



# ORCHARD PARK HIGH SCHOOL PARENT AND STUDENT GUIDE TO OUR SCHOOL POLICIES

STUDENTS HAVE THE BEST CHANCE OF SUCCESS WITH US



## A message from Ms Moran – Headteacher

We are very excited to welcome you and your child to our school. You are about to embark on a wonderful journey of inspiring learning, the very best teaching, rich character development opportunities and a huge array of clubs and trips.

We pride ourselves on our four values. Every day our students demonstrate these in abundance. It is what makes Orchard Park such a fantastic place to be. Our community is warm, happy, polite and ambitious.

Every child is known at our school. Our size, our relentless focus on routines, our mantra of 'disruption free learning' and our values, mean that you can be confident your son or daughter's important to us and will be very well supported.

All our policies can be found on our school website. However, we have summarised our most important ways of working in this document. It gives you an overview of our approach which will be much quicker to digest. Your support on all aspects of school life is valued.

**We welcome and encourage feedback from our parents/carers.**

**Please visit [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk).**

**Our parent voice survey can be found within the 'contact us' menu.**

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# OUR EQUALITY PLEDGE



## Our pledge was written by our students for our whole school community.

At Orchard Park High we believe in equality, we value the strength that comes with difference and we celebrate the positive contribution that diversity brings to our community.

Our aspiration is for our Orchard Park High community to be safe, welcoming and authentically inclusive.

Our community has a voice that strives to bring about positive change through our Equality Pledge:

- We agree everyone has the right to feel safe.
- We understand that all people should be treated with dignity and respect.
- We will eliminate prejudice and discrimination from our own words and actions.
- We will not tolerate offensive language and behaviour. We will celebrate our differences.
- We will call out and challenge inequality in our community. We will not be bystanders.
- We stand for inclusion.
- We seek to understand, challenge and overcome our own biases.
- We support our community to reflect on and learn from our mistakes.



**“We cannot all succeed when half of us are held back.”**

– Malala Yousafzai

# CHARACTER POINTS



**We reward students for going above and beyond our expected standards both in and out of lessons**

## **We give Character education points at Orchard Park High School**

- To motivate and encourage our learners. To recognise achievement.
- To foster a healthy atmosphere of competition between individuals and year groups. To promote a culture of achievement and hard work.
- To underpin and promote the characteristics of being a successful learner.

## **Students are given character points 'live' in or outside lessons on yellow positive Character Cards.**

Points are collated each week, with the best student, tutor group and year group celebrated during assemblies and line-ups. In addition, at the end of each half term, students are nominated for awards by their form tutors and teachers, and are invited to a reward celebration event.

Students will aim to achieve bronze, silver, and gold badges for each of the four school values throughout their five years at Orchard Park.

- Bronze – 50 Character points Silver – 250 Character points Gold – 500 Character points
- Certificates are given for each badge awarded.
- If students achieve gold in all values, they will be awarded a Character Ambassador tie.



**“Our character is basically a composite of our habits because they are consistent, often unconscious patterns. They constantly, daily, express our character.”**

– Stephen Covey

# THE SCHOOL DAY

The school day is broken down in to five teaching periods. Students are issued a set timetable at the beginning of each academic year.

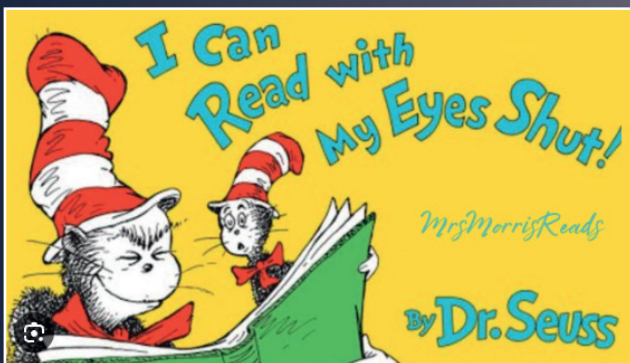
A two week timetable is in place (A and B) made up of 25 lessons a week.

