



Great Marlow School

A Specialist Academy



WHAT YOU NEED TO KNOW ABOUT OUR SCHOOL

FOR ENTRY IN SEPTEMBER 2018

Headteacher
Mr Kevin Ford

Chair of Governors
Ms Sally Brooks

SAFEGUARDING AND CHILD PROTECTION

At Great Marlow School (GMS), the health, safety and well-being of every child is of paramount concern. We listen to our students and take seriously what they tell us. Working in partnership with parents/carers, we aim that every child at Great Marlow School reaches their full potential whilst encouraging them to make a positive contribution to their school community.

On the rare occasion that a concern is raised about a child within Great Marlow School, we have a duty of care to consult with appropriate outside agencies. There may be times when this communication takes place before we make contact with you. The procedures that Great Marlow School follow have been laid down by the Buckinghamshire Area Child Protection Committee, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Designated Lead for Child Protection or their deputy.

SCHOOL CURRICULUM AND ORGANISATION

Great Marlow School has recently reviewed the curriculum to ensure it meets the needs of all learners and as a result has designed three new bands: Chiltern, Marlow and Thames.

Students in Chiltern will study a broad Key Stage 3 curriculum, whilst being stretched and challenged in all subjects. Students in Chiltern will learn both French and Spanish in KS3. Please note that the class number is for timetabling reasons and has no association to the students' academic ability as they are in mixed ability classes within their band for all subjects except English, mathematics and science. Please note, In English, mathematics and science students will be set within their band only.

Students in Marlow and Thames will study a broad Key Stage 3 curriculum, whilst being stretched and challenged in all subjects. Students in Marlow and Thames will study either French or Spanish and have additional English and mathematics lessons. Please note that the class number is for timetabling reasons and has no association academically as students are in mixed ability classes within their band for all subjects except English, mathematics and science. In English, mathematics and science students will be set for each of these subjects individually but only within their band

Students in Year 10 and 11 study English Language, English Literature, Maths, Core and Additional Science, and PE as their core curriculum. The majority choose an additional four options from Art; Business Studies; Computing; Drama; Music; History; Geography; PE; Media Studies; Resistant Materials; Food Technology; Textiles Technology; Graphics; French; Religion, Philosophy and Ethics; Spanish; Statistics and Childrens Learning and Development.

ATTENDANCE

Good attendance is crucial to educational success. In 2016/17 the school attendance stood at over 95%. The aim of GMS is to raise this significantly during the forthcoming academic year. The school is proactive in encouraging good attendance and punctuality because being present and on time is an important foundation on which to build a secure future. We work in partnership with parents and carers, so it is vital that parents and carers inform the school if their child is likely to miss any part of the school day. It is important, too, that children are not taken on holiday during term time.

HOMEWORK

Subject teachers regularly set homework, the expectation is that in KS3, the core subjects will set homework on average 3 times per fortnight. Subjects in KS3 that have on average four lessons per fortnight will set homework twice per fortnight and subjects with fewer lessons, once a fortnight.

All homework will be recorded on SHOW MY HOMEWORK. In KS4 core subjects are expected to set three pieces of homework per fortnight and the option subjects 2 pieces of homework per fortnight.

Great Marlow School runs a homework club from 3pm-4pm Monday to Thursday: it is staffed by teachers. The club takes place in the Learning Resource Centre and allows students access to computers, a wide range of books and revision material. Staff on duty will also offer advice to students regarding research material with the overall aim of developing independent students confident in using the available resources.

SHOW MY HOMEWORK

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Great Marlow School has invested in a new homework recording tool called Show My Homework. This award winning site is used by all teachers to communicate homework tasks and resources to students, parents and carers.

An individual login is not required to be able to view the homework tasks; they can be viewed using the Show My Homework link from the Great Marlow School homepage:

<https://greatmarlow.showmyhomework.co.uk/school/homeworks/calender>

However, using their own individual login, parents, carers, and students are presented only with those homework tasks relevant to them. An important feature of the site is the email reminders about impending deadlines.

The intuitive site helps students manage their workloads, and understand how much time they should be spending on their homework. It allows parents and carers an overview of the challenging tasks being set for their children, and provides internet access to these tasks and resources.

