



Welcome Pack

2017 – 2018

Information for Parents/Carers



Aim high. Work hard. Be kind.





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Welcome to Marriotts School and the Marriotts Family

We are delighted that you will be joining us in September 2017 and look forward to working with you at this exciting time in the school's development. We are over-subscribed and are thrilled to have over 240 new Year 7's joining us on our journey to be the best possible school for our students. We have a wonderful team of staff, fantastic students and our modern school building has the space, equipment and facilities needed for 21st Century learning. Marriotts School: why go anywhere else?

Over the last four years we have made significant improvements in academic performance and other areas of school life. We will continue to see achievement increase at a pace thanks to our great teaching and rigorous tracking systems. Please see the link below, which shows we are 19th out of 148 schools in the whole of Hertfordshire for Progress 8 and above national averages, and well above all other local schools. <https://www.compare-school-performance.service.gov.uk/schools-by-type?step=phase®ion=919&geographic=la&phase=secondary>
The school is recognised by both the community and official bodies for the excellent education we provide.

In October 2016 Ofsted rated us as a 'Good' School with Outstanding Leadership and Management and Outstanding Pastoral Care.

We expect further improvements year on year.

We are a comprehensive community school committed to delivering a broad, balanced and appropriate curriculum of the highest quality to our students. In the area of PE, Performing Arts and Community Sport we innovate, lead and provide resources and training for the whole county and beyond as part of our specialist status. Our partnership with Stevenage FC is adding to our specialism and many of Stevenage FC's elite players are educated here.

We know that as students and parents you will become positive and active members of our school community. As students, you will make new friends and learn new subjects and skills. We want you to feel safe, secure and happy and importantly, to make the most of the opportunities that the school provides. We want every student to achieve their full potential and to understand that our key focus is learning. You must be proud of your school and work to make it better. Your individual commitment in terms of energy, enthusiasm and engagement is vital to the success of the school as a whole.

As parents there will be a number of opportunities to become involved with your child's education and the school. We look forward to getting to know you all and welcome your thoughts and ideas about how we can move forward. If we all work together, we will be able to give students a great education, wonderful opportunities and the best examination results to open doors in the future. **Aim High, Work Hard, Be Kind.**

Our students have so much to offer and deserve the best possible education to help them to achieve their goals and to develop the skills they need to live good, successful lives.

Ms B Honnor
Headteacher

Mr D Reshat
Year Leader
Year 7

Mr A Payne
Asst. Year Leader
Year 7

Mrs A Taylor
Assistant Headteacher –
Pastoral Care & Inclusion



Holiday Term Dates 2017 - 2018

Year 7 students start on **Monday 4th September** at 9.30am until 3.00pm.

Autumn Term 2017

Monday 4th September to Tuesday 19th December 2017

Half Term

Monday 23rd to Friday 27th October 2017

Christmas Holiday

Wednesday 20th December 2017 to Wednesday 3rd January 2018

Spring Term 2018

Thursday 4th January to Thursday 29th March 2018

Half Term

Monday 12th February to Friday 16th February 2018

Easter Holiday

Friday 30th March to Monday 13th April 2018

Summer Term 2018

Monday 16th April to Friday 20th July 2018

Summer Half Term

Monday 28th May to Friday 1st June 2018

Please note: Inset days and an occasional day have yet to be published. We will inform you of these days via the SchoolComms Communication system and our school website.

All school dates are in the student planners and will be announced in Parents Newsletters.

Please also see our website for more details.

www.marriotts.herts.sch.uk



School Vision

Our Vision is to ensure that every single student reaches and exceeds their potential and leaves us with the qualifications, skills and attitudes that they need to move on to the next stage of their lives.

Student Mission Statement

Aim high. Work hard. Be kind.

Education changes everything: your horizon, your enjoyment and your economic situation. Everyone has a right to an education that will allow them to succeed and to live a good and successful life. To help us ensure we deliver the right education for your child we have four wildly important goals that are at the heart of everything we do.

Wildly Important Goals

1. 100% of students achieve their personal best.

Every student needs to make progress according to their starting point, their individual ability and their particular strengths. It is our job as a school to challenge and support students to be the best that they can be, to track their progress carefully and to intervene when it is not good enough.

2. Every lesson, every day, good or better.

In order for students to make good progress and achieve well, they need good teaching every lesson, every day. At Marriotts we work closely with all of our teachers tracking their performance, sharing good practice and providing the training needed to ensure teaching is always good.

3. High quality professional development for all staff.

It all starts with a good teacher. We work hard to attract the best possible teachers and to ensure that they, and all members of our staff teams, receive the training that they need to excel in their roles.

4. 360° of care, support and challenge for our students and their families.

We are committed to pastoral care, personal, social, moral, health and spiritual education and to removing barriers to students' learning. We have a strong team of pastoral and inclusion staff whose role it is to ensure that all students and families at Marriotts are supported.

Conclusion

Marriotts School is a vibrant, happy learning community, which is committed to raising achievement through continuous improvement. We strive for excellence in all we do.

We are very proud of our school and have high expectations of those who join us.



School Reception/Student Services

School Reception

The School Reception is open to the public from 8.00am until 4.30pm, Monday to Thursday and from 8.00am to 4.00pm on Fridays. The office is manned throughout this time. Our staff are able to help you with any questions or enquiries that you may have and will endeavour to assist you as promptly as they can.

Students Services

Student Services offers a wide variety of services to students. It is located next to the café on the ground floor.

