



CHALLENGE • SUPPORT • FLOURISH

RANGE HIGH SCHOOL



Information for Parents Booklet 2022 - 2023

1. THE RANGE HIGH SCHOOL PASTORAL SYSTEM

Whilst we have now moved to a Head of Year system we would still like to keep some of the ethos and culture of the House system. Pupils who are already enrolled will remain in their current Houses. As pupils join the school they will be placed in a House which will form the basis for extracurricular events and enrichment opportunities during the school year but the majority of opportunities will be delivered through the Year system. Your child's house will not affect their day to day life or who they are with in class.

Pastoral Structure Year 7 2022- 23

Tutor Group	Form Tutor	
7JRG	Miss Griffiths	
7JC	Mr Chan	
7DEC	Mr Critchley	
7GD	Miss Dennis	
7BG	Mr Goulding	
7AO	Mr Owens	
7AES	Mr Stalker	
Year	Head of Year	Assistant Head of Year
7	Mr Rudd	Mrs Gallagher
8	Ms Singleton	Ms McCarthy
9	Ms Wilson	Mr Wilson
10	Mr Jump	Ms Lawrence
11	Mrs Plumbley	Mr Duddridge
Sixth Form	Mrs Phillips	n/a
Key Senior Staff		
Mrs G Phillips	Deputy Headteacher (Curriculum & Assessment)	
Mr T Dolly	Deputy Headteacher	

All pupils have a form tutor with whom they remain throughout their time at Range High School. This tutor plays a crucial role in monitoring welfare, conduct and progress and it would normally be your child's tutor or Head of Year whom you should contact in the first instance if you need to discuss any concerns.

We ask parents to make an appointment if they wish to see a member of staff. By so doing it will prevent your arrival at school coinciding with the time when the member of staff is teaching or in another meeting. In the event of an emergency we will, of course, make a member of staff available to see you.

Routine notes (to explain absences etc) should be addressed to the tutor, notes about Physical Education to the pupils' PE teacher and letters about other matters to the Head of Year who will consult the appropriate member of staff, effect the necessary course of action, and keep the Headteacher informed.

There are also many other people in school to help and support pupils ~ from Careers Advisors, Learning Mentors and Peer Mentors to the Prefect Management Team.

We take our responsibility to safeguard your child very seriously. Our Information Evenings and other events will help us work together on e-safety and to ensure your child feels safe and happy in school.

1.1 PUPIL SUPPORT

The Learning Mentors are a complementary service in addition to existing systems in school. They are a team of experienced advisors for young people and work with teachers, pupils and parents with the focus of raising attainment within the school environment.

They work with pupils to help them overcome any problems that may interfere with their learning and achievement. They support and guide pupils through typical pitfalls that they may encounter. These can include friendship problems, bullying, bereavement, behavioural issues, anxiety over school-work or exams and personal management difficulties.

Learning Mentors can employ a variety of approaches, which can be tailored to individual needs



1.2 MEDICAL PROVISION

We are fortunate to have medically trained staff on the school premises from 9.30am to 3.00pm. If you wish to discuss any medical issues please speak to Mrs G Spence, the School Nurse or Mrs Nolan, the Special Needs Co-coordinator.

Should your child be unwell in school, they should go to see the Nurse in the first instance. The Nurse can then liaise with the pupil's family. Please note - If you wish the school nurse to dispense paracetamol to your child should they need it, we will require you to consent via Google Form or for you to provide written permission. The nurse will also contact you by telephone to ask for permission to ensure your child has not taken any other medication that day.

1.3 INCLUSION (WITH SPECIAL EDUCATIONAL NEEDS)

The Inclusion Team will screen all year 7 students for learning needs at the start of the academic year and intervention is timetabled following this baseline assessment. This process is reviewed on a termly basis and intervention progress is monitored and adjusted as necessary. Parents will be written to inform them of the bespoke intervention package in place for their child.

As a school we also provide Lexia, a literacy intervention package that can be used at home by all students or if this is not possible from time Lexia sessions can be arranged. Self regulation and independence is our ultimate objective for all learners, as a department we strive to support students to achieve this to prepare them for the demands of high school and the ever changing world of work.

