

# BROOMFIELD SCHOOL

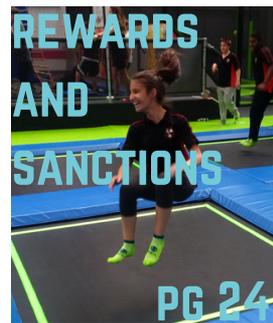
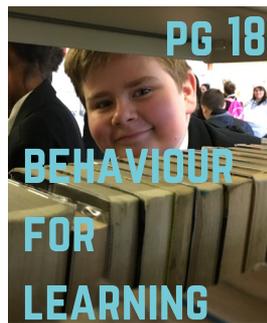
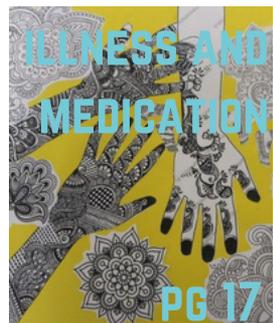
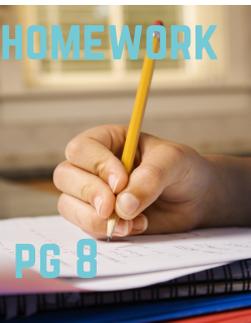
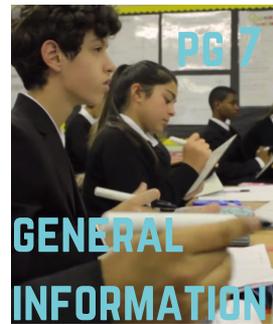
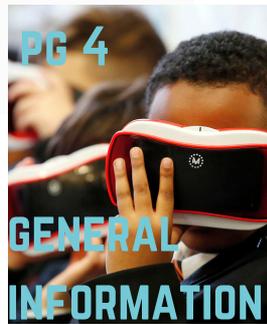
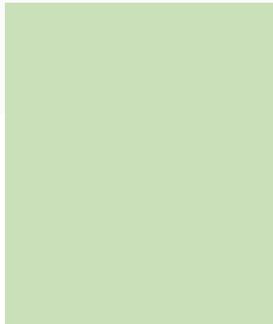
A school for our community

## NEW PUPIL INDUCTION INFORMATION

#bepartofoursuccess



# Contents



# Head Teacher's Welcome

## Welcome to Broomfield School.

We know that starting at secondary school is an exciting time and a significant event in the life of a pupil. This booklet is written to help make the transition as smooth as possible and hopefully to answer any questions you might have.

Broomfield School is a small community school with a family atmosphere; as a small school we know that we will quickly get to know all our new pupils and help them to settle in.



We want your children to feel part of our community from their very first day. We want them to feel safe, welcome and at home.

In their first days and weeks at Broomfield School we will organise special activities to support pupils with making new friends and enthusiastically adapting to the new challenges of life in a secondary school.

Our ambition for your child is for them to succeed in all aspects of their school life and to be supported in reaching their full potential. There are tremendous opportunities for your child to develop and excel at Broomfield school. We have a stable staff with experienced and dedicated teachers and support staff.

Pupil behaviour is good and visitors to the school always comment on the calm and purposeful atmosphere in the classrooms.

We have extensive sporting facilities and outdoor areas, recently refurbished science labs, new computer rooms and light, bright classrooms. The school is warm and welcoming. It is our aim to be an inclusive and successful school providing an outstanding quality of education to our diverse and dynamic community.

We look forward to your children rising to the new challenges ahead, working hard, learning new skills, making many new friends and finding many new interests.

We believe that our broad and balanced curriculum, our extensive enrichment activities and the opportunities we provide for pupils to take on new responsibilities will help our pupils grow into competent, confident and considerate young men and women, who are equipped for learning and life in the 21st century. We want our pupils to have high aspirations and to make a positive contribution to the world.

We look forward to your children joining us.

We also look forward to getting to know you and working with you. Should you ever have any concerns, please do not hesitate to contact us.

Mrs Cate Seymour, Interim Head Teacher.

# General Information

All pupils are organised into Year groups with an Achievement Director and a designated form tutor. There is a form period each day during which there is a variety of activities organised throughout the week. Assemblies take place during this time.

## Composition of form groups

After careful consideration and planning, we use information available from the admission details to ensure that each of the form groups has children of all abilities and from a variety of different backgrounds and cultures. The male/female ratio will reflect the overall balance of girls and boys at Broomfield School. At times there may be some movement between form groups if the Achievement Director, in consultation with the form tutor, feels it is appropriate.

