

Parent A-Z

2022-23



**DARWEN
VALE**

An Aldridge Community Academy 

Introduction from the Principal

Dear Parent/Carer,

At Darwen Vale, we invite everyone to become part of our school community in order that we can unlock the Potential for Extraordinary Achievement. I'm delighted to welcome you to this parent information booklet, or "A-Z" as we call it. At Darwen Vale our aim is for teachers and parents to work closely together, supporting each other and reinforcing the key expectations for our students as they move up through the school. Working in **partnership** with parents is key to our success, and this document is the best digest we can make of all the systems, procedures, routines and responsibilities that will make this partnership work. It is therefore essential reading for all staff and parents, and please do keep it as a reference guide to refer to over the year.

We will provide every pupil with the means to make at least expected progress that they should achieve. As part of our partnership, we ask that you support us in a few ways:

- Extended Learning (Homework) – Ensuring that your child can complete their EL on time.
- Attendance & Punctuality – Making sure that your child is at school every day and on time.
- Appearance – Helping us to create the right environment in school by sending your child to school each day looking ready to learn.
- Communication – Staying in touch with us to keep us informed of your child's needs.

Please remember that, in response to requests, we are now using social media to convey our news and messages. You can follow us on twitter at www.twitter.com/darwenvale. We are very pleased to note that our number of followers is growing all the time!

Please return the necessary documents to school as soon as possible and do not hesitate to get in touch if you are unsure about anything.

Yours sincerely




Mr M J Little
Principal

This Parent A-Z is reviewed annually before the start of the new school year. Every effort is made to ensure that it is accurate and up-to-date; during the course of the year, however, it is inevitable that certain things will change in response to events and feedback. The academy will always make every effort to communicate significant changes, but inevitably, there are things which are missed. The most up-to-date policies and information will be available on the school website – www.darwenvale.com

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A

Absence

- Excellent attendance is a must if a child is to be successful in their education. However, if your child is ever too ill to come to school, we request that you phone school by 8:30am on the first day of absence on the following phone number 01254 223000, you will then be requested to press 1. **Incidents of this should be rare and infrequent.** Please leave a voicemail stating (clearly) your name and relation to the student, student's name and reason for absence. If you would like to speak to the Attendance Office, please request a call back in your message (however note this is not always possible).
- In the event that a child's absence is below 90% we are required to seek medical evidence justifying any sickness absence at all (even just one day) so we would ask in advance that parents support us with this.
- If your child has a medical appointment, please give 24 hours' notice of this and medical proof in order to authorise the absence. Medical proof can be either an appointment letter/card, a prescription or text message from the medical professional. We cannot allow a student to leave the school without written proof for a medical appointment and therefore a phone call on the day will not be sufficient.
- Under no circumstances will requests for holiday in term time be granted so please do not make them.
- If you have any queries about attendance please contact the Attendance Officer Dawn Houghton, on 01254 223000 ext 226 or via email at dhoughton@darwenvale.com.

Assessment (see also progress and targets)

There is a regular cycle of assessment at Darwen Vale, which aims to reinforce learning, provide an opportunity to identify areas of weakness and prepare students for public exams. In KS3, there is a cycle of assessment bespoke to different subject areas, following our process of Data Driven Instruction (DDI) which ensures that in lessons gaps in pupils learning are identified immediately and closed within the same week. KS3 pupils will also sit formal assessments in English, Maths, Science (Year 8 & 9 only) and reading tests at the end of the year. Year 7 will sit them in September, alongside their CATs. In KS4 and 5, there are regular assessments, which lead up to mock exams prior to the GCSE exams.

More information can be found on the different year group pages of our website. The website is regularly updated to show the current assessment cycle, the date of forthcoming assessments and exam timetables for parent and student reference.

Attendance

Students are expected to maintain their attendance above 95%. Attendance to school is directly linked to student attainment, therefore regular attendance to school significantly increases your child's opportunity of reaching their full potential.

The academy will pursue those families not committed to sending their child to school regularly (<90%). This can include referrals to external services and court prosecution (*including fines*). We do not do this to be punitive, but to protect the long-term interests of the student. Support can be provided to families to address issues around attendance. It is important that this is a collaborative approach and there is a shared understanding of the value of attending school every day.

B

Biometrics

- Darwen Vale uses a biometric system for staff and students to pay for food. Biometrics are used by nearly half of all schools in the UK and provide the quickest and safest means for running these systems.
- School based biometrics tend to take measurements from a scanner or reader that adequately capture the uniqueness of the source but do not capture a complete image. With such an approach the original cannot be reconstructed from the data. It is not possible to recreate a pupil's actual fingerprint image from what is in effect a string of numbers.
- The fingerprint value is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader and storage computer can recognize this format. Fingerprints and their derived values are not transferred to any other systems.
- Biometric data is not stored in the same databases as all the personal information recorded by the school and anyone using those other databases will not have any access to the biometric data. When your child leaves Darwen Vale the data will be automatically deleted.

Break time

Students have a mid-morning break of 15 minutes every day. Food can be purchased from the Dining Hall. Hot and cold snacks are available. Students cannot pay by cash but should instead “top-up” their biometric account in advance via School Comms (see School Comms for more information). Students are permitted to eat purchased food and packed lunches in the dining hall only. No food can be eaten in the libraries, corridors or outside.

Breakfast Club

Breakfast runs each morning for all students in the dining hall from 8.15am to 8.40am in the dining hall. Breakfast food (cereal or bagels) is **free** for all students thanks to a charitable grant.

Bullying

Pupils, staff and visitors to the Academy will be treated with respect, courtesy and consideration at all times. Physical or other forms of bullying, including cyber bullying, are not tolerated in or outside the academy and are dealt with in the academy's Behaviour and Anti-Bullying Policy.

To prevent instances of bullying the academy will:

- seek to identify bullies
- address the needs of individual children, both bullies and victims
- provide a consistent response to bullies and their victims
- implement a system to deal with different degrees of bullying
- secure clear agreement among all the adults involved on the steps forward
- provide time during the academy's in-service training programme to discuss issues associated with children's physical, social and educational well-being
- disseminate the academy's anti-bullying policies and procedures throughout the Academy

If parents suspect that their child is being bullied, the Academy would like to know as soon as possible; there are certain signs that a parent will spot before they become obvious in school. The first point of contact is the form tutor or the relevant Head of Year. It is much better to raise an issue early, than to let it fester.



Contact Details (ours)

Address: Darwen Vale High School, Blackburn Road, Darwen, BB3 0AL

Telephone: 01254 223000

Email: ckenyon@darwenvale.com

Website: www.darwenvale.com

Twitter: @DarwenVale

Contact Details (yours)

It is vital that we have accurate phone, email and postal address details for all of you. We send all important updates **via email** and through MCAS (My Child at School) to parents, so it is vital that you keep your email address updated on our records. Please update us whenever anything changes by calling the school on 01254 223000 and asking for the School Registrar, or by emailing JTaylor@darwenvale.com.

Counselling & Student Therapy

As part of our pastoral support at Darwen Vale, we offer a range of counselling, therapeutic and psychological support to students and parents.

Students are offered these services based on referrals by parents, academy staff or care workers, or by self-referral from students themselves. If you think your child would benefit from the services available, please contact Mrs Pollitt on SPollitt@darwenvale.com or 01254 223000 ext 261.

External partners

The academy also works closely with a range of external providers to provide more tailored support for those who require it. A selection of our external partners are listed below, however, this is by no means exhaustive and we are continually growing and building our community links for therapy and counselling.

- Child Bereavement UK
- ELCAS
- Educational Psychology
- SEND Support Service
- SENDIAS Advisory Service
- Mental Health Support Team
- Brook
- School Nurse
- Paediatricians
- Occupational Health and Therapy
- Social care and family support workers

COVID-19

If your child **has symptoms** of coronavirus (high temperature, a new continuous cough, or loss of test/smell) you must keep them home from school and order a PCR test via the NHS (a home LFD test is not sufficient where symptoms are present). You can do this online at <https://www.gov.uk/get-coronavirus-test>.

If your child **tests positive** for coronavirus (either by LFD or PCR) please contact the Academy as you would for all absences, forwarding a copy of the positive test result, so the school can authorise your child's absence.

