

# Parent Handbook

*'Aspiring to personal excellence in a supportive community'*





# CONTENTS

Welcome

Our School Day

Term Dates

School Uniform

PE Kit

Equipment & Home-Study

Food & Lunchtimes Key

Information

Key Information (*contd.*)

Digital Platforms

# WELCOME

We are very pleased to welcome you to Gartree High School. It is an exciting time for your child and we are thrilled to be welcoming them to our community. We hope you find this handbook helpful – it is designed to make the transition to Gartree as smooth and purposeful as possible.

There is much we are proud of here at Gartree. We have a diverse, supportive and caring school community with excellent pastoral care. We offer a curriculum that will challenge and enthuse your child and prepare them for the modern world. We are also very keen for them to challenge themselves outside of the classroom. We really look forward to welcoming you child.

Welcome to Gartree!

Co-Headteachers

Will Carter and Ed Wilson

*W Carter* *Ed Wilson*



# OUR SCHOOL DAY

Our school day begins at 08:30, with Registration. Students should arrive at school no later than 08:20, so that they have time to take their belongings to their lockers, and make their way to their designated form room.

Below is an example of what a Gartree student's timetable looks like:

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	08.20 - 08.45	Registration	Registration	Registration	Registration	Registration
P1	08.45 - 09.35	Geography	PE	Science	Music	English
P2	09.35 - 10.25	Maths	PE	Science	PSHE	History
	10.25 - 10.45	Break time	Break time	Break time	Break time	Break time
P3	10.45 - 11.35	Science	Maths	Computing	Geography	Maths
P4	11.35 - 12.25	Science	French	Art	Design	French
	12.25 - 13.15	Lunchbreak	Lunchbreak	Lunchbreak	Lunchbreak	Lunchbreak
P5	13.20 - 14.10	English	History	RE	English	Design
P6	14.10 - 15.00	PE	English	Maths	English	Design





# TERM DATES

## **Autumn Term 2024**

August Bank Holiday	Monday 26 <sup>th</sup> August 2024
School opens	Tuesday 27 <sup>th</sup> August 2024
Half term break	Monday 21 <sup>st</sup> October to Friday 25 <sup>th</sup> October 2024
School Closes	Friday 20 <sup>nd</sup> December 2024

## **Spring Term 2025**

School opens	Tuesday 7 <sup>th</sup> January 2025
Half term break	Monday 17 <sup>th</sup> February to Friday 21 <sup>st</sup> February 2025
School closes	Friday 11 <sup>th</sup> April 2025

## **Summer Term 2025**

School opens	Monday 28 <sup>th</sup> April 2025
May Day Bank Holiday	Monday 5 <sup>th</sup> May 2025
Half term break	Monday 26 <sup>th</sup> May to Friday 30 <sup>th</sup> May 2025
School closes	Wednesday 9 <sup>th</sup> July 2025

