



Dormston SCHOOL

Knowledge is Strength



General Information 2020/21

Vision

Dormston School aims to inspire confident, motivated students who have a passion for learning and are fully equipped to contribute to society.

Mission

To achieve the vision we will aim to create a vibrant school which provides every student with the means to excel academically and develop into the best version of themselves.

Values

- ✓ EFFORT
- ✓ KNOWLEDGE
- ✓ RESPECT
- ✓ RESPONSIBILITY
- ✓ RESILIENCE

Term Dates

Autumn Term

- Term Starts: Wednesday 2 September 2020 (Year 7 only), Thursday 3 September 2020 (Years 7 - 11)
- Half Term: Monday 26 October 2020 - Friday 30 October 2020
- Term Ends: Friday 18 December 2020

Spring Term

- Term Starts: Monday 4 January 2021
- Half Term: Monday 15 February 2021 - Friday 19 February 2021
- Term Ends: Thursday 1 April 2021

Summer Term

- Term Starts: Monday 19 April 2021
- Half Term: Monday 31 May 2021 - Friday 4 June 2021
- Term Ends: Wednesday 21 July 2021

Inset Days 2020/2021

Tuesday 1 September 2020, Friday 27 November 2020, Monday 30 November 2020, Friday 30 April 2021, Friday 2 July 2021.

Admissions

The school holds an Open Evening early in the Autumn Term and tours of the school during the school day can be arranged throughout the following week. Should these times not be convenient, parents are welcome to contact the school for an appointment; a senior member of staff will be very pleased to show you around.

Dormston is a Dudley LA Community School and follows the LA admissions procedure. The LA allocates places on the basis of the following priorities:-

All preferences, regardless of ranking, will be assessed against the following criteria to allocate the available places at those community secondary schools that are oversubscribed i.e. receive more applications than can be accommodated.

- a) First priority for admission shall be given to relevant looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a "serious and ongoing medical condition" where the preferred community school is the most appropriate school to meet the condition.
- c) Third priority for admission shall be given to children who have a brother/sister, half-brother/sister (where the children share one common parent), or step-brother/step-sister, living at the same address and who will still be attending the preferred school in the academic year 2020/21.
- d) Any places that remain available once the above applicants have been admitted will be filled according to those children who live closest to the school, determined by a straight-line measurement in metres, from the home address to the main entrance of the preferred school.

Notes

- Relevant looked after children means children who are looked after by a Council in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Council, or (b) being provided with accommodation by a Council in the exercise of their social services functions.
- An adoption order is an order under section 46 of the Adoptions and Children Act 2002. A Child Arrangement Order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- In accordance with legislation, a child with a Education Health Care Plan (EHCP) will be offered a place at the school named in the EHCP as the most appropriate to meet the child's individual needs, this may reduce the number of places available for children who do not have an EHCP.
- If applying under the medical criterion, parents must provide supportive information from their child's Medical Consultant at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the child would experience if they attended another school. Parents should also indicate why the preferred school is the most appropriate to meet their child's medical condition rather than any other school. The Council will not seek to obtain medical evidence on behalf of parents.
- Any Dudley child not obtaining a school at any of their preferred secondary schools will be allocated a place at the next nearest school with a place available and will be advised about the independent appeals process.
- Definition of brother or sister also relates to adopted or fostered children living at the same home address.
- The home address is considered to be the child's (along with their parents') genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friend's or relative's address will not be considered for allocation purposes.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives. It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from the parents to confirm that this is the case. The Council is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Council will exceed the admission number for the school concerned to prevent separation of twins/triplets.
- Random allocation will be used as a tie-break in category (d) above to decide who has the highest priority for admission if the distance between two children's homes and the school is the same.

Transfer to Secondary School

Primary Feeder Schools are visited by members of Dormston staff during the Summer Term to give potential primary school students their first opportunity to ask questions about how the transfer to secondary school will work and what life will be like when they join us in September. We spend time with students' primary school teachers finding out as much as possible about our new students.

