

# Student Handbook



DRIFFIELD  
SCHOOL  
& SIXTH FORM



Believe • Achieve

# Welcome

At Driffield School and Sixth Form, we are extremely passionate about improving the life chances of our young people and we want all of our students to leave us with the best possible outcomes, a wide range of memorable experiences and an abundance of positive memories. I am honoured to be the Headteacher leading the school through the next stage of its exciting journey and feel very lucky to lead a school with such amazing staff and students.



We recognise that choosing a school for your child is a crucial decision and we take our responsibilities very seriously when parents and carers entrust their child's education and care to us. As parents, our biggest anxiety is about the welfare and happiness of our children. As a school, first and foremost, we make sure that underpinning everything that we do is a strong pastoral system which values and cares for each child. We are proud of the strong levels of support that we provide for all our students, including those with specific difficulties and disabilities.

We are committed to ensuring that Driffield School & Sixth Form offers a calm, purposeful school on a day to day basis; one where students feel safe, happy and are able to make the most of the talents they possess. We do not tolerate behaviour that falls below our standards and are quick to reward our students who work hard and represent the school well, operating within a consistent and clearly understood Behaviour Policy.

We offer our students a broad and balanced curriculum that is designed to ensure that all students are able to thrive, both academically and personally. The curriculum we deliver is knowledge-rich and aims to equip all of our students with the knowledge, skills and experiences that they need to be successful people and have better lives. This is underpinned by a culture that places a high value on literacy and vocabulary, which are both crucial to academic achievement, future learning and employment. We are ambitious for every student at our school and we want to share in their successes and to see them leave us, after seven years, able to fulfil their dreams and aspirations. We will do our utmost to help them succeed and we have high standards and expectations of all our students.

Our curriculum is designed to enable our students to make good progress towards their academic targets and to provide remarkable experiences that will stay with them for a lifetime. We are proud of the wide range of enrichment opportunities which we are able to offer students, at both lunchtime and after school, and we are passionate about providing memorable experiences outside of the classroom that will support students' academic success and their personal development.

We very much look forward to welcoming your child to our school and an exciting new chapter in their education.

Vicky Loftus

# Contents

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4	Meet the Leadership Team
5	School Values and Aims
6	Transition Support
7	Induction Day / Pastoral Evening
8	What are the routines you should know about?
9	Pastoral Care and The House System
10	First Day as a Year 7 Student
11	School Travel
12	Catering Arrangements
13	ParentPay / Driffield School Shop
14	School Uniform
16	PE Kit & Sports Clothing
17	Year 7, 8 & 9 Drama Lessons
18	Extra-Curricular Activities
20	What will your child study in Year 7?
21	What can you do to help your child?
22	Term Time Holidays
23	Communication
24	Behaviour
26	Home School Agreement
27	Cornerstones
28	Mobile Device Guidelines
29	School Sporting Fixtures Health & Wealth & Well-Being Services
30	FAQs and Additional Information
31	Term Dates

# Meet the Leadership Team



**Vicky Loftus**  
*Headteacher*



**Debbie Dalton**  
*Deputy Headteacher  
Designated Safeguarding Lead  
Designated Teacher for (P)LLAC*



**Matt Holmes**  
*Deputy Headteacher*



**Paul Fortune**  
*Assistant Principal*



**Tom Fisher**  
*Assistant Headteacher  
Deputy Designated  
Safeguarding Lead*



**Darren Andrews**  
*Head of Sixth Form  
Deputy Designated  
Safeguarding Lead*



**Mike Evans**  
*Assistant Headteacher*



**Faye Warren**  
*Assistant Headteacher  
and SENDCo*



**Cathy Hogben**  
*Director of Maths*



**Hannah Collins**  
*Director of English*



**Rose Backhouse**  
*Director of Science*



**Sue Lord**  
*HR Manager*



**Jack Davison**  
*Key Stage 3 Pastoral  
Director*



**John Hunt**  
*Key Stage 4 Pastoral  
Director*



**Jodie Worthington**  
*PA to Headteacher*

# School Values and Aims

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## Believe • Achieve

A proud and confident community: achieving success through trust and respectful relationships.

We hope that parents, carers and students will share with us and help promote our aims and values. Driffield School & Sixth Form always welcomes parents and carers, encouraging them to play a full and active role in their child's education.

Driffield School & Sixth Form is a high-performing, inclusive school intent on best serving the needs of our community.

## Values

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust.
- We believe in being open, honest and supporting each other.
- We want everyone to be able to contribute and everyone to have the opportunity to fulfil their potential.
- Above all else, we value each other.

## Aims

- To provide a safe, supportive and positive environment for learning for all.
- To inspire all students and raise aspirations.
- To ensure that all students acquire the skills, knowledge and understanding to equip them for life.
- To work collaboratively and sustainably with other partners to provide the best learning opportunities for our students, our staff and our community.

# Transition Support

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We all wish to see your children happily settled in their new school; for this to be achieved, we provide support through our transition process. The teaching staff in all of the primary schools work with parents, carers and children in order to ensure a smooth move for students when they join us in September.

We also work closely with primary schools that are out of our catchment area who have students who will be joining us. For these students, we understand that the majority of their fellow class mates will be attending a different secondary school and they may feel slightly more nervous about moving to Driffield School & Sixth Form, so we provide all the necessary guidance and support to ensure they also have a smooth transition.

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## The Spring / Summer Term of Year 6

The Year 6 teacher talks to the children about their move to secondary school and completes a transfer form. This indicates your child's strengths, interests and abilities and is sent to the Transition Co-ordinator at Driffield School & Sixth Form.

The Head of Year 7 at Driffield School & Sixth Form will visit each primary school. During this visit, they tell your child about the school and give the children the chance to ask questions.

