



MOORLANDS SCHOOL

HANDBOOK 2023

MOORLANDS SCHOOL, 33-43 HIGH STREET, LEAGRAVE, LUTON, BEDS LU4 9JY

Telephone 01582 491430

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WELCOME TO MOORLANDS SCHOOL

OUR ETHOS

As parents, if you are anything like me, you want simple things for your child. You want them to succeed academically, grow in self-confidence, develop their talents and discover new interests. You want them to have had a breadth of experience, to be culturally aware, and to be prepared for the world beyond school. You want them to leave as young women and men you can be proud of with a set of friends for life. Above all you want them to be happy and fulfilled. At Moorlands, we want the same, for each and every one of our girls and boys. We pride ourselves on being a close and supportive community where all are cared for, and all can thrive. I am confident you will find what you are looking for at Moorlands School.

Dr Andrew Cook (Chief Executive)

AIMS OF THE SCHOOL

- **A LIFELONG PASSION FOR LEARNING** – to support our pupils in continuing to develop their love for learning. We will tap into their enthusiasm, inspiring them with different experiences and learning environments. We will spark their imagination and challenge their academic boundaries, introducing them to new areas of the curriculum.
- **A BALANCED CURRICULUM** – We know the pace at which children develop can differ. Talents and abilities emerge at different rates and we recognise that when joining Moorlands at age 11, children are still at an early stage in their school career. Our dedicated and caring staff are committed to nurturing the potential of each pupil, giving them the support and space they need to develop at their own space. We will offer a mix of learning experiences and will encourage pupils to participate in them all, helping them to discover where their talents lie.
- **A GOLD STANDARD OF PASTORAL CARE** – We understand that the transition to, and the journey through, secondary education is an important step for children and their families. The happiness and wellbeing of each child will be our priority. Sessions with their Form Tutor and regular communication between school and home will support all aspects of pupil development.
- **DEVELOPMENT OF CHARACTER** – Along with excellent academic qualifications, young people today need strength of character, determination and resilience to help them succeed in a fast-paced and uncertain world. We will support each child to develop their confidence to be themselves, to stand up for what is right and to set an example for others. They will be stretched;

taking on new aspects of learning academically and personally. They will be exposed to risk and learn how to manage this. They will learn strategies to deal with success as well as to accept challenges and failure with grace and fortitude.

- **QUALITIES** – Each child has many qualities, some of which will shine bright and others which may take time to emerge. We believe each child has something to offer, but will recognise it takes longer for some individuals to flourish than others. Our pupils will be cared for by people who believe in them, have faith in their potential and are committed to their success. We will educate and develop the whole child, balancing academic achievement with the development of other skills and experiences in order to prepare our young people for life beyond the school gates.
- **EXCELLENCE AND RESULTS** – We are unashamed in our pursuit of excellence. We will encourage all pupils to be ambitious for themselves, both in and beyond the classroom. We will teach them that this is not just about their talent but about their approach to their own success, working hard, setting goals and being determined. Results matter in relation to reaching their potential for their future but we want all pupils to love learning and be inspired for their own futures.

THE BOARD OF TRUSTEES

(King's House Moorlands Education Trust)

Dr A J Cook

Mr D Flere

Cllr M Hussain JP

Mrs C Sillars

Mrs B Rook

SCHOOL CONSULTANTS

(King's House Moorlands Education Trust)

The Board of Trustees have appointed a Panel of Consultants to advise them on the following matters:

Building & Planning:	Neil Hansford
Data & GDPR:	Simon Sellars LLB
Finance:	David Cox FCA
Fire & Security:	Michael Rayner
HR:	Alec Colson LLB
Marketing:	Colin Kendall
Medical Matters:	Dr Sam Bennett
Wellbeing:	Gemma Bateman

THE OFFICE HOLDERS AND THE HOUSE SYSTEM

The appointment system has long been established at King's House Moorlands Education Trust. Not only do school office holders materially assist members of staff, but the appointments provide pupils with valuable experience in practical leadership and administration.

For the 2023 – 2024 academic year, appointments for the House system have been made by the Chief Executive and Executive Head. We look forward to getting to know all our pupils and developing the Moorlands office holder system through effective awareness of the skills and aptitudes of each pupil.

St George's House Captain	Khadija Bashir
St Andrew's House Captain	Ayesha Raza

Teaching staff award House Points for many things, including:

- Good behaviour
- Good standard of work
- Effort and industriousness
- Progress/improvement in work
- Helpfulness
- General attitude

The Form Tutor will keep a record of House Points awarded. House Points promote team work and team spirit as well as personal achievement. On a weekly basis the children are made aware of the House Point totals for the week.