As of Thursday 24th February 2022, the government guidance on the legal requirement to self-isolate following a positive COVID-19 test has been removed. Students who test positive for COVID -19 will continue to be **advised** to stay at home and avoid contact with other people for 3 days following a positive COVID test.

Curriculum

KS3

Subject	Number of weekly lessons	Subject	Number of weekly lessons
English	5 (4 in Year 8)	French	2
Mathematics	4	Creatives	2
Science	4	Physical Education	2
Religious Education	1	Performing Arts	1
Geography	2 (1 in Year 9)	Computing	1
History	2 (1 in Year 7)	Vale Values - PSHE	1 (3x 30-minute tutor sessions)

GCSE

Compulsory Subjects	Number of weekly lessons	Subject Options - 3 lessons of each a week
GCSE English (Literature & Language)	5	Option A
		Option B
GCSE Mathematics	5	Option C
GCSE Science (Separate or Combined Sciences)	5	
Physical Education	1	
Vale Values – PSHE	1 (3x 30-minute tutor sessions)	

More detail about the curriculum at all Key Stages and curriculum booklets can be found on the school website.

D

Detentions

- There are a variety of detentions implemented daily to sanction the appropriate level of behaviour displayed by a student:
- 30-minute detention (3:00-3:30pm or 3:45-4:15pm if in Period 6 Monday-Friday)
- 60-minute detention (3:00-4:00pm Wednesday and Friday)
- For all detentions we operate a policy of “same day detentions”. This is accepted as best practice as it ensures the sanction is clearly linked to the misdemeanour and issues are tackled without delay and do not roll over into the following day.
- If a student is given a detention for that day their parent will be informed via notification on our parent app MCAS, typically between 2.00pm and 2.30pm.
- If a student receives a detention after 2.15pm it is too late to notify you so it will roll-over to the following day in order to give you reasonable notice (unless you give your express consent for it to take place the same day).
- Staff will notify parents of the specific details of a detention where they deem appropriate. This will occur via email, phone call or the comment on MCAS. For example, a staff member may not deem it necessary to alert you to a detention related to a student’s uniform being incorrect. Students are responsible for informing their parents of the reasons for all detentions. Staff communication to home is unlikely to happen until the afternoon (as teachers are teaching during the day). We would ask that parents be patient to find out the reason behind the detention and **do not call reception for the detention details**

unless there is an emergency. Parents are encouraged to email their child's Form Tutor or Head of Year to request any further details related to behaviour incidents.

- On rare occasions, some students receive two detentions on the same day. Where this happens, our Behaviour Policy states that the student will sit only the one detention, however students' points totals are closely monitored by their Head of Year and if a student receives more than -9 in one day, a parent meeting is likely to be arranged. The Behaviour Policy, and more explicit details, are available on our website.
- If a student truants any detention, they will be placed in the higher-level detention the following school day. Should they truant a 60- minute detention, they will be placed in Seclusion the following day.
- Lateness in the morning (arriving after 8:45am) results in a 30-minute detention.
- If your child is seen dropping litter around school, they may be given litter-picking duty (community service) in lieu of a detention.
- At the risk of stating the obvious, the best option here is for students to not get detentions! We have high expectations of behaviour at Darwen Vale and this disciplined, orderly environment benefits everyone. Schools in which poor or disruptive behaviour is tolerated quickly become dysfunctional and it is the students who suffer. By choosing Darwen Vale and signing our home / school agreement, parents have given their explicit support for these high expectations and, when detentions are issued, we ask you to trust and support the teacher who has issued it and to address the problem yourself with your child at home. We are extremely grateful for the support parents give us in this area and can see that it is making a massive difference each day. School and home working together is what is allowing standards of behaviour at Darwen Vale to be so high.

E

Endeavour (School Within A School)

- Endeavour is a type of Alternative Provision provided for students who may be struggling with mainstream education at Darwen Vale.
- Endeavour caters to students who are struggling with social, emotional, mental health and behavioural difficulties.
- Endeavour is managed by specialist staff, as well as qualified teachers who will deliver lessons so small groups.
- Referrals to Endeavour can only be made via the relevant Head of Year.

End of the day

- Students must go straight home and not "hang about" outside the academy or near local shops / bus stops. This is both for their own safety and out of courtesy to our neighbours.
- If Students are found to be causing anti-social behaviour in local parks and shops in uniform, either before or after school they will be sanctioned in line with our Behaviour Policy.
- Any parents who wish to collect their child should wait outside the relevant entrance and should not ask to wait in the academy itself.

- If parents wish to collect their child by car they must enter via the Main Car Park and not park in front of the school as it will cause a significant road safety risk or instead arrange to meet them at a pre-determined place on one of the local streets.

Enrichment

- Darwen Vale students benefit from a comprehensive programme of enrichment activities designed to stretch their thinking, broaden their horizons and teach them more about the world.
- Enrichment takes place Monday to Thursday, from 3.00pm - 4.00pm.
- Generally speaking, enrichment is optional for all students, but on some occasions, there will be targeted, catch-up sessions which your child will need to attend. If this is the case a letter will be sent home to inform you of this.
- Students can choose what they want at the start of each term, and in September we hold an enrichment fair, but they need to commit to turning up for the full term to ensure they benefit fully from everything on offer.
- In order to get the most from all enrichment sessions, behaviour, punctuality and effort must be exemplary at all times. Any lapses in behaviour will be dealt with in the same way as during normal lesson time.

Equipment

Students should have the following equipment with them every day at school:

- Current reading book (students will visit the library during their induction)
- Student planner (provided to students on the first day of the academic year)
- Books/folders for that day
- 1 x clear pencil case with the following contents:
 - 2x black writing pens
 - 1 mini whiteboard
 - 1 mini whiteboard pen
 - 1 pencil
 - 1 rubber
 - 1 green writing pen
 - 2 highlighter pens
 - Ruler (15cm or 30cm)
 - 1 glue stick
 - 1 Maths set (including compass and protractor)
 - 1 Casio scientific calculator

Exam entries

- Entries for public exams are done in October, for the January and late January for the following summer, via our exams officer. Non-taught subjects (for example home languages) can be sat at Darwen Vale; the Head of Year for the relevant year will compile a list of entries in January of the exam year, in conjunction with our exams officer. GCSE is done in Year 11, and linear. Normally, home language exams will be sat in Year 11 for GCSE, although there is some flexibility around non-taught subjects. Please contact your child's Head of Year if you are interested in entering your child for a home language exam.

- Certain courses contain an element of non-exam assessment (coursework). Milestones and submission deadlines are published well in advance and must be adhered to. If the submission deadline is missed, candidates will either have to pay for their exam entry or will not be entered at all.

F

Food

- *Breakfast*: Our breakfast club runs before school each morning in the dining hall. Breakfast food is **free** for students thanks to a charitable organisation *Magic Breakfast*. (Please see the 'breakfast' section for more details and times.)
- *Break time Catering*: Students can buy snacks in the dining hall during break time when you add credit to your child's account. Don't forget to set up alerts on School Comms so you can top up when the balance is low. If they do not have credit on their account, they will not be able to purchase snacks. To help students with budgeting and provide certainty for parents that no unauthorised expenditure can be made, we do not offer credit facilities, so no student is able to purchase items with insufficient funds. There is also a daily spend limit so students cannot spend of all their allowance at once.

Remember that parents and carers can view daily expenditure on the School Comms app, you can also request a print out of what your child has eaten each day from school reception.

- *Lunch*: We offer students a range of hot and cold options during lunch service which can be paid for in the same way as break time food by topping up on School Comms in advance. You can pay on School Comms anytime or apply for free school meals – see FSM section of our website.
- *Packed lunch*: If you prefer, your child can bring a packed lunch to school with them. However, please be aware that we do not allow peanuts in packed lunches due to student allergies.
- *Sweets/fizzy drinks/crisps*: Fizzy drinks, chewing gum, family sized packets of crisps and sweets are banned from Darwen Vale (for obvious reasons). Thank you for your support on this. At the end of the day students shouldn't visit local shops to buy sweets or junk food, instead they should go straight home.
- *Dietary Requirements*: The academy is committed to accommodating different dietary requirements. For example, we offer vegetarian, vegan and gluten free options. If your child has an allergy or special dietary requirement, please email Aspens directly with this information (info@aspens-services.com) and they will do his very best to accommodate.
- *Weekly menus*: You can view the menu each week on the Aspens app using the school PIN of: 36242957, or via our website at <http://www.darwenvale.com/school-meals>

Form Tutors

The form tutor should be your first port of call for any queries regarding your child's academic progress or other school issues.

