



MARRIOTTS

IAG EVENING BOOKLET

Name of Form Tutor:



AIM HIGH. WORK HARD. BE KIND.

Pastoral Care

Wildly Important Goal for Pastoral care

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

Aim

To provide care, support and guidance to enable all students to achieve their potential and leave us with the qualifications, skills and attitudes that they need to move on to the next stage of their lives.

Pastoral Care is a team effort, involving Form Tutors, Year Leaders, Support Staff and Senior Leaders. All staff have an important role to play to ensure that we provide 360° degree care. Outlined below are the various roles and responsibilities undertaken by the staff at Marriotts School.

The Pastoral Team

- Mrs Lesley Tether, Assistant Headteacher, Student Engagement, Pastoral Care, PSHE, SMSC and Safeguarding
- Mr Keith Coughlin, Assistant Headteacher, Behaviour, Safety and Attendance
- Mrs Anna Taylor, Assistant Headteacher, SEND, Inclusion and Learning Support
- Mr Chris Gaskin, Behaviour for Learning Intervention Co-ordinator
- Miss Maddy Ratcliffe, Head of Counselling Services
- Mrs Sharon Amstutz, Family and Student Support Worker
- Mrs Lisa Chapman, Secretary to Senior Leadership and Attendance Officer
- Mrs Tina Neal, Pastoral Secretary
- Miss Natalie Slade, Student Leadership and Intervention
- Mr Ben Cubberley, Pastoral support worker

The Year Leaders

Year 7 – Ms Teri-Ann Perschky, Year Leader

Year 7 – Mr Matt Whittaker, Assistant Year Leader

Year 8 – Mr Adam Presland, Year Leader

Year 8 – Mr Ryan McQueen, Assistant Year Leader

Year 9 – Miss Jade Hearn, Year Leader

Year 9 – Miss Gemma Reid, Assistant Year Leader

Year 10 – Mrs Claire Scott, Year Leader

Year 11 - Mr Daniel Reshat, Year Leader

Child Protection Team

Mrs Lesley Tether, Mrs Sharon Amstutz, Miss Natalie Slade and Mr Chris Gaskin

If you have any concerns about your child's wellbeing or safety or you wish to raise a concern about an issue, please contact one of the members of the child protection team above via s.amstutz@marriotts.herts.sch.uk.

The Pastoral Programme

Each day the students and their form tutors follow a set pastoral programme, designed to engage the students at the start of the day and to support aspects of the curriculum, for example Guided Reading. Below is an outline of the Pastoral Programme for each year group.

Year	Monday	Tuesday	Wednesday	Thursday	Friday
7	Group Discussion: News Item	Numeracy	Guided Reading	Aim Higher	Assembly
8	Group Discussion: News Item	Numeracy	Guided Reading	Assembly	Aim Higher
9	Group Discussion: News Item	Numeracy	Assembly	Aim Higher	Guided Reading
10	Group Discussion: News Item	Assembly	Guided Reading	Aim Higher	Numeracy
11	Assembly	English Language	Maths	Science	English Literature

Marriotts Life Skills

Marriotts Life Skills lessons are a central feature of the Marriotts pastoral programme. It is a timetabled lesson taught by each form tutor in the school. Currently this lesson takes place on a Wednesday week 2, period 5.

The aim of these lessons is to prepare our students with the life skills they will need both now and in the future. They provide them with the skills, knowledge and values to make healthy and informed choices in life, taking into account the changing world in which we live and equipping them for life in modern Britain. A wide variety of topics are covered from work on self-esteem, positive mental health to Careers and Sex and Relationships Education.

Rewards

At Marriotts we are committed to rewarding all of our students for their efforts, their achievements and their commitment to the school. We believe rewarding students enables them to make better progress and encourages positive behaviour.

- Achievement points are a focal point of our reward system and these are awarded regularly by teachers to recognise good work and effort.
- These points are collated weekly and are converted into Conduct Points (Achievement points minus Behaviour Points).
- As students accumulate positive Conduct Points they will be rewarded with various prizes and trips.
- We are also keen to showcase the good work many of our students produce. We have Faculty Awards, to acknowledge their successes.
- Year Leader Awards are presented on a weekly basis.
- Students with good half termly behaviour and effort grades are treated to the very popular pizza and tea parties

- Any student who produces a piece of good work is sent to the Headteacher who will stop any meeting she has in order to see the students work. A letter will then be sent home by the Headteacher to congratulate them.
- Students receiving a large amount of rewards are asked to act as learning leaders and take a leadership role within the community.

