

Malbank School and Sixth Form College 2011

Malbank School and Sixth Form College



Welcome to Key Stage Three

Intake Evening

June 2011

Dear Parents / Carers,

I would like to extend a warm welcome to all parents of new students at Malbank School and Sixth Form College. In this handbook we aim to provide parents with important information that you will need to ensure a smooth transition between your child's primary school and Malbank.

Confidence in a school comes from knowing and understanding what happens within it. This booklet is only one stage in establishing that contact. We hope that you extend your knowledge through visits to the school and discussions with staff. It is important that we share responsibility because students are most successful when parents and school staff work together closely.

Malbank School & Sixth Form College

enjoys a distinctive ethos and long-standing traditions. It is also a dynamic and forward-looking organisation – a leading specialist college preparing young people for the future. This is a happy and popular school, described by Ofsted as popular, successful, innovative and effective – valued by parents and praised by students.

At Malbank, we take pride in students' achievements, both academically and in other important respects. We recognise that every individual has particular needs and interests, talents and aspirations and we believe that everyone has a worthwhile contribution to make. We are keen to play our part in ensuring that young people grow into responsible, self-confident citizens who will thrive

in adult life. We value our excellent relationships with parents / Carers and our strong links with the local community and with our national and international partners.

All members of our school community welcome you and your child to Malbank School.

Further information can be obtained from the School's website: www.malbank.com

I look forward to working with you in the future.

Jeannette E Walker

MRS JEANNETTE WALKER

Introducing Performing Arts

Malbank School was granted Specialist Status as a College for the Performing Arts in July 2002 and re-designated in 2009. As you probably know this means that we receive generous extra funding to enable us to develop the school in exciting ways. Our music department is located in an extensively renovated building with excellent facilities; we have a purpose built dance studio; the existing drama spaces have been upgraded; we have a video and audio recording studio; and the main hall has been extended and upgraded to

theatre and professional cinema standard.

All of these building developments have improved teaching and learning in the school and provide the community with much needed resources. We have also been able to employ more staff including two administrators, technician and a Community Arts Manager to spearhead our work with our partner and feeder schools, Springfield School, Richmond Village, MMU,

Keele Universities and local arts groups. We can train our teachers to a higher standard and share that expertise with our partners. We are able to offer a far wider range of extra-curricular activities and learning experiences. As for the curriculum we have been able to extend dance provision in Key Stage Three and introduce a wider choice of GCSE, A level and vocational courses at Key Stage Four and Key Stage Five including Applied Performing Arts and Music Technology.



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Performing Arts continued...

It must not be thought, however, that Malbank is now concentrating on the Performing Arts at the expense of other subjects.

We believe that all students are entitled to a broad and balanced curriculum so we are determined that all subject areas benefit. For example a technology project based on the design and scientific principles of

musical instruments and a visit from a French speaking theatre company have been funded by Arts College money. To oversee these cross curricular projects we have appointed a Performing Arts Animateur.

We firmly believe that the valuable transferable skills our students develop in the Performing Arts subjects, their increased opportunities

to participate in extra-curricular activities, the wider range of learning experiences in all subjects and their daily contact with people from the community can only lead to their greater success and personal fulfilment throughout the curriculum.



THE SCHOOL

Malbank School provides a caring and friendly environment in which every individual's contribution is valued. The School is committed to equality of opportunity and all who study at Malbank will be able to:

1. Follow a relevant, broad and balanced curriculum which is appropriate to their needs.
2. Become familiar with the working of the School through a planned induction programme and to accept progressively increasing levels of responsibility within the School.
3. Experience high quality teaching, guidance and support and regular encouragement, through thoughtful marking, systematic recognition of effort and achievement, formal feedback at consultation evenings and by regular written reports.
4. Gain knowledge, understanding, experience, skills, values and nationally-recognised qualifications in preparation for life-long learning, the world of work and adult life.
5. Contribute to the life of the School through participation in a wide range of residential, creative, sporting, leisure and cultural activities.
6. Develop the ability to organise and evaluate their own performance, inside and outside formal lessons, to set targets for future learning and to build-up an impressive Progress File.

The School Day

8.45am prompt	Bell	Morning Registration
9.00am	Bell	Period 1
10.00am		Period 2
11.00am		Break
11.20am	Bell	Period 3
12.20pm	Bell	Lunch
1.20pm	Bell	Afternoon registration
1.30pm	Bell	Move to Period 4
2.30pm		Period 5
3.30pm	Bell	End of School

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THE SCHOOL VALUES, RULES, BEHAVIOUR POLICY AND SHARED EXPECTATIONS

We have high but realistic expectations of our pupils and we want parents / Carers to have equally high and equally reasonable expectations of the School.

