



# Pittville School

Ambition Respect Honesty Kindness



**WELCOME TO YOUR  
NEW SCHOOL**

# Welcome to Pittville School

## Senior Leadership Team



**Mr R Gilpin**  
Headteacher



**Mr A Raistrick**  
Deputy  
Headteacher



**Mrs A Peck**  
Business  
Manager



**Miss E Bottell**  
Assistant  
Headteacher



**Miss K Foster**  
Assistant  
Headteacher



**Mrs P Kavanagh**  
Assistant  
Headteacher



**Mrs J Pitt**  
Assistant  
Headteacher



**Mr M Watkins**  
Assistant  
Headteacher

**The Safeguarding Team are based in Student Support.**

**We are here to help if you have any concerns or worries.**



**Miss E Bottell**  
Designated Safeguarding



**Mr M Watkins**  
Deputy DSL i/c Pastoral



**Mrs A Peck**  
Business Manager



**Mrs A Swartz**  
Deputy DSL



**Ms K Bishop-Lyford**  
Deputy DSL



**Miss R Fitzpatrick**  
Education Welfare Officer



**Mr C Apperley-Tibbotts**  
Assistant SENDCo



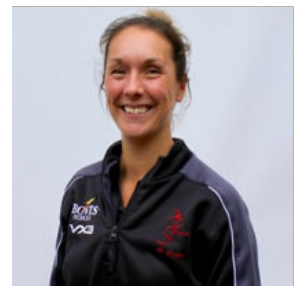
**Miss E Allan**  
Head of Abbott House



**Mr J Sheather**  
Head of Aston House



**Mr D Kavanagh**  
Head of Livingstone House



**Mrs B Crowe**  
Head of Stokes House



**Mrs K Coleman**  
Restorative Practice Lead



**Mr T Evans**  
Restorative Practice Lead



**Miss Z Daniel**  
Pupil Premium Manager

## YOUR NEW SCHOOL

This booklet explains some of the important things you need to know about your new school. Please read it carefully so you know what to expect when you arrive and this way you can make the most of your time here.

Remember to bring this booklet with you on your visits to school and on your first day.

### **The House System**

The House System is a very important part of day to day life at Pittville School. It supports the excellent pastoral care at Pittville School.

The names of the 4 houses are Livingstone, Abbott, Aston and Stokes and they have the colours of purple, red, green and yellow respectively. The houses are named after people who have had close and important links with the school. **Livingstone House** is named after Sir Richard Livingstone – who laid the foundation stone for the school in 1938.

**Abbott House** is named after David Abbott, who was the first Headteacher of Pittville School. **Aston House** is named after Lynn Aston, a local police officer who sadly lost her battle with cancer a few years ago. Lynn worked very closely with Pittville School and was involved in school life for a number of years. **Stokes House** is named after Julie Stokes, the founder of Winston's Wish. Winston's Wish is a childhood bereavement charity founded in 1992 which offers support to bereaved families in Cheltenham.

When you join Pittville School, you will be placed in a tutor group in one of the houses and given a house badge in their colour. The sense of 'belonging' to a school within a school is very important to us and students always tell us how they love the mix of the year groups together. The Y11 students really enjoy looking after and supporting the younger students.

At Pittville School we have a core set of values that we live by, **Ambition, Respect, Honesty and Kindness**. At Pittville School every student is expected to work as hard as they can, and behave as well as they can. We want all Pittville School students to become confident learners who are creative, resilient, independent and highly ambitious members of our community who demonstrate respect and fairness within a safe, caring and cooperative culture.

There are lots of inter-house celebrations, competitions and events ranging from sport to photography and charity work. Events run throughout the year and you will have the opportunity to take part.

