

# The Emmbrook School



**A very special welcome!**

**September 2022**



**Facebook:** @Emmbrookschool



**Twitter:** @Emmbrookschool



**Instagram:** @TheEmmbrookschool



**Website:** [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk)



# Welcome from the Headteacher

Dear Parents and Carers,

It is with great pleasure that I welcome you as new members of The Emmbrook School Family!

We are delighted that we have a record-breaking new intake for a second year. We are currently working hard to ensure we build our capacity so that all our new students can have outstanding experiences and achieve great things.

I am incredibly proud of The Emmbrook; this is a school which values the individual and has the drive to ensure that each student achieves excellence. For nearly two decades I have seen our students go on to achieve amazing things in a huge variety of fields, from setting up local businesses to building careers working for major multinational corporations. It is these successes that inspire me to do my job to the best of my ability.

We recognise how vital the support of parents is to educational success. You know your own child better than anyone; by sharing that knowledge you will enable us to provide the best possible support for your child. Strong communication is, therefore, absolutely vital for success and so I encourage you to contact me and my colleagues as needed. We are completely committed to working in partnership with you to ensure that your child develops the knowledge and skills they need to achieve high quality academic qualifications and that they are prepared well for life after school so they can seize any opportunities that may arise.

Mrs Hodgson is the Head of Year 7 and our Transition Manager; she is an experienced and talented pastoral leader who takes her responsibility very seriously – she will do everything in her power to ensure that each and every child is safe, happy and able to learn to the best of their ability. Her introduction (on the following pages) gives a good sense of her approach and priorities during transition and I am very grateful to have such a dedicated colleague doing this essential job.

Mrs Hodgson is supported by a strong team, including Mr Johnson, who is the senior leader assigned to support Year 7 and he will be on hand throughout the transition to help make things go as smoothly as possible.

This Welcome e-booklet will provide you with a vast array of information regarding our school; I hope that you will find it a useful document. My email address is readily available should you need me, this openness is at the heart of our culture. Should you need any further information, now or in the future, I would always encourage you to contact us.

It is really important to me that everyone feels part of our community and I look forward to getting to know you over the coming months and years.

Best wishes,



**Nick McSweeney**

Headteacher

[nmcsweeney@emmbrook.wokingham.sch.uk](mailto:nmcsweeney@emmbrook.wokingham.sch.uk)



# An Introduction from the Yr6 into Yr7 Transition Manager

We are delighted to welcome your child into Year 7 at The Emmbrook School.

We hope that this will be the start of a happy and successful time for them in every respect of their education and personal development.

Here at The Emmbrook we have developed a strong partnership between the children, their families and the school. This enables us to work together to ensure that the children feel secure and well supported by the adult community, both at home and at school.



The transfer into secondary education for many children will probably be the biggest and most important change in their lives so far. Many look forward to the various adjustments and challenges it brings whilst others will find it more daunting.



The programme of events and activities outlined in this Welcome e-booklet are designed to give every child the most positive and confident start to school life here. We hope you will acknowledge with us the importance of getting the children off to a confident start and that, as a family, you will enter fully into the programme.

In order to strengthen the partnership between school and home we need your help to ensure that your child attends school every day, looks smart and adheres to the instructions given by members of staff.

You can help your child by familiarising yourself, and them, with our school rules with regards to uniform, behavior and attendance. You will find some general information on these topics in this Welcome e-booklet or you can visit our website for more information.

Please can we also ask you to:



- Check every day that your child's appearance fully complies with our uniform code when they leave home. Support them to wear it with pride as they represent their school.
- Ensure that your child is properly equipped for the correct day's lessons.
- Check 'Satchel: One' (was called Show My Homework) on a daily basis to ensure homework is completed to a satisfactory standard and is ready to be handed in on time.
- Encourage your child every day to arrive at school positive and determined to actively engage in their own learning process.
- Motivate your child to participate and take full advantage of the activities and clubs we run to broaden their experiences.



You will find accompanying this Welcome e-booklet, my latest letter which provides further instructions regarding the completion and submission of our various online Data Collection forms.

**It helps us enormously to receive these by the stated deadline (Sunday 5<sup>th</sup> June 2022) as we use all the information provided on these forms together with the information from the primary schools when we place the children into tutor and teaching groups.**

We endeavour to place children in suitable, balanced Tutor and House groups, which are mixed in terms of social, sporting and academic background.

