Hepburn and Wonder. Although you may be contacted by or wish to contact individual teachers and Department Leaders over specific matters relating to their expertise, in most cases your first point of contact should be your child's Form Teacher or Assistant Key Stage Co-ordinator who has the overall responsibility for welfare and academic progress of the pupils in their care. Mrs Jeffery has overall responsibility for Year 7.

## Department Leaders:

The following staff are responsible for the delivery of the curriculum in their subject area and should be contacted on specific curriculum related matters:

Art	-	Miss Reagan/Mrs Mandeman
English	-	Miss K Webster
History	-	Miss G Ellis
Information Technology	-	Mr T Draper
Dance	-	Mrs E Dobson
Drama	-	Miss K Latham
Mathematics	-	Mrs A Lumer
Modern Foreign Languages	-	Mr B Kaba
Music	-	Ms F Beamish
Citizenship	-	Mrs Jeffery/Mr Strickland
Physical Education	-	Mr G Holt
Geography	-	Mr B Price
Religious Education	-	Mrs C N'Kallo
Science	-	Mr D Nanan
Steps to Success	-	Mrs R Clark
Technology	-	Miss A Fitzpatrick

The Form Teachers and House Leaders are supported by the following administrative staff:

School Attendance Officer	-	Mrs G Burst
Pastoral Managers	-	Mrs D Childs/Mr D Ball/Miss F Horley
Welfare Assistant	-	Mrs S Cox

# The School Day

The official school day runs from **8.45am to 3.10pm** but pupils should arrive by 8:40 to be on time for registration. Many will arrive much earlier and leave later because of involvement in the extensive extra-curricular activities and study support offered.

• 8.45 - 9.00	Registration
• 9.00 - 10.40	Lesson 1
• 10.40 - 10.55	Food Break 1
• 10.55 - 12.35	Lesson 2
• 12.35 - 13.05	Food Break 2 or Form Time
• 13.05 - 13.35	Form Time or Food Break 2
• 13.35 - 15.10	Lesson 3
• 15.10	End of day

In order to reduce congestion in the school canteen. The school has a split lunch time. Half the school will have lunch at 12.35 pm whilst the rest of the school are in form time. At 13.05 pm a bell rings and those pupils at lunch will go to form time and pupils in form will go to lunch.

## Pupil Welfare

### Pastoral Care

The concept of the School as a caring, stable community manifests itself in the Pastoral Care system involving Form Teachers, Pastoral Managers, Student Voice Coordinators, Heads of Year and Vice Principals. The aim is to ensure all children whatever their background, feel safe, enjoy school and make a positive contribution to being healthy, whilst ensuring that all pupils' social and emotional needs are met. We believe that all pupils should lead happy secure and well-motivated lives in school and that their work and progress is regularly and carefully guided, monitored and evaluated.

### The House System

The Houses at Ortu Gable Hall School are named after people from the Performing Arts. There are four Houses and all pupils will belong to one. Bussell House is named after the dancer Darcey Bussell. Da Vinci House is named after the artist Leonardo Da Vinci. Wonder House is named after the musician Stevie Wonder. Hepburn House is named after the actress Audrey Hepburn. The House system aims to be a traditional means of promoting achievement through competition and participation. The allocated House will serve as a focal point for all pupil activity, and for the recognition of pupil achievement.

### The Form Group (Houses)

On entry, pupils are placed in a Year 7 form group for transition into Ortu Gable Hall School. They remain as a separate year group for the duration of Year 7 & 8 before being placed within a mixed Year group form, for Years 9 to 10. They usually remain in their same forms for registration and pastoral activities, throughout their education at Ortu Gable Hall. Each form is led by staff who are responsible for every aspect of the pupils' development, helping them to reach their full potential, commenting on progress, checking attendance, monitoring behaviour and liaising with parents.

Although Form Teachers are the first and most vital point of contact, they are supported by Pastoral Managers, Student Voice Co-ordinators, Heads of Year, Vice Principals and ultimately a Deputy Head.

In addition to the above you may wish to contact **Mr McCallum** who has responsibility for co-ordinating support for those children with Special Educational Needs. This includes oversight of various schemes to improve basic reading and literacy skills; Mr McCallum regularly consults with parents of children with SEND and appointments can be made to meet him.

# The Curriculum

In Key Stage 3 (Years 7, 8 and 9) a number of subjects are taught in general broad band ability groups called “colour groups”. There are 9 colour groups.

Group 1	Violet	} Steps to Success
Group 2	Indigo	
Group 3	Yellow	
Group 4	Magenta	
Group 5	Orange	
Group 6	Blue	
Group 7	Silver	
Group 8	Green	
Group 9	Teal	

Your child will be placed in a colour group based on evidence from the Primary School obtained from KS2 results (scaled scores), combined with results of cognitive ability tests (CATs) conducted during Transition Week.

Pupils in VIY will complete a two year KS3 programme whilst all other pupils in KS3 will complete all 3 years. These groups are then regularly monitored in a series of Half Termly Reviews and pupils are moved whenever it is thought that another colour group would provide more appropriate education.

Pupils are placed in sets (1 – 10) for English and Mathematics

Parents are kept fully aware of pupil progress by ‘assessment’ letters indicating ‘Effort’ and ‘Attainment’ and are informed of any proposed change in colour group by letter in good time for any necessary dialogue to occur before the change takes effect. This is not to seek approval for such a change, but to ensure all factors are considered.

## Sex and Relationship Education

Sex and Relationship education is taught in the context of self-respect and consideration for one another.

In Year 7, the Science Department covers basic Sex and Relationship education, including the structure and function of the male and female reproductive systems, menstruation, puberty and birth.

