

**TERM DATES****AUTUMN TERM 2017**

- Teaching resumes: Wednesday 6th September
- Half term: Monday 23rd October – Friday 3rd November (incl)
- Term ends: Thursday, 14th December

**SPRING TERM 2018**

- Teaching resumes: Tuesday 9th January
- Half term: Monday 12th February – Friday 16th February (incl)
- Term ends: Friday 23rd March

**SUMMER TERM 2018**

- Teaching resumes: Tuesday 17th April
- Half term: Monday 28th May – Friday 1st June (incl)
- Term ends: Tuesday 10th July (after Speech Day lunch)

**OPEN MORNINGS**

Our two Open Mornings are held in the Autumn and Spring term each year. These days are invaluable to the School and ALL pupils are required to attend these days unless we are notified otherwise.

Further dates for your diary can be found on our website.

**Useful Contact Information**

Gosfield School, Cut Hedge Park,  
Halstead Road, Gosfield, Essex CO9 1PF

- ☎ +44(0)1787 474040
- ✉ enquiries@gosfieldschool.org.uk
- ✉ admissions@gosfieldschool.org.uk
- ✉ bus@gosfieldschool.org.uk

A not for profit charity. 100% of income is invested  
for the benefit of the pupils of the school.

Registered Charity No: 310871.



A co-educational independent  
through school



ESTABLISHED 1929

**Gosfield School****SENIOR  
SCHOOL  
GUIDE**

2017/18

A co-educational independent  
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## LETTER FROM THE PRINCIPAL

Thank you for your interest in Gosfield School. We provide our Senior School Students with a unique and highly personalised educational experience based around the following core themes.



Guy Martyn  
Principal

### HUGE ESTATE, SMALL CLASSES AND PERSONALISED PATHWAYS

Our 110 acre estate comprises mature parkland, excellent pitches and award-winning woodlands. The Senior School and Sixth Form inhabit an elegant Georgian manor. Our students benefit from a wide range of academic subjects delivered through personalised pathways to class groups of no more than 20. *We expect every individual to reach and grow beyond their academic predictions from the point they join us.*

### SELF-CONFIDENCE, COLLABORATION AND PROBLEM SOLVING

Academic rigour is accompanied by an equally strong focus on personal characteristics. Students benefit from our own Forest School in Years 7 and 8, then our deep commitment to Duke of Edinburgh awards, extraordinary expeditions and the value of public speaking and debating. Each develops self-confidence, resilience and problem solving skills that will be essential in tomorrow's workplace. *We expect every individual to become engaging, innovative and collaborative contributors to the future.*

### TRUST AND RESPECT, MAKING MEMORIES IN A FAMILY ATMOSPHERE

Comprising around 250 2 to 18 year olds including our Prep, our School really is like an extended family. Everyone knows everyone's name. Students, teachers and support staff share lunch in the same dining hall. Friendships transcend all ages and families become lifelong friends too. *We expect every individual to recognise the important role of trust, respect and kindness within happy and fulfilling lives.*

With a comprehensive mini bus provision serving towns and villages across the region, Gosfield School provides a unique opportunity for Students of all academic abilities to enjoy the freedoms, experiences and rewards provided by an Independent education. Visit us soon to experience the difference.

**Guy Martyn**  
Principal

## RECOGNISING AND REWARDING EFFORT AND ACHIEVEMENT

Teachers praise pupils verbally, they offer positive encouragement, write positive comments on their work, give them responsibilities, share their work with others, display their work, and encourage them to praise others. Ways that effort and achievement can be recognised include:

### ■ Merits

Pupils are awarded points for notable effort and high quality work. Every half term the totals are announced and the cup is awarded. Over the year the merits contribute to the whole school merit cup which is announced on speech day.

### ■ Assembly

Pupil achievements are identified and celebrated in assembly.

### ■ Newsletter

Pupil achievements are identified in the newsletter.

### ■ Commendations

Commendations are awarded for special achievements and personal excellence.

