Environmental Impact
As a school we encourage students to take an active approach to the climate emergency. We want all students to understand and appreciate the impact their actions will have on the environmental crisis facing the world today. We encourage students to bring in reusable water bottles, walk or cycle safely to school and have introduced ‘Meat Free Mondays’.

We are making an effort to drastically reduce the amount of single use plastics in school, recycle more and buy environmentally friendly, fair-trade products where possible.

And finally...
This is an excellent school with teachers who work extremely hard to ensure that you receive the best education possible within a safe and caring environment.

You play your part too, by following instructions, being polite and respectful and representing yourself in a positive manner.

Together we create success and together we celebrate success. We want you to be successful and to leave The Norwood School as a well rounded individual with a knowledge of, and interest in, what happens in the world around you.

Remember the key words:
integrity and courtesy.

Have a happy, successful and enjoyable year.

Contact Details
The Norwood School
Crown Dale, London. SE19 3NY.
T 0208 670 9382
E post@thenorwoodschool.org
www.thenorwoodschool.org
This handbook has been written to make things clearer for you. In it you will find information about our expectations of you; how we want you to conduct yourself and how we expect you to present yourself.

We believe that every one of you has the ability and maturity to understand the rules of the school. After all they are not difficult. Rules are in place everywhere in society and we all have to get used to following them, even if we do not necessarily agree with them.

If you do choose to ignore the expectations we have of you or wish to be seen as someone who tries to flout the rules then you are choosing to be noticed for the wrong reasons. You will be challenged by adults in the school should you do this.

So, get the basics right.
Follow instructions and show integrity and courtesy. Work with us to ensure that your school, The Norwood School, continues to go from strength to strength.
Integrity & Courtesy

Integrity means adhering to ethical principles and expectations. It means being honest and behaving in a correct manner at all times, particularly when you are in an area which is not staffed or where you are expected to manage your own behaviour.

Courtesy simply means demonstrating polite behaviour; that you have excellent manners and social conduct. We expect you to be courteous to all other members of the school community and visitors to our school.

Behave with integrity and demonstrate courtesy at all times.

Your lessons are where learning takes place. You have the right to an education that provides you with the skills and knowledge to improve and succeed. You also have a responsibility to behave in a way that:

1. Allows your teacher to teach, and;
2. Allows other pupils to learn.

If you do not follow these expectations and help create an environment where all pupils feel safe and able to learn and achieve you choose to be given a sanction or consequence. This takes several forms but will start with a reminder of how you are expected to behave. If your behaviour continues to disrupt the learning of others, you can expect to be asked to leave the classroom and go to another one (this is called being ‘parked’). If you are parked, you must attend the Parking Detention at the end of the school day.

The teacher is in charge of the classroom. They decide who sits where and how the lesson will be taught. Follow their instructions and requests without discussion or argument. Do not challenge the authority of the teacher, even if you disagree with it. Your teacher and other staff present in the lesson have to divide their time between all of you. Therefore there will be times when you have to work independently or as part of a group. Manage your own behaviour and ensure you do this sensibly and without affecting the learning of others.
There are over 1000 people in our school community. We all have the right to go about our duties feeling safe. Corridors are for movement; to get from one part of the building to another. We often need to move quickly but need to do so calmly.

We have the following expectations:

- Move quickly and purposefully but sensibly, walk in the corridors do not run.
- Travel on the left hand side of corridors and stairs, using the correct swing door where necessary.
- Allow people to move freely without obstacle; do not gather in groups.
- Speak quietly – no shouting, screeching or screaming etc.
- Hold doors open for others.
- Travel in the direction that members of staff instruct you.
- Keep hands, feet and derogatory comments to yourself and understand each other’s need for personal space.
- Do not hug, cuddle, kick, slap etc.
- Use the bins provided for your rubbish. You may have to hold your litter until you come to a bin. Do not use the floor as your bin.
- Your full school uniform should be visible. Therefore no outdoor clothing, such as coats, gloves, scarves, hats, ear muffs etc should be worn in the corridors.
- When you arrive at your classroom, you should enter in a calm and sensible manner and begin to work without delay.

Dining halls are communal spaces used by us all. They are places to eat and drink in and to socialise sensibly with friends.

