# Court Fields School



# Year 7 Learning Handbook Autumn Term 2024

Achieve · Belong · Participate



# Welcome to Court Fields School

Dear Parent/Carer.

I am delighted that your child is joining us at Court Fields School in September 2024. We are very proud of our school and our students. We are excited to see your child become part of our community and be able to demonstrate our motto of Achieve, Belong, Participate.

Our aim is for every child to achieve, belong and participate and this is at the heart of everything we do at Court Fields. We believe in the absolute moral responsibility we have for equipping students with the best possible exam results. We know that this opens doors for students and prepares them with a broad range of knowledge, outstanding attitudes and a strong moral foundation. We are ambitious for our students and our school.

You will want to know that your child is safe, happy, valued and given the best opportunities to succeed in whatever their future holds. We are committed to ensuring that this happens, by equipping your child with the knowledge, skills and characteristics of successful, happy learners.

We will ensure that they have access to a high quality curriculum, carefully sequenced to support progressive development of knowledge. They will receive high quality teaching and support, from staff committed to going the extra mile to help them on their learning journey. Pastorally they will have excellent care, support and guidance, provided by a highly skilled team of Heads of Year, Tutors and support staff, led by our Pastoral and Safeguarding Lead, Mrs Westwood.

By ensuring the right balance between highly effective curriculum, personal development and pastoral aspects, we will ensure that your child is able to meet our high expectations of progress, behaviour, attendance and those personal qualities that are embodied by our Court Fields Experience. This will run through all aspects of your child's life at school: in lessons, in student leadership opportunities, in the house system, in our routines and in the wider curriculum.

This guide will enable you to find out more about the learning that your child will experience in Year 7, starting with the Autumn Term. It shows you the intent of our curriculum, in short the what and why of each subject. You will see how the curriculum is implemented in each subject and how it progresses, building secure foundations to ensure fluency in learning. It shares with you what we want our students to know and remember over the course of this term, so that you can help support their learning at home. This link between school and home, especially around learning, will be vital in your child's success.

There are also a range of resources, information and links to help you and your child understand and make the best of the many opportunities available to you, so that your child has the best chances to achieve, belong and participate.

Thank you for placing your trust in us. We look forward to working with you and your family as part of our community at Court Fields School.

With my very best wishes,

Mrs Polly Matthews Headteacher

# Need to contact us?

The easiest and quickest way to contact us is via email. Please see the Communications section on the back page.



# **Curriculum Intent**

Every child at Court Fields School will be supported to achieve their full potential, enjoy a strong sense of belonging and to participate fully in the life of the school and their community.

Learning does not happen unless students feel safe and secure, have positive, trusting relationships with adults around them and perceive these adults as being fair.

Ensuring students have emotional security to learn effectively will always come first in our school.

Our principles are that challenge is at the heart of every lesson for every student.

All lessons are characterised by high quality explanation and modelling, students are supported to practise until they become independent, and feedback and questioning are used strategically so that our students get the best learning experience in every lesson.

Every child has an equal right to a challenging and enlightening curriculum. By teaching our curriculum well, and developing effective learning behaviours, we bring out the best in everyone.

The curriculum at Court Fields School is aimed to provide a personalised experience, designed to meet the needs of all children.

# **Court Fields Ethos & Values**

**Every Child Achieves. Every Child Belongs. Every Child Participates.** 

Our aims are simple. We want every child at Court Fields School to achieve their potential, participate in the school and the wider community, and enjoy a strong sense of belonging.

Our foundations for this are high quality teaching and learning, a broad and balanced curriculum, and a safe environment. We support all of our students to be ambitious, and have a positive attitude towards every aspect of their school life. We are proud of our students.

Our values demonstrate a commitment to developing them as individuals, leaders of others, team players and advocates for those who need support. Our school ethos is one of hard work and empathy, embodied by our values of:

- Integrity
- Respect
- Kindness
- Resilience
- Responsibility



# **Our Court Fields Experience**

All our students will experience a wide variety of enriching activities, character education and personal development over their 5 years at Court Fields. From September 2022 we will be referring to our personal development as The Court Fields Experience. It is vital we prepare our students to be active learners and confident to face the wider world during their lives.

