

Attitude Determines Altitude



# PLATANOS COLLEGE

An outstanding school for pupils of all abilities



## Guide for Year 7 Parents and Carers 2019 - 2020

## **WELCOME AND INTRODUCTION**

Congratulations and welcome to Platanos College. We are a high performing school for pupils aged 11-16 and are rated as Outstanding by Ofsted. We are an academy and founding school of the Platanos Trust.

We have an unshakeable belief that we can make a difference. We have high expectations of all our pupils and believe that every learner can achieve beyond their expectations. We firmly believe that one's attitude is the key ingredient in achieving success regardless of background or ability.

### ***Attitude determines Altitude.***

Your children are now part of our community. We will work our best to ensure that your child achieves and leaves us at the end of their secondary school journey with the opportunities and tools to compete with anyone in the country – irrespective of whether they come from a comprehensive school, a grammar school or an independent school.

We cannot do our job without the support of parents/ carers. We need you to trust that the decisions we make are for the good of the children in our care.

This Parent Guide has been created by staff and pupils in the school to help you and your children with the transition from primary to secondary school. This handbook will also help you navigate your way through our school's systems and procedures.

We would like to thank you in anticipation for working in partnership with us all here at Platanos College.

### **Attitude determines Altitude.**

## **COLLEGE ETHOS**

Platanos College promotes an ethos of good attendance, good manners and calm, work-focused activity, which supports young people. We offer an unprecedented opportunity to pupils for high academic achievement, to counter negative influences and to inculcate sound values including those associated with good citizenship and Britishness, positive behaviour, open-minded and tolerant attitudes, together with high aspirations, resilience and an appreciation of culture in its widest sense.

Platanos College encourages high academic achievement for girls and boys and challenges gender and other stereotypes by encouraging young women and young men into the fields of mathematics, science, technology and engineering as well as languages and the performing arts. There is a strong emphasis on personal and leadership development, self-esteem, health, activity, confidence and resilience.

## HOW TO SET A GOOD STANDARD - ADVICE TO OUR NEW YEAR 7s

By Saron – Year 10

Starting at secondary school can be a strange experience. There are so many changes that new year 7s will have to deal with:

- Going from being the most senior in the school to being the most junior
- Having to move around a very large building sensibly and not staying in one classroom all day
- Having to be independent in your organisation – remembering what lessons you have on what day and what time
- Remembering your own equipment and books
- Keeping up with the amount of classwork and homework.
- Getting used to new school rules.
- Having a lot more different teachers to remember.

We would advise the following for our new year 7s:

- Make sure you know what equipment you need for school and go to the shops with your parent/ carer and buy them! Try to label as much of your equipment as possible in case it gets misplaced.
- Ask your parent/ carer to write your name on the labels of your school uniform.
- Ask a parent/ carer to help you organise yourself at home. Go through your timetable together and see what equipment and books you need for the following day. Ensure that your bag is packed the evening before you go to school. It makes a big difference
- Agree a time with your parent/ carer for when you need to leave school so that you are not late to school.
- Always keep your belongings with you or keep them in your locker. You might lose them!
- Get your homework out of the way. Do not leave it until the evening before it is due in. Spend good time on your homework ensuring you have put in your best effort.
- Make you read the school rules carefully and ensure that you know them clearly. If in doubt ask a teacher.
- Always walk around the building and on the left hand side.
- Always be polite to others, including adults. Remember to say 'please' and 'thank you' to others.
- Follow instructions given by your teachers.
- If you are unsure about anything – ask! Pupils in the school are very helpful and so are the teachers!
- Read for 30 minutes each day.



*“Starting at secondary school was such a strange experience. I wish I had advice when I started”*

- Saron, year 10

### TERM DATES

|               |                                                                                   |
|---------------|-----------------------------------------------------------------------------------|
| <b>Term 1</b> | <b>Monday 2<sup>nd</sup> September 2019 – Friday 18<sup>th</sup> October 2019</b> |
| Holiday       | Monday 21 <sup>st</sup> October 2019 – Friday 1 <sup>st</sup> November 2019       |
| <b>Term 2</b> | <b>Monday 4<sup>th</sup> November 2019 – Friday 20<sup>th</sup> December 2019</b> |
| Holiday       | Monday 23 <sup>rd</sup> December 2019 – Friday 3 <sup>rd</sup> January 2020       |
| <b>Term 3</b> | <b>Monday 6<sup>th</sup> January 2020 – Friday 14<sup>th</sup> February 2020</b>  |
| Holiday       | Monday 17 <sup>th</sup> February 2020 – Friday 21 <sup>st</sup> February 2020     |
| <b>Term 4</b> | <b>Monday 24<sup>th</sup> February 2020 – Friday 3<sup>rd</sup> April 2020</b>    |
| Holiday       | Monday 6 <sup>th</sup> April 2020 – Friday 17 <sup>th</sup> April 2020            |
| <b>Term 5</b> | <b>Tuesday 20<sup>th</sup> April 2020 – Friday 22<sup>nd</sup> May 2020</b>       |
| Holiday       | Monday 25 <sup>th</sup> May 2020 – Friday 29 <sup>th</sup> May 2020               |
| <b>Term 6</b> | <b>Monday 1<sup>st</sup> June 2020 – Tuesday 21<sup>st</sup> July 2020</b>        |