The expectations of behaviour in the dining halls are very clear:

- Demonstrate good manners. When eating do so properly and in a socially acceptable way.
- Clear up when you have finished. Take your plate, cutlery and rubbish to the appropriate place. Do not leave it for others to do.
- Respect the right of others to eat in an environment that is clean. Do not engage in antisocial behaviour such as throwing food.
- Report any spillages or mess so it can be tidied quickly.
- Be polite and respectful to kitchen staff, say ‘please’ and ‘thank you.’ When you have finished your meal, leave your area tidy and vacate the dining room.
- Walk calmly and sensibly. Room is at a premium and others are carrying their food and trays so behave accordingly.
- Outdoor clothing clothing should already have been removed.
- Use bins provided in and around the dining hall for your rubbish.

Playgrounds and social spaces are to be used and enjoyed by all pupils. Each of you has an equal right to use all areas. No area is ‘owned’ by or ‘belongs to’ any particular group or year. Ball games should only be played in designated areas.

Please be aware of the following:

- All pupils and staff have a right to feel safe in the playground.
- Physical acts such as pulling, grappling, play fighting etc are not appropriate or permitted. If you are seen acting in such a way you will be told to stop.
- If you act in a way that is unsafe, or out of control, you will be told to stop.
- If there is something occurring that is not acceptable, eg pupils being confrontational to each other then act with integrity and ignore it, do not run to join in, to observe or do anything to heighten the excitement. Inform a member of staff.
- Use the bins provided for any rubbish you have. Dropping litter is anti-social and lazy. There are plenty of bins provided and please accept that you may have to walk a few paces to get to one.
- Bells will be rung five minutes before the end of lunch and break. This is your signal to begin moving calmly to your lesson. If you respond to the bell and move straight away then you will not be late for your lesson.

Sixth form students are on duty at break and lunchtime. They are employed by the school to supervise younger students. Therefore you are expected to follow their instructions and requests. If you fail to respond to a request by a sixth former then a member of staff will be informed. If you fail to respond to a request by a Sixth Former, a member of staff will be informed.
You’ll notice the word ‘adults’ is used, not ‘teachers’. That is because the school employs adults to do many jobs within the school, not just teachers. All adults within the school have the responsibility placed upon them by the Governors and Headteacher to help maintain good order. This means you follow any instructions and requests you are given by adults within the school. This includes, TAs, premises staff, office staff, dining staff, technicians etc. You may be told to do something by an adult whom you are not familiar with; in any situation, you must follow the instructions and requests you are given by adults within the school.

We have many visitors to the school. All of them will go away with an impression of us based on what you show them. Sometimes it only takes one poor interaction or one incident of bad behaviour for a visitor to make a negative judgement on all of us. We have people who visit us from other schools, people who visit us to mend equipment; parents who come in for meetings; members of the public. They all should be treated with respect and be shown good manners.

On occasions your regular teacher will not be present to teach your lesson. This lesson may be covered by another member of staff. It may also be covered by a ‘supply teacher’. A supply teacher is not a member of the school’s permanent staff. They are employed by an agency. Their job is to visit different schools on a daily basis to help teach you when your regular teacher is absent. On the days they are in our school, they are employed by the Headteacher and are considered to be the equal of other teaching staff. If we did not have a selection of supply teachers to use then you would not get taught. A supply teacher does probably not know your name. They may not be totally aware of all the school’s systems. They may not be teaching you again in the future. However, they are a visitor to our school and should be treated as such. Therefore behave with integrity and courtesy and ensure that you give that visitor a good impression and that they leave us feeling positive about our school.

Our uniform is noticeable. It identifies you as a member of our school’s community. This means that you will be judged, and the school will be judged by how you behave and represent yourself. Members of the public, neighbours to the school, bus drivers, parents of other children – all will notice you and form a conclusion of our school.

When they watch you will they think:
1. ‘What lovely manners Norwood School pupils have’
2. ‘What on earth are they teaching at that school? What an embarrassment they are to it’

When you are on the bus, behave as a good citizen should. Be respectful of other passengers and their right to have a safe and hassle free journey. Sit or stand sensibly, keeping noise to a minimum. Be safe and do not unnecessarily make other people aware of what personal belongings, especially expensive ones that you have on you.

At the end of the school day, you must go straight home. You must not congregate and loiter at Crown Point, Norwood Park, Crystal Palace and West Norwood. When walking on the streets you should not travel as part of a large group, take individual and collective responsibility for your actions.