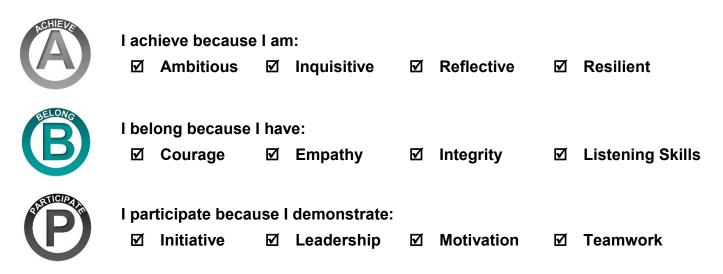
As part of our Court Fields Experience all students will learn across the following aspects of their personal development during their 5 years with us.

- Careers Advice & Guidance
- PSHCE
- Character Education
- Characteristics Development
- Equality, Diversity, and Inclusion
- Extra Curricular and Wider Opportunities
- British Values
- Citizenship
- Social, Moral, Spiritual and Cultural Education

# **Characteristics of Court Fields Students**

The characteristics that we develop in our students, so that they leave us equipped for success in their future, are supported by our Court Fields Experience.

They enable our students to Achieve, Belong and Participate.



# THE COURT FIELDS EXPERIENCE

# **Developing our Court Fields students for their successful futures**





# **Our Court Fields Routines**

The school day begins with our routines, from experience we know students need routine and these simple steps ensure all our students are ready and prepared for the day's learning. All classrooms follow the same welcome routines to ensure a prompt start to each lesson.



We use the following guiding principles in Tutor Time and lessons to ensure that our students know, learn and remember more.

- Relationships, routines and habits for positive learning
- Literacy development, using questioning and discussion, to support oracy, reading and vocabulary
- Using modelling, guided and independent practice
- Safeguarding
- Ensuring that what we do is underpinned by a wide range research and based on solid evidence
- Using high quality adaptive teaching, alongside planning for students' individual needs and ongoing assessment of what students know. This means that we support students' SEND needs effectively in the classroom
- Supporting all our students, and particularly those who are disadvantaged, to learn the essential knowledge that will equip them for their future.

# **Year 7 Pastoral Team**

# **Head of Year**

Mr R Seaton rseaton@courtfields.bep.ac

# **Tutors**

Mrs D Brown dbrown@courtfields.bep.ac
Mr T Hold thold@courtfields.bep.ac

Mrs A Mossman amossman@courtfields.bep.ac
Mr C Whiteoak cwhiteoak@courtfields.bep.ac
Mrs C Ayshford-Smy csmy@courtfields.bep.ac

Miss H Derbyshire hderbyshire@courtfields.bep.ac
Mrs J Andrews jandrews@courtfields.bep.ac
Mr L Wones lwones@courtfields.bep.ac
Miss A Rendell arendell@courtfields.bep.ac

# Timings of the School Day

# **Key Points**

- The taught school week is 25 hours.
- The whole school week is 35 hours and 45 minutes.
- In addition to the taught week, there will be 30 minutes tutor/assembly time each day.
- The taught week will consist of 25 one hour lessons based on a one week timetable.

# The School session times for each day are:

| Time              | Session                            |
|-------------------|------------------------------------|
| 8:35am            | Warning Bell                       |
| 8:40am - 9:10am   | Registration / Assembly / Tutorial |
| 9:10am - 10:10am  | Period 1                           |
| 10:10am - 11:10am | Period 2                           |
| 11:10am - 11:30am | Break                              |
| 11:30am - 12:30pm | Period 3                           |
| 12:30pm - 13:30pm | Period 4                           |
| 13:30pm - 14:05pm | Lunch                              |
| 14:10pm - 15:15pm | Period 5                           |
| 15:15pm           | End of School                      |

Additionally the LRC is open from 8am daily, with Homework Club from 3:15-5pm (Mon-Thurs)

