

The Emmbrook School



A very special welcome!

September 2023



Facebook: @Emmbrookschool



Twitter: @Emmbrookschool



Instagram: @TheEmmbrookschool



Website: 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 third 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 been here to see 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 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 well prepared for life after school so they can seize any opportunities that may arise.

We are particularly proud of our transition process. We use the coming weeks to learn all that we can about the new intake so that we are ready for a strong start in September. Mr Johnson is the Assistant Headteacher responsible for Year 7, he and the transition team are utterly committed to ensuring that every child has the best possible start in September.

This 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,

A handwritten signature in black ink, appearing to read 'Nick McSweeney'.

Nick McSweeney

Headteacher

nmcsweeney@emmbrook.wokingham.sch.uk

An Introduction from the Yr6 into Yr7 Transition Team

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, behaviour 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, our 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 4th June 2023) 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 endeavor 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), Saturn (Green) and Venus (Blue) and they will wear their House 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". We are currently in the process of contacting the primary schools to arrange the 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 us questions directly, tell us 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 28th 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 28th 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 Earth Uniform which provides you with details regarding the purchase of your child's school uniform and also more information from our PTA.

As you may be aware, Earth Uniform is a new supplier for us so information will be released as it is received. We hope to be able to confirm more details before the Induction Day.

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



**Mrs Ridsdale and Mr Johnson
Year 6/7 Transition Team**



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 28th June 2023 (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 Mr Johnson have this **in writing or by email prior to the Induction Day** (admissions@emmbrook.wokingham.sch.uk).

We hope the children have an enjoyable and positive day.

Wednesday 28th June 2023 (6.30pm) – New Parents' Information Evening



This event begins at 6.30pm in the Main Hall and will last approximately 1 hour.

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 Earth Uniform will be available during this evening. **Please do not** bring your child to this event.

Friday 25th August 2023 - Summer School

On Friday 25th August we will be hosting a summer school on The Emmbrook School site, please put this date in your diary as further details will be released soon.

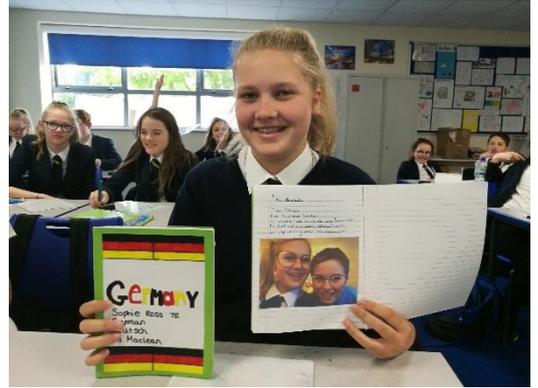
1st Day as an Emmbrook student

Tuesday 5th September 2023

The new term will begin on Tuesday 5th 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 Mr Johnson and his 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

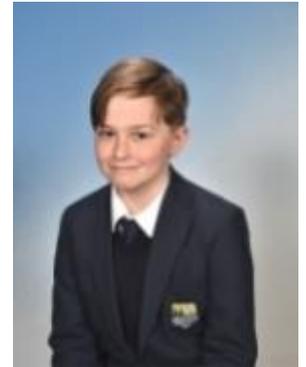
Bus passes, alongside further information, will be issued to you directly from Wokingham Borough Council's transport department before the start of the term in September.

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...

Hello! My name is Daniel Moran, and I am currently a year 7 student at The Emmbrook School. I will be sharing with you my transition to secondary.

Although secondary school may seem daunting you will soon come to enjoy the pleasures of this new experience. There are a variety of ways secondary school is different from primary. For example, you have different teachers, classrooms and classmates for every lesson and subject. How exciting! The teachers are very supporting and have helped me learn a lot in the last few months. Although homework may sometimes seem frequent, it is not always overwhelming or difficult and my fears soon vanished. Most due dates are long enough to both complete homework and relax in between.



