



COX  
GREEN  
SCHOOL

Committed to Achievement



A Guide for  
Parents of  
New 6<sup>th</sup> Form Students  
2019

## Welcome to Cox Green School

### A Warm Welcome From Our Headteacher, Frances Walsh

It gives me great pleasure to welcome you and your child to Cox Green School.

Ensuring your child's happiness, welfare and success is paramount. We want every child to develop a love of learning, as well as the confidence and the skills needed to make the most of the opportunities in life.

Each child is special, unique and getting to know them as individuals has always been a key priority for me throughout my professional life. Our commitment to you is that our focus will be on helping your child develop and excel across all aspects – academic, physical, social and emotional.

We aim for the highest standards of educational achievement and value every student. We expect our students to fulfil their potential academically, personally and socially. To achieve this aim, we want each of our students to develop a sense of **PRIDE**

**Passion for learning** and a desire to achieve to potential and beyond; to leave Cox Green as confident, well qualified, inspired young people and prepared for any future challenge.

**Respect** and kindness as core principles of every interaction.

**Insight** into the needs of others – at a local, national and global level, so that each child develops the skills to make a positive contribution to society.

**Diligence** – the ability to be resilient and persevere; a commitment to make mistakes and learn from them.

**Enjoyment** of the opportunities available and to develop a passion for lifelong learning.

Collaboration and teamwork between all of us will be paramount to the school's future success. We recognise individuals and their differences but, I believe it is only through teamwork that we will truly succeed. Working in partnership with parents will be fundamental to ensuring the best for every student.

Being the best takes hard work and effort: I have high expectations of myself, staff and our students. With our coordinated support, your sons and daughters will develop the resilience, independence and creativity they need to be the best learners they can be.

Cox Green School is undoubtedly the best place to achieve these ambitions. I very much look forward to meeting you and your child in the coming months.



Frances Walsh  
Headteacher



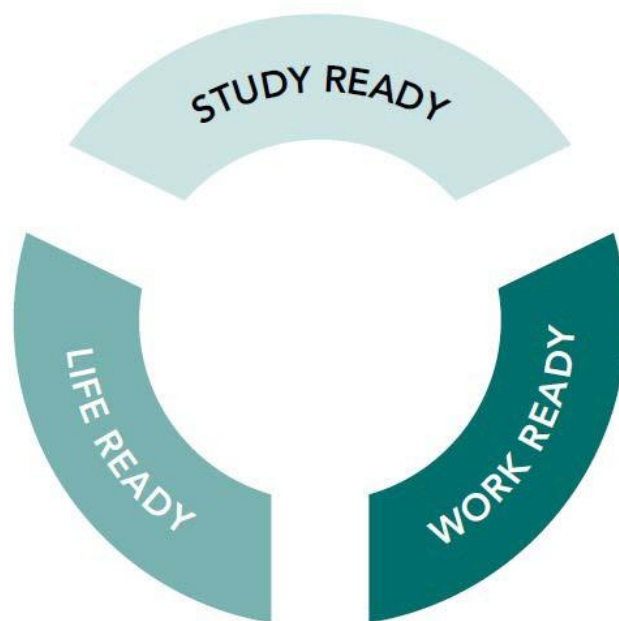
## The Vision for our 6th Form

“Our young people are living, learning and negotiating their lives in an increasingly complex and challenging world” (The Young Foundation). This calls for **empowered** and **resilient** young people who can **play an active role** in navigating their own paths.

By ensuring the core values of **Commitment** (to achievement), **Aspiration** and **Collaboration** are at the centre of everything we do, the ‘Education’ we provide at Cox Green School will help build our students’ competencies, their character and their sense of belonging to the world. We are fully committed to ensure that all our students will leave school with the cultural capital they will need to be successful citizens, now and in the future. Our students will have very strong **personal leadership** to enable them to have a clear ‘telos’ and to be a leader of their own life.

## Live to Learn, Learn to Live

Our specialised programme: LIVE TO LEARN, LEARN TO LIVE, will ensure our students have all the skills they will need to flourish in a changing education and social environment, no matter how challenging. We want our students to be ready for study, ready for work, ready for life!



## The First Day – Wednesday 4th September 2019

On the first morning at **11:45am**, we will welcome your son/daughter in our reception area. Please ensure your son/daughter is wearing the correct 6<sup>th</sup> Form clothing.