During the spring/summer term (and based upon the information we have about each child), the Transition Co-ordinator organises the children into tutor groups, which are spread across all of the Houses. The tutor groups will be mixed ability groups which usually contain at least one child known to your son or daughter from their primary school.

Later in the summer term, your child will spend one day at Driffield School & Sixth Form. During this, they will be introduced to their form tutor, begin to learn their way around the site, go to some taster lessons and meet other children in their class. Additionally, all parents and carers are invited to a Pastoral Evening. This will allow you to meet your child's form tutor, hear about the curriculum and meet the Headteacher.

During the autumn term, there will also be an opportunity to meet your child's form tutor and discuss how they have settled in during their first few weeks at Driffield School.

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# Induction Day

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Thursday 29 June 2023

Arrival at 8.45am	Students go directly to the East Hall
9.10 – 10.10am	Lesson 1: sample lesson
10.15 – 11.15am	Lesson 2: sample lesson
11.15 – 11.30am	Break
11.35 – 12.15/12.25pm	Lesson 3: sample lesson
12.15/12.25 – 1.30pm	Lunch: students will have their lunch in the North Canteen/North Hall.
1.35 – 2.25pm	Lesson 4: sample lesson
2.30 – 3.10pm	Lesson 5: sample lesson. Staff will escort students back to the East Hall for a short assembly then students will be escorted to the buses or be collected by parents

# Pastoral Evening

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Thursday 29 June 2023

We would like to invite all parents and carers to this evening. There will be an address from the Headteacher in the hall and key members of the team will be introduced.

There will be an opportunity to buy essential maths equipment from the maths shop and Drury Sports will be providing a sample of appropriate uniform.

# What are the routines you should know about?

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## The School Day

The school day begins with registration at 8.45am. This takes place in the form room. The school day ends at 3.30pm.

Every day begins with form time, followed by 5 hour-long lessons.

Students have a 15 minute break during the morning, along with a 45 minute break for lunch.

5.00pm

School buildings are available for evening lettings.

## Attendance

Students must attend regularly and punctually. If a child is absent owing to illness, medical appointment or family circumstances, a telephone call on the first day of absence, and each subsequent day of absence, is required. We ask that you call by the start of school at 8.45am, followed by a note sent with the child when they return to school. It is the parent's/ carer's responsibility to inform the school on the first day of absence. The school operates a 24-hour answer phone (01377 253631) or e-mail [office@driffielschool.org.uk](mailto:office@driffielschool.org.uk). If a note is not provided, this absence may be recorded as an unauthorised absence.

The pastoral team support the school in maintaining high levels of attendance.

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## Medical Issues

If your child is ill, please do not send them to school. If your child is taken ill during the day, they should report to their subject teacher or Head of Year (who will then raise the duty first aider). Students should not contact parents/ carers directly, as the first aider will do this on their behalf when required. Some children require medicines to be given during the day. If possible, please give your child the medicine before school, after school and at bedtime.

Students must not carry medication around school. If necessary, they should be handed in at the ACE reception and an appropriate form completed by the parent.



# Pastoral Care and The House System

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High quality pastoral care and support for all students is our priority. Our house system ensures students feel part of a small and distinct group in a wider school community. The house system is designed to encourage students to achieve their best at all times and provides key opportunities to celebrate student success.

Our four houses are Brontë, Johnson, Holtby and Mortimer; each house has its own distinctive character. Each house comprises of a Head of House and a team of tutors who will deliver aspects of our Personal Development and Well-being programme during a daily tutor time period. Students are allocated to a tutor group with students of their own year group, enabling the effective delivery of age appropriate materials. To complement this, each year group is overseen by a Head of Year to ensure swift and efficient support and communication for students within a specific year group.

The house teams organise a wide range of events to promote community spirit and healthy competition between the houses. This might include sport activities, fundraising events and departmental competitions.



*'Being the best you can be'*



*'Teamwork, hard work and enjoyment'*



*'The High Flyers'*



*'Believe and you will achieve'*

# First Day as a Year 7 Student

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## What do they need on their first day?

Students will need a pen, a pencil, a 30cm ruler, a rubber, a pencil sharpener, a glue stick, coloured pencils, a compass, a calculator, a pocket dictionary and a bag to carry their belongings. Please also include a name label in every piece of clothing. Money for their lunch card or a packed lunch will be needed (lunch cards can have funds added in advance through Parent-Pay), as well as bus fare or bus pass if they catch a bus to school.

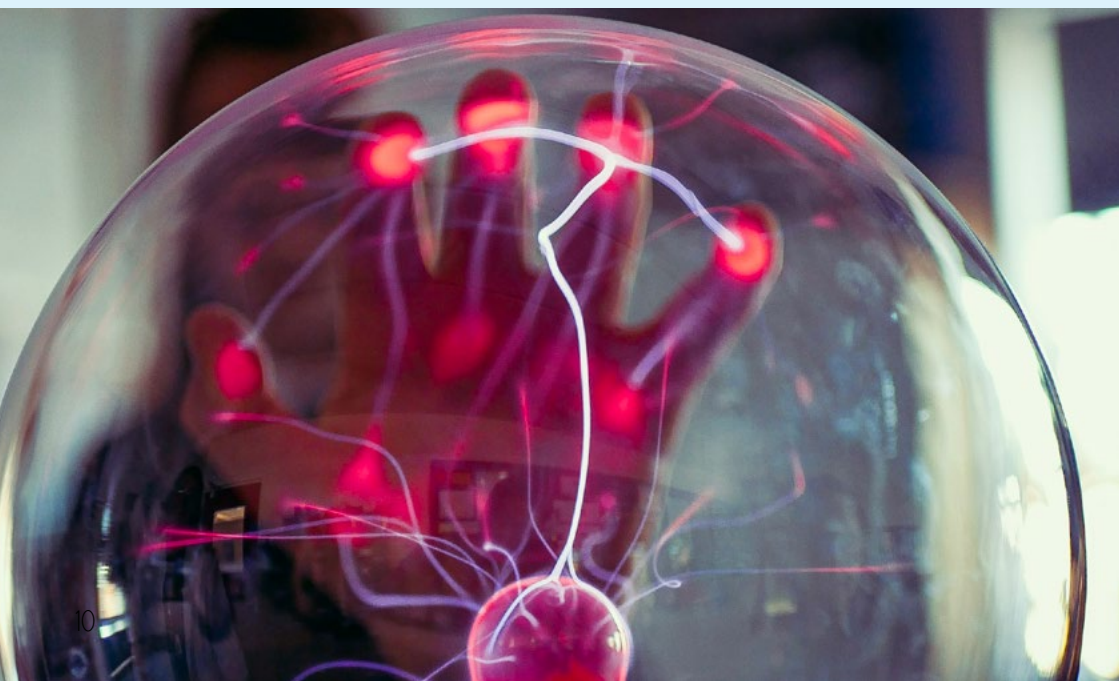
Please provide your child with a strong bag, though this does not need to be huge. A rucksack is much better than one with a single strap. They should only bring to school the books they need for that day.

