



HOME SCHOOL AGREEMENT

Gaynes School intends to make sure that all students achieve their best. It demands high standards of work and behaviour from students.

Teachers do their best to make sure that every student achieves.

We work to provide learning experiences which challenge students, build self esteem and confidence and so enable them to take up their responsibilities as adults, members of the community and at work.

ATTENDANCE

Attendance at school is vital if all students are to benefit from the education that we provide and achieve their potential.

Regular attendance at school is required by law. Parents have legal responsibility to make sure their children attend school regularly. The attendance rate should be 95%.

If a child is absent, parents must inform the school immediately about the reasons for the absence by phoning or sending a medical certificate or letter.

Dental or other appointments must be made outside school hours, unless this is totally unavoidable.

Family holidays must be taken during school closures.

If your child does not attend school regularly, we will ensure that we do everything possible to support and encourage their return to school. Ultimately, we might refer the matter to the Education Welfare Officer/Social Services.

Punctuality is an important part of self-discipline and is essential to have good time management. Please ensure your child arrives to school on time every day.

A detailed copy of the school's attendance policy and school term dates and holidays can be obtained from the office.

OUR RESPONSIBILITIES

- The school will reward students who work
- The school will inform parents about low standards of attendance, lateness, uniform, equipment, schoolwork and homework
- The school will set homework regularly
- The school will make clear to students and parents the standards expected for good work and behaviour and what will happen if these standards are not kept
- The school will invite parents to Parents' Evenings to discuss progress and achievement
- The school will provide written reports on progress, achievement and standards
- The school will deal seriously and sensitively with parents' concerns
- The school will work with parents in dealing with any problems that develop about attendance, lateness, uniform, behaviour, homework, achievement and bullying
- Examinations – Re-sits of examinations are at the discretion of the school

YOUR RESPONSIBILITIES

- My child will attend school, regularly, on time, properly equipped and not go on holiday in term time
- I will tell the school the reason every time my child is absent
- I will support my child in good behaviour and support the school code of conduct
- I will support my child in doing homework and learning at home
- I will tell the school about any changes at home which may affect my child's school life
- I will make the school aware of any changes my child's address or my personal contact details
- I will do my best to attend Parents' Evenings and information meetings
- If I am unhappy about any events at school, I will tell my child's Achievement Team Leader or Year Care Team Person
- I will ensure that my child will not cause any defamation on social media against a member of staff, the school's name or another student or their family
- I will let my child to be spoken by members of staff if he/she is involved in an incident (including as a witness) in and outside school hours in order to maintain a safe learning environment within the school
- My child will cooperate with members of staff if I am involved in an incident in and outside school hours (including as a witness) in order to facilitate its resolution

I will work with the school and meet with teachers if problems arise over issues such as: lateness, uniform, behaviour, homework, achievement or bullying.

SCHOOL UNIFORM

We expect all students to be in full school uniform and suitably dressed for P.E. and Games.

1. Parents can contact our outfitters, School Uniform Direct, on line at www.schooluniformdirect.org.uk. For information please contact School Uniform Direct by telephone, on 01992 763679 or 07880 838732 or email info@schooluniformdirect.org.uk.
2. A uniform price list can be obtained from the General Office.