### The School Day

<b>8:40-9.10am</b>	<b>Morning Briefing</b>
9:15 – 10.15am	Period 1
10.15-11.15am	Period 2
<b>11.15-11:45am</b>	<b>Break 1</b>
11:45-12:45pm	Period 3
12:45-13:45pm	Period 4
<b>13:45-14.15pm</b>	<b>Break 2</b>
14:15-15.15pm	Period 5



Morning registrations take the following format:

**Monday** – Life Ready Seminar - Weekly Briefing and Celebration

**Tuesday** – Life Ready Work Seminar - Personal Leadership Seminars and Training

**Wednesday** – PSHE Seminar

**Thursday** – PSHE Seminar

**Friday:** Year 12, 13 and 14 Assembly

### Consortium

We are part of the firmly established Maidenhead 6<sup>th</sup> Form Consortium which includes these schools: Altwood, Desborough, Furze Platt, and Newlands. This enables our students (subject to timetabling) to access a wider range of qualifications. All schools follow the same code of conduct.

Parents are requested to engage with the staff of the relevant school their child may attend for Parents' Evenings and discussions about progress. In addition, any other queries can be directed to the 6<sup>th</sup> Form team at Cox Green School. Transport during the school day is arranged for students who attend Consortium lessons. If students have a Consortium lesson period 1 or period 5, they make their own way to the school and home at the end of the day. Students will also receive a full induction by the relevant Consortium school, regarding any procedures they may need to be aware of. This includes any curriculum resource costs that they may incur.

### The 6<sup>th</sup> Form Code of Conduct

6<sup>th</sup> Form and Consortium students are expected to behave with dignity and maturity, respecting the ethos of the school community. 6<sup>th</sup> Form students are encouraged to serve as role models and to undertake positions of responsibility and leadership within the school. Students will be asked to commit to a minimum of one hour of voluntary work in lower school lessons.

### Life Ready

We would like our students to dress appropriately for the working environment, in accordance with the dress code outlined by their base school.

We are happy for mobile phones, iPods and other electronic devices to be used within the Sixth Form Common Room, but they should not be used in other areas of the school or when moving around school.

The Common Room is a study and social area for all members of the Sixth Form to enjoy, so it should be kept tidy by all students.

When leaving school site at break and lunchtimes, students are required to sign out/in at Reception.

Smoking, taking drugs and drinking alcohol is forbidden/prohibited at Cox Green School. Students are not allowed to frequent public houses during their lunch breaks.

We do appreciate that students are planning to learn how to drive. Driving lessons and theory tests need to be completed outside of school hours. The school Driving Policy must be completed and adhered to.

## Study Ready

Learning is best done in a focused academic environment. The Sixth Form at Cox Green School is full-time and attendance at all sessions is compulsory.

A part of being 'Study Ready' is being on time to school and punctual at all sessions. If students do not attend frequently, they may be asked to leave the school.

Any student who is experiencing difficulty with any element of his/her course should, in the first instance, speak to the subject teacher for guidance.



Personal and academic challenges should be discussed with the Academic Mentor or the KS5 Achievement Leader.

Post 16 study can be very challenging and students are expected to utilise their study periods effectively to supplement their Sixth Form work. A minimum of 5 hours private study per week should be devoted to each subject being studied. This does require students to commit to completing a large amount of independent work and behaviour in study periods is expected to be impeccable.

Throughout the year, students will be given the opportunity to take part in seminar sessions and enrichment opportunities. These promote wellbeing and offer students the opportunity to develop personal leadership, and key study skills that will enhance their ability at being independent learners.

It is important that we communicate regularly with students and parents about progress. Progress reports will be issued online to parents on a regular basis and there will be two Parents Evenings to inform on progress. Students who are following subjects at Consortium schools should attend the Parents' Evening of the school delivering the course.

We know that every student is unique, so Home Study Leave may be granted to students as we get closer to exams or if students are on target. This will be decided on an individual basis.

Parents are encouraged to contact the school at any time if they have any concerns about their son/daughter's work patterns.

## Work Ready

We support our students getting part time jobs, but please be aware that working excessively long hours may have a detrimental effect on academic success. Students are advised not to undertake more than 10 hours of paid employment per week.

Being a student at Cox Green School is not just about doing well academically. We try to ensure our students are 'Work Ready' and 'Life Ready'.

All students must actively contribute to their Individual Learning Plan. Students must take responsibility for developing their personal leadership skills, by contributing fully to all workshops/masterclasses and seminars. Students must be aware this may involve preparing materials which they will be asked to present beforehand.

Students must be fully engaged with the Volunteering Programme, which focuses on developing character and work skills to enhance competitiveness in the world of work.

Students must meet the expectations and demands of their chosen courses. Provided that the students have completed set work and have fulfilled the requirements of their course, they will be entered for the appropriate public examinations. Any student who requests to re-sit an examination, must pay the appropriate entry fee. A student who withdraws from an examination at the end of the Spring Term will be required to pay the appropriate withdrawal fee.