### START OF YEAR

|                        |                                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 7 only</b>     | Wednesday 4 <sup>th</sup> September 2019<br>Thursday 5 <sup>th</sup> September 2019<br>Friday 6 <sup>th</sup> September 2019 |
| <b>All year groups</b> | Monday 9 <sup>th</sup> September 2019                                                                                        |

### **Staff training days (*subject to change*)**

Monday 2<sup>nd</sup> September 2019  
Tuesday 3<sup>rd</sup> September 2019  
Wednesday 12<sup>th</sup> February 2020  
Thursday 13<sup>th</sup> February 2020  
Friday 14<sup>th</sup> February 2020  
Friday 3<sup>rd</sup> April 2020  
Friday 10<sup>th</sup> July 2020

## THE SCHOOL DAY FOR YEAR 7

- Breakfast Club (optional) – 8am – 8.30am
  - Latest pupils should arrive – 8.35am
  - Line up and registration – 8.40am – 9am
  - Period 1 – 9am – 9.55am
  - Period 2 – 10am – 10.55am
  - Lunch – 11am – 11.40am (the bell rings and pupils line up)
  - Period 3 – 12pm – 12.55pm
  - Period 4 – 1pm – 1.55pm
  - Period 5 – 2pm – 3pm (On a Thursday and Friday year 7 pupils finish school at 2.45pm)
- Interventions and after school activities begin at 3.30pm. Pupils should wait to be collected in the canteen

*Pupils have 5 minutes to move from one lesson to another.*

## YOUR INFORMATION

Please ensure that you keep our main office updated with any change of personal details. This includes: change of address or telephone number, update of email address or change of emergency contact.

## CONTACTING PLATANOS COLLEGE

All enquiries, including complaints, should be made by contacting the school's main office:

Telephone: 020 7733 6156  
Fax: 020 7738 6196  
Email: [info@platanoscollege.com](mailto:info@platanoscollege.com)  
Website: [www.platanoscollege.com](http://www.platanoscollege.com)

## KEEPING UP TO DATE

We like to keep parents informed of all our successes. Please visit our website regularly for news and successes.

From time to time we will contact parents by post, email and by text message.

## ATTENDANCE AND PUNCTUALITY

By Chung – Alumni


*Self-discipline and routine are valuable to any pupil's learning. Attendance to school is emphasized greatly here at Platanos College. Did you know, according to research, 17 missed days a year equates to 1 lost GCSE grade; being punctual allows pupils to take advantage of their learning time, and get the most out of their lessons.*

- The School day begins at 8:40am, therefore pupils are expected to be in school by this time.
- If any pupil arrives after this time, they will be sanctioned with a one-hour late detention after school.
- If pupils are late, they should report to the office for a late slip, which should be taken to the tutor or teacher in lesson.
- Pupils should also bring a note from home explaining why they are late.
- If a pupil is absent on a school day, the parent/carer should phone the school, explaining why they won't be attending.
- Parents/carers should also write in their child's planner explaining why they were absent or late - this should be given to their form tutor. In any other case, a written explanation or email should be sent to the office.
- An absence of over 5 days should be backed up with medical evidence such as a letter from the doctor/GP.
- Parents/carers are also asked not to arrange family holidays during term time!
- In addition, any requests for leave during term time should be put in writing in advance.
- Pupils should also have a justifiable reason for being late or absent, see below as an example:

Dear teacher,

Jason couldn't arrive to school on time because he had a doctor's appointment.


Thank you, Ms Mum



Dear teacher,

Jason couldn't arrive to school on time because he went to the shop to get some milk for me.

Thank you, Ms Mum



*"Attendance and Punctuality is important because every second counts. It could be that one topic which is heavily misunderstood, or the one that is missing, and then you'll probably have to catch up, which may take up more time than planned. It can also affect your future: employers will take attendance and punctuality into account when thinking about your application"*

– Chung, Alumni

## **WHO TO CONTACT**

If you wish to find out general information then please initially check the school website. Otherwise please contact the main office.

If you wish to discuss attainment, progress or behaviour of your child please contact the Pastoral Manager for Year 7.

## **CONCERNS OR COMPLAINTS**

On a rare occasion you may not be happy with a decision we make that impacts your child. In the unlikely event that this is the case we have a concerns or complaints procedure:

Stage 1 – complaints are dealt with informally. Most concerns can be resolved with a simple conversation. Please raise concerns with the Pastoral Manager for year 7 initially.

