



COURT FIELDS SCHOOL

Parent & Student Guide September 2022

(School Parent Guide 2022-23 V1 – 02/09/22)



Achieve | Belong | Participate

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2. INTRODUCTION

This Guide is for Students & Parents, and is intended to give all parents and students as full guidance as possible regarding school procedures for September 2022.

Following this version (V1), we will continue to highlight additions/amendments in yellow in future versions of this document.

Welcome Back

It's great to be welcoming back our students in Years 8 to 11 following the well-deserved Summer Holiday, and I hope that our students and their families had a well-deserved rest over the summer after another challenging Covid-hit year last year.

Following our much improved exam results this summer, we continue our focus on high quality education, participation of students in learning and enrichment, and staff/student wellbeing. The improved results follow last year's Ofsted Monitoring Visit Report and give external evidence that our clear strategic planning, high expectations, consistency and relationships are have a significantly positive impact and improving our school. We will, therefore, continue to work hard so that in 12 months we are in an even better position.

We also welcome our new Year 7 students on Monday, and I know I speak for all the staff in school when I say how excited we are to have this new cohort of young people joining our Court Fields team. It was lovely to meet them in July on the transition days where they showed real potential, and it will be great to see their progress over the coming months.

Hopefully this handbook will address any questions or concerns. If not, please do contact us on our school email: schooloffice@courtfields.net.

Please remember that as a school, we are here to support you and your family. The last 3 years have shown a significant improvement in our school across curriculum, teaching and learning, behaviour, our results, the retention and recruitment of skilled staff and in the community perception of Court Fields. Key in that improvement has been communication and the trust that we have built with you. Do continue to speak to us with any concerns, queries, compliments or suggestions that you have

Thank you for your part in this improvement. This really has been a team effort, and you are a vital part of our team. We will be welcoming visitors from Ofsted to inspect our school over the coming months and I hope that this will give us the chance to validate our improvement. As you know, I could not be more proud to be the Headteacher of Court Fields School and to be part of our community. I look forward to working with you over the coming year. Thank you again for your support.

With my very best wishes
Polly Matthews

Mrs Polly Matthews
Headteacher

3 A to Z Guidance for Parents & Students

3.1 After School Clubs

The full list of enrichment clubs will be shared via parent mail and social media and will continue to be updated throughout the year.

Homework Club will run Monday to Thursday 3.05pm until 4:30pm in the LRC. Students wishing to attend can do so when required without booking. Students will be supervised by one of our Learning Support team.

We will also be sharing details of Year 11 Study Club over the coming weeks. This will allow Year 11 students to access a quiet space to work or revise, and access specialist subject support from teaching Faculty staff. We would strongly recommend that Year 11 students take up this opportunity, especially given the impact that we have seen of attendance to Study Club on the Year 11 results this summer.

3.2 Arrival & Leaving Information

Students should use their designated gate to enter the school site:

- The top Beech Grove Gate, nearest to the Park/Beech Grove, for Year 7
- Years 8-11 can use either the Side Gate or the top Mantle Street Gate, on the path leading to Mantle Street.

Students should come on site no more than 10 minutes before the start of their Registration time, and should not congregate in the Park or paths around the site before school.

Please can parents/carers also remind students that the paths by the Side Gate and at the top of the site are Public Footpaths, and as such are used by other members of the public. Students should take care not to block paths, or to appear to be congregating in large groups.

3.3 After School Arrangements

Students should use their designated gate to leave the school site above.

Parents/carers must not come on to the school site at the end of the day to collect children. Please arrange to meet your child off site but please do not congregate at the school gates or by the Youth Centre/Pre-School. Parking is very difficult at the bottom of the drive, and we would recommend that parents do not try to park by the Youth Centre.

Please do not drive up to the front of school to drop off/collect your child unless your child has a medical reason or disability that requires it. Parking is very limited and unnecessary cars in the car park presents a risk to students and staff.

3.4 Attendance

We will expect, as per the Government guidance, all students to attend, and we will be required to follow our Attendance Policy. This includes the duty of parents to ensure that their children regularly attend school.