## **Staff Training Days 2024/25**

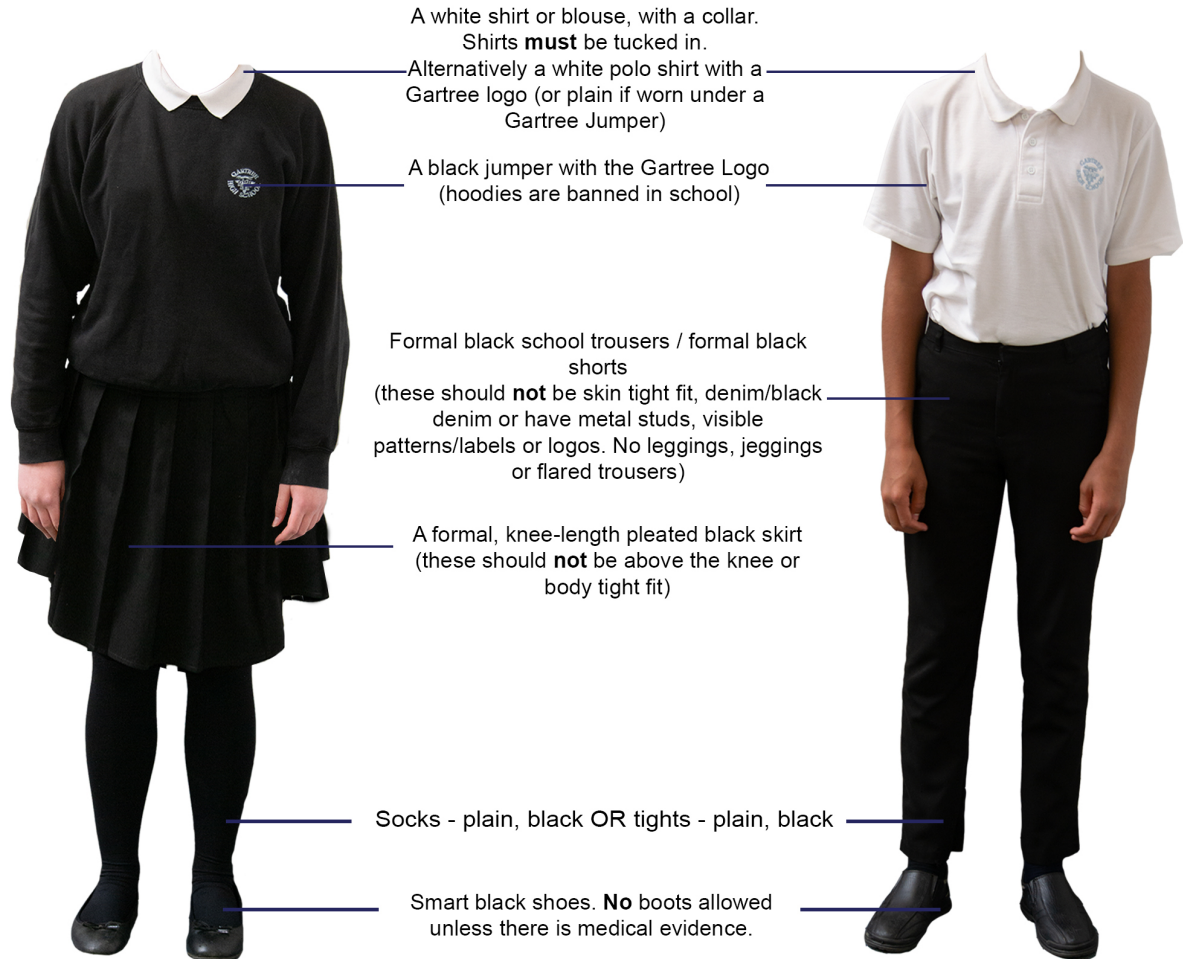
Thursday 22 <sup>nd</sup> August & Friday 23 <sup>rd</sup> 2024
Monday 6 <sup>th</sup> January 2025



# School Uniform at Gartree

## Key Stage 3

Our uniform is unisex



A white shirt or blouse, with a collar.  
Shirts **must** be tucked in.

Alternatively a white polo shirt with a  
Gartree logo (or plain if worn under a  
Gartree Jumper)

A black jumper with the Gartree Logo  
(hoodies are banned in school)

Formal black school trousers / formal black  
shorts  
(these should **not** be skin tight fit, denim/black  
denim or have metal studs, visible  
patterns/labels or logos. No leggings, jeggings  
or flared trousers)

A formal, knee-length pleated black skirt  
(these should **not** be above the knee or  
body tight fit)

Socks - plain, black OR tights - plain, black

Smart black shoes. **No** boots allowed  
unless there is medical evidence.

Other:

- Plain black or white headscarves may be worn  
for religious purposes only

- Students **may not** wear make up

- The only jewellery permitted is a watch, and one  
pair of ear studs (on each ear). Necklaces, rings  
and bracelets should **NOT** be worn

- Students should **not** wear nose piercings or  
smart watches

- False nails or false eye lashes are **not**  
permitted, and painted nails are **not** permitted

- Extreme hairstyles and unnatural hair colours  
are **not** acceptable - please check in advance  
with the school if unsure.