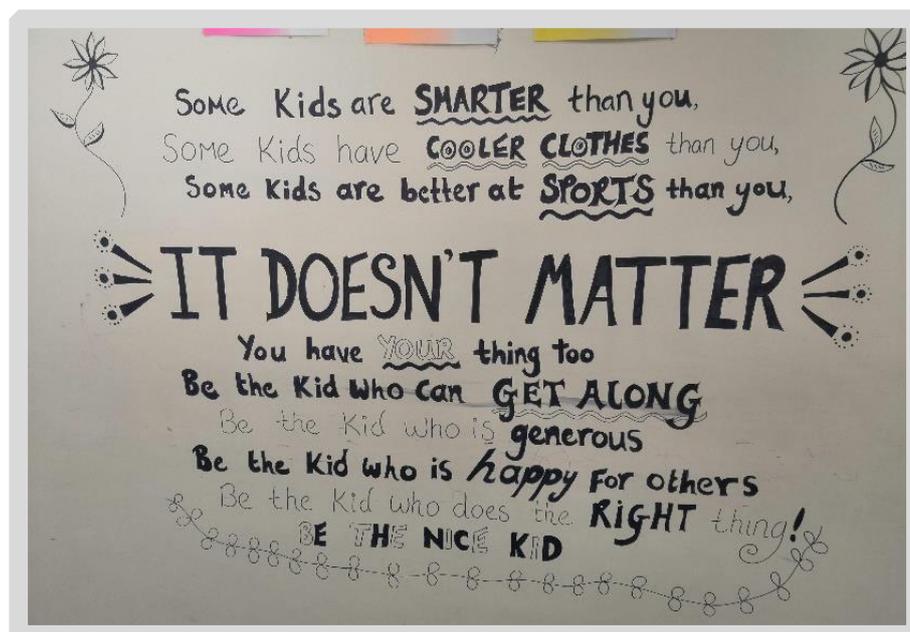
Overall, my experience of beginning senior school was very positive. I've learnt tons and have had lots of fun along the way! Just make sure you don't worry too much, just be yourself and you'll make lots of amazing friends.

Daniel – Year 7



Although I was a bit anxious entering Year 7, the teachers soon proved warm and welcoming. I was met with patience, support and opportunities and I can guarantee that you will too!

Mirela – Year 7



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.



Our PE team are insatiable at organising sporting events that include a mix of students. This starts in clubs in Year 7 through to the A Level students in Year 13. Recently, our A level PE students were amazing in their football, which was moderated by some of our Year 11 GCSE PE students. This is just one example of the **family ethos** we have at Emmbrook whereby students and staff go above and beyond to support each other.

An example of our **ambition ethos** is evident in Year 7 netball where for the first time ever we entered not 1 but 2 teams of girls AND boys into the Wokingham league! Our A team secured their place in the final, winning all but 2 of their games against 12 teams to finish 3rd overall! Our B team showed an amazing amount of resilience winning 2 of their 3 games in the final week, tripling their goal count from the previous 3 weeks to finish 10th overall.

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 after 4.00pm (as part of the Berkshire Maestros 'Wokingham Emmbrook Music Centre').

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

For information about lesson fees and to enrol your child, please complete the registration form on the following website: 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:

Jupiter - Yellow	Mercury - Red
Saturn - Green	Venus - Blue

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.



6th Form Football



Cultural Evening



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.

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 A & Week B. We will be starting Week A 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.