<b>8.10am</b>	<b>Gates open</b>
8.15 – 8.25am	Students to their playground
8.25am – 8.30am	Roll call
8.30am – 9.00am	Tutor Reading/Assembly
9.00am – 9.50am	Lesson 1
9.50am – 10.40am	Lesson 2
10.40am – 10.55am	Break
11.00 – 11.05am	Line up
11.05am – 11.55am	Lesson 3
11.55am – 12.45pm	Lesson 4
12.45pm – 1.25pm	Lunch
1.25pm – 1.30pm	Line up
1.30pm – 2.50pm	Lesson 5 (1.30pm – 1.50pm KS3 Vocabulary Training)
2.50pm	Dismissal
2.50pm – 3.50pm	KS3 and Year 10 detention
2.50pm – 4.00pm	Character Clubs

# TUTOR READING

By the time your child leaves Orchard Park High School, they will have read at least 25 books with their class.

At KS3, we read together for 25 minutes every morning.



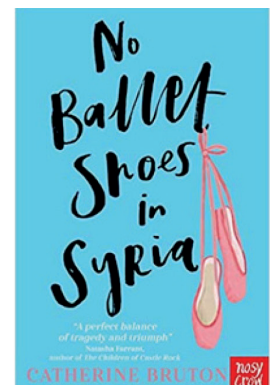
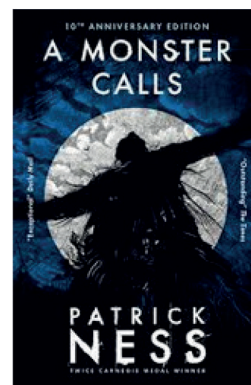
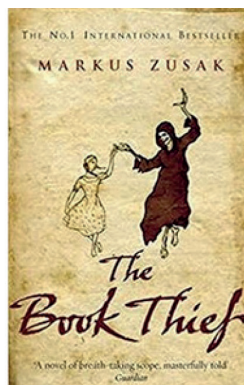
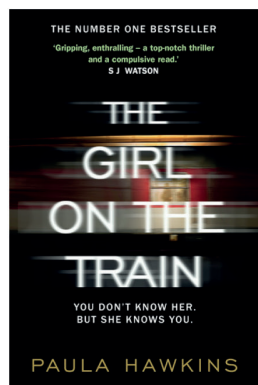
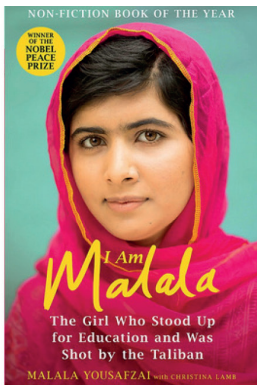
“The more you read, the more you know. The more that you learn, the places you’ll go.”

– Dr Seuss

Dr. Seuss could have been talking about the students at Orchard Park High School with this quote, as reading is a core part of everyday life.

Our unique and inspiring reading programme gives our students the opportunity to read brilliant literature every morning. By reading to them, we are able to supplement the text with valuable context that boosts student knowledge and understanding. In addition to providing our students with access to some of the best fiction and non-fiction ever written, the tutor group reading programme is also designed to complement the curriculum, drawing links to ideas, themes and figures studied in lessons. It is also a lovely, calm way to start the day.

Some of the books our students are reading...



# SCHOLARLY HABITS



## A message from our Assistant Headteacher responsible for Teaching and Learning.

A habit is something that you automatically do in response to a cue and are then rewarded for. This is called the Habit Loop. Sometimes these habits can be positive (such as routinely working out to achieve fitness goals) but sometimes these habits can be destructive. So much of what we do here at Orchard Park aims to build constructive habits that enable our students to be on time, equipped, and ready to learn. We run routines (roll call, entry routines, self-quizzing) that allow for automation and success.

Scholarly habits form the basis for future success and rewards within school life and beyond. The accumulation of scholarly habits will be the foundation upon which students continue to learn and reap the rewards.

Attentive posture, thoughtful listening, and neat presentation are essential scholarly habits that can support learning and then be used in all walks of life. We are not born with these habits and they must be taught and learned. As teachers, we play a role in providing the cue, the framework for the routines, and the illumination or provision of rewards for our students.