### ■ Certificates

Certificates will be awarded for Effort, Progress and Achievement on Speech Day.

### ■ Stickers

Stickers may be used by individual teachers to recognise pupils' successes.

### ■ Notes

Notes home in a variety of forms may be sent by pupils' class and subject teachers to recognise success.

### ■ Speech Day

Achievements throughout the year are celebrated.

## ASSESSMENT, EXAMINATIONS AND REPORTING

### ASSESSMENT

Assessing the young people within our school is vital to ensure they are progressing appropriately and meeting the high expectations set.

Pupils' work is marked and assessed on a regular basis in line with the Whole School Policies on Assessment and Marking.

Senior pupils sit computer adaptive baseline tests. The test results are used to identify pupils' strengths and weaknesses, inform teaching and learning, identify gifted pupils and help us to cater for pupils with special educational needs. Feedback from the tests include predictions for external examinations.

Further details about assessment can be found on the school website.

### EXAMINATIONS

All pupils sit internal school examinations once a year: Years 7 to 9 during June and Years 10 to 13 during January.

The results for the Years 10 to 13 mock exams are reported on a mock results card, with further information included on the full report which follows shortly afterwards.

Results for the Years 7 to 9 internal exams are reported within the full report sent home towards the end of the academic year.

Pupils in Years 10 and 11 work towards IGCSE and GCSE examinations. AS and A Level examinations are taken by Years 12 to 13.

### REPORTING

Each academic year, pupils receive:

- One effort grade card per half term
- One parents consultation evening
- One full report
- One mock results card (Years 10-13)

### ABSENCE

If your son/daughter needs to be absent from school for a particular reason, please request the absence from the school in writing in advance.

With unplanned absence please inform the school before 9.00am on the morning of the absence, and then send an absence note with your son/daughter on their return to school. If for any reason your son/daughter is late to school, they must sign in at the school office.

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## MISSION STATEMENT

To provide an environment within which all our pupils feel valued and able to achieve personal excellence in all aspects of life. We aim to do this by:

- Delivering a curriculum, which meets the needs of all in a manner that stimulates, challenges, excites and encourages each pupil to question and enjoy the opportunities available to them.
- Promoting physical fitness and creativity together with a positive attitude to maintain a healthy lifestyle.
- Developing self-confidence, self-esteem and personal responsibility, recognising the importance of human relationships based on understanding, tolerance and respect.

We value our community and seek to involve staff, pupils and parents in a positive and effective partnership through:

- The provision of a secure, caring and stimulating environment, which will develop positive attitudes and sound relationships both within the school and the wider community.
- Social awareness, a concern and feeling for others and to promote professionalism, kindness, honesty and integrity.
- The provision of equality of opportunity for all pupils through diversity of learning and an extra-curricular experience that widens their opportunities and awareness.
- The promotion of a strong partnership between the home and school.
- Recognising and celebrating personal and collective success.

## CODE OF CONDUCT

We all support our code of conduct:

- We recognise there are consequences to our actions should we choose not to follow our agreed guidelines
- We are kind, friendly and respectful to everyone and we treat our school with care
- We listen attentively to others and raise our hands to ask a question
- We are on time for all lessons and activities with the correct equipment
- We look smart by wearing the correct uniform at all times
- We strive to be the best we can in all we say and do
- We want to be recognised for our efforts and achievements and we expect that this will take place at school

## GOSFIELD UNIFORM SHOP

Uniform can be purchased from the School Uniform shop located at Meadow Court. Opening times are:

- Monday – 3.45pm to 4.45pm
- Wednesday – 3.45pm to 4.45pm
- Friday – 3.45pm to 4.45pm

Appointments can be made during school holidays or at weekends. Please allow a minimum of 24 hours notice. For appointments please contact 01787 474040 or email [uniform@gosfieldschool.org.uk](mailto:uniform@gosfieldschool.org.uk)

For added convenience we also have an online uniform shop which stocks all uniform items. Visit our uniform shop [www.gosfieldschoolshop.co.uk](http://www.gosfieldschoolshop.co.uk)

All items of uniform need to be clearly marked.