Stage 2 – formal complaint to the Executive Headteacher. These should be made in writing by phone, email or letter. A member of the Senior Leadership team will investigate this for you.

Stage 3 – referral to the Chair of the Academy Trust.

Stage 4 – referral to the Academy Complaints Panel.

For a more comprehensive overview of this policy, please visit our website.



## **PARENTAL SUPPORT**

At Platanos College we have an unshakeable belief that all of our pupils can achieve. In order to deliver an outstanding education to the children that attend the school we believe that a successful partnership between staff, parents/ carers and pupils is essential. To ensure that the pupils achieve we must all work together effectively at all times. This code of conduct serves as a reminder to parents, carers and other visitors to our school about the expectations needed to maximise effective partnership working.

### **BEHAVIOUR AND CONDUCT**

Parents, carers and visitors are expected to:

- Respect our ethos of *Attitude Determines Altitude*;
- Read and accept our policies on safeguarding pupils, including signing in and out of reception;
- Wear and display visibly a visitor's badge;
- Be escorted around the building by a member of staff;
- Work positively with members of staff, displaying a positive and forward thinking attitude;
- Treat all members of staff with respect;
- To set a good example to the children in the school by being polite in speech and behaviour;
- Follow the school's systems and procedures in terms of the behaviour policy and if raising a concern to follow the correct channels so that these concerns can be dealt with efficiently.

### **BEHAVIOUR AND CONDUCT WHICH IS NOT TOLERATED**

- Disruptive behaviour that potentially interferes with the day to day running of the school;
- Parents/ carers and visitors demanding to see staff without making an appointment;
- Using loud or offensive language;
- Verbally or physically threatening any member of staff or visitor to the school;
- Damaging or vandalising school facilities;
- Openly displaying disrespect to a member of staff;
- Openly displaying disrespect to or not supporting the school's behaviour policy;
- Making derogatory or insulting comments regarding the school verbally, in writing or on any social media;
- Using recording equipment to record conversations with members of staff;
- Being intoxicated while on the school property.

### **BREACHED OF THE CODE OF CONDUCT**

It is **compulsory** for parents, carers and visitors to the school to follow the **Code of Conduct**. A breach of this Code of Conduct will lead to:

- Meetings being immediately terminated
- An indefinite ban from the school premises

In some cases, parents, carers or visitors being referred to the police or other external agencies, such as social services. In some cases we will seek to prosecute.



## **PARENTAL ENGAGEMENT**

Platanos College values our relationship with parents/ carers. Without you, your child will not make the necessary learning gains and achieve their potential. We have several opportunities throughout the year where parents/ carers can discuss their children with pastoral managers or subject teachers.

In year 7 we hold two academic review days where you will have an opportunity to discuss your child's attainment and progress. This is in addition to three formal reports a year. We expect all parents/carers to attend these academic review days and, if it is not possible to, to rearrange a suitable time.

If we are particularly concerned about your child's attainment or progress, we may also invite you in for a parent-teacher conference.

We regularly celebrate the achievements of our pupils. We hold many celebratory events throughout the year including The Foundation Awards, The Key Stage Three Creativity Showcase, and the Key Stage Three Awards Evening. We strongly encourage parents/ carers to attend these evenings.

Finally, we value your voice and opinion. After each event where parents/ carers are invited into the school we ask you to complete a survey to see what you are happy with and what your opinions are about what the school does.



## **SAFEGUARDING**

We are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere.

We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at, Platanos College.

We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Platanos College has a rigorous safeguarding system in place to protect the welfare of its pupils. Our approachable **Pastoral Managers** and **Designated Senior Personnel**, working closely with form tutors and teachers on a daily basis, are always on hand to address any concerns.

There are various committees run by staff and pupils to safeguard the welfare of all young people. These include the Anti-Bullying Committee and the E-Safety Committee. The school also has a dedicated anti-bullying email system and telephone line, which means that issues can be resolved swiftly and in confidence.

Platanos College is also a **School Champion** in **anti-homophobic bullying** working in partnership with the charity **Stonewall**.

### **Visitors to Platanos College**

- All visitors must report to the reception desk on arrival and sign in and out (with arrival and departure times recorded) in the visitors' book.
- All visitors must wear a visitor's badge at all times whilst on site.
- All visitors must be accompanied by a member of staff at all times whilst on site.
- The reception desk will verify the ID of all visitors and confirm the visit with the relevant staff member.



## **PARENTPAY**

At Platanos College we do not handle money (cash) on the school site. This means that any trips or payments made to the school need to be done via ParentPay. Parents/ carers will receive log in details when their children first come to the school. An account needs to be set up with ParentPay in order to transfer money to us.