Student Services is open at the following times:

Before school	8.00am – 8.30am
Break time	10.55am – 11.15am
Lunchtime	1.20pm – 2.00pm
After school	3.00pm – 4.00pm (3.30pm on a Friday)

There are daily checks to ensure students are always fully equipped. Students who are missing equipment are able to buy items at the school's shop at the following times:

Monday to Friday: 8.00-8.30am, 10.55-11.15am and 1.20-2.00pm

Essential items can be purchased at the following prices:

Pen / Pencil	3p
Rubber	5p
Ruler (30 cms)	16p
Notepad	35p
Scientific calculator	£6.35

All lost property will be stored at Student Services. Should your child lose an item of clothing, equipment etc. whilst at school they should check at Student Services to see if it has been handed in. Please ensure that all items of clothing are clearly marked with your child's name so that in the event of an item being lost, we can return the item to your child as soon as possible.

If your child loses their timetable we can print a new one. If timetables are repeatedly lost, a small charge will be made for a new one.

Students may make phone calls home from Student Services in an emergency, calls cannot be made to arrange social arrangements.

Student Services holds a stock of school aprons and basic stationery which can be purchased by students at a reasonable price at any of the times above.

Any problems with a student's access card or biometric print should be reported to Student Services.

If a student has forgotten their lunch, or money for lunch, they should speak to Student Services as they can arrange for an emergency lunch ticket, or staff will call home for the student.



Student Services also maintains the Biometric system, if you have confirmed we are able to use your child's biometrics, they need to go to Student Services to have their Index finger scanned.

Lockers

Lockers are available for hire, on a first come first served basis, at a cost of £5.00. This hire is valid for the whole time your child is at Marriotts School. If the key is lost a replacement will cost £5.00. If your child loses their key they need to contact Student Services.

School Gateway Communication

Marriotts use an electronic communication system called School Gateway. School Gateway allows two-way communication between the school and the parent/carer via text messaging or email. In order for you as the parent/carer to receive the maximum possible benefits from this new system we require a valid email address and mobile telephone number for the Priority 1 contact.

The School Gateway App allows you to view your child's attendance and you are able to notify the school of any absences regarding your child. You will be able to see their timetable showing you which lessons they have, achievement - showing you how many achievement points your child has accumulated in the current academic year and medical details, showing you the medical information we have on our system for your child. You are able to message back from the App with any changes to your own or child's details i.e. update Mobile phone number or change of address.

School Gateway is monitored throughout the day by the Admin staff at Marriotts, so if you were to send a message, a response would be received shortly after.

If you experience any problems either with the App or School Gateway, please do not hesitate to contact Mrs Goff on l.goff@marriotts.herts.sch.uk who will assist in resolving any issues.

By downloading the App from Schoolcomms, it will allow Marriotts to communicate with you via text free of charge!

Schoolgateway

The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android).
2. Install the app and if you are asked, say yes to "Allow Push Notifications".
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.
4. The system will send a PIN code to your phone; please enter this PIN code and the App will be activated for you.

As soon as you have the system set-up, all text messages we send you will appear in the App; you will receive notifications/alerts as normal.



You may find the following SchoolGateway contact numbers useful:-

Absence Text Number: 01438 300121

This is the virtual mobile number from which absence alert SMS text messages are sent to parent/carers, you can also text this number to report your child absent or inform the school of medical appointments etc.

Absence Hotline Number: 01438 726999 (Select option 4 and then option 1)

This is the number parents/carers call to access the automated absence hotline to leave a voicemail message.

Attendance Email Address: attendance-team@marriotts.herts.sch.uk

Please inform the school by 8.30am everyday your child is going to be absent from school.

WisePay

Marriotts uses WisePay to collect money for school trips online. WisePay can be accessed via the Marriotts school website under the "Parents" section. WisePay is a secure system, which eliminates the need for students to bring cash into school. Cash in school is discouraged and so we ask, therefore, that if you are unable to use WisePay cheques are used as an alternative. There are several benefits to using WisePay, such as it creates a record of all your payments in your user account called 'MyWiseAccount' and refunds can be made via electronic payment rather than a cheque.

Your user name and password are e-mailed out every time there is a school trip, so you simply need to ensure that you have registered your e-mail address with the school and we will do the rest.

Parents are also able to top up cashless catering cards using WisePay. This allows you to view what your child is purchasing in the school canteen and café areas as well as viewing the balance available for them to spend.

Support is available from the school Finance Team, via email to finance@marriotts.herts.sch.uk or alternatively please call the school number on 01438 726999.





Biometrics

Marriotts School uses a Biometric student recognition system. Using a biometric system benefits the school and students; students do not have to remember to bring a card, queuing times are reduced at the catering areas and there is a reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINS.

A biometric measurement of your child's fingerprint will allow your child to:

- Access parts of the building
- Print – there are 6 large printers [two on each floor] work sent to a printer can be collected at any time by using their fingerprint at any of the printers.
- Paying for food – there are two points in school to load money onto prepaid catering accounts. **The till operator will advise the student when their account is running low. Students can also ask the till operator what their current balance is.**

Full details are in the policy which can be found on the school website.

Students on Free School Meals will have their accounts topped up daily. They can pay in extra money if they wish.

Access / ID Cards

Marriotts School operates an Access / ID card system for students not registered to use the Biometric system. Students are expected to look after cards carefully and NOT lend it to anyone else.