You can contact them via email through to MCAS app.

Year 7 Tutor Team

Head of Year Year 7 – Mr Jonathan Ainsworth			
Form	Form Tutor 1	Form Tutor 2	House
7 Curie 1	Miss Miller		Curie
7 Curie 2	Miss Price		Curie
7 Holmes 1	Mr Broderick	Mr Redfern	Holmes
7 Holmes 2	Mr Holding		Holmes
7 Shakespeare 1	Miss Raseta		Shakespeare
7 Shakespeare 2	Mr Sowter		Shakespeare
7 Turing 1	Mr Brownsmith		Turing
7 Turing 2	Miss Dawson		Turing

Year 8 Tutor Team

Head of Year 8 – Miss Christina Hamil			
Form	Form Tutor 1	Form Tutor 2	House
8 Curie 1	Mr Florentine		Curie
8 Curie 2	Mr Byrne		Curie
8 Holmes 1	Miss Reynolds		Holmes
8 Holmes 2	Mr Adam		Holmes
8 Shakespeare 1	Miss Mitchell	Miss Ramsey	Shakespeare
8 Shakespeare 2	Miss Butler		Shakespeare
8 Turing 1	Mrs Sterland		Turing
8 Turing 2	Mrs Belham		Turing

Year 9 Tutor Team

Head of Year 9 – Miss Traci Scott			
Form	Form Tutor 1	Form Tutor 2	House
9 Curie 1	Miss Stanley		Curie
9 Curie 2	Miss Gregson		Curie
9 Holmes 1	Miss Hussain	Mr Welsh	Holmes
9 Holmes 2	Mr Tattersall		Holmes
9 Shakespeare 1	Miss Brewster		Shakespeare
9 Shakespeare 2	Mr Bebro		Shakespeare
9 Turing 1	Mr Knowles		Turing
9 Turing 2	Mrs Padmore		Turing

Year 10 Tutor Team

Head of Year 10 – Mr Darren Adcroft			
Form	Form Tutor 1	Form Tutor 2	House
10 Curie 1	Mr Baines		Curie

10 Curie 2	Mrs Mahmood		Curie
10 Holmes 1	Miss Gardner	Mr Welsh	Holmes
10 Holmes 2	Miss Jones		Holmes
10 Shakespeare 1	Mr Miele	Mr Welsh	Shakespeare
10 Shakespeare 2	Miss Robinson		Shakespeare
10 Turing 1	Mrs Fielding		Turing
10 Turing 2	Miss Ravesz		Turing

Year 11 Tutor Team

Head of Year 11 – Mrs Claire McKenna			
Form	Form Tutor 1	Form Tutor 2	House
11 A	Miss Ashcroft		Curie
11 B	Mr Bellusci		Curie
11 C	Miss Gili-Ross		Holmes
11 D	Mr Hartley		Holmes
11 E	Miss Latif/Mr Fitch	Miss Boffey	Shakespeare
11 F	Mrs Little		Shakespeare

Free School Meals

- A number of parents at Darwen Vale will qualify for what is known as “Free School Meals”. Like all academies, it is very important for us that we have the maximum number of eligible parents registered for FSM because it will increase the funding we receive from the central government and local authority. We therefore encourage parents to apply if they feel there is a possibility they might qualify.
- Because Darwen Vale operates a biometric system, your child will never be singled out as a receiver of free school meals. It is not possible to tell which child is paying for lunch when they use the biometric tills, and which is registered as getting lunch for free. This is another advantage of the biometric system.
- As well as being able to provide a healthy, hot meal every day for your child, free school meals funding also allows the school to buy additional classroom resources and support towards the cost of uniform, so we encourage all parents who believe that they are eligible to make a claim to do so.
- Your child qualifies for Free School Meals if you or their other parent/carer are receiving:
 - Income Support
 - Income-based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - The Guarantee element of State Pension Credit Support under Part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit-provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190 (as assessed by HM Revenue & Customs)

- Universal Credit and have an income, as assessed by the Inland Revenue that does not exceed £7,400
- How to apply for FSM?
 - Online application: <https://www.blackburn.gov.uk/schools-and-education/school-meals>

H

Home / School Agreement

This is a very important document which all students and parents have signed prior to joining to Darwen Vale. It sets out what can be expected from all parties and will be kept on a student’s file and referred to as necessary. It can be found and returned at the back of this booklet.

Homework – Extended Learning

At Vale homework is called “Extended Learning” and is an essential part of learning at Darwen Vale. It is vital that it is done to the best of every student’s ability to increase their independence and organisational skills.

It is set in the following daily quantities:

Key Stage	Core Subjects (Maths, English, Science)
Key Stage 3 (Years 7 to 9)	45 – 90 minutes per day
Key Stage 4 (Year 10 and 11)	1.5 to 2.5 hours per day

Extended Learning will be marked and returned promptly, at which point students are expected to review their work and make corrections in green pen, unless this is completed in an online format. This is a very important learning tool, as it is here that students are getting personalised help aimed at what they need to learn. This routine applies to all Darwen Vale students.

Students who do not submit their Home Learning, or do not complete Home Learning to a high enough standard, will receive detentions as per the Darwen Vale behaviour policy. Home Learning clubs are available during the week to support students who struggle with completing their Home Learning.

House System

Our house system is designed to promote a sense of belonging and mutual support for all students. Every student and member of staff belongs to one of our four houses, each of which is named after a different role model, from a wide variety of backgrounds.

Curie (green) – Marie Curie, Scientist and the first woman to win a Nobel Prize.

Holmes (blue) – Dame Kelly Holmes, British athlete.

Shakespeare (yellow) – William Shakespeare, playwright and poet.

Turing (red) – Alan Turing, Mathematician and computer scientist.

Every year, the houses compete for the Darwen Vale House Cup, which is awarded to one winner at the end of the Summer Term.

Students can earn house points in every area of school life. The positive house points they receive in lessons, in the community and for their approach to independent study will all count towards their house total. Consistently demonstrating the Academy's core values is the most straightforward way an individual student can support their house.

In addition, there is a busy calendar of house competitions, with a different Aldridge Attribute focus each half term. All students are encouraged to enter house competitions.

Term	Competition	Overview
Autumn 1	Problem solving	English – Week 2 Create – Week 3 MFL – Week 4 Computing – Week 5 Science – Week 6 PE – Week 7
Autumn 2	Creativity	Maths – Week 1 Humanities – Week 2 English – Week 3 Create – Week 4 MFL – Week 5 Computing – Week 6 Science – Week 7
Spring 1	Risk Taking	PE – Week 1 Maths – Week 2 Humanities – Week 3 English – Week 4 Create – Week 5 MFL – Week 6
Spring 2	Determination	Computing – Week 1 Science – Week 2 PE – Week 3 Maths – Week 4 Humanities – Week 5 English – Week 6
Summer 1	Teamwork	Create – Week 1 MFL – Week 2 Computing – Week 3 Science – Week 4 PE – Week 5 Maths – Week 6
Summer 2	Passion	Humanities – Week 1 English – Week 2 Create – Week 3 MFL – Week 4 Computing – Week 5 SPORTS DAY – Week 6

We record and publish these performances on our website. Please keep an eye out for the latest videos at the end of each half-term, and to keep track of which house is in the lead overall.

Internal Seclusion

- As part of an effective behaviour management system, Darwen Vale, like all successful academies, runs an Internal Seclusion room. The purpose of this room is to isolate students from their peers when they have committed a serious breach of the behaviour code, sending a clear message to them and to their classmates that the academy will not tolerate such behaviour and that the choices they have made have consequences.
- Students in Seclusion will be expected to complete work throughout the day, so as not to fall behind in their learning.
- Seclusion is typically for one full day (so if a student is placed in Seclusion, for example, P4 on a Tuesday they will remain there until P4 on the Wednesday).
- Any student sent to Seclusion from a lesson will also automatically receive a 60-minute SLT detention on the next available day (Wednesday or Friday).
- In the highly unlikely event that a student behaves badly within Seclusion their stay will be extended or they may even be subject to a Suspension (which Seclusion is of course designed to avoid where possible).