SCHOOL UNIFORM

School Uniform 2019/2020 – Year 7

| School Uniform | Description | Further Information |
|------------------------------|--|---|
| Blazer* | Navy blue with pre embroidered badge and turquoise braid | Worn during the day, as well as to and from the school, unless directed otherwise by staff. |
| Trousers (Boys and girls) | Grey, standard regular school type, full length | No jeans, washed grey, navy blue, corduroy, jean-like material, fashion trousers/leggings or shorts. Trousers should be worn with a secure fit around the waist. Belts should be black, demure and functional, no oversized buckles, clasps, studs, trimmings, not worn as fashion accessory. |
| Skirt* (Girls only) | Grey box pleat skirt to be worn to the knee | Skirts must be worn to the knee and not shortened by either taking them up or rolling them up at the waist. |
| Shirt (Boys and girls) | white standard school shirt with a top button, worn with a tie and tucked in. Revere collar blouses are not allowed. | The shirt should be tucked in and closed/buttoned/fastened at the neck. Any polo-neck, T-shirt, vest or underwear worn underneath should not show or be visible through the shirt. No designer shirts or girls fitted blouses. |
| School Tie* | Navy with turquoise stripe | Tie should be worn at appropriate length i.e. New tie the logo must be visible below the knot. |
| School Jumper | Navy v necked jumper with school logo | All ties must be worn to the waistband of skirt or trousers. |
| Socks/Tights (Girls only) | Plain white ankle socks, or black opaque tights only. Tights should be at least 40 denier and plain black with no pattern. Knee high socks, leggings and black socks are NOT permitted. | No footless, patterned or fishnet tights, leggings or legwarmers, socks not to be worn with tights, leggings or legwarmers. Socks cannot be knee length or trainer socks – ankle socks only. |
| Shoes | Black leather only. No boots, trainers, trainer style, plimsolls or suede shoes are allowed. | A plain design, no trimmings, no logos, no decorative buckles, no coloured laces or stitching, no labels, no tags, or other decorations. No shoe/trainer cross footwear e.g. Prada. Trainers, pump style or fabric shoes e.g. 'Vans'/'Air Force Ones' or rugged hiking/work boots, 'Dr Martens' boots or knee-length boots are not permitted. Plain black 'Dr Martens' shoes and 'Kickers' lace up shoes are permitted; however, all stitching <u>must</u> be black. |

PE Kit

Navy shorts

White polo shirt with school logo

Navy jogging bottoms

Optional fleece (with school logo)

Optional rugby top

White football socks and white sports socks

School Uniform 2019/2020 – Years 8 - 11

| School Uniform | Description | Further Information |
|------------------------------|---|--|
| Blazer | Bottle Green Blazer – with pre-embroidered badge. | Worn during the day, as well as to and from the school, unless directed otherwise by staff. |
| Trousers (Boys and girls) | Black, standard regular school type, full length | No jeans, washed grey, navy blue, corduroy, jean-like material, fashion trousers/leggings or shorts. Trousers should be worn with a secure fit around the waist. Belts should be black, demure and functional, no oversized buckles, clasps, studs, trimmings, not worn as fashion accessory. |
| Skirt (Girls only) | Bottle green, approximately knee length – with straight knife pleats (elasticated) or stitched pleats (fitted band) NO other pleat is allowed. The skirts are to be worn no more than 5 cms above the knee, with the waist band worn at the waist. Skirts are tucked into the waist band of the skirt. | Skirts must be worn to the knee and not shortened by either taking them up or rolling them up at the waist. |
| Shirt (Boys and girls) | white standard school shirt with a top button, worn with a tie and tucked in. Revere collar blouses are not allowed. | The shirt should be tucked in and closed/buttoned/fastened at the neck. Any polo-neck, T-shirt, vest or underwear worn underneath should not show or be visible through the shirt. No designer shirts or girls fitted blouses. |
| School Tie | Green with single gold stripe | Tie should be worn at appropriate length i.e. New tie the logo must be visible below the knot. All ties must be worn to the waistband of skirt or trousers. |
| School Jumper | Sweatshirt – V neck bottle green with school badge may be worn with the winter uniform. Cardigan/Pullover – plain black, long sleeved, v-neck, waist length, no logos. | Optional |

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| Socks/Tights (Girls only) | white ankle socks, or black opaque tights only. Tights should be at least 40 denier and plain black with no pattern. Knee high socks, leggings and black socks are NOT permitted. | No footless, patterned or fishnet tights, leggings or legwarmers, socks not to be worn with tights, leggings or legwarmers. Socks cannot be knee length or trainer socks – ankle socks only. |
| Shoes | Black leather only. No boots, trainers, trainer style, plimsolls or suede shoes are allowed. | A plain design, no trimmings, no logos, no decorative buckles, no coloured laces or stitching, no labels, no tags, or other decorations. No shoe/trainer cross footwear e.g. Prada. Trainers, pump style or fabric shoes e.g. 'Vans'/'Air Force Ones' or rugged hiking/work boots, 'Dr Martens' boots or knee-length boots are not permitted. Plain black 'Dr Martens' shoes and 'Kickers' lace up shoes are permitted; however, all stitching <u>must</u> be black. |
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| Coat / Jacket | plain black, must not be worn inside the building. | |
| Head Scarf | Plain black (no pattern or logo) | For religious reasons only. |