## Structure of the curriculum

**In KS3 pupils study the full breadth of subjects; subjects currently offered are:**

- English
- Maths
- Science
- Creating Literate Learners
- Geography
- History
- RE
- PSHE
- Drama
- Music
- Art
- Design and Technology
- Physical Education
- Spanish
- Computing

**Currently pupils choose their GCSE Options in Year 9; subjects currently offered at KS4 are:**

### All pupils:

- English Language GCSE
- English Literature GCSE
- Maths GCSE
- Science GCSE (All three elements and worth 2 GCSEs)
- Spanish GCSE
- History or Geography GCSE

**Pupils are then able to choose two option subject, these vary each year but often include:**

- Media Studies
- Religious Education
- Citizenship
- Design and Technology
- Physical Education
- Computing/ IT
- Drama
- Music
- Art
- Separate Science

Pupils also continue to study Physical Education, Religious Education and Citizenship/ PSHE.

We also encourage pupils to take GCSEs in their community language.

## Contacting us

Broomfield prides itself on having an inclusive school community and recognises the vital role parents play in their child's education. We are committed to working in partnership with parents to improve home/school relationships in order for each child to achieve their true potential.

Please help us provide the best possible education and care for your child by keeping us regularly informed about any issues that you think might be relevant. We need to know about any medical issues, however minor, and would also like to know about any worries or concerns you or your child might have about coming to school.

You will be required to record your email address and a first contact mobile number on the Admission Form so that we can send you important information electronically or by text message as and when required. **If throughout the school year your contact details change, please inform the school immediately of these changes to ensure our school managements system is accurate.**

### You can contact the school in four ways:

By app: download the MyEd app

By email: [office@broomfield.enfield.sch.uk](mailto:office@broomfield.enfield.sch.uk)

By telephone: 020 8368 4710

By using the Contact Us box on our website



**FREE Download**



Search "My Ed"...



[www.myedschoolapp.com](http://www.myedschoolapp.com)

### Reasons you may want to contact us:

**Concern about achievement or welfare.** The form tutor, Achievement Director or Pastoral Team is the first point of contact if you have any concerns about your child's achievement or welfare. The form tutor will check your child's planner on a weekly basis so this is the best point of contact.

**Queries or concerns about lessons, homework or the curriculum.** Any other contact with subject teachers or faculties should be made via the school office who will direct you to the appropriate member of staff. When telephoning the school, it may not always be possible to speak to someone straight away, but if you leave a message, your call will be returned as soon as possible.

**Meetings with staff.** Staff are unable to see parents without a prior appointment. However appointments can be made via the Office. When arriving at the school, all visitors are required to report to the Reception in order for them to announce your arrival.

# The School Day

The School Day for Year 7 in September 2021 is detailed below:

It is important that pupils are on the school premises by 08.45am every morning so they start the day ready to learn.

8.45	All pupils to be on site and in their lines ready to go to class
08.45 – 09.10	Tutor Time
09.10 – 10.10	Lesson 1
10.10 – 11.10	Lesson 2
11.10 – 11.30	Break
11.30 – 12.30	Lesson 3
12.30 – 13.00	Lunch
13.00 – 14.00	Lesson 4
14.00 - 15.00	Lesson 5

Broomfield School operates a detention system where pupils may be kept behind after school as a sanction for disruptive behaviour, failure to complete work or lateness. The 2012 Education Act has given schools the power to impose no-notice detentions if necessary.

For Year 7 pupils, however, if a detention longer than 30 minutes is set, we will attempt to contact parents to inform them.

## Timetable

At Broomfield the pupils move from room to room for each subject rather than staying in a single room. They will normally study three to five subjects during the day. At Broomfield we work on a two-week timetable and it is important that pupils remember to note carefully whether it is Week 1 or Week 2. Pupils will receive their timetables on their first day.

Your child's timetable may change during the school year.

## The Library

The primary aim of the library is to promote 'reading for pleasure'. Reading skills are vital for making progress at school and in the rest of life, so we try to ensure that it is an enjoyable experience. Therefore pupils are given access to amazing stories through fiction books and graphic novels, as well as a range of fascinating information books, to explore.

Outside of lessons the library is open at break and lunch time, when pupils will need a pass to attend, and regularly before and after school. At these times reading is encouraged as well as information finding, studying or doing homework. There is an opportunity as well for some pupils to apply to help out as library monitors once a week. They work at the desk to process books and also help return books back to the shelves.

## Valuables and Lost Property

- The school cannot accept responsibility for pupil valuables.
- Expensive items should be left at home.
- The school is CASHLESS so there should be no need for pupils to bring any money into school except on rare occasions. All canteen items, trips and other purchases are paid for through parentpay.com
- In the event that pupils do need to bring cash for any reason it should be kept in a safe and secure place on the pupil's person and not left unattended in bags or blazers.

Pupils wearing valuables in PE will be asked to remove them before the class starts and give to staff for safe keeping. Staff cannot accept responsibility for valuables that are not handed to them at the start of the lesson for safe keeping.

Please mark all uniform and possessions to minimise the problem of lost property. All lost property should be handed into the school office where it is held for the term. Pupils who have lost any item should report to the office to try to find it. The school makes every effort to trace lost and missing items of clothing and personal property but we cannot accept ultimate responsibility for such items.