Replacement of lost or damaged cards will be £5.00.

If a student loses/damages his/her card then they should report this immediately to a member of staff at Student Services. Replacement cards cost £5.00. Any balance on the lost/damaged card can then be transferred to the new card. Cards can be topped up with money in the same way as biometric accounts.



If a free school meal student loses/damages his/her card then they are still entitled to the meal of the day but must inform the dining room staff who will ensure the student receives a meal for that day. They will, however, have to purchase a replacement card.



Sports Centre

Marriotts Sports Centre is managed by the Sports Team who provide a wide range of sporting activities for community users and host regular events and non-sporting activities too.

The Sports Team are always on hand to provide an excellent service for all individuals and groups who use the facilities 7 days a week.

Marriotts Sports Centre (MSC) ACTIVE/KIDZONE/COMMUNITY

MSC Active is open 7 days a week, Monday to Friday 8am – 10pm and at weekends from 8am – 6pm. At MSC Active we aim to deliver the best fitness experience in Stevenage. Our fitness programme provides a wide range of classes to help you improve your fitness and lifestyle. We aim to give all members a unique experience and are a very family orientated fitness team. We have a unique feel, which focuses on the community, and enjoying group exercise for all levels, shapes and sizes. Classes, and/or the gym are £5.00 per session, alternatively you can pay a monthly fee for unlimited classes, gym and sports activities.

We have dedicated Facebook pages for fitness (MSC Active) and are also on Twitter at @mscactive.

Facility Hire

Facility hire is available for the whole of the Sports Centre and school. We accommodate block and ad-hoc bookings and have over 30 individual groups and clubs currently using the facilities. From a 3G booking, general meeting, family occasion or a game of tennis, we can look after you.

Partners and Clubs

Marriotts Sports Centre is proud to be home to lots of fantastic sports clubs; Marriotts Gymnastics Club, Bedwell Rangers FC, Stevenage FC, Stevenage Storm, Stevenage Scorpions, North Herts School of Dance, Stevenage Judo Club, Fairlands Valley Spartans to name a few.

Birthday Parties

Children's Birthday Parties are very popular at Marriotts Sports Centre. If you would like a party why not visit us to design your own, or alternatively leave it to us to design one for you and take the stress out of your child's important and very special day. To ensure you and your child have a wonderful experience we ensure we provide professional experienced coaches and deliver a wide range of parties. Some of the most popular parties include: gymnastics, football, multi-sports, bouncy castle and trampolining. Whatever experience you want, we can cater for you and your child's sporting needs!

To find out more on what we have to offer please call: 01438 317525 or email bookings@marriotts.herts.sch.uk. Alternatively you can visit our website at www.mscactive.co.uk or the Marriotts Sports Centre Facebook page.

The Behaviour for Learning Team

The Behaviour for Learning Team provides 360° of care, support and guidance to each student and their wider family. They are responsible for tracking attainment, behaviour and attendance to identify areas which may require target setting and support.

Each year group has a Year Leader who is supported by a member of the Senior Leadership Team to ensure every student is happy and is making the necessary progress.

Assistant Headteacher of Behaviour, Attendance, Punctuality and Student Engagement (responsible for Year Leaders/groups) Assistant Headteacher Pastoral Care	Miss N Slade Mrs A Taylor
Head of Conduct and Attendance (Operational)	Mrs K Collins
Head of Conduct (Behaviour Improvement Provision)	Mr K Coughlin
Behaviour for Learning Co-ordinator Behaviour Intervention Leader Senior Leadership Team Link KS3	Mr C Gaskin Mr J Wainwright-Noble Mr S Bannister
Family and Student Support Worker	Mrs S Amstutz
Attendance and Pastoral Support Team	Mrs S Edwards Mrs C Lasselin Mrs K Smith
Safeguarding Team	Mrs L Tether Mrs A Taylor Mrs S Amstutz Miss N Slade Mrs M Ratcliffe
Year Leader - Year 7 Assistant Year Leader Year 7 Transition Co-ordinator Senior Leadership Team Link	Mr D Reshat Mr A Payne Mrs A Taylor Mr S Bannister
Year Leader - Year 8 Assistant Year Leader Year 8 Senior Leadership Team Link	Mr M Whittaker Miss J Coben Mr S Bannister
Year Leader - Year 9 Assistant Year Leader Year 9 Senior Leadership Team Link	Mr A Presland Miss A Sweeney Mr C Kerr



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Year Leader Year 10 Assistant Year Leader Year 10 Senior Leadership Team Link	Miss J Hearn Miss N Cooper Mrs M Bains
Year Leader Year 11 Senior Leadership Team Link	Mrs C Scott Mr E Hutchings

Tutor System

At Marriotts School we have a horizontal tutorial system. Mr D Reshat is Year Leader for Year 7 and will lead the Year 7 Tutor Team. He will be supported by Mr A Payne, Assistant Year Leader Year 7. Each tutor group will have designated Form Tutors who will provide support and a tailored learning programme through tutor time.

The role of the Form Tutor is key to providing support and guidance for students at Marriotts School. Some of the key features of this system are:

- Structured tutor time activities with a focus on literacy, numeracy and social skills development.
- Key person to provide a point of contact for both students and parents/carers.

Mrs A Taylor and Mr Reshat, supported by his Assistant Year Leader, takes responsibility for liaison with partner primary schools and ensures that your child's transition to secondary school is as smooth as possible.