Every day of absence has a negative impact on a child's learning and means that they will not be able to access the future lessons as well as they could. Please ensure that your child's attendance is at least 96%. This means no more than 7 days missed over the academic year.

Sometimes it's easy for absence to add up without parents or students noticing it, so we've included a chart below, so you can easily keep track of your child's attendance.

Attendance %	Attendance Level	Missed Days per Year	Missed Weeks per Year	Missed Days over 5 Years	Impact over 5 Years
100%	Excellent	0	0	0	
99%	Very Good	1.9	0.4	9.5	
98%	Very Good	3.8	0.8	19	
97%	Good	5.7	1.1	29	
96%	Expected	7.6	1.5	38	
95%	National Average	9.5	1.9	48	A ¼ of a year missed
94%	Below expectation	11.4	2.3	57	
93%	Cause for Concern	13.3	2.7	67	Approximately ⅓ of a year missed
91%	Serious Concern	17.1	3.4	86	
90%	Significant concern	19	3.8	95	½ a school year missed
85%	Significant concern	28.5	5.7	143	
80%	Significant concern	38	7.6	190	1 whole school year missed

Our school will be expected to follow up absences, and where appropriate, issue sanctions on behalf of the Local Authority. In the event that your child is unwell, we request you call school by 8am on each day of absence, and leave a detailed message regarding the reasons for your child's absence.

3.5 Behaviour

We expect lessons to be about focussing on learning, and the highest standards of behaviour. Our Behaviour Policy is on our website and gives full details of rewards and sanctions. Positive behaviour and participation in learning ensures a calm, orderly and respectful school community, allows students to make good progress and ensures that staff are not distracted from teaching our students.

Thank you for being clear with your child regarding this. We will also remind them of our expectations on their return to school.

Clarification on Warnings, S1 and S2s:

We would hope that your child will not receive any of the following sanctions, but wanted you to be fully aware of the system, so that you can go through with your child to ensure that we are all working together to ensure high quality teaching and learning.

The Warning

This will be (at a minimum) the 2nd time that a member of staff has had to speak to a student in a lesson about their behaviour. The first is the reminder about our expectations, which staff will underline on their entry to the room (see above).

The warning will be clear, but it may be delivered in a low-key way, rather than across the classroom. This means that students must be quiet and focussing on their learning.

The warning is a clear indication to the student to prevent further disruptions to the lesson. All our staff have received training to support their use of emotion coaching responses to students, and will use these techniques to encourage positive behaviour following the warning.

Please note that for Covid breaches outside the classroom, no warning is needed, as all students will have a general warning at the start of term via Tutors. An immediate S1 or S2 can be given for breaching regulations in line with the Covid Behaviour Policy.

S1 Sanctions

This will, in a lesson, be issued for (at a minimum) the 3rd time that a student has disrupted the learning of others. It is a clear signal that the students' behaviour is disruptive, and a line in the sand to allow a student to choose to change their attitude to learning.

S1s can also be issued without a warning for behaviour of a significant level, which warrants an immediate higher sanction (such as swearing).

Students cannot 'work off' an S1, and it will be logged on ClassCharts. It will trigger an S1 break detention, which will remain in the same locations: Year 7 = D3 / Year 8 = C4 / Year 9 = B13 / Year 10 & 11 = B2. Staff are not expected to call home for S1 detentions, as the detention will be visible to parents on ClassCharts, and students are expected to be able to explain to parents/carers what went wrong in that lesson.

S2 Sanctions

This will, in a lesson, be issued for (at a minimum) the 4th and final time that a student has disrupted the learning of others. It is a clear signal that the students' behaviour has been persistently at a level that stops other students learning. We cannot allow that to happen in a classroom.

Students will be asked to wait outside the classroom, with their belongings, and be collected by our 'On Call' staff. The student and the teacher will be given the opportunity to have a quiet/private conversation about the issue. This will allow On Call to assess if the student is placed in 'Withdrawal' or escalated to an S3. The S2 will be recorded on ClassCharts, and the teacher who originally issued it will call home to discuss that day. If the member of staff is unable to make contact by phone, they will send an email.