# **Home Learning**

# **How Home Learning Supports Progress**

Home learning is a valuable habit for all students. Research suggests that efficient home learning can lead to an additional 5 months' progress in each subject across an academic year

Home learning in Year 7 is about forming positive habits. These include:

- Reviewing and revisiting learning from lessons
- Revising previously learned content
- Practicing application of new and prior knowledge
- · Becoming independent
- Solving problems

However, we are also aware that time-consuming and resource-heavy home learning tasks can put a strain on students, and also on parents and other family members. We aim to ensure that revision is easy to access, does not require excessive resources and can be completed in a reasonable amount of time.

Homework in Year 7 will focus on ensuring students review and revise content from their lessons and build good revision habits to support future learning. At least once per fortnight, students will be asked to spend time at home revising the content they have learned in lessons, using knowledge organisers and online resources.

In addition, we request that all students read for 20—30 minutes, at least 3 time per week. Students will be supported to use the library during their English lessons to pick texts they find engaging and which are suitable for their reading level. We would encourage students to continue reading to or with parents wherever possible. Studies show that students who continue to read regularly throughout secondary school are likely to achieve substantially higher grades at GCSE.

# **Knowledge Organisers**

Knowledge organisers are single page A4 sheets which lay out the essential knowledge for a unit of study. These may include the following:

- · Facts which students need to learn
- Information about key processes and methods used in a subject area
- Diagrams and images to support learning
- Vocabulary needed for the subject area

Students will be given knowledge organisers in most subjects, along with a folder to organise these in and a link to an online version. We would suggest that students use one of the methods below to revise using their knowledge organiser:

- Look, cover, write, check. This is particularly useful for learning spelling, facts and data
- Create mind-maps using the knowledge organiser. This helps students to draw links between pieces of information
- Dual coding. Students copy out and annotate the information on their knowledge organiser with images. This aids memory and retention.
- Make your own—students can create their own knowledge organisers from memory. This helps to embed learning
- Quizzing. Once students have spent time learning the information on the knowledge organiser, it is helpful if
  parents / siblings can quiz them to see what they do and do not remember. This helps students to focus only
  on what they still need to learn

We will be sharing more information on using knowledge organisers through our information videos on our website over the coming months.

Please find below the link to the knowledge organisers which can be found on our website.

Courtfields.net - Home - Curriculum Content

https://www.courtfields.net//curriculum-content.htm

# **Curriculum Overview - Autumn Term**

| Art       | Know about:                                     | Know how to:                                       |  |  |  |  |
|-----------|---|--|--|--|--|--|
|           | Shading, tonal value, shape and line            | Draw   |  |  |  |  |
|           | Mark making and form                            | Compose  |  |  |  |  |
|           | Altering scale and developing from              | Blend  |  |  |  |  |
|           | mistakes  | Tone   |  |  |  |  |
|           | Matching drawing techniques to task and project | Mark make  |  |  |  |  |
| Computing | Know about:                                     | Know how to:                                       |  |  |  |  |
| Computing | Software  | Use school networks                                |  |  |  |  |
|           | Microsoft Office                                | Use Microsoft Office Programs                      |  |  |  |  |
|           | Files and Folders                               | Embed Images                                       |  |  |  |  |
|           | Internet Safety                                 | Embed Video  |  |  |  |  |
| _         | Know about:                                     | Know how to:                                       |  |  |  |  |
| Drama     |   |  |  |  |  |  |
|           | Create characters                               | Use texts  |  |  |  |  |
|           | Improvision                                     | Apply physical and vocal techniques                |  |  |  |  |
|           | Devising  | Create performance                                 |  |  |  |  |
|           | Vocal and physical techniques                   | Perform  |  |  |  |  |
|           | Theatrical roles                                | Reflect and evaluate performance                   |  |  |  |  |
|           | Scripted performance                            | Virginia harria                                    |  |  |  |  |
| English   | Know about:                                     | Know how to:                                       |  |  |  |  |
|           | Aristotle                                       | Use devices to persuade                            |  |  |  |  |
|           | Rhetoric  | Use conjunctions for cohesiveness                  |  |  |  |  |
|           | Pathos/Logos/Ethos                              | Use standard English and register for authority    |  |  |  |  |
|           | Persuasive Techniques  Know about:              | Speak with confidence and for effect  Know how to: |  |  |  |  |
| French    | Geography of where French is spoken             | Introduce yourself                                 |  |  |  |  |
|           | Pronunciation                                   | Pronounce vocabulary                               |  |  |  |  |
|           | Phonic rules                                    |  |  |  |  |  |
|           |   | Discuss age and hirthdays                          |  |  |  |  |
|           | Using dictionaries                              | Discuss age and birthdays  Give basic opinions     |  |  |  |  |
|           | Vocabulary for greeting and farewell            | Give basic opinions  Talk about note               |  |  |  |  |
|           | Gender, Verbs and conjugation                   | Talk about pets                                    |  |  |  |  |
|           |   |  |  |  |  |  |