The more sensitive areas of morals, responsibilities and emotions are covered in a comprehensive Personal and Social Health Education (PSHE) programme delivered in Drama, PSHE lessons, and form time and via drop down days. These are supported with focused sessions specifically for years 9 and 10. Should you require any further details, then a copy of the Sex and Relationships Education Policy is available from the School office. Although the policy is inclusive of all pupils, parents/carers have a right to withdraw their son or daughter from the PSHE Personal Relationships lessons.

## R.E and the Collective Act of Worship

Religious Education is included in the curriculum of all pupils. Pupils attend a collective Assembly Gathering of a broadly Christian character.

# School Uniform

The wearing of school uniform is required as an integral part of school discipline as it is considered to promote positive attitudes, a corporate identity, good standards and a suitable image in the eyes of the local community. All pupils are encouraged to be proud of their appearance and their uniform.

The uniform list now reads as follows:

<b>BLAZER</b>	black blazer with school badge and house colour stripe
<b>TIE</b>	black tie with silver diagonal stripes (Key Stage 3 Year 7, 8 & 9) with house colour school crest black tie with house colour School Crest (Key Stage 4 Year 10 & 11) black tie with School Crest plus bar (Prefects in Year 10 & 11) black tie with blue coloured stripe (sports colours) Years 9, 10 & 11 ties must cover the top button and reach the waistband and have the school crest showing
<b>SHIRT</b>	Plain white shirt or blouse with a top button suitable for use with a tie and that can be tucked in. Tennis type tee shirts or shirts with a pattern on them are regarded as unsuitable
<b>JUMPER</b>	plain black “V” necked pullover if needed – (no cardigans, sweat shirts, zipper tops, hooded, round necked or patterned pullovers)
<b>TROUSERS</b>	Plain black tailored trousers (canvas or denim type material is not acceptable). Trousers must be full length with traditional pockets (no pockets on the side of the leg)
<b>SKIRT</b>	Black and grey knee-length tartan plaid Kilt – Dark Grey Highlander B676T only available from our suppliers. School logo attached to waistband. The skirt should sit on or just above, the knee when standing.
<b>SOCKS</b>	Black or white socks or black or flesh coloured tights. Socks should be worn at all times (no bare feet in shoes, or sockettes) and socks if worn must be worn in the conventional manner and not tucked into shoes. Patterned tights are not permitted.
<b>SHOES</b>	Black shoes that are conventional in style. No trainers/trainer style shoes/ boots or plimsoll shoes. Shoes should not have, sling backs, open toe, high or tapering heels. Shoes do not reach above the ankle, boots do. Plain black laces must be used and all stitching must also be black.
<b>OUTDOOR: COATS SCARVES HATS</b>	Plain outer coat without any writing or motifs. Leather, denim, tracksuit tops, hooded sweatshirts or patterned jackets are not allowed. Scarves should be black in colour and conventional style with no hood included. Hats if worn must be plain. Baseball caps are not allowed. All outdoor clothing must not be worn inside the building.
<b>BAGS</b>	Traditional style bags are to be used, and should be large enough to carry A4 books and folders. Handbags or small over the body bags are strictly not allowed.
<b>JEWELLERY</b>	No jewellery allowed except for a watch.
<b>HAIRSTYLE</b>	Must be moderate, conventional and no shorter than a “Number 3”. Hair ties, bows or slides should be black or white. Hair can only be dyed in natural colours (i.e. no bright reds, blues etc.). Hair can only be dyed in one colour to create a natural looking effect.
<b>MAKE UP</b>	Make-up if worn must be discreet and natural looking. No coloured nail varnish, false nails or eyelashes.

**Pupils must wear full uniform appropriately to and from home.**

All items of school uniform must be clearly labelled with name and form group.



## Suppliers

Most items of school uniform are available in the major chain stores.

Sue's Schoolwear of Grays (Tel. 01375 377253) and Little Sprogs Company in Corringham (Tel. 07803 002325) supplies Ortu Gable Hall School uniform (including the tartan plaid kilt skirts). Ties and badges may be purchased on the New Intake Evening or from the school office by pupils at break times and by parents at any time during the school day.

In the event that there is a problem on a particular day with any item of uniform parents are requested to write a note of explanation and ensure that their child hands it to their Form Teacher for signature of approval. Pupils not in correct uniform for any reason must carry the signed note until matters have been resolved. In some cases pupils not in correct uniform will be sent home to change or may be required to remain in the school building at break times or serve a school detention.

Uniform must be correctly worn at all times (i.e. shirt tucked in, top button done up and tie showing the badge.) Pupils are issued with a behaviour card which must be carried in the top pocket of the blazer, and this is used to record all rewards and infringements of uniform rules. Repeated refusal to comply with the rules will result in appropriate punishment.

## **Personal Property**

The School can take no responsibility or accept liability for loss or damage to personal property so valuable items should not be brought into school at any time.

## **Accessories**

Pupils must not bring to school cigarettes, electric cigarettes, lighters, laser pens, knives, replica weapons, baseball caps, iPods, MP3 players, mobile phones or other unnecessary/unsuitable articles or publications. Bringing dangerous weapons can lead to very severe consequences including permanent exclusion.

## **Jewellery**

In line with most other schools the Headteacher and Governors have decided that for health and safety reasons pupils will not be permitted to wear any form of jewellery. The ban includes any necklaces normally hidden beneath shirts or blouses in addition to rings, earrings, bracelets etc. Medical alert bracelets/necklaces may be worn if appropriate and like watches do not count as jewellery but as essential equipment.

Sleepers in freshly pierced ears will have to be removed so any piercing of ears will need to be done at the beginning of the summer holiday. Pupils are not allowed piercings or rings etc. in any other parts of the body. Pupils are not allowed fresh piercing to be covered with plasters.

## **Telephones**

Any pupil unexpectedly needing to stay after school for a club, match or to visit the Learning Resource Centre which means that they are unable to get home when expected are told that they must telephone home to inform their parent and get permission to stay.

