



Prospect
School

A guide for parents and students

2020-2021



WELCOME



Welcome to Prospect School. We are extremely proud of our school and are looking forward to you and your child joining us.

We believe that every student at Prospect can 'Aspire, Believe and Achieve', and you will find that this ethos is at the core of everything that we do. Success at secondary school is founded on a secure partnership between the school, parents and students, jointly committed to excellence in all aspects of school life and beyond.

We recognise that starting secondary school can be a daunting experience for young people as they take their first steps on their journey to becoming successful young adults, able to make a positive contribution to society. We are here to help in that journey, and the aim of this booklet is to address any concerns that you may have.

There is much for us to celebrate at Prospect. We have high expectations of our students, firstly in terms of their behaviour and attitude to learning. Students who are well prepared at the start of the day, with a positive attitude and desire to achieve their very best will find that they flourish at Prospect School, achieving more than they thought possible. Students who are focused on learning in lessons will find they are taught by well qualified and experienced teachers, who offer enthusiasm, deep subject knowledge and the desire to get the very best out of the students in their class. We are rightly proud of our superb facilities – specialist classrooms and equipment, expansive playing fields and a breadth of opportunity. In these, your child will be able to succeed.

In Year 7 we offer a broad and balanced curriculum, enabling your child to continue with subjects that they will already be familiar

with, as well as starting new and specialist subjects. As they move through the school, we offer a pathway model, enabling students to choose the subjects that interest them and offers the best route to success. Our broad curriculum caters for the most able students, who need a focused, academic curriculum, as well as those who need a broader, and perhaps more vocational approach, preparing them for the world of work.

Your child's well-being is also significant, and we have a large and supportive team available to help your child with all aspects of growing up. Through a detailed and thorough programme of PSHE, a well-established model of Heads of Year and additional well-being support, you can be confident that your child will be looked after in a caring and sensitive environment.

If you have not already done so, I would urge you to come and visit our school. We are on a constant journey of development and improvement, and if you have not seen how

we have changed, please come and see us. We are open and forward thinking, and welcome conversations and discussion with all our stakeholders and local community. We are looking forward to the start of a long and successful partnership with you and your child.



**Mr D Littlemore,
Headteacher**

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ORGANISATION



School day

Lessons at Prospect School are timetabled on a fortnightly basis; students must remember whether it is Week 1 or Week 2 (this is clearly indicated in the student calendar and displayed around the school) and organise themselves and their equipment accordingly.

Students have five lessons of one hour a day; the day starts with 20 minutes of reading through our Tutor Reading Programme in form groups. There are two breaks during the day when students are able to use the school canteen (a full food service is available at both breaks) and a range of extra-curricular clubs run for students.

Students who arrive late to school

All students must arrive in school via the Honey End Lane gate and should be in school by 8.25am.

Any student who arrives late to school will have to sign in with their Head of House and will be expected to make up the learning time lost.

Attendance

Prospect School promotes the importance of good attendance to all students. Excellent attendance is celebrated through year group assemblies and our rewards system.

The school attendance team includes an Attendance Officer, Education Welfare Officer and Family Liaison Officer based in school who are available to support parents in ensuring all students attend regularly.

Request for absences in term time

There is a very clear link between attendance rates and achievement. Except in the most exceptional circumstances, requests for absence during term time will be recorded as an unauthorised absence and may result in a fine being issued. Requests for absence should be made via the Attendance Officer and will be reviewed by the Deputy Headteacher.

What to do if your child is ill

If your child is clearly unwell in the morning, please **DO NOT** send them into school in the hope that they will get better during the day. The school has very limited facilities for coping with sick students and the best place for them is at home.

If your child is absent, please telephone the absence line of each day of absence from school so that we are aware of the absence.

When your child returns to school, please provide a written explanation addressed to your child's form tutor. If the school does not receive an absence note or telephone call to explain a student's absence, that absence will be marked in the register as unauthorised and a letter will be sent to the parents requesting an explanation.

If your child is taken ill or is involved in an accident during the day, he/she will be cared for by the school's first aid staff until we can contact a parent or guardian.