# Homework

Pupils will receive regular and frequent homework. Guidance on how much time should be spent on homework is shown below and on the school's website.

*Homework will be set on the school's online platform Google Classroom.*

## **Year 7**

English - one hour per week  
Mathematics - one hour per week  
Science – one hour per week  
All other subjects – 30 minutes per week

## **Year 8**

English - one hour per week  
Mathematics - one hour per week  
Science – one hour per week  
All other subjects – 45 minutes per week

## **Year 9**

English - one hour per week  
Mathematics - one hour per week  
Science – one hour per week  
All other subjects – one hour per week

## **Year 10**

English - two hours per week  
Mathematics - two hours per week  
Science – two hours per week  
Other examination subjects – a minimum of one hour per week

## **Year 11**

English - two hours per week  
Mathematics - two hours per week  
Science – two hours per week  
Other examination subjects – a minimum of one hour per week

# Homework

As a guardian, you can get email summaries about your child's activity in Google Classroom. Email summaries do not include grades.

In email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that is due today and tomorrow (for daily emails) or that is due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

Please be aware this does not include marks given for work, or direct access to the work itself.

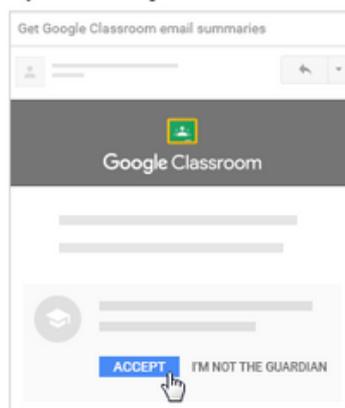
It is important that the school has your most up to date email address as your email summaries will be sent to the email account held on the school system.

To get email summaries of your child's work, you must accept an email invitation from the school IT administrator. You will have to accept the invitation before it expires.

## THIS DOCUMENT WILL SHOW YOU HOW TO GET GUARDIAN ACCESS

**Step One** In your email, open your email invitation

**Step two** Click Accept.



## Step Three Click Accept to confirm.

When you accept an invitation, you will get an email confirmation.

## Step Four Once you have joined the classroom, you will receive regular, automatic email summaries for your child/children. Guardians choose the frequency of the email, daily or weekly and can unsubscribe at any time. (We suggest that you initially set to daily).

The link below gives you further information on Google Guardian Summaries.



<https://www.youtube.com/watch?v=1-TOCNwelfs>

**WE HOPE THAT THIS WILL BE A GREAT TOOL TO INFORM YOU OF YOUR CHILD'S HOME LEARNING AND AID YOU TO ENCOURAGE YOUR CHILD/CHILDREN TO COMPLETE ALL ASSIGNMENTS WHICH ARE SET ON GOOGLE CLASSROOMS**

If you need any support with accessing Go4Schools please email: [office@broomfield.enfield.sch.uk](mailto:office@broomfield.enfield.sch.uk)

# Reporting on Progress

There will be many opportunities for you to be updated on your child's progress and for you to meet with us.

On two occasions throughout the year you will receive a summary profile with a grade or level for each subject and an evaluation of how far your child has met his or her academic targets.

At the end of the academic year there will be a more detailed final report.

In addition, you will also be invited to a subject Parents' Evening once every year. This is an opportunity to meet your child's subject teachers and receive in-depth feedback on progress in each subject.

We ask that all parents attend all Parents' Evenings and if they are unable to attend that they make alternative arrangements to meet the teachers concerned.

In the assessment reports you receive for your child the grade in each subject is based upon the latest assessment by staff and gives an indication of the pupil's work at the time the assessment was completed.

The targets and grades used by the school in Key Stage 3 are based on pupils meeting Age-Related Expectations in each subject.

## **In Key Stage 3 the following grades will be used to show pupil progress.**

Age-related expectation	Explanation
Developing D1 -3	The pupil is working below age-related expectations. Current attainment and progress indicates the pupils is on track to achieve a grade 3-1 at GCSE
Developing D4	The pupil is working just below age-related expectation. Current attainment and progress indicates the pupils is on track to achieve a grade 4 at GCSE
Secure S5 –S6	The pupil is working at the age-related expectation Current attainment and progress indicates the pupil is on track to achieve a grade 6 -5 at GCSE.
Exceeding E7 –E8	The pupil is working above age-related expectation. Current attainment and progress indicates the pupils is on track to achieve a grade 8-7 at GCSE
Exceeding E9	The pupil is working considerably above age related expectations. Current attainment and progress indicates the pupil is on track to achieve a grade 9 at GCSE.

The targets for English and Maths are based upon the KS2 SATS results and for other subjects we use the average Key Stage 2 score.

All pupils who enter the school having exceeded age-related expectations will have a target of E.

All other students will have a target of S.

Throughout the year the Achievement Director will work closely with Heads of Faculty/Department to monitor carefully your child's progress and, where progress is not sufficiently rapid, put in place interventions.