Students are invited to spend 2 days with us during our Primary School Induction Week in early July which culminates in an Induction Evening for Parents on the last day. We hope this will relieve any anxieties that students and parents may have.

The School Day

The school day starts at 8.40am and finishes at 3.00pm with a 15 minute break in the morning and a 40 minute break for lunch. There are four one hour lessons in the morning session and a one hour lesson plus a 20 minute assembly/tutor period in the afternoon.

Dormston Codes & Standards

Dormston Standards

We all support:

- ✓ attitudes and behaviour that support learning
- ✓ equality of opportunity for all
- ✓ a safe and pleasant school
- ✓ respect for others at all times
- ✓ respect for property

We do not accept:

- ✗ behaviour or language that is demeaning (racism, sexism, homophobia, bullying or harassment of others or sexual misconduct)
- ✗ behaviour that brings about abuse of school property or the site (dropping litter, graffiti, vandalism, theft)
- ✗ dangerous or harmful behaviour (violence, bringing harmful implements or banned substances onsite)

At Dormston we focus on getting the basics right. We have a simple philosophy that underpins everything we do. We believe that if students, parents and the school work together, then every child will achieve their full potential. These values are:

Effort - We believe that when a student tries their very best there is no end to what they can achieve. Students may not always find every subject easy but with determination and drive they will succeed. Good effort also means attending school every day and being on time and equipped for all lessons.

Knowledge - We think carefully about our curriculum to ensure children are provided with a broad and balanced experience. Our curriculum is sequential and ensures students build on prior learning and can remember more and learn more. We provide students with Knowledge Organisers which helps to deepen their learning. We will set all students challenging targets which they have to work hard to achieve.

Respect - Good behaviour is the key to a happy and successful school and we expect all students to have good manners and show respect to all staff and other students. We will not allow any students to 'steal' the learning of others in the classroom through poor behaviour and we work hard to ensure every student is clear of our high standards.

Responsibility - We expect all students to be responsible members of the school community. That means taking responsibility for their learning and behaviour but also playing their part in making the school a great place to be. We offer a wide range of extra-curricular activities and opportunities that enhance the learning experience. Students are encouraged to be part of our School Council or, in Year 11, part of the Student Leadership Team.

Resilience - We hope that your child is very happy at Dormston School and enjoys every day but sometimes school life, like life outside school, may become a little challenging. When the going gets tough we want our students to be strong enough, mentally and physically, to find their way through problems and emerge as stronger and wiser people. Our pastoral team are always there to provide the support and encouragement to make sure no student is left behind.

Keeping in Touch

Parents are welcome to contact the school at any time if they have any queries or would just like to know more about the school. In most cases the Head of House or Curriculum Leader is the first point of contact.

Student data is released for all years three times each year. Parents are also invited to attend a Consultation Evening with subject teachers to discuss progress.

Students in all year groups will have their academic progress monitored by a Strategy Leader. This person will also provide a range of career advice and oversee the PSHE provision.

There are occasions each year such as Awards Evening and Sports Day to which parents are invited.

Health

Minor medical problems can be dealt with by our First Aiders or School Nurse. If students are taken ill at school then parents will be contacted. A student will never be sent home without first confirming: that a parent has agreed to this, and that a parent, relative or other suitable adult is there take to responsibility if necessary.

Parents are asked to complete a Student Medical Form on starting school. If your child develops a medical condition in the interim please ensure that you contact the school to inform us of the condition. Parents are asked to tell the school of any special health problems. If a child is prescribed regular medication either 4 times a day or at a required time, this can be kept in our medical office and administered by a trained member of staff. The Dormston School has a very detailed asthma and medical condition policy which ensures that children are well managed in their school life.

It is expected that all students will take part in physical education unless parents provide medical instructions to the contrary. Students will always be asked to change for PE and may participate in another way, i.e. umpire if injury allows.