Children will be allocated to one of our four Houses; Jupiter (Yellow), Mercury (Red), Solar (Green) and Venus (Blue) and they will wear their Houses' distinctive striped colour tie. You will be advised before the end of the summer term which house your child will be attached to.

Usually the children's first contact with us will probably be when I visit them in their primary school. We aim to meet every child in this way unless of course they live "out of county". I am currently in the process of contacting the primary schools to arrange my visits.



During these visits we spend time in consultation with the primary school Year 6 teachers and the children also get the opportunity to ask me questions directly, tell me any of their worries or concerns and we gain invaluable pastoral and background information which supports a successful transition for the children.

There is a key date for both yourself and your child in June – **Wednesday 22<sup>nd</sup> June.**

During the day your child will get to experience an Induction day at our school; further details are on the following pages.

During the Parents' Information Evening on **Wednesday 22<sup>nd</sup> June** we will begin to give you important information and an insight into your child's first year at The Emmbrook.



You will also be given a leaflet from Marks & Spencer which provides you with details regarding the purchase of your child's school uniform and also more information from our PTA.

In previous years, Marks & Spencer have offered a discount for parents when purchasing school uniform through their School's website. We have been advised that they are planning to offer the 20% discount again this year in July but this is yet to be confirmed due to a change of supplier. We hope to be able to confirm this before the Induction Day.

We look forward to welcoming your child into The Emmbrook family and to developing a purposeful partnership together.



**Mrs S Hodgson**  
**Year 6/7 Transition Manager**



# Programme of Events

We look forward to having contact with you in the coming weeks/months, to hopefully establish a sound and longstanding partnership that will enable your child to make the most of every opportunity that The Emmbrook has to offer.

## ***Key Dates & Information:***

### **Wednesday 22nd June 2022 (8.30 am – 2.30 pm) – Induction Day**

This day is a significant event in the transfer process for all our Year 6 children. They will experience an active secondary school day and meet senior members of staff.

Unless your child's primary school has made special arrangements for children to come collectively, parents are asked to bring their children in by 8.30 am. **(As a matter of Health & Safety, please do not drive onto the school site to either drop off or to collect your child).**

Your child should wear their primary school uniform. They should bring a packed lunch including a drink or money for the canteen (please see [our website](#) for our canteen food options and prices.) Your child will also need something to write with during the day.

Members of staff and current students will be waiting to meet your child under the covered way. **In order to assist us during this busy time, we would be grateful if you could leave them with one of the helpers and do not follow them into the Main Hall.**



The day ends at 2.30 pm; please wait under the covered way and your child will be sent out to meet you. If your child is to go home with siblings who are already at The Emmbrook, please ensure you tell them to collect their brother or sister from the Main Hall at 2.55 pm. If you wish your child to go home with a friend or older student who is not a family member, please let Mrs Hodgson have this **in writing or by email prior to the Induction Day** ([admissions@emmbrook.wokingham.sch.uk](mailto:admissions@emmbrook.wokingham.sch.uk)).

We hope the children have an enjoyable and positive day.

### **Wednesday 22nd June 2022 (6 pm) – New Parents' Information Evening**



This event begins at 6 pm in the Main Hall.

Mr McSweeney, the Headteacher, and other Senior Staff will introduce you to the key elements of school life, the curriculum and assessment, with specific reference to Year 7.

Information relating to the purchase of school uniform from Marks & Spencer and the PTA will be provided during the event.

Please **do not** bring your child to this event.

### **Tuesday 23rd and Wednesday 24th August 2022 - Summer School**

On Tuesday 23rd August we will be hosting a summer school on the Emmbrook site, with a second day, on Wednesday 24th August, at Wellington College. Please put these dates in your diary as further details will be released soon.

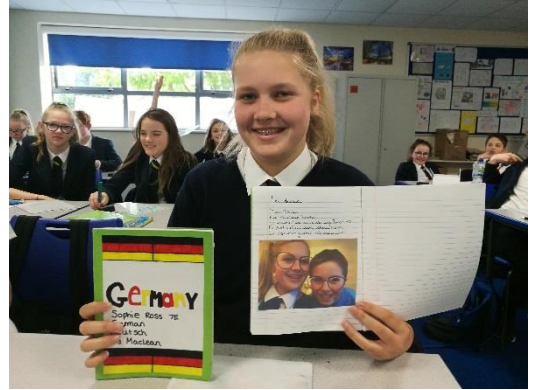
# 1<sup>st</sup> Day as an Emmbrook student

## **Tuesday 6<sup>th</sup> September 2022**

The new term will begin on Tuesday 6<sup>th</sup> September at 8.25 am.