# Uniform

All pupils from Year 7 to Year 11 must wear the correct school uniform at all times.

We believe that one of the most important reasons for maintaining a strict code with regard to uniform is that it should operate to prevent pupils feeling uncomfortable if they cannot afford items that other pupils have, for example expensive trainers.

If pupils do not conform to the uniform guidelines you may be asked to bring in correct uniform for them.

## Uniform List

Black blazer with Broomfield School badge

Black V neck pullover or cardigan with Broomfield School badge or same style

Black trousers with Broomfield School badge or same style

Black and white tartan kilt with Broomfield School badge or same style

Plain white shirt with collar

School tie

Plain black shoes with no markings (no trainers, including 'Air Force' type, or canvas shoes or boots)

A sensible outdoor coat (no logos). Denim or leather jackets and hoodies are not allowed.

A sensible hat (no logos or caps).



All uniform should be clearly labelled with the pupil's name (especially ties and blazers).

- Headscarves worn for religious reasons should be black or white. Face veils are not allowed.
- A long black skirt may be worn on top of Broomfield trousers, also for religious reasons.

**Only school uniform should be worn to and from school and throughout the school day.**

**Hats and coats should be removed on entry to the school building.**

**Non-uniform items will be confiscated.**

All items available from



[www.smithsschoolwear.co.uk](http://www.smithsschoolwear.co.uk)  
25 Station Parade, Cockfosters Road, EN4 0DW

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[www.broomfield.enfield.sch.uk](http://www.broomfield.enfield.sch.uk)

[broomfieldschool](https://www.facebook.com/broomfieldschool) Enfield [@broomfield\\_sch](https://www.instagram.com/broomfield_sch)

Wilmer Way, Southgate, N14 7HY

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# Uniform

## PE kit list

Broomfield PE polo shirt with school badge

Black tracksuit bottoms and/or black shorts with Broomfield School badge or same style

Grey Sweatshirt with Broomfield School badge or same style

Trainers

Shin pads

Mouth guard



Pupils must bring in a full PE kit every lesson even if they feel ill or are injured. If there is any reason why they are unable to bring their full kit they should bring a note to explain this. Failure to do this will result in a PE detention.

The uniform identifies pupils as part of the school community and it is expected that all pupils wear their uniform correctly and dress appropriately. Please note:

- Pupils are not allowed fashion jewellery other than a wrist watch and a small pair of stud earrings in the ear lobe - no other piercings are allowed
- Hairstyle must be appropriate, with no shaved patterns, and hair must not be dyed or bleached.
- Nail varnish and make up are not allowed, acrylic nails are a health and safety hazard within school and are not acceptable

**In the event of any dispute regarding appearance, the Head Teacher's decision will be final.**

# Equipment for school

It is expected that all pupils arrive at school fully prepared for the day ahead. This means having all the correct equipment. Lessons are slowed by pupils who are not fully equipped and the learning of the class suffers as a result. It is recommended that pupils pack their bag the night before to save rushing in the morning.

**All pupils must bring with them every day:**



A strong waterproof backpack large enough to hold an A4 size folder



Pencil case containing:

2 pencils



2 pens



rubber



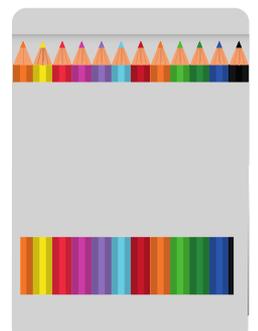
pencil sharpener



protractor.



colouring pencils



ruler



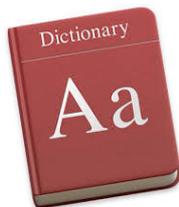
Correct exercise books



Reading book



It is also useful, but not compulsory, to have a calculator and a dictionary.



PE kit (on the day needed)



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## Sickness and Absence

If your child is unable to attend school for any reason you **MUST** inform us by 8.30am on the first day of absence and everyday of absence. The best way to do this is via the Absence Reporting message in MyED.



In all cases, please include:

- the full name of the child,
- spelling out their surname,
- their year and form and
- the reason for absence.

*Alternatively you can contact the school Attendance Officer on 020 8368 4701 (press 1).*

If the absence is for more than three days, please provide a note from your doctor.

## What should pupils do if they arrive late ?

All pupils arriving late after 8.50am to sign in at the main office and office provides them with a detention slip. This lateness will be recorded as unauthorised, unless parents have informed the school of the reason for being late, and a text message will automatically be sent home.

## **Medical and Dental appointments**

Routine appointments should, where possible, be made outside school hours. If it is unavoidable to miss school hours, then please let us know in advance via an email.

We would expect a child to come in before or after their appointment where possible. The original appointment card or letter from the orthodontist, GP or dentist should also be provided.