## How will they make friends?

They will know some children from their primary schools, but they will quickly make new friends. The Induction Day in June starts this process, but the form tutors spend time working with their groups so that everyone quickly knows everyone else. The many school activities further broaden their circle of friends.

## Who do they see if they have a problem?

If your child loses something or is unsure what to do next, they should ask their form tutor, Head of Year or Head of House to help them.



# School Travel

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## How do they get to school?

Our main concern is for the safety of the students.

### Cycling

The school provides a number of covered cycle racks and students are advised to ensure their cycle is secured by means of a lock. All removable items (such as lights and pumps) should be kept on their person to avoid theft.

### By Car

The school driveway and site are extremely congested at the start and end of the school day. Parents and carers are therefore requested to drop their child off on Bridlington Road or Manorfield Road/Avenue. Please also refrain from pulling into the Sports Centre, as this is where the school buses drop students off and is potentially dangerous.


### By Bus

Students who live in the catchment area of Driffeld School & Sixth Form and are more than 3 miles from the school are entitled to free travel on one of the routes which serve all of the major settlements. The East Riding of Yorkshire Council operates this system and is responsible for issuing bus passes to all students who are eligible.

Children moving up to Driffeld School & Sixth Form from one of the feeder primary schools will receive an application form from the East Riding of Yorkshire Council and will be expected to return the application form with a photograph in order to be issued with their bus pass. The pass is made of laminated plastic and should last until the end of Year 11. Lost passes can be replaced by applying directly to ERYC, where a charge of £10 is made.

Buses pick-up and drop-off at pre-determined places on each route and these are usually well-known within the villages. If you live outside a main settlement or have difficulty finding out where the bus will stop for your child, please contact Passenger Services on 01482 395444.

For students travelling from Bridlington to Driffeld School, the school works in partnership with East Yorkshire Motor Services to operate the 121 and 122 bus services from Bridlington. Application forms are available by contacting Mrs Watkins on the number above.



For more information  
about Bus and Train  
services contact  
Mrs Watkins on  
01377 253631

# Catering Arrangements

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We offer a variety of healthy and nutritious options, freshly made on the school site which students are able to purchase through a cashless swipe-card system.

A variety of hot or cold snacks and drinks are available during mid-morning break from both canteens. Students can also purchase cold sandwiches, salads, fruit, snacks and drinks in advance from the canteens (if they are involved in a lunchtime club or activity).



At lunchtime, we offer a traditional hot meal with vegetarian or vegan options each day; these menus work on a three-week rotation. We also offer a wide range of hot and cold sandwiches, baguettes, paninis and jacket potatoes. There are always a wide variety of sweet options including tray bakes and fresh fruit. Another popular option is our meal deal; this includes a hot meal with vegetables and pudding, or a cold sandwich with crisps and traybake/fruit.

We are happy to accommodate special dietary requirements wherever possible – please contact the Catering Manager via the school reception to discuss further.

We have social areas in both West and North Canteens, which enable students to sit and chat with their friends and have a packed lunch if they wish. It is recommended that students bring a water bottle to school with them to take advantage of the water dispensers located around the school site.

## Is your child eligible for free school meals?

The Pupil Premium is grant funding which is in addition to the school's Delegated Budget. It is allocated to children from low-income families (who are registered for free school meals or have been within the last 6 years) and children who have been looked after continuously for more than 6 months.

Pupil Premium Funding is used to raise attainment, promote social skills, independent learning and positive behaviour in order to increase pupil progress. The Service Premium also allows access to additional resources for children from Service families, recognising a need to address the emotional and social well-being of these students.

East Riding of Yorkshire Council has made registering for free school meals much easier – the benefits team can process your claim by telephone as long as you tell them your name, date of birth, National Insurance number, the name and dates of birth of each child attending school and which school your child attends.

All you need to do is telephone 01482 394799. You will be told over the phone immediately if your child is eligible for free school meals.

# ParentPay

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The school operates a cashless, computer-based **ParentPay** system for paying for school meals. The system recognises each individual student, holds individual cash balances and records cash spent and cash received (including details of where/when the money is spent, and on what food it was spent on).

The ParentPay system is also the mechanism for paying for school meals and music lessons (provided by the ERYC Music Service) and operates in a similar way to a debit card. Using the ParentPay system, parents can access detailed information about what students have purchased, amounts spent and balances remaining. Parents are also able to set up e-mail alerts when balances fall below a given value.

When a student goes to a canteen to purchase food, the card is swiped and a picture of them is displayed to the till operator. If the student using the card is not the owner, they will not be served and the card will be retained and returned to the owner.