Behaviour for Learning

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 to represent Marriotts positively at all times in and out of school uniform

At Marriotts we have high expectations of all our students and expect them to show respect, have a good attitude to their learning and to take ownership of their conduct. We employ positive behaviour strategies in class in order to maximise students' compliance with our behaviour expectations and have very clear rules and routines so that all members of the school are treated fairly. However, on the rare occasions of misbehaviour we make sure that students do not disrupt the learning of others and so occasionally a student is removed from lessons. There is a staged response to effectively deal with incidents of this nature so that learning is not disrupted. These stages are outlined below.

Stage	Consequences
1	1 warning received (logged on the school computer system).
2	2 warnings received (students are asked to attend a discussion with their teacher during break/lunchtime).
3	3 warnings received - Students will be removed from class. The pastoral team will attempt to re-integrate back into the lesson but if this is not possible students will work within the faculty area in another classroom. If a student is removed, then the student will attend a whole school detention after school for one hour. Detentions are served on the same day they are issued and parents/carers are always kept informed. Teachers will hold a resolution meeting with a student during this whole school detention.

Attendance and Punctuality

Progress and achievement depends upon good attendance. The school works rigorously 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 1 for Marriotts School and then option 2). 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.

Punctuality

Good punctuality to both school and lessons leads to higher levels of achievement within the classroom

Punctuality to school:

School starts at 8.25am and students should be in their form room by 8.30am. A student is late if he/she arrives after this time. If arriving after this time with a genuine reason, he/she should bring a note from home to this effect.

If arriving after 8.30am Year Leaders will issue a 'late to school' detention slip which will inform the student they are expected to attend a detention after school that day. Parents/carers will be informed.

Punctuality to lessons:

Students should make their way to their lesson on the sounding of the bell. Lesson transition is 5 minutes allowing students adequate time to arrive on time.

A late to lesson record will be made by the class teacher. If a student is late to x3 lesson in a week they will receive an after school detention.

Uniform

Marriotts prides itself on students looking presentable at all times; the school uniform and PE kit ensures that students are smart in their appearance. This reflects a positive community image and prepares students for their progression into a working environment.

The uniform requirements are clearly stated on the school website and in the Student Planner and must be adhered to at all times. This includes our expectations in terms of facial and body piercings, which are not permitted under any circumstances and jewellery restrictions.

Mobile Phones and Electronic Devices

The use of mobile phones or electronic devices by students, anywhere in the building, is strictly prohibited. The advice will always be for these expensive items to remain at home where possible, however we do identify that parents/carers may need to contact their children outside of school hours for various reasons and so students may bring phones to school but they must be switched off and away throughout the school day including at break and lunchtime. If a mobile phone is seen, then it will be taken and looked after until the end of the school day in the first instance.

How will I know how my child is progressing?

By the start of Module 2, every student will have an Assessing Pupil Progress (APP) grid in his or her book/folder. These grids identify the skills that a student is secure at, and also what skills they need to focus on to make progress. These APP grids will be a key resource for parents/carers to have meaningful conversations about how their child can improve.

However, we are aware that parents are familiar with reports sharing grades and progress, and use this as a key indicator to how their child is progressing. Therefore, every term you will receive a Modular Snapshot report with the following information:

Year 7, 8, 9

Progress judgement

- This will indicate whether your child is on track to achieve towards their end of course target grade. This will be a teacher judgement based on assessment evidence, classwork and homework.
- Current reading age

All Year Groups will also receive:

- **Behaviour for Learning (BfL) grade**
 - Excellent = 4
 - Good = 3
 - Requires Improvement = 2
 - Unsatisfactory – causing concern = 1
 - And a BFL Concern Code
 - *E.g. D= Disruption or P = Participation*

Minimum End of course target

- Based on a student's KS2 average score from reading and mathematics the government produce an end of course minimum target grade that each student should achieve. The government review and amend this each year based on national achievement, and therefore we will review all targets at the end of the year in light of this.
- This target grade is reviewed at the end of each module and if a student is consistently making exceptional progress, then through discussion with the teacher and head of department this could be amended.