Some examples of scholarly habits that support student learning:

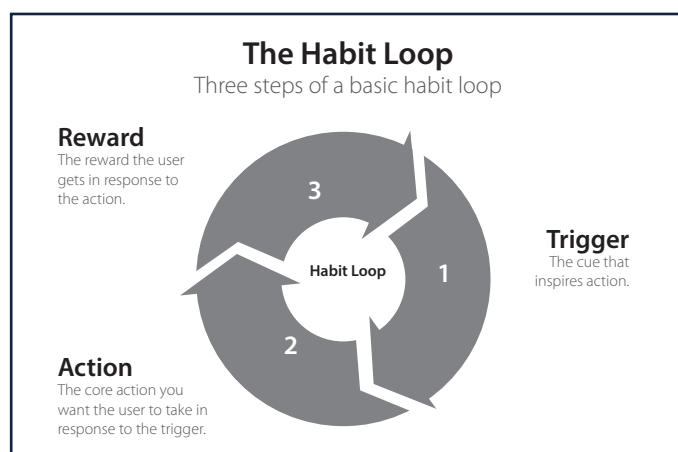


Image copyright – Reforge

- Preparedness (ready to learn)
- Sitting up straight and tracking the speaker
- Attention to presentation
- Asking questions
- Effective self-quizzing
- Effective revision

# OUR BEHAVIOUR POLICY – IN LESSONS

## Disruption-free learning

At Orchard Park, we believe that every student is entitled to disruption-free lessons. If you disrupt the lesson in any way, you will be given a warning and your name will be placed on the whiteboard. This is a reminder for you to focus on your work and get back on task. If you disrupt the lesson again you will be removed and sent to the Out of Learning Provision (OLP) where you will stay until the next day.

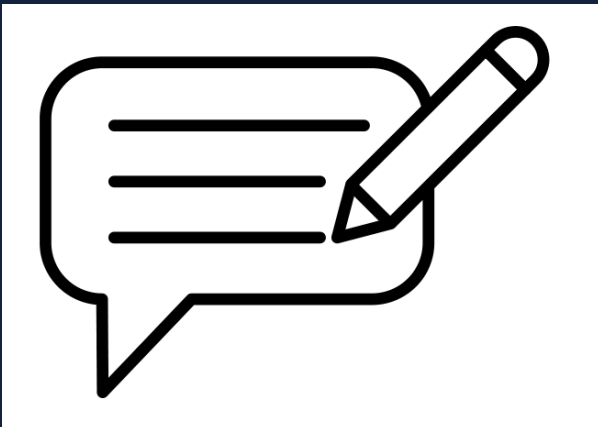
### What is disruptive behaviour?

- Calling out
- Talking without being instructed to
- Distracting others
- Lack of work
- Talking over the teacher
- Damage of property
- Eating in class
- Using inappropriate language
- Lack of focus on the work
- Working too slowly or without effort



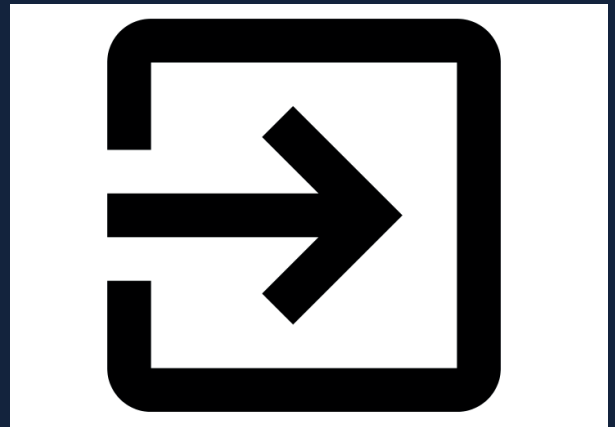
### First disruption

Your teacher will tell you that you have received a warning.



### Second disruption

You will be removed from the lesson and from class for 24 hours.



# ROUTINES IN THE CLASSROOM

**At Orchard Park we have routines so that no learning time is wasted.**

## CLASSROOM ENTRY AND EXIT ROUTINES

ENTRY ROUTINE
1. Students enter the classroom in silence and remain in silence.
2. Students stand behind their chairs in silence.
3. All equipment is unpacked and placed to the left hand side of the student's desk space.
4. Coats and bags are placed on the back of the chair.
5. Teacher invites the class to be seated.

EXIT ROUTINE
1. Students remain in silence.
2. Students pack away in silence.
3. Students stand behind their chairs in silence.
4. Students are dismissed row by row.
5. Students leave the building immediately/ head to their next lesson in silence.