Please ensure that the school has an up-to-date emergency contact number so that we can reach you in the event of an emergency.

If your child needs to take medication during the day, it should be clearly labelled with the child's name and form and left in Student Services.

We are not allowed to give students painkillers without authorisation from a parent/guardian.



WE'RE ALWAYS

SMART

Uniform sets the tone

We think it is important for all students to keep up a high standard of appearance so that the school's excellent reputation is maintained in the local community. Students must wear school uniform at all times while on school premises and travelling to and from school. They may also be required to wear school uniform when on school trips.

Please help us to keep to our high standard of dress by ensuring that you buy the correct uniform for your child and that s/he wears it to school every day. Please also make sure that everything is clearly named; so in the case of lost property, it can be returned to its owner. We reserve the right to confiscate items that do not form part of the school uniform and students may be sent home to change if their uniform is unacceptable; or be provided with items to wear from the second-hand uniform that is kept in school.

We have worked hard with our suppliers to ensure that our uniform is practical, affordable and of good quality and we ask parents to support us in maintaining high standards of uniform.

We hope the guidance overleaf is clear enough so parents do not purchase inappropriate items; if you have any queries please get in contact before you make any purchases.

All items marked with an asterisk are available from Stevensons* in Reading, or through their online shop.



Main school uniform

Sweatshirt*	Plain black 'V' neck sweatshirt with Prospect logo
Tie*	Clip on tie
Shirt	Plain white with a top button that can be fastened at the collar
Trousers/Skirt	Plain black, tailored. Students should not wear jean style trousers or leggings/tracksuit bottoms. Skirts must be of a reasonable length
Shoes	Plain black, must be polishable. No logos, trainers, canvas or backless shoes
House badge	To be purchased from the school.

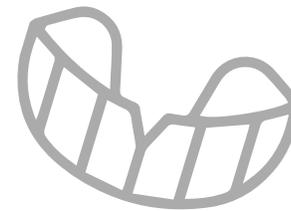
PE kit

Rugby Shirt* (Boys)	Red and black hooped rugby shirt with Prospect logo
Sweatshirt* (Girls)	Plain red with Prospect logo
Polo Shirt*	Plain red with Prospect logo
Shorts*	Plain black with Prospect logo
Tracksuit bottoms	Plain black
Football socks	Plain black
Football boots	Please note metal studs cannot be worn on our Astroturf – plastic moulded studs are preferable
Trainers	
Shin pads	
Gum shield	Must be worn for rugby and hockey

* Available from Stevensons* in Reading, or through their online shop.



WE'RE SMART,
WE HAVE SIMPLE
AND FAIR
RULES



WE DIG YOUR
SMILE

We want you to keep it full of pearly white teeth – a gum shield must be worn for rugby and hockey.

The following are not considered appropriate for the school environment at any time:

- Apart from one plain stud in each ear, any body piercing of any form
- Necklaces or any other jewellery
- Jeans worn as trousers
- Denim or leather jackets
- Body warmers
- Any sweatshirt without the Prospect logo, including hoodies.
- Boots of any sort (except PE)
- No logos or markings other than the school crest are acceptable.
- Haircuts should be appropriate to the school environment – extreme colours/cuts will not be permitted
- Make up should be discrete
- Long artificial nails are not appropriate in the school environment and are not permitted



School meals

There are two meal breaks during the school day and your child can choose between purchasing food from the school café or bringing a packed lunch. We offer a café style service which will provide a wide range of hot meal options as well as sandwiches, baguettes, paninis, pasts, noodles, salads and a teppan-style grill in our café style surroundings. Students are not permitted to leave the school site at breaktimes.

All food must be eaten in the dining hall, and not taken anywhere else on the school site. Litter around the school is unhygienic and unattractive, and we expect students to use the litter bins around the site responsibly.

Please do not send your child to school with glass bottles or cans; students should not consume high-energy drinks at any time during the school day.