For all S2s issued, a follow up text is sent the next day to confirm the date, time and location of the lunchtime detention. KS3 Detentions will be held in C11. KS4 Detentions will be held in B10.

3.6 Break & Lunch Times

Break and lunch times for students will continue to be spent in allocated areas following student, staff and parent feedback as follows:

Year	Break/lunch area	Wet Break	Toilet
Year 7	E Block playground. Grass areas between D & E block and in front of E Block, D3	Sports Hall (E Block end)	Sports hall—rear entrance E block (for emergencies)
Year 8	Nugget area and the front of C Block	Gym	C Block toilets (Nugget side)
Year 9	Nugget area and the front of C Block	Hall	C Block toilets (Art side)
Year 10	Outside B block	Sports Hall—B block end	B block
Year 11	Common room. Outside B block	Hall Common Room / B18	B block

All Years can use the Hall to purchase and eat main meals, as well as the Snack Shack in the Sports Hall Foyer for grab and go food.

Students in Years 8-11 will be permitted on the tennis courts and the field under the direction of Duty staff whilst the weather is fine. Year 7 may play small group games under supervision on the E Block Playground.

3.7 'Catch-Up'

Of course, following time out of school and due to school closure, there will be some learning that students have missed. Our experienced Heads of Faculty and subject teachers have adapted the curriculum to take account of the time in and out of school. This might, for example, include changing the order in which knowledge is taught (sequencing) or including more opportunities to go back over work learned last year or during the lockdowns (retrieval practice). This process will continue, to ensure that your child has the best opportunity to develop the knowledge and skills that they need, and to enable them to know more or do more as a result.

We will use the Map, Master, Move Forward approach to discussing catching up. This will help to reduce anxiety and ensure students can see a way forward and don't give up or feel overwhelmed.

- Map where the learning is now
- Master the prior learning and content covered during lockdown
- Move Forward to the new content

There are additional opportunities for catch up support being offered to individual students. These include guided reading sessions, HLTA led interventions in Maths and English and online support for Year 10 and 11 students. In addition we have employed 2 x specialist HLTAs linked to our English and Maths faculties to support targeted interventions across all Year Groups.

3.8 Classroom Routines

Classroom routines around sanitising both hands and workspaces and utilising silent or settled starter activities remain. The following expectations will be in place in every classroom



In Tutor Time students will follow our ROUTINES:

R	Register	Taken by Tutor at 8:40am
O	On Time	Students in Tutor room and staff ready to teach at 8:40am, What's On showing, students advised of break detention if late (marked on register)
U	Uniform	Checked by Tutor/Student Reps, coats off and bags away
T	Tutor Time Activity	All Tutor Groups follow the Tutor Time schedule every day
I	Involved & Inclusive	Students and Tutor working together and fully engaged throughout, students regularly take part in house activities, clubs and enrichment
N	Notices & Letters	Issued as required on the day they should be. Letters taken home and given to parents/carers on the same day by students
E	Equipment	Checked by Tutor/Student Reps and recorded on ClassCharts – positive LEARNING HABITS
S	Seating Plan	Clear plan, students sat where they are asked, recorded in Tutor's Class Profile

3.9 Court Fields' Expectations

These expectations allow students to be very clear on the expectations for the start of each lesson. Our students have acquitted themselves very well over the last year, but, as you know, we do not apologise for pursuing the highest standards of good manners and behaviour, so please do remind your child of the importance of these expectations each day. Once again, thank you for your support ensuring that your child is equipped to learn and ready to focus on their studies each lesson.

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3.10 Court Fields Experience

As part of our Personal Development at Court Fields we encompass a wide range of opportunities for our students to experience and complement subject specific knowledge in timetabled lessons, as seen in the Court Fields Experience wheel below.

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. These aspects will help develop the characteristics of Court Fields students as defined through our students and staff through their feedback.

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.