Parents have the option to specify a daily cash limit so their child does not spend all their money at one time; students also have the facility to check their balance to ensure there are funds available. There is a pre-set maximum spend of £4 per day, but parents can change this amount on request.

Students in receipt of free school meals will automatically have their card credited with the agreed amount each day.



## Drifffield School Shop

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Drifffield School & Sixth Form now have an online shop which can be accessed through the school website via the Parents tab or through the following link:

[shop.drifffieldschool.net](http://shop.drifffieldschool.net)

Currently you can purchase revision guides, pupil planners, miscellaneous items and school ties through the new online shop.

# School Uniform

The high standard of uniform reflects pride and a sense of belonging in the school and presents our students in the best possible light to visitors and the wider community.

Please refer to the dress code (below) when purchasing any new items of uniform.

Black trousers	Formal, classic smart trousers, waist height (not skin tight and not jeans/denim/cargo/chino style). Worn with thin black belt if necessary (no fashion belts/large buckles).
Black skirts	Knee length, no splits or flares. No extreme style. Skirts should not be made from tight or stretchy fabric.
White shirt	Standard white, loose fitting shirt with stiff pointed collar (not open necked) to take a tie; shirt must be long enough to be tucked in and wide enough at the neck to fasten the top button.
Tie	Clip on tie in House colours and to be worn at all times.
Black jumper OR	V neck with school logo only, no cardigans.
Black blazer	This is optional. If purchased, must be worn with school logo only.
Socks	Plain black or white. Socks must not be worn over tights.
Tights	Plain (not patterned), black or flesh-coloured. Leggings are not permitted.
Footwear	Plain black <b>leather or leather-look shoes</b> that can be polished; flat or low heels (no canvas, sandals, mules, sling-backs, knee length boots, Ugg boots or trainers). Plain black leather/leather look ankle boots are only permitted if worn with school trousers. Shoes with any form of decoration are not permitted.
Jewellery	One pair of studs or small sleeper earrings are allowed. No other body piercing is allowed. One plain ring may be worn on either hand. One watch may be worn. One discreet necklace may be worn. One discreet bracelet (on each arm), may be worn.
Hair	No extreme colours or styles. Hair decorations are not permitted.
Make-up	Make up should be subtle if worn; this includes no bright colours. False eyelashes are not permitted. Nail varnish, including false nails, should not be worn.

If you have queries regarding the school uniform, please contact your child's Head of Year in the first instance.

# Expectations

All students in Years 7 to 11 are expected to wear school uniform. A high standard of personal appearance is expected of all students and anyone arriving at school in non-uniform clothing can expect to be sanctioned unless an explanatory note is received.

It is important that the standard of uniform reflects a pride and sense of belonging in the school and presents our students in the best possible light to visitors and the wider community. As such, the uniform should not be modified or adapted and should be worn with pride.



## Outer Clothing

Denim coats/jackets, hoodies and tops with offensive messages/logos are not acceptable for school and should not be worn. We recommend a relatively inexpensive coat (as opposed to a small 'fashion jacket') which is light-coloured for maximum visibility. During the school year, the weather means that some students may wish to wear hats or scarves; therefore, from October half-term until Easter, students can wear these (but must remove any hats or scarves upon entry into buildings). If a student is seen wearing a hat or scarf inside buildings they will be asked to remove it. If a student continues to wear a hat or scarf inside the school buildings, the hat/scarf will be confiscated and the student will be required to collect it from reception at the end of the school day.

## Cold Weather

In cold weather, there is no objection to students wearing a white T-shirt under their shirt but this must not be seen above the shirt and tie.

In adverse weather conditions, wellingtons or sturdy footwear can be worn for the journey to school but students must change into school shoes on arrival.

## Exemptions

As part of the school's commitment to inclusion, students may be exempt from certain aspects of the school uniform policy due to their religion or culture. Requests should be made in writing to the headteacher. All requests will be considered on an individual basis.

All clothing and equipment must be clearly labelled with the student's name and must adhere to the uniform requirements above and on the following pages.

Appropriate uniform and school badges can be purchased from  
**Drury Sports**, 51 Market Place, Driffield, YO25 6AW,  
or from their website via **shop.driffieldschool.net**

# PE Kit & Sports Clothing

PE lessons form an integral part of the school's curriculum and parents or carers are requested to provide suitable clothing so that their child can participate. For health, hygiene and safety reasons all students must bring a full change of sports clothing for PE lessons.

	DRESS CODE
Indoor Lessons	Green and black polo shirt Black shorts Plain black sport leggings or skort White socks Indoor clean non-marking trainers
Outdoor Lessons	Green and black polo shirt Green and black $\frac{3}{4}$ zip jumper* Green and black rain jacket* Plain black Driffield School logo skin thermal (optional)* Green long socks Black shorts Plain black sports leggings or skort Plain black tracksuit bottoms may be worn between October half term to Easter Outdoor trainers for astro turf, studded boots for grass Towels for showers
Swimming Kit	A one-piece swim suit/costume Swimming trunks or shorts (not long) Towel Goggles can be worn if required.
Hair	Must be tied back for all activities if hair may cover face.
Jewellery	No jewellery of any kind is permitted during physical activity, including watches.

\*Students are not required to purchase all 3 items; they can choose which combination they feel most comfortable in and will ensure they feel warm when outside. Students need to be comfortable to work effectively in the given uniform. No other kit will be permitted.

If students are excused from PE or games lessons, they must provide a note and will be expected to bring their PE kit. In winter, students are permitted to bring an outdoor coat that will keep them suitably warm and dry, tracksuit bottoms for outdoor lessons (polyester) in black, as well as shorts. Tracksuit bottoms may be worn at the discretion of the PE/Games teacher. Jogging bottoms and hoodies are not permitted in any form.