## GETTING TO SCHOOL

### By Public Transport/Bus

|  |         |   |
|--|---------|---|
| <b>Bus 'A'</b><br><b>Coronation Square to<br/>Lynworth</b> | Serves: | Prestbury, Whaddon, Town Centre, St. George's, Alstone, Hesters Way.                  |
| <b>Bus 'N'</b><br><b>Prestbury to Town Centre</b>          | Serves: | Noverton Park, Prestbury Village, New Barn Lane, Albert Road, Pittville, Town Centre. |
| <b>Bus 'D'</b><br><b>Bishops Cleeve to Town<br/>Centre</b> | Serves: | Bishops Cleeve, Evesham Road, Pittville, Town Centre, Alstone, Lansdown and Hatherley |

### Walking to School

Pittville School has entrances on Albert Road and Cakebridge Road. Be careful when coming into school by Albert Road because this is the entrance cars and lorries use. If you are late please remember that the Cakebridge Road entrance is locked at 8:30 a.m. and you can only get into school by Albert Road.

### By Bike

If you wish to cycle to school you must apply for cycle permit which means that you agree to making sure your bike is roadworthy, to wear a cycle helmet and cycle to and from school sensibly and safely. If you are coming to school on a bike you must not ride it on the school grounds. We have plenty of cycle racks where you can leave your bike. You must secure your bike to a cycle rack with a lock. The cycle sheds are left open from 3.10 p.m. The security of your bike is your responsibility but there is CCTV in the cycle sheds to help secure your bike.

### By Car

There is no onsite drop off or parking for parents/carers, they must not come onto site (unless with a planned appointment) or stop on Albert Road. Parents/carers should find a safe place to drop their children off and the students should complete their journey to school on foot.

## **YOUR FIRST DAY**

Bring a school bag or a sports bag with you, which has your name somewhere on it. Tick off the things from these lists as you put them into your bag and don't forget – bring this booklet with you as well.

|                              |
|------------------------------|
| <b>Must have</b>             |
| Coloured pencils             |
| Black and green pens/pencils |
| Ruler                        |
| Rubber                       |
| Pencil sharpener             |
| Glue stick                   |
| Bag                          |
| Calculator                   |

**You must have ALL your equipment for ALL lessons.**

Do not use a boot bag to carry your books around in as they soon become damaged. Your work will become damaged and worn, and since you will be doing your best work its appearance is important.

## **WHAT HAPPENS ON A NORMAL SCHOOL DAY?**

Your school days at Pittville School will be very different from most of the days you have had at your primary school.

There are five lessons in a Pittville School day. We have a 2-week timetable cycle which means that your lessons in week 1 will be different to your lessons in week 2.

Each lesson lasts for one hour.

You go to different teachers and classrooms for each lesson.

At Pittville School you will be taught a wide range of subjects some of which may be:

|                       |  |
|-----------------------|--|
| English               | Music                                    |
| Design & Technology   | Humanities (Geography, History,<br>R.E.) |
| Mathematics           | P.E.                                     |
| ICT                   | Drama                                    |
| Science               | Dance                                    |
| Art                   |  |
| French and<br>Spanish |  |

### **The school day \***

|               |                      |
|---------------|----------------------|
| 08:30         | Arrive in school     |
| 08:35 – 09:00 | Morning Registration |
| 09:00 – 10:00 | Lesson 1             |
| 10:00 – 11:00 | Lesson 2             |
| 11:00 – 11:20 | Break                |
| 11:20 – 12:20 | Lesson 3             |
| 12:20 – 13:20 | Lesson 4             |
| 13:20 – 14:00 | Lunch                |
| 14:00 – 14:10 | Registration         |
| 14:10 – 15:10 | Lesson 5             |
| 15:10         | End of school day    |

**\*Please note that on Wednesdays lesson 5 will start at 13:45 and school will finish at 14:45.**

## **HOMEWORK**

### **THIS IS A VERY IMPORTANT PART OF YOUR SCHOOL LIFE.**

All homework will be set via Edulink. Homework will be handed in during lesson or completed online. Your homework schedule will be published in September.

### **Independent Learning**

If we feel that you may need a little extra help with your homework you will be invited to attend homework club which takes place on certain nights after school.

ALWAYS TRY TO DO YOUR HOMEWORK EVEN IF YOU FIND IT HARD

## **SOCIAL LIFE IN SCHOOL – WHAT’S ON?**

At Pittville School we provide a broad range of activities after school and during the lunch period. Your child will bring information home regarding these activities.