The café operates a cashless system. A digital code is taken of each student's fingerprint and parents need to upload funds to their account. This system enables an efficient service to take place, removes the need for students to carry money in school (or for parents to have to find money for them on a daily basis). Additionally parents can see on their child's account what food has been eaten. You will be provided with log-in details and instructions on how to do this through a unique Parent-Pay account.

Please note: the school receives extra money if your child is eligible for free school meals, so we strongly encourage you to take up this entitlement.

If you think your child may be entitled to free school meals (FSM), please either contact Finance Office, or follow [this link](#) on the school website. Here you will find a Free School Meals section which contains the application form which takes just a few minutes to complete. Once completed, your eligibility status will appear on the screen within minutes. The school is also notified of the outcome and there is no need to bring any documents into school. If you do not have access to the internet or would like help please contact the school. All enquiries are treated in the strictest confidence.

Breakfast

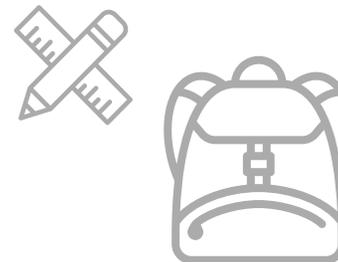
It is extremely important that students are well-nourished at the start of the day. The café is open for breakfast from 8.00–8.30 each morning, providing students with an opportunity to purchase a hot breakfast and other morning goods.

General equipment list

Students are responsible for bringing the correct equipment to school each day. This includes:

- Appropriate exercise books for the day's lessons
- Writing equipment (blue or black pen and a pencil)
- Reading book for DEAR
- A sensible size bag to keep books and equipment in
- Maths equipment (compass, protractor, eraser and ruler)
- Appropriate PE Kit
- Dictionary
- Other subjects may also issue subject specific equipment lists

Your child may at first find it difficult to remember the correct books and equipment each day. It is a great help if you could support them in packing their bag the night before.



Cycling

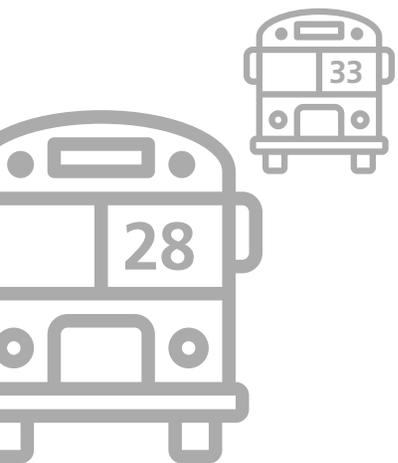
Students cycling to school must check that their bicycle is roadworthy and legally equipped. The school provides a secure, weatherproof bike shed, where bikes should be securely padlocked and insured against theft. We advise that all students who cycle to school wear a helmet.

Parking

If parents wish to drop and collect their children by car, they are requested to pay special attention to parking. There is only a limited amount of parking space available outside the school and parking on double yellow lines and zig-zags outside school is prohibited by law.

Congestion around the school gates at the beginning and the end of the day can obviously lead to accidents.

Parents should not use the Cockney Hill entrance to drop off/pick up children. We have a designated one-way system at the Honey End Lane entrance; this is the only entrance where parents may drive on to site.



Public transport

The following buses can be used to reach Prospect School. If you think you are eligible for assistance with transport costs, please contact Reading Borough Council.

- From Reading town centre via Bath Road numbers 2 or 28 running approximately every 10 minutes. The nearest stop to the school is Honey End Lane, just past Prospect Park.
- From Reading town centre via Tilehurst number 33 running approximately every 20 minutes. The nearest stop to the school is the Meadway Precinct.
- Up to date information can be found on the Reading Buses website www.reading-buses.co.uk

Lost property

Lost property is kept for a period of six weeks after which time it will be discarded. Unclaimed PE kit is passed onto the PE department, who use it for spare kit to lend to students who forget to bring their PE kit into school.

Please remember to mark your child's uniform, PE kit and belongings so that lost property may be quickly returned to its owner.