On this day, please ensure your son or daughter is dressed in full school uniform and is equipped with a pencil case containing everything they will need. They will not need their PE kit on their first day. Please ensure all their personal items are named.

On arrival your son or daughter should go straight through to the Main Hall where they will be met by Mrs Hodgson and her team of helpers. Staff will be on hand to show them the way.



During the course of their first day, the Year 7 students will:



- Spend time with their Tutor.
- Meet the other students in their tutor group.
- Be issued with their timetable.
- Experience their first lessons.
- Experience a school assembly.

The school day finishes at 2.55 pm.

## **School Buses**

If your child is eligible for school transport and will be travelling to The Emmbrook using the school bus, you will need to complete an online 'home to school' transport application form which can be found on the school transport page of Wokingham Borough Council's website via the following link:

<http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/>

The completed form can either be sent to: Corporate Transport Unit, Wokingham Borough Council, Shute End, Wokingham, Berkshire, RG40 1BN or emailed to [ctu.group@wokingham.gov.uk](mailto:ctu.group@wokingham.gov.uk)

Bus passes, alongside further information, will be issued to you directly from Wokingham Borough Council's transport department before the start of the term in September.

If you need any further advice please either call the school transport department at Wokingham Borough Council on 0118 9746000 or email them directly.

## Settling into The Emmbrook: Students' thoughts...

Year 7 has been a good year at The Emmbrook. Once Mrs Hodgson had visited my primary school, I immediately knew that I had made the right choice. As I have never been here before, I thought that finding my way around the site would be a problem, but it was quite easy; they gave you a clear map. In addition, I thought that the teachers would be strict, giving out detentions all the time, when they are incredibly supportive.

After school, there are many activities ranging from Sports to Economics and Business. Every time you go to one of these clubs, you get reward points. Alongside those, there are many inter-house competitions to get involved in (you get 10 reward points for entering those)!

If I were to give advice to any upcoming Year 7 student, it would be to not become worried about anything, to push yourself out of your comfort zone and get involved in as many events as possible (it is the best way to make friends with people that have the same interests as you). Remember to be the best self you can be!



**Marcus**  
Year 7

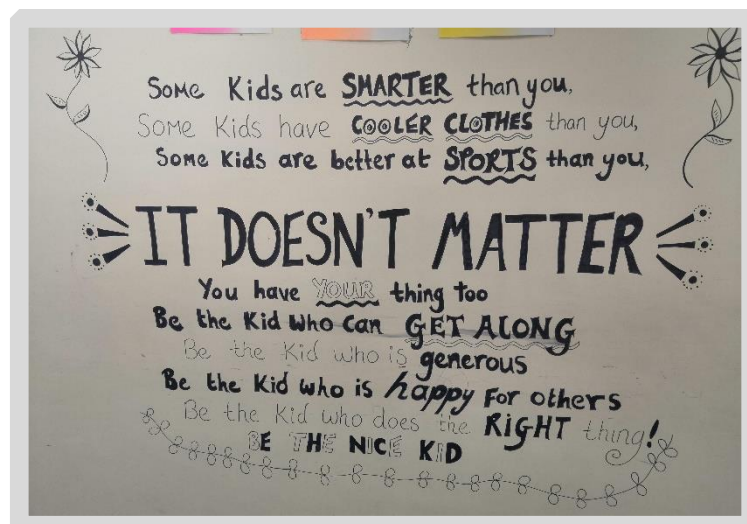


**Summer**  
Year 7

When I joined The Emmbrook, I managed to settle in very quickly, even though there was no induction day. This was because COVID had become such a big thing that we weren't allowed to visit the school. Thankfully The Emmbrook stepped in and organised a summer school for all the new students to attend.

As well as spending a few days at The Emmbrook, one of the days was at Wellington College where we did many different activities such as; low rope agility course, a dance lesson, arts and crafts obstacle courses, escape rooms (which involved lots of teamwork) and finally an amazing lunch in the cafeteria. Lots of people took part in the camp which meant everyone became friends and got used to the school.

The Emmbrook is a joyful school, and I am having a really good time here.



# Extra-Curricular

Extra-Curricular Activities and Charity Events are always popular with our students and they are an excellent way to make new friends whilst enjoying school life.

In September your child will be joining our community and they will have lots of opportunities available to them to join our clubs, go on trips or to take part in school events.



