

Summer 2022

Dear Parents/Carers

We are very much looking forward to students joining, or returning, to us in September. This letter gives full details of arrangements for the first two days – Monday 5 and Tuesday 6 September 2022.

Monday 5 September: Years 7, 10 and 12

<b>8.28am</b>	Year 7 arrive	Year 10 arrive by 8:58am	Year 12 arrive
<b>8.30am</b>	Year 7 assembly		Year 12 tutor time
<b>9.00am</b>	Year 7 tutor time	Year 10 assembly	Year 12 assembly
<b>9.30am</b>		Year 10 tutor time	
<b>10.00am</b>	Break time		
<b>10.20am</b>	Session in tutor groups		
<b>12.20pm</b>	Lunch time		
<b>1.00pm</b>	Lesson 4		
<b>2.00pm</b>	Lesson 5		
<b>3.00pm</b>	Leave school		

Tuesday 6 September: all students

<b>8.28am</b>	Years 7, 8, 9, 10 and 11 arrive				
<b>8.30am</b>	Kentwood assembly	Langley tutor time	Norcot tutor time	Sulham tutor time	Year 12 and 13 arrive at 9.25am
<b>9.00am</b>	Kentwood tutor time	Langley assembly			
<b>9.30am</b>		Langley tutor time	Years 12 and 13 assembly		
<b>10.00am</b>	Break time				
<b>10.20am</b>	Kentwood tutor time	Langley tutor time	Norcot assembly	Sulham tutor time	Years 12 and 13 tutor time
<b>10:50am</b>			Norcot tutor time	Sulham assembly	
<b>11:20am</b>	Lesson 3				
<b>12:20pm</b>	Lunch time				
<b>1:00pm</b>	Lesson 4				
<b>2:00pm</b>	Lesson 5				
<b>3:00pm</b>	Leave school				

I would like to take this opportunity to remind parents/carers of our values and expectations. Students come to us as children, and leave as adults. Our aim is that they achieve Success for Life, and that they do this through gaining excellent qualifications, and developing their CHARACTER skills

through extra-curricular and community activities. In addition, it is vitally important that they develop positive behaviours and positive habits. Three things are particularly important to get right from the beginning of term:

- We have an absolute expectation of **punctuality**. Students must arrive at the school gate at **8.28am**. If they are late then they will be given an after-school detention. Students must arrive promptly to each lesson, and if they are late to lessons they will sit a Friday detention. New Year 7 students will of course be given leeway as they learn to navigate the school!
- Students must be in correct **uniform**. Students arriving, for example, in skinny trousers, trainers, false nails or eyelashes will be required to return home to change, and will make up the lost learning time after school. Our uniform policy can be found [here](#).
- Students must have the correct **equipment** for every lesson.

By developing the correct habits right from the beginning of term, students can then focus on learning in lessons, participating in extra-curricular activities, and contributing to the community.

I am very much looking forward to seeing your child in September. I wish you and your family a very pleasant summer.

Yours faithfully

A handwritten signature in black ink that reads "E. Towill". The signature is written in a cursive style with a large initial 'E'.

Mr E Towill MA (Oxon)  
Headteacher

## Values and Vision

Our aim is that every student, regardless of ability or circumstance, leaves Denefield School with the foundations for a rich and fulfilling life. Success for Life means:

- Developing their **academic success** and subject knowledge necessary to understand and enjoy the world around them, and to progress to the next stage of education, training or employment.
- Becoming **economically independent** and enjoying a rewarding career or occupation.
- Developing strong and positive **relationships** with adults and peers.
- Respecting and contributing to the **community** and the **environment**.
- Maximising physical, mental and emotional **health** and **wellbeing**.

Success for Life is underpinned by the curriculum that we teach and the qualifications that students gain, and by the CHARACTER values that are embedded throughout the school.

## Our Character

The character values form the basis for us to send out in to the world, well-rounded individuals who have the academic qualifications and personal attributes to thrive in modern Britain.

We expect all members of the Denefield community – students, staff, parents/carers, and trustees – to actively develop and demonstrate our nine CHARACTER values and to show that they are:

### Confident

Denefield students understand that 'every accomplishment begins with the decision to try', but that success does not always come easily or immediately. They have the confidence to see failure as part of the learning journey, and to use their reflectiveness and resilience to learn from past mistakes.