**Pupils are not permitted to bring mobile telephones to school.**

If a pupil must bring a mobile phone to school for a later school trip or visit, then they should hand it into the School Office when they arrive in the morning.



# Tools for Learning

Please ensure that your child gets into the habit of bringing the following essential items every day – including the first day:

- Pencil case containing pens, pencils, ruler, eraser, pencil sharpener and green pen. (Coloured pencils, felt tip pens and highlighter pens will also be useful).
- Reading book
- Pupil fax (we will issue this on the first school day)
- English dictionary (see separate section)
- Calculator (see separate section)

**If your child does not bring a pencil case (containing at least a pen, pencil, ruler, rubber and a pencil sharpener), Pupil Fax and Reading book everyday they will be kept behind at the end of the day for 10 minutes by their Form Tutor.**

**Please ensure that your child knows when to bring the following additional items – these additional items will not be needed on the first day**

## General Subjects

- Exercise books issued by school
- Text books issued by school
- P.E. kit (see separate section)
- Food Technology apron - Pupils will participate in Food Technology lessons in year 7. In order to comply with Health and Safety requirements during practical lessons, pupils are requested to have a clean apron. Please ensure that it is labelled.
- Art shirt or apron, portfolio and sketchbook (details will be given in the first lesson)

Please ensure that all property is named. All equipment and uniform is expensive. Named articles can be quickly returned to their owners. We have far too much equipment handed into “Lost Property” that is unnamed and subsequently unclaimed. (Please do not forget to name shoes, trainers and football boots, often lost and expensive to replace.) Any unnamed items that are not claimed from lost property after a reasonable amount of time are sent to local charity shops.

Please ensure that your child has a good strong bag to carry everything in.

Bad backs can be caused by incorrect posture brought about by carrying heavy books and P.E. equipment in inappropriate bags.

## Lockers

In order to help some children organise themselves and keep the carrying of heavy books to a minimum we provide them with access to a locker.

## Recommended purchases

The following are essential purchases:

## Dictionaries

Dictionaries are a useful aid in all subjects. The different skills required in dictionary use are taught in the English and Modern Languages Departments. There are copies of English dictionaries available in all classes but pupils are encouraged to have their own copies.

## Calculators

The use of a calculator is an integral part of the course in Mathematics and extremely useful in many others. Each child must have a good quality, reliable calculator and bring it with them daily. All children will require a Scientific Calculator.

The Mathematics Department recommends the: **Casio FX 83GT**

## **Physical Education Kit**

Physical Education will play a vital role in your child's education throughout the first five years at Ortu Gable Hall School. Each child will receive four or five lessons of Physical Education a fortnight. In order that standards of appearance, presentation and safety are maintained pupils will be required to wear the PE kit as listed below. Ortu Gable Hall School provides kit through an external supplier. The kit is high quality and should last longer than budget items provided from other suppliers. (See Gary for Changes)

### **Blue Kit: Outdoor Games**

- Plain black shorts with Gable Hall logo
- Royal blue games socks
- White polo shirt with small Ortu Gable Hall School motif
- Reversible rugby shirt with white stripe (essential for boys)
- Suitable footwear – trainers or football boots (for outside use)
- Optional Navy Blue Tracksuit top and trousers with small Gable Hall motif
- Towel

### **White Kit: Indoor Games, Dance and Summer Activities**

- Plain black shorts with Gable Hall logo
- Royal blue games socks
- White polo shirt with small Ortu Gable Hall School motif
- Suitable footwear (white soled, non-marking, for indoor use)
- Towel

### **Dance Kit:**

Each pupil will receive one lesson of dance a fortnight at Key Stage 3.

- White polo shirt with small GHS motif
- Plain black shorts with GHS crest
- Bare feet - (Clean white trainers can be worn if there is a foot complaint – a note will be required).

All the items of Physical Education clothing except trainers/football boots can be purchased from Little Sprogs in Corringham and some items from Sue's School Wear in Grays.

For safety reasons it is forbidden for pupils to wear a watch during their P.E. and dance lessons, and long hair must always be tied back. Whilst the P.E. staff will take all reasonable measures to ensure that the changing rooms are locked during lesson time this cannot be guaranteed and the P.E. staff cannot be held responsible for any losses that might occur. Pupils should not bring valuables to school on P.E. days but if they do, they do so at their own risk and personal responsibility.

Any money should be put in a named wallet and handed in, together with watches to be locked away. If pupils are asthmatic they must bring their own asthma pump (suitably named) into the lesson in case it is needed. If pupils bring deodorant or anti-perspirant with them, ensure it is a stick or roll on, **not** spray.

If pupils are injured or ill and have to be excused from a P.E. or dance lessons they should bring a note on the day giving details of the exact nature of the illness or injury. Long term injuries will require a doctor's note. P.E. kit should still be brought and worn for comfort, participation in coaching, choreography or officiating as appropriate.

## Instrumental/Vocal Tuition

Music plays an important role in the life of Ortu Gable Hall School. In addition to regular class music lessons, there are visiting (peripatetic) tutors who deliver additional lessons in a wide range of instruments and voice to pupils who wish to subscribe. It is an exciting opportunity for pupils and they will need to follow up lessons with regular practice at home in order to ensure adequate progress. Pupils who opt for instrumental and vocal tuition will also need to attend extra-curricular clubs as appropriate, and will perform in a series of school events – this is seen as a fundamental part of their music education, and enhances skills developed in their lessons. Instruments offered include:

Flute, Clarinet, Saxophone, Oboe, Bassoon, Violin, Viola, Cello, Trumpet, Trombone, French Horn, Piano, Keyboard, Guitar, Electric Guitar, Drum Kit and Voice (this might be subject to change depending on the availability of teachers).

We will also offer subsidised trials lessons to students who want to know what it is like to learn an instrument.