Mr S Bannister is the senior link teacher for Year 7. Any questions or concerns that you have about your child should be addressed to the form tutor in the first instance, preferably by writing via email to:

Form Tutors – Year 7

7A	Mr L Charmokly	l.charmokly@marriotts.herts.sch.uk
7B	Mr J Keighley/Ms M Dillsworth	j.keighley@marriotts.herts.sch.uk m.dillsworth@marriotts.herts.sch.uk
7C	Miss E Evans/Mrs P Jones	e.evans@marriotts.herts.sch.uk p.jones@marriotts.herts.sch.uk
7D	Mr A Edwards	a.edwards@marriotts.herts.sch.uk
7E	Mr A Gleed/Miss J Lyttle	a.gleed@marriotts.herts.sch.uk j.lyttle@marriotts.herts.sch.uk
7F	Miss C Moranda/Miss H Everett	c.moranda@marriotts.herts.sch.uk h.everett@marriotts.herts.sch.uk
7G	Dr C Newstead	c.newstead@marriotts.herts.sch.uk
7H	Miss R Stannard	r.stannard@marriotts.herts.sch.uk



The Curriculum

The school's curriculum is taught in three stages: Key Stage 3 (KS3) Years 7 and 8 and Key Stage 4 (KS4) Years 9, 10 and 11 and Key Stage 5 (KS5) Years 12 and 13, so that we can effectively meet the learning needs of students.

Key Stage 3 (Years 7 and 8)

The focus in KS3 is on providing a nurturing learning environment with a specific focus on developing strong basic skills which provide a foundation for good progress in the upper school.

In Year 7 all students follow courses in:

English	Dance
Mathematics	Drama
Science	Music
Geography	Art
History	Design and Technology: Food/Textiles
Modern Foreign Languages.	Design and Technology: Resistant Materials
Computing	Physical Education
Life Skills Programme	Religious Education

In Years 8 students will continue with the subjects detailed in the table above.

Instead of the carousel of French, German and Spanish students experience in Year 7 Modern Foreign Languages, students will study one language to specialise in towards GCSE.

Subjects for KS4 will be selected in Year 8.

Key Stage 4 (Years 9, 10 and 11)

In KS4 there is a shift towards preparing students for their BTEC and GCSE examinations. There is a wide choice of possible option subjects alongside the core of English, English Literature, Mathematics, Science, Physical Education and Life Skills.

As strongly recommended by the Government, we instruct students to select at least one (and often guide them towards two) of: French, Geography, German, History and Spanish in order to have a broad and balanced foundation in secondary education.

Key Stage 5 (Years 12 and 13)

The Post-16 curriculum has reflected the considerable expansion of interest in 6th Form studies and Post-16. There is also the opportunity to exploit the Stevenage Sixth (4 school consortium) shared options programme. A level 2 programme is also available to suitable students.

As is the case in all Further Education establishments, any student without a good pass in English Language and Mathematics will be required to undertake a resit course to ensure they meet this threshold before the end of Year 13.



Special Educational Needs

The Learning Support Department has a comprehensive range of intervention and support facilities which are accessed by students via a referral system. Student progress data is tracked and analysed at regular intervals and those students that are falling behind may be referred to the Learning Support Department for additional support.

Students with an EHCP and with SEN Support will be offered support to meet their particular needs. Parents will be invited to become involved in progress and planning meetings, where appropriate.

Some students in Year 7 will be part of a transition support programme following on from primary school. This will enable them to gradually settle into secondary school. They may spend a small amount of their time working outside of lessons with a member of the inclusion team.

Key Inclusion Personnel are: Assistant Headteacher - Inclusion, SEND and Learning Support: Mrs L Tether, l.tether@marriotts.herts.sch.uk

Inclusion Co-ordinator (INCo): Mrs G Ridley, g.ridley@marriotts.herts.sch.uk

Inclusion Unit Manager: Mrs L Powell, l.powell@marriotts.herts.sch.uk

Religious Education

Religious Education is taught in lessons in Key Stage 3 and through Marriotts Life Skills in Key Stages 4 and 5. In Key Stages 4 and 5, students have the option to study GCSE/A Level Philosophy and Applied Ethics.

Marriotts Life Skills

Marriotts Life Skills is designed to enable students to reach their full potential through a range of curricular and extra-curricular activities. These activities are intended to support students Spiritual, Moral, Social and Cultural (SMSC) development, and their ability to engage effectively as citizens in Modern Britain.

Across the programme there is a focus on relationships, mental and physical health, and British values. These are delivered through discussion, debate and team work. Through **Marriotts Life Skills**, the school seeks to address key elements of its statutory and non-statutory obligations to students in terms of SMSC, Personal, Social and Health Education, Religious Education, Sex and Relationships Education, Race Equality and Community Cohesion.

Marriotts Life Skills is organised across three strands, each defined in terms of the concept of relationship:

- * Relationship with **Self**;
- * Relationships with **Others**;
- * Relationship with **Society**.



Sex and Relationships Education

This is education about sex, emotions, relationships and sexual health. The biological elements are included in the Science national curriculum. Other elements are taught through Marriotts Life Skills and Theme Day Activities.

Students are taught about contraception and STI's, as well as the physical and emotional changes that occur during puberty. We also explore and tackle contemporary psychosexual issues facing young people as they negotiate sex, relationships and sexual identities.

We place a specific focus on cultural shifts in technology, media, communication, equalities and diversity. Essentially we encourage students to think about the differences between real sexual relationships and those that are depicted in the media.