Any changes to subject choices can only be made within the first four weeks of the school year, once authorised by the Associate Head.

Students entering the Sixth Form do so as a matter of choice and are, therefore, accepting the regulations associated with this stage of their education.

## 6th Form Dress Code

Cox Green School operates a “Smart Business” dress policy for all 6th Form students. We want students to be dressed purposefully, respectfully and be ready to learn.

### Students should wear:

- Smart trousers: trousers which are tailored and formal in appearance.
- Formal shoes: any shoe smart in appearance which is not a trainer.
- Knee length tailored skirt or dark tights to be worn if skirt above knee.
- Smart top for girls: Shirt or similar.
- Smart top for boys: Button-down shirt, with tie
- All students will wear a blazer or suit jacket.

### Students should not wear:

- Polo-shirts, T-shirts, sleeveless tops or slogan/logo shirts are not acceptable.
- Jeans, jeggings, leggings, tracksuits bottoms, shorts, and lycra or mini-skirts are not acceptable. There should be no cuts or slits in the trousers.
- Flip-flops, sandals, canvas shoes (e.g. Vans or similar style) are not acceptable.
- Bare midriff and bare shoulders are not acceptable.

### Other

- Jewellery and make up should be modest in appearance.
- Nose studs, tongue piercings, and multiple ear piercings are not permitted.
- Hair must be natural coloured with no extremes of styles.

Unfortunately, students who choose not to follow the dress code policy may be sent home to get changed. Items of clothing may be subject to confiscation and parents will be contacted.

## Aspirations

6<sup>th</sup> Form students have full access to our Careers Advisor, Sara McKay. Students are required to fully engage in seminars and mentor time where they will receive support for all destination pathways for post Year 13. This includes UCAS and apprenticeship applications and interview preparation.

## Rewards

We operate a rewards system for our 6<sup>th</sup> Form students who go “above and beyond”. Students and staff nominate 6<sup>th</sup> Formers on a weekly basis. Prizes and a weekly trophy are awarded during assembly. Additional awards include home study authorized by parents in advance.



## Attendance



Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum and achieving both academic and social success. All students should aim to **achieve 96% or above** for both attendance and punctuality - this is in line with government expectations.

## Punctuality

Students should arrive at school **promptly by 8.35am**, ready for the morning session and briefing. Students arriving late will be issued with a detention.

## Absence and Illness

It is imperative that parents/carers contact the school before **8.00am** if their child is unwell and unable to attend school, on **each day of absence**. Please either leave a message on the attendance line (01628 629415 – option 4) or send an email to [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

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. Any absences that we do not receive a reason for, within a reasonable timeframe, will be followed up. 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 on the appropriate form, which can be found on the school website, at least 15 school days prior to the dates requested.**

## Dental / Medical Appointments



Parents are asked to book appointments, whenever possible, outside of normal school hours. Students who need to leave school for a dental/medical appointment, must bring a note from a parent before permission can be granted. The note must be shown to the Academic Mentor and students must sign out at the Main Office before they leave school and on their return.

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

## Medication

The school must be informed of any medication being taken by students and any medical problems. If medication is necessary in school, the staff in Student Services will hold the medication securely after receipt of a Medication Authorisation Form, which can be obtained from the Main Office. In the event of illness or accident in school, parents will be contacted at the earliest possible opportunity. The school cannot prescribe any medication.

## Pastoral Care

Students' wellbeing and inclusion is paramount to their education and we 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, career guidance, behaviour support and Educational Psychologist.

If you feel your son/ daughter needs support please contact the Key Stage 5 Academic Mentor, Carole Luurtsema, or your son/daughter's Academic Mentor.



## Child Protection – Safeguarding

We are committed to ensuring that all our students are well cared for, safe and protected.

Parents should be aware that in urgent and/or repeated incidents of suspected abuse, the school is obliged to discuss with and/or refer these incidents to other agencies.

## Responsible Internet Use

The school computer system provides internet access to students and staff. The "Student CT and Mobile Device Use" policy helps protect students, staff and the school by clearly stating what is acceptable and what is not. Please refer to the school website for further information.

## School Library

Our Library is also Cox Green's Public Library and is open to everyone living in the area. Students can visit the library before, during and after school, for a good read, for homework, research, for Internet access, to find out about sports, hobbies, careers and more.