If you would like your son/daughter to receive instrumental or vocal lessons, or are interested in the subsidised trials, please contact the office. In most cases you will need an instrument to begin lessons – these can be purchased or hired from music shops. We have a number of instruments available for students just starting out. It is possible to learn drums and piano / keyboard without initially having your own instrument by arranging to practice in school – obviously you would need to purchase an instrument at a later date if you progress significantly.

## Study Support

Our Learning Resource Centre (LRC) is open to pupils during the working week from 7.45 a.m. until 5.00 pm. from Monday to Thursday. The LRC closes at 4.00 p.m. on Fridays.

At all times in the LRC staff and homework support assistants will be on hand to advise pupils with any assignment whether it be homework, coursework or an area of personal interest. The LRC will also be open during some holidays to support pupils working on long projects, GCSE coursework and revision for exams.

# Rewards & Behaviour

Pupils are expected to behave with common sense, act in a manner consistent with good order and to show consideration and concern for others. Great importance throughout the school is attached to high standards of behaviour and the formation of good character. There are a minimum of general regulations to ensure the smooth running of the school community. Our recent Ofsted report contains the following: 'Students behaviour is impressive; they are respectful and polite and make exceptional contributions to the school. All students say they feel safe in the school'. They judged behaviour overall to be 'outstanding'. We are proud of our well-ordered and productive working environment. Relationships with our pupils are based on care, courtesy and respect and we help them to behave responsibly and thoughtfully. In order to fulfil our high expectations, we encourage and reward good behaviour and work.

## Rewards

Pupils are awarded CARR points for developing and demonstrating skills related to the four CARR areas, these are: Collaborative, Active, Reflective, Resilience. CARR is awarded for developing personal, learning and thinking skills. Lessons are designed specifically to develop CARR skills. CARR awards can be earned throughout the school day; in lesson, form time, special activities and in assembly. Pupils receive their own personal 'Active Learner Card' which they will be responsible for. Staff will sign their card when they display any of the CARR attributes and pupils receive house points for the signatures when an entire card is completed.

Pupils also have the opportunity to gain rewards points related to our Ortu values by demonstrating respect, integrity or excellence in anything they do throughout the school day. If the pupils manage to fill up their cards with these rewards they will be able to gain a prestigious gold card which will give them a double chance of winning the end of term prize draw.

Pupils also receive recognition and gain house points in the following areas:

**Commendations** - Teachers award a commendation to pupils who have demonstrated skills beyond that which is worthy of a CARR award. These are awarded when a high level achievement has been recorded in relation to an isolated lesson/action or piece of work. When a commendation is logged the Subject Teacher sends a letter home acknowledging the achievement.

**Celebrating Success Award** – This award recognises pupil achievement outside of school, pupils receive a certificate and mention in a special half-termly assembly. These could include Jack Petchey nominations, congratulating pupils who have participated in special, national, international events, and pupils who complete extra-curricular exams (for example in music or dance) to a high level. The House Leader then sends a letter of congratulations to the pupil.

**Above & Beyond** – This award is for those pupils who have demonstrated an outstanding achievement above and beyond that which is expected of them and is not covered by the previous two awards. When pupils are nominated a letter of congratulations is sent by the Headteacher.

## Celebration of Achievement Evening

In addition to those pupils who have met the published criteria for effort and/or achievement in any academic subject or who have achieved the highest number of CARR points are nominated for School Prizes. Those nominated all receive a certificate at a special assembly. The prize-winners and their parents are invited to an annual Celebration of Achievement Evening usually held in July (Key Stage 3) and November (Key Stage 4).

Certificates recognising 100% attendance are issued every term to pupils who have not had any absence apart from dental or medical appointments.

Pupils who demonstrate maturity, self-discipline and commitment to the school are selected as Games Captains, Departmental Prefects, and as School Prefects in Years 10 and 11.

# Sanctions

When these expectations are not met the school enforces a fair, consistent and high standard of discipline. A range of sanctions are used to help pupils improve behaviour. These include detentions a report system which gives teachers and parents the opportunity to comment on a child's progress and internal isolation, which extends the school day to 4.30pm.

We reserve the right to detain pupils for up to fifteen minutes at the end of the day without prior notice. In exceptional circumstances the Headteacher will seek fixed term or permanent exclusion of a child whose behaviour is unacceptable.

It is recognised that we cannot list every eventuality which would lead to an internal isolation or exclusion but below is a list of examples:

- Disruption of teaching and learning
- Bullying
- Fighting and other violent and threatening behaviour
- Smoking
- Possessing or bringing onto the premises unacceptable or illegal substances or objects (this can lead to permanent exclusion)
- Damage to property
- Theft
- Verbal abuse
- Racist remarks / behaviour

Pupils placed in isolation will be separated from most of the school and remain there until 4.30pm for each day they are isolated. These rules govern the pupils on the school premises, on their journey to and from school and during the lunchtime.

## Home / School Agreement

In line with Government Policy a full Home/School Agreement Policy Document has been prepared and copies are signed and returned at the New Intake Evening.

## Maintaining a positive learning environment

The following set of classroom rules appears in the Pupil fax and is on display in every classroom and indicates the high level of expectations placed on Gable Hall pupils.

For pupils to achieve positive learning outcomes it is essential to behave well and avoid disturbing teaching and learning in every class.