This year our year 7 and 8 girls football team reached the final of the Elite cup, only to lose through the last penalty – fingers crossed for next year!

## Instrumental/singing lessons

The Music department is visited by specialist teachers from Berkshire Maestros who offer individual and small group lessons to any Emmbrook students who wish to continue learning or start learning an instrument. Lessons are available during the school day or, alternatively, after 4.00 p.m.

Lessons during school hours are organised on a rotational timetable so that there is minimal disruption to normal curriculum lessons. The school fully supports students in learning instruments and/or having singing lessons.

If you have any questions about this, please email Mrs Wellman (Curriculum Leader for Music) at [awellman@emmbrook.wokingham.sch.uk](mailto:awellman@emmbrook.wokingham.sch.uk)

For information about lesson fees and to enrol your child, please complete the registration form on the following website: [www.berkshiremaestros.org.uk](http://www.berkshiremaestros.org.uk)



A small sample of the fun activities, school trips and clubs available to our students.





## Inter-house Events

Every student will belong to one of four Houses: Jupiter, Mercury, Saturn and Venus. Students will be able to take part in inter-house activities.

The House system aims to provide an even greater sense of community and competition, as well as offering a range of new opportunities where students can get involved in school life and try new skills.

All students and members of staff are attached to one of the four Houses. Staff and students voted for the House names and chose to return to the original Emmbrook Houses which are as follows:

<b>Jupiter - Yellow</b>	<b>Mercury - Red</b>
<b>Saturn - Green</b>	<b>Venus - Blue</b>

Every student in the school is identified within their House through their school tie which consists of a coloured stripe co-ordinating with their House colour.

### Roles & Responsibilities

Each House is led by a Sixth Form House Captain and a Vice Captain who are elected each year. The House Captains are supported by a Staff House Leader and together they hold House assemblies each half term.

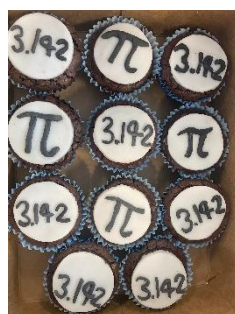
Every year group from years 7-11, has a House representative, who liaises with the House Captains and Sixth Form House representatives to help organise and plan inter-house events.

The House system is a central part of our school community, encompassing our school value of being a 'family'. It unites students across each year group, including the sixth form. It helps to create a sense of belonging and involves a wide range of events, including activities within each subject area.

Throughout the year a variety of events take place, supporting the pastoral curriculum by expanding the children's learning and social experiences. A few examples in the last year are below, but please feel free to check our Facebook feed for more examples.



6<sup>th</sup> form football



Pi Day



Business Club



Halloween  
Bake Off

# The Emmbrook School Curriculum

*Our curriculum has been designed to meet the varied needs of each student in order to maximise every student's potential.*

In years 7, 8 & 9, our students enjoy a varied curriculum with a balance between the core subjects (English, maths and science), humanities, languages and creative subjects. This will give our students the opportunity to develop a sound foundation before they move on to study GCSEs in year 10. All of the subject areas are staffed by specialist teachers who are experts in their chosen field.

During these three years students will learn:

- [Art](#)
- [Computing / IT](#)
- Design and Technology – including [food](#), [textiles & resistant materials](#)
- [Drama](#)
- [English](#)
- [Geography](#)
- [History](#)
- [Maths](#)
- Modern Foreign Languages ([Spanish](#), [French](#))
- [Music](#)
- [Physical Education \(PE\)](#)
- [Religious Studies \(RS\)](#)
- [Science](#) (drawn from biology, chemistry and physics)



Lessons take place in appropriate specialist facilities, including art, design and technology workshops, sporting facilities, music suites, science labs and drama studios.

Teachers will plan engaging lessons that are differentiated to meet the needs of all students. Students will develop the knowledge and skills that they need to be successful. During registration time students will meet with their tutor, who will check their uniform, their equipment and provide Pastoral Support and guidance.

Students who arrive below or working towards the National Standard in their KS2 English and Maths Teacher Assessments will receive additional support so that they can successfully catch-up. This will include extra English and maths lessons, including small classes and one-to-one tuition.



Throughout their time with us, we will continually monitor the progress of each of our students. We will look for opportunities to personalise the curriculum for individual students to ensure that they fulfil their academic potential.