# **Curriculum Overview - Autumn Term**

| History | Know about:                                       | Know how to:                                       |  |  |  |  |
|---------|---|--|--|--|--|--|
|         | AD and BC Timelines and Chronology                | Historians select evidence                         |  |  |  |  |
|         | Tollund Man—source investigations                 | Historians identify connections                    |  |  |  |  |
|         | Romans-Anglo-Saxons and Vikings                   | Historians make comparisons                        |  |  |  |  |
|         | 1066 the Battle of Hastings and Norman<br>England | Historians use evidence                            |  |  |  |  |
|         | Medieval Britain                                  |  |  |  |  |  |
| Maths   | Know about:                                       | Know how to:                                       |  |  |  |  |
| Tidtilo | Order of operations (BoDMAS)                      | Long multiplication and short division             |  |  |  |  |
|         | Review of place value                             | Order decimals                                     |  |  |  |  |
|         | Different metric units                            | Round numbers to powers of ten                     |  |  |  |  |
|         | Review of factors, multiples and primes           | Round numbers to decimal places                    |  |  |  |  |
|         |   | Convert between fractions, decimals and percentage |  |  |  |  |
|         | Know about:                                       | Know how to:                                       |  |  |  |  |
| Music   | Elements of Music                                 | Compose  |  |  |  |  |
|         | Notation  | Appraise   |  |  |  |  |
|         | Graphic Scores                                    | Perform  |  |  |  |  |
|         | Timbre  | Analyse  |  |  |  |  |
| Science | Know about:                                       | Know how:  |  |  |  |  |
| Science | Organisms   | Robert Hooke first used a microscope               |  |  |  |  |
|         | Animal Cells                                      | To use a microscope                                |  |  |  |  |
|         | Cytoplasm   | To calculate the magnification of cells            |  |  |  |  |
|         | Plant Cells                                       | To draw and label a plant cell                     |  |  |  |  |
|         | Specialised Cells                                 | To draw and label an animal cell                   |  |  |  |  |
| Spanish | Know about:                                       | Know how to:                                       |  |  |  |  |
| ·       | Geography of where Spanish is spoken              | Introduce yourself                                 |  |  |  |  |
|         | Pronunciation                                     | Pronounce vocabulary                               |  |  |  |  |
|         | Phonic rules                                      | Describe yourself                                  |  |  |  |  |
|         | Using dictionaries                                | Discuss age and birthdays                          |  |  |  |  |
|         | Vocabulary for classrooms                         | Talk about brothers and sisters                    |  |  |  |  |
|         | Vocabulary for greeting and farewell              | Talk about pets                                    |  |  |  |  |
|         | Gender, Verbs and conjugation                     |  |  |  |  |  |

