

Crispin Upper School Grab sheet

School starts at 08.30
Break time 11.05
Lunch time 13.10
School ends at 15.10

School Uniform

Blazer
V neck black Jumper (optional)
White shirt, House Tie
Mid grey trousers or pleated skirt
Grey/black socks/tights
Black polishable shoes
1 pair of stud earring/ no nail varnish

Contact procedure:

All contact should go to your child's form tutor, from there the member of staff will attempt to help or pass the email on to another member of staff to help. Please remember that as a school we maintain 48 hours to respond to any communication - this is due to staff teaching during the school day. For consistency, all communications should go via the main school reception's email address: office@crispinschool.co.uk

Year 10	Year 11
10-ACW (Ms Cooper-White)	11-APY (Mr Perry)
10-ARI (Mrs Rice)	11-HAB (Mrs Brookes)
10-LAS (Mr Scott)	11-HLF (Mrs Fletcher)
10-LCA (Miss Addicott)	11-JTT (Mrs Turner)
10-MJA (Mrs Angelosanto)	11-LRD (Mrs Dumble)
10-MJS (Miss Stamp)	11-MUC (Mrs Chadwick)
10-TAH (Mrs Hawkins)	11-RCW (Miss Wood)
	11-RLA (Mrs Attfield)

Attendance Stages:

Stage One	Attendance below 96%	Attendance notification letter
Stage Two	Attendance below 94%	Three-week monitoring period letter
Stage Three	Attendance below 92%	Medical Evidence letter
Stage Four	Attendance below 90%	Attendance meeting and referral to education Safeguarding letter
Stage Five	Penalty Notice Warning	15-day Penalty notice warning letter



Mobile phones

All mobile phone devices must be switched off and out of site when entering the school site. Mobile phones are not to be used in school unless instructed by a member of staff.

Mobile phones will be confiscated and left in the main reception for collection at the end of the school day.

Persistent confiscation will result in parent / carers having to collect the phone.

Detentions

The school supports staff by running a central detention system should a student fail to turn up to their detention, please see the process that follows:

Late detention - Held each break time 10 minutes

Middle Leader detention - Held each lunch time for 30 minutes

Senior Leader detention - Held each Friday for 40 minutes

Deputy Head detention - Held each Monday for 1 hour

If a student is unable to attend a detention for a legitimate reason, they should speak to the member of staff who set it and it will be re-arranged.

UpGrade explained

'UpGrade' is our programme of additional support we offer outside of timetables classroom time to support students to fulfil their academic potential. UpGrade consists of a range of initiatives, with the dynamic offer changing over the course of the year to meet student need.

Between September and December, UpGrade will focus mainly on subjects with NEA elements.

- **The UpGrade room:** supervised, independent study room for NEA, extended learning and revision. i06 after school Wednesdays and Fridays until 16:30. Year 10 and 11 welcome
- **After School UpGrade:** additional sessions led by staff to support NEA completion and consolidation of classroom learning. Year 11 only. From January this will shift to include non-NEA subjects
- **Year 11 Bulletin:** Bi-weekly bulletin providing practical tips and advice

From January we introduce **Tutor UpGrade** to utilise our daily tutor session for academic support as well as a wider range of subjects offering **After School UpGrade**.

Report dates:

Year 10	Year 11
22 Nov	23 Oct
03 Apr	19 Dec
18 Jul	28 Mar

Parent evening dates:

Year 10 (virtual)	Year 11 (in person)
5 December	30 January



House points - are awarded in lessons and during the school day as recognition.

Learning concerns - these are logged to inform home about behaviour impacting on learning

Extended Learning - lists the extended learning set in each subject along with respective due dates

Attendance - provides a live update of school and lesson attendance

Timetable - enables you to see what lessons your child has in advance.