



COX
GREEN
SCHOOL

Be Respectful

Be Kind

Be Determined

A Guide for Parents and New Students

2023 - 2024



INDEX OF CONTENTS	Page
Headteacher's Welcome	2
School Day (Timetable)	3
First Day	3
School Equipment	3
School Uniform	4-5
PE Kit	6
Bicycles - Getting to School	7
Bus - Getting to School	7
sQuid (On-line Payment System)	8
Catering - (DINE)	8
Free School Meals	8
School Fund	9
Lockers	9
Lost Property	9
Mobile Phones	9
Valuables	9
EduLink One (Parent and Student App)	10
Home Learning	10
Rewards	10
Internet Usage	10
Attendance and Punctuality	11
Absence and Illness	11
Appointments (Medical and Dental)	11
Medication	11
Pastoral Care and Inclusion	12
Safeguarding	12
SEN	12
Clubs (Enrichment)	12
Emergency Contacts	13
First point of Contact	13
Further Information	13

Welcome to Cox Green School - Headteacher's Message

It gives me great pleasure to introduce myself as the Headteacher of Cox Green School. I have been part of the Senior Leadership Team at Cox Green School since 2018 and I was delighted to have been appointed in 2022 to lead the school forward, working in partnership with parents and carers.

As Headteacher, I am passionate about supporting our students and providing them with opportunities to enable them to achieve the highest academic standards and develop their unique talents to the full. It is my belief that our students should be respectful, kind and determined aiming for excellence in all that they do. This, for me, characterises the "Cox Green Way". The education we provide will be in line with these values and will develop your child's knowledge, understanding and skill set so that they can become highly qualified, responsible citizens, able to participate fully in all parts of the community.

My passion has always been to enable every student to fulfil their ambition and find a pathway that motivates and challenges them. We set high standards in every area of school life so all students have the opportunity to shine and enjoy their time with us. My goal is for Cox Green School to be a community which supports every student in ways that are suitable and individual to them; a school where the learning and wellbeing of students and staff are at the heart of all we do. I am truly excited by what the future holds for the students of Cox Green School and for what we can achieve. I look forward to working with you.

Danny Edwards
Headteacher



The First Day – Monday 4th September 2023



We can't wait to meet our new students on their first day – Monday 4th September 2023. We look forward to seeing all students looking smart in full school uniform with their school bag and pencil case. PE kits will not be required on the first day. We will meet and greet your child at **9 am at the school theatre**. Students will be provided with a school map and will be helped to find their way around the school for the first few days.

Equipment Required

To support your child on their learning journey, please provide the following equipment:

- **School bag:** Of a plain/dark colour, strong and large enough to hold A4 folders/books.
- **Pencil case:** Including pens, pencils, highlighter, ruler, glue stick, scissors, maths set, scientific calculator, eraser, sharpener and earphones (for IT – no Air Pods)
- **Water bottle or drink:** No cans or 'energy drinks' or glass bottles
- **PE kit:** (please see page 6)



The School Day – Timetable

Bell and tutor time	8.30 am
Form Period	8.35 - 8.55 am
Changeover	8.55 – 9.00 am
Period 1	9.00 – 10.00 am
Period 2	10.00 – 11.00 am
Break 1	11.00 – 11.30 am
Period 3	11.30 – 12.30 pm
Period 4	12.30 – 1.30 pm
Break 2	1.30 – 2.00 pm
Period 5	2.00 – 3.00 pm

School Uniform

At Cox Green School we believe that all students should wear the stated school uniform with pride. It is important that all students learn to dress for work rather than leisure and that each student makes every effort to look smart and tidy. This shows their commitment and engagement with us as learners, and also ensures that every day starts with positive interactions.

Please clearly name all items of uniform.

Uniform specific to Cox Green can be purchased via our online supplier. To purchase uniform via the online shop:

- Please go to the Cox Green School Website: www.coxgreen.com
- Under the tab 'Home' go to 'Information Menu', 'Uniform' then click on 'School Uniform Shop'

You can order uniform to be delivered to your home address or you can order uniform to be collected from our school reception, during term time only. Orders for collection must be placed by midnight on Sunday 9th July, for collection on Wednesday 12th July 2023. Please note that the final Wednesday for collection in the summer term is Wednesday 12th July.