Pupils will be expected to behave in accordance with the Behaviour for Learning Framework

Pupils should aim to:

1. Arrive on time; 8.45am at the start of the day, within 3 minutes of the bell between lessons
2. Wear the correct uniform; no outdoor coats/scarves inside, blazers in the corridors, top button fastened at all times, ties with a 'V' shaped knot covering top buttons at all times, no jewellery, no nail varnish, no chewing
3. Bring all essential equipment, books, Pupil fax, PE kit, homework
4. Enter classroom, when invited by the teacher, in a calm manner
5. Stand behind designated seat until told by the teacher to sit down
6. Be prepared to work throughout the lesson, applying the listening and co-operation rules
7. Pack away when the teacher tells you to and stand quietly before dismissal on the bell (not before)
8. Move quickly and directly to the next class, keeping to the left hand side of the corridor, observing priority stairs and holding doors open

# Homework / Learning Gateway

## Show my Homework

Show My Homework is a simple on line homework calendar that enables students and parents to track and manage homework. While you are at school you go to the main school website – [www.gablehall.com](http://www.gablehall.com) and then click the 'login' tab which will open a list and the third one is for Show My Homework. Type in your normal username and password that you use to login on to the school system.



Once you are logged in you will be able to see all your homework that has been set by your various teachers, due dates, whether it has been completed and handed in on time and, if the work was sent electronically back through the Show My Homework, the mark/grade and feedback from the teacher. You will also be able to access all your other information via the various tabs. Parents will also be able to see the same information since they will have received a username and password which will give them the parent view of Show My Homework. You can also download the app which is available for iOS and Android phones

## So what sort of homework can you expect?

At Gable Hall we think that homework should be interesting, challenging, thought provoking and fun. So most of the homework you will receive will be in one of two ways; SAM Learning and Research Projects. SAM Learning is an online service that covers a wide range of subjects across the curriculum and can be used both in school and at home at any time. You can log in and complete interactive tests, exam practice questions and exam papers, while your teachers can assign homework and monitor your progress. SAM has a proven track record: studies have shown that using the service leads to better exam results. It's easy to get started on SAM, just log in using the details below.



<b>Centre ID:</b>	<b>SSI7GH</b>
<b>User ID:</b>	<b>Date of birth followed by two initials: first name then last name. Example: 010896DJ is the User ID for David Jones born 1<sup>st</sup> Aug 1996.</b>
<b>Password:</b>	<b>Initially same as the User ID, Learners are encouraged to change this to something difficult to guess.</b>

The Website address is: [www.samlearning.com](http://www.samlearning.com) or follow the link from "All programs" on your computer at school.

## So what are Research Projects?

Research Projects are homework's in the form of a project that can last up to 6 weeks. They allow you to really explore different topics and put you in the driving seat when it comes to managing your time. You might decide to put in extra effort over a weekend so that you have more time in the week to concentrate on other subjects. You might also submit them electronically or in a folder, or they could end up as a presentation to the class.

## Pupil Fax

The school, with generous sponsorship from business and industry provides its pupils with a Pupil Fax which contains routine information pupils need such as timetable, maps, homework and sections which will help them organise their week and record their achievements. We ask you to check this on a regular basis. You may also use this to comment on your child's work and progress.

## Home / School Contacts

Currently our practices include:-

- Year 6 Open Evenings to see the pupils, staff and school facilities available. It is also an opportunity to and learn about our school ethos.
- Parent/Carer Guided Tours by staff or senior pupils to further explain the ethos of the school and give parents an opportunity to see the school on a normal working day.
- Meetings for all parents with their child's form teacher are arranged to ensure that parents fully understand all the established practices, rules and regulations of Gable Hall and to formally sign the Home School Agreement. This begins the communication process essential to ensuring that pupils achieve their full potential.
- Through Show my Homework, accessing information about your child's attendance and homework.
- Parents/Carer being asked to carefully monitor their child's homework and academic targets and progress using the Pupil fax and show my homework on the school website.
- Parents/Carer being encouraged to make regular contact with their child's Form Teacher, on any issue that may affect their child's happiness or well-being.
- Letters, Gable Talk and other publications are regularly sent home informing parents/carers of pupil achievement and forthcoming events.
- The school web portal [www.ortu.org/gable-hall](http://www.ortu.org/gable-hall) contains a wealth of information which is regularly updated including home study programmes and SAM learning.
- Parent's Evenings in Years 7, 8, 9, 10 and 11 are arranged to give parents and academic staff opportunity to discuss progress and targets.
- A Year 8 Options Evening for VIY two year KS3 curriculum is arranged (and subsequently 9VIY)
- A Year 9 Options Evening is arranged to assist parents through the tricky problem of Key Stage 4 course selection.
- A Year 10 Information Evening is arranged to help parents/carers understand the needs of the new course chosen and the potential problems of coursework and revision for academic examination in Year 11.
- Regular reports of academic progress are issued in Years 7, 8, 9, 10 and 11. These provide opportunity for parent feedback and comment.
- Parents/Carers of pupils receiving prizes are invited to attend a Celebration of Achievement Evening where prize-winners for effort and achievement in Academic and Whole School categories are rewarded.
- Surveys of Parent and Pupil opinion are regularly undertaken to gain news on a variety of issues.
- The Headteacher's Feedback Meeting to gain the views of parents/carers on how we can improve the school.
- Parent 'drop in' surgeries with the Headteacher every Monday from 6:00 to 7:30pm.



# Student Roles of Responsibility

## **Prefect System**

In years 9, 10 and 11, a large number of pupils are selected as School Prefects. These Prefects help with the day to day running of the school, and assist at all School Special Events. Our Senior Student Leadership Team (SSLT) lead the prefects and have responsibility for different areas of school life. Younger pupils have the opportunity become Subject Learning Leaders for staff in school. Their role is to organise learning resources, displays and support in the classroom, giving feedback on lessons and learning. The pupil leadership system is highly valued by pupils, staff and employers.

## **Student Voice**

Student Voice is an important part of school life because it provides opportunities for all students to take on roles of responsibility and to get involved in real decision making. Student voice also provides opportunities for pupils to develop leadership skills and become confident participants in the life of the school. It is also about pupils and staff working together, developing positive working relationships to improve the school as a learning community. All students are involved in the running of the school through the School Council.