If you give your child a note, they will need to have this counter signed by their Achievement Director or a member of the Senior Leadership Team. Your child may then leave school early to meet you or attend the appointment by 'signing out' at reception.

**We are sorry but it is not sufficient to inform us by phone and for any last minute appointments parents will need to collect their children in person.**

## **Procedures for Poor Attendance**

Should a pupil's attendance fall below 95%, parents will be notified in writing and evidence for absences requested. If attendance falls below 90%, the school will work with the Educational Welfare Services (EWS) and the parent/carer to ensure that the pupil's attendance improves. However, the school will fully support the EWS in any sanction issued, including that of Parenting Contracts and Penalty Notices.

## **Holidays in Term Time**

In line with Enfield Borough's recommendations, Broomfield School will not authorise leave of absence during term time unless there are exceptional circumstances, for which evidence will need to be provided.

Holiday requests will be denied and if taken any absence will be registered as 'Unauthorised'. In some circumstances, this could also lead to parents being issued with a Penalty Notice Fine or pupils being taken off the school roll.

**Please ensure that holidays are not arranged during term time.**

## Illness and Medication

Pupil Support Services is in the main school office and is the point of contact for all injuries or ailments that occur during the school day. It is important to note that the school cannot administer any medication independently.

If medication is a necessity for an existing condition, please note the following:

- the school will only accept prescribed medicines that are required to be administered during the school day;
- they should be in-date;
- labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage;
- a 'Request for School to Administer Medication' form can be collected from the Pupil Support Officer prior to handing in any medication;
- the medication will be stored safely and a record of all medicines administered to individual pupils is kept.

If a pupil feels unwell during the school day they must see the pupil welfare officer who will, if necessary contact the parent / carer.

**Please note that if the School decides that a pupil is to be sent home because of illness or injury then the child must be collected. They are not allowed to travel home by themselves.**

## Code of Conduct

Learning is our priority and everyone has an equal right to learn, be happy and achieve success. The staff and pupils at Broomfield School, agree to the following Code of Conduct.

- We respect ourselves and each other. We do not bully, verbally or physically, nor discriminate against others.
- We work in a positive way.
- We shall be organised and work either silently or actively for the benefit of ourselves and others.
- We behave in a safe and sensible manner.
- We are on time for school and for our lessons.
- We shall move purposefully around the school building, keeping quiet and to the left and always showing courtesy, care and respect to others.
- We shall behave constructively at all times, including at break and lunch and to and from school, and show courtesy, care and respect to others at all times.
- We respect and care for the property of others and for the school environment.
- We are appropriately dressed for school in our school uniform.
- We will not use, have visible or have turned on, mobile phones or other portable electronic devices or headphones on the school site. Whilst the school recommends that mobile phones and other electronic devices are not taken to school it does not forbid them unless a pupil should fail to comply with the rules regarding them, or during examinations, when they must be handed in to the invigilator. The school accepts no responsibility for loss, damage or theft of mobile phones or other electronic devices or headphones.
- We listen carefully and respectfully to members of staff.
- We co-operate with members of staff.
- We obey the school rules and Code of Conduct.

When pupils start at Broomfield they will have the rules and expectations clearly explained to them. Broomfield prides itself on having an inclusive school community and recognises the vital role parents play in their child's education. As part of the induction process all pupils and parents are asked to sign the home/school agreement to cement this partnership.

## Expectations

### The School

Broomfield will do the following:

- Provide clear rules about behaviour, which will be displayed in classrooms, corridors and homework diaries/planners.
- Create environments for teaching and learning that are safe, free from disruption and enable pupils to reach their potential.
- Bring the Behaviour for Learning and Achievement Policy to the attention of pupils, staff and parents at least once per year.
- Consult staff, pupils and parents on the development of the Behaviour for Learning and Achievement Policy.

**All staff** (teaching and non-teaching) share the responsibility for promoting the behaviour and discipline of pupils at the school. Staff and visitors to the school must act responsibly and as positive role models for our pupils and for one another at all times. All staff must follow this policy and apply it fairly and consistently at all times.

Broomfield recognises its responsibility and will do the following:

- Recognise, praise and reward good and improving behaviours.
- Promote positive behaviour through active development of pupils' social, emotional and behavioural skills.
- Ensure all staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority.
- Ensure staff are a visible presence in the school and that they are welcoming and friendly; yet making it clear that the highest standards of behaviour and work are expected and that misbehaviour will not be tolerated.
- Ensure all staff use the agreed recording and reporting procedures when dealing with behaviour incidents or when dealing with rewards.
- Ensure that this behaviour policy does not discriminate against any pupils on grounds such as race, gender, disability or sexual orientation, and that it promotes good relations between different communities.
- Ensure behaviour expectations and sanctions are clear to all and are applied fairly, consistently, proportionately, and without discrimination, taking into account special educational needs and disabilities as well as the additional challenges that some vulnerable pupils may face.
- Communicate with parents to make them aware of their child's positive behaviour and any behaviour that is a concern or barrier to their child's learning.
- Engage with parents and carers where there are concerns about behaviour and to support pupils and parents as much as is possible when they may need it.
- Establish a relationship of mutual respect with pupils and parents/carers.
- Take all reasonable measures to protect the safety and wellbeing of pupils and staff. This includes tackling any incidents of violence, threatening behaviour, abuse, discrimination or harassment and preventing all forms of bullying and dealing effectively with reports and complaints about bullying.
- Ensure that learning is an enjoyable and stimulating experience. We want our pupils to value their experience at Broomfield and take a pride in what they do to achieve.