Do not congregate so that members of the public cannot get past you; allow space for others to pass, especially people who are disabled, elderly or who have small children with them. Understand their needs. Act with integrity. Respect the school’s neighbours, their property and pathways. Act with integrity.

You may ask: Why is it important to behave with integrity when we are not at school?

There are a number of answers to this:

You should always want to represent yourself and your parents/carers in a positive way. Act in a way that makes you and them proud.

Although you are not at school you are still advertising us. You represent everybody else in the school and you should want to portray a good image.

We live in a society that has specific expectations around public and social behaviour. You all know what is right or wrong, some of you choose to do wrong. Make sure you behave in a way that is right.

The school has the duty and authority to sanction pupils who do not behave in an acceptable way on their journey to and from school. If poor behaviour is reported or witnessed then it will be treated as if it occurred on the school site. The term for this is, ‘bringing the school into disrepute’.
Every pupil has an equal right to an education. Every pupil has an equal right to feel safe and valued. We do not expect any pupil to feel upset, scared or unhappy about coming to school or being in school.

When speaking with each other be polite, respectful and courteous. Do not insult, belittle or humiliate another pupil. If you choose to behave in this way, there will be a consequence. At this school we do not accept any form of bullying. Bullying means making someone else feel unhappy. It can happen over a period of time or can be a one off comment that is made with the intention of upsetting the victim.

Do not make derogatory references to other people’s heritage, ethnicity, race, language or colour. Do not use language that is homophobic. Do not tease pupils who may be less able than you or choose to present themselves or dress in a way that is different to your ‘norm.’

You do not have the right to touch anybody else or their personal belongings. This means you keep your hands and feet to yourself. Respect the personal space of others and keep any contact to a minimum, unless you are helping or supporting another pupil or friend.

Teacher Communication

In an establishment such as a school, where there is collective responsibility for managing behaviour there will be discussions between the adults in the school about the behaviour of individuals. We expect a certain level of behaviour, a certain standard of dress and an approach to collaboration that may be different to what you experience out of school.

For example, if you are seen by an adult in the school behaving poorly or in a way that is not courteous, depending on the type and seriousness of the misbehaviour, it may be passed on to another adult to deal with. This may be at odds with how you behave out of school. You may have a belief that people should not tell when they see something happening, that it should be kept quiet.

That approach cannot operate in a school. If you do not wish for people to find out about any bad behaviour you demonstrate, then do not show it to them. Behave properly, with integrity.

Please be clear and understand that if you choose to behave poorly in school or whilst wearing our uniform it will not be kept quiet by adults who witness it.

We expect a certain level of behaviour that may be different to what you experience out of school.

Behaviour Watch

When instances of good behaviour and bad behaviour are demonstrated, adults in the school will record them on Behaviour Watch, which is the name of the school’s behaviour monitoring programme.

This allows us to have an overview of how you are all behaving and what types of positive and negative behaviours are being demonstrated. We want to catch you doing the right thing. Adults in the school currently record three times more positive behaviour incidents than negative. This shows that we want to see you doing well. It also shows that many of you know how to behave properly and represent yourself with integrity.

Your tutors and head of year will regularly update you on how you are doing and those who consistently do well will be rewarded. Those who choose to be consistently poorly behaved will also have your record discussed and there will be sanctions for these students.
Uniform & Presentation

How you dress, how your uniform looks and how you represent yourself tells a lot about your attitude to school and your commitment to learning. A pride in your appearance means you have pride in your school. We have a uniform, like the vast majority of other schools for several reasons. It creates the sense of community. It shows an equality and togetherness. It identifies who we are and what we stand for.

Correct uniform should be worn to and from school.

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Blazer*

This is a compulsory part of the uniform and must be worn at all times.

No other items of non-school uniform such as a hoody should be worn under the blazer.

Blazers may be removed during lessons at the discretion of the individual class teacher.

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Jumper*

Long sleeve or sleeveless jumper should be worn.

No other jumper is permitted.

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Shirt and Tie*

Shirt should be white with a collar, not a PE t-shirt.

The school tie must be worn and cover the top button.

Shirts should be tucked into trousers or skirts.

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* Blazer, Jumper & Tie must be purchased directly from the school.
Hoodies are not permitted and should not be brought into the school site, or worn to and from school.