### 3, 2, 1... Track me

As soon as your teacher says this you must immediately put your pens down and turn your attention to your teacher. Your teacher may also use phrases such as "Track the board" or "Track the book".

### 3, 2, 1... Show me

Only raise your mini whiteboard when you hear the teacher say "Show me". Lift the board immediately, hold it up high and track the teacher.

# UNIFORM

## Students must wear:

- **School blazer** – blue with embroidered school logo.
- **School jumper** – v-necked with year group trim and embroidered logo.
- **White shirt or blouse** – must be white (short or long-sleeved).
- **School tie** (if wearing a shirt) – blue and red stripe
- **School trousers or skirt** – tailored, plain mid-grey with logo.
- **School skirt** – with school logo, grey.
- **School bag** – school bag from Hewitts only.
- **Socks** – plain black or grey socks.

### OR

- **Tights** – plain black opaque or grey.
- **Shoes** – plain, black, low-heeled. Leather or similar polishable material.
- **Coats** – Must be plain navy or dark in colour, no pattern or coloured trim. No fur (including faux) or leather. Must cover the blazer when worn.

**Please note: Hoodies are not permitted to be worn to and from school or in school and will be confiscated if seen.**

More detail about what is and isn't acceptable can be found on the next four pages.

### Adjustments in hot weather

The school jumper is compulsory. However, in hot weather, students will be told that they do not need to wear it. This will be announced at line ups and communicated to families on the same day.

Our school shirts are generic and plain white. Students can therefore choose to purchase a short-sleeved shirt if they wish.

Our school shorts are available from Hewitts or our second-hand shop: these are the only shorts permitted. They are unisex and grey, with the school logo. Families can purchase them directly from the supplier. If worn, the rest of the uniform must be exactly the same as other students (plain black or grey socks, black shoes, shirt and tie/blouse, blazer).



# UNIFORM

Uniform item	Detail	Important information when purchasing
<b>Blazer</b>	Compulsory item. It must be worn every day.	This must be purchased from Hewitts or our second-hand uniform shop and we advise that parents size up when purchasing so that they last longer.
<b>Tie</b>	Compulsory item (if wearing a shirt). It must be worn every day.	Must be purchased from Hewitts if students plan to wear a shirt. Not required for students wearing a blouse.
<b>Blouse/shirt</b>	Compulsory item. It must be worn every day. White blouse or shirt.	These items can be purchased from supermarkets, department stores and online.
<b>V-neck sweater</b>	Compulsory item. It must be worn every day. Embroidered school logo and specific year group coloured trim.	Must be purchased from Hewitts or our second-hand shop. Sizing advice: Students keep the same colour stripe for five years. We advise families to size up for longer use.
<b>Trousers or skirts</b>	<b>Trousers:</b> Compulsory item. It must be worn every day. Tailored full-length, plain mid-grey colour. Must be bought through Hewitts or our second-hand uniform shop and should be emblazoned with the school logo.	Must be purchased from Hewitts. Please note that we do have second-hand trousers in stock in our school shop.  (Students are not permitted to wear tracksuit bottoms, shorts or other bottoms underneath their school trousers.)
	<b>Skirt:</b> Compulsory item. It must be worn every day. With the school logo, grey. Skirts are available in 22 or 24 inch length.	Must be purchased from Hewitts. Please note that we do have second-hand skirts in stock in our school shop.

# UNIFORM

Uniform item	Detail	Important information when purchasing
<b>Socks</b>	Plain black or grey and can be sourced from any provider.	Coloured, fluffy white or patterned socks are not acceptable. Socks with branded logos are also not acceptable.
<b>Tights</b>	Grey or plain black opaque tights are permitted and can be sourced from any provider.	Coloured or patterned tights are not permitted.
<b>Optional navy leggings</b>	Plain navy and must be ankle length.	Available from any supplier. Only to be worn under regulation sports shorts for PE lessons.
<b>Shoes</b>	Plain black, low heeled. Leather or similar polishable material can be sourced from any provider.	No canvas or trainer-style shoes will be accepted. Boots (including Kicker boots) are not permitted.
<b>Coats</b>	Plain navy or black in colour (no patterns or coloured trims). Must cover the blazer when worn (i.e. not cropped jackets). No fur or leather (even faux).	Please note that we do not permit hoodies on site at any time.  Available from any provider.
<b>Scarves, hats and gloves</b>	Scarves, woolly hats or gloves should be plain black or grey. Patterns are not permitted.	Available from any provider.
<b>Bag</b>	Compulsory item.	Only the school bag from Hewitts is permitted for school.