## Expectations

### Pupils

Broomfield expects all pupils to do the following:

- Show respect to one another, to staff and all members of the school community. Bullying, abuse, or causing intentional harm to other pupils or staff will not be tolerated.
- Take responsibility for their learning, and avoid behaviour that distracts others and wastes teacher and pupil time in lessons.
- Take pride in their own achievements and those of their peers and to act as positive ambassadors for the school, both in school and out in the wider community.
- Abide by the school rules, listen, follow instructions from staff, and accept and learn from any sanctions they may receive. This includes co-operating with any arrangements put in place to support behaviour such as a Pastoral Support Programme and other supportive interventions and documents.
- Not to bring inappropriate or banned or unlawful items into school and to respect and look after school property and the school environment.
- Work to fulfil their potential, completing school work and homework to a high standard and on time. Failure to complete work may lead to disciplinary sanctions. Pupils who are struggling with school work should seek support from members of staff
- Carefully read and sign the Home-School Agreement to show that they understand what is expected of them.

### Parents and Carers

At Broomfield we feel strongly that a robust, open and honest home-school partnership is the cornerstone of supporting our pupils' attainment, progress and behaviour.

Broomfield expects all parents and carers to do the following:

- Support the school by encouraging their child to behave sensibly, respectfully and to follow the school rules at all times and to support the school in any sanctions they may apply.
- Carefully read and sign the Home-School agreement to indicate that they will respect and support the school and their child.
- Ensure their child attends school, on time, abiding fully with the school-uniform, properly equipped and ready to learn.
- Communicate with the school about any special educational needs, disability, medical need or other personal or family factors that may affect their child's behaviour or learning or welfare and safety.
- Attend meetings at school to discuss their child's behaviour and learning and progress and to co-operate with any strategies or measures put in place to support their child.
- Provide the school with contact details, including emergency contact-details and to ensure that these are fully up-to-date at all times.
- Approach the school to help resolve any issues of concern.
- Ensure that all members of the school community are treated with respect and therefore set a good example in their own speech and behaviour.

## Positive Behaviour Management

Good behaviour management is essential if we are to guarantee excellent teaching and learning and outstanding pupil progress at Broomfield School. We have the highest expectations of our pupils and of our own professionalism and performance. Excellent behaviour management at Broomfield means creating an environment where staff members and pupils alike, are listened to and respected, and where discussion and learning can always take place.

Broomfield pupils respond very positively to calm, ordered environments where they understand what is expected of them, and where there are clear routines in place. Pupils expect to be praised and rewarded for good work or behaviour. Broomfield pupils are motivated by praise and recognition for progress made. They also know they will be disciplined and sanctioned, according to the school's behaviour policy, if they do not follow the school rules.

# BROOMFIELD SCHOOL



### Classroom expectations

## THE THREE R'S



### Ready to learn

- Arrive on time.
- Be equipped to learn.
- Wear correct school uniform.
- Have the right equipment.
- Have the right mind-set, attitude and approach for learning.



### Responsible

- Put your hand up if you want to contribute ideas, answer questions or ask questions.
- All contributions must be respectful, relevant and related to learning.
- Work hard and persevere.
- Take pride in your work.
- Engage with your teachers' feedback - Green Pen.



### Respectful

- Listen to your teacher attentively and follow instructions.
- Respect your peers and listen to them.
- Respect your learning environment.
- Use accurate and formal language when speaking and writing.
- Classrooms are chewing gum and food free zones; except for water.



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## Resolution

It is important that we are able to learn from any mistakes that may be made and move forward in a positive manner. An important element in this may be the facilitation of 'resolution'. Pupils are offered a positive means by which to resolve difficult situations without feeling disempowered or humiliated, yet acknowledging that a mistake was made. Resolution is as important to staff as it is to pupils because it allows everyone to move on, confident that a similar situation will not arise in the future. It also ensures that ill-feeling is not carried over.

As a general rule, resolution works best when it is done between the individuals with the closest involvement in a situation. Most incidents that occur at Broomfield School will be resolved simply, between the member of staff and pupil themselves, without input from other colleagues. More serious incidents may need involvement from the pupil's Achievement Directors and/or parents/carers. Staff should seek the assistance of the Leadership Team for the resolution of very serious incidents.