These are some of the activities that maybe available:

|                   |                      |
|-------------------|----------------------|
| Revision/Homework | STEM (Science)       |
| Library           | Astronomy            |
| Textiles          | Dance                |
| Orchestra         | Art                  |
| Drama             | Dungeons and Dragons |
| Debating Society  | Girls’ Football      |
| Chess             | Netball              |
| Boy’s Football    | Rugby                |
| Fitness           | Coding               |
| Rounders          |                      |

### **School Sports**

The school has sports facilities including tennis courts, basketball practice posts and a huge sports field. We have teams taking part in competitions against other schools in the following sports: rugby, football, netball, rounders, athletics and cricket.



## **Performing Arts**

The performing arts subjects allow you to be creative and to develop skills such as confidence and teamwork. There are regular opportunities to take part in school plays, assemblies, concerts, competitions and events. These are all exciting ways of getting to make new friends and really feeling part of the school.

## **School Music**

If you already play a musical instrument or would like to learn how to, or just enjoy singing and playing you can join the musical clubs in school. We have a range of musical groups and they rehearse after school in the music room.

Other ways of getting involved ...

If you are not particularly musical or very sporty you can still be involved in positive activities in and around school.

## **The Library**

You could become one of the assistants helping run and organise the library. The library is open each lunch-time for you to borrow and return books.

## **Change Group**

At Pittville School we are committed to Equality and Diversity. We currently run a Change group in school that students are welcome to join. Pittville School has an initiative called 'Change'. The aim of this project started very broad - simply to 'open up the conversation about equality, diversity and discrimination at Pittville School'. Staff and students meet once a week to talk about discrimination, equality and diversity. As a result of this, the group decided to make a film which would be sent as part of an assembly to all students. The film was planned, directed and run by the students who all decided on the following format - 'experiences of discrimination', 'what is a microaggression', 'what is discrimination' and 'what next'. The group has run an Equality and Diversity day at school and a Pride March and a Culture Week. They have met our SLT several times to discuss curriculum and behaviour policies. The students have instigated staff training and presented at the Cheltenham Alliance for Race Equity, as well as meeting the director of GCHQ to ask him what he is doing to tackle racism in his organisation. We look forward to introducing ourselves to our new year 7 students in September and will welcome all new members with open arms.

## **Pittville School Parliament**

Every tutor group vote to elect an MP, whose role it is to attend Parliament meetings and represent the members of their tutor group. Every year group also elects a 'cabinet member' from within their MP's. The job of the cabinet member is to attend the cabinet meetings and feedback important information to their MP's

MP's also vote to elect a Prime Minister and a Deputy Prime Minister who are in charge of running the Parliament meetings.

Pittville School values the opinions and ideas of its students. Pittville School Parliament offers students a chance to voice their opinions and have an impact on the decisions and ideas which affect their school.

## **Uniform**

You should wear the correct uniform every day. Uniform will be checked daily by your tutor. If you are unable to wear the correct uniform you should bring a note in from your parents/carers. If you do this you will be supervised at break and lunchtime until the uniform is correct. If you do not bring in a note you will receive break and lunchtime detentions until the correct uniform is worn. Please see the separate uniform booklet on the school website.

## **Lunchtime Arrangements**

Year 7 students go to lunch between 1.00 pm and 1.40 pm. Students can either buy hot lunch/snacks from the canteen or eat their sandwiches in one of the designated areas. There is also a key stage 3 quad. Lunchtime arrangements change during exam periods.

The School Canteen offers good quality meal deals, snacks, drinks and desserts. Sandwiches, fruit and yoghurts are also available. The meal deals and menus are available on the school website and there are posters outside and inside the canteen with the menu options each day. Here are some of the meal deals available.

You can choose from:

### **A Hot Traditional Meal with Pudding**

Meal deal includes fresh vegetables, potatoes or rice, pudding  
*or choose any*

### **Freshly Made Sandwich, Baguette, Wrap or Panini**

Meal deal includes salad pot, fruit, drink or dessert  
*or choose from our*

### **Daily Range of Hot Snacks and Pastas**

Meal Deal includes free crusty bread, salad pot, fruit, drink or dessert

Please note that we operate a cashless system for school meals. You will need to have a ParentPay account. This information is provided separately for your parents.