Mobile telephones

Mobile telephones are the responsibility of the student not the school. They are brought in at their own risk. All electronic equipment (e.g. mobile phones, headphones, gaming devices, mp3 players) must be kept out of sight and sound during the school day. If such items are seen or heard they will be confiscated until the end of the school day. We expect students to use their phones responsibly during permitted times; if they are used inappropriately they will be confiscated and sanctions issued.

ASPIRE • BELIEVE • ACHIEVE

ASPIRE, BELIEVE, ACHIEVE

Staff and students all commit to these core values that are at the heart of all that we do at Prospect School.

READY RESPECT RESILIENCE RESPONSIBILITY RELATIONSHIPS

These are our core school values. We believe that if students are following these straightforward rules at all times, they will be meeting our core expectations and will be able to make progress and succeed.

We recognise that some students may need additional support in following these simple expectations, which may be provided in the classroom, through additional intervention or through an alternative provision. Staff are consistent and relentless in expecting students to follow these rules.

Rewards

Rewarding positive behaviour and action is a key part of the ethos of our school. Good organisation, punctuality and uniform will be recognised on a lesson by lesson. Teachers will additionally recognise outstanding work and effort, service to the school and participation in extra-curricular activities in a number of ways, when students go over and above our expectations. Achievement, progress and effort will be regularly recognised in assemblies and House celebration at the end of the year.

Go Big, Go Awesome

All new Year 7 students are provided with their own copy of 'Go Big' to support their transition to secondary school.

An accompanying set of activities are shared on our website which all students should aim to complete during the transition phase.





Consequences

It is our expectation that students will be motivated by the enjoyment of success and rewards rather than sanctions. However, there are occasions when students do not follow the school rules and adhere to the standards of behaviour that we expect.

In these instances, students can expect to be sanctioned. This may include a verbal warning, a loss of reward, or in some cases a detention after school will be issued. These will take place on the day of the misdemeanour and will last for up to 30 minutes. For longer durations, parents will be given at least 24 hours' notice.

For more serious breaches of school discipline, the Head of House or a member of senior staff may contact you. We hope to avoid any escalation of sanction by working in partnership with parents, and we ask that all parents support us in this.

WE EXPECT YOU TO BE
FRIENDLY
AND
KIND



Bullying

The definition of bullying at Prospect School is that it is repeated behaviour which makes other people feel uncomfortable, whether this is intended or not. People react differently, and it is not always possible to tell if a child is hurt or upset, but possible signs of being bullied include changes in behaviour, such as becoming shy and nervous, feigning illness, or clinging to adults. There are different sorts of bullying, but the three main types are:

- Verbal name calling, teasing, insulting, writing unkind notes.
- Emotional being unfriendly, excluding, tormenting, spreading rumours and nasty looks.
- Physical hitting, kicking, taking or hiding belongings including money

Instances of bullying are in direct contravention of the school Anti-Bullying Policy, which has been devised by the students and requires consideration for others. **The Headteacher, staff and governors of Prospect School believe that every student has the right to come to school knowing that they will not be threatened, harmed, or humiliated by others. Any students failing to respect this basic right can expect to be punished.** In recent years, there has been an increase in cyber bullying nationally. This includes sending unkind or threatening messages, either

through messaging services or on social network sites. We work closely with parents if this occurs and equally, we do not tolerate such behaviour. In certain circumstances, the police may be involved.

If you think that your child is being bullied, please let the school know straight away. You should also reassure your child that the school will deal with it sensitively but firmly. Please make it clear to your son or daughter that revenge is not appropriate. Every effort will be made to resolve the situation through counselling both the student being bullied and the bully.

If we have reason to believe that your child is bullying other students, we will contact you in order to discuss how the situation can be improved. Please make it clear to your son or daughter that his/her behaviour is not acceptable and has caused distress.

If counselling does not work and the bullying behaviour continues, then sanctions follow, which may vary according to the individual and the incident. In the most serious cases, the possibility of permanent exclusion from Prospect School must be considered by the Headteacher.