For games lessons, we recommend tracksuit bottoms and a rugby/hockey shirt, jacket or waterproof top and shoes suitable for going onto sports fields.

Students will not be able to take part in rugby or football on the field if wearing trainers.

Shin pads and mouth guards are highly recommended for invasion games, such as hockey, football and rugby. If a student becomes involved in a competition regulated by a National Governing Body of Sport, then the wearing of shin pads and mouth guards will become compulsory.



## Year 7, 8 & 9 Drama Lessons

For health and safety within the studio spaces, students need to bring clean indoor trainers with them to wear.

There is also the option for students to bring tracksuit bottoms/shorts to change into if they wish; they may get changed in the Performing Arts toilets before the lessons.

In the event of any medical issues that may prevent your child taking part in the subject, please ensure that this is stated in their planner.

Finally, students may remove their blazer or jumper before entering the studio space. They can store these with their shoes in their bags or on the racks/hangers provided. In line with the uniform policy, blazers and jumpers must be put back on before leaving the building.

# Extra-Curricular Activities

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## What other opportunities are offered to my child?

We are fortunate to be able to offer a wide range of out of lesson activities, often during lunchtimes. Many staff give their time generously in order to enrich our students' experience. Below are some examples of activities available:

### Whole School Production

Every year, students with interests in a number of extra-curricular areas work together to stage a whole school production. Some of the recent productions have included We Will Rock You, Grease, Oliver!, Billy Elliot and Rock of Ages, seeing drama, music, art and technology students combine their talents with astounding results.

### Drama

Drama activities are linked to the school production for all those who want to get involved at any age. There are also opportunities for GCSE and A Level Drama students to practise their work at lunchtimes and after school. Key Stage 3 students are also encouraged to practise their work at these times.

### Sport

A range of different sports are offered and regular fixtures are played each year across the East Riding area and beyond. Clubs are available at lunchtime and after school, making full use of the excellent school facilities and the twilight bus service to the surrounding villages. Sports range from football to netball, dodgeball to badminton and from basketball to gymnastics. All the major team sports are available. A range of abilities are catered for (from beginners to excellence) and support is available for all students to reach their optimum level.

### General Interest

Our extra-curricular programme is designed to provide a wide range of experiences that enrich character, community involvement and social development. We offer a wide range of activities to suit all interests. These include the following: art clubs, chess club, reading club, gaming club, STEM club, Lego club, dance club and mindfulness.

### Student Union

This provides students with the opportunity to involve themselves in school issues.

### Foreign Trips

A range of foreign trips are offered, including departmental visits, music tours, sport and ski trips.

## Learning Resource Centre (LRC)

The LRC allows students to access a range of books and media. There are also computers situated in the LRC for students to use. The LRC is open to students from 8am each day and until 5pm on Monday and Thursdays.

## Music

In music, there is a wide range of opportunities for students to take up an instrument and join a music group in the school. There are two main music ensembles: Concert Band and The Big Ensemble.

### Concert Band

This smaller ensemble is recommended for any student at grade 1-4 standard on their musical instrument. The band plays a mixture of genres.

The band meets in PA5 weekly and is run by the Music Service. This ensemble is a great opportunity to meet new friends and develop sight-reading skills, improve musicianship and performance skill.

### The Big Ensemble

This ensemble is made up of all instrumentalists at the school, including electric guitars, drum kits and a vocal group in addition to all the orchestral instruments. The band plays a multitude of genres and performs at local events and on annual music tours to Europe. The band meets once weekly at lunchtime and is directed by Mr. Couper. This ensemble promotes strong performance skills, improvisation, band skills, creative independence and is more technically demanding (through reading notation and singing in two or four parts).

### Instrumental Lessons

The school provides instrumental lessons, including: strings, woodwind, brass, drums, guitar, piano and voice.



Please speak to the music department for more information.

# What will your child study in Year 7?

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Going to secondary school is a big change for children and we try to make it as easy as possible by introducing them to the school, staff and some of the different routines they will face. For most students, it is an exciting time and they look forward to learning new things and the variety of the secondary timetable.

The structure of Key Stage 3 is designed to ensure that every student will follow a broad, balanced curriculum suited to their individual needs. Our Key Stage 3 curriculum aims to ensure that we are building on the high level of knowledge students bring with them from Key Stage 2 and also that we prepare students for later qualifications at Key Stage 4. Students will develop a deeper knowledge in each subject area and this will empower students as they continue to develop thinking and problem solving skills.

In Year 7, students study the core subjects (English, maths and science) alongside a wide range of non-core subjects, including: geography, history, MFL, computer science, physical education, religious studies, art, technology, drama and music. Students will also learn about the personal and social issues which challenge them as young adults in today's society. They will study an hour of APEX (Achieving Personal Excellence) per week; these lessons focus on aspects of personal, social, health and economic education. These lessons develop students' personal development alongside the importance of British values.

## Will the work be different?

Your child will study all of the national curriculum subjects. The main differences will be:

- A greater number of teachers will teach your child (as specialists teach each subject)
- More specialist facilities will be available (for example, science labs, technology rooms, art studios and sports facilities)

Our aim is to offer challenging and demanding work to each child, that is appropriate for their ability, and equip them with the skills to enquire, challenge and be creative during their lessons. We believe that this approach allows all students to fulfil their potential.

## What can you do to help your child?


Everyone benefits from new experiences and a variety of interests. We would therefore ask you to encourage your child to participate in music, drama, sports or other activities. We offer a wide range of enrichment opportunities for our students, encouraging all of them to take part in activities outside of their timetabled lessons. This provides them with experiences outside of the classroom that will support their academic success and their personal development.

# What can you do to help your child?

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Many parents and carers find it challenging to know how to help because education is changing so quickly but you can make a major contribution. Indeed, we believe that if parents/carers, children and teachers work together then a child will work effectively.