## **School Council**

The School Council comprises of elected members from all forms within the school. Prior to each council meeting the views and opinions of each form member are taken into consideration through a series of discussion based activities within form time. The aim is to provide a forum in which they may express views and put forward proposals to the Student Leadership Team, to generate a series of actions about various aspects of school life. Student Voice Co-ordinators within the school attend the meetings in an advisory capacity. The Council is organised by the pupils and so provides them with added responsibility for its running. Each form class elects a Form Representative who takes the views of the class to the half-termly School Council meetings. The School Council is led and managed by the Students Leadership Team. On decisions being made at School Council, the chair of the meeting attends the School Senior Leadership team meeting to feedback ideas, and seek support before making things happen.

# Arrangements for Food Breaks/Catering Service

School meals, including vegetarian dishes, are provided in a supervised cafeteria in the School dining room. The school operates a biometric cashless system to reduce queues at lunchtime. New pupils will need to have permission from their parents to register their finger print. Once they have registered their finger print, log in details are given to parents to pay money into their child's account. Money from this account is deducted using your child's finger print. Daily spending limits can be applied.

Pupils who bring a packed lunch have areas where they can eat their packed lunch. Pupils must not leave the premises during either food break period. Pupils should not bring high energy drinks (these will be removed from the pupils) or junk food to school. It is not permitted for pupils to sell food/drinks in the playground. Pupils are allowed to bring water which can be drunk in class. Good learning requires the body to be well hydrated.



# Lateness / Absence

## Lateness

Pupils must be in their form rooms when the bell for registration goes at **8.45am**. Pupils arriving after this time will be given a late mark by their Form Teacher. Pupils who arrive at school too late to be registered by their Form Teacher must report the Attendance Officer, Mrs Burst, to have their attendance marked in the register. Lateness becomes truancy after 30 minutes. Lateness results in a detention for fifteen minutes at food break 1, with a Senior Teacher. Repeated lateness will result in pupils being required to start school at 8.15 am for an initial period of two weeks.

## Absence

The only excusable reasons for absence from school are medical appointments, illness or bereavement of a close relative. Any other absences will need further investigation by the Education Welfare Officer.

## Absence Notes

Please write a note to account for each and every absence from school. The letter should be written to your child's Form Teacher and handed in as soon as your child returns to school. The note should state clearly:

- the date that you wrote the letter
- the reason for the absence in as much detail as possible
- the dates of the absence
- the name of the pupil
- the form group of the pupil

Should a pupil be sent home from school during a morning session a note will not be required for that morning session, but should the child not return that afternoon, a note will be required for that afternoon session. This is because absences have to be accounted for in half day sessions. If your child is off school for more than three days with no notification to the School Office by letter or telephone, we may ask the Educational Welfare Officer to visit to find out the reason for the absence. If you telephone Mrs Burst, the school attendance officer on extension **173** to explain an absence we will still require an absence note on return as we must have written evidence for all absences. If an absence note is not presented we are required to record the absence on the pupils record as an "Unauthorised Absence" and the parent or guardian may be liable for prosecution by the Education Authority.

# Medical / Illness

## Medical Appointments

Any pupil who has to leave school to attend a medical or dental appointment must bring a written request from home, or an appointment card which should be shown to the Form Teacher, who will initial it. On leaving and returning to school pupils should present themselves to the school office and obtain a pass which must be handed back to the office on their return.

## Illness

A pupil who becomes ill in the course of a lesson should ask the teacher for permission to report to the School Office so that our Welfare Assistant, **Mrs Cox** can deal with the problem. If the pupil is ill at lunchtime he or she should find the nearest member of staff or mid-day assistant.

Parents are asked to ensure that they have provided the school with a contact telephone number in case of emergency, this is an essential requirement. Any change to this number must be notified to the school office as soon as possible.

Should your child need emergency treatment and the school is unable to contact a parent or guardian then a member of staff will accompany your child to the hospital.

Please ensure that you have completed the Pupil Welfare Sheet indicating that you give your permission for a member of staff to take responsibility for any treatment given to your child.

Any medication must be clearly labelled with the child's name and form group and must be left with the school office for safe keeping. Further details indicating shelf life of the medicine etc. may be required under new regulations. These details will be requested at the time the medicine is deposited with Mrs Cox or as and when changes in legislation require it.

## Holiday Absences

Parents are strongly urged not to arrange any holidays during term time. A discretionary leave of absence may be authorised by the school in very exceptional circumstances, e.g. bereavement, provided the number of days the student will be absent throughout the year does not exceed 10 days.

An application form must be obtained from the school office and returned to the Head Teacher at least two weeks before the proposed holiday. This form will then be signed and retained by the school and you will receive notification if leave has/has not been granted.

## Employment of Children

Application forms for the employment of children of school age can be obtained from the School Office or the prospective employer. Regulations regarding the employment of pupils aged 13 and over are printed on the reverse of the application form.

When an application form has been obtained and completed it should be brought to the School Office with the pupil's birth certificate, which will be returned immediately. This form is then signed by the Headteacher.

## Forgotten Items (including lunch money)

If pupils forget any equipment they need for the day and as a parents you have kindly brought this to the school, pupils should come to reception at either food break to collect the item (s). This will avoid effecting learning in classrooms.

## Extra-Curricular Activities

The extensive programme of our out of lesson learning at the school is designed to offer important opportunities for pupils to further their knowledge, experience and skills as well as to develop their personal interests and abilities. It also strengthens relationships between pupils and staff. Pupils are actively encouraged to participate in out of lesson learning as the school places considerable value on the benefits of such activities. Every September new Year 7 pupils have the opportunity to become members of any of the schools clubs and societies in the 'Fresher Fayre' and are issued with a club membership card.

Many departments run study support clubs and interventions before and after school as well as food breaks, weekends and holiday times. Here pupils receive additional help with their coursework, homework and preparation for public examinations.