# PE AND DANCE KIT

Uniform item	Detail	Important information when purchasing
<b>Sports T-shirt</b>	Available at Hewitts of Croydon.  Compulsory item	School PE top available from Hewitts OR a plain navy T-shirt. T-shirts must be round neck and completely logo free (small brand markings, such as a Nike tick are not permitted). Students may wear a unisex style and can opt out of the fitted option.  NB: Should students plan to represent the school for any sport, they must have the Hewitts PE kit with the school logo.
<b>Sports shorts – navy</b>	Compulsory item.  Available at Hewitts of Croydon or from any supplier.	School PE shorts available from Hewitts. OR plain navy PE shorts which must be completely logo free (small brand markings such as a Nike tick are not permitted). Students may wear a unisex style and can opt out of the fitted option.  NB: Should students plan to represent the school for any sport they must have the Hewitts PE kit with the school logo. Available from any supplier. Only to be worn under regulation sports shorts for PE lessons.
<b>Sports bottoms</b>	Optional item.  Available from any supplier	Plain navy PE joggers which must be completely logo free (small brand markings such as a Nike tick are not permitted).  Plain navy PE leggings worn only under shorts which must be completely logo free (small brand markings such as a Nike tick are not permitted) Can be purchased from Hewitts or students may wear plain navy football socks. Please note that they must be football socks only.
<b>PE bag</b>	School PE bag	Or a plain navy blue drawstring bag. No logos permitted.
<b>PE jacket</b>	Optional for PE lessons and not compulsory.	Available from Hewitts. This is the only long sleeve top which is allowed.
<b>Optional black or navy leggings</b>	Plain navy and must be ankle length.	Available from any supplier. Only to be worn under regulation sports shorts for PE lessons.
<b>PE socks</b>	Football socks only	School football socks can be purchased from Hewitts or students may wear plain navy football socks.
<b>PE shoes</b>	Sports trainers only.	Non-marking soles only.

# UNIFORM

## Jewellery

The only piece of jewellery which is acceptable is an analogue wristwatch (smart watches are banned). Any other form of jewellery is not allowed.

Orchard Park High School does not allow facial piercings of any kind, including ear, nose and mouth piercings and transparent piercing retainers. Students will be asked to remove any piercings if they are visible. Dental jewellery is also banned.

## Accessories

Belts with large buckles, symbols, designers logos and colours are not permitted.

## Hair

No extreme hairstyle or unnatural dyed colours of hair will be permitted including dip-dyed hair colours. This includes tramlines or Mohicans. Students arriving in school with an unacceptable hairstyle will be sent to the OLP until it can be rectified. Male and female students with long hair must tie it back for PE, technology and science lessons.

Head scarves can be worn for religious reasons and should be plain and blue, black or grey.

Hair accessories should be small and either dark blue, black or transparent.

## Makeup

Makeup should be discreet and not noticeable. Nail varnish including false nails and false eyelashes are not permitted. Students arriving in school wearing extreme or heavy makeup, nail varnish or false nails will be asked to remove it/ them and sanctioned if this is a repeated issue.



# ROLL CALL AND LINE UPS

## 'Win the morning, win the day!'

Students at Orchard Park High School take pride in their school and love coming to learn, so they ensure they come to school each day looking smart, in full school uniform, fully equipped, with their homework completed and ready to have a productive day of learning.

This is the best way to ensure your day goes well and you are successful. Our mantra is 'win the morning, win the day!'



## “Win the morning, win the day!”

### Uniform checks

Every morning students have their uniforms checked to ensure everything is being worn correctly and meets our high standards and expectations.

### Equipment checks

Every morning form tutors will check that students have their equipment with them. Below are the compulsory items that will be checked.