CURRICULUM

INFORMATION ON THE TWO-WEEK TIMETABLE

Five lessons a day

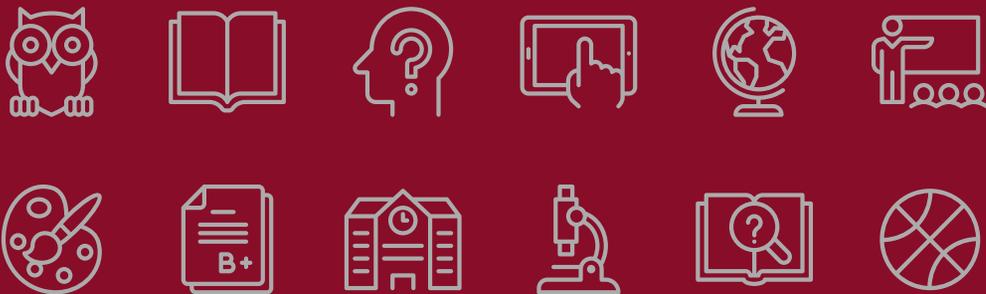
The school day begins at 8.30 am with the first lesson of the day. Students are expected to be present and ready for learning at this time each day.

Two-week timetable

Our lessons are arranged on a fortnightly cycle, which means that the timetable runs for 50 periods over ten days. This is done so that we can allocate time and resources more effectively. Year 7 students are given a personal timetable telling them which subject and teacher they have in which room for each of the 50 lessons.

Eight classes

Approximately 240 students will be admitted to Year 7 at Prospect School in September 2020. In order to ensure that they always get specialist teachers whichever subject they are studying, they are split into two parallel bands, X and Y for all their subjects. In September groups in all bands will contain students with a range of abilities. Students identified by their primary school as those who would benefit from extra help will be placed in the groups which provide more learning support. For most subjects there are eight classes, giving a very good student-teacher ratio from the outset of your child's secondary school career. In the core subjects of English, Maths and Science there are ten classes.



Setting and grouping

On entry to Prospect School, students will sit a range of assessments which are designed to give us detailed information about your child's ability and the progress we can expect them to make whilst they are at Prospect School. These are called 'Cognitive Ability Tests' and are specifically designed in such a way that students cannot revise for them or practice them in advance.

With the exception of Maths, all subjects are taught in mixed ability groupings. Teachers have a great deal of information on the ability and potential of individual students and use this to construct seating arrangements and plan activities that will maximise the progress of all students, regardless of their ability.

More Able students

Prospect is an all ability school which prides itself on developing the potential of all its students, including those amongst our intake who are academically very capable. Our responsibility is to ensure that the intellectual capacities of these students are developed and nurtured, so that they enjoy learning and that they are stimulated by the variety of experiences offered at Prospect School. This happens through the challenge that takes place in lessons, through extra-curricular

activities designed to stretch the most able, and through appropriate trips and visits. Our More Able co-ordinator has the responsibility of monitoring and developing provision for our most able students and overseeing their progress.



Gifted and Talented students

Many students have a particular talent in music, drama, art or sport. The More Able Co-ordinator ensures that all such students are identified and are known to their subject teachers and form tutors. Form tutors have regular conversations with these students to ensure that the twin demands of school work and practising for their chosen activity/ies are appropriately balanced. The provision for all our high ability and talented students is overseen by the More Able Co-ordinator who parents should contact if they have any queries in this area.



THE HOUSE SYSTEM

The House system

Every student at Prospect is allocated to one of our four Houses – North, East, South and West. Each house has two form groups in every year group. Wherever possible, siblings will be in the same house so families have a single point of contact.

The House system is the basis of our pastoral structure, with each house based in its own part of the school. As well as providing pastoral support, some lessons in Years 7&8 will be taught in form groups, we have weekly house assemblies and student's reward points for excellent work in lessons or contribution to the school are combined to make a weekly house total – the house with the highest total will have their flag flying over the school the following week.

We also have a range of house competitions – sporting, academic and creative as well as older students in the house providing mentoring and support to younger members. Heads of House contact details can be found on p23 of this booklet.