We work closely with parents and, where necessary, outside agencies. A developed and detailed policy statement is available on our website. Parents with concerns in this area should contact the Special Educational Needs Co-ordinator, Mrs Nolan, ln@range.sefton.sch.uk, or the Associate Special Educational Needs Co-ordinator, Mrs V Alexander, va@range.sefton.sch.uk.

1.4 SCHOOL TIMES & PATTERN OF THE SCHOOL DAY

The school operates a 5-period day and a 2-week timetable (Week 1 and Week 2).

Before school Between 8.40 and 8.50 pupils may come into school to leave books/materials, hand in homework etc and organise themselves for the day.	
8.40	Go to Tutor
8.50 – 9.05	Tutor Group / Assembly
9.05 – 9.10	Move to Period 1
9.10 – 10.10	Period 1 Lesson
10.10 – 10.15	Move to Period 2
10.15 – 11.15	Period 2 Lesson
11.15 – 11.25	Break
11.25 – 11.30	Move to Period 3
11.30 – 12.30	Period 3 Lesson
12.30 – 13.10	Lunch
13.10 – 13.15	Move to Period 4
13.15 – 14.15	Period 4 Lesson
14.15 – 14.20	Move to Period 5
14.20 – 15.20	Period 5 Lesson
On Friday Week 2, there is no Period 5 and school finishes at 14.15	

Pupil Reception is open for queries from pupils at lunchtime.

MEALS IN SCHOOL

BREAKFAST

A breakfast service (toast, cereals, bacon rolls, drinks etc.) is available and this is served between 8.15 and 8.40am each day.



LUNCH TIME

The lunch break is from 12.30pm to 13.10pm. Pupils have the opportunity to:-

- (a) remain on the school premises and either have a school meal in the cafeteria
- (b) or bring a packed lunch.



SCHOOL MEALS

Pupils are able to purchase a variety of items in the school cafeteria. In addition to the many dishes which are regularly available, a meal of the day is always included on the menu. We have a range of healthy foods to purchase before school, at break and at lunch time. The school uses a biometric cashless system. Parents may put money on a child's account and view recent purchases in the canteen to monitor healthy eating habits.

PACKED LUNCHES

Pupils who wish to bring a packed lunch will be given the opportunity to do so. They are asked not to carry food or drinks in breakable containers.

DRINKS

Pupils should only bring in water to school, preferably in a reusable container to minimize the use of single use plastics. Water fountains are available in school to refill bottles. Flavoured water may also be purchased in the canteen.

Fizzy, sugary or energy drinks are not allowed in school.

1.5 SCHOOL PLANNER

Each Year 7 pupil is given a planner at the start of the academic year. The planner contains useful information, reminders and a diary and is important in helping your child organise their school day. Parents/Carers are asked to encourage pupils to use the planner on a daily basis. The planner can be used as a means of communication with school and you are asked to check the planner at least weekly and sign it.

1.6 ATTENDANCE

High levels of attendance and punctuality are essential for pupils to work to their full potential, be successful and benefit from the opportunities available to them at school. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly. Ensuring pupils' regular attendance at school is the **legal responsibility of Parents/Carers. By law,**

all children of compulsory school age must attend school. Helping to create a habit of regular attendance is everybody's responsibility – Parents/Carers, pupils and all members of school staff.

When a student becomes a 'persistent absentee' the Local Authority has to be notified. This applies when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will do considerable damage to any child's educational prospects.



The school asks for, and expects, parents' full support and co-operation to address this. This could involve parents/carers coming to an Attendance Panel to review your child's attendance and determine next steps.

If your child is absent from school for any reason, you should telephone on the first day to explain the problem and give a date when return to school is expected. In addition, an absence note should be addressed to the tutor when your child does return. You will

be contacted by telephone if we have had no reason for an absence, usually during the morning of the first day of absence. If we cannot contact you, then we will contact your emergency contacts in order of priority to ensure safeguarding for your child. In some circumstances we will also undertake a home visit in a bid to further support our young people.

If you know in advance that an absence is unavoidable, please inform the tutor at least the day before. We would expect that medical appointments are, where possible, made outside of the school day and we would not expect routine medical appointments to take a pupil out of school for the whole day. Please note that all medical appointments count as an absence. Should your child be ill please telephone the school on the first day of the absence.