### Happy

Denefield students enjoy school and learning for its own sake, as well as for the rewards it brings later in life. They seek joy in the things and the people around them, and share their happiness with others. They aim to make other people's lives more enjoyable, seeking to help those in difficulty.

### Articulate

Denefield students communicate powerfully. They listen to others, then develop their own ideas and arguments, which they present clearly both verbally and on paper. They articulate themselves with confidence to their peers and to adults.

### Resilient

Denefield students realise the importance of digging deep when times are tough. They understand that sometimes they need perseverance to meet their goals, and that they will not always succeed first time. They reflect upon their actions, are prepared to change, and develop their physical and mental strength.

**Ambitious**

Denefield students are highly aspirational. They work hard in and out of school, setting themselves demanding goals and achieving highly. They aim to progress on to competitive courses at leading universities, including Russell Group and Oxbridge, or into challenging and fulfilling careers.

**Courageous**

Denefield students are brave and are prepared to take themselves out of their comfort zones. They take on tasks that they consider challenging, and accept they may not succeed first time. They are prepared to stand up for what is right and to make their voices heard.

**Tolerant**

Denefield School is an inclusive and diverse community, welcoming students of all different backgrounds, beliefs, genders and orientations. Denefield students accept and embrace these differences, understanding how they can learn and benefit from those who are different from them.

**Empathetic**

Denefield students are kind and caring. They understand each other and seek to see the world from each other's points of view. They collaborate well and happily with others, and participate in school and wider community events. They work to ensure the success of others as well as themselves.

**Respectful**

Denefield students have self-respect and show respect towards others. They understand and look up to each other. They value and protect the school and the outside environment. They cherish the earth's resources, seeking to preserve and enhance them for future generations.

## **Denefield School Uniform**

### **Years 7 - 11**

Denefield has its own distinctive uniform. There are good reasons for this. The most important is that our students come from a wide variety of backgrounds and uniform helps us create a sense of our school as a community. Moreover, smart appearance is very important for students' self-esteem and this will inevitably have an impact on their behaviour and the quality of their learning. Some of our students, understandably, like to show they can keep up with the latest trends in teenage fashions. This puts other students, and their parents who have limited resources, under unnecessary pressure. A school uniform removes these distractions and allows students to concentrate on their learning. We ask parents to resist reacting to each change of fashion where school uniform and hairstyles are concerned. Often what is fashionable is unsuitable for wearing at school. We have kept our uniform as simple as we can with the maximum number of standard items easily obtainable at reasonable prices from many retail and mail order outlets. School branded items are obtainable online from our uniform suppliers, Price & Buckland, and at on-site sales events.

***All items of clothing and equipment should be clearly named.***

***Designer logos and fashion items are not acceptable.***

***For health reasons, students also need a comfortable rucksack with wide shoulder straps to carry their books and folders. This should, preferably, be plain black, dark grey or navy blue. No other type of school bag is permitted.***

### **Jumper**

V-neck, long sleeved or sleeveless, black with electric blue trim and school logo.

### **Polo shirt**

White with electric blue trim and school logo.

### **Trousers**

Plain black, full length to cover ankles, suitable for business wear.

***Jeans, flares, tight trousers or leggings are not allowed:*** see the school website for acceptable examples.

### **Skirt**

Denefield tartan skirt, **must be worn correctly with no modifications are permitted, it should not be rolled over at the waistband to alter the length;** this is the only acceptable school skirt.

### **Socks/tights**

Socks must be black or white, tights must be black or natural.

***Socks and tights may not be worn together.***

### **Shoes**

Plain black with minimal decoration, firm-soled, water resistant and polishable. Heels should be of a sensible height to ensure safety when moving around the school. Doctors have recommended no more than 4cm.

**Boots, including ankle boots (eg Kicker boots or any other brand), are not allowed. Converse – style shoes or boots are not allowed. Trainers, trainer-like shoes such as Nike Air Force One, pumps and other casual footwear are also not acceptable uniform.**

### **Outdoor coats**

An outdoor coat in a plain, medium to dark colour would be most appropriate. **'Hoodies', denim, leather or fur jackets are not acceptable as an alternative to a coat and must not be worn to school.**

### **PE kit**

For reasons of safety and hygiene, students must wear appropriate kit for the activity they are undertaking.