There is a School Health Advisor who comes into school to support any children with health concerns. If parents want their child to be seen they can ring the school. We also have a school counsellor who will support targeted students if the school feel it is necessary.

Charities

Dormston is involved in raising money for one charity throughout the year. All students vote on the charity they want to support, with each house raising money in their own way. At Christmas we also hold our annual Christmas Variety Show where we all wear our best Christmas Jumpers and turn the heating down by 1 degree in order to raise money for a local homeless charity.



Punctuality & Attendance

The importance of good punctuality and attendance is made very clear to all students. Each student has the personal attendance target of 100%. The overall school attendance target is 97%. Students with 100% attendance will receive a special end of year reward.

When absence or lateness is unavoidable due to illness parents are asked to ring the school as soon as possible. Parents must ring the school every day that their child is absent. If you need your child to come out of school for unavoidable appointments please let the school know in advance and write a note in the child's planner to the same effect. Please be aware that our expectation is that any appointments will be made out of school time wherever possible.

It is very unlikely that any holiday requests will be granted in term time.

Essential Equipment

It is important that students come to school ready to learn so that valuable teaching time is not wasted providing students with equipment. It is vital therefore, that students attend school with the appropriate equipment which includes:

- pen (plus spare)
- pencil (plus spare)
- sharpener
- eraser
- ruler
- calculator and other maths equipment (i.e. protractor, set square etc.);
- student planner (provided by school)
- reading book
- folder for 'knowledge organisers' (provided by school)

Students are asked to keep all equipment in a sturdy bag big enough to hold all their books. Equipment checks are regularly undertaken and appropriate sanctions are put into place for those students who do not have the appropriate equipment with them.

School Catering

Healthy eating and providing our students with exciting and healthy lunch options and snacks is very important. We also provide a healthy breakfast range. We try to ensure the quality, cost and choice of food available is of the highest standard. Students are not allowed off site at lunchtime.

Students pay for food/drink via our biometric system which means that they do not have to carry money around and this also helps with the speeding up of lunch queues. Students are also allowed to bring their own food into school for lunchtime. We would encourage you to ensure that your child has a healthy meal at lunchtime as we do not allow fizzy, sugary drinks etc. Parents have the option to use ParentPay to add money to their child's account. Parents can also use this to monitor what their child purchases at school.

A coffee bar and lunch area especially for Year 11 students is based in the atrium. Year 11 students who have earned the privilege to use this area are allowed access to it during break and lunchtimes, and after school. The gallery area is provided as a base for students to eat their lunch when they first arrive in Year 7.

Lost Property

This should be handed to, and may be claimed from, the school office. Items not claimed after four weeks are disposed of.

It is particularly requested that all property be clearly marked with the student's name and that no valuables be brought to school as we cannot accept responsibility for anything that goes missing.

Mobile Phones

Any students choosing to bring their mobile phones to school must hand them in to Student Reception upon arrival at school and collect them again at the end of the school day. It is the responsibility of the student to keep their phone token safe. The school will not take responsibility for any circumstances resulting from the loss of this token. Any student caught with their mobile phone will have it confiscated and will need to get a parent/carer to pick it up for them at the end of the school day. The school will take no responsibility for electrical equipment brought into school.

The House System

Students coming to Dormston are assigned to one of four houses:

- Avon - Mr Amos, Head of House, Mr J McLaughlin, Deputy Head of House
- Derwent - Mrs Downie, Head of House, Mr Richardson, Deputy Head of House
- Severn - Miss Ward, Head of House, Mrs Trotter, Deputy Head of House
- Trent - Mr Plant, Head of House, Mrs Brayshaw, Deputy Head of House

Once a week they will have a House Assembly in the Theatre. The House System gives us an excellent platform to build on and develop many important values with our students. It offers friendship, a sense of belonging, as well as the opportunity for celebrating individual achievement.