- Self Quizzing book and Knowledge Organiser
- Scientific calculator – Casio
- A long, clear pencil case
- Two black or blue ballpoint pens
- Two HB pencils
- Two green pens
- A pencil eraser
- A pencil sharpener
- A highlighter
- A ruler

Students without the correct equipment will be loaned items and issued with a same-day detention.

# BEHAVIOUR AT SOCIAL TIME

## A message from our lead prefects

We as students must continue the excellent behaviour we show in the classroom in our social times. Everyone has the right to enjoy break times and feel safe and supported. Students are expected to include everyone in all games, and our playgrounds should be free from litter. The library and clubs run at lunchtime, which is a great time to socialise and make new friends.



*Break times are an opportunity to relax, chat with friends and rest, ready for your next lesson.*

## Consequences during social time:

- Wrong place, wrong time (students should not be in the building during social time unless using the bathroom)
- Chewing gum
- Dropping litter
- Rudeness
- Anti-social behaviour
- Hands-on behaviour
- Confiscation of banned items e.g. phones, non-uniform attire such as baseball caps.

## Orchard Park has a no hands-on rule



We keep our hands and feet to ourselves at all times. Any hands-on behaviour will result in a sanction.

**We are polite to everyone at all times, staff and students.**

**We do not walk away from a member of staff when they are speaking to us, and we follow instructions first time, every time.**

# MOBILE PHONES

**At Orchard Park we are a completely phone-free school.**

**Phones must be placed away in a bag or in your zipped blazer pocket at all times.**

**Phones must be turned off and not placed on silent.**

**If a phone is seen it will be confiscated.**



## PHONE CONFISCATION SANCTIONS

**1**

On the first confiscation of a phone or tablet when seen during lesson time or around the school, it will be confiscated and the parent will be called and asked to collect the phone. The student will receive a same-day detention.

**2**

On the second confiscation, the student will be asked to hand in their phone every day to their Head of Year.

# BEHAVIOUR IN THE COMMUNITY

## From the moment you put your uniform on, to the minute you take it off, you are a member of our Orchard Park community.

At Orchard Park we care about our community, this includes our bus drivers, our shop keepers, our local residents and each other. We expect Orchard Park High students to conduct themselves with the same levels of maturity and self-regulation that we see in school, every day when they are outside of the school gates.

- We call out our peers when they aren't behaving appropriately in the community because we know that standing by and watching isn't acceptable.
- We report poor behaviour in the community to our teachers because we have compassion for those in our local community.
- Orchard Park teachers look to catch our students doing the right thing so that we can award points for excellent behaviour in the community.
- Teachers will sign character cards for integrity and collaboration where we see excellent behaviour in the community.
- We will also award points for drive for those who choose to walk rather than crowd our local bus to get to Shirley Library.

**We hold both students and parents accountable for any breach of our community conduct agreement. The Department for Education is clear: behaviour outside school is the parents' responsibility. The school will sanction for poor conduct that brings the school into disrepute.**

1

### On the first occasion of poor behaviour in the community:

- 1-day fixed-term suspension. Loss of social time for one week.
- Parents invited in for a meeting with a member of the senior team.

2

### On the second occasion of poor behaviour in the community:

- 2-day fixed-term suspension.
- Loss of social time for two weeks.
- Parents invited in for a meeting with a member of the senior team.

3

### On the third occasion of poor behaviour in the community:

- 3-day fixed-term suspension.
- Loss of social time for six weeks.
- Parents will need to agree to drop off collect their child each day or agree to a reduced timetable.

**"The greatness of a community is most accurately measured by the compassionate actions of its members."**

– Coretta Scott King



# DETENTIONS

**Students are issued same-day detentions at lunchtime for community consequences, and after school for failure to complete homework.**

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After-school detentions start at 2.50pm and end at 3.50pm. Parents will receive a text message to notify them that their child will be sitting a detention that evening.

**Please note that parents are not permitted to excuse their child from detention and detentions must be sat on the day they are issued. We expect and appreciate your support in upholding our high standards.**



# ATTENDANCE

## Our expectations

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At Orchard Park, attendance matters and we know that all students benefit from outstanding school attendance, both academically and in terms of their preparedness for adult life.

**We expect that all students will have 100% attendance and 100% punctuality**



If your child has a medical appointment, please provide a note in advance asking for them to be excused. We ask that parents/ carers try to make appointments after school so that students do not miss lessons. Students leaving school must sign out at the office, showing their note, and sign back in upon their return.