Your child will receive a white card, which is theirs, and therefore great care must be taken with this. We do not charge for the initial card, but if a replacement card is needed this will cost £5. Pupils are also given a pin which they need to remember.

Pupils can bring money onto the site to top up their card to pay for lunch. There are machines in the Heartspace where pupils can do this. It is important that money is available to pay for lunch and it is considered a safeguarding concern if a child comes to school without sufficient funds to pay for lunch.

Pupils **MUST NOT** allow other pupils to use their card to top up money or to purchase lunch. Each lunch card is each pupil's responsibility and the school will not take any responsibility for any misuse.

Please visit [www.parentpay.com](http://www.parentpay.com) to register. Further information about ParentPay is available from the school office.



## Form Tutors

| Tutor |                   | Co Tutor     |
|-------|-------------------|--------------|
| 7A    | Ms S. Cooke       | Ms C. Wilson |
| 7B    | Ms N. Roso        | Ms C. Browne |
| 7C    | Ms M. Hall        |              |
| 7D    | Ms S. Mujawamaria |              |
| 7W    | Ms A. Tonge       | Ms S. Brown  |
| 7H    | Ms N. Wall        |              |
| 7E    | Mr E. Klassen     | Mr K. Mason  |



## SCHOOL UNIFORM

The school uniform is compulsory for all pupils that attend the school. By wearing our uniform pupils show that they are a part of the Platanos College community. It provides our children with an identity and the uniform should be worn with pride. In addition, uniform provides an important life lesson of having a high standard of professional appearance. The following should act as a simple guide of what is expected of school uniform:

| <b>Boys</b>                   | <b>Girls</b>                                  |
|-------------------------------|-----------------------------------------------|
| White formal buttoned shirt   | White formal buttoned shirt                   |
| House tie                     | House tie                                     |
| House pullover                | House pullover                                |
| Black or grey trousers        | Black or grey skirt (knee length) or trousers |
| Black or grey socks           | White socks                                   |
| Plain black shoes – not boots | Plain black shoes – not boots or pumps        |
| Dark outdoor jacket or coat   | Dark outdoor jacket or coat                   |

Trainers are not to be worn to school. Pupils wearing trainers, instead of their school shoes, will be sent home to change.

We expect our pupils to take pride in their appearance. This includes having a clean uniform. The blazer must be worn at all times, unless a teacher gives permission for this to be removed in lesson. Shirts must be tucked in and the top button done up. Ties should be knotted properly and be to waist length. Fashion jewellery is not allowed. Girls are permitted one stud earring in the lobe of the ear. Makeup is not permitted.



We do not allow our pupils to come to school with extreme hairstyles. This includes lines cut into the hairline, or eyebrows. Boys are not allowed afros or high tops/ fades. Hair must be of natural hair colour.

The school reserves the right to send pupils home for breach of school uniform.

By keeping to the correct uniform, we ensure that all pupils maintain balance and order.

## **PE KIT**

Every pupil is expected to provide the following basic items of PE equipment for every lesson:

- Navy blue polo shirt (with school logo)
- Black or navy blue shorts/ tracksuit bottoms
- Plain navy blue tracksuit top (with school logo)
- Trainers

All uniform in the school should be marked with the owner's name.

The school uniform can be bought through the school's office.

## **EQUIPMENT**

All pupils should bring their own equipment to school every day, ensuring that they clearly label their belongings. The following is a **basic** expectation of equipment:

- Black/ blue pen (with spares)
- Pencil
- Pencil sharpener
- Eraser
- Ruler
- Protractor
- Scientific calculator
- Reading book.



## HOMEWORK

By Bruno – year 11

*Homework is an essential part of consolidating the learning of every pupil at home. At Platanos College, pupils are expected to complete all homework handed out by the teacher on the due date provided. As a complimentary tool every pupil is given a planner on their entry to the school ultimately helping them to keep all their homework up to date.*

At Platanos College, all pupils are expected to complete homework:

- Homework is to be handed in to the teacher by the due date
- All homework should be recorded in the planner and can be accessed on Show My Homework
- All homework should be completed with full effort and concentration
- Homework should be handed back to the teacher in the best quality possible
- If homework is incomplete, pupils should be ready to accept a consequence at the discretion of the teacher
- Pupils are expected to make all homework given aware to their parents and can also be seen on Show My Homework

### Show My Homework

Show My Homework (SMHW) is an online tool which helps both parents and pupils keep track of homework set out. SMHW is an easy to use homework calendar that our school uses to ensure homework is set and prompted to all parents/carers as well as pupils. This innovative software is available to all pupils and can be accessed in the following way:



#### **How to log on**

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1. At school or at home, go to the following website: [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)
2. Press the “Log In” button at the top right corner of the page
3. You’ll then be prompted with three options: “Enter School Name”, “Email/Username”, “Enter Password”.
4. For the following options, you shall write the information your tutor has given you like your name and your password which you’ll after get an opportunity to change.