I achieve because I am


ACHIEVE


ACHIEVE


ACHIEVE


ACHIEVE



I belong because I have


BELONG


BELONG


BELONG


BELONG



I participate because I demonstrate


PARTICIPATE

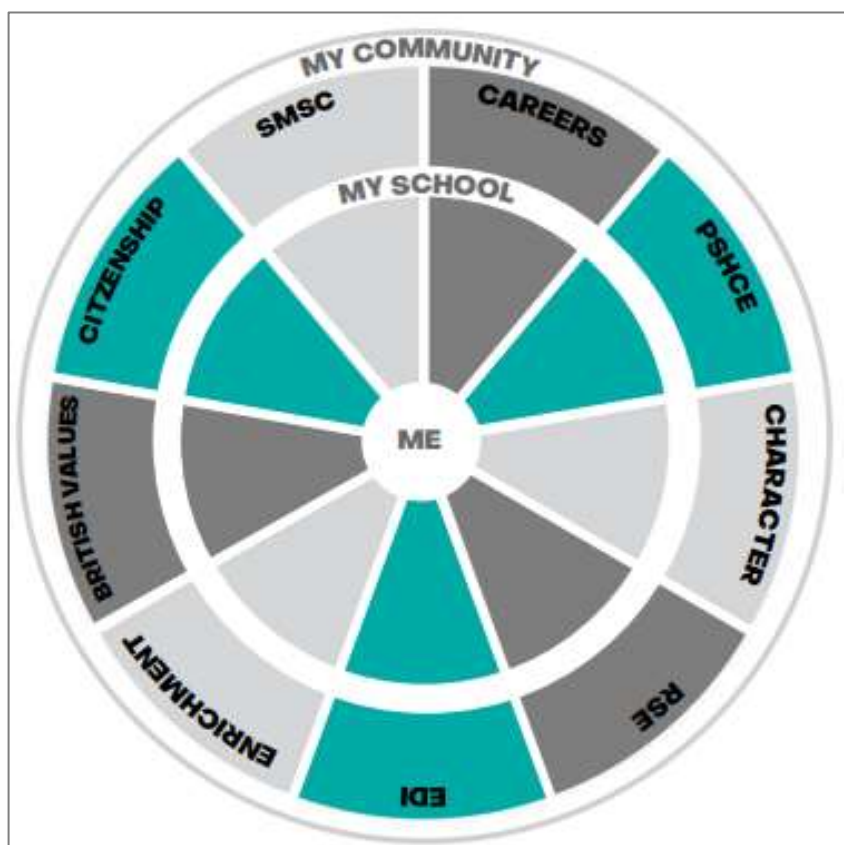

PARTICIPATE


PARTICIPATE


PARTICIPATE

These characteristics are taught and nurtured through the following areas on the wheel below through our Court Fields Experience. There will be opportunities for students to develop and evidence the characteristics throughout their school career, including for example through extra-curricular and enrichment activities, things they do in and out of school, through our '100 Things To Do Before Year 11', through students leadership and so on, as well as through the wider subject curricula.

Our aim is for our student to leave Court Fields having had the full 'experience'. PSHCE encompasses all of our experience elements as well as statutory curriculum element such as Relationship, Sex Education.



3.11 Feedback and Marking

As a school, we recognise that it is vital for both consistency and academic progress that we continue with our policy of providing high quality, regular feedback for students in all subjects. We have made rapid progress in improving the quality of feedback given to our students, something which has been noted by students and adults alike as having a significant impact on progress, and we do not intend to reduce this impact at this stage. However, some changes may need to be made to the way in which we give feedback to ensure staff and student safety.

All faculty marking policies are currently underpinned by the following principles:

- There is clear identification of misconceptions, errors and areas for improvement
- Students are able to identify at least one action which will improve their work
- Feedback is linked to success criteria or exam criteria
- Students are expected to respond to feedback and are given sufficient time for this

These principles will remain in place, as will the school policy of giving students detailed feedback for every 6 hours of learning per subject. The following feedback strategies may also be employed:

Online quizzing and testing

- Whole class feedback
- Self and peer assessment
- Verbal feedback
- Uploading written work to ClassCharts for online feedback

Following any form of feedback, students will be expected to record areas where improvements can be made (if this has not been done for them) and respond accordingly. This is to aid student's retention and help with revision.