08:25-08:45	08:25-08:45	08:25-08:45	08:25-08:45	08:25-08:45
08:50-09:50	08:50-09:50	08:50-09:50	08:50-09:50	08:50-09:50
Art and Design (KStg3): Year 7:	Science (KStg3): Year 7: 7y/Sc2.3	History (KStg3): Year 7: 7y/Hi4	Mathematics (KStg3): Year 7: 7y/Ma4	Design Tech (KStg3): Year 7: 7y/Ds5
09:55-10:55	09:55-10:55	09:55-10:55	09:55-10:55	09:55-10:55
Drama (KStg3): Year 7: 7y/Dr4	English (KStg3): Year 7: 7y/En2a	Drama (KStg3): Year 7: 7y/Dr4	Computing (KStg3): Year 7: 7y/Cp5	English (KStg3): Year 7: 7y/En2a
11:20-12:20	11:20-12:20	11:20-12:20	11:20-12:20	11:20-12:20
Physical Education (KStg3): Year 7:	Computing (KStg3): Year 7: 7y/Cp5	Spanish (KStg3): Year 7: 7y/Sp2a	Spanish (KStg3): Year 7: 7y/Sp2a	French (KStg3): Year 7: 7y/Fr2a
12:25-13:25	12:25-13:25	12:25-13:25	12:25-13:25	12:25-13:25
French (KStg3): Year 7: 7y/Fr2a	French (KStg3): Year 7: 7y/Fr2a	Physical Education (KStg3): Year 7:	Science (KStg3): Year 7: 7y/Sc2.3	Physical Education (KStg3): Year 7:
13:55-14:55	13:55-14:55	13:55-14:55	13:55-14:55	13:55-14:55
Science (KStg3): Year 7: 7y/Sc2.3	Mathematics (KStg3): Year 7: 7y/Ma4	Geography (KStg3): Year 7: 7y/Gg4	Science (KStg3): Year 7: 7y/Sc2.3	Mathematics (KStg3): Year 7: 7y/Ma4

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.

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.



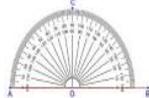
Staff will issue homework through an online service called "Satchel: One" (previously called ShowMyHomework). Full details about this service and your log on information will be provided to you when your child starts with us in September.

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 Calculator; Fx-83GT CW or Fx – 85GT CW (New from 2023) Fx – 83GTX or Fx – 85GTX	
	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 Aspens.



Aspens 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 (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 when your child starts with us in September.

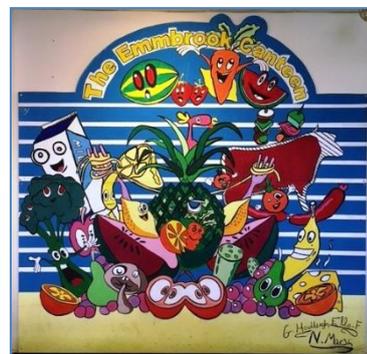


Induction Day:

Aspens 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

We operate a two-week timetable (Week A / Week B):

Years 7, 9, 11 & Sixth Form		Years 8 & 10	
8.20	Warning bell	8.20	Warning bell
08:25 – 08:45	Registration	08:25 – 08:45	Registration
08:50 – 09:50	Period 1	08:50 – 09:50	Period 1
09:55 – 10:55	Period 2	09:50 – 10:10	Break
10:55 – 11:15		10:15 – 11:15	Period 2
11:20 – 12:20	Period 3	11:20 – 12:20	Period 3
12:25 – 13:25	Period 4	12:20 – 12:45	Lunch
13:25 – 13:50		12:50 – 13:50	Period 4
13:55 – 14:55	Period 5	13:55 – 14:55	Period 5
14:55	Period 6 (12 & 13 only)		

Years 7, 8 & 9	Years 10 & 11
Staff dismiss students <u>from</u> 14:50	Staff dismiss students <u>from</u> 14:55

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, their Year Leader or our Pastoral Support Team.

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

Are late

They will need to sign in the late book.

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

Are feeling unwell

They should tell their teacher who may give them permission to visit our dedicated medical room by issuing them with an exit pass.



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 Mr Johnson, 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 2023-2024



- **Emmbrook School blazer & tie are compulsory items (purchased from Earth Uniform).**
- **School jumpers may be worn in addition to the blazer (purchased from Earth Uniform).**
- **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 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 or non-school jumpers.
- 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 Earth Uniform – more information to follow in due course.

The school PE kit is currently being developed with Earth Uniform (full details to follow) and will include;

Quarter Zip Micro Top
Navy T-Shirt
Navy Short
Navy Training Trousers
Navy socks

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

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. Details of the Arbor Parent app will be released in September 2023.

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.

Every term (Autumn, Spring and Summer) we either send home electronic monitoring/assessment reports for students; they will also be available through the Parent App or we hold a Parents' Consultation Evening that could be in person or by online video services.