*“Homework prepares you for the future and gives you an insight to the real world where you’ll often require to work at home. It’s essential that it is completed.”*

Bruno – year 11

## HOW WE ASSESS AND GRADE OUR PUPILS

Assessment is integral to high quality teaching and learning. It helps us to ensure that our teaching is appropriate and that learners are making expected or outstanding progress. Platanos College has decided to combine both qualitative and quantitative data for our assessment and grading system. This approach ensures meaningful tracking of pupils' progress, as well as detailed feedback to pupils and parents, allowing focused targets that are specific and tangible.



We assess pupils against standardised Success Criteria which is derived from the National Curriculum. These are short, qualitative and concrete descriptions of what pupils are expected to know and be able to do, in each aspect of every subject.

Each pupil is assessed as either 'Developing', 'Secure' or 'Extending' for every particular aspect of teaching, depending on their understanding of the particular topics. Assessment judgements are recorded and backed by a body of evidence created using observations, records or work and formalised testing. Assessment judgements are also moderated by colleagues within the school and outside agencies where appropriate, to ensure our assessments are fair, reliable and valid.

The information from assessment will be communicated to pupils regularly, and these will be shared during structured conversations with parents (Academic Review Day) as detailed in the academic calendar. Parents and pupils receive rich, qualitative profiles of what has been achieved and indications of what they need to do next.

### **The use of the 9 to 1 Grading Scale**

The assessment strategy mentioned above is primarily for learning. The information generated is an effective way of providing pupils and parents with the knowledge of how to improve in specific aspects of their learning.

In order for this qualitative information to be meaningful and consistent, teachers and schools will inevitably need a quantitative summary, for analysing, termly ranking and prioritising purposes.

Pupils are graded using the 9 to 1 Grading Scale, in line with the national GCSE grading system taking which has already taken effect since 2017 (English and Maths only). The system allows our curriculum to be mapped as accurately as possible against the Key Stage 4 grades, making Key Stage 3 and 4 learning a linear process. Grading equivalents are shown below:



**Grading new GCSEs from 2017**

| New grading structure  | Current grading structure |
|------------------------|---------------------------|
| 9                      | A*                        |
| 8                      |                           |
| 7                      |                           |
| 6                      | B                         |
| 5 <b>STRONG PASS</b>   |                           |
| 4 <b>STANDARD PASS</b> | C                         |
| 3                      |                           |
| 2                      |                           |
| 1                      | D                         |
| U                      |                           |
|                        | E                         |
|                        | F                         |
|                        | G                         |
|                        | U                         |

The analysis of Number Grades allows teachers and leaders to summarise pupils’ progress numerically, as well as identifying issues and provide interventions as early as possible.

**Target settings**

At Platanos College we encourage pupils to achieve beyond their potential, as we set targets in line with pupils’ Key Stage 2 results (in English and Maths at the end of Year 6). Our school’s high expectations are non-negotiable and aspirational targets have been set to ensure pupils are able to achieve their expected progress. Targets are individualised and tailored to each pupil’s ability.

**Termly reports**

Termly reports are given to parents and pupils after each Formal Examination. As well as pupils’ CHABOP grades (pupils’ attitude and efforts towards each CHABOP aspects during the term) and subject specific targets, pupils will also be given an overall assessment grade (9 to 1 grades) and a progress grade, based on pupils’ individual targets.

This termly progress grade reflects on pupils’ progress towards their end of year target in the specific subjects:

| Progress grade | Meaning                                     |
|----------------|---------------------------------------------|
| Developing     | Pupil is not making expected progress       |
| Secure         | Pupil is making expected progress           |
| Extending      | Pupil is making more than expected progress |

## **E-SAFETY**

Digital technologies have become integral to the lives of children and young people, both within and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness in context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

At Platanos College we have an Acceptable Use agreement which is intended to ensure that young people remain responsible users while using the internet and other technologies for educational, personal and recreational use. As part of this agreement the school:

- Monitors pupils' use of our computer systems, devices and communications
- Expect pupils to keep their usernames and passwords private
- Expect pupils to be aware of stranger danger when they are online
- Expect pupils to never share their own or others' personal information online
- Expect pupils to report any unpleasant or inappropriate material or messages that they may come across online.

The computer systems at the school are intended for educational use. We do not allow pupils to access private email or social media platforms. Pupils should never download large files or upload anything that might take up internet capacity as this may prevent others from carrying out their work.

In addition to computer usage in school, we have a duty at the school to protect all pupils from harm. Mobile phones are not allowed to be used in school and if they are brought onto school site they should be turned off.

If a parent/ carer wished to contact their child they must phone the school office.

The school will take action against any pupil who is involved in cyber-bullying (including the use of social media platforms like Facebook or WhatsApp). Name calling (including trolling), rumour spreading or uploading images of people without permission is bullying. On the internet it is cyber-bullying and this is not tolerated in the school.