You can:

- Set aside time to discuss the move from primary to secondary school with your child.  
They will have mixed feelings – keen to move to the next stage of their education, but apprehensive about their ability to cope. Major worries for many children are lunchtime arrangements and travelling by bus. They will miss their primary school and the fact they knew everyone and how everything was organised.
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- A photograph showing a female teacher with short brown hair, wearing a light green top and a blue lanyard, leaning over a desk. She is smiling and looking at a piece of paper. A young female student with long blonde hair, wearing a dark school uniform, is sitting at the desk and looking down at the same paper. They appear to be in a classroom setting.
- Make sure they are properly equipped for each day.
  - Check homework planners every night with your child, signing them once a week.
  - Encourage them by being positive about their achievements.
  - Avoid term-time holidays.
  - Discuss the content of this booklet.
  - Label every item of clothing and equipment, wallets, etc.
  - Ensure your child is properly dressed for school, complying with the school uniform policy.
  - Ensure they pack their bag the night before.
  - Go through their timetable with them.
  - Make sure there is credit on their cashless catering account for their lunch.
  - Try to attend Progress Evenings.
  - For Year 7 students, make sure your child can attend the Induction Day so that they can meet their form group; and make sure you can attend the Parents Evening. Both of these events are on Thursday 29th June 2023.
  - For Year 9 students, make sure your child can attend the Year 9 Options Evening.
  - For Year 10 and 11 students, make sure your child can attend the Key Stage 4 Information Evening.

# Term Time Holidays

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New legislation came into effect on 1 September 2013 which means there is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday (other than in a very limited set of exceptional circumstances, outlined below).

The Governing Body has therefore broadly adopted the East Riding of Yorkshire's Behaviour and Attendance Partnership Policy for Absence from School for Exceptional Circumstances, in line with most other schools in the East Riding.

Attendance at school is very important for your child's future, as there is a clear link between attendance and attainment. Children who have higher levels of attendance achieve better. Even a few days absence can impact on a child's progress.

In line with East Riding of Yorkshire's Absence from School for Exceptional Circumstances, the headteacher has a discretionary power to authorise absence in exceptional circumstances and evidence must be provided alongside the request form. Please note that this is not an entitlement.

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Your request for your child's absence from school must fall into one of the following categories to be authorised. Without evidence, the Headteacher may not feel able to authorise absence.

- Service personnel returning from a tour of duty abroad (where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with the school holidays).
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.

# Communication

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## Electronic Communication

We operate an email-only letter service for communication between school and parents and carers. If you are happy for us to communicate with you by email, we will also use this system to send alerts and reminders. Please ensure you provide an email address when completing our Admissions Pack as we will use the information you provide when sending out emails. Please note, it is the parent or carer's responsibility to ensure we have a valid email address on our system. If you need to update your email address, this can be done by emailing [office@driffieldschool.org.uk](mailto:office@driffieldschool.org.uk) or by contacting the main office.

## Edulink One

We give all our parents and carers access to Edulink One. The main purpose of this is to improve communication between school and home by allowing you to see what homework is set for your child each week. Edulink One also has other benefits such as allowing you to view your child's timetable and see the data stored on your child at the school.

Details about how to access Edulink One will be sent out in the Autumn term.

## Texting System

We operate a texting service for school reminders and emergency communication (i.e. should we need to send an urgent message to parents and carers in light of school closure due to bad weather). Please ensure you provide a mobile number when completing our Admissions Pack as we will use the information you provide when sending out texts.

## School Website

Regularly checking the website will enable you to keep up to date with information and developments. School events and activities are recorded on the calendar which can be useful for keeping track of what is happening in school. All of our latest news is displayed on the school website. In addition to this, we send out a regular bulletin and termly newsletter to provide updates from around the school and celebrate students' achievements.



If you prefer to receive paper copies of letters, you will have the chance to opt out of electronic communication in the Admissions Pack.



Follow us on Twitter  
for updates and news!  
[@driffieldsch](https://twitter.com/driffieldsch)



Follow us on Facebook  
for updates and news!  
[@DrifffieldSchool](https://www.facebook.com/DrifffieldSchool)

# Behaviour

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## How will they know how to behave?

To allow the school to run smoothly and to give everybody who works at Driffield School & Sixth Form the chance to do their best, we have a Behaviour for Learning Policy. This sets out rules which mean that over 1,500 people can work together happily. We place a lot of emphasis on a range of rewards, (such as house stamps, certificates, positive postcards, online vouchers and much more).

Since the introduction of our Behaviour for Learning Policy, it has been based on four simple ideas:

- Students want to be rewarded for their effort
- Students need clear guidelines in terms of what constitutes acceptable behaviour
- Consistency so that everyone knows exactly what to expect in terms of rewards and sanctions
- Effective communication between school and parents

The Student Planner is central to the success of this policy and will be distributed to students in September. It will contain all the house points and written warnings gained by a student within a week and will enable swift and easy communication between home and school.

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## What should a student do if they are being bullied?

Students tell us that bullying is rare. The school has an Anti-Bullying Policy, which is available on the school website. If you suspect that your child is being bullied, please inform the Head of Year. Try to give as much information as possible. Your child can report bullying to any member of staff, but we suggest that the form tutor or Head of Year are the best people to talk to about concerns about bullying. The school uses a 'Confide' system, which allows students to report any concerns confidentially from any computer at school. We also have an Anti-Bullying Co-ordinator and peer mentoring room where students can seek support.