Further details will follow with the first report

For year 7 this will be at the end of module 2 – to give an opportunity for students to settle and for teachers to accurately assess progress.

For year 8 and 9 this will be at the end of module 1.

BFL STUDENT SCORING GUIDE

As a Marriotts student in this subject, do you.....

4 - OUTSTANDING



Make every attempt to achieve better than expected progress.
 Drive your own learning.
 Consistently show independent learning.
 Consistently produce homework in line you're your ability.
 Always make excellent classroom contribution.
 Consistently demonstrate work in line you're your ability.
 Demonstrate an excellent attitude to reading.

3 - GOOD



Make every attempt to make at least expected progress.
 Complete Homework is consistently.
 Contribute well in class.
 Demonstrate work in line with your ability.
 Work independently.
 Demonstrate a good attitude to reading.

2 – Requires Improvement

Make little attempt at making at least expected progress.
 Get easily distracted and sometimes distracts others.
 Often need re-focusing from teacher.
 Sometimes needs warnings in lessons.
 Only sporadically complete Homework.
 Show little effort in punctuality, organisation, class work, or contributing positively in class.

1 – Unsatisfactory

Make no attempt at making at least expected progress.
 Often receive warnings.
 Often need removing from lessons.
 Are often late or lack equipment.
 Rarely produce homework.
 Make very little effort in Class contribution or class work.
 Rarely work independently.

ZONE	BFL AVERAGE SCORE	ACTIONS
RED - Unsatisfactory	Below 3	Raising Standards meeting with YL and KS3 Raising Standards Leader Parental correspondence (Meeting if in Red zone for 3+ Modules) SMART targets set. Monitoring in place for next Module data drop
ORANGE – Requires Improvement	3- 3.29	Year Leader talk. One on one Form Tutor meeting. Parental correspondence.(letter) Monitoring in place for next Module data drop.
GREEN - Good	3.3- 3.59	Learning Leader Status (if all criteria met) Form tutor recognition. Form group display. Learning Leader rewards.
OUTSTANDING	3.6 – 4	Learning Leader Status (if all criteria met) Assembly recognition. Form group display. Learning Leader rewards Selected for Headteacher recognition. Outstanding BFL Post card home. Year leader prizes. End of Year Graduation Recognition. Chance of Uber learning Leader status and reward.

The Curriculum

The school's curriculum is taught in three stages: Key Stage 3 (KS3) Years 7, 8 and 9, Key Stage 4 (KS4) Years 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
Information Technology	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 select the language of their choice 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.

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.

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.
- Sign the planner and check for messages.
- 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.
- Provide all students with a planner and encourage its effective use.
- 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 image: 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.
- Record my homework in my planner and complete it to the best of my ability.
- Follow the student expectations when in class and around school.
- 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.

The importance of books/folders

The best way to see how your child is progressing at Marriotts is to look through their books/folders regularly. You can ask them questions about how well they have understood a topic or skill. You will also be able to review the marking stickers that are in the books which are completed every three weeks by the teacher. Additionally, there will be marking throughout the books, and correction of literacy using the marking codes (which you can find at the back of each book).

When you have looked at the books please feel free to write a note to their teacher, in their book or in their planner, if you feel they are unsure and need a recap. Looking through their books will also give you a clear idea of how much they are concentrating in class and the effort they are putting in. If the work is not well presented or rushed that could mean that they were not trying their best. Regularly taking the time to read through your child's books is the best way to help them succeed and ensure there are positive communication between parents/carers and the school.

Marriotts Reads

It is essential that all students can read well if they are to access all aspects of the curriculum and so that they can succeed at school and in life. To improve literacy at Marriotts we recognise daily reading as an essential feature of positive behaviour for learning. Students are expected to read their school library book at home for 20 minutes per day and complete a book report, via Show My Homework once per module.

Students sit Hodder reading age examinations twice a year to track progress and identify students who are underachieving in their reading. These scores will be on your child's reports. Students who need support are offered opportunities to participate in our Regular Reading initiative and/or SOUND training.

Online reading resources can be easily accessed to encourage and support students in their reading. The Reading Cloud allows students to:

- Search, reserve or download resources from our school library and across the Reading Cloud;
- chat online with other students about books and authors that interest them;
- blog about their favourite books and authors;
- like and recommend resources to other students;
- Write or record video book reviews;
- Share their home library with friends at school.