Parents and pupils must be aware that anything put on the internet is there permanently, even if deleted it will be saved somewhere. Not only will this affect the victim of cyber-bullying, but may impact on college applications, University applications and job applications in the future.

Please be aware that any illegal use of computer software, in addition to cyber-bullying, will be forwarded to the police.

General information for parents and carers on safeguarding and child protection can be found at <http://ceop.police.uk/>.

Parents and carers can find advice and useful information on E-Safety at <https://www.thinkuknow.co.uk/parents/>.

Pupils may find useful E-Safety information at [http://www.thinkuknow.co.uk/11\\_16/](http://www.thinkuknow.co.uk/11_16/).

## ANTI-BULLYING

By Umaymah – Year 10

*Platanos College wants everyone to feel safe and happy. Here at Platanos we have a zero-tolerance policy towards bullying and we expect every pupil to be treated with equality and respect. Every child that attends Platanos College has a right to feel safe. The school is committed to providing a caring, friendly and safe environment for all so that they can learn in a relaxed and secure atmosphere. They believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.*

- Many workshops and activities are enhanced to emphasize the seriousness of bullying.
- The Anti-Bullying Committee represent anti-bullying here at Platanos College. Assemblies, workshops and more are presented throughout the academic year to highlight and celebrate anti-bullying here at Platanos College.
- If pupils are concerned they can always approach any member of staff including, Pastoral Managers and form tutors.
- Anti-Bullying week is celebrated at the school to commemorate the calm and joyful environment here at Platanos College.
- PSHRE lessons are also used to inform students about the importance of bullying. Pupils are given interactive workshops on bullying and how to deal with bullying.
- If there are arguments or issues between children the school looks to resolve them by holding restorative justice sessions.
- Bullying includes name-calling, isolating others, misuse of social media, intimidation, and abuse, threatening behaviour, stealing from others, spreading rumours/gossip and blackmailing. None of us tolerate this in the school

*“Bullying rarely occurs here at Platanos College and that’s what makes this school enjoyable. We can enjoy interacting with other students without the fear of being harmed or bullied. Us pupils can enjoy teamwork in lessons. We can express our personalities and we can share our thoughts and opinions freely and that’s what makes me happy here at Platanos College”*

Umaymah – year 10

## **PUPIL VOICE**

We consider what our pupils have to say about the school. We are an inclusive community school. Pupils at the school have the opportunity to join various groups where they can share ideas or concerns about school life. The Student Council is an excellent way for potential school leaders to come together and share their thoughts with a member of the Senior Leadership Team. However, pupils can apply for other important roles in the school where they can explicitly share their voices. Pupils can apply to become a year president, a class president, a junior leader, or alternatively focus their opinions on more bespoke areas. Our pupils can join the Anti-bullying Society or the Charity Committee.

If a pupil feels aggrieved by something in their school they are free to discuss this with their Pastoral Manager, or write a letter to Mr Bourke for a formal response.

## **PUPIL LEADERSHIP DEVELOPMENT**

Pupils have the opportunity to be proactive through leadership development and pupil voice. Platanos College has an Army Cadet unit which is run in partnership with St Dunstan's College in Catford, a St John's Ambulance first aid pupil group, the Girl Guides and the Anne Frank Foundation as well as many after-school clubs and sports activities. Pupils' activities are supported by the Worshipful Company of Fuellers, who generously provide and support a school minibus. Parade Days are held, Army Cadets march in the Lord Mayors' Show and take part in exciting outdoor activities and residential. Pupils are proud of their school; they have become adept and passionate ambassadors, confident and fluent with visitors from anywhere in the world.

At Platanos College pupils have access to a work-related curriculum providing routes to employment and self-employment. Our specialism is Business and Enterprise and our aim is to provide an education which has purpose, rigour and value.

Our pupils develop a sense of social purpose, enterprise, self-reliance and confidence. A key feature of our curriculum is the embedding of computing and innovative technologies to provide pathways and opportunities for the continued development of skills and opportunities.



## BRITISH VALUES

The school recognises the multi-cultural, multi-faith and ever-changing nature of the United Kingdom. It also understands the vital role it has in ensuring that groups or individuals within the school are not subjected to intimidation or radicalisation by those wishing to unduly, or illegally, influence them.

The government emphasises that schools are required to ensure that key 'British values' are taught in all UK schools. The government set out its definition of British values in the 2011 Prevent Strategy. The five British values are:

1. **Democracy**
2. **The rule of law**
3. **Individual liberty**
4. **Mutual respect**
5. **Tolerance of those of different faiths and beliefs**

The school uses strategies within its curriculum and beyond to teach these principles. It also forms part of the **social, moral, spiritual and cultural (SMSC)** development of pupils at the school. The examples below show some of the many ways we seek to embed British values.