## Interventions

Broomfield uses a range of interventions to support those pupils whose behaviour is causing concern or acting as a barrier to their learning. The list below is not an exhaustive one but gives an indication of the range of interventions that we can make. It is also important that the interventions are "bespoke" to the individual, to make them as effective as possible. The impact of interventions is regularly evaluated, as interventions have to be time limited and effective. These are listed alphabetically, not in order of importance:

- Behaviour and Referral panels
- Communication with parents
- Community service
- Counselling
- EAL support, various
- External agency support e.g. EWO, YOT, Safer Schools Officer,
- G & T support, various
- Learning Centre
- Mentoring
- Monitoring cards
- Pastoral Support Programme (PSP)
- Referral
- Restorative Justice meeting
- SEND support
- Risk Assessment
- Various Impact programmes

# Rewards and Sanctions

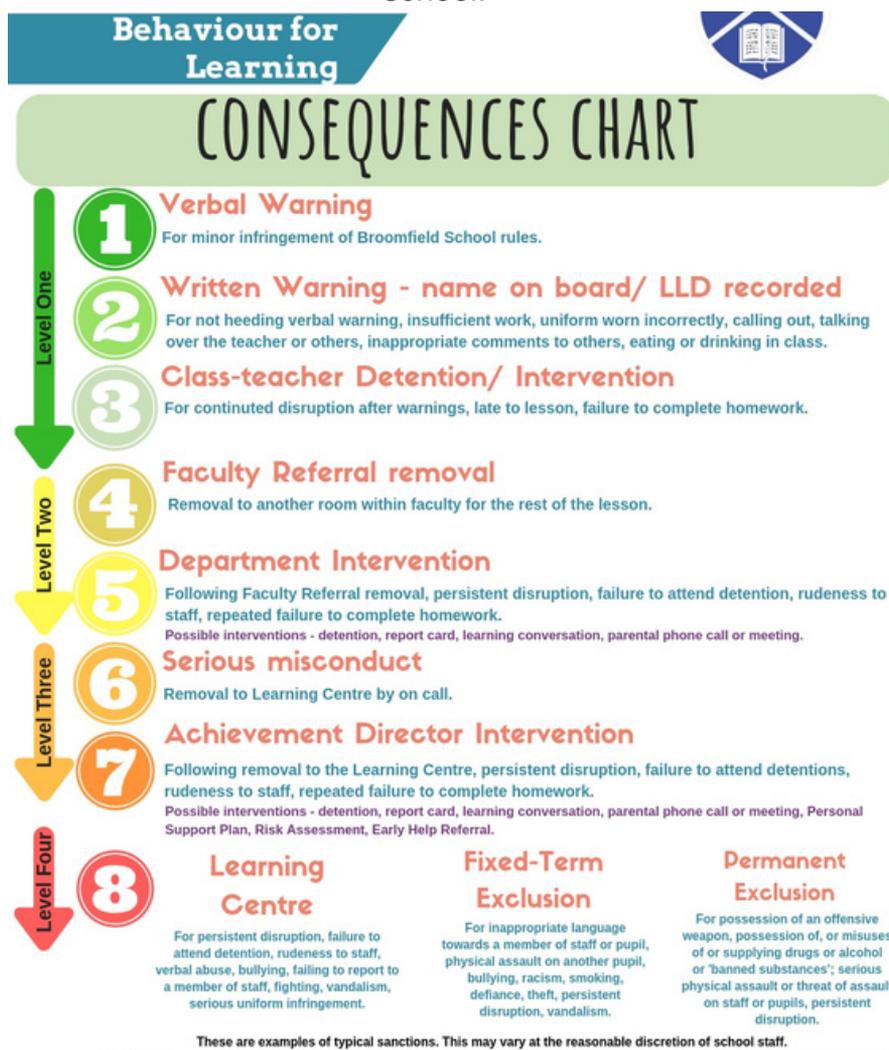
At Broomfield School we aim to create a culture of outstanding achievement and of the highest aspiration amongst pupils and staff. Central to this is the celebration and rewarding of achievement. This should occur at all levels of school life, from verbal praise to the highest commendation.

All positive behaviour that is above and beyond minimum expectations will be recorded and rewarded. Pupils are able to earn points for effort and achievement and for community contributions around the school and outside of school.

Every half term, the Pastoral Team will identify which pupils have accumulated achievement points for that period and ensure that the relevant letter is sent home to parents.

Heads of Departments will also oversee the sending home of messages to alert parents to the achievements of their child. These pupils will be amongst those selected for rewards trips/activities organised to recognise good work. This will also be extended to those pupils who have accumulated excellent attendance.

Please see the Consequences Chart for poor behaviour which is displayed throughout the school.



## Mobile Phones

Mobile phones, Smart Watches, other electronic devices and the headphones for the use of any such device should not be seen or used on the school site at any time and we would strongly advise that such items are not brought into school.

If parents or carers wish pupils to bring these items into school they must be kept in bags and not used at school.