- Borrow up to 4 items on a school library card for 3 weeks.
- Member of staff on hand if students can't find what they want, or wish to reserve a book for free.
- Search, renew and request items via the library catalogue with a library card at <http://www3.rbwm.gov.uk/libraries>.
- Access Encyclopaedia Britannica and other resources online from home and in school.
- Access academic articles and papers on the library computers.
- Download a book from our Overdrive site: [www.rbwm.lib.overdrive.com](http://www.rbwm.lib.overdrive.com).
- Download magazines to a phone with a library card: [www.library.magzter.com](http://www.library.magzter.com)
- Access information from home, via: [http://www3.rbwm.gov.uk/libraries/info/200341/online\\_library\\_resources](http://www3.rbwm.gov.uk/libraries/info/200341/online_library_resources).
- Learning to drive? Theory Test Pro is a highly realistic online simulation of the UK's driving theory tests for all vehicle categories. It contains all the official test questions licensed from the DSA, the people who set the tests.



The School library opening times are: Monday 8.30am to 3.30pm; Tuesday to Friday 8.30am-5.00pm



## Valuable Items in School

We stress that students should not bring large sums of money, iPods, iPads, 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.

## Transport to School

### Cycling

Students are encouraged to cycle to school. It is expected that students ride their bicycles with care and in accordance with the Highway Code and to role model to our younger aged students. 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. Students cycling to and from school must wear a helmet.

### Driving (car or motorcycle)

Driving lessons – Please note students are not permitted to arrange these during the school day.

Please refer to our school driving policy (on our website). A summary is noted below:

1. Students can drive themselves to and from school.
2. Students cannot, under any circumstances, drive during school time. This includes break, lunch and non-teaching time such as free periods; with the exception of Consortium lessons.
3. Students cannot drive on behalf of Cox Green School e.g. be employed to drive/asked to drive by Cox Green staff.
4. Students can only drive onto the school site if they are the holder of an insurance policy. It is illegal for parents to be the policy holder, with the student as a named driver on the vehicle the student is using. If there was any incident on school grounds, the student would not be insured and the school would have to take out a private claim through the courts to claim damages. Students wishing to drive a vehicle, need to see Carole Luurtsema for the relevant permission.

## Online Payment System

Cox Green School operate an online payment system called sQuid. You will need a sQuid account to:

- Pay for any food or drinks from our school cafeteria (There is a daily spend limit of £5)
- Pay for uniform
- Pay for any trips or activities
- Pay for lockers
- Pay for production tickets
- 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)



Details of your unique sQuid account number and registration instructions will be given to your son/ daughter on the induction day in September.

## Eating and Dining Area

We offer a café style service called Dine@CoxGreen which provides a wide range of healthy, fresh food, all prepared on site on the day it is sold. An example of food and drinks on offer can be found on the website.

Dine@CoxGreen is open every morning 8.00am to 8.30am for breakfast and throughout the day for 6<sup>th</sup> Formers.

We encourage students to bring in a water bottle, which can be refilled from filtered water chillers around the school. Cans or glass bottles should be avoided.



## Bursary

Some students may be eligible for the 6<sup>th</sup> Form bursary. Please refer to our policy on the website.

## Application for Free School Meals

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

To access the system, please log onto the Cox Green School website: [www.coxgreen.com](http://www.coxgreen.com)

- Access the page from the “Parent” tab. Click ‘Free School Meals’ and then ‘Start’ for new application and follow the steps.
- The only information required is your date of birth, your National Insurance number and your son/ daughter’s date of birth.

If you have any problems with setting up your application, please contact Reception who can assist and either talk you through the process or, with your written permission, can set you up on the system.

If individuals do register then it is possible that the school can support your son/ daughter in terms of funding for curriculum field trips and activities.

## 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 son/ daughter’s sQuid account. You will need to supply your son/ daughter with a padlock (locking bar no wider than 8mm).

Your son/ daughter will be able to choose a locker and place a padlock on it. You will be able to make payment on your sQuid account within the next 7 days.

## Contacting the School

The 6<sup>th</sup> Form Academic Mentor, Carole Luurtsema, or Academic Mentor is the first point of contact for you and your son/daughter. She will oversee social, personal and academic progress and be available to discuss any concerns you may have regarding your son/daughter.

However, if there are any other concerns or queries about a particular subject, the subject teacher or the Learning Leader should be contacted. Details can be found on the school website under the “Contact Us” page.

Any other queries, please contact Mr Alex Morris, KS5 Achievement Leader.

We also welcome communication from parents regarding achievements of their son/daughter outside of school, so we can celebrate these too!

## Emergency Procedures

It is essential for the school to have your correct address and contact telephone numbers, where you may be quickly contacted 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 ([www.coxgreen.com](http://www.coxgreen.com)).

## Further Information

Any further information can be found on the Cox Green website: [www.coxgreen.com](http://www.coxgreen.com) including:

- Privacy Notice – Data Protection Act 1988 – for Middle and Secondary Schools

**We hope that this information is useful and will help prepare your child  
for studying at Cox Green School.**