3.12 First Aid & Illness in School

We will be running emergency First Aid support only during the school day and have allocated a First Aid room and COVID Isolation space.

Students should only attend First Aid if they are persistently unwell, having informed their teacher, who will give guidance on when they should go to First Aid (for example, if the issue is not an emergency, they may tell a student to wait until the next break). In the event of an accident or emergency, we have a number of First Aiders on site who will be alerted and will provide medical attention.

In the event of a student displaying COVID symptoms they will be isolated and parents/carers informed to come and collect.

Please note and remind your child that First Aid is for emergencies only, and that students should not be allowed out of a lesson to access First Aid unless for the reasons above, or an emergency.

3.13 House System

Our House System was relaunched in July 2022, with our 3 new houses:

- Blackdown
- Duke
- Monument

All students will be allocated to one of the houses and will be given a pin badge in their house colour on the first day of term. Houses will compete across all areas of curriculum and enrichment for the House Cup, awarded annually.

3.14 Hygiene

We would ask all students to bring hand sanitiser with them to school, particularly as we move into the winter months where we may see a rise in Covid, colds and flu.

3.15 Litter

In response to government guidance and 'Catch It, Bin It, Kill It' we have ensured that all classrooms and communal areas have plenty of bins provided. It is vital that all students put rubbish directly into the bins to prevent any cross contamination.

We also need to ensure we have a clean and tidy site at all times and we reduce the amount of seagulls that are around looking for food!!

In a lesson, students should put up their hand to ask the teacher's permission to put litter in the classroom bin, as is normal courteous practice.

3.12 Lockers

Students will have access to a locker in September should they wish to do so. Any student who requires a locker can pay a deposit via the welcome pack. Lockers will be allocated within two weeks upon return to school.

3.13 Lost Property

In the event equipment or uniform is left somewhere, it will be returned to the Hub. This will be checked daily and all named items returned directly to the student. If an item is unnamed it will remain in the Hub for two weeks to be claimed. Any unclaimed items may be disposed of/sent to charity.

Please ask your child to ensure they look after their belongings and ensure that all items of equipment and uniform are clearly labelled.

3.14 Movement around School

One-way systems continue to be in operation in B Block, C Block and E Block.

There is no line-up for lessons, therefore staff should ensure that the 'meet and greet' and 'end and send' are in place to ensure high standards and an orderly environment.

3.15 Parents' Evenings

These will be in a hybrid format, with Subject Evenings face to face and Meet the Tutor Evening on the phone. The exceptions to this are for Year 7 and new Tutors who will meet parents face to face.

3.16 Pastoral Support and the Hub

The Pastoral Support Team will continue to work out of the Hub to monitor the wellbeing of our students. If a student feels the need to speak to a member of the Hub team, they should visit at break, lunch or before school. They can also ask to make an appointment via their Tutor. Mrs Lowe will be pastoral link for KS3 and Mrs Hartnell for KS4. Students can also email their tutors or Mrs Westwood via the courtfields.net email.

3.17 School Day & Zones

8.35am	Warning Bell	8.40am	Registration	8.45am	Tutorial
9.10am	Period 1				
10.10am	Period 2				
11.10am	Break (Warning Bell at 11.25 am)				
11.30am	Period 3				
12.30pm	Period 4				
1.30pm	Lunch (Warning Bell at 2.05 pm)				
2.10pm	Period 5				
3.15pm	End of School				

3.20 Student Access to the Hub

No student should go the Hub during lesson time except in a medical emergency. We need to encourage a focus on learning and encourage students to use the 'drop-in' at the Hub at break and lunch for support if they need it.

3.21 Student Resources

Please can we remind all parents and students that they are responsible for ensuring that they have a full set of equipment. This includes a suitable number of pens and pencils, a ruler, a calculator, maths equipment such as protractors and compasses and colouring pencils.

Year 7 students will be provided with a stocked pencil case as part of their induction. This should simply be kept stocked and brought to school each day. All other Year Groups should provide their own equipment and bring this with them to each lesson. Tutors will run full equipment and uniform checks each morning to ensure students are prepared for the day. Pencil cases with a set of basic equipment will be on sale at a cost of £1.50.