### **Absences that the school is unable to authorise include:**

- Holidays during term time.
- Arrival after the register has closed, i.e. 9.30am onwards.
- Shopping trips, even if this is for school uniform.
- Looking after a relative/pets.
- Tiredness due to extra-curricular activities.
- Taking siblings to school.
- Students taken out of school to translate.

Please note that students are expected to be at line up by 8.25am, after this time, students will be marked as late and will receive a same day 1 hour detention.

# ATTENDANCE

## How parents can help:

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- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead .
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time – not late.
- Arrange dental and medical appointments outside school hours where possible.
- Always inform the school if your child is absent due to illness.
- Take truancy seriously.
- Take family holidays outside of term time.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend parent evenings and school events .
- Praise and reward your child's achievements at school.
- Discuss any problems or difficulties with the school – our staff are there to help and will be supportive



# STUDENT SUPPORT

## Helping our students to be resilient learners

At Orchard Park High School we are committed to ensuring that all of our students are able to learn well because they are happy and want to come to school.

The pastoral team are here to support students; from form tutors and the Head of Year, to the eight-strong safeguarding team .

We also have The STAR building and a senior mental health lead dedicated to supporting students to have strong mental health. Paddy (*pictured right with Mrs Rogers*) and Betty, our well-being dogs, also reside here.



# COMMUNICATING WITH STAFF

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## Notification of absence

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If your child is unable to attend school as a result of illness, parents/carers are asked to contact the school on each day of absence via the school's main telephone number 020 8776 0220 or email [studentabsence@orchardparkhigh.net](mailto:studentabsence@orchardparkhigh.net)

To communicate with individual staff members, all communication should be sent to [info@orchardparkhigh.net](mailto:info@orchardparkhigh.net), marked for the attention of the teacher you wish to communicate with. In order for emails to be forwarded effectively to the relevant department, please complete the email subject field.

Please note that our teachers have very busy teaching schedules and whilst we aim to respond to queries as quickly as possible, this may take up to 48 hours.

## Parents on site

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Please note that our teachers are in class teaching lessons during the school day and so we advise that parents will only be allowed on site with a pre-arranged appointment.

Parents will not be seen by a member of staff without an appointment and should contact the school to arrange this using the email above in the communicating with staff section.

When onsite for meetings, we request that parents do not park in the school car park and enter only via the pedestrian gate .



# USEFUL CONTACTS

## Contact details

Address: Orchard Park High School, Orchard Way, Shirley, Croydon CR0 7NJ.

Telephone: 020 8776 0220

Office email: [info@orchardparkhigh.net](mailto:info@orchardparkhigh.net)

Website: [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk)

## Student absence

For student absence, please email: [studentabsence@orchardparkhigh.net](mailto:studentabsence@orchardparkhigh.net)

Please note: In order for emails to be forwarded effectively to the relevant department, please complete the email subject field.

## Free School Meals and MCAS queries

Email: [fsmpp@orchardparkhigh.net](mailto:fsmpp@orchardparkhigh.net)

## SEND

SEND Lead – Mr I Clarke (contact via the school office: [info@orchardparkhigh.net](mailto:info@orchardparkhigh.net))

## Safeguarding

Mr Clarke and Mrs Rogers – Designated Safeguarding Leads

To contact our Designated Safeguarding Leads email: [safeguardingteam@orchardparkhigh.net](mailto:safeguardingteam@orchardparkhigh.net)

## Staff contacts

A full staff list is available on our website here: <https://www.orchardparkhigh.co.uk/teaching-staff>

If you wish to contact a member of staff, including Heads of House or Heads of Year, please email them via the school office: [info@orchardparkhigh.net](mailto:info@orchardparkhigh.net)

## Heads of House

Sir David Attenborough – Ms F King

Stephen Hawking – Mr J Lilley

Rosa Parks – Ms A Pain

Marcus Rashford – Mr M Evans

Malala Yousafza – Mr N Headley

## Heads of Year

Head of Year 7 – Ms C Ruby

Head of Year 8 – Ms C Ruby

Head of Year 9 – TBC

Head of Year 10 – Ms L Goodwin

Head of Year 11 – Ms J Walsh