Homework

We believe in setting students homework activities to broaden student learning, deepen their understanding of their subjects through a clear focus on retention and promote independent learning and responsibility. Activities will be set regularly in core and foundation subjects to build on knowledge retention and the development of examination skills. Each module (an eight week teaching block set five times throughout the year) a homework booklet will be published for each year group containing the core knowledge students will require to build towards their GCSE examinations. Activities will be set to engage students with the material and monitored through recall testing and submission of assignments. The homework booklet and accompanying activities will be published through the following website www.showmyhomework.co.uk. Students, parents and carers alike will be able to access this through all computer, mobile and tablet devices.



Show My Homework



Reporting and Understanding Data

We have three formal means of reporting achievement and progress to parents/carers.

Modular Snapshot:

During the academic year we will report combinations of your child's Behaviour for Learning (BfL) every 8 weeks, and a progress report identifying how your son/daughter is progressing towards their target grade. The progress judgement will be reported, termly, 3 times a year. Reports will be sent by post, email or handed to your child to bring home.

All reports will be accompanied by a guidance sheet explaining all aspects of the reporting system.

Information and Guidance Evening

This is an evening when the Year 7 team share key information with parents and an opportunity for parents to meet with the Form Tutor as part of a group.

Academic Review Day (ARD):

This is a day when subject teachers are available to meet with you to discuss the achievements and progress your child has made during the academic year. This occurs at a key point during the year to support and guide students, as well as to reflect upon learning already undertaken.

All our teachers are available throughout the year, **by appointment**, to discuss with you any concerns that may arise, as well as to acknowledge students' achievements and progress. Alternatively, you can contact them using their email address, all of which are listed on the school website.



Attendance and Punctuality

Progress and achievement depends upon good attendance. The school works vigorously to ensure that high levels of attendance are maintained and an excellent standard of punctuality is modelled by all of our students. We act swiftly to identify and address unauthorised absence or low attendance and will seek an immediate resolution to this issue.

The monitoring of attendance is supported by our tracker which enables every student to have an understanding of their attendance on a weekly basis. Our attendance diamond, in each classroom, is a visual reminder to students of how important it is to keep their attendance and progress at 100%.

Every student should aim for 100% attendance and punctuality. Parents do have a legal responsibility to ensure their child attends school. Your child will only reach their potential if high levels of attendance are maintained.

The attendance and punctuality of students is monitored daily by Form Tutors, Year Leaders, and the Attendance Team. We work closely with the Local Authority who support us if we need to issue a fixed penalty notice for students who are persistently absent from school. The Local Authority is also responsible for pursuing court action if poor attendance continues. We encourage and reward excellent attendance and punctuality with achievement points being awarded at the end of each term to students. These achievement points contribute towards whole school rewards and are regularly celebrated through our assemblies and communication with home.

Reminders regarding the occasional absence from school:

- Marriotts School requires daily communication to cover absence from school and late arrival.
- Any requests for leave of absence should be in writing to the Headteacher. It will be the decision of the Headteacher if this constitutes exceptional circumstances. However, as a matter of policy, Marriotts will not authorise leave of absence for Holidays in term time.
- Students who arrive to school after 9.00am will have an unauthorised attendance mark for the morning session, unless they have attended and can provide evidence of a medical/dental appointment.

Our school day ends at 3.00pm. **We encourage you to arrange routine dentist, opticians, doctors and orthodontist appointments out of school hours or during school holidays.** If your child is ill or if there is an urgent reason for non-attendance, **please contact the school by 8.30am on each morning of absence on 01438 726999** (option 4 for Marriotts School and then option 1). When your child does return to school please write a note in their planner, giving the date and the reason for absence or provide medical evidence.

If your child needs to leave school during the day, please inform their Form Tutor beforehand. Before your child leaves the school site they must obtain a signature from their Form Tutor or Year Leader confirming approval to leave school during the day. Students then need to sign out at reception as they leave school.



The School Day

Registration / Assembly	8.30am – 8.50am
Lesson 1	8.50am – 9.50am
Movement time	9.50am – 9.55am
Lesson 2	9.55am – 10.55am
Break	10.55am – 11.15am
Lesson 3	11.15am – 12.15pm
Movement time	12.15pm – 12.20pm
Lesson 4	12.20pm – 1.20pm
Lunch	1.20pm – 2.00pm
Lesson 5	2.00pm – 3.00pm

Transport to School

The majority of our students walk to school with a friend or a sibling, some are driven which does cause some congestion, others cycle. Students' bicycles must be roadworthy; they must use a lock to secure the bike or scooter in the bike sheds during the day and we encourage students to wear helmets. The school cannot accept responsibility for bicycles or scooters left on school premises.

Motorcycles must not be brought into school without prior permission.

Extra-Curricular Activities

Marriotts School offers:

- A breakfast club where students can enjoy a snack or hot breakfast before school.
- A range of clubs and activities after school. These include a range of subject based clubs, for example Science and Drama.
- Specific PE activities that include a varied lunchtime club timetable offering a wide selection of sports. Students are able to use the high specification facilities including the Multi Use Games Areas (MUGA's), Sports Hall, Gymnastic Centre, Olympic trampolines, 3G astro-turf and Fitness Suite.
- There are also after school team training opportunities as the school enter teams into District competitions for Football, Basketball, Netball, Cross-Country, Rugby, Cricket, Rounders and Athletics.