3.18 Student Wellbeing

We understand that students will have all had different Covid experiences, with some experiencing a variety of emotions, such as anxiety and stress. Others may not have experienced any challenges.

Students' Tutors, Heads of Year and our Pastoral Support Team will continue to support all our students, and will continue to highlight strategies that students can use to help themselves with their physical and mental health during tutor times and lessons. Our recovery curriculum is built into our schemes of learning for all subjects, and through Tutor activities, assemblies and PSHCE lessons, to support students' return to school and learning throughout this academic year.

We have liaised with the Educational Psychologist in Somerset, as well as a wide range of external agencies to develop a very good set of resources to support students and to identify individuals and groups of students who need more help. All staff are very well aware that children will have had very different experiences. Please do reassure your child no one is going to blame them if they have not been able to do the work, or make them feel anything but welcome and reassured.

Key school staff are available as needed on return to school, so your child's tutor or Head of Year should be contacted if there is an issue or something of which you need to inform us. Unfortunately, parents and carers will not be able to come into school and meet with staff, but we are still making appointments and can 'meet' online or by phone. If there is a safeguarding issue to report or discuss, please contact Mrs Westwood (Assistant Headteacher).

As a school, we have and will continue to invest INSET (teacher training) time in considering how best to support students throughout this year, with a particular emphasis on rebuilding trust and feelings of safety and security in order to support students' learning and wellbeing. We are committed to ensuring that students have the emotional security to learn effectively. Additional teacher training based around the use of trauma informed approaches, emotion coaching etc. will continue.

During tutor time and assemblies, we will be educating our students on Mental Health and Wellbeing, World Issues, PSHCE and character development. We will include strategies to support learning within the classroom as well as within peer relationships and beyond the school day. Students are signposted to a range of support including Kooth.Com and Chat Health.

Below is the tutor programme for Term 1

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	PSHCE	Reading	CFS Experience	Quiz	Assembly
Year 8	CFS Experience	Assembly	PSHCE	Reading	Quiz
Year 9	Careers	Reading	Assembly	PSHCE	Quiz
Year 10	Assembly	CFS Experience	Quiz	Study Skills	PSHCE
Year 11	CFS Experience	PSHCE	Careers	Assembly	Quiz

If you have any concerns about your child's wellbeing please do contact your child's Tutor, who will be able to advise and help support. If necessary they will escalate to the Head of Year or Pastoral Team. If you have a safeguarding concern regarding your child, or another student, please do contact us on our dedicated email: safeguarding@courtfIELDS.net

Of course, some worry or anxiety is 'normal' given all that has happened over the last two years. The key is to help our students normalise their feelings and be able to develop strategies to overcome those worries. This has been covered in Tutor activities and PSHCE sessions, and also through advice from our staff in the Hub.

If you have any concerns please contact your Tutor who can signpost support, or please do visit the following websites/apps for support:

- Young Minds (<https://youngminds.org.uk/>)
- Kooth (<https://www.kooth.com/>)

3.24 Toilets

- Year 7 will use the sports hall toilets (break/lunch only) and E Block toilets (between lessons in emergency)
- Year 8 will use the C Block toilets (Art side)
- Year 9 will use the C Block toilets (Nugget side)
- Year 10/11 will use the toilets in B Block (Science Corridor)

3.25 Transport

As always, we would encourage all students, where possible, to travel to school on foot, or by bike. We have limited drop-off facilities at the front of school, and only students with mobility issues will be able to be dropped-off/collected at the front Reception car park. If parents do need to drop-off/collect their children, they should do so by the Youth Centre as close to the students' arrival time as possible.

3.27 Uniform

Blazers must be worn by all students, apart from Year 11 students, who have gained the privilege of wearing a plain black 'V' or crew neck knitted jumper (no sweatshirts). Prefects will be allowed to wear their Leavers' Hoodies from when they arrive in September/October. Other students in Year 11 may earn the privilege of wearing their Leavers' Hoody from February Half Term.