# Important Information

## Timetables

At the start of each year your child will be given a timetable that tells them what subject they have each lesson, where the lesson will be taught and the name of the teacher who will teach them.

We have a 2-week timetable cycle; Week 1 & Week 2. We will be starting Week 1 in September. Most students have a copy of their timetable stored on their phone and opt to display the hard copy at home on either the fridge or in their bedrooms.

In order to help your child to be organised and prepared for every school day, we suggest that they have a regular routine at home.

They should check their timetable every evening for their lessons for the next day. They should ensure they have packed in their bags all the correct equipment for the next day, and have included any completed homework that is due in, so they do not miss a homework deadline.

Week 1	1Mon	1Tue	1Wed	1Thu	1Fri
Reg	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews
	Religious Studies 7x/Rs2a H2.6 Mrs S J Guinn	Art and Design 7x/Ar1 C2 Miss K A Ridgers	English 7x/En2a E3.1 Mr M G King	Computing 7x/Cp1-1 M2.5 Mr E Kalatzis	Drama 7x/Dr2a ST1 Mr A Malyan
	English 7x/En2a E3.1 Mr M G King	Geography 7x/Gg2a H1.3 Mrs J Rimmer	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Mathematics 7x/Ms1-2 M2.4 Miss R G Long	Art and Design 7x/Ar1 C1 Miss K A Ridgers
	Physical Educati 7x/Pe2 Mr S Maskell	Design Tech KS3 7x/Ds1 C8 Mr A Field	Science 7x/Sc2 S1.4 Miss D A Taylor	Mathematics 7x/Ms1-2 M2.4 Mrs L C Panesar	English 7x/En2a E3.1 Mr M G King
	Music 7x/Mu2a C13 Mrs A K Wellman	History 7x/Hi2a H2.2 Miss R S Donovan	Religious Studies 7x/Rs2a H2.4 Mr D Constable	English 7x/En2a E1.4 Mr R Myles	Physical Educati 7x/Pe2 Mr C Humber
	Science 7x/Sc2 S1.4 Miss D A Taylor	Mathematics 7x/Ms1-2 M2.4 Mrs L C Panesar	Music 7x/Mu2a C13 Mrs A K Wellman	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Physical Educati 7x/Pe2 Mr S Maskell
Week 2	2Mon	2Tue	2Wed	2Thu	2Fri
Reg	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews	Registration 7C E2.1 Mr J I Matthews
	Physical Educati 7x/Pe2 Mr C Humber	Design Tech KS3 7x/Ds1 C8 Mrs J Meader	Geography 7x/Gg2a H2.8 Mr T Amin	Drama 7x/Dr2a ST1 Mr A Malyan	Physical Educati 7x/Pe2 Mr S Maskell
	Computing 7x/Cp1-1 M2.5 Mr E Kalatzis	Geography 7x/Gg2a H1.3 Mrs J Rimmer	Mathematics 7x/Ms1-2 M2.4 Miss R G Long	History 7x/Hi2a H2.2 Miss R S Donovan	Geography 7x/Gg2a H1.3 Mrs J Rimmer
	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Religious Studies 7x/Rs2a H2.5 Miss R E Wood	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Computing 7x/Cp1-1 M2.5 Mr E Kalatzis	English 7x/En2a E1.3 Ms C J Alexander
	English 7x/En2a E3.1 Mr M G King	Mathematics 7x/Ms1-2 M2.4 Mrs L C Panesar	History 7x/Hi2a H2.2 Miss R S Donovan	Science 7x/Sc2 S1.4 Miss D A Taylor	Mathematics 7x/Ms1-2 M2.4 Miss R G Long
	English 7x/En2a E3.1 Mr M G King	History 7x/Hi2a H2.2 Miss R S Donovan	Science 7x/Sc2 S1.4 Miss D A Taylor	Science 7x/Sc2 S1.4 Miss D A Taylor	Science 7x/Sc2 S1.4 Miss D A Taylor

## Homework

Homework is an important part of your child's education. The work may be finding out information, answering questions or finishing what they have been doing in a lesson.

They must organise their time to make sure they get the work finished to the best of their ability so that it can be handed in on time.







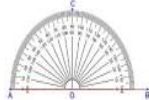





Staff will issue homework through an online service called "Satchel: One" (previously called ShowMyHomework). Full details about this service and your log on information will be provided to you when your child starts with us in September.

The ideal time to do homework is in the evening of the day it is set. For most subjects, they can use a computer to do the work and can if necessary, cut out the work to stick in their books.