Pupils will be issued with information about clubs and activities when they join the school. Currently we offer the following clubs and societies which are attended by pupils throughout the day:

Aerobics	Cross Country	IT Gifted	Short Tennis
Art	Dance	KS3 Robotic	socialisation
Arts Award	Debate	KS3 Scientists	Stress & Anxiety
Athletics	Drama	Lego	Study Support
Badminton	Design & Technology	Music Technology	STEM
Basketball	Engineering	Netball	Table Tennis
Brilliant Club	Football- Boys/Girls	Orchestra	Talented Artists
Charity Committee	French	Pilates	Textiles
Chess	Games	Pottery	Tech Theatre
Charity committee	Geography	RCM	Orchestra
Choir	Guitar	Reading	Volleyball
Circuit Training	Handwriting	Rounders	Tennis
Computer Graphics	History	Rugby	Trampolining
Cookery	Hockey	School Farm	Performing Arts
Creative Writing	Homework	School council	Woolcraft
Cricket	ICT	Science	

### School Charity

Ortu Gable Hall pupils continue to support a variety of Charities, both local and national. House teams and individual forms have worked hard to raise money for both local, national and international charities. Each house has a charity captain who will sit on the charity committee and have an associated charity who their house will raise money for.

# Performing Arts / Trips / Road Safety

## Performing Arts

Each year the Dance, Drama and Music Departments put on a large number of extra-curricular and curricular Arts events for all pupils to get involved with. The major events each year include a Whole School Production, Dance Show, Music Roadshow Concerts as well as many other performances throughout the year.

Pupils also have the opportunity to learn how to run the lights and sound for the shows at the school "Tech Club". The Performing Arts Team also provide a wide range of extension activities such as weekend events, Theatre Company visits, trips to the theatre including London shows, performances at local venues and access to workshops led by professionals from the Arts world there are pupil exchanges and visits overseas to New York, South Africa and Paris. Details of all these events are published daily in the assembly notices.

## Trips

At Ortu Gable Hall School we organise a large number of trips for pupils that appear on the surface not to be directly related to the academic taught curriculum but to be just "fun" trips. Nothing could be further from the truth as they are a carefully thought out and planned pattern of events which make a significant contribution to the academic as well as social life of pupils.

There are several organised trips throughout the year for various groups of pupils. All Year 7 pupils are invited to a subsidised team building trip to Stubbers Outdoor Education Centre in September. There are a number of rewards trip that happen throughout the year and the winning house all go out to a theme park to acknowledge their commitment to excellence.

There are a number of subject specific trips and we are now introducing more cross curricular trips to support our commitment to character education, beyond the subject curriculum. The arts and sports trips include a sports visit to Spain in October half term, skiing during February half-term, New York and for the first time this year we have a number of pupils who have fund raised to go to Ecuador to take part in a four week expedition.

## Financial Assistance

Parents should not hesitate to seek financial assistance for school meals and clothing where necessary. Application forms for such grants (free dinners and free uniform at the start of Year 7 and Year 9 for those on Income Support) are available from the School Office and will be in the Year 6 Information Pack. We would be grateful if all parents eligible for assistance would register in confidence with the School Office even if they do not intend to make a claim as the level of funding for Special Educational Needs is in part determined by the number of parents registered. We have a steady supply of used school uniform and P.E. equipment which are available at no charge by contacting the School Office.

## Car Parking and Road Safety

In the interest of road safety parents are asked to co-operate by not using the school car park. We do have designated spaces provided for parents and pupils with disabilities. Parents of pupils with a temporary mobility problem should call at the main office so that suitable arrangements can be made:

- please do not use the school gateways as turning points for collecting or dropping off your children, especially within the zig zag area
- please take great care if ever you have to pick up or leave your child at the roadside
- please do not block vehicle access to the school
- please be considerate of local residents if you are collecting your child in a neighbouring road

## Bicycles

All bicycles brought to the school must be in a roadworthy condition. During the day they should be left in the bicycle shed at the sixth form and padlocked. Cycling on the school premises is not permitted. Pupils should dismount outside the main entrance and walk to the bicycle shed. They should walk from the shed to the road before mounting and never ride on the pavements. Cycle helmets should be

locked in lockers during the day. Pupils bring their bicycles to school at their own risk. The school cannot accept responsibility for damage to or theft of a bicycle.

### **Ethnic Monitoring**

Since September 1990 all schools have been required by the Department for Education to collect ethnically based data on our pupils. Wherever possible we will obtain this data directly from the primary schools.

### **Communication and Letters**

We know that sometimes pupils do not give all information to their parents at the end of the school day, which can cause frustration for parents and carers. Therefore, all school letters are put on the school website for parents/carers to access. The school will also email letters and information to parents. We will also text essential information to you. Please make sure we have your up to date email address and mobile number on our school records.

### **Healthy Schools**

Gable Hall continues to be an enhanced Healthy School and we achieved this through our commitment to meeting the needs of our pupils social and emotional needs and work to ensure complete coverage the Personal, Social and Health Education framework with specific work on issues such as drugs, relationship and sex education, physical exercise and healthy eating, as well as enhancing awareness of pupils and staff well-being. Healthy school initiatives are designed to be holistic and impact on pupil's health, learning opportunities, experience and their achievements. Ortu Gable Hall School is very proud of being a Healthy School as it contributes towards:

- raising pupil achievement
- enhancing the health of pupils, staff and the wider community
- an improved learning and working environment
- enhancing the quality of teaching and learning
- developing partnerships with parents and careers
- improving social relationships and behaviour between pupils
- lowering truancy rates and reducing exclusions
- demonstrating to the community that the school considers health and well-being very important
- proving professional development for staff

The scheme offers a strategic framework to jointly plan and deliver the most effective and appropriate course of action in order to address government and local education and health priorities. It also sends a clear message to Ofsted that the school adopts a systematic and constructive approach towards addressing some of the more difficult issues.