Hoodies or sweatshirts of any type are not allowed at any time between students' arrival on site and departure from site. Jeans, leggings or tracksuit trousers are not allowed.

Tight stretchy 'tube' skirts are not appropriate for school as they are too short, especially when students are seated. Please can parents ensure that these are not worn at all. We would not wish to add to the costs of uniform purchases by having to include a stock item school skirt, but if inappropriate stretchy skirts continue to be worn, we would have to consider this option.

Trainers are not allowed. School shoes must be plain black and polishable. Following feedback from parents leather trainers such as Nike Air Force are permitted if they are fully leather and plain black. We do not accept any other colour shoes. Canvas/material style or suede trainers or shoes are not allowed in any form.

Year 11 students are no longer required to wear the blazer. They are welcome to wear the Court Fields knitted jumper or a plain black knitted round neck or v neck jumper. Sweatshirts and hoodies are not permitted.

Full PE kit is expected for every PE lesson. We are unable to lend kit and the failure to bring kit may result in being sent home. Please see our website for the full uniform guidance. All uniform is available via Taunton Uniforms. <https://www.swschoolwear.co.uk/>

As always, hair colour must be natural, we do not accept non-natural colours. Only one set of stud earrings is permitted, all other ear and facial piercings must be removed during school hours. We do not allow clear retainers for piercings.

Thank you for your support regarding uniform, which is part of our high standards, and enables our students and our community to be proud of the school. If you are in any doubt regarding whether an item is appropriate for school, please check with your child's Tutor via email or contact the school office. Of course, if there is a short-term issue with your child's uniform, please contact your child's Tutor who can issue them with a temporary uniform note.

3.26 Year Teams & Pastoral Structure

All Students have been allocated a tutor group and colour. In the event that any student's Tutor Group has changed since last year we will have contacted you directly. Otherwise, your child remains in the same Tutor Group. The numbers next to the tutor names refer to the allocated tutor room where students register at 8:40am each day.

	YEAR 7			YEAR 8			YEAR 9			YEAR 10			YEAR 11					
HOY	Mr Danny Williams			Mr Jackson Reed			Mr Matthew Rooke			Mr Ross Seaton			Mr Jason Nicholls					
SLT Link	Mrs Sarah Westwood			Mrs Sarah Westwood			Mrs Eily Hutchinson			Mrs Lisa Martin			Mr Martyn Dudley					
Tutor Teams	7B1	Vere Kennell	C10	8B1	Lisa Bulmer	D3	9B1	Aggie Clark	B4	10B1	James Conway	D1	11B1	Debbie Greenfield	LRC			
	7D1	June Sibley	C11	8D1	Ross Waterton	C9	9D1	Shelby Overington	E3	10D1	Thom Hold	C2	11D1	Michelle Murphy	A1			
	7M1	Bryony Burke	C4	8M1	Kirsty Minifie	B15	9M1	Alex Dudal	A2	10M1	Alex Mossman (T-F) + Dicken Younger (M)	C3	11M1	Neil Piper	A2			
	7B2	Mia Cridgel	D1	8B2	Karen Burns	A4	9B2	Rosie Hunt	B13	10B2	Sally Dennehy	D2	11B2	Vicki Ware & Leona Alge	B12			
	7D2	Charlotte Robbins	B16	8D2	Richenda Battishill	C6	9D2	Rebecca Mercer	B8	10D2	Jo Normanton (M-Th) + Tania Clarke (F)	E1	11D2	Ian Keitch	C12			
	7M2	Sophie Prouse	B17	8M2	Jessica Reylands	C5	9M2	Annabel Harrison	B11	10M2	Danielle Brown & Rachel West	C7	11M2	Jo Binmore	C8			
Meeting Room	B18			A1			C1			G2			B1					
Assembly Day	Friday			Tuesday			Wednesday			Monday			Thursday					
FWC2 Day	Monday			Wednesday			Thursday			Friday			Tuesday					
Meeting Day	Monday			Monday			Monday			Tuesday			Tuesday					
Home Assembly Day (2 nd week each half Term)	Backdown - Thursday						Duke - Wednesday						Monument - Tuesday					