A dark overcoat should be worn (either black, dark blue or dark grey in colour, and not khaki green). A small logo is permitted.

Coats should not be worn inside the school building.

Hoods on coats are only to be worn outside and during inclement weather. They should not be worn at any other time.

Winter scarves should be plain black. ‘Blanket’ style scarves are not permitted.

Balaclavas and face masks are not permitted.

Trousers & Skirts

Trousers and skirts should be black.

Denim, corduroy, tracksuit bottoms, skin tight, leggings and skinny jean style trousers are not permitted.

Denim and corduroy skirts are not permitted.

Skirts should be no shorter in length that just above the knee.

Trousers and skirts must be worn in such a way that does not reveal underwear and should sit smartly on the waist. If required, belts should be worn and trousers must not sag.

You are not allowed to wear tracksuit bottoms, shorts or any other kind of trousers underneath your trousers; this is unhygienic and has negative associations.

You are allowed to wear one small plain stud no larger than 4mm in diameter, in the lower part of each ear.

No other facial piercings are allowed.

You must not enter the school site with any additional piercings. Retainers and plasters are not acceptable.

You will be sent home to remove any additional piercings, or will remain in the the Greenhouse until the piercing is removed.

Rings, chains and elaborate watches must not be worn.

If make up is worn it should be subtle and discreet.

Excessive or gaudy make up is not allowed.

Nail polish, nail extensions and elongated nails are not allowed.

Eyelash extensions are not allowed.

Drawing or writing on hands is not allowed, unless it is for religious purposes.

Skin lotions or creams should only be applied in the toilets.

Tights & Socks

Tights and socks should be clean and ladder free.

Tights and socks should be plain black or white.

Footwear

‘Traditional’ leather school shoes, either laced, strapped or slip on are acceptable, as are ‘Kickers’ shoes.

Trainers are not permitted in school, or on the way to and from school. You can change into these shoes during break and lunch time and for PE lessons.

Canvas shoes and plimsolls are not acceptable. This includes Converse or Vans style shoes, even if they are leather.

Our uniform rules are outlined here:

Uniform

Non Uniform

If you are in incorrect uniform or do not have the necessary equipment you will be instructed by your form tutor to go to the atrium to see the member of the senior leadership team who is on duty there.

They will discuss the issue with you and decide whether you:

Are sent home to change or correct the infringement.

Are provided with a replacement uniform.

Are sent to the Greenhouse for the day.

Are given a red card due to the reasons behind the infringement.

Hair

Hairstyles that attract undue attention are not allowed.

Hair bands or other discreet accessories should be plain & black.

Headscarves should be black and only worn for religious purposes.

Hats, bandanas and doo-rags are not allowed.

Hair should be natural in colour and must not be coloured in any way with unnatural colours like red, blue, green, purple, yellow, orange, white, grey etc.

You will be sent home to rectify hair that is not natural in colour.

You must not ‘do’ your hair on the school site, and you should not walk around with combs and brushes, or wear these in your hair.

Make up & Nails

If make up is worn it should be subtle and discreet.

Excessive or gaudy make up is not allowed.

Nail polish, nail extensions and elongated nails are not allowed.

Eyelash extensions are not allowed.

Skin lotions or creams should only be applied in the toilets.
**Non Uniform**

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- Are sent home to change or correct the infringement.
- Are provided with a replacement uniform.
- Are sent to the Greenhouse for the day.
- Are given a red card due to the reasons behind the infringement.

**PE Uniform**

Pupils must bring full PE kit to each lesson.

This includes:
- Purple polo shirt with school badge.
- Black sweatshirt with school badge.
- Black shorts or tracksuit bottoms.
- Black or White sports socks.
- Trainers and/or football boots depending on activity.
- Non uniform black shorts and tracksuit bottoms must not include logos or designs of any description.

If pupils fail to bring full PE kit, they are expected to borrow one from the department stores.

If pupils are injured or unwell, they are still expected to bring their PE kit and change to take part in the lesson as an assistant, referee, coach, and/or scorer. If they have forgotten their kit, they will borrow one from the PE stores. If pupils refuse to change into this kit, they will be internally parked.

If pupils explain that they are injured but have lost or not acquired a note, or a phone message has not yet been received from parents, the pupil must borrow kit from the PE stores. At this point, the teacher may withdraw the pupil from the physical elements of the lesson and provide them with an additional role. Staff will use their professional judgment when asking a student to try and attempt physical exercise.