Staff will do their very best to ensure that the above entitlements are realised.

We will inform you if any significant problems affecting your child arise and we will work with you to deal with any such problems.

Similarly, we actively seek your full support in ensuring that your child does well, contributes positively to school life and complies with the standards of work, dress and behaviour which help make Malbank School and Sixth Form College a high-achieving, successful and highly-regarded school.

School Behaviour Policy

Good discipline is essential to enable pupils to work in a safe, friendly environment. It encourages co-operation, respect and self discipline.

The School has a policy for monitoring good behaviour in the classroom. The basic principle is that good behaviour should be encouraged and this is done by rewarding such behaviour. Unacceptable behaviour needs to be

Shared Expectations

We will have a school where...

- Learning and teaching experiences are interactive, engaging and varied, both inside and outside of the classroom.
- Relationships are based on mutual respect, harmony and shared values.
- The learning environment is safe and all resources are used to their fullest extent to promote achievement for life.
- Everybody can achieve their potential and feels valued for what they are good at.
- Every voice is heard and every individual matters.

discouraged. In order to do this unacceptable behaviour has explicit consequences. When necessary the School will expect parental support of the sanctions taken. One of the sanctions taken is an after School detention, in which case 24 hours notice is given. This detention is neither optional nor negotiable.



Malbank School Rules

Malbank School is a friendly, well ordered school which encourages self-discipline, responsible behaviour, courtesy, consideration for others and their property and care for the environment. In order to promote this we require students to fulfil their role by following this code of conduct.

At Malbank School we believe that every student has the right to learn and that teachers have the right to teach in an atmosphere free from disruption. Furthermore students have the right to a safe and secure environment that contributes to their learning experience. The School Rules and the Code of Conduct are there to support these aims.

Safe to Learn Essential Classroom Rules

Our rules are designed to give everyone the right to be safe, teachers the right to teach, and learners the right to learn.

Rule 1 — Follow staff and prefect instructions at the first time of asking

Rule 2 — Listen and do not talk when anyone is speaking to the class

Rule 3 — Stay on task and do nothing to disrupt the learning of others.

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HOMEWORK POLICY

Homework is set regularly to encourage students to work independently and to reinforce or extend material covered in lessons. Students have work planners to help them to organise their homework and examination revision, and to help parents check their progress. Work planners also include reading lists, "spellings", self-assessment and "test yourself" exercises, dates of examinations and other useful information.

We regard homework as very important and one of a number of ways of developing good study habits. Form tutors check students' planners regularly and parents are encouraged to do likewise. Students who have genuine difficulty with homework are given appropriate help and this may extend to advising parents on how to assist and motivate their son or daughter whilst gradually encouraging their child to work more independently.

- Homework helps teachers assess a student's progress
- Helps to develop good study skills
- Enables students to work independently and overcome difficulties on their own
- Reinforces what students have done in class
- Enables students to study more widely
- Enables parents to see the sort of work students are producing.



FURTHER GUIDANCE FOR PARENTS

Please check and sign the Student Planner each week and pass on any concerns that you may have to your child's tutor.

Encourage your child/children to take their Homework seriously. Help them organise their time at home and, if possible, provide them with a quiet part of the house which is free from distractions so that they can learn to study properly.

If your child is placed on Homework Report and there is no improvement you will be asked to attend a meeting with a Key Stage Manager who will suggest ways for you to support your child with his / her homework.

Monitoring Pupil Progress

At the start of each Key Stage, pupils will be set targets for each subject. These targets will be based on their prior achievement and the teachers' professional judgement. During the year progress towards these targets will be closely monitored by each pupil's subject teachers.

When a teacher assesses a pupil's progress they will report on attainment, using levels in KS3 and GCSE grades in KS4 together with an Attitude to Learning level (A2L).

Parents will receive updates on their son/daughter's progress on regular

occasions through the academic year. On some of these occasions the update will be a brief summary of the levels/grades achieved in each subject. In addition parents will receive more detailed reports which as well as indicating the levels/grades will provide information on the next steps to take to move the learning forward.

During the year there will be a Year 7 & 8 and separate Year 9 consultation evening where you are invited into school to meet with your child's subject teachers to discuss their progress. Your child will be responsible for organising

appointment times with their subject teachers on your behalf.