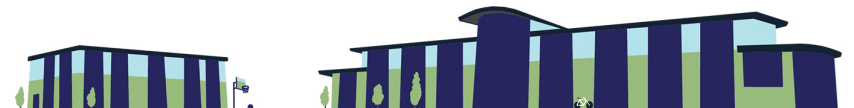
**Consequences** will be put in place for students  
who fail to comply with our uniform expectations

Items of school uniform can be acquired locally,  
from Schoolwear Solutions:

64 London Road, Oadby, LE2 5DH

0116 2160665

[www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)

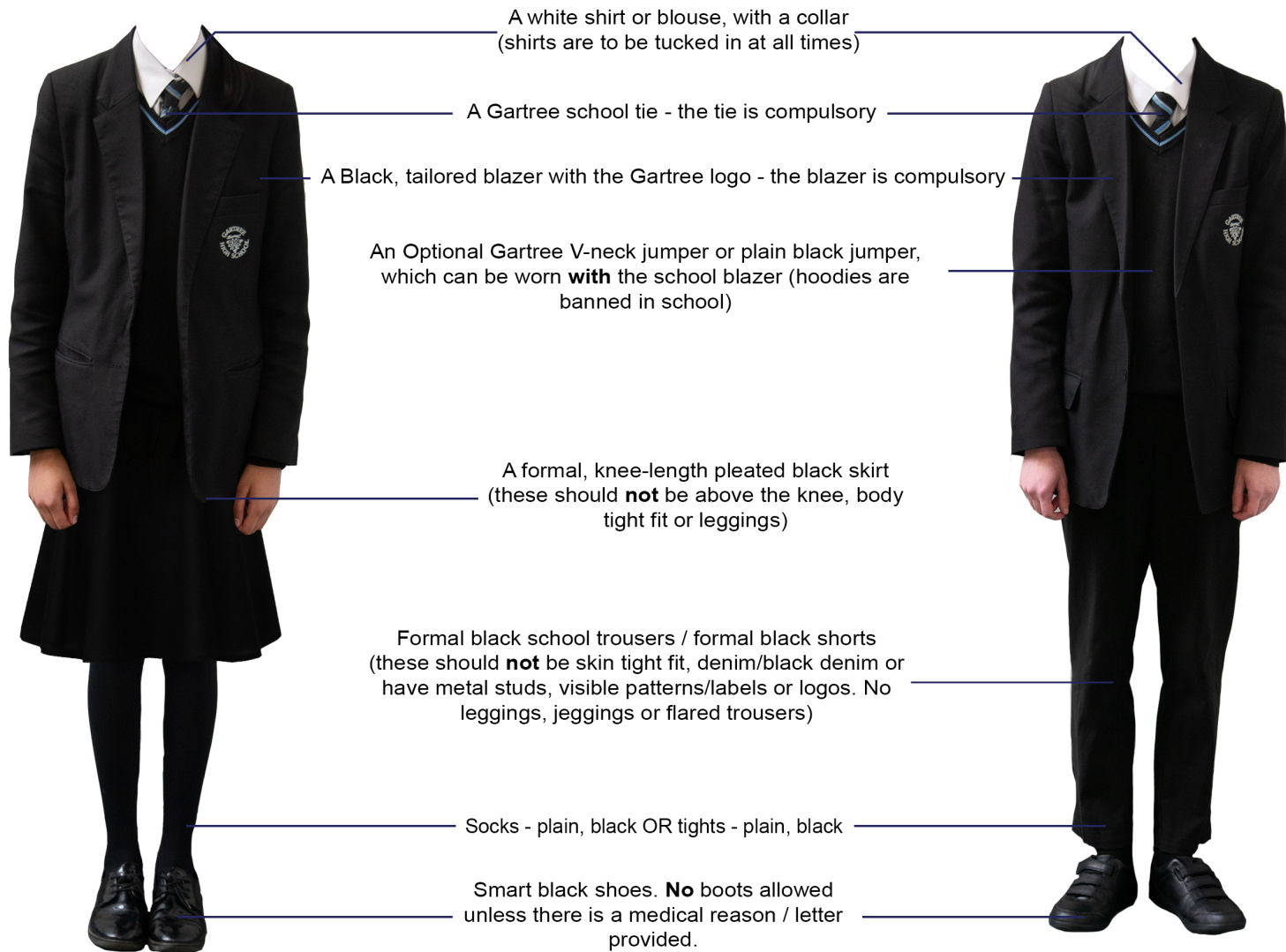




# School Uniform at Gartree

## Key Stage 4

Our uniform is unisex



A white shirt or blouse, with a collar  
(shirts are to be tucked in at all times)

A Gartree school tie - the tie is compulsory

A Black, tailored blazer with the Gartree logo - the blazer is compulsory

An Optional Gartree V-neck jumper or plain black jumper,  
which can be worn **with** the school blazer (hoodies are  
banned in school)

A formal, knee-length pleated black skirt  
(these should **not** be above the knee, body  
tight fit or leggings)

Formal black school trousers / formal black shorts  
(these should **not** be skin tight fit, denim/black denim or  
have metal studs, visible patterns/labels or logos. No  
leggings, jeggings or flared trousers)

Socks - plain, black OR tights - plain, black

Smart black shoes. **No** boots allowed  
unless there is a medical reason / letter  
provided.

Other:

