

## TERM DATES

Senior School Guide

2020/21

### AUTUMN TERM 2020

- Inset Days – Tuesday 1 September and Wednesday 2 September
- Start of Term for Students – Thursday 3 September
- Half Term – Monday 26 October – Friday 6 November inclusive
- Inset Day – Monday 9 November
- Return to School for Students – Tuesday 10 November
- Years 11-13 Mocks - Tuesday 10 November – Friday 20 November
- End Term – Friday 11 December

### SPRING TERM 2021

- Inset – Monday 4 January
- Start of Term for Students – Tuesday 5 January
- Inset Day – Friday 12 February
- Half Term – Monday 15 February – Friday 19 February Inclusive
- Return to School for Students – Monday 22 February
- Year 11-13 Mocks - Monday 8 March – Friday 19 March
- End Term – Wednesday 24 March

### SUMMER TERM 2021

- Inset – Monday 12 April
- Start of Term for Students – Tuesday 13 April
- Year 10 Mocks - Tuesday 13 April - Friday 23 April
- Half Term – Monday 31 May – Friday 4 June inclusive
- Return to School for Students – Monday 7 June
- Exam Week Years 7-9 – w/b 7 June
- Activities Week – Monday 28 June – Friday 2 July inclusive
- End of Term and Speech Day – Tuesday 6 July

### 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 students 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

Enquiries related to teaching and learning should be sent to the Form Tutor who will respond, refer or escalate as necessary:  
[firstname.surname@gosfieldschool.org.uk](mailto:firstname.surname@gosfieldschool.org.uk)

Finance, payments and ParentMail: [finance@gosfieldschool.org.uk](mailto:finance@gosfieldschool.org.uk)

Transport provision: [bus@gosfieldschool.org.uk](mailto:bus@gosfieldschool.org.uk)

Admissions: [admissions@gosfieldschool.org.uk](mailto:admissions@gosfieldschool.org.uk)

Everyday enquiries: [enquiries@gosfieldschool.org.uk](mailto:enquiries@gosfieldschool.org.uk)

A list of all teaching and support staff can be found on the website. Email addresses are all in the following format  
[firstname.surname@gosfieldschool.org.uk](mailto:firstname.surname@gosfieldschool.org.uk)

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ESTABLISHED 1929

# Gosfield School

# SENIOR SCHOOL GUIDE

2020/21

A co-educational independent  
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## WELCOME FROM THE PRINCIPAL

We are delighted to welcome you to the Gosfield School family. You and your child have joined a community which truly cares about everyone, where everyone is known by name and everyone has the chance to grow within the close attention of the classroom and our wide open, gorgeous green grounds.

The purpose of this Parents' Guide is to provide you with important information as your child begins their education with us. Of course, there may be other details you require and for this please do make use of the contact details given towards the end of this guide and your child's Form Tutor.

As well as working with your child every day, we fully expect to develop a close working relationship with you too. We welcome your support when possible, including with our PTA if you would like to help with the great work they do (and we can provide contact details on request), and also your feedback. We are ready to listen to you and our doors are always open, by appointment of course, including mine – it will be my pleasure to meet you personally should you wish to do so.

This is the start of a great adventure for you and your child; great memories will be made and bright futures begun. I wish you all every success and look forward to seeing your child grow, achieve and inspire as they flourish through their time with us in School and beyond.

Yours



**Guy Martyn**  
Principal



**Guy Martyn**  
Principal

## RECOGNISING AND REWARDING EFFORT AND ACHIEVEMENT

Teachers praise students' efforts and achievement in many ways – they provide verbal praise, offer positive encouragement, write positive comments on work, give responsibilities, share work with others, display work, and promote that students praise others.

### ■ Praise Points

Students are awarded praise points as a reward for exceptional work, community spirit and enterprise, sporting achievements etc. Merit totals are put towards the House Cup. The House with the most merits wins the House Merits Cup, which is awarded on a half-termly basis.

### ■ Assembly

Achievements are identified and celebrated in assembly.

### ■ Newsletter

Achievements are identified in the newsletter.

### ■ Commendations

These are awarded for special achievements.

### ■ Certificates

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

### ■ Stickers

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

### ■ Notes

Notes home in a variety of forms may be sent by teachers to recognise success.

### ■ Speech Day

Achievements throughout the year are celebrated on our Speech Day.