At Marriotts we fully understand that it is what we can offer outside of the curriculum that is crucial to the development of a young person. We strongly encourage our students to take part in as many extra-curricular activities as they can. It is often through team sports and club activities that students learn to be mindful of others, and to appreciate the importance of fair play, honest competition, and good sporting behaviour. Taking part in subject based clubs allows them to extend their interests and their learning beyond what is possible in a normal classroom lesson.

School Trips

Typical standard trips for Year 7:

Trip	Term	Faculty
Team Building	Autumn	Pastoral
Theatre visit	Spring	English
Kew Gardens	Summer	Science
Residential visit	Summer	Pastoral



Mobile Phones and Electronic Devices

The school is a workplace and a place of learning. Making calls, texting and using electronic devices at any time of the school day is not appropriate. Whilst the School Governors do allow phones and electronic devices to be brought to school, responsibility for the phone rests with the student and the school will not take financial responsibility for any loss or damage to any phone under any circumstances – including storage during PE lessons or examinations.

If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter.

We do not allow students to contact home using their mobile phones while they are at school, if they are unwell or need to contact home this will be done via a member of staff.

Student Responsibility

All phones and electronic devices are to be kept out of sight and switched off during the school day. This includes lesson transitions, break and lunchtime. None of these devices can be used whilst on the school site.

Students are not permitted to listen to music on headphones as they walk around the building or in lessons. Any headphones or electronic devices seen will be taken and looked after by your child's Year Leader until 3.00pm.

Students must ensure that files stored on their phones or electronic devices do not contain any form of violent, degrading or pornographic images.

Cyber-bullying is completely unacceptable. Students found to be involved in cyberbullying will have their device taken away and will face serious consequences.

Students should not use their phones during the school day to contact parents/carers.

Equipment

Every student should have a pen, pencil, ruler, eraser, pencil sharpener, set-square, protractor, scientific calculator, and a mix of colouring pencils or felt tip pens. Senior students may require additional equipment.



Dress Code

School Uniform

At Marriotts we believe that all students should wear the correct school uniform with pride. Wearing school uniform shows your commitment to being part of the Marriotts family.

School reserves the right to decide what constitutes 'exaggerated', 'extreme' or 'discrete'. Students arriving in incorrect uniform will be asked to return home to rectify it immediately.

Ready for School, Ready for Work

Wearing school uniform helps foster a serious approach to learning and helps prepare the student for their future career.

We have high standards and high expectations for all our students and wearing school uniform smartly and with pride reflects this.

Removing distractions

Wearing a uniform removes distractions that invariably arise as a result of students comparing clothing and at times making life difficult for less fortunate classmates that cannot afford the latest, and often expensive, fashions.

Low cost and availability

The school does not make a profit on school uniform and any surplus is put back into the rewards programme. The majority of the uniform can be sourced from most major stores. Only the blazer with embroidered logo, jumper and school tie must be purchased from our supplier (please see page 22 for further information).

Safety

School uniform allows students to be easily recognised. During off-site visits or simply outside the school community, students from a school can quickly and easily be brought together, picked out or recognised. Often this means that their safety can, more easily be ensured. It also allows students to demonstrate to our community their pride in their school.

Uniform Details

Marriotts School Blazers, tie and V-neck jumpers, are only available online from the following provider: Sportswear International – www.swi.co.uk. Please contact the supplier for prices. Weekly deliveries to school are free of charge. Items can be delivered direct to your home at a small charge. Other items of school dress can be purchased from any supplier. Additional, optional items of PE clothing are available from our on-line supplier.

Boys

Black school blazer with Marriotts logo
 Grey V-neck jumper with red trim
 White collared school shirt
 Grey and Red striped school tie
 Plain black trousers with no markings
 Plain dark socks with trousers
 Black shoes with an upper that fully encloses the foot including the heel.
 No kind of plimsolls, flip flops, sliders, training shoes, “trainers” or boots should be worn at any time. Shoes should not have coloured logos or stripes or patterns
 Outdoor coat to protect against bad weather. This should not be worn inside the school building.



Girls

Black school blazer with Marriotts logo
 Grey V-neck jumper with red trim
 White collared school shirt
 Grey and Red striped school tie
 Plain black trousers or knee length skirt with no markings.
 No leggings or tight fitting trousers are permitted. Plain white socks are to be worn below the knee alternatively plain black tights with no patterns if worn with a skirt. No leggings or footless tights.
 Black shoes with low heels and an upper that fully encloses the foot including the heel. No kind of plimsolls, flip flops, sliders, training shoes, “trainers” or boots should be worn at any time. Shoes should not have coloured logos or stripes or patterns
 Outdoor coat to protect against bad weather. This should not be worn inside the school building.



Everyone

No jean/denim fabrics or jersey (this includes tracksuit materials or black denim trousers).
 No ‘hoodies’.
 No coloured or studded belts.

Hair, make up, nails

No exaggerated or extreme hair styles or colour including patterns or parts of the head being closely shaven. No shaven or cuts in eyebrows.

No hair colour other than natural colours that blend in.

Adornments – discrete hair bands only.

No visible make up is allowed – students will be asked to remove any that is obviously visible.

Nail varnish or false nails/extensions are not allowed, students will be asked to remove them.

Jewellery

Jewellery should be kept to a minimum.

If you have pierced ears: one gold/silver small sleeper ring or one plain small stud in each ear.