If they need to use a computer for homework and wish to do this at school then IT facilities will be available in school during break times or after school in the Library.

# Equipment Checklist

Your child will need some essential equipment for September. These items can be purchased from stationery shops and supermarkets. Where possible please ensure items are clearly labelled.

	ITEM	✓
	A supply of Black/Blue/Purple Ink Pens	
	HB Pencils	
	Pencil Case	
	Ruler	
	Protractor	
	Compass	
	Pencil Sharpener	
	Rubber	
	Casio fx-83GTX Scientific Calculator	
	School bag	

## Valuables

If your child has to bring a mobile phone into school then please advise them that they are responsible for the phone and that they are **not** permitted to use it during or between lessons. They may use their phone at break and lunch times but it **must be switched to silent**. If this rule is broken then the phone will be confiscated.



iPods, computer games and iPads should not be brought into school as these are too valuable and may get damaged or lost.

## The Emmbrook Canteen



In September your child can either bring a packed lunch or purchase food from the school canteen. They can sit at one of the picnic benches near the maths block or in the main school hall.

The canteen operates as a cafeteria where a wide variety of hot and cold food is available from our catering company Innovate (Impact Food Group).



Innovate operate a cashless catering system using biometric fingerprint authentication to provide the facility for students to purchase meals. Please ensure you indicate your agreement to your child being included in the registration process on our Data Collection Sheet (Part 1).

Parents can pay for their child's meals using our online payments system 'Tucasi' (SCOPay) or alternatively students can use Apple Pay, Google Pay or their Debit card. You will receive via email, more information on how to set up an online payment account prior to your child starting with us in September.



### Induction Day:

Innovate appreciates that there is a period of time required for the biometric/online payment system to be set up and activated ready for September.

So, if your child wishes to purchase items from the canteen on their Induction Day then they will be able to do so by using Apple Pay, Google Pay, a Debit Card or cash.

To see the food choices that are available at break times, our main meal menus and a price list please go to [our website](#).



## Timings of the School Day

Years 7, 9, 11 & Sixth Form		Years 8 & 10	
08:25 – 08:45	<b>Registration</b>	08:25 – 08:45	<b>Registration</b>
08:50 – 09:50	<b>Period 1</b>	08:50 – 09:50	<b>Period 1</b>
09:50 – 09:55	<b>Moving Time</b>	09:50 – 10:15	<b>Break</b>
09:55 – 10:55	<b>Period 2</b>	10:15 – 11:15	<b>Period 2</b>
10:55 – 11:20	<b>Break</b>	11:15 – 11:20	<b>Moving Time</b>
11:20 – 12:20	<b>Period 3</b>	11:20 – 12:20	<b>Period 3</b>
12:20 – 12:25	<b>Moving Time</b>	12:20 – 12:50	<b>Lunch</b>
12:25 – 13:25	<b>Period 4</b>	12:50 – 13:50	<b>Period 4</b>
13:25 – 13:55	<b>Lunch</b>	13:50 – 13:55	<b>Moving Time</b>
13:55 – 14:55	<b>Period 5</b>	13:55 – 14:55	<b>Period 5</b>
14:55	<b>Period 6 (12 &amp; 13 only)</b>		

### End of the School Day:

**2:50pm**      Years 7-9 Dismissed

**2:55pm**      Years 10-13 Dismissed

## What to do if?

There may be times when your child may need some help or support. They can always talk to their Tutor, their subject teachers, our Pastoral Support Team or Mrs Hodgson.

They should report to the **Student Reception** if they:

### ***Are late***

They will need to sign in the late book.

### ***Are feeling unwell***

They should tell their teacher who may give them permission to visit Student Reception by issuing them with an exit pass.

### ***Have lost something***

Student Reception staff will endeavour to locate the lost item. Please help us by ensuring that your child's personal items are labelled, including their uniform as this helps us to return the items quickly.

### ***Are absent***

The School must stress the importance of attending school every day and we request that if your child really cannot attend, that you should **ring or email the school before 8.25am to notify us on each day of absence and provide the reason why they are absent.**

The School absence number is 0118 9784406, select option 1.

The Attendance Officer's email is

[absences@emmbrook.wokingham.sch.uk](mailto:absences@emmbrook.wokingham.sch.uk)



## Contacting the School

Parents may contact the school at any time if you have any questions or concerns regarding your child.

General communications between school and home should be via email and to their tutor in the first instance.