1.7 PUNCTUALITY

Poor punctuality is not acceptable. If pupils are late at the start of the day they can miss assemblies, work, vital information and news for the day and do not spend time with their Form Tutor. Late arriving pupils also disrupt lessons. Persistent poor punctuality will result in sanctions being applied e.g. an attendance or punctuality detention.

We seek cooperation in ensuring that pupils are punctual for school. All pupils should arrive in time to commence morning and afternoon sessions promptly. The first bell at 8.40am enables pupils to go to tutor rooms and organise themselves ready for the day. When the next bell rings at 8.50am, all pupils should be in tutor rooms. Failure to arrive by this time will result in pupils being marked "late". Punctuality is recorded on the school report and pupils who are regularly late are required to attend 'Lates' detention. Pupils who arrive after the register is closed will lose their mark for that morning and will receive a U mark which is an unauthorised absence.

1.8 REQUESTS FOR TERM TIME ABSENCE

The school strongly discourages any planned leave of absence in term time because of the impact on both academic and social progress. Missing two weeks of term time in each year of a child's school life is the same as missing almost **one whole school year**.

Under current legislation the Headteacher has the discretion to grant a leave of absence **only under exceptional circumstances**. All requests will therefore be treated on a case by case basis under the school's Leave of Absence policy (*available to view on the school's website at: www.range.sefton.sch.uk*.) Letters requesting term time absence should be addressed for the attention of the Headteacher, at least two weeks in advance of the absence, explaining the circumstances.

2. THE SCHOOL UNIFORM

Our uniform has been chosen for its smartness and its practicality. Please note that make up, false or painted nails, and false lashes do not form part of our uniform. Pupils will be asked to remove these items. Regarding jewellery, students may wear a wristwatch and one pair of plain stud earrings. Persistent breaches may result in appropriate sanctions being applied.

PLEASE LABEL ALL ITEMS OF CLOTHING AND FOOTWEAR WITH THE PUPIL'S NAME AND TUTOR GROUP

If you are unsure about any item on the list, please check with school before making a purchase.

2.1 Main Uniform

- Navy Blue blazer and school badge (badge available from school)
- Plain grey or charcoal grey trousers (tailored with a straight leg)
- Knee length plain grey school skirt (no shorter than knee length) OR
- Knee length plain grey school pinafore (no shorter than knee length)
- Plain light blue shirt
- School tie (available from school)
(Y7, 8 and 9 maroon with stripes, Y10 – maroon with crest, Y11 – navy with crest)
- Plain white or grey socks or, grey or black tights
- Plain black flat heeled shoes suitable for school - No trainers.
(Please see back page for Shoe Guide)

Optional item

- Plain grey V-neck school pullover with badge

2.2 PE Kit

Compulsory items

- Range navy polo t-shirt with individual 'House' colours
- Range navy shorts/ skirt / leggings/ tracksuit bottoms (at least one of these items is needed)
- Navy socks
- Trainers
- Studded football boots and shinpads

House colours: Blundell – Blue Derby – Yellow
 Sefton – Green Weld – Red

Optional items

- Range logo navy hoodie
- Rugby top for boys

Beanie hats and mouthguards can be purchased from the PE department.

Note – Gymnastics/Dance lessons – pupils are required to work in bare feet. If this is not possible for medical reasons, please discuss with PE staff.

Range High School uniform may be purchased from:

Whittakers, 35 London Street, Southport

School badges and Technology aprons are only available to purchase from Visitor Reception in school.

3. ADDITIONAL NECESSARY EQUIPMENT

School badges, Food Technology and Design Technology aprons are only available from school in Visitor Reception.

2.4 ADDITIONAL USEFUL EQUIPMENT

Pencils, coloured pencils, pen, biro - a black biro, a green biro (for Science)
Pencil sharpener, eraser, ruler, compass (for Maths), a clearly labelled pencil case.
Basic Maths equipment including: geometry set and scientific calculator, both of which can be purchased from school.

It is not necessary to buy expensive materials. Pupils should have their own equipment and not borrow from others. Stationery can be purchased from the school library at lunchtime.

3. LOCKERS

Where possible we provide each pupil with a school locker, large enough to hold an outdoor coat and the books which a pupil might need for one school day.