Learning Support

- At Darwen Vale we believe all children will achieve academically beyond personal expectations and prior attainment'. In order for this to happen, some children will require further support. For some the support needed will be clear from day one. For others, individual needs may surface as the weeks progress. We are committed to ensuring all children's needs are met and will constantly assess this throughout the year. If you feel at any point during the year that your child needs some additional support please feel free to contact the academy and speak to Mrs Pollitt (SENCO), or email spollitt@darwenvale.com.
- In order to establish initial levels of need the academy will refer to the data provided by feeder schools, the KS2 SATs results, and our own internal baseline assessments and observations. These will help us determine groups of students that may need extra Literacy or Numeracy support, or exam access arrangements, such as 25% extra time. Programmes of intervention and a tailored curriculum may then be established for some students.
- At Darwen Vale we are committed to inclusion for all. This includes students for whom English is not their first language. We believe that students from all ethnic and cultural backgrounds

have a right to an outstanding education and should be able to take part in the full range of social, educational, sporting, creative and academic activities on offer at Darwen Vale. Where support is needed for this, we assess the child and put together a programme of language development tailored to them. We will consider their individual curriculum, which lessons they can currently access fully, which lessons they need support in, and which lessons they may need staggered integration into.

- We also support students who may need assistance because they are experiencing difficulties with their behaviour or require additional emotional help by our learning mentoring service. This entails learning mentors developing and delivering a bespoke programme, which includes working with parents, the students, and staff to tackle any issues.
- To understand the support we offer at Darwen Vale, please view the SEND Offer on our [SEND page](#). The BWD local offer can be found on their [website](#) too.

Line Up

Students are required to line up at the beginning of each school day, and at the end of break and lunch time if they are outside. This is to ensure a calm and orderly entrance into the building and maintain high expectations of uniform which will be checked on entry into the building.

Students must be in their line up location no later than 8:40am at the start of each school day.

Line up locations at the start of the school day:

Year 7 – STEM Garden

Year 8 – STEM Garden

Year 9 – Amphitheatre

Year 10 – Amphitheatre

Year 11 – Peace Garden

At break and lunchtime students must re-enter the building according to which lesson they have next. If their lesson is on the ground floor they will enter via the Peace Garden, if their lesson is on the 1st floor they will enter via the fitness suite aligning doors, and if their lesson is on the 2nd floor they will enter via the science laboratory aligning doors.

M

Medical Needs

- Your child's medical welfare is of paramount importance to all staff at Darwen Vale. If your child has a medical condition this must be declared to the school through the admissions forms. If your child develops a new medical condition while at school, you should contact reception and the relevant Head of Year.
- If your child has a more serious medical condition this may require a referral to the school nurse or development of an individual healthcare plan. Individual healthcare plans are reviewed on an annual basis and will be shared with all staff working with your child at the academy.
- If your child has allergies or food intolerances, you should notify the school in the same way as above. Our school canteen caters to all allergies and intolerances; however, your child will be responsible for making an appropriate choice based on the listed allergens.

- All medication taken on site must be signed in to student reception with a signed consent letter from the parent. If a consent letter is not provided one will be sent home.
- Students who require an asthma inhaler or EpiPen **must** carry these with them at all times onsite. A spare should be given to the Medical Officer at student reception. The academy carries its own spare supplies of inhalers and EpiPens for use in an emergency.
- Depending on their need, your child's picture and details may be added to the 'high needs medical' list. This list is a safeguarding measure to ensure full staff awareness of serious medical needs onsite. It may be displayed in staff areas of the academy and will routinely be sent out to all teachers.
- Please note that toilet passes will only be issued to students who can provide explicit medical evidence (e.g. a doctor or consultant letter) supporting the request.
- If you have any queries or concerns regarding the medical provision at Darwen Vale, please do not hesitate to contact Mrs Pollitt– SENCO on spollitt@darwenvale.com

Medical appointments (external)

- It is always best to make medical appointments outside academy hours. If this is not possible, students must bring in the appointment card/letter from their GP, hospital or other medical professional in advance of the date to show to the Attendance Officer. The parent/carer can also email this information to the attendance officer at dhoughton@darwenvale.com.
- If the Attendance Officer agrees with the necessity to miss school, then they will countersign the letter and the student will present that at reception where they will need to sign out. It must be noted this will count towards an authorised absence.
- Please note that the reception team cannot collect students from lessons for appointments. Please ensure your child is aware of their appointment time prior to the start of the school day and arrange to meet them at reception at a specified time.
- The Attendance Officer Ms Dawn Houghton can be contacted on 01254 223000 ext. 226 or via email at dhoughton@darwenvale.com

Meetings with Teachers/Head of Year

All appointments with teachers must be made **in advance** and requests for ad hoc meetings will not be granted. This has always been our policy and is standard practice in secondary schools. To promote transparency and communication all staff names are listed on the website, as well as the parent app MCAS, so parents can contact people directly to arrange meetings.

Mentoring

Our Learning Mentor team provide Social, Emotional and Pastoral (attendance and behaviour) support for targeted students within the Academy. Priority is given to Looked After Children (LAC), students with EHC plan objectives, students on the SEN register for Social, Emotional or Mental Health (SEMH) needs.

Mentoring sessions are scheduled 1:1 sessions occurring once per week for each student on the mentoring register. Each session takes place in the 1st half of a lesson and lasts 25 minutes. Sessions are scheduled in advance.

All mentoring sessions follow a structured 3-part plan much like the Darwen Vale 4-part lesson. The 3 parts of each session consist of:

- *Reviewing the Past* – Mentor and student identify instances of success or previous difficulties since last session.
- *Working Together* – Mentor plans an engaging activity which helps the student make progress towards their personal goals or objectives.
- *Looking Forward* – Mentor and student identify potential obstacles and discuss strategies to overcome

In addition to mentoring sessions, Learning Mentors may recommend further interventions including homework support club, restorative conversations with students or staff, in-lesson support, social and emotional support, attendance support, anger management or social skills programme.

MCAS (My Child At School)

- The My Child At School (MCAS) parent app is an application enabling the user to view their child or children's school data on their smart phone.
- In summary the app provides:
 - Online payments – Dinner payments, school trips and school clubs
 - Access to real timetable, calendar and attendance.
 - An insight into to parents on their child's schoolwork (homework, topics etc...)
 - Communication facilities to improve contact between parents and schools
 - Instant access to published reports and letters
 - School announcements etc...
- In September 2022 you will have been sent your log in details to the email address you registered with the school.

Mobile Phones

- Mobile phones are not allowed at Darwen Vale. The Governors have set this policy in light of the serious behavioural and safeguarding risks to the students that bringing phones to school will create.
- If a student brings a phone into school, it will be confiscated, a 30-minute same day detention will be sat, and the mobile phone returned after the detention. If this is persistent parent/carers will be asked to come in and collect the mobile phone.
- Students may not 'hand-in' mobile phones at reception and collect them at the end of the day.
- The only exception would be if there is a genuine safeguarding reason for a student to have a phone. A parent who can identify such a reason may email the Assistant Principal for Behaviour via Rebecca.bridges@darwenvale.com but it is unlikely the request will be granted unless it is an extremely serious case.
- We would ask that students plan ahead and make any arrangements for after school with you in advance. Please refrain from calling reception to ask us to pass a message to your child during the day unless it is an absolute emergency as a significant amount of staff time is absorbed in delivering these messages.



Online safety

It is vital that parents and staff work together to safeguard our students, to educate them on the dangers that come with being online and be aware of the repercussions that come with being involved in cyber bullying either directly or on the periphery.

Definition

Cyberbullying is bullying through the use of communication technology such as mobile phone text messages, social media apps, e-mails or websites. This can take many forms, for example:

- Sending threatening or abusive text/instant messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (e.g. Facebook, Instagram and Snapchat) or online (blog or YouTube)
- Making or sharing derogatory, inflammatory or embarrassing videos of someone via mobile phone or email (such as 'Happy Slapping' videos or physical/verbal assaults).

Cyber bullying is a critical issue which can be harmful for the young person involved. It is important that parents and carers understand the way young people communicate with others, the potential risks and implications to online behaviour.