For the latest reading events, clubs and resources, please follow us through any of the following:

 <https://marriottsreads.wordpress.com/>

 <https://www.facebook.com/marriottsreads/>

 <https://twitter.com/@readsmarriotts/>

Homework

Homework is central to student progress. As part of improving standards we are focusing very intently on the quality and provision of homework and how we support our students in developing their skills as independent learners.

At Marriotts we set one piece of homework per subject each week/fortnight depending on frequency of the lesson. The amount of time required will increase as students move further up the school. These homework activities may include research, extended pieces of writing, mini-projects and many different ways to challenge and engage our students outside of the classroom. It is used most importantly to reinforce the learning that takes place at school.

To support students we use SHOW MY HOMEWORK. This is an online programme that provides a centralised place for all students to access homework set by their teachers. As a parent you can view the homework set for your son or daughter by entering the web address below and following the online prompts. This will enable all parents/carers to have access to the homework and any additional resources that have been set for their child.

<https://www.showmyhomework.co.uk/>

Students have been given a login and password that gives them access to the online homework calendar which sends email reminders about imminent due dates and push notifications to mobile phones and tablets if they download the SHOWMYHOMEWORK app on iOS and Android platforms.

We firmly believe that good quality, regular homework helps support our students, giving them the time and responsibility to take ownership of their own learning and we value your support in this initiative.

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 case is very useful to include a pen, pencil, ruler, rubber and a scientific calculator.
- 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 using their student planner.

- 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.
- Have a copy of their timetable at home. Attach it to the fridge, or wherever is a good place to see it.
- Ask to see their planners every evening. Look at their exercise books and discuss their learning with them.
- Use the planner as a way of communicating with your child's Form Tutor.
- Please arrange non-emergency dentist, doctor, optician and orthodontist appointments outside school hours.
- Please do not arrange family holidays in term time.

Wisepay

Marriotts operate 'Wisepay' an online payment system for parents/carers. This enables parents/carers to make payments securely on line for such things as:

- School meals
- Day trips
- School journeys
- Music tuition

This facility reduces the need for students to bring money into school which will have huge benefits for parents/carers and students. This includes safety as well as a permanent online record of all your payments. A further benefit to parents/carers is that you can view catering purchases made using the school's cashless system.

Email addresses of staff

If you need to see somebody urgently you can speak to your child's Form Tutor or a member of the pastoral team. It is often easier to send an email straight to teacher. Please refer to our website under the Students Tab, select the year group your child is in. You will see the Pastoral Team and their email addresses. Year Leaders are available to see you without an appointment in an emergency.

Communication

One thing we are always trying to improve is the schools communication. If you have concern you should raise it in the first instance with your child's Form Tutor, Year Leader, or a member of the Senior Team. You can also email straight to the subject teacher using the list above.

Headteacher's pledge

The Headteacher pledges to parents/carers that if they feel they would like to speak to the Headteacher they are able to do so via contacting the school through her PA, Mrs Peary (j.peary@marriotts.herts.sch.uk). The Headteacher will always phone back within one working school day and if a meeting is needed she will meet with you within 3 working days.

Schoolcomms

Marriotts are now fully using the new electronic communication system Schoolcomms. In order for you as the parent/guardian to receive the maximum possible use from this new system we require a valid email address and mobile telephone number for **the Priority 1 contact**. You will be able to view your child's timetable, receive Module reports and examination timetables throughout the year. We will have over 1,000 students on roll at Marriotts, by downloading the App from Schoolcomms it will allow Marriotts to communicate to home via text free of charge!

Please look on the Schoolcomms website, <http://schoolcomms.com/parent-login/parents> for more information. The School Gateway App allows you to view your child's Attendance, be able to notify the school of any unauthorised absence. You will see their Timetable showing what lessons they have. Achievement showing you how many achievement points your child has accumulated in the current academic year and Medical details, showing what 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 on Mobile or change of address.

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

If you experience any problems either with the App or Schoolgateway, please do not hesitate to contact the school reception staff who will assist you to resolve any issues.

Contact Details

In case of an emergency it is imperative that we hold a valid telephone number and email address for the main contacts we have on our system for your child. If you have recently changed your Mobile, Home or email address please notify the school office so we can update our system. Even better, if you create a School Gateway account, this requires your email and mobile number to set up; if we do not have the same details on our system it will not allow you to create an account, thus telling you we have out of date information.