# The Driffield School Behaviour For Learning Policy

The aims of the policy are:

- to promote high levels of student engagement with all aspects of their learning and to minimise incidents of low level disruption
- to ensure that the efforts of all our students are regularly and consistently recognised through praise and rewards
- to allow students to take responsibility for their behaviour, (both in lessons and around the school site) so that the students, staff and visitors enjoy a purposeful, calm and welcoming environment

## Driffield School Expectations

*The following expectations apply to all students:*

- Come to lessons ready to learn, stay focused and work to the best of your ability
- Follow instructions at the first time of asking
- Take full responsibility for your actions
- Show respect for students, staff and other members of the community
- Arrive on time, in correct uniform and with the right equipment
- Treat resources and the school environment with care and respect

*Classroom Routines:*

- Arrive on time, fully equipped, wearing your blazer/jumper and ready to work for each lesson
- Bring homework on time, every time
- Place your opened planner on your desk
- Engage fully with the 'get thinking' task
- Do as you are told by all staff – first time, every time
- Listen carefully when the teacher or another person is talking
- Put your hand up and wait for permission to speak
- Always try your best without disturbing others
- Wait to be dismissed at the end

*Around School Routines:*

- Be polite and show respect for other people
- Do as you are told by all staff – first time, every time
- Wear your school uniform correctly at all times
- Respect your environment and the school site
- Eat and drink in the right place at the right time
- Walk around the school sensibly and quietly, arriving to lessons on time

*All teaching staff will strive to create a positive climate for learning by ensuring:*

- Lessons are well planned, prepared and resourced
- Where possible students are met by the teacher as they arrive and a 'get thinking' activity is ready for students to tackle
- The Driffield School & Sixth Form expectations are modelled frequently by teachers and support staff
- Any failure to meet Driffield School & Sixth Form expectations is addressed assertively, consistently and fairly as set out in the BFL policy



The full Behaviour for Learning Policy can be downloaded from our school website:  
<http://www.driffieldschool.net/index.php/information/schoolpolicies>

# Home School Agreement

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We believe that children learn most effectively in a secure, happy environment, where both home and school work together to support the child during their education from 11-18 years. To strengthen the sense of partnership which already exists, we offer a partnership agreement to the parents of our new students.

We will provide:

- An ordered, safe, caring and supportive learning environment which celebrates diversity and equality
- A full and balanced curriculum which encourages each student to excel and to develop their interests further
- Opportunities for the academic, social, physical and personal development of each individual
- Records and information for parents and carers about their child's educational progress and general development
- Prompt responses to parents' and carers' enquiries
- Information about important school matters through letters home, the school's website, newsletters and Student Planner
- Regular formal meetings with teachers, as well as ensuring staff availability at other times if concerns or questions should arise

We ask you to:

- Support all school policies and strategies designed to maintain a positive working atmosphere
- Inform the school of any known concerns about your child's education
- Respond promptly to school requests for signature in the Student Planner or on permission slips
- Make every effort to avoid taking family holidays during term time and ensure your child attends school consistently and punctually
- Contact the school promptly to explain any absence
- Ensure your child is dressed in accordance with school policy and is equipped with necessary items (such as pens, books, PE kit)
- Attend meetings at school to discuss progress, and update school with any factors which may be affecting your child's performance or participation

Students will:

- Respect the school rules, the property of others and the school buildings, furniture and equipment
- Wear full school uniform and take a pride in their appearance
- Follow all school routines and have high expectations of themselves and others
- Support the school values and show respect for other students, teachers, staff and visitors to the school
- Be kind and supportive
- Have a good attitude to learning in lessons and at home
- Attend regularly and arrive at registration and lessons punctually
- Complete all tasks set and hand them in at the appropriate time
- Ensure they bring with them the appropriate items for each day for effective learning (such as pens, books, PE kit)
- Keep personal computer passwords confidential and use the school's computer systems and the internet according to the school's rules

It is important in a rapidly changing world that children have a sense of security. This document is an attempt to add to that sense of security. For your child to succeed, we need your support and agreement.

# Cornerstones

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Driffield School's expectations are built upon our four 'Cornerstones' and these are the foundations for our community: care, respect, responsibility and perseverance.

The introduction of these four Cornerstones follows two years of work, involving all stakeholders of Driffield School and Sixth Form. The four cornerstones have been developed by students, teaching staff, associate staff (such as our site team, admin staff, catering staff and lunchtime supervisors), parents and senior leaders – this has been a truly collaborative effort and demonstrates the core values on which we want to continue to build a great school.



These cornerstones will impact on the life of all members of our school community. Students can gain rewards whenever they demonstrate an act of care, respect, responsibility or perseverance and you will see that this is a new addition to the student planner, allowing parents/carers to recognise when their children have demonstrated these values, too.

Alongside students making a commitment to these whole school values, for the first time Driffield School is introducing the Cornerstones Curriculum. We understand that students cannot be simply told to "behave" – they need to be taught what this looks like through clear explanations, concrete examples and consistent messages from all staff. Six routines will be delivered by all departments across the year, with Form Time also being used to establish social norms and provide clarity as to what we want to see from our students. These routines range from entering and leaving classrooms, to responding to questioning in lessons and to developing listening skills.

We firmly believe that care, respect, responsibility and perseverance are attributes we would all want our young people to acquire, both to maintain our high standards as a school community but also to further develop our students, equipping them with skills that will remain with them and positively impact on their lives long after they have moved on from education.

Should you wish to hear more about Driffield School and Sixth Form's Cornerstones or have any suggestions/feedback relating to this area, please do not hesitate to contact Mr Hunt, Pastoral Director at the school.



# Mobile Device Guidance

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**Note:** The term 'mobile device' is used to cover all mobile phones, tablets, smart watches, music players and ear or headphones, including wireless accessories.

## Rationale and Guidance

As part of the launch of the **Be Well Programme**, we have reviewed our guidance for the use of mobile devices in school. Young people are amongst the most frequent users of both mobile devices and social media. In fact, recent statistics estimate that - on average - teenagers can spend nine hours a day on their mobile device, which is often one hour more than they sleep. Whilst social media can play a role in encouraging people to connect, the reality is that it can replace positive face-to-face interaction. Along with this comes a pressure to constantly be in contact, checking for and responding to messages. Evidence suggests that their overuse can have a negative impact on self-esteem, which in turn can lead to an increase in poor mental health, anxiety and depression. Moreover, the misuse of mobile technology is also a nationally reported concern from young people.