Literacy across the curriculum

We place a very high value on reading and literacy skills. Every day begins with 20 minutes tutor led reading through the Tutor Reading Programme. Additionally, 15 minutes a day are allocated for DEAR – Drop Everything and Read. All students are expected to have their own reading book in school with them everyday. Further reading opportunities are provided through Library lessons and our Accelerated Reader programme – we encourage all students to have read ONE MILLION words by the end of Year 7!

Special Educational Needs

When students transfer to Prospect School, we work very closely with their primary (or previous) school to ensure that we have a full picture of their ability. For students who have an Education Health Care Plan, our SENCo, Mr Birk will visit the previous school. Other students who require support will be assessed when they join us. We have an excellent team of Learning Mentors, and a teacher who specialises in working with those students who need extra help with reading and writing. It is our policy that all students are educated in mainstream classrooms.

We also provide the local authority provision for students who have an EHCP and a primary need of Moderate Learning Difficulties. If you have any queries about the Special Needs provision for your child, please contact Mr Birk (SENCo).

Careers education, information, advice and guidance

Informing and advising students of education and careers options is a vital part of the school curriculum. This takes place through PSHE and Careers lessons, particularly from Year 8 onwards, where students explore their personal skills and qualities, identify areas for improvement and undertake target setting and action planning. Students also consider how the world of work is changing and what knowledge and skills will be needed for the world of work in the future. This helps students in Years 8 and 9 with their GCSE subject choices. In Years 10 and 11, independent advice and guidance is made available to students, which then continues into the Sixth Form.



Homework

- Allows teachers to set tasks which extend and support the taught curriculum
- Helps to develop good study habits
- Reinforces the home/school partnership in providing the child's educational experience
- Improves student learning

Year 7 students are expected to engage in private study at home each day during term time. The routine discipline of this each night develops good study habits. Some subjects set homework once per week and others once per fortnight.

All homework set is also uploaded to 'MS Teams' which students and parents can access at home via the school website.

If you are concerned about the nature or amount of home learning set for your child, please get in touch by telephone or letter with the relevant Head of Department. She/he will discuss your concerns with you and the subject teacher and take any steps which are thought to be necessary.



HOMework HELPS
DEVELOP
GOOD
HABITS

ENCOURAGE YOUR CHILD
AND HELP THEM
TO SUCCEED



Student support

Prospect School prides itself on the excellent support that it provides to students. Year 7 is led by the Head of Key Stage Three, Miss Ralston, and supported by the Heads of Houses. Student Support, a designated part of the school is available to Year 7 and 8 students where they can access pastoral support throughout the day if they have any concerns or worries. The Head of Key Stage Three is always available to speak to parents if you have any concerns.

We work with a wide range of outside agencies to support pastoral care, including the Education Welfare Service, educational Psychologists, CAMHS, Adviza and Social Care. We also have a school counsellor who will work in school with students if necessary. Should you feel your child requires additional support, please contact the Head of House.

Child protection and safeguarding

We are committed to ensuring that all our children are well cared for, safe and protected.

We follow the Local Safeguarding Children's Board (Reading LSCB) procedures and aim to work together with other agencies that support children and families. We are required to be watchful for signs and symptoms of:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Parents should be aware that in urgent and/or repeated incidents of suspected abuse, the school is obliged to discuss with and/or refer these incidents to other agencies. Ms Morris (Deputy Headteacher) is the Designated Safeguarding Lead (DSL) with responsibility for the implementation of these procedures.



CONTACTS

Senior Leadership Team

Mr D Littlemore	Headteacher
Ms M Morris	Deputy Headteacher
Mrs C Brown	School Business Manager
Mr G Edwards	Assistant Headteacher
Mrs S McCavish	Assistant Headteacher
Mr M Priddey	Assistant Headteacher

Heads of House

Mr I Lyddon	Head of North House
ilyddon@prospect.reading.sch.uk	
Mrs S Gerrard	Head of East House
sgerrard@prospect.reading.sch.uk	
Mr R Gerrard	Head of South House
rgerrard@prospect.reading.sch.uk	
Miss A Smith	Head of West House
ajsmith@prospect.reading.sch.uk	