SCHOOL COUNCIL

For 2023-2024, Moorlands School has in place its first elected School Council:

The elected leaders and members of the Moorlands School Council will be announced during September 2023.

TEACHING STAFF

Dr A J Cook	Chief Executive
Miss J Pawaar	Executive Head
Mrs N Ashfaq	Head of Secondary Lower School / Year 7 Form Tutor / Safeguarding Lead / Subject Teacher Biology
Mrs S Roberts	Year 9 Form Tutor/ English Teacher
Miss E Baxter	Year 8 Form Tutor / Mathematics and PSHE Teacher
Mrs E Smith	Year 8 Form Tutor/ Humanities Teacher
Mr L Hawkes	PE and Sport Teacher
Mr M Golby	PE and Sport Teacher
Mrs R Bowers	Art and Design Teacher
Mr M Chidell	Languages Teacher (Spanish)
Mr Y Saeed	Computing Teacher
Miss L Cesena	Drama Teacher
Mrs Z Khaliq	Chemistry and Physics Teacher

ADMINISTRATION & SITE STAFF

Mrs A Cook	Commercial Director
Mrs S Mullane	Senior Administrator
Mrs S Liaquat	Bursar
Mrs N Kauser	Welfare and Administration Co-ordinator
Mr I Philpot	Site Agent
Mrs L Oppong	Kitchen Manager

SCHOOL UNIFORM

Uniform – Boys

Blazer with school crest – navy
Jumper – navy
Shirts – blue – long/ short sleeve
Trousers – grey
Tie – navy with white stripes
School coat – navy
Overall (Science, Art, DT) - navy
School bag - navy
Socks – grey
Scarf – navy
Gloves – navy
All seasons hat – navy

Uniform – Girls

Blazer with school crest – navy
Cardigan - navy
Blouse – white
Tie – navy with white stripes
Skirt – navy
All seasons hat – navy
Coat – navy
Overall – navy
School bag - navy
Cotton tights – navy
Hair accessories – navy
Scarf – navy with white stripes
Gloves – navy
Headscarf – navy

Sportswear- All Pupils

Full zip track top – navy with white trim with school crest
Mid layer top – navy with white trim with school crest
Tracksuit Trousers – navy with white trim with school crest
Polo shirt – House colours – yellow/ red
Gym shorts (boys) – navy
Skort (Girls – Spring 2 & Summer Term) – navy

Sports leggings (Girls – Spring 2 & Summer Term) – navy

Sports bag – navy with school crest

Sport socks – navy

Sports shoes – black

You can buy all uniform requirements from your own school shop run by Moorlands School:

School shop address

Moorlands School, 33 High Street, Leagrave, Luton, LU4 9JY

Tel: 01582 491430 or 07715 335662

All items of clothing and sportswear should be named, preferably with woven nametapes.

It is our school policy that all pupils wear school uniform when attending school, or when participating in a school-organised event outside normal school hours (unless previously arranged with the Executive Head).

Dress and appearance

All pupils are expected to arrive at school and depart from school in school uniform unless permission has been granted not to. Great emphasis is placed upon tidiness and neatness of pupils as part of their development: for example, all should arrive at school with clean shoes, clean shirts and shirts tucked into their skirt/trousers. Missing buttons on clothing should be sewn back on.

Aims and objectives regarding our school uniform

Our policy on school uniform is based on the notion that school uniform:

- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the pupils with the school;
- prevents pupils from coming to school in fashion clothes that could be distracting in class;
- makes pupils feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;
- is designed with health and safety in mind;
- promotes a sense of pride in the school

Jewellery

On health and safety grounds we do not allow pupils to wear jewellery in school. The exceptions to this rule are small objects of religious significance, or for girls, a small pair of stud earrings. For earrings, they must be removed for all PE/ Sport activities by the pupil. No member of staff will be permitted to do this for them. For the items of religious

significance, they may be removed or covered with a plaster or sweatband. If this is not possible, the pupil will be excluded from the PE lesson. We recommend that if a pupil has their ears pierced, this be done at the start of the long summer break. In general, jewellers' guidelines specify a 6 week period for no removal of earrings.

Extreme haircuts

The school does not permit pupils to have 'extreme' haircuts that could serve as a distraction to others.

Footwear

The school wants all pupils to grow into healthy adults. We believe that it is dangerous for pupils to wear shoes that have platform soles or high heels, so we do not allow them to wear such shoes in our school. Heels must be no higher than 3cms. Neither are pupils allowed to wear trainers to school, other than for Sports/ PE lessons; this is because we think that this footwear is appropriate for sport or for leisurewear, but is not in keeping with the smart appearance of a school uniform. We require all pupils to wear smart and safe black shoes.