### Mutual respect

**This is the proper regard for an individual's dignity that will allow honest dialogue about values and ideas.** Pupils learn that their behaviour has an effect on their own rights and those of others. All members of the school community treat each other with respect and this is reiterated through our teaching and learning environments.

- Mutual respect is embraced throughout the curriculum by providing the opportunity for pupils to express their views in a safe environment.
- This is discussed and practiced in the classroom, in assemblies and through our extracurricular provision, such as our debating society.
- This is also reinforced by our anti-bullying and behaviour policies and promoted by staff.

### Tolerance of those of different faiths, beliefs and identities

This is achieved through equipping pupils with the ability to understand their place in a culturally diverse society and by giving the opportunities to experience such diversity within the school community such that it is the norm.

- A culture of tolerance is fostered through celebration. For instance, we celebrate International Day of Languages and History Month and the annual International Evening.
- Pupils are actively encouraged to share their faith and beliefs within the school - in classrooms and assemblies - and celebrate festivities throughout the calendar year.
- The Religious Education curriculum provides a broad and balanced education on a range of faiths, religions and cultures.
- This is also reinforced by our anti-bullying and behaviour policies and promoted by staff.

The school aims to ensure that its pupils leave with the strongest foundation of values upon which to build a successful life and make a successful contribution to society in modern Britain.

| <b>Behaviour Expectations</b>                                                                                                                        |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Our expectations</b>                                                                                                                              | <b>Failure to meet our expectations</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                |
| Pupils are <b>not to disrupt lessons</b> by talking, making noises or not completing work                                                            | <b>This impacts on the learning of others.</b><br>Pupils will receive an escalation of: a warning, a demerit, same day detention. Several demerits for disruptive behaviour in a week will lead to a Friday or Saturday detention. | Continued breach of this rule will result in <b>a fixed term exclusion, meeting in front of Senior Management, Behaviour Panel, Governors of the school</b> and may lead to <b>the recommendation for permanent exclusion.</b> |
| Pupils are to <b>follow reasonable instructions from staff</b>                                                                                       | <b>Instructions given are to promote good learning and keep pupils safe.</b><br>Pupils will receive a detention or an <b>internal/ fixed term exclusion following investigation.</b>                                               | Continued breach of this rule will result in a <b>permanent exclusion from school on the grounds of health and safety.</b>                                                                                                     |
| Pupils are <b>not to argue with staff, speak to them in a rude manner or question reasonable instructions given</b>                                  | <b>This is so mutual respect allows for good learning to take place.</b><br>Pupils will receive an <b>internal/ fixed term exclusion following investigation.</b>                                                                  | Continued breach of this rule will result in a <b>permanent exclusion from school on the grounds of health and safety.</b>                                                                                                     |
| Pupils are to walk – <b>not run</b> – around the building before school, after school and during lesson changeover                                   | <b>This is for health and safety reasons.</b><br><b>Pupils will receive a fixed term exclusion.</b>                                                                                                                                | Continued breach of this rule will result in a <b>permanent exclusion from school on the grounds of health and safety.</b>                                                                                                     |
| Pupils are <b>not to shout or make excessive noise</b> when in the building                                                                          | <b>This is for health and safety reasons.</b><br>Pupils will receive 25 demerits and an immediate detention.                                                                                                                       | Continued breach of this rule will result in <b>a fixed term exclusion, meeting in front of Senior Management, Behaviour Panel, Governors of the school</b> and may lead to <b>the recommendation for permanent exclusion.</b> |
| Pupils are <b>not allowed to lean over balconies</b>                                                                                                 | <b>This is for health and safety reasons.</b><br><b>Pupils will receive a fixed term exclusion.</b>                                                                                                                                | Continued breach of this rule will result in a <b>permanent exclusion from school on the grounds of health and safety.</b>                                                                                                     |
| Pupils are <b>to only eat food in designated canteen areas. Sweets, chewing gum and drinks other than water are not permitted on the school site</b> | <b>This is for health and safety reasons.</b><br>Pupils will receive 10 demerits and a same day detention.                                                                                                                         | Continued breach of this rule will result in <b>a fixed term exclusion, meeting in front of Senior Management, Behaviour Panel, Governors of the school</b> and may lead to <b>the recommendation for permanent exclusion.</b> |
| Pupils <b>must not drop litter</b>                                                                                                                   | <b>This is for health and safety reasons.</b><br>Pupils will receive 10 demerits and a same day detention.                                                                                                                         | Continued breach of this rule will result in <b>a fixed term exclusion, meeting in front of Senior Management, Behaviour Panel, Governors of the school</b> and may lead to <b>the recommendation for permanent exclusion.</b> |
| Pupils <b>must be at school for 8.40am</b>                                                                                                           | <b>This is for health and safety reasons.</b><br>Pupils will receive a late detention at lunch time or after school for 30 minutes. Persistent lateness will result in a Saturday detention.                                       | Continued breach of this rule will result in <b>a fixed term exclusion, meeting in front of Senior Management, Behaviour Panel, Governors of the school</b> and may lead to <b>the recommendation for permanent exclusion.</b> |