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: [@Emmbrookschool](https://www.facebook.com/Emmbrookschool)



Twitter: [@Emmbrookschool](https://twitter.com/Emmbrookschool)



Instagram: [@TheEmmbrookschool](https://www.instagram.com/TheEmmbrookschool)



Website: <https://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.
- **Respect** staff by listening to and following instructions and school rules the first time.
- Show **Integrity** by ensuring I make the right choices and embrace our school values at all times.
- Act responsibly and look out for my own safety both inside and outside school, including online via social media.

Safeguarding; Message from Mrs Ridsdale

A key aspect of my role in school is being the Designated Safeguarding Lead. This includes creating a culture where all members of staff at The Emmbrook School are committed to ensuring our students are safe and that they are promoting and supporting the welfare of all of our students.

Alongside myself, we have a dedicated Safeguarding Team who work day to day to ensure students are safe.

All staff receive specific training at the start of the academic year and then this is supported weekly with key safeguarding topics being shared. This ensures our staff are fully equipped with the knowledge and skills to be able to identify any concerns and also enables us to have robust processes and systems in place which aids our provision of support for students where needed.

Where needed we utilise both internal and external resources, use strategies and interventions to implement the right support which will in turn positively impact our students' welfare and well-being.

Just to share, we have included below some examples of what we do to promote and support the safeguarding, welfare and positive well-being of our students:

- Proactively work with Primary Schools to ensure we have a clear and strong understanding of any of the needs of our students joining us in September
- Provide an excellent and highly dedicated Safeguarding, Pastoral, Inclusion and Behaviour Team who ensure every student receives the personalised support required at any point during their educational experience at the Emmbrook School
- Have a Senior Mental Health Leader and a Medical Health First Aider available on school site
- Arrange small group/1:1 intervention in our Student Support Unit
- The Lounge – which is a safe space available to all of our new joiners. This gives them opportunities to talk about any worries they may have and also to make new friends whilst they are there
- External use of School Nurse/School Counsellor

It is important to add, we continually reflect and review what we do and also identify what we can be doing more of, to ensure we provide outstanding provisions to support all of our students.

Safeguarding is everybody's responsibility and we are committed as a school to ensuring we provide a school environment where all of our students feel safe and happy, enabling them to thrive and flourish during their seven-year educational journey at The Emmbrook School.



Here4you

There is a reporting system through email, here4you@emmbrook.wokingham.sch.uk that allows our students to contact the Safeguarding Team directly.

We recognise that some students find it easier to talk through an electronic format primarily. Via this communication system face to face discussions can then be arranged, whether that be with a member of the school staff, a peer mentor or an external organisation.

If we have a concern about a child, what do we do?

If we are concerned that a child may be at risk of abuse or neglect, we must follow the procedures in our Safeguarding Policy (which can be found on our website here: [The Circle Trust Safeguarding Policy](#)). The procedures have been written to protect all students. They comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will talk to parents/guardians about our concerns and we will also tell them if we feel we must refer our concerns to children's social care. We will ask for their consent to make a referral, but in some circumstances, we may need to make the referral against their wishes. We will only do this if we genuinely believe that this is the best way to protect a child, and the fact that they did not consent to the referral will be recorded.

We appreciate that child protection is a very sensitive issue, and it raises many questions as well as a range of strong emotions. We will do everything we can to support our students and parents/guardians can be assured that any action we take will be in the best interests of the child.

Key staff:

Designated Lead:	Mrs R Ridsdale
Deputy Leads:	Mrs S Guinn, Mrs S Woolfenden, Miss E Horne, Mrs E Fry, Mr C Johnson
Safeguarding Support:	Mrs L Abbott
Safeguarding Governor:	Mrs N Hopkins
Attendance Lead:	Mrs R Ridsdale
Behaviour Lead:	Mrs R Ridsdale
SEN Manager:	Ms G Oliver
SCR officer:	Mrs S Guinn



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 dedicated Medical Room. 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
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 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 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”
Brooky*

The
Emmbrook
School