Parents/Carers are asked to provide a lock to enable their child's belongings to be kept in safety. The lockers are not large enough to hold bulky equipment and pupils should, in these cases, make arrangements with their tutor for such items to be stored in safety until they are required. Please ensure your child leaves a spare key to their padlock with their tutor.





3.1 CARE OF PROPERTY

Pupils are responsible for the care of their own property in school. They are asked to look after all books sensibly as well as any other items lent to them. Any losses should be reported immediately to Pupil Reception and any items of lost property found should be handed in to Pupil Reception. If named lost property is received in Pupil Reception, the pupil's Form Tutor will be informed and the pupil will be asked to collect their property at lunchtime.

Lost Property is cleared at the end of every half term.

Please assist the school by naming all your child's property and encourage your child to collect their items of lost property from Pupil Reception.

The school cannot accept responsibility for any lost items such as mobile phones, other electronic items or coats.

3.2 JEWELLERY AND VALUABLES

In addition to a wristwatch students may wear earrings, **no other jewellery is allowed** (only one pair of plain studs). If pupils choose to wear such items, they may be asked to remove them for some lessons where it is deemed to be dangerous. In those circumstances, staff will only be responsible for watches, keys or money (kept in a clearly marked container). Pupils must take responsibility for their own earrings if they choose to wear them on those days.

No body piercings are allowed in school e.g. nose, lips, eyebrows, in any year group.

3.3 SECURITY

Security is an issue which can be an area of concern to us and, therefore, we should like to draw your attention to the following points:

- large amounts of money or other valuables (of material or sentimental value) or expensive items of clothing should not be brought into school.
- if, for some reason, valuables have to be brought to school, they should be given in at Pupil Reception in the morning for safe keeping and collected at the end of the day (this includes mobile phones).
- all valuables should be handed in at the beginning of lessons such as PE. Staff will look after watches, keys and money in a marked container.
- **nothing** should be left in pockets in the PE changing rooms or outside classrooms.
- expensive items of equipment should not be left in unattended bags outside the classroom.

N.B. ALL BELONGINGS SHOULD BE CLEARLY NAMED, MARKED OR LABELLED.

4. MOBILE PHONES

Pupils may hand in mobile phones at Pupil Reception for safe-keeping and it can be collected at the end of the school day.

If phones are seen or heard during the school day, they **will** be confiscated. On the first occasion, the pupil will serve a lunchtime detention. If there is a second incident, the pupil will be given a letter to pass on to you and will serve an after-school detention. If there is a third offence, the Head of Year will contact you and we will only return the phone to the pupil on receipt of an assurance from you that your child will hand in their phone each morning.

Pupils are also not allowed to use headphones / airpods during the school day. If seen or heard they will be confiscated.



The school cannot accept responsibility for any lost items such as mobile phones and other electronic items.

4.1 SCHOOL RULES AND DISCIPLINE

All pupils should:-

- (a) show respect for other people
- (b) show respect for the property of others (including the school buildings and equipment)
- (c) show respect for themselves and their own property.

More detailed guidelines are regularly explained to the pupils and are posted in each tutor room.

We have framed our expectations for behaviour around being ready, respectful and safe: **READY** to learn (equipped, on time and in the correct uniform), treating each other in a calm consistent manner which is **RESPECTFUL** and behaving in a manner which is always **SAFE**.

We aim to always give our first attention to the excellent behaviour of the overwhelming majority of our students while dealing clearly and consistently with behaviour that is unacceptable. Class Charts allows us to award merits for a wide range of good behaviour and achievements. Pupils and Parents are given log on details for Class Charts early in the first term of school. Once registered you will be able to check reward and behaviour points online or via a downloadable app.

Sometimes it will be necessary to deal with negative behaviour. In lessons, students will be reminded about our expectations before receiving a caution. If they fail to respond to the caution, they will be given a last chance warning (at this point they will also need to remain behind after the lesson to discuss their behaviour). If their behaviour does not improve, the next stage is a time out (a short time outside the room) which will also earn a detention. Students who fail to respond to these interventions may be removed from lessons. All of these events will be logged in class charts and visible for you to see.

Some behaviours may warrant skipping some or all of these steps, arriving at a serious sanction sooner.