## PARENT TEACHER ASSOCIATION

Gosfield School is very fortunate to have an energetic, committed and imaginative PTA which supports our School via their tireless work, but who also very much enjoy working together.

They organise a major charity ball for the School in the Autumn as well as multiple coffee mornings, film evenings, 'all wrapped up' gift events and many other fun fundraisers.

## 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. Students' work is marked and assessed on a regular basis and interventions introduced should standards become compromised.

### POLICIES ON ASSESSMENT AND MARKING

Senior students sit computer adaptive baseline tests at differing points in their admissions and joining process. The test results are used to identify students' strengths and weaknesses, inform teaching and learning, identify gifted students and help us to cater for students with additional educational needs.

Feedback from the tests include predictions for external examinations. Further details about assessment can be found on the School website.

### EXAMINATIONS

All students normally sit internal School examinations once a year: Years 7 to 9 during June, Year 10 during April and Years 11 to 13 during January.

The results for the mock exams taken by Years 7 – 13 are reported on a mock results card, with further information included on the full report which follows shortly afterwards.

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

### REPORTING AND PARENTS' EVENINGS

Students receive:

- One grade card per half term except when the full report is issued
- One full report per year
- One mock results card per year
- One parents' evening with your child's tutor in the Autumn Term
- One parents' consultation evening per year

### HOMEWORK

We use Show My Homework, an online Homework calendar showing homework information, deadlines and attachments for students. All homework is displayed online making it easier for students and parents. Homework is set in line with our Homework Policy.

## CONTENTS

■ Our Values	4
■ Compulsory Equipment List	4
■ The Senior School Day	5
■ Activities	6
■ Form Tutors	6
■ Assemblies	6
■ Communication	6
■ Lockers	6
■ The House System	6
■ Out of Bounds	7
■ Home School Agreement	7
■ Medical Information	7
■ Personal Belongings	7
■ Photographs	7
■ Safeguarding	7
■ Uniform	8
■ Gosfield Uniform Shop	9
■ Compulsory Uniform List	9
■ Student Voice	9
■ Assessment, Examinations and Reporting	10
■ Homework	10
■ Recognising and Rewarding Effort and Achievement	11
■ Parent Teacher Association	11
■ Term Dates	12
■ Open Mornings	12
■ Useful Contact Information	12

## OUR VALUES

As pupils, parents and staff we all seek to:

- Grow the Gosfield Family
- Achieve Beyond Expectation
- Inspire Confidence to Embrace Challenge

## WE ALL SUPPORT THE SCHOOL 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

## COMPULSORY EQUIPMENT LIST

- IT device: Chromebook / Netbook / Laptop
- Pencils
- 2b and 4b Pencils and a fine line pen for Art
- Rubber
- Pens: black or blue, purple and non-permanent white board
- 360 degree protractor
- 30cm ruler
- Pair of compasses
- Coloured pencils (minimum of 6)
- Pencil sharpener
- Round ended scissors
- Glue stick
- Scientific Calculator: Casio FX83GTX or FX85GTX
- English Dictionary (Oxford, Longmans or Collins)
- Spanish Dictionary (Collins Pocket, for use at home)
- French Dictionary (Collins Pocket, for use at home, Year 8 students and above only)

**All items should be clearly named**

## GOSFIELD UNIFORM SHOP

Uniform can be purchased from the School Uniform shop located at Meadow Court.

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 UNIFORM LIST

### OUR DRESS CODE

Blazers must be worn for registrations, 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, students 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 shorter than shoulder length, neatly cut and not shaved. It should be naturally coloured. Boys up to Year 11 are expected to be clean shaven and no extreme hairstyles are permitted - at the Principal's Discretion.

Girls' hair must be off their face and long hair tied back. It should be naturally coloured and no extreme hairstyles are permitted.

Students 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, and this is agreed in writing by the Principal. Watches may be worn and girls may wear only one pair of stud earrings; one in each lobe.

## STUDENT VOICE

The Pupil Parliament is held every month and there are two representatives from every tutor group. Tutors encourage discussions and ideas and then suggestions are put forward by the representatives at the next meeting which is chaired by the Head Boy and Head Girl. Students also consider the charities they wish to support in the following year. Student voice is very important to us here at Gosfield School.