No multiple piercings or stretcher piercings.

No other visible body piercing is allowed. Covering piercing with plasters or 'clear' studs is not acceptable.

PE Kit

Girls / Boys

Black polo shirt.

Black sweatshirt.

Black shorts.

Training shoes

Plain black football socks.

Football boots.

Gum shield.

Participation in PE lessons

Appearance

All students should have - black shorts, football socks and a PE top. Optional extras include PE tracksuit bottoms and black sweatshirt. No jewellery or long nails, long hair must be tied back at all times throughout lessons.

Equipment

All sporting equipment is provided for lessons. However students will need football (moulded) boots, shin pads, suitable sports trainers and a gum shield each year. Students are encouraged to bring black tracksuit bottoms for winter PE lessons when directed by PE staff.

Lost Kit

Students must bring an alternative replacement from home to wear in lessons until the PE kit can be purchased again. Students' must have a note from their parent/carer to confirm loss of kit. Staff will agree with parent/carer a realistic time frame for replacing the Marriotts PE kit.

No Kit

A 'No kit' sanction policy is in place. 1 kit mark is given to a student who does not have their PE kit with them. If a student has been given 1 kit mark they will be given a 20 minute detention. If they receive 2 kit marks they will be given a 40 minute detention and if they have 3 kit marks they will serve a one hour detention (after a conversation with parent/carer has taken place).



Non-Participants

All students must be in kit during a PE lesson. If a student is injured or recovering from illness they also need to be in PE kit. They will participate as a coach or complete a lesson analysis worksheet. They will need a note from home. If they do not have a note or kit then the “No Kit” sanction policy will apply. Non-participants can wear extra clothing underneath their PE kit or a Marriotts tracksuit/sweatshirt to keep warm.

Valuables

All jewellery (no jewellery permitted to be worn for sport for Health and Safety reasons), electronic devices e.g. mobile phones, keys and monies to be handed in to the PE Teacher at the start of the lesson.

This is the responsibility of the student as PE cannot take responsibility for any valuables not handed in. Electronic devices must be identifiable to the student when handed in e.g. photo as screen-saver or a name on the device.

Helpful Tips!

Write name in all clothing in permanent marker.

Practise changing from uniform into PE kit in 3 minutes.

Buy moulded football boots one or two sizes up to ensure they last into the next year.

Wear extra layers underneath PE kit in cold conditions or buy the sweatshirt and tracksuit.

Have a separate PE bag to school bag.

Special Clothing

All students must have an apron for Technology/Art/Food lessons which should be purchased from school. These aprons are flame retardant, made from PVC proofed nylon and considered safe by the Fire Protection Officer.

Marking of Clothing

Please ensure that all uniform and PE kit is permanently marked with your child’s name. If possible use labels, especially on the PE kit and expensive items like coats and jackets.



Behaviour (Respect) and Approach to Learning (Attitude)

We believe students need to take pride in their learning during their time at Marriotts. We expect students to engage in the lesson activities and complete homework set by their teachers. Students are required to maintain good presentation in their books so that they are able to demonstrate their learning journey across the year.

The 'Be Kind' element of our school ethos is central to our positive community and learning environment. We expect students to be kind at all times, modelling the qualities needed to be a good citizen and represent Marriotts at all times when wearing the school uniform.

To achieve safety outside of lessons, we expect all students to follow the Community Code.

- Walk, don't run.
- Talk, don't shout.
- Sit down or go outside.
- Use the bins provided.
- Food and drink in the Dining Hall or Café area.
- No electronic devices.
- Keep to the left on stairs and along corridors

We track students' attitude towards their learning by using our Approach to Learning Zone strategy aimed to motivate and intervene to ensure students' progress each module. The zones correspond with the average ATL score they receive over a Module across all their subjects. Below is an example of the ATL Zone parameters:

RED - (ATL below 2.6)

RED + (ATL 2.6 – 2.79)

ORANGE (ATL above 2.8)

GREEN (ATL above 3.0)

BLUE (ATL above 3.5)

BLUE+ (ATL above 3.8)

Teaching and Learning

We strive for excellence in all teaching and learning across the school. We believe that every student should receive a positive learning experience every lesson. To achieve this we have five key focus areas:

1. Clear lesson routines.
2. Excellent use of questioning using '*Everybody answers*'
3. Focus on Literacy through '*Everybody reads*', and '*Everybody writes*' within lessons
4. '*Excellence for all*' ensuring that students are stretched and challenged within the classroom
5. Homework that is focused on key knowledge and retention

Therefore, throughout the year staff receive regular training and monitoring in order to maintain excellent standards in this area.



Student Charter

In our lesson I will always:

AIM HIGH

- Take pride in the quality and presentation of my work.
- Complete all tasks to a high standard.
- Respect my learning environment and equipment.

WORK HARD

- Complete my homework to the best of my ability and on time.
- Listen carefully to the teacher at all times.
- Expect to be challenged for any off task behaviour I display.

BE KIND

- Respect my peers.
- Respect all members of staff.
- Respect my learning environment

PAUSE

P - Punctuality: arrive on time.

A - Attitude: enter the class quietly, engage in starter activity.

U - Uniform: is correct and my equipment is ready.

S - Sit in correct seating plan.

E - End of lesson: pack away and tidy area. Stand behind chairs and leave when dismissed.