## COMPULSORY EQUIPMENT LIST

- Pencils
- 2b and 4b Pencils and a fine line pen for Art
- Rubber
- Pens
- 360 degree protractor
- 30cm ruler
- Pair of compasses
- Coloured pencils (minimum of 6)
- Eraser
- Pencil sharpener
- Round ended scissors
- Glue stick
- Memory stick
- Scientific Calculator: Casio Fx85gt+
- Atlas (for use at home)
- English Dictionary (Oxford, Longmans or Collins)
- Thesaurus (for use at home)
- Spanish and French Dictionaries (Collins Pocket, for use at home)
- Pupil planner (provided by the school)

**All items should be clearly named**

## COMPULSORY UNIFORM LIST

### OUR DRESS CODE

Blazers must be worn for registration, de-registration, assemblies and when moving around the school. They may be removed during lessons only with permission from staff. Uniform (including ties, shirt buttons done up, shoes done up and clean) should be worn correctly throughout the day unless otherwise directed by members of staff.

In Games, PE sessions and activity sessions, pupils must wear appropriate school clothing, and not their own casual wear, unless directed specifically by the member of staff responsible for the activity.

Boys' hair should be not overly short and without shaved extremes. It should be off the collar, with fringes that do not cover the eyes. Boys are expected to be clean shaven and side burns are not permitted.

Girls' hair must be off their face and long hair tied back. No extreme hairstyles are permitted.

Pupils are not permitted to use nail varnish, false eyelashes, eye liner or eyebrow pencils. Foundation, mascara and clear lip balm are permitted providing any make up is deemed 'natural' by a member of staff.

Jewellery is not permitted unless parents request in writing that they wish their son or daughter to wear an item due to religious or medical reasons. Watches may be worn and girls may wear only one pair of stud earrings in the lobe. Pupils who do not adhere to the dress code will receive appropriate sanctions.

### All Pupils

Grey school blazer

Gosfield tie

Black flat shoes (polished)

School sports bag

White lab coat

House badge

### Sports

School polo shirt in House colour

School sports shorts

Trainers (plain black or white)

School tracksuit

White lab coat

Shin pads

Green sports socks

### Girls

#### Winter

Tartan kilt

Gosfield tie

White long or short sleeve shirt

#### Summer

Tartan kilt

School rugby shirt

Short sleeved white revere neck blouse

### Boys

Black trousers

Grey socks

School jumper

White long or short sleeve shirt

### Sports

School rugby shirt

Football boots

Cricket whites

Mouth guard

## THE SENIOR SCHOOL DAY

### PUNCTUALITY

Day pupils need to be in school by 8.30am at the latest. The academic day finishes at 3.45pm when pupils may leave school. They may also stay to participate in an activity until 4.45pm, Monday to Thursday. There are no activities on Friday and school finishes at 3.45pm.

8.35 - 8.45am	Registration
8.45 - 9.30am	Lesson One
9.30 - 10.15am	Lesson Two
10.15 - 10.35am	Morning Break
10.35 - 11.20am	Lesson Three
11.20 - 12.05pm	Lesson Four
12.05 - 12.50pm	Lesson Five
12.50 - 1.45pm	Lunch
1.45 - 2.15pm	Registration, Tutor Period or Assembly
2.15 - 3.00pm	Lesson Six
3.00 - 3.45pm	Lesson Seven
4.00 - 4.45pm	Activities (Monday to Thursday)
4.45pm	School ends
5.00pm	Buses leave

### ACTIVITIES

Activities run from 4.00pm until 4.45pm each day Monday to Thursday. Pupils will be asked to select their activities at the beginning of each term.

### PUPIL PLANNERS

Each pupil is provided with a planner which includes:

- Daily timetable
- Homework timetable
- Term dates
- Space for parents to sign/comment on a weekly basis
- Weekly homework

### HOMEWORK

Homework is set in line with our Homework Policy. A homework timetable is written by pupils into their diaries at the start of term. We appreciate parents signing the diaries on a weekly basis to identify that the homework indicated has been completed.