REWARDS

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Great Marlow School uses the SIMS rewards system. The system allows staff to award students achievement points frequently and consistently. The system is designed to encourage students to work hard and encourages them to instil a link between an outstanding piece of work or exceptional contribution to the school community and reward.

Once a student reaches a certain threshold of SIMS achievement points they will receive a bronze, silver, gold or platinum award. In addition to this, at the end of a school term, the students with the highest achievement points will be recognised in a formal school assembly. On a weekly basis the Headteacher meets with students who have been nominated by staff for a Headteacher's Award. The aim of the rewards in place is to encourage students to take an active part in all aspects of school life. The system empowers staff to reward students frequently and consistently.

Rewards are made for effort, progress, positive behaviour, displaying good uniform, participating in wider school activities and for many other reasons.

Staff can also use the departmental postcards that are available to reward students for some of the reasons outlined above.

SCHOOL HOURS

8.35	-	9.00	Registration/Assembly	(25 mins)
9.00	-	10.00	Period 1	(60 mins)
10.00	-	11.00	Period 2	(60 mins)
11.00	-	11.20	Break	(20 mins)
11.20	-	12.20	Period 3	(60 mins)
12.20	-	13.20	Period 4	(60 mins)
13.20	-	14.00	Lunch	(40 mins)
14.00	-	15.00	Period 5	(60 mins)

SIMS LEARNING GATEWAY

GMS believes parents and carers welcome timely and meaningful information about their child's development and progress in order to help them to flourish. Since 2015, a secure internet-based platform, called **SIMS Learning Gateway (SLG)**, has enabled the school to share detailed, accessible information about, students where and when stakeholders desire it, in real time.

Important information is available to view, including: your child's timetable; behaviour and achievement points; attendance and punctuality record.

In order to access SIMs Learning Gateway, parents and carers need to read the **SIMS Learning Gateway Acceptable Use Policy** and agree to it by signing and returning the completed **Parental Access Request Form**. The policy and request form will be distributed during the first half term for Year 7 students.

PARENTPAY

GMS works in partnership with ParentPay to make it as easy as possible for parents and carers to make online payments for school meals, trips, equipment and books. ParentPay offers the freedom to make payments 24 hours a day, 7 days a week, safe in the knowledge that the technology used is of the highest internet security available.

CATERING

Our catering service is outsourced to a company called Innovate. They provide a full service that includes breakfast before school and a wide range of food at break and lunchtime. All food served fully meets the National Food Standards for schools.

If you think your child may be eligible for Free School Meals, please contact the school for further information.

The school operates a cashless catering facility, which enables parents, carers, students and staff to pay on-line for school meals.

All students of compulsory school age remain on the school site at break and lunchtime.

THE VOICE

GMS has a school newsletter, The Voice, which is published every half term and can be accessed via the Parents/Carers area of the website. It is also sent home via ParentMail. The newsletter has a range of articles on news about school trips, forthcoming events, sports fixtures and catering.

FRIENDS OF GREAT MARLOW (FOGM)

This is a successful and flourishing organisation that provides funds for the school through a range of great social events. All parents and carers are automatically members. The principal aim is to develop strong home-school links enabling parents and carers to become actively involved in the school.

The committee organises a variety of social functions throughout the year and the funds provide extra facilities for the benefit of the students in the school. In the past few years events have included: a Christmas Fayre, Comedy Evening, Quiz Night, Buble and Bubbles Night, Pampering Evening, Year 7 Disco and Netball Tournament. Friends of Great Marlow also help at school events such as open evenings, school productions and other performances.

LINKS WITH THE COMMUNITY

GMS is at the heart of the local community. We have close links with local schools and offer them access to our excellent facilities. In addition, GMS staff visit many of the feeder schools. Our students regularly take part in fund raising for charities and involve themselves in activities which support the community as a whole.

SCHOOL UNIFORM

All students in Year 7 to Year 11 are expected to wear school uniform. Funding assistance towards the purchase of uniform may be available for children in receipt of free school meals. Further details are available from the school.