At times you may also need to contact their subject teachers or Mrs Hodgson, Year 6/7 Transition Manager.

If you need to visit the school please report to the Main Reception on arrival and our office team will be happy to assist.



Our School telephone number is: 0118 9784406

For a list of teaching staff emails, please [click here](#)



# The Emmbrook School Uniform Policy 2022-2023



- **Emmbrook School blazer & tie - School jumpers may be worn in addition to the blazer**
- **Plain white school shirt (top button must be done up and shirts tucked in)**
- **Plain black school trousers or a plain black loose fitting, pleated design skirt of appropriate length**
- **All black footwear**
- **Coats to be worn over blazers**
- All black footwear must be worn.
- No extreme or unnatural cuts or colours of hair.
- No extreme make-up/false nails/eyelashes.
- No jeans/denim/tight fitting skirts or leggings.
- No hoodies.
- Only one set of ear piercings
- No headphones/airpods/ear buds.
- Coats to be worn over blazers.
- No additional accessories e.g. fluffy socks, sunglasses



Our compulsory items of uniform are available from Marks and Spencer at the following website:

<https://www.mandsyourschooluniform.com/m-s-uniform/uniform-by-school/berkshire-oxfordshire/the-emmbrook-school/5637146892.c>

Orders can be placed online or by telephone

## PE Uniform

Micro Fleece	<b>Compulsory</b> – The Emmbrook School – Navy with embroidered badge
Rugby Top	<b>Compulsory</b> - AKOA Reversible Rugby Top – Navy/White with embroidered badge
Polo Shirt	<b>Compulsory</b> - AKOA Sports Polo Shirt – Navy/White with embroidered badge
Shorts	<b>Compulsory</b> – AKOA Multisport Short – Navy with embroidered badge
Socks	<b>Compulsory</b> – AKOA Navy Pro Sports Socks
Track Pant	<b>Optional</b> – AKOA Pro Track Pant

It is very important to the school that students wear the correct uniform during the school day and also when travelling to and from school. We believe that this sets the standard in terms of high expectations and a purposeful attitude towards work, while promoting the school and our ethos.

We rely very much on the co-operation of pupils and parents in helping us to set and maintain high standards of dress and appearance.



# The Emmbrook 3G Pitch

## Permitted Footwear:



## Not permitted Footwear:



A gum shield will be required for contact rugby, the PE staff will give more information nearer the time.

If you have any questions or issues with this information please contact Miss H Matthews, Curriculum Leader for PE on [hmatthews@emmbrook.wokingham.sch.uk](mailto:hmatthews@emmbrook.wokingham.sch.uk)

# Keeping You Informed

## Parent App

The Parent App is our online service which will allow you to support your child at school. Through the app you will be able to view your child's progress and targets, timetable, attendance information, reward and sanction points, behaviour details, and assessment reports. You will also be able to electronically advise us of your updated contact details.



## Electronic Communications

In school we will send all letters by email and communications home are also uploaded to the parent section of the website. In order to ensure that you never miss important information it is essential that we have your up to date email address at all times. You can keep us up to date with any changes to your contact details by sending an email to the Data Office; please include your child's name and their tutor group - [dataoffice@emmbrook.wokingham.sch.uk](mailto:dataoffice@emmbrook.wokingham.sch.uk).

Every term (Autumn, Spring and Summer) we send home electronic monitoring/assessment reports for students; they will also be available through the Parent App.

In addition, it may be necessary at times to send you a text about an up and coming event, student absence or school emergency, for this reason please also register your mobile number with us and let us know of any changes in the future.

Finally, the PTA will, from time to time, send out notices about events they may be hosting or information on how you can help the Emmbrook Family. As a school we cannot separate the permission to receive PTA emails from the school emails that you may receive about your child.

## Facebook, Twitter, Instagram, Website and our Newspaper (The Emmbrook Wave)

To keep track of general school news, find details of our policies, or review curriculum details please refer to the following;



**Facebook:** @Emmbrookschoo



**Twitter:** @Emmbrookschoo



**Instagram:** @TheEmmbrookschoo



**Website:** [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk)

We will keep these channels updated on activities that are happening in school or with our students, or in the surrounding area.

A newspaper run by the students is also published every term called The Emmbrook Wave.

# Home-School Agreement

At The Emmbrook School we are committed to ensuring that our students develop the necessary skills to be successful at school and beyond. That by learning together, we will succeed together.