Signs of Cyber bullying

- Secretive behaviour as you approach the computer, such as rapidly switching off screens, or attempts to hide online behaviour, such as empty file history
- Appears nervous when receiving a text, instant message, or email
- Difficulty sleeping
- Unexplained weight loss and gain
- Spending much more or much less time texting, gaming or using social media
- Low self-esteem
- Avoiding formerly enjoyable from social events
- Not wanting to go to school and/or avoiding meeting friends and schoolmates
- Suddenly behaving differently at home
- Not doing as well in school

The following guidelines outline how parents/carers can talk to their child about online safety:

- Always use privacy settings
- Always respect others - be careful what you say online
- Be careful what pictures and videos you upload. Once a picture or is shared online it cannot be taken back.
- Only add people you know and trust to friends/follower lists online. When talking to strangers, keep your personal information safe and location hidden.
- Save the evidence. Always keep a copy of offending emails, text messages or a screen grab of online conversations and pass to a parent or a teacher.
- Make sure you tell an adult you trust, for example, a parent, a teacher or the safeguarding lead, or call a helpline such as Child Line on 0800 1111 in confidence.

- Learn the functions of how to block someone
- Most social media services and other sites have a button you can click on to report bullying. Doing this can prevent a bully from targeting you and others in the future.

Advice to Parents/Carers:

Cyberbullying can be really difficult for a child to deal with therefore it is important that parents/carers keep calm and listen to their child about any concerns they may be experiencing. It is important to regularly check-in with your child. If they are experiencing cyberbullying you should contact external organisations that can provide help and support such as Childline, and contact Darwen Vale via your child's form tutor to report it as soon as possible.

E-safety at Home

- Discuss with your child what sites and apps they like and explore them together
- Discuss with your child what sites and apps are age-appropriate
- Be positive about what you see online but also be open about any concerns that you may have as a parent/carer
- Keep the computer in a public place in the house

Parent controls are software and tools which you can install on your phone or tablet, game consoles or laptops and your home broadband. *Parent controls help you to:*

- Plan what time of day your child can go online and how long for
- Stop them from downloading apps they are too young for
- Manage the content different members of the family can see
- Help you to block or filter the content you see when you're searching online

There are always different methods to keep your child safe online. Darwen Vale will ensure that all parents and carers are informed of the procedures in place in the Anti-Bullying Policy to deal with all forms of bullying including cyber-bullying.

It is essential that all parents and carers are involved in resolving the issues that stem from cyber bullying because this can help to strengthen their child's self-confidence and restore a sense of emotional safety. Important and useful information can be found on the following sites to provide support to parents, carers and children:

Cybersmile Foundation: <https://www.cybersmile.org/>

Thinkuknow: <https://www.thinkuknow.co.uk/>

NSPCC: www.nspcc.org.uk- 0808 800 5002

Childnet: www.childnet.com

The Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk

Kidscape: <https://www.kidscape.org.uk/>

Childline: <https://www.childline.org.uk/>

Young Minds: <https://youngminds.org.uk/>

P

Parents' Evenings

Parents' evenings are compulsory for parents to attend, as directed by the Department for Education, and they are a vital part of the partnership between school and home. Parents' Evenings will either involve individual meetings with your child's teachers or a presentation from senior staff. Parents will be contacted by email and letter in advance of their child's parents' evening, but the dates for the year are provided below:

Year 7

- Welcome to Y7 & MCAS demonstration evening – Monday 12th September 2022 5:00-6:00pm
- KS3 Awards Evening – Thursday 24th November 2022 6:00pm
- Y7 Parents Evening - Tuesday 13th December 2022 5:00-7:00pm

Year 8

- Welcome to Y8 & MCAS demonstration evening – Tuesday 13th September 2022 5:00-6:00pm
- KS3 Awards Evening – Thursday 24th November 2022 6:00pm
- Y8 Parents Evening - Wednesday 21st June 2023 5:00-7:00pm

Year 9

- Welcome to Y9 & MCAS demonstration evening – Wednesday 14th September 2022 5:00-6:00pm
- KS3 Awards Evening – Thursday 24th November 2022 6:00pm
- Y9 GCSE Options Evening – Thursday 2nd March 2023 5:00-7:00pm
- Y9 Parents Evening – Wednesday 5th July 2023 5:00-7:00pm

Year 10

- Welcome to Y10 & MCAS demonstration evening – Thursday 15th September 2022 5:00-6:00pm
- KS4 Awards Evening – Thursday 17th November 2022 6:00pm
- Y10 Parents Evening – Wednesday 1st February 2023 5:00-7:00pm

Year 11

- Welcome to Y11 & MCAS demonstration evening – Thursday 15th September 2022 5:00-6:00pm
- Y11 Progress Evening – Thursday 6th October 2022 5:00-7:00pm
- KS4 Awards Evening – Thursday 17th November 2022 6:00pm
- Y11 Parents Evening – Wednesday 11th January 2023 5:00-7:00pm
- Y11 Parents Evening – Wednesday 22nd March 2023 5:00-7:00pm

Open Evenings

- Y6 Open Evening - Thursday 29th September 2022 5:00-8:00pm
- Y6 New Intake Evening – Thursday 29th June 2023 5:00-7:00pm

Planners

Each student in KS3 and KS4 will be issued with a planner at the start of the academic year. As this is an essential educational tool the academy will provide it for free though any replacement planners will be charged at £10.00 (the cost of a replacement).

We ask that parents review their child's planner each day to check HW is written in clearly, as well as positive and negative house points recorded weekly, and sign it on a weekly basis. Any messages for your child's Form Tutor should also be recorded in the planner in the "Parent/Carer & Teacher Comments" section.

Planners are expected to be kept in good condition or they will need to be replaced.

Personal, Social & Health Education

PSHE is integral to the curriculum at Darwen Vale and all students, year 7-11, will study a vast array of topics during morning tutor time which we call our "Vale Values" curriculum. This curriculum covers both statutory content and content that we believe is contextually applicable to our students. Further details regarding our Vale Values PSHE curriculum can be found in the subject area on the academy's website.

Progress and targets

- In KS3, students are given a pathway, based on their primary school KS2 scores and using FFT20 as a measure. To enable realistic targets to be set for each pupil, they are issued a target grade to work towards at the end of each year. This should keep them on track to ensure they reach their full potential in year 11. We also use internal assessments at the beginning of Year 7, plus nationally recognised Cognitive Ability Tests (CATS) and Reading Tests, to check the accuracy of the data we are given.
- At each assessment, students will be compared to their target in order to assess progress. Targets can be revised, usually at the end of an academic year. Students get individual feedback after each assessment, which shows their progress in each aspect of that subject/unit.
- In KS4, students will get a revised GCSE style target based on performance over KS3 and their FFT20 target. At each assessment point, students will again be able to see their progress against their target. In Year 11, there are two sets of mocks in the lead up to the real GCSE exams, which will give students and parents a very clear idea of likely attainment, and therefore of the best next steps, after GCSE.
- Parents of KS3 and KS4 students will receive three Parent Reports a year – one is a long written report which includes strengths and areas to develop. These reports will explain how each child is doing in each subject, relative to their targets. It will also show how much 'effort' the student is putting into that subject and how hard we think they are working. The Autumn2 and Summer2 reports will also contain a comment from each child's Form Tutor explaining how they are doing in a much more rounded way.
- Success depends on doing the right course, as well as hard work. A level and GCSE options are therefore very important, and every student will have personalised advice on which subjects to take. Sometimes this advice is not what students want to hear, but we promise always to give the best possible advice and guidance to our students; this includes telling them unwelcome news if necessary. Occasionally, this will mean refusing entry to a course,

or not entering a student for an exam if our professional judgement tells us that a student is on the wrong track.

Punctuality

Students must arrive at the academy by the correct time each day. Students are expected to be in their relevant line up location at 8:40am. Any student arriving after that time will be issued with a 30-minute detention for the same day, which they must attend.

Please make sure students do not arrive to school earlier than 08.30am. If early, students will be told to wait outside until the school opens.

From lesson-to-lesson students have 3 minutes of transition time to get from one lesson to the next. If they are late to lesson after the 3 minutes of transition time they will be issued with a 30-minute same day detention, which they must attend.