## **PITTVILLE SCHOOL'S FREQUENTLY ASKED QUESTIONS**

Most of the students that will be starting with you will be as nervous as you on the first morning. Coming to a new school is a worrying time and lots of students panic about things that may seem silly but are very important to them. Here are some of the most frequently asked questions students have asked when they start Pittville School.

### **What happens if I get lost?**

Pittville School may seem very big and is probably a lot bigger than your previous school, but it is really difficult to get lost. If you are ever unsure of where you are, staff and students will help – **all you have to do is ask someone**. Knock on the nearest classroom door and politely ask the teacher for directions to your next lesson. You could ask one of the prefects to help you. The prefects are Year 11 students and you can recognise them by a badge they wear and the tie they have that is different from normal ties.

### **Who do I talk to if I am worried about something?**

If you ever fall out with friends or you become unhappy for any reason we are here to help and support you. Please talk to your tutor in the first instance or one of the student support team. If there is a more serious problem you should see your Head of House or one of the other student support team located in the Pittville Learning Centre (PLC).

### **What if I lose something?**

1. Trace your steps. When did you last have it? Go back to that room.
2. Check with reception to see if it has been handed in.
3. Go and see your tutor

By labelling your belongings with your name and tutor group, it can easily be returned to you.

### **What if I feel ill at school?**

If you feel ill at school tell your teacher. Do not phone or text home. We are responsible for you when you are at school.

### **What happens if I'm off sick?**

1. On the first morning you are absent an adult must inform the school by 8.30 am that morning with a reason for your absence. This can be reported on Edulink or by calling the school and choosing the attendance option.
2. If you are still ill after two days, the grown-ups must ring up again to let us know how you are doing.
3. On returning to school you may bring a note signed by your parent to the attendance officer.

4. If you are absent and an adult does not ring up to inform the school, a text message will be sent to your parent/carer to make sure they know you are not at school.

### **I need to phone someone about being picked up from school / to top up my account, what do I do?**

All Heads of House and Senior Leaders in school have a school mobile phone which they usually carry with them. Find someone at break or lunch and ask them politely for their help.

### **What if I don't want to go to my lesson?**

You have to! School is for learning! We believe in high expectations for all of our students. You wouldn't thank us for allowing you to leave our school with anything less than the best grades possible. A lot of issues can be solved and we can help you but we want you in your lessons learning!

### **What if I'm looking for Mr Watkins / HoH / Other Member of staff?**

If you can't locate this person, it's because they're teaching or in a lesson or working with other young people somewhere. Not many of us work in our offices all day! Student Support Team members are out at break and lunch time and after school, this is the best time to locate them.

### **This bit is for the grown-ups:**

Here at Pittville School we pride ourselves on an excellent attendance record and outstanding attendance procedures. Attendance at school directly correlates to the academic progress your child will make during their time here. Our aspiration is that every child will have 100% attendance but it is our expectation that every student should have 97% or above for a school year. Where possible doctors and dentist appointments should be made outside of school hours to avoid loss of learning time. Genuine illness should be the only reason for school absence. We have a fantastic medical room and team of first aiders to deal with any medical issues that arise during the day so that you can be reassured our child will be cared for. Please ensure that school are aware of any medical conditions that your child may have so that we can help them to manage them as best as possible and keep their attendance to its maximum.

If your child will be absent for school it is imperative that you inform the school by 8.30 am that morning with a reason for their absence. This can be reported on Edulink or by calling the school and choosing the attendance option. No holiday taken in term time will be authorised and these will result in a Fixed Penalty Notice.

**What time must I arrive at school?**

- You must be in school by 8.30 a.m.
- You must be in your tutor room by 8.35 a.m. promptly.

**What happens if I am late?**

The school gates will be closed at 8.30 am. Morning tutors starts at 8.35 a.m. If you arrive after 8.30 a.m., you will be instructed to go to reception to sign in. Any lateness without good reason or a phone call from your parents/carers will result in an after school 30 minute detention.