**Snacks & Drinks**

We are a healthy school and encourage you to make healthy choices:

- Fizzy drinks and energy drinks are not permitted on the school site.
- Oversized bags, family sized bags, sharing bags and tubes of crisps, sweets and biscuits are not permitted on the school site.
- Fast food bought from outside restaurants is not permitted on the school site.
- Family sized cartons (500ml+) or bottles of juice are not permitted on school site.

You are not permitted to sell food items to other pupils.

If any of the above snacks and drinks are seen, they will be confiscated and thrown away.

Please drink only water or small juice cartons whilst on the school site.

**Headphones, Earphones**

Headphones, earphones and portable speakers are not to be seen or used on the school site.

If these are seen on the school site, they will be confiscated and returned at the end of the half term.

**School Bags**

School bags should be fit for purpose and large enough to fit all books and other equipment, and should be carried at all times.

Handbags, pouches and sports shop carrier bags are not allowed.

**Mobile Phones, MP3 players & other electrical devices**

Mobile phones and MP3 players etc must be switched off and in your bag prior to entering the school site. This includes smart watches.

If you need to use a telephone in an emergency, you should speak to a member of staff.

The school is permitted by law, to sanction pupils who choose to use their mobile phones to record, film or take photos of anything that is inappropriate.

You must not use your phone anywhere on the school site, that includes toilets, changing rooms and the playground.

If you are caught using your mobile phone or it is out during school, you will be asked to hand it to an adult. This is the expectation of all students.

Failure to not hand the item over immediately will result in a sanction. Your parents/carers will be invited to retrieve the phone and have a conversation with the Headteacher.

The school is not responsible for the loss or theft of mobile phones, electronic equipment or any other valuable item.
School Day
Before, During and After School

Before School
You must be in school by 8.25am.
You should only be in the dining halls or lower corridor before 8.30am if you are inside the building.
You should not be in the back playground before school.
The Library can only be accessed from 8.00am.
At 8.30 am you can begin moving to your form groups.
You will line up outside for assemblies.
Year 11 pupils can be in the main part of the building if they are attending revision sessions.
The school site is open to pupils early each morning. Pupils are allowed access to the playground from 7.30am. This may differ if you are involved in an early morning extra curricular club.

Breakfast Club
Breakfast Club operates on a daily basis. All are welcome to use this facility, however it is a privilege and not a right. Normal school expectations, as outlined in this booklet, apply with regards to uniform and conduct. Mobile phones are also not permitted at this time.

Breakfast Club opens at 8.00am.
Pips will go at 8.30am. At this time most adults go to a morning meeting. A member of senior team will ring the bell in the playground at 8.35am. You should begin to move to line up for assembly or form time so you are there for an 8.40am start. If you arrive after 8.40am you will need to sign in, and collect a printed late slip. Every pupil should be in their tutor base or assembly from 8.40am – 9.00am.

Break time (10.40am - 11.00am)
You should only be in the dining halls, lower corridor and playgrounds at break and lunch. You are not allowed in the main part of the building or the atrium.

If you need to see a teacher during this time, they should provide you with a note. Pupils are not allowed to leave the school premises at break time unless you are in the sixth form. The dining hall is open for you to buy food and drink. Make sure you put your rubbish in bins provided.

Pupils should not be in the building at break unless you are in the canteen, travelling to or from the canteen, or in the presence of a member of staff. Corridors and classrooms are not to be used at break time, except the ground floor corridor that runs from the dining hall to the Atrium.

The bells will be rung at 10.55am. This gives you five minutes to move calmly and sensibly to your

Lunchtime (12.40pm – 1.10pm)
Pupils are not allowed off the site at lunchtime, except for sixth formers. You can bring a packed lunch to school or buy hot or cold food from the dining hall. Hot food should be eaten in the dining hall, cold food can be eaten in the specifically designated indoor space. Please refer to the behaviour expectations section regarding how you are expected to behave in the dining hall.

The bells will be rung at 1.05pm. This gives you five minutes to get to your classroom ready for period 5. The pips will go at 1.10pm. At this time you should be ready at your classroom.