- Plain black or white headscarves may be worn for religious purposes only
- Students in KS4 **can** wear discreet make-up if they choose to do so
- The only jewellery permitted is a watch, and one pair of ear studs (on each ear). Necklaces, rings and bracelets should **NOT** be worn
- Students should **not** wear nose piercings or 'smart' watches
- False nails or false eye lashes are **not** permitted, and painted nails are **not** permitted
- Extreme hairstyles and unnatural hair colours are **not** acceptable - please check in advance with the school if unsure.

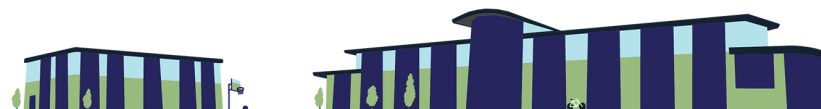
**Consequences** will be put in place for students who fail to comply with our uniform expectations

Items of school uniform can be acquired locally, from Schoolwear Solutions:

64 London Road, Oadby, LE2 5DH

0116 2160665

[www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)



# PE KIT

Students are expected to wear our Gartree High School PE Kit during PE lessons. They should choose items from the list below.

Black polo shirt (summer activities)

Black reversible rugby top (winter activities) or  
Black Gartree mid layer top (Optional)

Black shorts or plain black leggings (no logos)

3G plastic stud boots (see next page for permitted  
footwear)