Please ensure that your child has **all** of the following items:

- **school uniform (named clearly)**

clear pencil case	calculator (casio fx85gt)	art zipper bag
black or blue pen	glue stick	shading pencil h
green pen	whiteboard marker pen blue or black	shading pencil 2b
pencil hb	10 colouring pencils	shading pencil 4b
ruler (30 centimetre)	safety scissors	set of watercolours
eraser	pencil sharpener	size 8 detail brush
protractor	a pair of compasses	black fineliner
oxford mini dictionary (french and/or spanish depending on the language(s) being studied).		

UNIFORM

Suppliers: Hawkinsport – Bourne End

- **All students are expected to maintain a clean and tidy appearance.**
- **All students are required to have the proper kit in school for physical education.**
- **Make-up (for girls in Year 10 upwards) should be discreet.**
- **It is not acceptable for students to adapt their general appearance to follow certain fashions of the day.**

HAIR

- **Extremes of style and colour are not acceptable.**
- **Tramlines / designs are not acceptable in hairstyles.**
- **Check with the Director of Learning, or Learning, Guidance and Support if in doubt.**

JEWELLERY

The only items of jewellery that are acceptable are:

- a small, plain single stud in each ear (to be removed for physical education)
- a plain, simple ring (to be removed for physical education and design and technology)
- watch

Students are responsible for the security of their own jewellery.

OTHER VISIBLE BODY PIERCINGS ARE NOT PERMITTED

GIRLS' UNIFORM

COMPULSORY – The girls' skirt and trousers are specific styles and are available from Hawkinsport, Bourne End and John Lewis (on-line). The uniform is to be worn by all girls in Years 7-11. The compulsory style of skirt and trousers was introduced in September 2013 after consultation with, students, parents, carers, governors and staff.

- Skirt:** black, twin Inverted pleats front and back, side zipper pocket and school crest embroidered below the waistband. (It is available in two lengths.)
- Trousers:** black with mock front pockets below the waistband. (Trousers are available in three lengths)
- Shirt:** plain white. (Shirts should be tucked in at all times; top buttons should be done up; and garments worn under them should not be visible.)
- Tie:** school crested tie. (It can be purchased direct from the school, in house colours.)
- Jumper:** plain black 'V' neck long sleeve. (Optional) Cardigans are not allowed. Sweatshirts and hooded tops are not to be worn under blazers.
- Socks:** plain colour. (Natural or black tights.)
- Shoes:** plain black leather shoes with low solid heels. (Trainers, plimsolls, stiletto heels, open sandals or backless shoes are not suitable for school.)
- Blazer:** black with the school badge on the breast pocket.
- Belt:** black, in a simple, plain style.
- Coat:** during the winter students should have an appropriate coat to wear.
- Hats:** a hat for warmth in winter or for sun protection in summer is permitted, but they must not be worn indoors.

BOYS' UNIFORM

- Trousers:** black, they must be worn at the waist with no underwear visible.
- Shirt:** plain white. (Shirts should be tucked in at all times; top buttons should be done up; and garments worn under them should not be visible.)
- Tie:** school crested tie. (It can be purchased direct from the school, in house colours.)
- Jumper:** plain black 'V' neck long sleeved. (Optional.) Sweatshirts and hooded tops are not to be worn under blazers.

- Socks:** plain in colour.
- Shoes:** plain black leather. (Trainers, trainer style footwear or plimsolls are not suitable for school.)
- Blazer:** black with the school badge on the breast pocket.
- Belt:** black in a simple, plain style.
- Coat:** during the winter students should have an appropriate coat to wear.
- Hats:** a hat for warmth in winter or for sun protection in summer is permitted, but they must not be worn indoors.

PHYSICAL EDUCATION KIT

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	BOYS	GIRLS
COMPULSORY	red polo shirt black shorts red football socks/ white socks trainers (not plimsolls) rugby shirt	red polo shirt black shorts red football socks/ white socks trainers (not plimsolls)
OPTIONAL BUT NOT COMPULSORY	tracksuit top/rain jacket tracksuit bottoms black/red base layer shin pads gum shield	tracksuit top/rain jacket tracksuit bottoms black/red base layer shin pads gum shield black GMS leggings KS3 black GMS leggings KS4

CHARGING (AND REMISSION) POLICY

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The governors of the school have adopted a Charging and Remission Policy. A copy of the policy is available from the website or from the school office.