Our school uniform supplier will be attending our Induction Evening on Wednesday 5th July and will have a full range of uniform, in all sizes, to try on. They are also offering free returns, for Year 7 students only, until end of October half term Friday 27th October 2023. To obtain a free returns label, please email them directly at customerservice@directclothing.co.uk.

Our school uniform supplier is: *Direct Clothing Co. (UK) Ltd, 17 Rise Road, Sunningdale, SL5 0BH*
Tel No: 01344 872299. Website: <https://www.thedirectclothing.co.uk/pages/cox-green>

We also have a number of preloved uniform items available. Please contact enquiries@coxgreen.com for further information.



School Uniform List

	<u>Uniform Requirement</u>	<u>Not Permitted</u>
Blazer	Black blazer with embroidered school logo	Any other type of blazer.
Jumper (optional)	Dark green V neck jumper with embroidered school logo.	Any other jumper, sweatshirt, 'hoodie' or sports clothing.
Trousers	Plain black tailored school trousers. Plain black belts if needed.	Brushed cotton, cord or jean type material, fashion trousers, skinny fit or leggings. Staff reserve the right to decide whether trousers are appropriate or not.
Skirt	Year 7 and 8 – Plain black pleated knee length school skirt or Cox Green School skirt. Year 9-11 – Cox Green School skirt from school uniform shop only. Black with green inset pleats. ALL skirts must be knee length and not rolled over at the waist.	No pencil skirts, stretch/jersey material or bodycon-style skirts.
Shirt	White shirt with collar (long or short sleeve).	Sports or fashion shirts, blouses, t-shirts or polo shirts. No coloured or logo t-shirts to be worn under shirts.
Tie	Cox Green School clip on or tie-able ties available from our on-line school uniform supplier Direct Clothing (please see school website), Cox Green School reception or High Street school uniform suppliers.	Any tie other than the official school tie. No defaced school ties. No ties worn loosely.
Shoes	Plain, flat black polishable shoes.	Trainers (including vans and leather-type trainers), canvas, casual slip on shoes or boots, sandals, high heels or ankle boots.
Tights/Socks	For students wearing trousers: Black or white socks For students wearing skirts: Terms 1- 5: Black opaque tights Term 6: White or black ankle socks, or black opaque tights.	Coloured or patterned tights or socks or knee-high socks.
Coats	Black or navy blue PLAIN coats only, in a suitable style for school. Coats should be SINGLE colour.	Any other colour, denim, leather, leather look, patterned, studded, large logos. Logos should not be visible on the back of coats.
Bag	A strong practical bag big enough to carry books and equipment, such as a rucksack. This should be in a plain colour.	Fashion handbags.
Jewellery	One wrist watch, one pair of plain gold or silver ear studs (max diameter 5mm) and one small religious chain may be worn inside the shirt. The school is not responsible for jewellery worn at school.	Other types of earrings of any other kind including hoops. Rings, necklaces, bracelets, brooches or badges not concerned with school. On safety grounds jewellery must be removed for PE or when participating in sport. This includes newly pierced earrings (please note tape covering is not permitted). No other body piercings apart from ear piercings are permitted.
Hair	Hair should be cut in a style suitable for school and kept clean, neat and tidy. It should also be of a natural colour.	No extremes of hairstyle or colour. Lines shaved into head/hair or shaved heads/shaved eyebrows are not appropriate for school. If there is any doubt, please contact the school before going to the hairdresser. No ribbons, hair bands, grips or other hair covers, in a colour or style not complementary to school uniform. No hats/caps to be worn inside buildings. Shoulder length hair must be tied up for PE and sport.
Make-Up	No make-up.	Make-up, false eyelashes, coloured nail varnish or nail extensions.

All items of school uniform must be named, ready for when your child starts school.

P.E. Uniform List

Mandatory Items

Black & green polo shirt with school logo

Black & white mid-layer track top with school logo

Plain black games shorts or skort

Plain black tracksuit bottoms or black tracksuit bottoms with school logo

White ankle/sport socks/black ankle socks

Sports trainers

Hairband for shoulder length or longer hair

Optional Items

Plain black football/hockey socks

Football boots (moulded studs only).