## FORM TUTORS / CLASS TEACHERS

Your son/daughter's tutor / class teacher is your first point of contact should there be any concerns. Please do not hesitate to talk to them. Form tutors will see your son/daughter each morning and afternoon for registration and will monitor their pastoral development.

## COMMUNICATION

Communication with parents is essential and we encourage parents to talk to us at school. We aspire to keep our parents fully informed of all events at school via pupil planners and our school website, the calendar, weekly newsletters, letters from staff and governors, parents' evenings and open mornings. We will also ask for your opinion via questionnaires. However, we welcome your input and comments at any time.

## ASSEMBLIES

We have regular whole school, Senior and House assemblies. We respond broadly to Christian values and a strong sense of moral and spiritual well being. If any parent wishes to withdraw their children they should do so by writing to the school.

## LOCKERS

All Senior pupils are provided with a locker for storing their personal belongings. A £10.00 deposit is paid at the start of the year to obtain a key.

## THE HOUSE SYSTEM

All pupils belong to one of three houses:

House name	Nevil	Tudor	Woodstock
House motto	"They shall not pass"	"Self second"	"Look wide"

Each house is led by a House Captain. Within these houses, pupils compete for the House Cup by gaining points awarded for effort, achievement and other general considerations. The Copsey cup, donated by Mr Copsey our old Gosfieldian, is awarded to the winning House from our transition days. The transition cup collates House points awarded from the enrichment day, New Pupil Day and the House Camp in September.

A Sports Captain is appointed to coordinate sporting activities and inter-House sporting challenges. There are House Assemblies each week where all year groups from Prep to Sixth Form come together. These are led by staff who are allocated to Houses. We feel this system leads to positive relationships and greater consideration throughout the school.

## CONDUCT

Swearing, fighting, discriminatory or antisocial remarks, bad language or other behaviour regarded as either antisocial or impolite are not allowed at Gosfield and pupils indulging in any of these forms of behaviour will expect to be punished.

Movement through the school should be orderly and quiet. At break-time pupils will be expected to vacate the main teaching areas.

The front of the school is out of bounds and the front door may be used only by Prefects and day pupils when departing in the evening.

The reference library is a quiet room for reading and studying. Food and drink must not be taken into it. Food and drink must not be taken into the ICT Suites.

Eating and drinking (with the exception of water) in classrooms and corridors is not allowed.

Chewing gum is not allowed on the school premises.

## AREAS OUT OF BOUNDS

Pupils are informed of areas of the school grounds that are in and out of bounds. Boys are not allowed into the girls' dormitories and changing rooms, and girls are not allowed in the boys' areas of the school.

## OTHER USEFUL INFORMATION

### HOME SCHOOL AGREEMENT

Please read and sign the Home School Agreement and return it to the School office.

### MEDICAL INFORMATION

It is essential that we have emergency contact information should it be necessary to make contact with parents during the school day. It is also important for the welfare of your child that we are aware of any other details that might affect their day to day school life.

Please complete the medical information and return to the school office before their first day with us. We also ask that you keep the school up to date with the medical details about your child.

### PERSONAL BELONGINGS

All property must be named. If your child brings valuable items into school please read and sign the 'Valuable Items' form and return it to the school office.

### PHOTOGRAPHS

Having photographs in school to celebrate our pupils' achievements is very important to us. However, to display these both in school and out, we would ask that you sign and complete a permission form and return it to the School office.

### SAFEGUARDING

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place. Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment. We have a medical team, including a school nurse, which aims to care for and support the physical and mental health of our pupils.

**If you are ever concerned about the safety or well being of someone at our school please talk to one of the school's Designated Safeguarding Team made up of Mr Martyn (Principal), Mrs Gwynne (Head of Pastoral Care) or Mrs Mathews (Head of Prep School and Nursery).**