After School (2.50pm onwards)
Please make your way off site calmly and sensibly. Do not congregate outside of school or behave in a way that brings negative attention. Only remain on site for the following purposes:
If you have a detention.
If you are attending a club or school event.
If you are at a catch up or revision session.
If you are waiting to speak with or have a meeting with a member of staff.

All pupils, except those involved in any of the above are expected to be off site and clear of the school grounds by 3.00pm. Any pupils left on site at this time will be asked to leave. As soon as you leave the school site you should make your way home and not linger.
Sanctions & Rewards

Rewards
We pride ourselves on rewarding hard work, excellent behaviour and attendance and punctuality here at Norwood. Tutors, teachers and heads of year will add reward points to Behaviour Watch, will contact home frequently and will highlight individual, team and class successes in assemblies, newsletters, displays around the school and on the website. Regular trips and visits are organised to reward students who get it right on a day to day basis.

Sanctions
Sanction is another word for punishment. A sanction is what you can expect to be given when you do something wrong. The school operates a range of sanctions. The more serious the misbehaviour then the more serious the sanction.

<table>
<thead>
<tr>
<th>Sanctions may include:</th>
<th>Detentions</th>
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<tr>
<td><strong>Detention.</strong> This is when you are kept behind after school or deprived of your social time. If you are given a detention then you are expected to attend it without argument or discussion. It is up to the member of staff who has given you the detention to decide when it will be and how long it will last. You can be kept after school for an hour without us having to notify your parents/carers. Failure to attend a detention means the sanction will be increased.</td>
<td>There are two forms of 'whole school detention'. This means that the same sanction applies to every pupil. One is for being ‘parked’ and the other for being late to school or lessons.</td>
</tr>
<tr>
<td><strong>Internal Exclusion.</strong> This will occur when you have behaved in a way that is serious enough to warrant a period of time in the Greenhouse. The Greenhouse is our onsite exclusion unit. You may be referred here for one day or it may be for longer depending on the nature of the incident and your previous behaviour record. Whilst in the Greenhouse there are clear expectations to adhere to. Failure to do this will result in an external exclusion.</td>
<td><strong>Parking Detention</strong> If you are ‘parked’ during a lesson this means you have either had three warnings and had to be removed for disrupting the lesson or you have done something that means you could not be taught in your regular class. You will automatically receive a Parking Detention. This will take place after school. The detention will be up to one hour long. Attendance is expected. Failure to do so will result in a further sanction.</td>
</tr>
<tr>
<td><strong>External Exclusion.</strong> An external exclusion is given for continued poor behaviour or serious poor behaviour. You will be asked to go to one of our partnership schools until the end of your exclusion when a meeting will take place between a member of senior team and your parent/carer. This is not a choice. If you get excluded regularly you and your parent/carer will be asked to meet with the governors of the school. (The people in overall charge of the school.)</td>
<td>Other Detentions Other detentions will operate on a daily basis and may be given for displaying misbehaviour in school or around the building. You are expected to attend any detention you receive. The school has the legal right to detain you for up to one hour without giving your parents any notice.</td>
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**Detentions**
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**Parking Detention**
If you are ‘parked’ during a lesson this means you have either had three warnings and had to be removed for disrupting the lesson or you have done something that means you could not be taught in your regular class. You will automatically receive a Parking Detention. This will take place after school. The detention will be up to one hour long. Attendance is expected. Failure to do so will result in a further sanction.

**Other Detentions**
Other detentions will operate on a daily basis and may be given for displaying misbehaviour in school or around the building. You are expected to attend any detention you receive. The school has the legal right to detain you for up to one hour without giving your parents any notice.
But what happens if you do keep having days off school? Well, we have an attendance officer at the school who oversees the attendance of all pupils. They work with your form tutor and head of year to ensure you understand the need to attend regularly. If you have lots of days off then your parents or carers are responsible and will be contacted. If it persists there is the risk that they could be fined for not ensuring you attend school regularly enough.

Having excellent punctuality does not only apply to being at school on time. It also means that you are at lessons on time. If you arrive late to a lesson you will be given a ‘late mark’ on the register. Your lateness to lessons will be sanctioned by your class teacher.