Gum shield for contact sports

Shin pads

The following items are not permitted for P.E.

Hoodies

Jewellery, watches, earrings etc. Students with newly pierced ears will not be able to take part until the earrings can be removed (we do not allow students to cover earrings with tape)

Metal studs on astro turf

Tracksuit bottoms with a pattern, bright colours or big logos

Students are required to bring their PE kit to every lesson regardless of illness.

No aerosols are allowed in the PE changing rooms.

If your child is suffering from illness or injury, then a note will be required to explain its nature. As professionals, the staff in the PE department know what activity is planned and can therefore make judgements whether it is necessary for your child to be excused from the practical lessons. We often find, that by modifying the activity, those with illness or injuries are still able to learn and participate in some form. Any illness or injury lasting more than two weeks will require a note from either doctor or hospital.

Students who are injured or suffering from illness will still be expected to get changed into their PE kit for the lesson unless the injury or illness prevents them or would be made worse by doing so. The reasons for this are:

- Depending on the activity your child may still be able to participate in some aspect of the lesson as explained above.
- Your child must stay with their teaching group at all times. That may mean that your child is expected to go on to the field in times of bad weather. This results in them getting their clothes wet, which they then have to sit around in for the rest of the day, often making their illness worse. By changing into their PE kit on such days, your child will have clean and dry clothes to wear for the rest of the day, helping their recovery rate from the illness.

Getting to school – Transport options

Walking to school

If your child decides to walk to school, please ensure that they take due care crossing the roads, using the appropriate crossing points. Walking to school with friends can be an enjoyable and healthy way to start the day!

Cyclists

Students are encouraged to cycle to school. It is expected that students ride their bicycles with care and in accordance with the Highway Code. Students should wheel their bicycles within the school grounds and store them on site in the covered bike shed at their own risk. The use of a bike lock is recommended.

All students who cycle **MUST** wear a bicycle helmet.



Bus

Apple Travel provide direct transport to Cox Green School. For further information, please contact them directly

Apple Travel: enquiries@appletravel.co.uk or 01753 821310

Services from Slough/Burnham/Taplow/Holyport/Fifield

Thames Valley Buses (formerly Courtney Coaches) are a public transport provider who also run several buses that stop near or in front of the school. They cover routes all around the local area including to and from the Maidenhead train station.

For more information please contact Thames Valley Buses directly: info@thamesvalleybuses.com or 0118 973 3486.

Coming to school by car

If you are dropping your child to school, it would be worth agreeing a point, a short walk away from the school, as it can get quite congested around the school area. **Please park with due consideration for student safety, local residents and other parents.**

Coming to school by train

The school is located 2 miles from Maidenhead station and is a 40-45 minute walk to school. Students also cycle to school from Maidenhead station. Please check public bus timetables for buses departing from the station bus stop.

Online Payment System

Cox Green School operate an online cashless payment system called **sQuid**.

Students will need a sQuid account to:

- Pay for any food or drink from our school cafeteria 'DINE' (there is a daily spend limit of £7)
- Pay for any trips or activities
- Pay for lockers
- Pay for revision books
- One off payments to the Cox Green School Fund (the School Fund pays for "extras" that our routine budget does not cover)

Further information will be posted in June detailing how to activate sQuid.

Eating and Dining

We have a huge variety of really exciting dishes to try at our bright and modern school cafeteria 'DINE'. A wide range of healthy, fresh food is prepared-on site on the day. We are talking about global street food, our famous curry Thursdays, modern vegetarian and vegan, and traditional fish and chip! There is something for everyone to enjoy at all times of the day. Examples of pricing and menus can be found on the school website. DINE is open from 8am until 3.15pm during term time.



In an effort to move away from single use plastic, we request that students bring in their own labelled water bottle which can be refilled from filtered water chillers around the school. We also have several recycling points located around the school. Fizzy drinks/energy drinks and glass bottles are not permitted.

Application for Free School Meals

To check your eligibility for Free School Meals please register on our online application system. The system is completely confidential and alleviates the need for paperwork or evidence.