DATA PROTECTION / FREEDOM OF INFORMATION

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The school is registered under the Data Protection Act and all parents/carers receive a Fair Processing Notice regarding use of data. Details of the Data Protection Policy and Freedom of Information Publication Scheme are on the school website. Please contact the school office should you require further information.

DISABILITY & ACCESSIBILITY PLAN

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Special arrangements for students with disabilities are made in consultation with the local authority.

There is access by ramp to the ground floor of all main teaching blocks. All new buildings have disability access together with lift and toilet facilities. Plans to upgrade existing buildings are in line with the disability plan.

ADMISSIONS POLICY 2017

INTRODUCTION

Great Marlow School is an Academy and the Academy Trust of the School is the admission authority.

The number of pupils on roll in September 2017 was 1304 including 204 following post 16 courses.

Governors have carried out a review of the admissions arrangements in line with the School Admissions Code, and having regard to the local authority (LA) consultation and timeline for co-ordinated admission arrangements. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code.

PART 1 – ADMISSIONS TO YEARS 7 TO 11

Admission at Age 11

Students will be admitted at the age of 11 years. The number of intended admissions for Year 7 commencing September 2018 will be 230.

Admissions Criteria

If the school is oversubscribed, after the admission of students with a Statement of Special Educational Needs or Education, Health and Care Plan, where the school is named in the statement or plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children

For admissions purposes a 'looked after child' is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22 (1) of the Children Act 1989. This covers accommodated children and those who are in care under a care or interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This category includes children who were previously looked after and subsequently become the subject of adoption, residence or special guardianship.

Definitions:

A Residence Order adheres to Section 8 of The Children's Act and details the arrangements of where, and with whom, a child is to live.

A Special Guardianship Order is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children's Act 1989.

2. Children of staff at the school

A member of staff employed at the school or contracted to be employed at the school

3. Children whose normal home address is within the catchment area of the school

The catchment area is bounded on three sides: by the Oxfordshire border, the River Thames and the A404. The northern boundary runs from the Oxfordshire border, (north of Stokenchurch,) between Waterend and Stokenchurch. It continues north of the M40 but south of Studley Green and Piddington. Lane End is included in the south. To the east the boundary is the A404 at Monkton Farm.

From 2013 this has included the entire parish of Wheeler End

A map of the area is available from the Local Authority within the Guide for Parents pack.

The catchment area website can be accessed via www.buckscc.gov.uk/education/schools/admissions-and-moving-school/catchment-areas

4. Siblings of children in Years 7 – 10 who are on the roll of the school at the time the allocations are made and are expected to be on the school roll at the time of proposed admission

For immediate casual (in year) admission after the normal point of entry

Siblings of children in Years 7 – 11 at the time of admission

Sibling is defined, in these admission arrangements, as children who live as brother or sister in the same house, including natural brother or sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters.

5. Children who have attended a catchment area primary school prior to admission. The catchment primary schools are: Holy Trinity, Danesfield, Spinfield, Foxes Piece, Burford, St Peter's, Cadmore End, Frieth, Lane End and Stokenchurch

6. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person

If you wish GMS to consider your child under this rule you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring GMS as the school for your child. The supporting evidence must clearly demonstrate why GMS is the only school that can meet your child's needs in a way that no other school can. It must also illustrate the difficulties that would be caused if your child had to attend an alternative school. The person who supplies the evidence might be a doctor, an education welfare officer or other professional aware of your case. The Governing Body will decide which children will be considered under this rule before any allocations are made. No applications can be considered under this rule unless written independent evidence is received

7. Those living outside the catchment area of the school

In the event of over-subscription, once the admissions criteria have been applied, then all further places are awarded according to the straight line distance between the family's normal home address and the school's main entrance gate on Bobmore Lane using the Local Authority's measurements as set out by Ordnance Survey, offering the closest first.