**What if I need to leave school during the school day?**

This must be with parental permission and you must sign out at reception. The only exit from school during the school day is via the front gates on Albert Road.

**What if I need to go to the toilet in lessons?**

You should make sure that you go to the toilet at break and lunchtime. If you have a medical issue which means you need to use the toilet more frequently we will expect you to bring a Doctor's note. You will then be issued with a toilet pass.

**Where can I leave my belongings?**

You will be given the opportunity to purchase a locker for the year which will be near your tutor base. Further details can be found on our school website.

## **Rules for the Acceptable Use of a mobile phone in school by students**

Students are allowed to bring mobile phones/personal tablets into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off and out of sight from the moment they pass through the school gates in the morning to the moment they leave the school gates at the end of the school day.
- Mobile phones must be switched off at all times during the school day whilst students are on the school premises including in lessons and at break and lunchtimes. It is not acceptable for phones merely to be put on silent or pager mode.

If a mobile phone/personal tablet is seen in school at any time, it will be confiscated. Your parents/carers will be contacted and asked to collect it from school's reception.

## **Rules for the Acceptable Use of ICT in school by students**

Students are provided with access to the school ICT systems and facilities as necessary for their education. Students must adhere to the school's ICT and Internet Acceptable Use Policy that can be found on our school's website. The school does monitor the websites a student visits and their use of the school's ICT facilities and systems. The students are expected to use the school's ICT systems and internet responsibly. You will be given an induction to our school's ICT use and policies when you join our school. Any misuse of the ICT facilities will be dealt with under the school's Behaviour Policy.

## **Rewards At Pittville School**

At Pittville School we believe that it is vital to recognise and celebrate the successes of our students.

### **House Point Coins**

The main vehicle for rewards at Pittville School is the collection of “house point coins” by students. Achievement, effort and progress is recognised not only in the collection of house points individually but also collectively in terms of the house cup at the end of each academic year.

### **House Ties**

During their time in the school cumulative totals will be kept for students points and students will become eligible to be rewarded with either a bronze, silver or gold house tie. These will be awarded in a celebratory event.

### **Additional Rewards**

Subject postcards, commendations, Head of House Tea in addition to house points students will be eligible, through nomination, for Head of House Commendations and Headteacher Commendations—these will consist of a certificate or a letter of congratulations. Each term tutors will nominate a student to attend the Head of House Tea.

### **House Assemblies**

House assemblies are to have a focus of positivity and celebration. At each house assembly one tutor will, on a rota basis, present a “tutor nomination” to somebody in their tutor group.

### **Termly Rewards**

Students will be rewarded for having an excellent attitude to learning on a termly basis based on their year group. Students will receive ATL points for positive ATL scores when data is inputted by staff. Each A = 10 ATL points. Each B = 5 ATL points.

### **Attendance**

Attendance will be rewarded through the following means:

- 100% attendance certificates at the end of each full term in house assemblies.
- Special award and Governors' Commendation for students with 100% attendance over 5 years.
- At the end of Christmas, Easter and Summer terms there are whole school attendance challenges whereby 100% attendance over a set period is rewarded with attendance events.

## Standards at Pittville School

All students have the right to learn in an environment free from disruption. Teachers will have calm and positive classrooms in which they can teach and in which students can reach their full potential. Students are also expected to work hard at home completing homework and revision.

Students must be fully equipped every day for school with equipment and a suitable school bag. Daily equipment checks to make sure that all students have all the basic equipment with them and are prepared for the school day.

Students should maintain good manners at all times and be respectful, honest and kind to fellow students and staff.

Students are expected to arrive on time for every lesson. Students are expected to line up quietly outside the classroom prior to start of the lesson.

## What is welcome at Pittville School

In our school .....

**Calm movement** on the corridors, walking on the left.

**Respectful conversations**, always following instructions.

**Smart and professional uniform**, no hoodies on site or coats in classrooms, only one stud earring per ear and watch.

**Respect for our environment**, food purchased in school is eaten in the canteen or quad and everyone takes responsibility for litter.