R

Reception

Parents cannot wait in reception for their child at the end of the school day. This is for the safety of the whole school community, but also because it is not sustainable in a school of 1,200 students. Instead, we ask that you wait outside for your child at a spot which you pre-arrange with them.

The school would be very grateful if parents could avoid asking us to deliver messages and items to their children during the school day, except where there is an urgent medical or safeguarding reason. It absorbs a significant amount of staff time and our numbers are too big to accommodate these requests. It is also not teaching students the important life-skills of organisation and planning. Students must learn to pack their bags carefully the night before and make any after school arrangements with their parents in advance.

Rewards

At Darwen Vale High School we reward and recognise our pupils. Positive behaviour will be rewarded through earning House Points. Our houses are, Curie, Holmes, Shakespeare and Turing.

Examples of the kinds of behaviours which will be rewarded and celebrated are:

- **Pupils attitudes to lessons** including pupils' approach to classwork and classroom communication. Pupils can earn +1, +3 or +6 for demonstrating these behaviours.
- **Pupils attitudes towards independent study** approach to independent study and response towards feedback. Pupils can earn +1, +3 or +6 for demonstrating these behaviours.
- **Pupils respect for the Academy and wider community.** Pupils can earn +3 for demonstration this behaviour.

Where pupils go above and beyond in demonstrating and embodying the Aldridge Entrepreneurial Attributes of CREATIVITY, TEAMWORK, PASSION, RISK TAKING, PROBLEM SOLVING, DETERMINATION they will be rewarded with a Golden Ticket in their lesson, which can be used to

purchase an item of break food from the Dining Hall and be awarded +10 where this happened parents/carers will be notified, and the pupil will be entered into an end of term prize draw.

Form tutors will keep track of individual house points as well as those awarded to the whole tutor group and House. Earning House Points enables pupils to access rewards at the end of term. Pupils' House point's totals will be shared with parents and carers at the end of each half term and can be accessed daily through MCAS to enable positive conversations and clear target setting. At the end of each term the House with the highest net points will get to enjoy a House Spirit Day.

At the end of each half term there will be a commendation assembly for each year group to acknowledge the successes of our students and present awards for the half term. The below commendations will also be awarded in relation to positive house points achieved:

Half Termly Commendation	
Commendation received	Net points total
Principal Letter	Top 5 in each year. Letter send by Royal Mail; pupils also receive an invitation to attend the Principals Breakfast. Plus, names read out in assembly
Vice Principal Letter	Next 5 in each Year group (Top 6-10) sent by Royal Mail. Plus, names read out in assembly
Assistant Principal Certificate	Next 10 (11-20 in each year), certificate given to the pupils in assembly
Head of Year Certificate	Next 20 (21-40 in each year), certificate given to the pupils in assembly
Form Tutors Certificate	Top 10 in each tutor, certificate given to the pupils in assembly

As well as commendation letters and certificates students are rewarded by being given the opportunity to attend rewards trips at the end of each term. Examples of rewards trips include, the cinema, ice skating, Blackpool Pleasure Beach and Alton Towers. The dates for each of the rewards trips this academic year are below:

- Friday 16th December – Afternoon only
- Friday 31st March – Afternoon only
- Tuesday 18th July – All day

Their invitation to attend and opportunity to pay using School Comms for the rewards trips will be based on their total house points and attendance, and then on a first come, first served basis.

- Gold – Top 30 in each year group and attendance at 95% or above – Exclusive access 5 days in advance of bronze and silver students
- Silver – Next 30 in each year group and attendance at 95% or above – Access 5 school days after gold students and 3 days in advance of bronze students
- Bronze – Remaining students in each year group – Able to access 8 school days after gold and silver students

S

Safeguarding

Safeguarding is a critical part of keeping your child safe. The academy has a very comprehensive safeguarding policy, which outlines all the actions we will take to help all our young people (see *website for policy*). To help support your child in the academy, please be aware of the following avenues for your child to inform us of any safeguarding issues:

- PSHE - We have a personal, social and health education curriculum that addresses many aspects of safeguarding, including cyberbullying and internet safety, but more importantly how your child can develop their understanding, skills and knowledge to minimise risk in many different situations
- Pastoral system - Our pastoral care, led by Miss Bridges – AP Behaviour and Mr Bradley – AP Personal Development & DSL, have an excellent team of Heads of Year, Behaviour Mentors, and Form Tutors readily available to help. The Form Tutor will always work on developing an excellent relationship with students and parents / carers to be the first port of call.
- Supporting “vulnerable” students - we are understanding that there are certain cohorts in the student body are more vulnerable and provide an exceptional inclusion support to help them throughout their time at Darwen Vale, with a generous allocation of therapists, learning support assistants, learning mentors and access to outside agencies where required.
- Involvement with external agencies - we work closely with a number of organisations, which includes, Early Help, social services, prevent, and the police to provide additional support

The academy designated safeguarding lead is Mr Bradley (Assistant Principal – Personal Development). Mr Bradley can be contacted via email at abradley@darwenvale.com

Safeguarding - some key legal requirements

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have “due regard to the need to prevent people from being drawn into terrorism”.

This duty is known as the Prevent duty. Indicators of extreme behaviour includes some of the following:

- Verbal comments - praising ISIS or Jihad: praising extreme figure heads (e.g. Hitler); discussing other religions in a disparaging way
- Peer actions - refusing to work with others owing to their religion/beliefs
- Personal beliefs - extreme views on foreign policy; claims they should fight for their people abroad
- Communications - the use of social media to publicise extreme views; drawing inflammatory images (e.g. swastikas)

What is the prevent strategy?

Prevent is a government strategy designed to stop people becoming terrorists or supporting terrorist or extremist causes. Prevent is a crucial element to safeguarding therefore it is essential that Darwen Vale, its staff and governors safeguard children from radicalisation and extremism. This means that we have to protect our students and we have a duty to recognise concerns, maintain an open mind and report.

What we look for and who to report

At Darwen Vale we understand that extremism and radicalisation can be a sensitive topic. We expect all staff to uphold and promote the fundamental principles of British Values and to educate all our Darwen Vale children on these values.

British values include:

- Democracy
- The rule of law

- Individual liberty and mutual respect
- Tolerance of different faiths and beliefs

It is Darwen Vale’s responsibility to ensure that all staff are trained to recognise and report concerns and report disclosures with sensitivity. All concerns and information will be reported and documented to our safeguarding lead, Mr Bradley.

School Shop

Darwen Vale has an on-site school shop which does accept cash for items such as basic equipment, replacement planners and school ties. This can be found in student services on the ground floor.

Senior Leadership Team

Role	Area of responsibility	Name
Principal	-	Matthew Little
Vice Principal	Curriculum and Standards	Ruth Cull
Vice Principal	Teaching and Learning	Alex Venables
Assistant Principal	Personal Development	Andrew Bradley
Assistant Principal	Behaviour and Attitudes	Rebecca Bridges
Assistant Principal	Mathematics	Lauren Price
Assistant Principal	English	Diane Hayes
Assistant Principal	Science	Sophie Marsland

Social Media & Internet Use

As outlined in the Darwen Vale Behaviour Policy, inappropriate social media use or online activity can result in internal seclusion (I.S.), Suspension (FTE), or Permanent Exclusion (PEX) depending on the severity of the incident.

Misuse of social media instances includes but is not limited to:

- Personal comments about teachers or students
- Misappropriation of photographs of teachers or students
- Impersonating staff or students on social media
- Posting malicious accusations about staff members
- Posting homophobic remarks
- Posting racist remarks
- Posting sexual remarks or images

Whilst instances such as the above may occur via fake accounts or accounts created by non-Darwen Vale students, this won’t matter when it comes to disciplinary action, as knowledge of these accounts without reporting them, or any active agency at all (even just following the account) is strictly against the academy behaviour policy.

T

Timings of the Day 2022/23

Time	Year 7	Year 8	Year 9	Year 10	Year 11
8.45 - 9.15	Tutor Time				
9.15 - 10.15	Period 1				
10.15 - 11.15	Period 2				
11.15 - 11.30	Break				
11.30 - 12.30	Period 3				
12.30 - 1.30	Period 4				
1.30 - 2.00	Lunch				
2.00 - 3.00	Period 5				
3.00 - 3.45				P6	P6
* Period 6 for KS4 takes place on a Monday, Tuesday and Thursday 3pm till 3:45pm. This is part of the school timetable and is compulsory for all KS4 students.					