Middle Leadership Team

Miss B Ralston	Head of Key Stage 3
bralston@prospect.reading.sch.uk	
Mr J Du Preez	Head of English
jdupreez@prospect.reading.sch.uk	
Mrs S Bell	Head of Mathematics
sjbell@prospect.reading.sch.uk	
Ms A Stent	Head of Science
astent@prospect.reading.sh.uk	
Miss A Holt	More Able Co-ordinator
aholt@prospect.reading.sch.uk	
Mr J Birk	SENCo
jbirk@prospect.reading.sch.uk	

Key support staff

Mrs J Clyne	Senior Hub Co-ordinator
jclyne@prospect.reading.sch.uk	
Mrs K Turner	Attendance Officer
kturner@prospect.reading.sch.uk	
Mrs T Howard	Family Liaison Officer
thoward@prospect.reading.sch.uk	



COMMUNICATIONS

'ClassCharts' app information

All of the school's correspondence to parents is sent through the ClassCharts App. This can be downloaded via Google Play or the App Store. <https://www.classcharts.com/>

School social media

In addition to our school website, you will also find immediate updates via our Twitter Feed <https://twitter.com/prospectschool> and our lively Instagram Page, giving you images of what we are doing <https://www.instagram.com/prospectschoolreading/>

Reporting to parents

The work and progress of students at Prospect School is regularly monitored and assessed throughout their school careers. This information is used by subject teachers, Form Tutors, the Head of Year and others to provide students with the support and guidance they need in order to fulfil their potential. You will receive three reports on your child's progress each year. These reports will help you understand the progress your child has already made and enable you to support him or her in making further progress. These reports provide information for each subject on their



current attainment, progress and general attitude to work, learning and behaviour.

There is also a Parents' Evening for each year group so that you may meet your child's teachers and discuss his or her academic progress and personal development. There is an additional opportunity for parents to meet their child's form tutor early in Year 7.

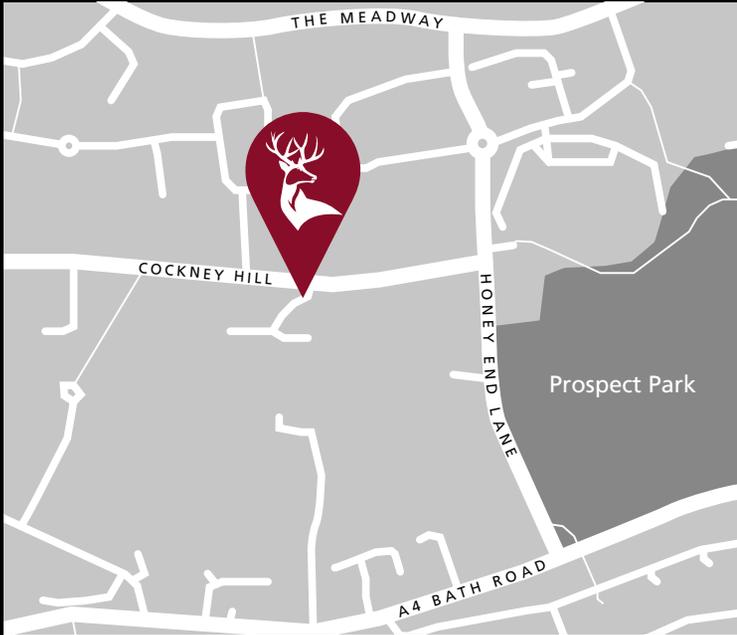
Emergency procedures

It is essential for the school to have your correct address, telephone number, and any other telephone numbers where you or a relative may be quickly contacted in the event of an emergency. Please make sure that we keep this information updated by informing us of any changes in your circumstances as soon as they occur.

If a decision is taken to close the school because of bad weather or other unforeseen circumstances, this will be communicated via ClassCharts, Twitter and the school website.

Microsoft Teams

Students will find lesson resources and homework on MS Teams. All students are able to download their own version of MS Teams and Office to support their studies whilst they are at Prospect.



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www.prospect.reading.sch.uk