As a school we aim for 60 minutes of learning per lesson to ensure your child makes the best possible progress. In support of this pupils are not routinely allowed out of lessons. Pupils are allowed to use toilets/ fill water bottles during break, lunchtime and changeover only.

School Detentions

Class Charts will be used to administer detentions. You will be able to see detentions that have been set and an e-mail will be sent. If a detention is missed you will also be notified. Please ensure your details are up-to-date on our records. We encourage all parents to regularly check their child's progress, behaviour and attendance on Class Charts.

A copy of the school's Behaviour Policy can be found on our website.



5. REWARDS

We use Class Charts to also award merit points.. Students receive 3 points every lesson for being on time, in the correct uniform and properly equipped. They can also achieve additional merits for effort, participation, good work and many other classroom behaviours. We also award our students' contributions to wider school life through further merit points and run a 'Student Leadership scheme'.

Students can spend their merit points in an online reward store, exchanging them for a wide range of items including stationery items, treats and raffle tickets. The school celebrates the achievements and efforts of pupils throughout the year via year assemblies and end of term/ end of year rewards trips as voted for by the School Council. There are also KS4 and KS5 Presentation Evenings.

6. CURRICULUM

We encourage all pupils to achieve their full academic potential by working hard in school time and at home.

In Year 7 all pupils study the following subjects: English, Mathematics, French, Science, History, Geography, Art, Technology, Computing, Music, Physical Education, Religious Education, Drama and PSHE, (Personal, Social & Health Education).

During Year 7 pupils are mainly taught in mixed ability sets except in English and Maths where pupils will be placed in sets according to ability. There will also be smaller groups in English and Maths for those pupils who need additional support.

Setting is introduced in Modern Foreign Languages in Year 8 and Science in Year 9. At the end of Year 9 pupils have the opportunity to select courses which are best suited to them in Years 10 and 11. All pupils study the core National Curriculum subjects of English, Maths, Science, Physical Education and Religious Education. The majority of pupils will also study a Foreign Language. In addition they are able to take further option subjects from a wide choice. Courses lead to GCSE examinations or GCSE equivalent qualifications.



6.1 EXTRA CURRICULAR ACTIVITIES

We are fortunate to have staff who are prepared to put much time and effort into organising activities outside the curriculum. A wide variety of extra curricular activities takes place throughout the year. Details are published through the whole school extra-curricular timetable and through departments. In addition, a wide range of sporting activities are available with pupils having the opportunity to represent their school at a local and national level. There are also inter-form sporting competitions, offering many pupils the opportunity of representing their tutor group in a wide range of activities.

The school organises a number of trips and visits. In Year 7 pupils have the opportunity to be involved in a UK based trip and there are a wide variety of subject based trips. The school also organises a ski trip and a water sports trip which are open to all year groups.

7. HOMEWORK

At Range High School teachers set homework by recording it on Class Charts, to ensure everyone is clear what homework has been set, when it is due in and how long it should take to complete.

All pupils and parents are given access to Class Charts and most access it as a smartphone app. In Year 7 pupils can also record their homework in their planner.

7.1 ASSESSMENT, RECORDING OF ACHIEVEMENT AND REPORTING TO FAMILIES



Assessment is integral to the learning process. We have a policy used by all our staff which uses assessment to tell us about pupil progress, but, more importantly, it also tells pupils how they can improve still further.

All pupils are set challenging targets which they work to achieve at the end of each Key Stage. Pupil work is assessed regularly. Pupils are given detailed feedback on their achievements and how to progress further. Pupils are encouraged to reflect on the standard of their own work, and to take responsibility for their progress.

We use a variety of means to communicate and celebrate achievements with

parents/carers. In addition to an annual written report, families also receive an interim progress card which show if a pupil is working at an appropriate level. We also hold a Parents' Evening for each year group where parents/carers have the opportunity to talk to subject teachers. The Parents' Evening for Year 7 in the first term focuses on transition and settling in. The Parents' Evening for Year 7 in January will be to discuss academic progress. We feel this package of information will keep parents/carers up to date throughout the year about a pupil's progress but you can also contact your child's Head of Year if the need arises.

8. TRANSPORT

The majority of pupils walk or cycle to school, with a small number of pupils choosing to get the school bus that serves two routes.