With this in mind, we believe (along with an increasing number of education professionals) that students would benefit from a complete break from these pressures for the seven hours a day they are in school, allowing more time to talk to each other face-to-face during social times.

Although we recommend that students do not bring their mobile devices to school, we appreciate that some students have a long journey to and from school and that parents and carers may feel more reassured if they are able to contact their child during this journey. For this reason, students are permitted to bring a mobile device into school, provided they adhere to the expectations below:

- Before entering the school site, students must turn their mobile devices off and place them out of sight in their bag (including earphones) for the duration of the school day and should not turn them back on until they have left the school site.
- Failure to comply with these expectations will lead to the mobile device being confiscated and taken to ACE Reception, where the student can collect it at the end of the day. An 'M' code will be recorded in their planner.
- Mobile devices must not be used to photograph or video anyone and any breach of this will result in further serious sanctions.

Where there are repeated instances of a student using their device outside of these guidelines, or if they are defiant when asked to hand over their phone, then parents or carers will be contacted to discuss the situation further and students will lose the privilege of bringing their device to school for an extended period.

Any student needing to urgently speak to a parent/carer should do so via their Head of Year. In an emergency, parents/carers should continue to contact the main reception in the usual manner.

Mobile devices are brought into school entirely at the student's own risk.

# School Sporting Fixtures

## Sports Fixtures

Although a provisional fixture list is available for most teams, it does tend to change, sometimes at quite short notice (due to the prevailing weather or cup fixtures). Because of these changes, it has been our practice to trust students to keep you informed of dates, times and venues and to tell us of their availability for matches.

This arrangement allows us to run the maximum number of teams and events with the minimum number of cancellations. We would like to continue the system this year and we would be grateful if you would give your permission for your child to take part in this way.



## Supporting School Sports

Please notify us of any temporary injury or illness which may affect the sport concerned. We would also ask that you remind your child of the importance of good behaviour at all times when representing the school. Thank you for taking the time to provide your support for school sports.

## Student Medical Details

It is important that PE staff have up-to-date medical information when they are at a fixture. Please help us by completing the separate consent form in the Admissions Pack.

# Health & Well-Being Services

Driffield School has very strong Student Services and Multi-Agency Teams, which work closely with many external agencies to provide an excellent range of services for students, both on and off the school site. All concerns are treated in the strictest confidence and students may be signposted to other services where appropriate. We are also pleased to offer the **Be Well Programme**, a trust-wide initiative supported by Mind, the mental health charity and SMASH (Social Mediation & Self Help).



### Youth Support Service

Run by: Trained Youth Workers

Location: Ground floor office, School Sports Complex

- There are several part-time Youth Workers operating at school
- Intensive support work for young people at risk of being/or excluded

### School Nurse Drop-In - every Tuesday

- Providing a variety of confidential health & well-being services via drop-in during lunchtimes or by appointment

# FAQs and Additional Information

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## **1. How big is Driffield School & Sixth Form?**

There are approximately 1400 students with over 170 members of teaching and support staff.

## **2. How do you let me know about my child's progress?**

Towards the end of every term, parents receive a progress check for their child. This reflects the work they have done as well as the targets they should be aiming for by the end of Key Stage 3.

## **3. Is there a Progress Meeting?**

Every year group has a Progress Evening during the year, where parents and students have the chance to meet with individual subject teachers. For our Year 7 students, there will be an initial Settling In Evening in the autumn term, followed by the full Progress Evening in the summer term. The Progress Evening is split across two evenings, with the X half of the year group attending one event and the Y half of the year group attending the other. All dates will be made available on the school website at the beginning of the school year.

## **4. Can my child take a family holiday during term time?**

Driffield School & Sixth Form has adopted an Absence from School for Exceptional Circumstances policy, which severely limits the circumstances in which a term time holiday will be authorised. The policy has been produced in conjunction with the East Riding of Yorkshire Council and has been implemented by all schools in the East Riding. A separate information sheet detailing the policy is included in the Parents' Pack.

## **5. Is my child insured through the school?**

The school has a limited policy which covers serious injury, disablement or death only; it does not include cover for loss or damage to personal property; parents and carers are advised to ensure they have separate cover.

## **6. What should my child do about lost property?**

Items which have been found are normally taken to the ACE reception. Please ensure all your child's clothing and equipment is clearly marked, so it can be returned if found. Unclaimed items are displayed at the ACE Building at the end of term.

## **7. How can parents support Driffield School & Sixth Form?**

The Friends of Driffield School is a group of parents and staff which organises many events throughout the year to raise funds for the school. New members are always welcome. For more information please visit: [www.driffieldschool.net](http://www.driffieldschool.net)

# Term Dates 2023-2024

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## Autumn Term 2023

Staff training day	Monday 4 September
Term starts for Year 7 & Year 12	Tuesday 5 September
Term starts for rest of year groups	Wednesday 6 September
Staff training day	Friday 27 October
Half term start	Monday 30 October
Half term return	Monday 6 November
Term end	Friday 22 December

## Spring Term 2024

Staff training day	Monday 8 January
Term start	Tuesday 9 January
Half term start	Monday 12 February
Half term return	Monday 19 February
Term end	Thursday 21 March
Staff training day	Friday 22 March

## Summer Term 2024

Term start	Monday 8 April
Bank Holiday	Monday 6 May
Half term start	Monday 27 May
Half term return	Monday 3 June
Term end	Friday 19 July



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Driffield School & Sixth Form is part of  
The Education Alliance family of schools.

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