Outdoor Wear

It is recommended that coats be brought to school during the Autumn and Spring terms as pupils may be outside, if only for a short "fresh air" break, in adverse weather. They may also be required to be worn by pupils when they attend events off-site. Discretion should be exercised by pupils during the summer term as regards bringing a coat to school. We would suggest that if the weather is forecast to be inclement, that a coat is brought to school on such days to be worn at break times and off-site activities.

TERM DATES

MICHAELMAS TERM

Tuesday 5th September to Friday 8th December 2023

Half Term - 2 weeks commencing Monday 23rd October 2023

LENT TERM

Wednesday 3rd January to Thursday 28th March 2024 (finish at 12.00)

Half Term - 1 week commencing Monday 19th February 2024

SUMMER TERM

Tuesday 23rd April to Tuesday 9th July 2024 (finish at 12.00)

Half Term - 1 week commencing Monday 27th May 2024

PASTORAL CARE AND COMMUNICATION WITH PARENTS

At Moorlands School we understand and appreciate that pupils mature, grow and develop into confident young people when home and school work successfully in partnership. We encourage a healthy and helpful dialogue on both sides and hope that through this, parents feel fully involved in their daughter or son's education. We share information with parents that should help you to feel knowledgeable about aspects of the teaching, learning, curriculum enrichment and pastoral care, as well as information that relates specifically to your child. Each child's well-being is paramount to their happiness. Please let us know if you think anything is concerning your daughter or son, however trivial it may seem and whether the source is at school or at home. We will also encourage pupils themselves to speak with staff appropriately about such well-being matters. We will then be able to work with them to give the right kind of support and encouragement. It is important to let us know of any changes, large or small, in family circumstances, for instance: illness or bereavement; separation, divorce or remarriage; births or moving house. They should also let us know about things which might not seem worth mentioning, but which might still be unsettling – a pet's illness, parent's change of job, etc. If you or your child are worried, please talk to us as early as possible. All staff at the school are experienced in helping pupils and will, of course, discuss fully with them and yourselves the best course of action to take. We may wish to encourage your child to deal with the situation independently or with quiet support from the Form Tutor or someone else.

We pride ourselves on responding to parental communication quickly. Parents can telephone the school office at any time to leave a message, as teaching staff are often unable to take calls during the school day, as they are busy with the pupils. Staff will return your calls at the earliest possible opportunity. We regard the privacy of the pupils and their parents as extremely important. All information you give us is treated sensitively and we will discuss with you how widely to circulate it. We never release the addresses and telephone numbers of parents or staff without prior permission.

Communication

The school works hard to ensure that parents are well informed about school life. We generally utilise the 'Parentmail' alert system for conveying information and updates.

Calendar - A calendar of termly events will be published at the beginning of each term.

Pupils are asked to ensure that their parents receive any correspondence that is sent home in hard copy format. We use emails, text alerts and hard copy letters and newsletters to notify you of upcoming events as well as report on pupil and school successes and important events in the life of the school. Where letters require a reply slip to be returned to school it helps staff enormously if parents are able to respond as quickly as possible.

We are developing the school website to reflect our desire to ensure effective communication.

Keeping in touch and informed

Should you wish to discuss any matters regarding your child, we ask that initial contact is made with the Form Tutor who will then decide whether the matter requires referral to another staff member such as a subject teacher. The Form Tutor will be briefly available before 8:30 and then after 4:00 pm on most days. Please contact the School Office for a mutually convenient appointment, if you wish to discuss matters in depth.

One to One Scheme

While small classes are of great social and educational benefit to pupils, they are also of considerable advantage and benefit to parents, particularly those who wish to play a close and supportive role in their child's education. In large schools, the relationship between parents and staff can be distant and not always immediately responsive. In contrast, we have always believed that parents are partners in the work of the school and are keen to foster and maintain a close working relationship with parents collectively and individually too.

In recognition of this, Moorlands School uses a 'One to One' scheme, an exclusive and personal service that is tailored to your specific needs. The One to One scheme aims to ensure that you receive a personal bespoke service, not just during the school day but 24/7, 52 weeks of the year (public holidays excluded). While the Form Tutor will always be the most effective first point of contact for parents there will, from time to time, be broader issues or matters, particularly out of school hours or in the holiday.