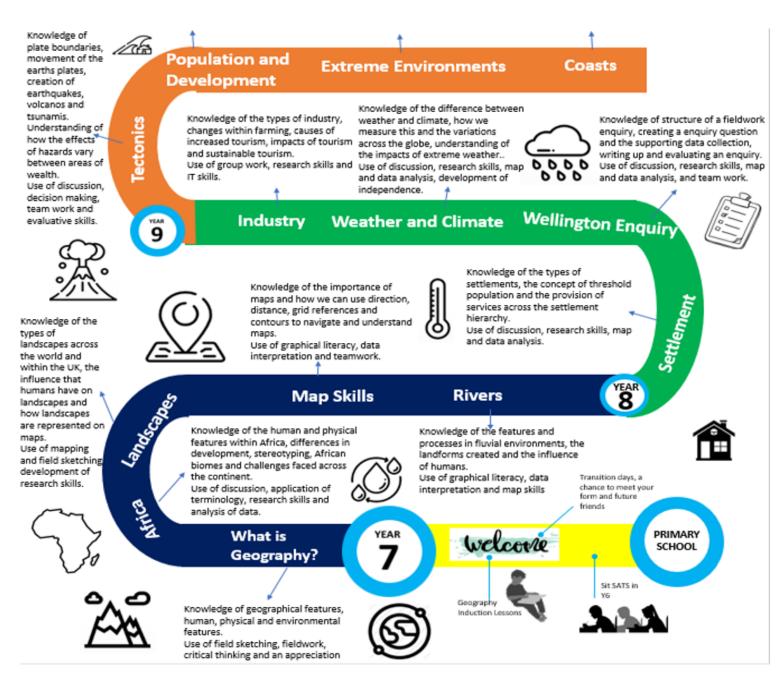
# **Curriculum Overview - Autumn Term**

| World Views     | Know about:   | Know how to:   |  |  |  |  |
|-----------------|---|--|--|--|--|--|
|                 | Explore your personal identity  Understand the identity of our local community  Explore the identity of Christians, Jehovah Witness, GRT and Humanists  Investigate the identity of Muslims  Consider what makes humans happy  Understand the Buddhist road to happiness                                      | Reflect Express opinion Understand different perspectives Debate Challenge Evaluate  |  |  |  |  |
| Food Technology | Know about:   | Know how to:   |  |  |  |  |
| Geography       | Cooking skills and food science Nutrition and health Food safety Food provenance and food choice  Know about: Human , Physical and Environmental Geography Human and physical contrasts in different regions of the world including Africa Differing landscapes and the impact humans have on the environment | Weigh, prepare and cook food Understand macro and micro nutrients, eat well guide Cook and store food safely Recognise seasonal foods and understand special dietary requirements Know how to: Carry out fieldwork Apply subject terminology Evaluate information Use maps and data as evidence and to give reason |  |  |  |  |
| Technology      | Know about:  Materials  Properties  Natural wood  Manufactured wood   | Know how to:  Identify differences in materials  Use equipment safely  Explain properties of materials   |  |  |  |  |

# **Curriculum Subjects - Geography**

**Autumn Term Overview — Example** 

# **Geography Progression Map**



### Disciplinary Vocabulary for Geography

Human FeaturePhysical FeatureEnvironmental GeographyField-SketchScaleFieldworkContinentCountryPlace

# Knowledge Organiser - Geography





# Africa's Physical Features Mt Kilimanjaro

- through it. It takes 7-10 days to climb.
- Crosses 10 countries. Has the River Nile flowing

# Covers 30% of Africa Sahara Desert Highest point is 19,341 ft Located in Tanzania



|          | 0.463 (1734)                  | \$790 (164º)                                 | 66.2yrs (147²n) | 49.6                       | 49.1%         |
|----------|-------------------------------|--|-----------------|----------------------------|---------------|
| ETHIOPIA | Human Development Index (HDI) | Gross National Income (GNI)<br>per capita \$ | Life Expectancy | Under 5 mortality per 1000 | Literacy Rate |



| real / All Ica | Meaning:  | One of the world's seven large<br>landmasses. Africa is one of them-<br>others include Europe and South<br>America | An area of land that has its own government. The continent of Africa contains 54 countries | A set idea that people have about what someone or something is like, especially an <u>idea</u> that is <u>wrong</u> . | A large area of land which has the same plants, animals, soil and climate e.q., rainforest | A hot and dry area that received less<br>than 250mm of rainfall per year. E.q.,<br>The Sahara | How the wealth and quality of life for people differs from place to place. | The percentage of people that can read and write. | The number of children, under 5 years old, that die. | How many years on average a person in<br>a place is expected to live to. |
|----------------|-----------|--|--|---|--|---|--|---|--|--|
|                | Key Word: | Continent  | Country  | Stereotype  | Віоте  | Hot Desert  | Development  | Literacy rate                                     | Infant<br>mortality rate                             | Life<br>Expectancy   |