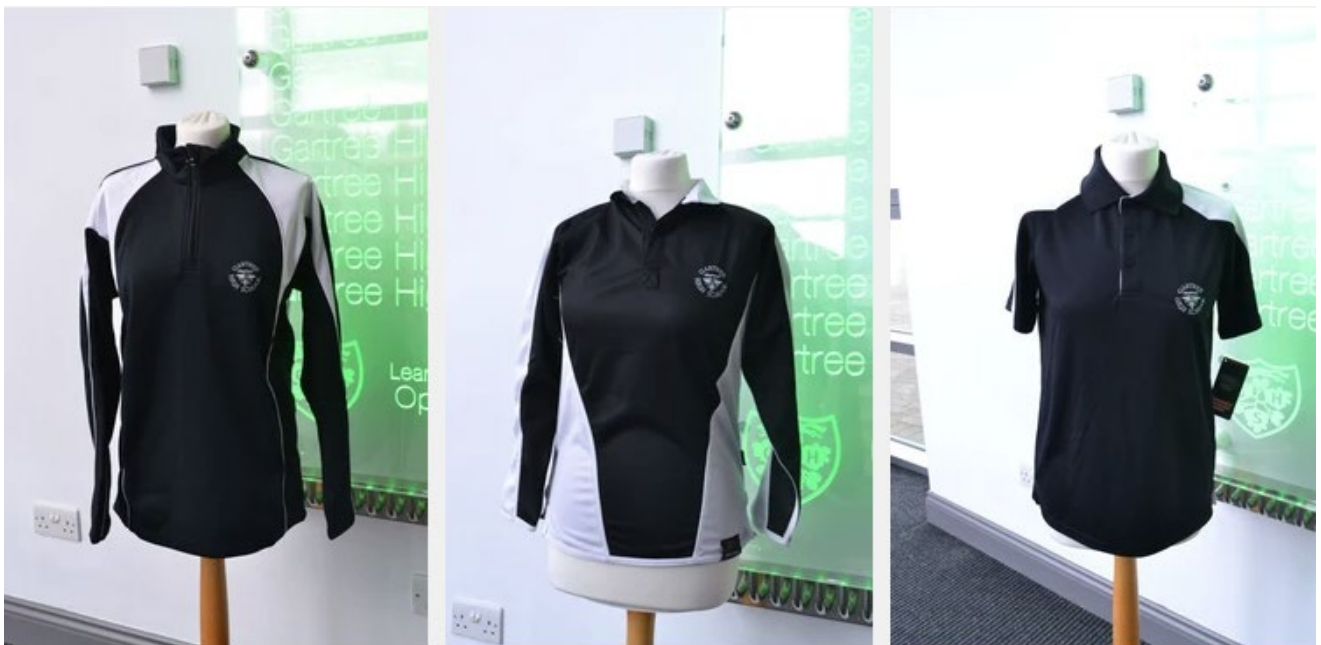
Non-marking trainers (indoor activities)

Black rugby/football socks

White socks (summer activities)

**Uniform and PE Kit can be purchased directly from Schoolwear Solutions**

All uniform should be labelled with pupils names.







# TigerTurf™

## Appropriate Footwear for a TigerTurf 3G Pitch

**Use plastic-studded footwear only  
(no metal studs)**



**Do not use blades, dimpled or flat soled shoes**



Footwear should always be clean and in good condition

Our experienced staff are here to help...



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# EQUIPMENT & HOME STUDY

## EQUIPMENT

Students will need to bring a pencil case to school, containing the following items:

*Two black or blue pens, two pencils, pencil sharpener, rubber, highlighter, glue stick, 30 centimetre ruler, protractor, compass, selection of colouring pencils. A scientific calculator may also be useful.*

## HOME STUDY

Students are set home study in most subject areas. The purpose of this is to reinforce learning which takes place in school.

Students are also provided with a school study planner. This is a key tool in which students should record home study. It is also a useful method of contact between parents and staff – we recommend that you check your child's study planner at least once a week.

Home study is also recorded on Microsoft Teams for students, and My Child At School for parents.

## MOBILE PHONES, SMART WATCHES, EAR PODS/HEADPHONES

All students are expected to switch off and put away their mobile phone, smart watches, ear pods and headphones at the school gates and these items are not expected to be seen again during the school day.

More information about this can be found in our school's 'Mobile Phone Acceptable Use' policies on the school website.

Should you need to contact your child during the school day, please do so via the school office.

# FOOD & LUNCHTIMES

## REFRESHMENTS

Gartree operates a cafeteria system at both break time and lunchtime, with a selection of hot and cold food and drinks items available. Students can choose to eat from here, or bring their own packed lunches. All food and drink (other than water) should be consumed in our expansive seating area in the cafeteria.

Gartree also offers a breakfast club for pupils from 08:00am, with a selection of warm and cold breakfast items.

Many students choose to carry a water bottle around school, which can be filled from the water fountains on each floor.

*Only water is permitted in bottles in schools.*

## EXTRA-CURRICULAR CLUBS

There are many clubs at Gartree which run during lunchtime and after school. These run each day, and vary from term to term. A timetable of clubs is published regularly and available from Form Tutors.