## UNIFORM

### Girls

#### Winter

Gosfield Blazer

Gosfield Kilt

Gosfield Cardigan

Gosfield Tie

Gosfield Duffle Coat or

Unbranded Black Coat

Gosfield Scarf

#### *Own provision*

White Long Sleeve Blouse

White Unbranded Socks or

Black Tights

Black Flat Shoes

#### Girls Summer Uniform

To be worn with Gosfield Blazer,

Gosfield Kilt, *own provision*

White Unbranded Socks, Black

Flat Shoes and White Short

Sleeved Revere Blouse

### Boys

#### Winter

Gosfield Blazer

Gosfield V Neck Jumper

Gosfield Tie

Gosfield Duffle Coat or

Unbranded Black Coat

Gosfield Scarf

#### *Own provision*

Black Trousers

White Long Sleeve Shirt

Grey Socks

Black Flat Shoes

#### Boys Summer Uniform

To be worn with Gosfield Blazer,

Black Trousers, *own provision*

Grey Socks and Black Flat Shoes

White Short Sleeved Shirt

#### Girls Sports Kit

Gosfield Polo Shirt (in house colours)

Gosfield Track Suit or Gosfield Track Suit Top

Gosfield Girls Games Skort

Gosfield Cricket Whites

Gosfield Cricket Shirt

Gosfield Green Knee Length

Sports Socks

#### *Own provision*

Training Shoes (plain black or white)

Plain Unbranded Black Skins

Football Boots (plain in colour)

Mouth Guard

Shin Pads

#### Boys Sports Kit

Gosfield Polo Shirt (in house colours)

Gosfield Track Suit or Gosfield Track Suit Top

Gosfield Rugby Shirt

Gosfield Rugby Shorts

Gosfield Boys Games Shorts

Gosfield Cricket Whites

Gosfield Cricket Shirt

Gosfield Green Knee Length

Sports Socks

#### *Own provision*

Training Shoes (plain black or white)

Plain Unbranded Black Skins

Football Boots (plain in colour)

Mouth Guard

Shin Pads

## THE SENIOR SCHOOL DAY

### SHAPE OF THE DAY

Students need to be in School by 8.30am. Academic classes finish at 3.50pm and activities run from 4.00pm - 4.45pm, Monday to Thursday. There are no activities on Friday and School finishes at 3.50pm. Monday to Thursday, students may leave School at 3.50pm but are strongly encouraged to stay so that they can participate in the wide range of activities on offer.

Monday 5 Periods	Tuesday to Thursday 6 Periods	Friday 6 Periods
<b>08.35 - 08.40</b> Registration	<b>08.35 - 08.40</b> Registration	<b>08.35 - 08.40</b> Registration
<b>08.40 - 09.10</b> Assembly		
<b>09.10 - 10.10</b> Period 1	<b>08.40 - 09.40</b> Period 1	<b>08.40 - 09.40</b> Period 1
	<b>09.40 - 10.40</b> Period 2	<b>09.40 - 10.40</b> Period 2
<b>10.10 - 10.30</b> Break	<b>10.40 - 11.00</b> Break	<b>10.40 - 11.00</b> Break
<b>10.30 - 11.30</b> Period 2		
<b>11.30 - 12.30</b> Period 3	<b>11.00 - 12.00</b> Period 3	<b>11.00 - 12.00</b> Period 3
<b>12.30 - 13.00</b> Tutor Period	<b>12.00 - 13.00</b> Period 4	<b>12.00 - 13.00</b> Period 4
<b>13.00 - 13.50</b> Lunch	<b>13.00 - 13.50</b> Lunch	<b>13.00 - 13.50</b> Lunch
<b>13.50 - 14.50</b> Period 4 including Registration by Subject Teacher	<b>13.50 - 14.50</b> Period 5 including Registration by Subject Teacher	<b>13.50 - 14.20</b> Registration and House Assembly
<b>14.50 - 15.50</b> Period 5	<b>14.50 - 15.50</b> Period 6	<b>14.20 - 15.05</b> Period 5
		<b>15.05 - 15.50</b> Period 6
<b>16.00 - 16.45</b> Activities	<b>16.00 - 16.45</b> Activities	

### ABSENCE

If your son/daughter needs to be absent from School for a legitimate reason, please request the absence from the School in writing in advance by addressing your email to the Principal. With unplanned absence please inform the School before 8.30am on the morning of the absence, by contacting the School Office via email: [absence@gosfieldschool.org.uk](mailto:absence@gosfieldschool.org.uk) or by telephoning: 01787 474040, select option 2. If for any reason your son/daughter is late to School, they must sign in at the School office, and also sign out if they have permission to leave early. Please remember that every day lost at School has a compound impact on your child's progress – because most subject knowledge and skills are layered in the way they are delivered. Once a student has missed out on a layer, the next layers are harder to understand and learn.