**Communication**, no phones should be seen on site, we talk to one another.

**Attendance**, being in school every day.

In our classrooms.....

**Punctuality**, arriving on time for lessons and wait for teachers to greet you

**Positive relationships**, interacting politely with staff and peers and demonstrating good listening skills.

**Strong routines**, following instructions, remaining seated and speaking when given permission.

**Well equipped learners**, with a pen, pencil and ruler for every lesson.

**Effective use of time**, trying your hardest in every minute of every lesson.



## **The Journey Home**

Students are expected to demonstrate a high standard of conduct on the journey to and from school as the students are ambassadors for past and future generations of children who will attend Pittville School.

Students are expected to:

1. Arrive at school and leave school in full uniform (students are not permitted to wear hoodies).
2. Behave appropriately on the way to and from school. Students will not engage in anti-social behaviour such as fighting, provoking fights, filming fights, damage to property or other behaviour that will bring the school into disrepute.
3. Take any litter home and dispose of it properly.
4. Use the cycle lanes/roads/footpaths /pedestrian zones safely.
5. Respect our neighbours and all local residents.

## SOME FIRST IMPRESSIONS

Here are some comments from our new students.

"I thought I would get lost and when I entered the school I got nervous. I was really worried. I really like the school now I've got used to it. I know where I'm going. I like my teachers and I've settled in okay. I like Pittville better than my old school".

"It is fun and the food is nice. I like most of the teachers".

"Pittville School is very big compared to my primary school. People are kind and helpful when there is something you need to know. All of the kids are bigger than me (instead of smaller than me.) I wasn't sure what it would be like compared to primary school but I like it here. I know my way round now, it is a bit hard to get lost now".

"I was scared that I would get lost and picked on by the older children but now I feel confident and not that scared. I have made a lot of friends since I've been here. We have a lot of fun here. We enjoy it here".

"The first day at Pittville School was quite intimidating. I knew that all the teachers expect us to work hard and benefit from the next five years so at the start I made my mind up I was determined to do well, to make the school proud of me. I really like it here, despite my fears of being bullied. I have settled in really well and I feel part of the school".

"The first word that comes to mind about Pittville School is big. It is a lot bigger than my old school and I thought I would get lost. I used to get a bit lost but now I know my way around".

"The first impression I had when I came to Pittville School was that it would be very big. But when you walk around the school you know where the classrooms are and you don't need a map to get around. The first thing I worried about was getting lost but there are lots of people to help you".

"My first impression was that Pittville was friendly and that most of the older children and teachers were helpful. On my first day I was really nervous, I thought I wouldn't make any friends and the older children would pick on me. That has all changed. I have made friends, no one has picked on me and the teachers have stayed friendly. I prefer it to primary school because the days are much more organised".

"My first impressions were the school is bigger, I might be bullied, I would lose my way and I would get detentions. Now I feel good and much more confident and am enjoying it".

## Useful information and phone numbers

**School Telephone Number**

**01242 524787**

**School E-mail**

**achieve@pittville.gloucs.sch.uk**

**School Website**

**www.pittville.gloucs.sch.uk**

**Shire Hall**

**01452 425000**

**Follow us on:**

**Friends of Pittville:**



## Friends of Pittville School – Fundraising Scheme

Friends of Pittville School are a group of parents/carers that raise funds to support and provide facilities for students of Pittville School. One of the many ways that they aim to raise funds is by a Invest in my Community Scheme. This scheme enables parents, grandparents, teachers or just friends of Pittville School to make one off donations or regular donations into FOPs on a monthly basis. This can be for any amount that you like. You can make one off donations, or regular monthly payments.

If they can get 50 investors paying £5 a month, they could raise £3000 in a year.

If they can get 20 investors paying £10 a month, they could raise £2400 in a year.

If they can get 100 investors paying £2 a month, they could raise a further £2400 in a year.

As the school has around 900 students if a parent of around 20% of the children (180 families) chose one of these options above, and all of these payments were realised, this would total £7800 in a year.

Further information can be found at the following:

<https://app.investmycommunity.com/fundraise/pittville-school-pta-2770>