## LUNCHTIME

During their breaks, students have access to the playground, as well as the front field during dry weather.





# KEY INFORMATION

## PASTORAL CARE

Key to a pupil's success in school is our proven support network, which ensures pupils have a happy and successful time at Gartree. Our skilled Pastoral Team is on hand to offer social and emotional support to the pupils in our care. Students are assigned a Form Tutor, and each year-group also has a designated Head of Year and Assistant Head of Year to support to our pupils.

## SPECIALIST LEARNING NEEDS

Our Learning Support Department is a dedicated team of teachers and learning support assistants who assist named pupils in lessons and offer intervention work for small groups. This includes intensive numeracy and literacy work. Please speak to Mrs Collins (SEN-Co) if you have any queries.

## REWARDS & SANCTIONS

At Gartree we take every opportunity to praise pupils for exemplary work and behaviour, via our rewards system. Behaviour expectations are made very clear to all pupils at Gartree and we have a robust sanction system, should behaviour fall below these expectations. Sanctions can include lunchtime or after school detentions, or, in more serious cases, formal isolation or exclusions. Our expectations with students are set out in the following pages.

# Gartree High School Behaviour Charter

## **The Right to Teach**

Teachers can teach students who are ready, equipped and motivated to learn.

## **The Right to Learn**

Learners are able to learn due to high quality teaching and a positive learning environment.



## **The Right to Be Respected**

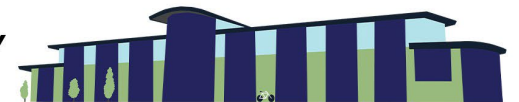
Students and staff are respectful to one another and provide a welcoming environment for all

## **The Right to Feel Safe**

Students and staff promote and create an environment to feel physically and environmentally safe



*Aspiring to Personal Excellence in a Supportive Community*



# Recognition at Gartree



At Gartree we recognise success, effort and positive behaviour of our students. When recognising student's positive actions we simultaneously:

- Reinforce positive behaviour
- Enhance self-esteem
- Promote a positive culture
- Improve relationships
- Model positive behaviours
- Motivate students to continue

## Form Tutors

Use data to talk to and praise students behaviour

Merits – Punctuality – Attendance  
– Uniform

## Heads of Year

Bespoke attendance initiatives  
Bespoke behaviour initiatives

Recognition events in 23/24: Go karting, Driving lessons, McDonald's reward, Voucher rewards

## Class Teachers

Merits  
Emails home  
Phone calls home  
Displaying work  
Conversation



## Whole School Recognition for always doing the right thing - 5/10/20

**5** – consequences

**10** – Merits or more

**20** – Minutes late or less

Film afternoon, bowling trip, inflatable assault course, seaside trip

Subject Awards – Values Awards – Certificates and Roll of Honour

# Gartree High School Home School Agreement



## The School

- We aim to develop a school community where we feel happy, secure and valued as individuals.
- We will recognise that pupils have differing and individual needs and adapt work accordingly.
- We will ensure our Code of Behaviour is applied fairly and consistently.
- We will encourage and reward effort and behaviour and celebrate achievement.
- We will nurture the whole child spiritually, morally, socially, culturally, intellectually and physically.
- We will endeavour to offer a broad and challenging, yet accessible curriculum. We will ensure a variety of teaching and learning styles are used.
- We will monitor and evaluate progress and encourage everyone to develop potential.
- We will prepare pupils to become active and responsible global citizens.
- We will listen with respect and respond appropriately to pupils and parents.
- We will encourage links to our wider community.

## The Parent

- See that my child attends school, dressed in correct uniform, on time and is correctly equipped to learn.
- Inform the school of any concerns or problems that might affect my child's work or behaviour.
- Support the values and ethos of Gartree High School.
- Support the school's policies and guidelines for behaviour.
- Give my child opportunities to learn at home and support Gartree's Homework Policy.
- Attend Parents' evenings and any discussions about my child's learning.
- Encourage my child with the correct uniform and ensure that they wear it.
- Engage with school staff in a respectful and constructive manner both verbally and by email.