## ACTIVITIES

Activities run from 4.00pm until 4.45pm each day Monday to Thursday. Students will normally be asked to select their activities before the start of each term. There is always a wide range including sports, academic, creative and performing arts. A full list of activities on offer for each week day, and including staff leaders, will be available from [enquiries@gosfieldschool.org.uk](mailto:enquiries@gosfieldschool.org.uk) before the start of each term. The cost of all activities is covered by a £65 termly charge added to the invoice. A small number of activities require an additional supplement, invariably when external providers are required. In these cases, the additional cost is clearly marked on the activity option list at the start of each term.

## FORM TUTORS

Your son/daughter's Form Tutor is your first point of contact should there be any education or well-being concerns. Please do not hesitate to contact them. Form Tutors will see your son/daughter each morning for registration and will monitor their pastoral development.

## ASSEMBLIES

We have regular whole School, Prep, Senior and House assemblies. These gatherings are broadly aligned with Christian values and also promote a strong sense of moral and spiritual well-being. We also seek opportunities to promote our commitment to helping our students to grow, achieve and inspire; and seek every opportunity to celebrate legitimate successes.

## COMMUNICATION

Effective and timely communication with parents is essential and we encourage everyone to talk to us at School. We aspire to keep our parents fully informed of all events at School via our School website, the calendar, weekly Principal's 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. Our primary channel for day-to-day communications is a system called ParentMail. There is no charge for this service which serves both to send all email from us to your priority email account and also directly onto your ParentMail App – if you choose to download the App. Most of our communications via ParentMail are for information only, but occasionally we send a form which requires a response. In addition, payments for trips and similar occasions can be made very simply via this system.

## LOCKERS

All students in the Senior School are provided with a locker to store their personal belongings.

## THE HOUSE SYSTEM

All students belong to one of three houses:



**Nevill**  
Colour: Blue  
House motto:  
"They shall not pass"



**Tudor**  
Colour: Red  
House motto:  
"Self second"



**Woodstock**  
Colour: Green  
House motto:  
"Look wide"

Each house is led by a Head of House who is a member of staff, supported by a House Captain and Vice House Captain. Within these Houses, students compete for the House Cup by gaining points awarded for effort, achievement and other general considerations.

A Sports Captain is appointed to coordinate sporting activities and inter-House sporting challenges, supported by a Vice Sports Captain. There are House Assemblies each week where all year groups from Prep to Sixth Form come together.

These assemblies are led by the staff who are allocated to Houses. We feel this system leads to positive relationships and greater consideration from pupils in every year group throughout the School, and also provides a foundation for friendly competition.

## OUT OF BOUNDS

Students are informed of areas of the School grounds that are in and out of bounds. Since we have 110 acres which cannot be constantly supervised, it is important that students understand and comply with these rules for their own safety.

## HOME SCHOOL AGREEMENT

You and your child have both signed our Home School agreement, outlining some key expectations of all three parties: the student, the parents and the School. Please make sure that your child re-reads and understands this prior to starting at Gosfield School.

## 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. You have already provided us with all the information we require as part of your acceptance pack. However, please note that it is vital 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. You have already signed and accepted our Mobile Devices and ICT Policy – so please make sure that your child has read and understood it. In terms of mobile phones, please be aware that students are allowed to bring mobile devices into School providing their parents have completed a Valuable Items form. Students are, however, not permitted to use their mobile devices in School other than in the period of time between 3.50pm and 4.00pm, and after the completion of activities at 4.45pm. We permit them so that they can be used during journeys or in the case of an emergency.

## PHOTOGRAPHS

Having photographs in School to celebrate our students' achievements is very important to us. You have already provided consent for the School to use these, or otherwise. Should you ever want to update this consent status, please let us know.

## SAFEGUARDING

The 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 students. If you are ever concerned about the safety or well-being of someone at our School please contact Mrs Gwynne - our Designated Safeguarding Lead. In addition, as a small School, we are willing and able to take time to empathise with students who may have complications happening in their lives. Please do not hesitate to contact Mrs Gwynne if you would like the School to be aware of anything in your child's life that may create the need for additional care or support.