The One to One scheme aims to ensure that you receive an effective and personal service that will endeavour to answer your urgent questions or enquiries. You can contact the One-to-One team, irrespective of whether the school is in session, by emailing one2one@kingshouseschool.co.uk

THE SCHOOL DAY

WRAP AROUND PROVISION

The school provides wrap around provision. The times of this service are as follows:-

7:45 to 8:30 am 4:00 to 6:00 pm

ARRIVAL ARRANGEMENTS

The school day commences at 8.30 am. Pupils should arrive at school **no later than 8.45 am and no earlier than 7.45 am**. Pupils arriving between **7.45 am and 8.30 am** must proceed to the Morning Club. The first period of the school day will start at 8.45am after registration. Lateness is unacceptable unless school is notified in advance of an exceptional circumstance.

Entry and exit to the Moorlands school site will be via the Ely Way gate.

Pupils who are not collected by 4.00pm will sign in to the After School Club.

If there is to be any change in the arrangements for collecting your child, please notify the School Office in writing or by telephone (including arrangements for pupils who travel by taxi). It is important that you adhere strictly to this arrangement as staff will not release a child to a third party unless they have previously received instructions to do so.

PARKING

Parents should park in the car park at the end of Ely Way and access school via the pathway and gate at the rear of the premises. This entrance has both a ramp and steps that are in compliance with disability legislation. We lock the Ely Way car park at 6.00 pm each day. Parking is not allowed on the High Street, Ely Way, Oakley Road or Chatteris Close.

In line with our long standing policy on parking, any parents in special circumstances, i.e. disabled, pregnant, etc, will be able to apply for special dispensation to allow them to park at the limited-space dropping off zone outside the front of the school (controlled by an electronic traffic barrier). If you believe you may qualify for such dispensation, please contact the Executive Head or the School Office.

Parents are reminded that it is a contractual obligation on their part to abide by the school's parking policy and the directives issued from time to time by the Executive Head regarding parking.

CONTACT FORM

This form is a very important document and must be completed and submitted as soon as possible once issued. A contact form can be obtained from the School Office. It should then be filled in and returned as soon as possible. The form asks for contact telephone numbers (so that we know how best to contact you during school hours should the need arise). It also records other additional information with regard to diet and medical conditions etc. It may be necessary for the school to request clarification of food allergies from a pupil's doctor. Please update this form during the year, should there be any changes, using a change of details form available from the office.

PUPIL ABSENCE

All absences should be reported immediately to the school office on the first and every consecutive day of absence by emailing absence@kingshouseschool.co.uk or by phoning 01582 491430 and selecting the absence option to leave a message. Where a call or email is not received, we will contact you on each day of the child's absence. All pupils should return to school with a brief letter or receipt of an email regarding their absence, giving details of the reason and the dates involved.

Parents should seek to avoid taking their child out of school during term time and ensure they attend school regularly and punctually. Requests for a pupil to be absent from school should be made directly to the Executive Head by completing a Request for Absence Form available from the school office. Requests for absence during term time are not encouraged as they are disruptive to both your child and the activities within the school. Legally, a maximum of ten days absence can be granted within any one school year. Wherever possible, requests for absence should be made at least 5 working days prior to the first day of absence.

Requests for absence due to a medical, dental or other appointment during the school day must be supported by evidence of the appointment (eg, appointment card, email, screenshot from booking app)

ILLNESS

Children who are unwell should be kept away from school until fully recovered. Please advise the school office of any ailment or condition on the child's return to school. If a child is prescribed antibiotics they must be kept away from school for forty-eight hours from commencement. Children with diarrhoea or vomiting must be kept away from school and only return after being symptom free for forty-eight hours (as per Health Protection Agency guidelines). These measures are to help reduce the spread of infection to both children and staff. If a child is taken ill during the school day, the school will contact the Parent to make arrangements for the child to be collected from school.

ADMINISTRATION OF MEDICINE

Prescribed medication will be administered at school. Parents are requested to fill in an authorisation form which will apply to the whole course of the medicine (available from the School Office). Medicines should be brought to school in the original container clearly marked with the child's name, class and administration instructions. Please ensure the dosage measuring spoon is included in the package to allow us to administer the medicine accurately.

SCHOOL MEALS

Lunches

The school catering team provides a well-balanced and nutritious meal every day. Packed lunches are not a practical option in a school like ours and school dinners are therefore partaken by all pupils. If your child requires a specific diet (i.e. no beef/pork/dairy products etc.) please put this request in writing, in addition to reference on the contact form. We do our utmost to be responsive in this area. If a dietary requirement is required for a medical reason confirmation may be asked for from the child's doctor.

The school has its own catering team, which provides a well-balanced and nutritious meal every day of the school term.