### **Compulsory items:**

Black/electric blue polo shirt with school logo

Football style black shorts – plain with no logos/branding. Denefield shorts or skort – **no cycling shorts**

Black football/rugby socks/hockey socks

White sports socks

Moulded football/rugby boots. These are suitable for both grass and the 3G pitch surface and students therefore need just one pair of boots. (Please note that the following types of footwear are **not** suitable for the 3G pitch: trainers, metal tipped studs, plastic screw in studs or AstroTurf boots).

Sports trainers – no Converse, Vans, canvas plimsolls or similar

Gum shield

Shin pads

### **Optional items:**

Reversible black/electric blue long sleeve sports shirt with school logo

Black/electric blue skort

Black tracksuit bottoms – plain with no logos/branding

Black leggings – plain with no logos/branding. Leggings may **not** be worn at school unless for PE

Black crew neck sweatshirt – plain with no logos/branding

### **Jewellery**

Nothing of any great value should be worn as the school cannot take responsibility for its loss. Items should be discreet and students should not wear anything that could be a danger in lessons such as PE, science or D&T. Students may wear one necklace, one bracelet, one ring, **one stud in each earlobe maximum. No facial jewellery, other than studs in ears, may be worn. One small, clear plastic retainer is tolerated in the nose, but this should not be easily detectable. All jewellery must be removed for PE.**

### **Make-up**

Girls may wear a discreet amount of make-up, but this should not be obvious. ***Nail varnish should not be coloured.*** Acrylic and gel nails are not allowed.

### **Hairstyles**

Parents/carers are asked to help us maintain the right atmosphere in school by encouraging hairstyles that are appropriate for a place of work. ***Extreme hair colours and styles are not acceptable.***

- Hair must be of a natural colour.
- Where hair is clipped or shaved it must be a minimum of grade 1 at the back and sides and a minimum of grade 3 at the top.
- No designs, patterns or tramlines are permitted.

### **Non-compliance**

The wearing of correct uniform is compulsory at Denefield and students who do not comply with the expectations will not be allowed their social time, and on occasion, to participate in lessons.

***If you are ever in doubt about any item, please contact the school first.***

## The School Day

At Denefield, the school day usually runs from 8.30am to 3.00pm.

<b>Years 7 to 13</b>	
8.30am – 9.00am	Tutor period
9.00am – 10.00am	Period 1
<b>10.00am – 10.20am</b>	<b>Break</b>
10.20am – 11.20am	Period 2
11.20am – 12.20pm	Period 3
<b>12.20pm – 1.00pm</b>	<b>Lunch</b>
1.00pm – 2.00pm	Period 4
2.00pm – 3.00pm	Period 5
3.00pm	End of the school day

## Equipment

<b>Necessary equipment</b>	<b>Desirable/useful equipment for use at home</b>
<ul style="list-style-type: none"><li>• Blue/black pen</li><li>• Red pen</li><li>• Pencil</li><li>• 30cm ruler</li><li>• Eraser</li><li>• Whiteboard pen</li><li>• Colouring pencils</li><li>• Specialist equipment, eg protractors, compass, scientific calculator</li><li>• Reading book</li></ul>	<ul style="list-style-type: none"><li>• Rounded scissors</li><li>• Glue stick</li></ul>

## Attendance

At Denefield School we believe that attendance and attainment are strongly linked. We want all of our students to attend school regularly and on time so that they can become resilient and confident learners who are able to achieve their potential and make a positive contribution to society.

We expect all of our students to attend school regularly and on time and we set all students a minimum attendance target of 96%. If one of our students is not attending school regularly, an

Education Welfare Officer may visit or write to their parents/carers.

Fixed Penalty Fines will be issued when students have missed 20 half day sessions from school within a ten-week school period, where the absences are unauthorised. The level of fine is set out below and is the same as that imposed by West Berkshire local authority for holidays.

Parents/carers are reminded that dental and medical appointments should, wherever possible, be made out of school hours. If your child is absent from school, please remember to notify the school on each day of his/her absence, by sending a message via the free school app or calling 0844 239 3376 (local rate number) and following the automated prompts until they finish. Questions about attendance should be discussed with the Attendance Manager, Mrs Fox.