# Africa Enrichment:

Follow me to further reading!



# Development in Africa:

Development is all about how wealth and the quality of life of people iving on our planet varies from place to place.

# What problems does Africa still face?

shortages in its water supply, whether atmospheric, surface water or Drought- a period of below-average rainfall in a region, resulting in ground water. A drought can last for months or years.

Famine - a widespread scarcity of food caused by several factors including war, inflation, crop failure, population imbalance, or government policies.

and use of none-essential water, people leaving their homes in search of Effects of drought — crops and cattle dying, introducing hosepipe bans better locations, increase in infant mortality, reduced life expectancy, people having to skip meals, rivers and lakes dry up.

# Pyramids of Giza

Africa's Human Features

- Located in Giza, Egypt.
- Tombs to the great Pharaohs. Over 4500 years old.
- Known as the 'red city' due to the red brick buildings. Atlas Mountains.

Found at the base of the

Located in Morocco,

Marrakesh

# Hot Desert

- Hot in the day (up to 50°C) but very cold at night.
- long roots and thick Hot deserts receive less that 250mm of Spiny shrubs with rainfall per year.

Semi-Desert

Hot Desert

water and protect Camels – adapted stems to store themselves.

avanna

periods without water to survive long

Can you describe the location of the hot desert and tropical rainforest biomes?

What challenges and opportunities do you think people living in Africa face?

How might life in Kenya and Ethiopia be different from one another?

# **Deliberate Practice in Maths**

Our approach to home learning in maths differs slightly to other subjects.

Research has shown that the best way to learn and retain mathematical knowledge is through observing a process, having it explained to you, and then deliberately practicing the process yourself. For this reason, the maths faculty use an online platform called Sparx Maths for all home learning. Please see the information below about Sparx Maths.

Sparx Maths can be accessed via the school website here: <a href="https://www.courtfields.net//sparx-maths.htm">https://www.courtfields.net//sparx-maths.htm</a>

- Sparx Maths has been evaluated and validated by the University of Cambridge.
- Pupils are set 1 hour of challenging but achievable maths homework work per week, which focuses on what they are
- learning in lessons and retrieves prior knowledge so it transfers into your child's long term working memory.
- This doesn't have to be done in 1 sitting, it can be broken down into more manageable chunks.
- Your child's teacher will talk them through how to log onto Sparx Maths.
- Part of the homework will involves times tables practise, to support basic numeracy.

Sparx uses algorithms to create homework bespoke to your child, at the right level of challenge for them.

- Sparx Maths contains over 43,000 questions used to set the right level to challenge pupils without questions being too hard, and your child is given instant feedback on how they have done in each question.
- There are over 10,000 support videos to support children if they are stuck.
- Pupils are rewarded with XP for their efforts on homework, no matter what level they are working at.
- Sparx provides carefully scaffolded pathways through topics, based on 10 years of research, to support learning at a pace unique to each individual.
- Children's confidence and resilience will grow once they realise they can answer *all* of the questions they are
- given correctly
- As well as compulsory work, children can do further independent questions to extend their knowledge. This is known as XP boost homework.
- There is also an 'independent learning' section where pupils can practise questions on any topic they choose and attempt questions at any level, whenever they want.
- Parents are sent weekly email outlining whether their child's current homework has been done or not, to encourage children to complete their homework in good time each week (so it is not left until the night before it is due!).
- Parents can also see how their child is progressing with their work on Sparx.
- So Sparx can get an accurate picture of your child's understanding, they should always initially attempt questions without any parental support.
- ♦ The Maths Department offer a Sparx Maths support clinic on Wednesday after school (3:15 – 4:00) to support any children struggling with their homework or for those looking for a quiet place to study. This is an open invitation and all children are welcome to attend



Maths. Reimagined.

www.sparx.co.uk

# **Assessment**

# **Formative Assessment**

Formative assessment is an ongoing process which happens each lesson in each subject. Through formative assessment, teachers are able to ascertain whether a student has grasped the essential knowledge and concepts needed to move on, and can adapt their planning as a result.