# Child Protection / Parental Support / Sixth Form

## Child Protection

We must all be mindful of the duty of child protection and care placed on all of us by the law in addition to any natural concerns that we may feel as parent or teacher. Our Named Persons are **Mrs C Reeves, Deputy Headteacher and Mrs N Jeffery, Vice Principal. We have other staff in school who are qualified to deal with any safeguarding issues which arise.** Their duties include liaison with the Health Authorities, Social Services and the Police. Whenever possible they liaise closely with parents keeping them fully informed of all aspects of their child's well-being. There are however times when in the interest of the welfare of the child they are required by law to deal directly with the authorities. If you have any serious concerns about your child or any other pupil at Gable Hall please do not hesitate to contact the "Named Person" who know who to contact for the best advice and help and are experienced in using the appropriate degree of confidentiality.

## Parental Support for Pupils

Parents can make a positive contribution to their child's education and success at Ortu Gable Hall by making sure that they:-

- Sign and comply with the home-school agreement
- find time each day to talk to their child about school and encourage a positive attitude towards it
- check homework and praise their child's efforts
- help their child to read as much as possible by providing newspapers and books and to enrol them at the local library
- attend Parents' Evenings
- take an interest in before and after school activities
- encourage their child to be properly equipped for school lessons
- ensure that their child is correctly dressed in full school uniform
- write a dated letter to inform us of full details and reasons for an absence on the first day back and ensure that your child delivers it
- telephone or send a letter into school for absence if it is likely to be more than three days
- keep teachers informed about any factors that might affect their child's performance at school
- Ensure that the School Office has relevant contact details by completing the Data Collection Sheet, and updating these details when necessary. Some of this basic data will be held on computer and we may be asked to pass on relevant information when it will encourage, enable or assist (directly or indirectly) effective participation by young person in education or training. Parents have the right to instruct the school not to provide information of this kind under the Learning and Schools Act, sections 114 to 122, "Support for 13 to 19 year olds". Contact the School Office for further clarification.
- Contacting the school immediately if you suspect your child may be the victim of bullying, whether it originates from within school or from outside. We have very effective means of dealing with these problems when we know of them. Bullies cannot thrive in an open society.

## The Ortu Sixth Form

Ortu Gable Hall School has a Sixth Form in partnership with Hassenbrook and St Clere's schools, known as the Ortu Sixth Form Centre - Stanford & Corringham where teachers from all three schools work collaboratively. A range of courses covering Level 2 and Level 3 attainment will be on offer and potential students will be able to follow a wide range of academic and vocational courses.

**We look forward to working together with you to provide the best possible educational opportunities for your child during their seven years at Ortu Gable Hall School.**

## **DOCUMENTS AVAILABLE FOR INSPECTION**

Those documents which the School has a statutory duty to make available to the public for inspection are available for scrutiny at the School on application in writing to the School Office. Copies of those documents not protected by copyright may be purchased from the School Office for a small fee to cover the costs of production. Parents are entitled to inspect any information concerning their children which is held on computer, in compliance with the Data Protection Act.

## **COMPLAINTS PROCEDURE**

If you have a comment, concern or complaint the School would like to know as soon as possible. The School always welcomes suggestions for improving its work and maintaining our standards. Staff at the School will acknowledge your call/letter within 36 hours and resolve the issue within 5 working days if at all possible.

What to do first:

Most concerns and complaints can be sorted out quickly by contacting your child's form teacher or subject teacher depending on the nature of the concern. All staff will make every effort to resolve your concern informally.

Concerns raised by suppliers of goods and services can be directed to the School Business Manager.

What to do next:

If you are dissatisfied with the response or you have a serious concern, you can make a formal complaint via the School Complaints Co-ordinator, to the Headteacher either in writing or by telephone, who will then carry out an investigation and provide a written response within 5 working days.

If you are still unhappy

The School will do all it can to resolve the matter straight away but if you are still not entirely satisfied, you may make a formal complaint in writing to the Clerk to the Governors at the School who will refer it to the Governing Body. They will convene a meeting to discuss the matter within 10 working days and provide you with a written response within 5 working days of the meeting.

Further Action

If you are not satisfied with the Governing Body's decision you may contact the Secretary of State for Education at the Department for Education and Skills.

Contacts

Ortu Gable Hall School, Southend Road, Stanford-le-Hope, Essex SS17 8JT

Telephone: 01375 400800

Fax: 01375 400801

# CHARGING AND REMISSIONS POLICY

## Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DCSF guidance.

## Definition

The school day is defined as: starting at 8 am and finishing at 4.15 pm. The midday break does not form part of the school day.

## Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

## Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. (See below)

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- the examination is on the set list, but the pupil was not prepared for it at this school
- the examination is not on the set list but we arrange for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or the LA originally paid or agreed to pay the entry fee.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

## Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example a football club, a theatre visit. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

## Education part during the school day



If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### **Minibus**

Travel in the school mini-bus is free.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Music Tuition**

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

### **Eligible Benefits**

Income Support;

Income-base Jobseeker's Allowance;

Support under part VI of the Immigration and Asylum Act 1999; or

Child Tax Credit (providing they do not also receive Working Tax Credit and have an annual income.

Please check with the Inland Revenue.

### **General Information**

Chief Executive Officer

Dr. S. Asong

Principal

Mr. C. Stokes

Consultant Deputy Head

Mrs. C. Reeves

Trust Associate Head Teacher

Mrs. S. Rollason

Chairman of Governors

Mr. S. Nash

Status and Character

Academy

Co-educational Comprehensive day School and Specialist Arts College for pupils aged 11-18 years.

Religious Affiliation

None





**CEO Ortu Federation Ltd: Dr Sophina Asong B.A., M.A., Ed.D, NPQH**  
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