Term Dates 2022/23

Autumn Term 2022

Thursday 1 September to Wednesday 7 September School closed for Staff Training

Thursday 8 September School opens for all pupils

Friday 30 September School closed for Staff Training

Friday 21 October School closes

Half term Monday 24 October – Friday 28 October 2022

Monday 31 October School re-opens

Friday 16 December School closes

Christmas Monday 19 December 2022 – Monday 2 January 2023

Spring Term 2023

Tuesday 3 January School re-opens

Friday 10 February School closes

Half term Monday 13 February - Friday 17 February 2023

Monday 20 February School re-opens

Friday 31 March School closes

Easter Monday 3 April – Friday 14 April 2023

Summer Term 2023

Monday 17 April School closed for Staff Training

Tuesday 18 April School re-opens

Monday 1 May Bank Holiday

Friday 26 May School closes

Half term Monday 29 May - Friday 2 June 2023

Monday 5 June School re-opens

Friday 21 July School closes for the summer

Travelling to and from school

Having a safe journey to and from school is important for all Darwen Vale staff and students. Students are encouraged to make this journey by foot or by bike. We have secure bike storage facilities outside Darwen Vale, but students should bring their own bike lock.

School also offers a free minibus pickup and drop off service. This is reviewed on a yearly basis with students lower down school receiving priority. All enquires for the service should be sent to contact@darwenvale.com

U

Uniform

We are proud of our young people and encourage them to be proud of their school and their community. One key aspect of this is that all our students in KS3 and KS4 will wear a smart uniform. This promotes safety, a sense of community and demonstrates that students are ready to work. Students must be impeccably always presented in the correct school uniform.

Please familiarise yourself with the uniform and equipment policy on our website for a full list of compulsory uniform, recommended and optional items or equipment.

Where can I buy uniform?

- Gray's, Northgate, Blackburn Tel: 514257

- Derek Whittaker & Co, 3 Waterloo Pavilions, Church Street, Blackburn BBI 5AL Tel: 676047
- Snazzy's, 22- 24 Bridge Street, Darwen Tel: 07980353104

Ties

- KS3 – Blue
- KS4 – Red
- Replacement ties are available at the school shop

Uniform Pointers

- Students must have their shirts always tucked in
- Ties must be clipped on professionally and not pulled off other students
- Leather school shoes are compulsory - no trainers, ballet-pumps or canvas shoes. Trainers cannot be worn at any time except in PE lessons.
- No jewellery (except watches)
- Nail polish, false eyelashes and make-up are not allowed
- Sensible, 'professional' haircuts for boys and girls
- School bags must be black or navy and fit for school purpose
- Coats must be plain black, dark grey or dark blue coat without any visible logos
- No hats are allowed
- During the Autumn-Spring Terms black tights must be worn
- During the Summer black socks may be worn
- If a student arrives at school with incorrect uniform, we will contact you and, with your permission, send the student home to resolve the issue. If we are unable to contact you the student will be provided with the item to borrow, as well as a 30 minute same-day detention. Should the student refuse the borrowed item they will be placed in internal exclusion. We cannot have students in incorrect uniform in lessons and around the school for the obvious reason that it will lead to more general slippage in uniform standards.



Home-School Agreement

	The Academy	Parent/carer(s)	Students
We Work Hard	<p>We provide a positive environment for every pupil to achieve at the highest level by supporting, rewarding and recognising talent.</p> <p>We provide opportunities for your child to develop their leadership skills in all aspects of the Academy.</p> <p>We will strive to teach outstanding lessons to your child every day.</p> <p>We set targets for pupils and review them regularly.</p> <p>We report regularly to parents/carers on pupil progress.</p> <p>We promote and support reading to all pupils, encouraging your child to read as much as possible.</p> <p>We provide pupils with learning opportunities beyond the Academy Day via our enrichment programme and Independent Learning.</p>	<p>You provide a suitable environment for your child to work at home to enable them to achieve at the highest level.</p> <p>You support your child in developing their leadership skills and responsibilities.</p> <p>You will support these outstanding lessons by checking that Independent Learning is completed and confirm this by signing the Academy Planner every week.</p> <p>You read all reports carefully, discuss progress with your child and contact the Academy with any concerns.</p> <p>You attend meetings arranged with the Academy.</p> <p>You ensure that your child reads at least 10 pages every day and you take an active interest in encouraging your child to read as much as possible.</p>	<p>You will positively contribute to our learning environment by believing that we can all achieve at the highest level.</p> <p>You are an Ambassador for the Academy and will always demonstrate your leadership skills through outstanding behaviour to, from and in the Academy.</p> <p>You will fully participate and engage in your own learning in all lessons every day. You will strive to be outstanding both inside and outside of the classroom.</p> <p>You know all your targets and how to achieve them.</p> <p>You discuss your reports with your parents/carers.</p> <p>You read at least 10 pages of your book every day.</p> <p>You complete all Independent Learning tasks to the best of your abilities and to the deadline set.</p>

We Aim High	We will consistently apply the behaviour and rewards policy to all students. 100% - no excuses.	You consistently support the Academy's behaviour and reward systems. 100% - no excuses.	You follow all Academy rules. 100% - no excuses.
	We contact home if there are concerns about a pupil's attendance, punctuality, uniform or behaviour.	You inform your child's Civitas Tutor if you are aware of any problems that may affect your child's learning or behaviour.	You will tell your Civitas Tutor or another adult if you have any concerns or worries.
	We will listen to your child and provide appropriate support and guidance.	You inform the Academy of any changes to your contact details.	You will treat others with respect and inform your Civitas Tutor if you are aware of any Bullying.
	All judgements on acceptability of uniform and behaviour can only be made by Darwen Vale staff.	Your child attends every day and arrives on time.	You arrive on time at the Academy, every day.
	We inform home as soon as possible before 2:00pm if pupils need to be detained for thirty minutes or more after the end of the Academy day.	Your child wears the correct uniform to, at and on the way home from the Academy.	You wear the correct uniform to, at and on your way home from the Academy.
		Your child has the correct learning equipment every day, including PE kit where necessary.	You bring the correct learning equipment every day, including PE kit where necessary.
	You support our rules for attendance, uniform and behaviour and agree to your child being detained without notice for up to thirty minutes at the end of the school day where the Academy deems necessary.	You do not bring in anything dangerous or illegal into the Academy.	
We serve healthy food and drinks at break and lunch time and therefore do not allow any sweets, crisps, gum or fizzy drinks to be brought into the Academy. We will confiscate banned food items and they will not be returned.	You ensure that your child does not bring any sweets, crisps, gum or fizzy drinks into the Academy.	You do not bring any sweets, crisps, gum or fizzy drinks into the Academy.	

Personal Development	<p>We deliver an inspirational and creative PSHE curriculum to enable progression and success for all our pupils.</p> <p>We provide opportunities for pupils to extend and develop their learning through a programme of enrichment activities.</p> <p>We provide the opportunity for our pupils to learn and develop their ability to play a musical instrument.</p>	<p>You are genuine partners in your child's learning and experiences.</p> <p>You ensure your child takes a full and active part in the Academy's enrichment programme (1 x sporting, 1 x musical and 1 x other enrichment of the child's choice per term).</p> <p>You ensure that your child practises their musical instrument for at least 10 minutes each day.</p>	<p>You work well as an individual and in groups, to inspire each other to achieve.</p> <p>You actively participate in the Academy's enrichment programme (1 x sporting 1 x musical and 1 x other enrichment of your choice per term).</p> <p>You practise your musical skills and expertise for 10 minutes each day.</p>
Responsibility and Respect	<p>We provide a safe and supportive learning environment for all pupils.</p> <p>We respect each other's race, culture, gender and sexual orientation and maintain zero tolerance to any form of bullying.</p>	<p>You respect our safe and supportive learning environment and encourage your child to respect each other's race, culture, gender and sexual orientation.</p> <p>You emphasise the importance of your child's respect for all Academy buildings and equipment.</p>	<p>You work and play fairly, to make our Academy a safe and supportive learning environment for all pupils.</p> <p>You must respect each other's race, culture, gender and sexual orientation.</p> <p>You respect all Academy buildings and equipment.</p>
Additional permissions	<p>By signing the Family-Academy Agreement you are also agreeing to: Your child's use of the Biometric Cashless system. Use of your child's photos in the School newsletter and Prospectus. Use of your child's recorded image for use in Assemblies and training videos within the Academy and the Aldridge network and publications.</p>		