Distances are calculated to 3 decimal places. Should the distance between two children's homes and the school be the same to this measurement of distance, both will be admitted even if this goes above the published number for the school.

DETERMINING 'NORMAL HOME ADDRESS'

This is a child's permanent address at the time of completing the application form and is also the address at which parents are living. The exception to this would be if there is proof that the child lives elsewhere with someone who has legal care and control of the child.

Parents who anticipate moving to an address within the catchment area will be asked to provide clear written proof that they will be fully resident by the beginning of the term in which their child will be admitted. They will specifically be asked to provide evidence of either:

Confirmation that the house purchase is legally binding (eg that contracts have already been exchanged and firm date for moving has been established)

Having taken out a lease agreement of at least 12 months' duration on a property in which they and their family will be fully resident and which is appropriate to their family's needs.

In determining residence governors will not normally expect:

- **families to retain a second residence elsewhere, which is their main residence**
- **only part of the family to move, unless it is part of divorce or permanent separation arrangements in which case governors will reserve the right to make enquiries and see additional information to verify the situation**
- **children to move to a residence other than with their parent/carer unless as part of fostering or care arrangements**

Shared or joint residence, to avoid doubt, is where a child lives with parents or carers (with or without parental responsibility) whether for part of a week, or month in the registered address of the child benefit recipient.

..... **DEFINITION OF PARENT**

This is defined in law (the Education Act 1996) as:

- **Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person.**
- **Any person who has care of the child or young person.**

A person who is the child's parent or carer should make the application. If two parents with parental responsibility live at different addresses, the parent the child lives with for most of the week should make the application with the full knowledge and consent of the non-resident partner.

..... **MULTIPLE BIRTHS**

In the event of only one place being available within the admission number, but the next child on the list being one of a multiple birth all of the siblings will be admitted even if this goes above the admission number of the school.

..... **SCHOOL TRANSPORT**

Parents and carers are responsible for making sure that their children get to and from school at the appropriate times each day. Buckinghamshire County Council currently provides school transport for students living in the transport area and more than three miles from the school. This includes Lane End, Frieth, Stokenchurch, Cadmore End and Hambleden. Where Great Marlow is not the nearest school parents may be required to pay for school transport. Further information is available from Passenger Transport Department, County Hall, Aylesbury. Bucks. HP20 1UZ. Tel No: 01296 383956.

HOW TO APPLY FOR A PLACE IN YEAR 7 - SEPTEMBER 2018

Copies of the School Prospectus are available at the start of the Autumn Term and are also available on the school website – www.gms.bucks.sch.uk

The school holds an Open Evening in late September/early October for parents, carers and prospective students. Visits during the school day are also arranged for a number of dates in early October and details of these will be published at the beginning of the Autumn Term.

Under the co-ordinated arrangements applicants are required to complete the LA application form contained in Buckinghamshire County Councils 'Guide for Parents'. If you have not already received a copy please contact the Admissions Team at Buckinghamshire County Council (contact details below).

The closing date for receipt of on line applications by the LA for admission into Year 7 in September 2017 is **30th October 2017**.

If your child currently attends a Buckinghamshire County Council school, you should return your completed forms to your child's current school. If your child is attending a school that is not a Buckinghamshire County Council school, your forms should be returned to your own Local Authority.

The Admissions & Transport Team, County Hall, Aylesbury, Bucks, HP20 1UZ

Tel No: 01296 383250 Fax No: 01296 383016 Email: admissions@buckscc.gov.uk
www.buckscc.gov.uk/schooladmission

Admission to Appropriate Year Group

Applications for in-year admissions should be made to the Local Authority.

Appeals

If the school is unable to offer a place parents and carers have the right of appeal to an Independent Appeals Panel within 14 days of the notification of refusal of a place. Details of the appeals procedure will be sent at the time of notification of the school's inability to offer a place.

Waiting Lists

Children who have not been allocated a place at the school may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's over-subscription criteria as detailed above. Late applications will be added to this waiting list dependent on the criteria they fulfil.