## THE HOUSE SYSTEM

By Laney – Year 11

*When you arrive at Platanos College, you become a member of one of the Houses and this is reflected in small details of your uniform. Houses provide an additional, vertical grouping for everyone to meet each other at assemblies and through House activities. The teachers are also allocated a house and they get to know pupils well and help the pupils progress through the school. Houses create a family aspect to school life as well as introducing an element of fun and competition.*

The Houses at Platanos College are named after four of the great rivers of the world:

**Amazon**

**Nile**

**Indus**

**Tagus**

As well as signifying the learning journey that all our pupils embark on when they join the school, the rivers represent the diversity of our community. Even the design of our school building reflects this by flowing across the school site like a sinuous, meandering stream.

*“The competition of the Houses is just one element. You know who is in your house by the colour stripe on your tie and when you see someone in your House you have a connection with them.”*

- Laney, year 11



## MOST ABLE PUPILS

Throughout your child's time here at Platanos College they will be assessed regularly to ensure that they are making good or exceptional progress. We measure progress against the SATs results in Key Stage Two completed in year 6. Pupils who performed above the national average in these results are recognised as Most Able Pupils.

For these pupils we expect to see regular and exceptional progress from year 7 to year 11. We recognise these pupils by identifying them as *Academic Leaders*. These pupils are encouraged to take initiative and lead on whole school areas of leadership.

In addition, the *Academic Leaders* attend external lectures on future pathways. Led by the Fuellers Charitable Trust, to which we have an excellent and longstanding relationship, professionals from the energy, law, accountancy, entrepreneurial, computing and engineering industries speak with our pupils about pathway they need to follow to get into their industry.

A number of Most Able pupils will be selected to attend Centre of Excellence classes after school in order to enrich their areas of subject study.





## **LITERACY AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

Literacy refers to reading, writing and spoken communication. It is now widely recognised that developing good literacy skills is a vital step to success not just in every subject at school, but also to life itself. This is why Platanos College is so committed to helping our pupils develop the best possible literacy skills.

Working on these skills can be especially important for pupils for whom English is an additional language. Of course, for these pupils, it can also be particularly challenging.

### *Additional Literacy*

Where pupils struggle with their literacy skills, they take part in additional literacy lessons. In these lessons pupils will be taught in small groups and they will work hard to develop key skills such as spelling, punctuation and accurate use of grammar. Lessons will also focus on building pupils' reading skills such as their knowledge of vocabulary and comprehension.

## **ACCELERATED READER**

Pupils will participate in our *Accelerated Reader* programme which provides pupils with reading books that are enjoyable but also challenging. This will allow pupils to develop their reading skills at a pace that is right for them. This is a fantastic programme which we are very lucky to have within school. To make the most of it, **all pupils should be reading for at least 30 minutes each evening.**



## **KEY STAGE THREE BOOSTER SESSIONS**

A pupil's learning journey is rarely straight forward. Sometimes, especially in English, Maths and Science, children come across topics or skills which they struggle more with. This can affect a pupil's progress and as a result if we identify pupils who are significantly fall short of their target grade trajectory we will ask pupils to attend after school booster sessions run by the English, Maths and Science departments.

## **CENTRE OF EXCELLENCE**

For pupils excelling in certain subjects they will be selected to attend Centre of Excellence classes in order to enrich their areas of subject study. This is in addition to the many extracurricular and enrichment clubs your children will be able to attend.

## **SAM LEARNING**

SAM Learning is an online education service for schools that supports a bespoke programme of learning through a Self-Assessment Method of revision and examination practice. The service covers all subject areas in Key Stage 3 and we encourage all pupils to use SAM learning at home. SAM learning has proven to help improve pupil progress levels.

## **THE IMPORTANCE OF MODERN FOREIGN LANGUAGES (MFL)**

Studying a modern foreign language is a reminder to our pupils of the importance of modern languages in today's increasingly globalised and inter-connected world. Fluency in a range of languages in addition to English will open up many employment possibilities to pupils later in life.

It is essential for any aspiring professional to possess and master a set of foreign language skills - to add that human touch to communications in an inter-cultural context.

Our lessons focus on the communicative aspects of language in every-day situations, while at the same time they provide our pupils with a sound grounding in grammar and vocabulary.

Moreover, we have laid emphasis on cultural awareness by running cross-curricular and language immersion trips. Language learning is more than a linguistic exercise - it constitutes a widening of one's horizon, an important step towards becoming an open-minded and tolerant human being.