Formative assessment may take many forms, and students will probably be unaware that their teacher is assessing their learning. Common formative assessment may include:

- Asking questions
- Quizzes
- Plickers (an online quizzing tool)
- Marking written work
- Check ins during independent tasks
- Discussion

### Summative Assessment

Summative assessments are more traditional, written and graded assessments. These are used to assess whether a student is reaching the expected standard for that part of the year. These may take the form of:

- · End of unit tests
- · End of term tests
- Extended written responses

Summative assessments usually test knowledge from a specific topic as well as retention of previous topics.

# Reporting in Year 7

We will report your child's attainment and progress to you twice per year. This is to ensure that students have sufficient time to embed essential knowledge and revise what they need to know. Teachers will base the grades given on class work, homework, formative and summative assessments and contribution to discussion. Your child will be awarded one of three grades:

**Expert Knowledge:** Your child consistently demonstrates understanding significantly above what we would expect from a Year 7 and has mastered the knowledge taught in Year 7.

**Greater Depth Knowledge**: Your child is consistently working above where we expect them to be and has a secure understanding of the knowledge taught in Year 7.

**Age—Related Knowledge**: Your child is consistently working at the level we would expect and has a good understanding of the knowledge taught in Year 7.

**Foundation Knowledge**: Your child consistently demonstrates basic knowledge and has not secured the knowledge taught in Year 7.

# Progress, Homework and Attitude to Learning

Alongside attainment, we will also report on your child's progress, homework and attitude to learning. We will only report on progress in the second report. This is because it is possible for a student to remain at the same attainment level, but be making exceptional, good or insufficient progress within that grade. For instance, a child may be working at Greater Depth, but be making exceptional progress within that and we believe it is important to recognise this.

These grades are displayed as the following text:

- Exceptional
- Good
- Not good enough

# Safeguarding



Mrs Westwood Lead Designated Safeguarding Officer



Mrs McCarthy



Deputy Designated Safeguarding Officers

# Safeguarding Team





Mrs Hartnell Safeguarding Officer

Safeguarding Officers



Mrs Matthews SLT Designated Safeguarding Officer



Mrs K Little Safeguarding Governor

# Safeguarding

Court Fields School is committed to safeguarding and promoting the welfare of children and young people.

We ensure that consistent and effective safeguarding procedures are in place to support children, families and staff at school. All concerns are passed through the members of staff who are trained as Designated Safeguarding Officers who make up the Safeguarding Team in school. This team is led by Mrs Westwood, as our Designated Safeguarding Lead.

As a wider school team we understand our obligation that Safeguarding is everyone's responsibility, not just the members of the Safeguarding team. This is a clear expectation, which is upheld by all members of our school staff.

We also know how important it is for our students to safeguard each other, and we ensure that they have the opportunity to tell us if they're worried about something. That could be about themselves or someone else. They could speak to their Tutor, or one of our Safeguarding Team, to the Pastoral Staff in the Hub, to another trusted adult, or by sending an email to <a href="mailto:safeguarding@courtfields.bep.ac">safeguarding@courtfields.bep.ac</a>

# SAFE: Help & Support

Students are also supported by our 'SAFE' online resource

SAFE is there to help students whether they have a problem or maybe are worried about one of their friends, and also to support parents and families to report safeguarding issues to us and find useful information on a wide range of issues.

The online platform is available on our website – there is a tab you can click on at the bottom of our home page, we also have SAFE tabs in the search sections on the web page.

