EQUAL OPPORTUNITIES, DISABILITY DISCRIMINATION, RACE RELATIONS

In dealing with applications for admissions governors will have full regard to the Sex Discrimination Act 1975; Race Relations Act 1976 and 2000; Human Rights Act 1998; Disability Discrimination Acts 1995 and 2005; and Equality Act 2010.

NAMED CONTACT

All enquiries about admission should be made to **Mr G Pendlebury** at the school – **Tel No: 01628 483752**.

If a place is offered at the school and it is later discovered that the offer was made on the basis of fraudulent or misleading information (eg a false claim to be living in the catchment area), and this denied a place to a child with a stronger claim, the offer of the place will be withdrawn.

GCSE RESULTS 2017

Attainment 8 score	45.9
Percentage of students achieving Grade 5+ in English and Maths	42.1%
Percentage of students achieving Grade 4+ in English and Maths	68.3%
Percentage achieving a standard pass(4+) in English	79.7%
Percentage achieving a good pass in English(5+)	63.9%
Percentage achieving a standard pass(4+) in Maths	75.2%
Percentage achieving a good pass in Maths(5+)	48.0%
Percentage of students gaining 5+A*-C (Including English & Maths)	67.3%

DETAILED RESULTS BY SUBJECTS

REFORMED SUBJECTS

Subject	Gen	Entries	9	8	7	6	5	4	3	2	1	U	X	9-4	9-1
English Lang.	all	202	2	7	16	37	50	42	34	9	4		1	154	201
English Lit.	all	200	4	7	21	27	44	37	34	15	9	2		140	198
Maths	all	202	7	6	24	18	42	55	20	14	12	4		152	198

UN-REFORMED SUBJECTS

Subject	Gen	Entries	A*	A	B	C	D	E	F	G	U	X	A*-C	A*-G
Art	all	49	4	3	13	17	4	4	4				37	49
Child Dev	all	22	1	6	2	7	4	1	1				16	22
Citizenship (SC) GCSE	all	200	1	9	38	58	44	25	14	8	3		106 (x ½)	197 (x ½)
Computer Science	all	44		2	6	3	7	13	5	5	3		11	41
Drama	all	31	1	9	8	8	2	2		1			26	31
Food Technology	all	22		1	5	6	6	3	1				12	22
French	all	37	2	3	5	20	6		1				30	37
Geography	all	86	3	12	23	21	17	9	1				59	86
Graphics	all	15		1	9	2	2	1					12	15
History	all	71	7	9	11	8	11	13	6	4	2		35	69
Media Studies	all	107	3	14	31	33	22	3	1				81	107
Music	all	23			2	5	6	8	1	1			7	23
PE	all	80	8	18	24	17	10	3					67	80
Religious Studies (SC) GCSE	all	141		4	32	35	45	13	9		1	2	71 (x ½)	138 (x ½)
Religious Studies	all	59	4	17	30	6	2						57	59
Resistant Materials	all	16	1	2	2	3	4	2	2				8	16
Science (Additional)	all	199	3	21	40	64	30	27	11	2	1		128	198
Science (Core)	all	202		20	38	69	37	24	11	2	1		127	201
Spanish	all	66	5	3	9	24	21	4					41	66
Statistics	all	59	1	14	23	15	5	1					53	59
Textiles	all	13	2	2	3	5	1						12	13
All subjects	all	1542	46	170	354	426	286	156	68	23	11	2	996	1529
All subjects(%)	all	100	3.0	11.0	23.0	27.6	18.5	10.1	4.4	1.5	0.7	0.1	64.6	99.2

A-LEVEL RESULTS 2017

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PERCENTAGE OF STUDENTS ACHIEVING A-LEVEL

YEAR	Number in Cohort	A*-B %	A*-C %	A*-E %
2017	92	46	69	98
2016	102	46	75	100
2015	91	52	79	98.8

GREAT MARLOW SCHOOL CONTACT DETAILS

Bobmore Lane, Marlow, Buckinghamshire, SL7 1JE

Telephone: 01628 483752 Fax: 01628 475852

Email: info@gms.bucks.sch.uk

<http://www.gms.bucks.sch.uk/>