We believe that these aims are effectively underpinned by our school values;



*'Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved!'*  
*by Matthew Stepanek.*

## The School – we will;

- Provide a learning environment that is stimulating, safe and caring.
- Provide an inclusive **family** orientated environment where all students feel safe both in and outside the school community.
- Keep families informed of their child's progress and attendance and respond promptly and professionally to contact from families.
- Promote high standards of work and behaviour, which stimulate mutual **respect** and high levels of **ambition**.
- Ensure your child is given every opportunity to achieve their full potential as a valued member of the school community.

## The Parent/Carer – I will;

- Ensure that my child attends school regularly, on time, properly dressed and properly equipped to learn.
- Make the school aware of any situations/concerns/problems that might affect my child's behaviour.
- Keep the school up to date with all contact information.
- Ensure that I actively support my child with his/her homework and any work missed through absence.
- Attend parents' evenings and discussions about my child's progress.
- Support the school with any consequences/sanctions that arise.
- Ensure that all communication with the school is undertaken in a **respectful** manner.

## The Student – I will;

- Take responsibility for attending school regularly, be on time, in the correct uniform and have the necessary equipment for the day.
- **Respect** others in the way I would wish to be treated myself; staff, students and visitors.
- Be **ambitious** and actively engage with my learning in order to reach my potential.
- Act responsibly, and look out for my own safety both inside and outside school, including online via social media.
- **Respect** staff by listening to and following instructions and school rules the first time.
- Be **integral** by ensuring I make the right choices and embrace our school values at all times.

## The Key to Academic Success is EXCELLENT ATTENDANCE at School

Attendance and Punctuality is taken seriously at The Emmbrook. The Education Welfare Officer works closely with the school on all punctuality and attendance concerns.

Students falling below 90% attendance fall into the PERSISTENT ABSENCE category and could be subject to parenting contracts and orders, penalty notices or prosecution.

If your child falls below 95% attendance or has odd days off from school resulting in failure to complete full school weeks you will be contacted by the school to discuss how we can work together to raise this figure. If no reason for a child's absence has been received after two weeks, this will be marked as an unauthorised absence.



### Why is school attendance so important?

- Your child will have access to a safe learning environment
- Your child will receive the full-time education to which they are entitled
- Your child will achieve success with their learning at school
- Your child will have better choices when they leave school

### Medical Room Procedures

If a student feels unwell, they should speak to their teacher who will give them permission to go to the Student Reception. There, they will be assessed, and parents will then be contacted directly by the school should the student need to be collected. If a student contacts you directly, please contact the school before coming on to the school site to see them.

### Leave of absence

For emergency medical/dental appointments, please try to book these outside of school hours if possible. Please email your child's Tutor/Year Leader directly and send a copy to our Attendance Officer so our records can be kept up to date [absences@emmbrook.wokingham.sch.uk](mailto:absences@emmbrook.wokingham.sch.uk)  
For **ALL** other absences, please download and complete a Leave of Absence Form from our website or alternatively contact our Attendance Officer. Please return the form FAO of the Attendance Officer at [absences@emmbrook.wokingham.sch.uk](mailto:absences@emmbrook.wokingham.sch.uk) or via the Main School Office.

### Holidays during Term Time

Holidays during Term Time have a detrimental effect on learning. A student who takes a 10-day holiday during an academic year will only attain 94.7% attendance, on the condition that they attend every remaining school day.

If a student is subsequently ill, each additional day they are absent from school will reduce their total attendance by 0.5%. **Holidays in term time will affect your child's achievement.**

No holidays will be authorised at The Emmbrook and those of 5 days and over will be issued a Penalty Notice by the Education Welfare Service.

If there are any questions/problems please contact your child's Year Leader or Tutor on 0118 9784406 and we will endeavour to support you.

To report an absence please email: [absences@emmbrook.wokingham.sch.uk](mailto:absences@emmbrook.wokingham.sch.uk) or telephone the school.

**Please follow these procedures for every day of absence and please support your child with their education by making sure that they attend school regularly. Thank you.**

Thank you for taking the time to read the information in this Welcome e-booklet. We hope that it has started to answer some of your questions.

Please help us by ensuring that all of the online Data Collection forms are completed and submitted by the deadline date.

We are pleased that your journey with us at The Emmbrook has commenced and that you are now part of our community.

We look forward to getting to know you in the coming months and to you joining our Year 7 family in September.

From The Emmbrook Team



*“I’m looking forward to meeting you soon”  
Brookie*

The  
**Emmbrook**  
School