Discipline

A high standard of behaviour is expected of all students at Dormston both in and out of school. Students who do not live up to these expectations will receive the appropriate sanctions.

The school is a no smoking area and does not allow smoking on the premises or off it, including e-cigarettes. This includes the time going to and from school.

The school grounds are covered by a large number of CCTV cameras to ensure students are kept safe at all times.

Rewarding and acknowledging good behaviour is also equally important. We have a strong rewards system based on students being awarded a Bronze/Silver/Gold/Platinum tie and badge based on attendance, effort and involvement in extra-curricular activities. Exceptional students can also achieve the Platinum Award. In addition, students can also earn 'Headteacher Commendations' and 'Learner of the Month' award. Students who excel in one of our 5 core values will receive our value 'stripe' to wear on their school jumper.

House Leadership Team

The school has an extensive student House Leadership Team. Students write a letter of application for these coveted roles followed by a formal interview. Students' responsibilities can range from being Anti-Bullying Ambassadors or Peer Mentors to being representatives of the school at important high profile events. Our House Leadership Team wear a slightly different uniform.

Anti-Bullying

We have a zero tolerance approach to Bullying at Dormston School and we are committed to providing a safe and caring environment for all our students. Any bullying allegations made are thoroughly investigated with appropriate sanctions and/or restorative justice given. Every year we take part in National Anti-Bullying Week to ensure this topic remains a high priority. Our aim is to deal with the issue of bullying proactively rather than reactively. We are very proud of our Student Anti-Bullying Ambassadors who also take an active role in supporting us in this area. We have recently been awarded the All Together award in recognition of our work towards preventing bullying. We are a Stonewall school which recognises our commitment to ensuring we have a fully inclusive school.

Uniform

We want to encourage Dormston students to take a pride in the school: one way of doing this is wearing the correct school uniform.

Girls

- ✓ dark grey skirt (knee length) or **tailored** trousers (material must be 'Trutex Grey' and not stretchy or tight-fitting);
- ✓ lilac blouse; long or short sleeved (from uniform suppliers only; the manufacturer is David Luke);
- ✓ navy 'v' necked house jumper with school logo and with correct House logo on left sleeve (from uniform suppliers only). Jumpers should not be tucked in;
- ✓ school tie from uniform suppliers;
- ✓ footwear should be black leather, low-heeled (no more than 1 inch high), lace up, or slip on shoes with strap, and enclosed heels and toes. No trainers, including trainer style shoes, boots or canvas shoes. **NOTE** you must be able to polish the shoes. Shoes with visible logos are unacceptable;
- ✓ black/navy or white socks, black or natural tights;
- ✓ plain dark grey/black/navy outdoor coat (no leather, fur, denim jackets or hooded tops).

Boys

- ✓ dark grey trousers ('Trutex Grey');
- ✓ dark grey shirt; long or short sleeved (Trutex);
- ✓ navy 'v' necked house jumper with school logo and with correct House logo on left sleeve (from uniform suppliers only);
- ✓ school tie from uniform suppliers;
- ✓ footwear should be black leather, lace up, or slip on shoes. No trainers, including trainer style shoes, boots or canvas shoes. **NOTE** you must be able to polish the shoes. Shoes with visible logos are unacceptable;
- ✓ black socks;
- ✓ plain dark grey/black/navy outdoor coat (no leather, fur, denim jackets or hooded tops).

During the summer term only students may wear a branded polo shirt (with school logo and correct House logo on left sleeve) instead of a shirt and tie. Dormston polo shirts are available from all of our usual uniform suppliers. Our Student Leadership Team are also provided with a grey blazer and special tie to elevate their position within the school.

PE Kit

- ✓ black/purple shorts/skort (with logo) from uniform supplier;
- ✓ black/purple polo top (with school logo);
- ✓ black/purple zip sweatshirt (with logo);
- ✓ black/purple rugby top (with logo);
- ✓ black/purple sports socks;
- ✓ plain black tracksuit bottoms (any make);
- ✓ trainers;
- ✓ football boots are advisable, no metal studs (boys).