The school accepts no responsibility in the case of theft, loss or damage.

If seen, heard or used in school they will be confiscated and they will not be returned until a parent/carer comes to collect them.

Collection of confiscated items is on Tuesdays at 2.00-2.30 and Thursday at 10.15-10.45.

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NO MOBILE PHONES OR ELECTRONIC DEVICES  
INCLUDING HEADPHONES  
TO BE SEEN, HEARD OR USED  
IN THE SCHOOL BUILDINGS, OR GROUNDS  
AT ANYTIME

**Items will be confiscated**

If they are seen, heard or used. They will not be returned until a parent/carer comes to collect them.



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Broomfield school is a caring school which aims to promote mutual respect and understanding and provide an excellent education for all its pupils. Broomfield believes that all children and young people should be equally valued and therefore will do all we can to promote equality of opportunity and excellent outcomes, and to help develop a learning environment where all children and young people can flourish and feel safe.

All young people should have access to a broad, balanced and relevant curriculum, with teaching and learning strategies that maximise achievement and prevent failure by removing barriers to learning and providing access to a wide range of learning challenges.

We will ensure that every pupil with special educational needs:

- is fully included in Broomfield school life regardless of their particular special educational need,
- is a successful learner,
- is supported to learn at a pace appropriate to his or her abilities and development,
- has their strengths and capabilities recognised and valued.

Broomfield School has a clear approach to identifying and responding to SEN. All teachers at Broomfield are responsible for identifying pupils with SEND and, in collaboration with the Special Education Needs Co-ordinator (SENCO), will ensure that those pupils requiring different or additional support are identified.

On entry to Broomfield School every pupil's attainment is initially assessed in order to ensure continuity of learning. This may show us pupils who require additional class-based interventions and/or further assessment. Assessments include subject-based assessments; CAT (Cognitive Ability Tests); Key Stage 2 results and national reading tests.

The SENCO will also have detailed conversations with feeder primary-schools and Health Care professionals as necessary. Information gained is used to shape the pupil's curriculum and pastoral provision in the first few months. This ensures that pupils have opportunities to demonstrate knowledge and understanding.

For further information about the SEND provision available at Broomfield School please consult the School website for the SEND policy and SEN Report.

## Clubs and Enrichment

Every day after school there is a Homework Club, hosted by our Teaching Assistants who will offer support to those pupils who need help.

At Broomfield we are committed to providing an extensive range of active citizenship and enrichment activities. There is an expectation that pupils play a full part in their community and take an active role in at least one such area of school life.

Pupils can stand for the School Council and become members of a wide range of pupil leadership positions. They can also take part in a large range of extra-curricular clubs and events. The extra-curricular timetable is updated termly and can be found in form rooms as well being on display in various places around the school and on the school website.

## Meals

Please note due to Covid our provision for school meals has changed. We anticipate the following to be in place in September 2021.

The school canteen is open to pupils before school. They serve a selection of breakfast items including cereals, croissant, pancakes and hot drinks.

Pupils order their meals online each week there is a variety of options available including two main hot meals, one of which will be vegetarian, pasta, jacket potatoes, wraps and sandwiches. Fresh fruit and dessert.

The canteen operates on a cashless system and pupils use their thumbs or a pin number to access their accounts.

Pupils who are eligible for free school meals are allowed to purchase food to the value of £1.00 for breakfast and £2.50 for lunch. This will entitle them to choose a meal option; however they are not allowed to purchase any snacks with their allowance. If you think you are eligible for free school meals, please request an application form from the School Office.

Pupils may also bring a packed lunch from home.

# Anti-bullying Statement

The Broomfield community rejects bullying of any kind.

Bullying is behaviour that is deliberately designed to intimidate and control others and which leaves a person unhappy, bewildered, frightened or threatened. Bullying can be:

- Emotional - being unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any use of violence
- Discriminatory – prejudiced remarks, graffiti and gestures on grounds of race, gender, sexuality or disability
- Sexual - unwanted physical contact, sexually abusive or offensive comments
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

Bullying may also occur through malicious text messages on mobile phones, on social networking sites or through emails.

Broomfield School will do the following:

- Take consistent action against all incidents of bullying behaviour. In serious cases the school may permanently exclude those responsible for bullying.
- Heighten the awareness of all staff, parents and pupils about what is regarded as bullying behaviour.
- Educate pupils in proper behaviour.

Any pupil who is aware that someone is being bullied or feels they might be a victim of bullying should talk to their Achievement Director, the Pastoral Team or any other member of staff immediately.

The Anti-Bullying Peer Mentoring Programme at Broomfield is a pupil-led provision which offers support and guidance to younger pupils within school. Pupils' experiencing personal difficulties who are not confident or do not wish to speak to an adult about their worries in the first instance can share their concerns with a peer mentor in a safe and supportive environment.

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[www.broomfield.enfield.sch.uk](http://www.broomfield.enfield.sch.uk)

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