To access the application system please visit the school website: www.coxgreen.com

- Access the application page under the tabs 'Home', 'Information Menu', 'Pupil Premium' then 'Please apply here for Free School Meals' which will take you to the on-line portal for a Free School Meals application.
- To start a new application, you will need to enter your name, date of birth, contact details, National Insurance Number and your child's name and date of birth.

If you have any problems with your application, please contact the school reception on 01628 629415 or email enquiries@coxgreen.com

If you do register your child and the request is accepted, it may be possible that the school can support your child in terms of part funding for curriculum field trips and activities.

School Fund

The Cox Green School Fund is invaluable and supports 'vital extras' that the government funding does not cover such as improving equipment, school facilities and providing additional learning resources essential for our extended curriculum. Your donation is invaluable in enhancing your child's experience at Cox Green School and also in the continued development of our activities, facilities, resources and equipment.

If you wish to support us by making a donation, please use the 'Donations to the Cox Green School Fund' form on the on-line admission form. Please also complete the Gift Aid section, if applicable.

School Lockers

We have a number of lockers that we can hire out to students on a first come first served basis.

The annual charge for the use of a locker is £5 (non-refundable) which will be available to purchase on your child's sQuid account. You will receive a letter in June detailing how to purchase a locker.



Lost Property

We all mislay items from time to time! We ask that all your child's property is clearly named so that the items can be safely returned if mislaid.

Lost property can be collected from Student Services before school, during break times and after school. Parents/carers are able to come into school to look through the lost property by prior arrangement, during the times identified in the Newsletter. Lost property not claimed will be donated to our preloved uniform stock.

Mobile Phones

We know that our students achieve their very best when the partnership between parents/carers and the school is a strong and trusting one. We understand mobile phones are a part of daily life however we ask parents/carers to help us by:

- Reminding your child that mobile phones must be switched off and stored in their bag during the school day.
- Reminding your child that their phone must not be visible while they are on site.
- Reminding your child that if they need to contact home this can be arranged via Reception.
- Calling Reception for assistance if you need to contact your child.
- Understanding and supporting our policy that if a mobile phone is seen or used during the school day, the phone will be confiscated.

Valuables

We stress that students do not bring large sums of money, iPads, AirPods, computer games, jewellery or items of special sentimental value into school. The school cannot be held responsible for loss, damage or theft of personal property whilst on school premises, including mobile phones.

Helping your child do their best

Parent and Student App (EduLink One)

We use EduLink One as our school app, allowing the school to send you important messages regarding your child's education, for free. EduLink One enables you to view your child's school information, such as timetable, catering spend, achievements and more. Your child can also access EduLink One to view their information.

You will be sent information nearer to your child's first day about logging onto EduLink One using your email address.

Home Learning

Home Learning enhances your child's overall learning, improves achievement and develops their study skills. Each student will have a home learning timetable. Your child should check their class notes each evening to improve their learning.



Rewards

We reward students who go above and beyond and display the characteristics of our three school values – Respect, Kindness and Determination. We also look forward to hearing about extra-curricular successes, so please do share these with us.

Some examples of this are Hot Chocolate Mornings, Stars of the Week, Community and Headteacher Awards.

Responsible Internet Usage

The school computer provides internet access to students and staff. The 'Student ICT and Mobile Device Use' policy helps protect students, staff and the school. Please refer to the school website for further information: www.coxgreen.com.



Attendance

Attendance and Punctuality

Attendance and punctuality are key to success in school and all students should aim to achieve at least 96% or above for both attendance and punctuality. This is in line with government expectations. Students should arrive at school promptly by 8.30am. Students arriving late will be issued with a 'reflection'.

Absence and Illness

To ensure we continue our excellent safeguarding practice, it is imperative that parents/carers report absence by either leaving a message on the attendance line 01628 629415 option 2 or send an email to enquiries@coxgreen.com or report on the on-line parent and student app (Edulink One) before **8.00am** if their child is unwell and unable to attend school, on **each day of absence**.



If we do not receive a reason for absence, a text will be sent to priority contact 1 asking for a reason. A text reply can then be sent using this service. The Attendance Officer will proceed to call all contacts that we hold for your child to ensure the welfare of your child. If we are unable to make contact, members of staff will visit your home address.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances. Requests for consideration for exceptional absences should be made to the Headteacher, via the appropriate form, which can be found on the school website, at least 15 school days prior to the dates requested.