If you arrive at school after 8.40am, you are late. If you are late to school, you must attend a 50 minute Late Detention in the Dining Hall on that day. If you fail to attend this Late Detention, you must attend an Extended Late Detention on Thursday from 3pm until 4.30pm, supervised by a member of the Senior Leadership Team. If you fail to attend this detention, you may receive a fixed term exclusion to one of our partnership schools for two days. If you are persistently late to school, your parents or carers may also receive a Fixed Penalty Fine.

We are not required to inform your parents or carers of this detention. Pupils who consistently arrive to class and school on time, ready to learn with all the correct equipment are rewarded termly.

School is also about preparing you for life beyond 16.

You may think to yourself that attending 80% of the time is good. After all getting 80% in an exam is considered an excellent achievement. However, in terms of your attendance it is not an excellent achievement. In fact, it is quite the opposite because an 80% attendance figure means you miss one day of school every week. This equates to eight weeks of absence over the course of one school year! **That is unacceptable.**

We can apply the same logic to punctuality. For example if, twice a week you arrive at school at 9:10 you have missed ten minutes’ of period 1. Over the course of a school year this equals almost 14 hours of learning time – or three days of lessons. Just by being ten minutes late, twice a week! Of course when we add the tutor time to that it becomes almost 30 hours.

When you leave The Norwood School you should leave with a knowledge of the importance of being reliable. Excellent rates of attendance and punctuality will demonstrate this. However, if for some reason you simply cannot make it into school then your parents or carers need to inform us as early as they can. You will be expected to make up the work you have missed and if you have a prolonged period of absence then you may be withheld from lessons and provided with intensive support to enable you to catch up.

It is expected that you attend school regularly and arrive on time. You have the target of achieving an attendance figure of at least 95%. We do not expect you to arrive late for school. We reward those with the best attendance and punctuality at the end of each term.

Attendance & Punctuality
We know that Norwood School is a forward thinking school; we are optimistic and ambitious for the whole school community. The outstanding achievement of pupils is testament to this. We are committed to a personalised approach and focus on the individual. We are a child centred school, dedicated to ensuring that our pupils are happy and secure and that they achieve their potential and beyond.

We strive to ensure that we provide a safe environment for children and young people to learn and develop at Norwood. We want to encourage acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths, beliefs and sexual orientation; we want our pupils to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

Remember we are always here to help. We have people in school who are here to help you maintain an excellent record of attendance and punctuality. We all know that you can’t learn if you are not here. Breakfast club starts at 8 am. All students are expected to be in school and in registration by 8:40am. We appreciate that sometimes delays to school or work are unavoidable please ensure that, in the rare case of anyone arriving later than 8:40am, students sign in at reception and take their late slip to their lesson.

Parents - If you know that your child will be absent from school please email the school on absence@thenorwoodschool.org or phone the school switchboard to leave a message on their extensions. You will need to speak to the office on extension 223 and to Ms Cunningham for the Sixth Form on extension 277. Miss Imafidon leads our drive on excellent attendance and punctuality - she works with children, parents, staff and the local authority to ensure that students are all here on time every day.
Student Wellbeing

The Norwood School is committed to safeguarding and promoting the welfare of all of our pupils.

So what should you do, as a student, if you are worried about someone or something?

- Who do you go to?
- Where would you find them?
- If you are a parent who should you contact?

Who else can help?

Don’t forget form tutors, heads of year or one of our behaviour support mentors (Mr Lemmie, Mr Morgan or Mr King from The Greenhouse) are also here to help.

We can help signpost students to other professionals who can help: for example the Brook Advice Centre, our school nurse, The Well Centre, The Croydon Drop in Talk Bus or our safer school liaison officer PC Randall.

Personal Responsibilities

We expect our students to:

Take ownership for their own conduct and that of others

Adhere to the behaviour policy and respect adults, each other, visitors and the environment

Act as positive ambassadors when not on the school premises

Not bring on to the school site banned or prohibited items

Not bully, threaten or intimidate other pupils or staff

Wear the school uniform correctly and with pride

Remember the mobile phone rule – No See No Hear!

Online Safety

How can Parents Help?

The internet can be an inspiring and positive place which holds a wealth of resources to enable young people to connect, communicate and be creative in a variety of different ways.

It is always changing and being able to keep up to date with your child’s use of technology can be a challenge. You may feel that your child has better technical skills than you do, however they still need advice, guidance and protection in the appropriate use of the internet, mobile phones and other devices. It is important that your child knows that they can talk to you or us if they have any concerns.