For all PE lessons students must have as a minimum; a PE top, shorts or skort, socks and trainers. Tracksuit bottoms and sweatshirts can be worn at the discretion of the PE Staff.

Three local uniform providers: Abbiss (Wombourne) and A Oakes (Dudley) and Bilston Market.

Further Points

Could we also stress that, in the interest of preserving high standards, the following all apply:

- jewellery: one ring, one watch and one stud in each ear lobe are allowed; no other piercings are permitted;
- hair dyed in fashion colours are not allowed. Extreme styles (e.g. tramlines, shaved in patterns/lines, less than grade 2/holiday-style braids) are not allowed;
- natural-looking, discreet make up only, false eyelashes are not permitted;
- no nail varnish or nail extensions.

Please note that the school reserves the right to make additions/changes to this list at any time at the discretion of the Headteacher

(If any parents are in doubt, please contact your child's Head of House for clarification).

The Curriculum

Dormston School offers a wide range of courses under the National Curriculum leading to the General Certificate of Secondary Education.

Years 7, 8 and 9 students are taught the following subjects:

Art	History
Design & Technology	Computing
Drama	Mathematics
English	Music
Modern Foreign Language (either French or German)	Physical Education
Geography	RE
Science	Dance

At the end of Year 9 students choose the options that they will be studying in Years 10 & 11. Information about these courses is circulated in the Spring Term with an Options Evening for Parents.

Certain subjects are compulsory during Years 10 & 11. These are:

English Language	Physical Education
English Literature	Mathematics
Science	Philosophy & Ethics (Years 9 & 10 only)

Currently Years 10 and 11 Optional Courses include:

Art & Design - Fine Art	Resistant Materials
Business Studies	Art & Design - Photography
Citizenship	Computing
Dance	Drama
Food Technology	French/German
Geography	Graphic Products
History	Physical Education
Music	Textiles

Homework

Homework is valuable training in independent learning and is set for all students. Students follow homework timetables that coincide with their two week timetable. Their homework timetable will be recorded in their Student Planners. Go4Schools enables staff to mark attendance, set homework and record academic grades/marks to track progress and effort. This allows staff to have a better understanding of students performance levels across the school. Students can also see this information and with the Go4Schools Parental Engagement module, parents can see all of this as well as their child's timetable and progress reports. Homework is also available to view on Go4Schools which all parents have access to. We encourage all parents to check Go4Schools regularly.



Teaching Groups

Year 7

Students are placed in sets for Mathematics and Science and taught in their form tutor group for all other subjects.

Year 8

Students are put in sets for Mathematics, English, Science, MFL and PE. All other subjects are taught in mixed ability groups.

Year 9

Students are put in sets for Mathematics, English, Science, MFL and PE. All other subjects are taught in mixed ability groups.

Year 10

Students are setted for the core subjects of Mathematics, English and Science. Mixed ability for RE. All other subjects are option choices.

Year 11

Students are setted for the core subjects of Mathematics, English and Science. Mixed ability for RE. All other subjects are option choices.

Extra Curricular Activities

A wide variety of lunchtime and after-school activities take place, including:

- The Duke of Edinburgh Scheme
- use of the PLC from 8am onwards – information, research and reading
- a number of school teams; football, athletics, rounders, netball, basketball, hockey as well as club activities such as badminton, trampolining and fitness
- STEM Club
- School Orchestra
- Singing Group
- Cooking Club
- Archery Club
- Computer Club
- School Production
- Technology Clubs
- Running Club
- Debate Competition



Administration

Chair of School Governors

Mr George Craig
C/O Dormston School
Mill Bank
Sedgley
DY3 1SN

Headteacher

Mr Steve Dixon
Deputy Headteachers
Mrs Jayne Elliott
Mr Simon Carroll



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