Dental and Medical Appointments

Parents/carers are asked to book appointments outside of normal school hours whenever possible. Students who need to leave school for a dental/medical appointment must bring a note from a parent/carer. The note must be shown to the Attendance Officer and students must sign out at the Main Office before they leave school and sign back in on their return.



You should provide evidence to support any absence for medical reasons/appointments; this can be given in the form of: a signed appointment card, photocopy of a prescription or a letter from your doctor/hospital referral letter.

Medication

Please inform the school of any medication being taken by your child and any medical problems they may have. If medication is necessary in school, please complete the 'Medication Authorisation Form' available from Reception. The school cannot prescribe any medication or administer any medication that is not listed on the authorisation form.

In the event of illness or accident in school, parents will be contacted at the earliest possible opportunity.

Pastoral Care and Inclusion

All our students will receive the outstanding support and encouragement they need to become successful, confident and mature young people.

Safeguarding

We pride ourselves on our excellent safeguarding. We are committed to ensuring that all our students are well cared for, safe and protected. All staff believe that our school should provide a safe, caring, positive and stimulating environment that promotes social, physical and moral development of their individual child. All year groups are provided with a dedicated **SAFE** Manager who will provide support to students and families.

If you feel your child needs additional support, please contact the SAFE Manager or your child's Head of Year. The SAFE Manager is there to support the students in a pastoral capacity.

Student wellbeing and inclusion is paramount to their education and we are fortunate to have access to a range of support agencies to help students. These include mentoring, The Hub, additional Literacy and Maths support, Education Welfare Officer, School Counsellor (and Connie the therapy dog!), Career Guidance and an Educational Psychologist. In addition, students have access to a Speech and Language Therapist, SEMH mentor (social, emotional and mental health), Behaviour Support Manager, Form Tutor and Head of Year.

SEN

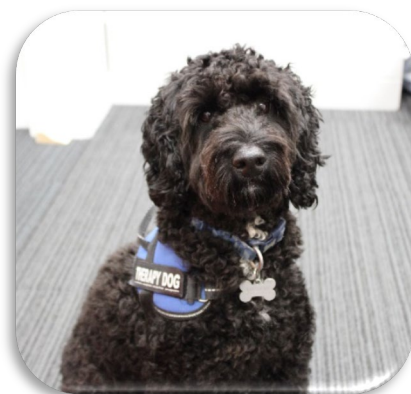
Support for students with additional learning needs may be provided by a specialist teacher or progress assistant working alongside the student in class. Support may also be provided during intervention programmes delivered to small groups or on a one-to-one basis outside the classroom. We are proud of our bespoke support.

Clubs (Enrichment)

We have an excellent enrichment curriculum, which extends beyond the norm.

Our wide variety of enrichment available to students also includes a Home Learning Club to support them in their home learning. We hope that every Cox Green student leaves us confident, well-qualified, inspired, and prepared for whatever they face in the future.

Look out for the extra-curricular timetable in September 2023. Please encourage your child to try as many new clubs as possible as it is a great way to meet new people and learn new skills.



Contact

Emergency Contacts

It is essential for the school to have your correct address and contact telephone numbers for contact to be made in the event of an emergency. If a decision is taken to close the school because of bad weather or other unforeseen circumstances, we will text parents and update the school website and also post information on social media.

First Point of Contact at School

The Form Tutor, Safe Manager or Head of Year is the first point of contact for you and your child. They oversee social, personal and academic progress and be available to discuss any concerns you have regarding your child.

However, if you have concerns about a particular subject, then you should contact the subject teacher or the Learning Leader by emailing enquiries@coxgreen.com.



Further Information

You may also find it useful to read the School Newsletter each Friday and follow us on Twitter and Facebook (@CoxGreenSchool) where much useful information and good news is shared. Please check out our website www.coxgreen.com for further information including our Privacy Notice (Data Protection Act 2018)

Parent Checklist

- Complete on-line admission form by Friday 12th May 2023
- Order uniform from our online uniform shop (see page 4). Final free collection date is Wednesday 12th July, please order latest by midnight on Sunday 9th July.

We hope that this information will help prepare you for Cox Green School and help you feel confident when you join us. We all look forward to meeting you.