## The Pupil

- Attend school.
- Wear the correct uniform in line with Gartree's school uniform policy.
- Bring the correct equipment needed for learning every day.
- Take good care of my school environment and equipment and help to keep Gartree litter free.
- Do my best in lessons.
- Behave sensibly in and around the school building.
- Think for myself and take responsibility for my actions.
- Observe all school rules and treat everyone with respect.
- Not have a mobile phone, smart watch or ear pods/headphones visible in school.
- Respect all members of staff.





# STUDENT WELLBEING



## Look

For signs of distress or struggling.



## Listen

Be empathetic.  
Build understanding.  
Be kind.



## Link

To sources of support.  
Friends. Wellbeing Board.  
Staff.

IT'S OK TO NOT BE OK...

# KEY INFORMATION

## ILLNESS

Success and achievement in school rely on good attendance throughout the school year. If however, your child is unable to attend school due to illness, please inform the school of your child's absence via telephone. Do not send your child to school if they are unwell.

If your child becomes ill during the school day, we will contact you via the contact details you provide to the school. Please ensure they are kept up to date. We have a number of trained first-aiders in school who are able to deal with emergency medical concerns.

## HEALTH AND MEDICINE IN SCHOOL

If your child has a medical condition, please ensure the school is fully aware of the needs of your child. Should you wish for your child to have medicines administered in school, please complete a consent form, which can be obtained from reception. Please keep the school up-to-date with any health concerns. Your child is allowed to bring medication into school, but all medication, including inhalers, tablets and medicines, must be clearly labelled and handed to the school office for safe keeping. This can then be accessed as required. If your child has an Epi-pen, please ensure a spare is given to the school office in case of emergency.

## TRANSPORT

Many pupils come to school via the school bus provided by Beaver Buses. For more information please visit [beaver-bus.co.uk/school-buses](http://beaver-bus.co.uk/school-buses). We encourage cycling and other eco-friendly modes of transport. If your child does cycle to school, we have shelters available which are locked during the day. Unfortunately, we cannot accept responsibility for the safety of cyclists or the security of their bikes whilst on the school site.

*Please ensure that if you are dropping your child off at school in a vehicle, that you **do not enter the school car park**, or block residential drives. Please use the drop off bays along Ridgeway.*



# DIGITAL PLATFORMS

## MyChildAtSchool App

Everyone at Gartree benefits from our MCAS app. This is a secure online system which allows you as parents/carers to log-on and access up-to-date information about your child's progress in school. Through a number of screens, you can see at a glance information about your child's timetable, attendance, attainment, behaviour, dinner balance and more.

At Gartree we use an electronic payment system for meals and paying for trips and activities. You can upload money onto your child's account through the MCAS app. This system enables us to provide a cashless system, which can be managed by you as parents.

*You will be provided with login details for this app soon after your child has enrolled at Gartree in Year 7*

## SOCIAL MEDIA

If you wish to follow the latest news and information from Gartree, please follow @GartreeHigh on Twitter, Gartree High School on Facebook or visit the school's website at [www.gartree.leics.sch.uk](http://www.gartree.leics.sch.uk).









Here at Gartree we're proud to help students to achieve personal excellence in a supportive community.

We believe that everyone in our community, staff, students and parents, should always be supportive, polite and respectful.

There is no place for abusive behaviour, threatening language or intimidation towards our staff in person, phone calls, emails or online.

Our staff are instructed to not engage with parents and carers who behave in such a way.

Thank you for your understanding.





## CONTACT US



0116 271 7421

[admin@gartree.leics.sch.uk](mailto:admin@gartree.leics.sch.uk)



[@GartreeHigh](https://twitter.com/GartreeHigh)

Gartree High School  
Ridgeway  
Oadby  
Leicester  
LE2 5TQ

*Contact details for specific staff can  
be found on our school website*