Cycles can be stored in a secure compound on site for those pupils who wish to travel to school by bicycle. All cycles **should be locked** when left in the compound. It is the responsibility of the pupil to ensure that they are locked and secure. Bicycles brought on to the school's premises are not covered by the school's insurance and parents/carers are strongly advised to take out their own insurance cover. **The school cannot accept any responsibility for bicycles brought on to the school premises.**

Parents are asked to satisfy themselves as to the roadworthiness of their children's bicycles, **and to stress to their children the need for great care when cycling to and from school.** We strongly recommend that pupils' bicycles are stamped by the local police as a deterrent against theft and that helmets are worn. The local Police do come into school to put a security mark on personal belongings (bikes, mobile phones etc) it is highly recommended that your child takes this opportunity to protect their property.

The school bus service is provided by Merseytravel for the sole use of Range High School pupils. There are two routes to and from school and details can be found on our website under Key Information – School Bus.

We ask for the cooperation of parents who bring pupils to school by car in ensuring that we disturb as little as possible those people who live near the school in Stapleton Road. In the interests of safety, please do **NOT** park too close to the main gate or double park on Stapleton Road and do not bring your car into the school grounds when dropping the children off.

Please do not park on the yellow 'Zig-Zag' lines or in the bus bay when dropping children off or collecting children to prevent accidents when children enter and leave the school premises.

9. RANGE NEWSLETTER

The Range Newsletter is published every half term and current and back copies can be viewed on our website.

10. LETTERS AND OTHER COMMUNICATIONS

The school uses School Gateway to send emails, reports and text messages to parents/carers. Please ensure that you update the office with any changes to email addresses and mobile numbers.

We encourage you to download the School Gateway app as this contains key information such as term dates, links to the parents' evening system and the school website. It also enables the school to send free text messages to you, eg. to notify you of absences.

Letters and information for those families not able to receive email will be sent via pupils.

Please contact the school for assistance if you experience any problems with School Gateway, either by email: admin@range.sefton.sch.uk or by telephone 01704 879315.

11. PERMISSIONS

We will ask you as part of the school admissions process to confirm if you:

- i) will allow us to use photographic images of your child
- ii) wish their fingerprint to be recorded as part of the School Meals Payment system
- iii) are happy for the school nurse to give 'over the counter' medication (eg paracetamol)



12. **CONCERNS OR COMPLAINTS**

If you have a concern or a complaint we would like you to tell us about it. We welcome your suggestions for improving our work in the school.

Be assured that whatever matters you raise, our support and respect for you and your child in the school will not be affected in any way.

Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

Please send any complaints to admin@range.sefton.sch.uk





UNIFORM EXPECTATIONS

BEFORE YOU ENTER THE SCHOOL YOU ARE EXPECTED TO:

- HAVE YOUR COAT OFF
- BE IN THE FULL UNIFORM WORN CORRECTLY
- PHONES SWITCHED OFF AND AWAY

BLAZER ON AT ALL TIMES
- THEY CAN BE TAKEN OFF
IN LESSON ONLY IF
ADVISED BY THE TEACHER



TOP BUTTON TO BE
FASTENED AND TIE
THE KNOT RIGHT UP
TO THE BUTTON

SHIRTS TUCKED IN

BOTTOM OF YOUR
TIE MUST TOUCH
THE TOP OF YOUR
SKIRT/TROUSERS



SMART SHOES MUST BE WORN, SEE EXAMPLES BELOW:



Shoe Guide

Additional guidance on school shoes.

Sensible, plain black leather or PVC leather school shoes. They must be plain black shoes and if they have laces they must be black.

NO fabric, canvas, trainers, converse, sports shoes, pumps, sandals, creepers, wedges, dance slippers, sling backs, mules or boots.



We consider this style of shoe to look too much like Converse / a trainer and is not permitted in school.



Again, these two examples are considered to look more like a trainer than a shoe.



This is an example of a smart shoe which can be purchased from Primark. There are lots of other places that sell perfectly acceptable shoes, Asda, Tesco along with Clarks or Next. Please don't feel the need to buy an expensive shoe. But please do also be aware of shops advertising trainers as shoes. If they don't look like those pictured they will not be allowed.