### **Holidays in term time**

Requests for holidays in term time will not be authorised. Leave of absence will only be granted, by the Headteacher, in exceptional circumstances. This must be requested in advance through a written letter to the Attendance Manager. West Berkshire's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence from school, including unauthorised holidays, allows for the issue of a fine where a student is absent for five school days or more.

The level of fine is set at £60 if paid within 21 days or £120 within 28 days.

Failure to pay the fine within a 28 day time limit will result in the parents being summonsed to appear in court for an offence under s.444(1) Education Act 1996 for failing to ensure regular school attendance of their child.

It is the duty of a parent/carer of a child of compulsory school age to secure their education by regular attendance at school. If a parent/carer fails to fulfil this duty imposed by the Education Act 1996, such a person commits a criminal offence.

### **Punctuality**

In addition to the close monitoring of attendance, the rigorous focus on students' punctuality continues to result in significant improvements.

Unfortunately, a minority of students sometimes arrive late to school without a good reason, and on more than one occasion. It is important that all parents/carers are aware of the direct implications late arrival has on learning and a student's attendance percentage.

Students who arrive late are marked on the register with an 'L'. Students who arrive more than 30 minutes after the start of the school day will be marked on the register with a 'U'. This is counted as unauthorised absence and will impact greatly on their overall attendance percentage for the academic year, not to mention their academic studies.

Any student who arrives at school after 8.28am is considered late and will receive a same day detention after school. Parents/Carers are notified via Satchel:One, please ensure your notifications are set to on. A late detention is 30 minutes after school, however, any student who arrives after 8.45am will receive a one hour same day detention.

### **Punctuality to lessons**

All students should be punctual to lessons, registers will be taken by the class teacher and students who have not appeared will be marked as absent at the start of each lesson. Students who are late to lessons three times in a week will receive a one hour after school on a Friday.

### **Communication with parents/carers**

Where possible all communication will be made via the school app or by email. It is therefore vital to inform the school immediately of any changes to your contact details. If you need to update your contact details please, use the 'update your details' link on the website, complete and return the form on the back page of this booklet or call the school on 0118 941 3458. The school app can be downloaded by following the instructions on the enclosed/attached postcard and enables free messaging between home and school.

If your son/daughter is absent from school you have a legal responsibility to notify us as early as possible on each day that s/he is absent. You can do this via the school app or by calling 0844 239 3376. This is a local rate, automated service. Please follow the instructions given until the prompts finish.

If your child is absent from registration and we have not been notified of the reason, you will receive a message via the app or by text message. If you are not registered for the app and we do not have a mobile phone number for you, a voice message will be delivered to your landline.

Letters to parents/carers and information about the school calendar, which is updated regularly, are posted on our website where relevant. In an attempt to reduce photocopying and postage costs, we will only send a hard copy to those parents/carers for whom we do not have an email address.

### **Parents' Forum**

Maintaining regular, open communication and consultation with parents/carers is very important to us. Our Parents' Forum was set up in 2009 to encourage more parents to get involved in supporting their child's education and has been running successfully ever since.

The Parents' Forum is a platform for parents/carers to ask questions, be consulted on school policy and new initiatives and give views. Many topics have been discussed in the past and examples include new assessment systems, school uniform, Headteacher recruitment, school meals and our behaviour policy.

Every parent/carer with a child at school is warmly invited to attend each meeting. School leaders and a trustee will be present and any issues raised are formally considered by the Trust Board.

### Have your contact details changed?

It is vital that you keep your contact details up to date, in case we need to contact you in an emergency, and in order to avoid missing important communications.

You can update your details by using the link on the front page of the school's website, by completing this page and returning it to main reception or by calling the school on 0118 941 3458.

Student's name		Tutor group	
Student's address			

Contact 1 name			
Relation to Student			
Contact 1 address			
Contact 1 mobile no			
Contact 1 home no			
Contact 1 work no			
Contact 1 email address		It is vital that any email address supplied is viewed regularly as this will be used for our communications	

Contact 2 name			
Relation to Student			
Contact 2 address			
Contact 2 mobile no			
Contact 2 home no			
Contact 2 work no			
Contact 2 email address			

Please use the reverse of this form to advise us of any further changes