The Marriotts Home/School Agreement

Parents/Carers

I/We will:

- Ensure that my/our child is organised for school – in correct uniform with all necessary equipment.
- Ensure my/our child attends on time and notify the school if he/she is late or absent.
- Encourage my/our child to have a positive attitude to learning.
- Support and encourage my/our child in his/her school work (including homework).
- Let the school know if any situation is likely to affect my/our child's learning.
- Make the most of all opportunities to meet with staff and encourage a dialogue between the school and home.
- Support the school Rewards and Behaviour for Learning Policy including same day detentions.
- Not make requests for my child to be out of school during term time other than in exceptional circumstances.
- Encourage my/our child not to engage in discrimination, harassment and victimisation of others.

School

Marriotts will:

- Expect all members of the school community not to engage in discrimination, harassment and victimisation.
- Expect students to attend school in correct uniform and have the necessary equipment for lessons.
- Work with parents/carers and students to encourage regular attendance and excellent punctuality.
- Deliver the curriculum in terms of lessons and homework, ensure work is marked and provide support for all students in order that learning needs are met.
- Expect students to behave positively, respect each other and together create a safe learning environment for all.
- Take appropriate action in cases of student misconduct.
- Respond to parental concerns relating to the welfare of students.
- Support parents/carers and students through regular consultation evenings, reports and other forms of communication.
- Keep parents/carers informed of school events and activities.

Student

I will:

- Fulfil our school mission: Aim High, Work Hard, Be Kind
- Not engage in behaviour that discriminates, harasses or victimises others.
- Wear the correct uniform at all times.
- Bring my books and equipment to school for lessons and activities, so I am ready to learn.
- Attend school regularly and arrive on time for school and lessons.
- Follow the student expectations when in class and around school, including attending whole school detentions if required.
- Do my best, have pride in my work and aim to achieve as highly as I can.
- Try to attend at least one extra-curricular activity.
- Let a teacher know if I have any worries.

Data Collection

The Data Collection Form will be kept in your child's academic file.



Working Together

Roles and Responsibilities

The **Headteacher** is responsible for framing a policy which establishes an environment that encourages positive behaviour and regular attendance, discourages bullying and promotes race equality and with other members of the senior leadership team, organising support for implementing the policy.

Staff (including support staff, volunteers and teachers) are responsible for ensuring that the policy is consistently and fairly applied, that students are taught how to behave well and are encouraged to attend punctually and regularly. They are also responsible for providing mutual support and for modelling the high standards of behaviour and punctuality expected from students.

Students are responsible for shaping and promoting the school's code of conduct and supporting staff and other pupils. Students are able to do this through:

- Student voice.
- Student surveys.
- Student leadership.

Parents and Carers are responsible for ensuring their child's attendance and behaviour inside and outside the school, for working in partnership with the school to maintain high standards of behaviour and attendance. They are also able to contribute to the policy through consultation.

Frequently Asked Questions

What happens if I need to get in touch with my child?

Please call the school reception and a message can be relayed to your child. Students may not use mobile phones at any time during the school day including lesson transitions, at break and lunchtime. Please do not call or text your child during school hours. Students who use their phones during the school day will have them removed and looked after until 3.00pm.

What happens if my child is ill at school?

If your child is unwell at school they should tell their teacher, the teacher will then write a note and send them to the school reception where they will be assessed. Reception will call you if your child needs to go home or be seen by a doctor. **Students should not text or phone parents directly if they feel unwell.**



How you can help your child

- Make sure your child has the right equipment. There is no need for expensive pen sets, but a proper pencil to include a pen, pencil, ruler, rubber and a scientific calculator, is very useful
- A suitable bag is very important. Students need to have room in their bag for all of their exercise books.
- Make sure students organise their bag the night before school in readiness for the following day's lessons.
- Please make sure your child has a coat or jacket that is waterproof. There are no drying facilities at school and it is extremely uncomfortable for students to be in school all day in wet clothes. No outdoor coats should be worn in the building at any time.
- Please encourage your child to get plenty of rest, especially during the first half term which can be tiring for Year 7 students.
- Make sure your child eats properly, especially breakfast, so that they can concentrate and learn. Encourage them to bring water into school, not fizzy drinks. Energy drinks are not allowed and will be confiscated.
- Have a copy of their timetable at home. Attach it to the fridge, or wherever is a good place to see it.
- Look at your child's exercise books and discuss their learning with them.
- Use email as a way of communicating with your child's Form Tutor.
- Arrange non-emergency dentist, doctor, optician and orthodontist appointments outside school hours.
- Do not arrange family holidays in term time.



Contact Us

Marriotts School

Brittain Way, Stevenage, Herts SG2 8UT

Telephone: 01438 726999

Fax: 01438 318560

Email: admin@marriotts.herts.sch.uk

Web: www.marriotts.herts.sch.uk

OFFICE HOURS:

Reception is open from 8.00am until 4.30pm. (4.00pm Fridays)

Marriotts Sports Centre

Telephone: 01438 317525

Message from the Headteacher

One thing we are always trying to improve is the school's communication. I know that often if you have a concern you will raise that directly with your child's Form Tutor, Year Leader or a member of the senior team. However, as Headteacher, I would like to pledge to parents that if they feel they would like to speak to me personally they are able to do so by contacting the school through my PA, Mrs Peary, j.peary@marriotts.herts.sch.uk. I will always phone back within one working school day and, if a meeting is needed, I will meet you within three working school days.

Thank you for putting your faith in Marriotts School.



Aim high. Work hard. Be kind.