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| Hair/Appearance | <p>Individual fashion statements such as extreme hair styles or unnatural colours are not permitted.</p> <p>Only black or white hair accessories are allowed.</p> <p>No decorative attachments to braids or extensions are to be worn in the hair.</p> <p>Tram lines, shaved shapes in the hair or 'bar codes' in eyebrows are not permitted.</p> <p>Visible makeup, lip gloss, mascara and eye shadow, false eye lashes, eye lash extensions, nail varnish, nail decorations, extensions and acrylics are not permitted.</p> <p>Tinted or cosmetic contact lenses and decorative dental wear are not permitted.</p> <p>No hoods, hats, caps or bandannas to be worn anywhere on the school site.</p> | |
| Jewellery/Valuables | <p>No jewellery except for one wrist watch</p> <p>Earrings, nose studs, other forms of body piercing or visible tattoos are not permitted.</p> <p>No accessories are to be worn around the neck, wrists, ankles or attached to clothing.</p> <p>Large amounts of money and expensive personal effects should not be brought on site. Gaynes School will not accept liability for any claim arising from theft, accidental loss or damage to personal effects, money, belongings or clothing whilst on the premises.</p> <p>Mobile phones, personal stereos, MP3 players, pagers, computer games etc. must not be seen or heard on the school site.</p> <p>Money should be kept in a purse or wallet. Confiscated items must be collected by a parent.</p> | |

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| PE Kit | |
| PE Tops: | White, with school logo and green trim. Rugby Shirt – green and gold. |
| PE shorts: | White shadow striped shorts – for gymnastics and games. |

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| Games skirt: (Girls only) | (Kilt style) – bottle green. |
| PE bottoms: | Bottle green with white piping. |
| Socks*: | Short white |
| Trainers: | Sports trainers with non-marking soles. Plimsolls/Converse/Van style shoes are not acceptable. Football boots for rugby and football (boys only). |
| Hockey socks | long red – outdoor activities |

Should you have a problem with your uniform, you will need to write a note for the Achievement Team Leader.

POLICY ON DETENTIONS

At Gaynes, detentions are given to make sure students abide by the values in our school's 'Code of Conduct' and the work ethic that we believe in.

Some of the reasons for giving detentions are:

- Poor behaviour in class, corridors or outside school whilst wearing our school uniform
- Arriving late for school or lessons
- Being incorrectly dressed for school
- Not bringing the right equipment for lessons
- Failing to produce homework

Formal detentions take place after school and are for either 30 minutes or 60 minutes. Parents are given at least 24 hours notice of a formal detention. Detentions are written in the students diaries. Parents are asked to check the diaries regularly and sign next to the entry.

Letters will be sent home to parents telling them about the reasons for detentions which are given for very serious misdemeanours.

If you would like a full copy of the school's policy on detention, please contact the General Office.

The Law states that we can use detentions as a sanction and that we can keep students after school for 20 minutes without prior warning to parents. If this occurs, every effort will be made to tell parents.

MOBILE PHONES

A number of students have MOBILE PHONES. Gaynes fully supports parents who for safety reasons want their children to be able to speak to them in an emergency.

However, we cannot allow mobile phones to interrupt education. The following rules will be strictly enforced:

- Gaynes School will not be responsible for investigating damage, loss or theft
- All phones must be switched off during the school day
- Any telephone causing interruption to a lesson or any other school activity, will be confiscated for a week and only released on production of a letter from the parent. This letter must promise it will not happen again.