Pupils are encouraged to eat healthily and we suggest that they bring in an appropriate healthy snack to consume during break time. We also ask that they bring in a re-usable, refillable water bottle to ensure that they are able to remain hydrated during the school day.

For health & safety reasons please do not use plastic bags for snacks. A small named Tupperware style container is preferred for snack items. Should these be found unnamed, they are difficult to return to the owner and may therefore be disposed of for hygiene reasons.

ASSISTED PLACES TRUST FUND

The King's House Moorlands Assisted Places Trust Fund provides awards to pupils from the Luton and South Bedfordshire local government areas, to give them access to independent education irrespective of means, race, religion and social background. We are very much indebted to local businesses and indeed to our own former pupils who have generously made donations to the Trust Fund. The Assisted Places Fund seeks to identify talent not only through the assessment of current achievement but, as far as possible, the prediction of potential for the future.

EXTRA CURRICULAR ACTIVITIES

We view extra-curricular opportunities as a priority in order to support the all-round development of each pupil. Extra-Curricular activities are bookable online.

The activities available this year are as follows:

Club	Day	Time
Chess	tbc	Lunchtime
Python Coding	Monday	4-5pm
Football	Tuesday	4-5pm*
BBC Young Reporters	Tuesday	Lunchtime
Art	Wednesday	4-5pm
Chemistry	Thursday	4-5pm

* Lunchtime over winter

INDIVIDUAL MUSIC TUITION

Individual musical instrument tuition is available to all pupils. The school endeavours to respond to demand from parents in terms of the particular instruments offered. We shall update you regarding the available options each academic year.

THE 'FORMULA FOR SUCCESS' PROGRAMME

King's House Moorlands Education Trust aims to provide pupils with the key skills and knowledge they need to be prepared for the future, a future that more than ever before, will be a highly competitive and challenging one.

Almost nine in 10 (87%) UK adults feel that school did not provide them skills they needed

for life after education, according to opinion polling research published in September 2019. More than a third (42%) of those surveyed felt that they would have benefited from being taught a range of concepts such as finance and budgetary skills, effective communication and social skills.

Talent by itself is only part of the reason why children achieve success. Research suggests that the three vital ingredients are talent, skill and effort. Success can, of course, be measured in a number of different ways; however, most highly successful people, whatever their goals in life, have common traits which helped them get to the top in their chosen field. While many assume that these skills are innate, many of them can actually be learned and therefore taught. By going above and beyond the academic curriculum, we aim to teach children the vital ingredients and characteristics necessary to achieve success.

The concepts currently covered by the 'Formula for Success' Programme are:

- Life Skills
- Debating & Public Speaking Skills
- Financial Management Skills
- Leadership Skills
- Etiquette & Social Skills

CAREERS EDUCATION

The school has a commitment to do whatever it takes to ensure that every pupil leaves the school with enthusiasm and thirst for the next stage in their lives. Therefore we will start every pupil on a pathway to lead a fulfilling life and in turn, an accomplished career.

The development of skills centred around careers and employability is integral to our commitment and an essential part of the Moorlands academic and personal journey for each pupil.

A comprehensive careers learning programme, including exposure to meaningful encounters with the world of work and educational institutions, enables pupils to gain real-life experiences that enhance employability and increase awareness of the potential experiences in life beyond secondary education.

On leaving Moorlands, pupils will have direction and purpose, motivating them to secure opportunities suited to their individual attributes and aspirations. Moorlands alumni will be resilient, ambitious and prepared to go out into the world with sought after skills.

THE SCHOOL LIBRARY

The school library has an excellent reference and non-fiction section and a broad collection of fiction. The provision is reviewed on a regular basis to ensure appropriate materials are available for all pupils.

A library data system, linking the school's Integris database with the 'Reading Cloud' system, deals with day to day library administration. It provides monthly reports about the school library usage, manages overdue book stock and generates reminders.

HOMework

Homework enhances pupil learning, improves achievement, and develops pupils' study skills and as such is an integral part of the curriculum. There is a clear evidence that successful pupils make progress when they embrace homework and see the clear purpose of the task being set. The homework timetable will be outlined to and discussed with the pupils.

OBJECTIVES:

- To promote pupil self-discipline and personal responsibility for learning and organisation.
- To reinforce work started in class, extending knowledge and understanding.
- To give opportunities to practise and develop skills.
- To permit more rapid progress to be made by each individual; to promote quiet reflection on the work covered in the lesson.
- To encourage pupils to investigate topics of study in depth, particularly through the use of effective follow-up questions.
- To open up areas of study and to make possible the use of materials and sources available outside the classroom.
- To allow parents to become involved in their child's learning.