# **Key Contacts**

We are a very approachable school, and we want to answer any questions or queries that you may have. Please do contact the school office with general enquiries, see below:

Phone: 01823 664201

E-mail: <u>schooloffice@courtfields.bep.ac</u>

Website: www.courtfields.net

Please contact the finance office with anything to do with money, trips and lunches

# finance@courtfields.bep.ac

Please contact your child's tutor with day to day issues

# Staff emails are initialsurname@courtfields.bep.ac, please check Classcharts for initial /surname

Please contact your child's subject tutor with questions relating to individual subjects.

Please contact the safeguarding team with any concerns

# safeguarding@courtfields.bep.ac

Attendance queries please see below

# attendance@courtfields.bep.ac

Notifying the school of medical & other appointments and any term time leave requests please use the links on the school website which can be found under useful information

https://www.courtfields.net//useful-information-links.htm#



# **Key Dates**

# **Autumn Term**

2nd SeptemberInset Day3rd SeptemberInset Day

4th September Year 7 start school

5th September Years 8-11 return to school

28th October—1st November Half Term

4th November Students return to school

23rd December—6th January Christmas holidays

# **Spring Term**

1st January Bank Holiday

6th January Students return to school

17th—21st February Half Term

24th February Students return to school

18th April Good Friday
21st April Easter Monday
7th April—21st April Easter holidays

# **Summer Term**

22nd April Students return to school

5th May Bank Holiday 26th May Bank Holiday 26th May-30th May Half Term

2nd June Students return to school

30th June — 04th July Year 10 Work Experience Week

1st July Year 6 Transition Day 1 2nd July Year 6 Transition Day 2

2nd July Year 6 Parents' Meeting 6:00-8:00pm

4th July Inset Day
21st July Inset Day
22nd July Inset Day

18th July Last day of term – early finish at 12:45pm

# **Useful Information & Contacts**

If you have any questions or would like more information about any aspect of school, please follow the contacts process below. The school operates a 48 hour response system to ensure that you receive a response in a timely manner. We encourage parents and staff to use email where possible as this is the quickest and easiest method of communication.

### **General/Pastoral Questions**

Please contact your child's Tutor using the email contacts on page 6. Tutors can either answer your query, or direct it appropriately to someone in a position to respond.

# **Subject/Lesson Questions**

If your query relates to a specific subject/lesson please contact that Faculty using the details on the Subject pages in this guide. All teachers email addresses are there first initial surname@courtfields.bep.ac (example, for Miss A Smith—asmith@courtfields.bep.ac)

For anything else, please contact the School Office at schooloffice@courtfields.bep.ac, or by phone on 01823 664201.

### **SEND Questions/Support**

Please contact our SEND Team using the email address sen@courtfields.bep.ac.

### Safeguarding Concerns

Please use our email safeguarding@courtfields.bep.ac If you believe a child is at immediate risk of harm, you should contact the Police or Somerset Children's Social Care on 0300 123 2224.

# Achieve. Belong. Participate.

To keep up to date with all school matters, please visit our new website regularly at www.courtfields.net. In particular please see the 'For Parents' and the 'Safeguarding' tabs. On our website you will find a wide range of useful information, including information on our ClassCharts online system for behaviour, attendance and homework, our uniform guidance and much more.

We also have a Parent Bulletin which is uploaded to our website and emailed to parents at the end of each week, also Facebook, Instagram and twitter keep parents informed and up to date with what is happening in school, key messages and celebrations of success. Please do check this regularly, as it contains key information as well as good news. Biannually, we publish on our website a Magazine for parents, students, staff and our wider community. Again, this provides vital information, but also gives greater opportunities for celebrating our successes.

We also run our Court Fields Community Group (formerly the Friends of Court Fields). We would encourage prospective parents/carers to join this group, so please do get in touch using the email schooloffice@courtfields.bep, or by phone on 01823 664201 to express your interest.

www.courtfields.net
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Court Fields School Mantle Street, Wellington Somerset, TA21 8SW T: 01823 664201 E: schooloffice@courtfields.bep.ac