Name _____

Name _____

Name _____

Signed _____

Signed _____

Signed _____

Date _____

Date _____

Date _____

Student Information

Surname:	Forename(s):
Preferred Name:	Date of Birth: ____/____/____
Address:	Postcode:
Gender:	Previous School:
Date of Admission to Darwen Vale: ____/____/____	Year group and form (if known) of previous school:
Name of siblings at Darwen Vale:	Year Group:
Name of siblings at Darwen Vale:	Year Group:
Ethnicity (e.g., white British/Black British/Mixed Race):	Nationality:
Country of Birth:	Home Language:
Religion:	Type of Meal: Free School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/> School Dinner <input type="checkbox"/>
Travel to School: Car <input type="checkbox"/> School minibus <input type="checkbox"/> Walk <input type="checkbox"/> Public Bus <input type="checkbox"/> Taxi <input type="checkbox"/> Other <input type="checkbox"/>	

Home Details

Parents/Carers Information (Persons responsible for the pupil)

Contact 1	Contact 2
Mr/Mrs/Ms/Miss _____ (please circle)	Mr/Mrs/Ms/Miss _____ (please circle)
Surname:	Surname:
Forename:	Forename:
Address:	Address:
Postcode:	Postcode:
Home Tel No:	Home Tel No:
Work Tel No:	Work Tel No:
Mobile Tel No:	Mobile Tel No:
Email:	Email:
Relationship to the child:	Relationship to the child:
Parental responsibility – Yes / No (please circle)	Parental responsibility – Yes / No (please circle)

Member of the Armed Forces – Yes / No (please circle)	Member of the Armed Forces – Yes / No (please circle)
Signature:	Signature:

Emergency Contact Details

Same as Contact 1 above <input type="checkbox"/> (please tick)	Same as Contact 2 above <input type="checkbox"/> (please tick)
Please only complete the below if different emergency contacts to contact 1 and contact 2 above	
Emergency Contact 1	Emergency Contact 2
Mr/Mrs/Ms/Miss _____ (please circle)	Mr/Mrs/Ms/Miss _____ (please circle)
Surname:	Surname:
Forename:	Forename:
Home Tel No:	Home Tel No:
Work Tel No:	Work Tel No:
Mobile Tel No:	Mobile Tel No:
Relationship to the child:	Relationship to the child:

Medical Details

It is important that you inform the school of any medical condition that may affect your child in school.

Name of Doctor:	Tel No:
Surgery Address:	Medical Conditions including allergies:
Medication Required during School Hours:	Any Additional Information:

Photograph Permission/ Use of information under new GDPR guidelines

During your child's time at Darwen Vale he/she will have their picture taken and/or be filmed during lessons, sports, drama, music and other events, as well as on special occasions. CCTV images will also be collected. Where applicable school will require consent for the publishing of exam results in the press/sharing data with Youth Support Services. Please tick the box to give permission for this to be used in any promotional material or publications.

Yes No

Please note, if you do not wish to give this permission, please notify the school in writing. It will be important for your child to let the member of staff concerned know of this, should a photograph be planned.

Internet User Agreement

I, the undersigned pupil, request access to the Internet and agree to abide by the following rules and regulations:

1. Access to the World Wide Web (hereafter known as the Web) is exclusively for the purposes of furthering and supporting my education.
2. I will not attempt to access any material or information on the Internet which might be considered to be inappropriate. This is taken to mean any site that carries information, of whatever format that is of a pornographic, violent, extremist, racist, sexist nature, which promotes any illegal activity, or in any other way is deemed to be inappropriate by the Headteacher.
3. I agree to access only those sites that are providing information which supports my education. This is taken to exclude the use of the Internet for personal investigations, unless permission has been approved by the member of staff in charge and that site or sites being visited have been viewed and approved by that member of staff. Access to social networking sites is not allowed at any time of the school day.
4. I understand that access to the Web is only allowed between the hours of 8am and 6pm on normal school days in school. If a school portable device is used to access the web at any time, all other rules and regulations still apply. I am aware that this access is also monitored and therefore is not private.
5. I accept that an email account will be provided for communication for educational purposes.
6. I agree that all my use of the school network will be monitored and therefore is not private.
7. I understand that offensive language is prohibited within emails. Use of offensive language or otherwise inappropriate messages will result in the suspension or removal of my account from the network. Further disciplinary action may be taken by the school and may result in temporary exclusion.
8. I am responsible for ensuring that my password remains confidential and, as such, if another person accesses my account and breaches any of the regulations, I will be held responsible. If I believe that my password is known by someone else, I must report it to a member of staff.
9. If any of these rules are broken, my Internet access will be removed and my access to the system suspended or removed permanently. For school portable devices this may result in it being taken back by the school.
10. I accept that the above conditions also apply to the use of my own digital devices when connected to the school network.

Name of Pupil: _____

Form: _____

Pupils Signature: _____

Date: _____

I, the parent or carer of the above pupil, have read the above and wish my son/daughter to have access to the Internet to support their education. I understand that if they break the agreement, they will be disciplined and that, in certain circumstances, this may result in temporary exclusion from the school.

Signature of Parent/Carer _____

Date: _____

Biometric information

The Academy has operated a cashless catering service using access cards since its inception. We are now looking to further enhance the catering service we provide to students by introducing the use of biometric recognition (fingerprint) for our cashless catering.

Following a revision to the Protection of Freedoms Act 2012 all schools are unable to process a student's biometric data without having notified each Parent/Carer of a child and received the written consent of at least one Parent/Carer.

By signing this document, you authorise Darwen Vale to make use of your child's biometric data. Students can refuse permission, and this will override the decision of the Parent/Carer though we would expect such refusals to be rare. Parental objections must be in writing.

Below are some 'Frequently Asked Questions' about biometrics. If you have any queries regarding this issue please do not hesitate to contact Mr Bradley.

1. What is "biometrics"?
Biometrics is a method of recognising an individual based on measurable biological characteristics such as the fingerprint. Fingerprints remain constant over a person's lifespan. Surface wear, minimal temporary or permanent scarring and ageing may affect but does not alter beyond recognition, the original fingerprint pattern.
2. How is a biometric collected?
Sensors are used to scan the finger and convert the information to a secure digital format to which it is later compared. Technically, biometric capture devices create electronic digital "pictures" that are encrypted and stored and then compared to "live" pictures in order to confirm the identity of a person.
3. Is biometric technology safe to use?
Any health concerns are actually similar to those encountered in everyday life (touching a fingerprint sensor is equivalent to touching a door handle). Biometric systems use ordinary computing and video technology that a person typically encounters in their day to day activities. Biometrics requires only the placement of a finger.
4. If I provide my biometric (fingerprint), who has access to it and the information associated with it?
The fingerprint scan is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader can recognise this format.
5. Can my biometric image be used anywhere other than the school?
No. A fingerprint registered on one system will not be valid for another unique system. Only information stored on the database linked to the biometric scanner used is available when a fingerprint is scanned.
6. What if the biometric scanner is stolen?
Data is not stored on the scanner itself. The scanner is a vehicle used to confirm the authenticity of the fingerprint.
7. Can someone steal my biometric (fingerprint)?
A fingerprint is unique. No two people have identical fingerprints. It would be next to impossible for someone to steal someone else's biometric (fingerprint).
8. What happens when my child leaves the School?
When a student leaves all data can be deleted very easily by the school.

Darwen Vale High School Biometric consent form

Student Name: _____ Form: _____

I Parent/Carer give consent to Darwen Vale High School to use my child's biometric data for use as part of the recognition system for cashless catering.

I Parent/Carer do not give consent to Darwen Vale High School to use my child's biometric data for use as part of the recognition system for cashless catering.

I understand that I am consenting to my child's biometric data being stored on the Academy system until they leave Darwen Vale High School.

Once your child ceases to use the biometric recognition system, their biometric information will be deleted securely and permanently from Darwen Vale High School's systems.