You will receive a letter at least two weeks prior to these events taking place giving you full details. (Please check your child's bag as letters sometimes forget to be handed out to parents!)

Your child will receive one Record of Achievement during the Academic Year, normally in the summer term.

We take your child's progress very seriously and your child will be continually monitored each year. If any member of staff feels that your

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Monitoring Pupil Progress continued

child was having undue difficulties you will be informed.

If you detect any problems throughout the year and wish to discuss the matter, please contact the School to make an appointment with the Head of Lower School.

appointment as teachers are usually teaching and unable to leave students unattended – thank you.

More information can be found on the VLE.

Please do not arrive at School to see a teacher without a prior

ATTITUDE TO LEARNING: (A2L)

Teachers have graded students' Attitude to Learning according to the following descriptors:-

A2L 1- Excellent = 10 Points

A highly motivated exemplary student A reflective learner, able to recognise and work to remedy weakness. A highly organised learner.

A2L 2 - Good = 8 Points

A motivated student, who demonstrates a keen interest in his/her work and who is determined to achieve at a level appropriate to their ability. He/she is developing the attitudes and skills to advance his/her own learning further.

A2L 3 - Satisfactory = 5 Points

A student who has a satisfactory attitude to learning. He/she demonstrates some motivation and initiative and will seek assistance when required.

A2L 4 - Less than satisfactory = 2 Points

A student who needs to develop more initiative or motivation. He/she is capable of distinguishing what he/she needs to do to enhance his/her learning but may choose not to do so.

A2L 5 - Needs to improve = 0 Points

A student who demonstrates little motivation and commitment. Behaviour and attentiveness are inconsistent and erratic and this adversely affects his/her own learning and that of others.

A2L 6 - Needs to improve significantly = 0 Points

A student who is disruptive and unprepared to learn. His/her poor attitude and behaviour adversely affects his/her own learning and that of others. He/she will often reject help and guidance that would enable him/her to further his/her learning.

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HOME / SCHOOL AGREEMENTS

Headteacher, Mrs Walker will sign a Home/School agreement and you and your child will also be asked to sign a Home/School agreement declaration.

The following examples are for reference purposes only.

HOME/SCHOOL AGREEMENT SCHOOL

Malbank School and Sixth Form College will try to:

- ◆ Provide your child with quality education in a caring and stimulating environment
- ◆ Provide high quality teaching and opportunities for high quality learning, within a broad and balanced curriculum, which will meet your child's individual needs
- ◆ Value your child as an individual
- ◆ Take a firm stand on bullying and disruptive, anti-social behaviour which interferes with learning and wellbeing
- ◆ Keep you informed about your child's attainment, achievement, effort, behaviour and attendance, and suggest ways in which you can support and help your child achieve his/her best possible standard in all of these things
- ◆ Listen to you and your child and respond to your suggestions, thoughts, ideas and concerns about any aspect of school life

Signed Jeannette E. Walker (Headteacher)

24th June 2011

Date.....

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HOME / SCHOOL AGREEMENTS

For reference purposes only.

HOME/SCHOOL AGREEMENT PARENT/CARER DECLARATION

As a parent/Carer, I shall do my best to:

- ◆ Ensure that my child attends school regularly, on time, well equipped and in full school uniform
- ◆ If my child is absent from school, for whatever reason, I will telephone the school office before 9.00am to advise them of the reason on the morning of the absence
- ◆ Keep any absence to a minimum and within the school's guidelines on absenteeism and illness and avoid taking holidays in school time
- ◆ Support my child in his/her learning in any way I can, especially by ensuring homework is completed
- ◆ Support the school's Code of Conduct, and Behaviour for Learning policy, accepting that there may be occasions when sanctions and punishments are necessary
- ◆ Share with the school any information which may affect my child's work, progress or behaviour
- ◆ Attend Parents' Consultation Evenings and any other meeting to which I am invited to discuss my child's work, progress or behaviour
- ◆ Encourage my child to take an active part in the extra-curriculum activities provided by the School
- ◆ Provide a quiet place at home to encourage completion of homework
- ◆ Take an interest in my child's School work and look at their exercise books regularly
- ◆ Read and sign child's planner weekly, check comments and make contact with staff where appropriate to attend Parents' Evenings to meet your child's Teachers

Signed.....(Parent/ Carer)

Date.....

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HOME / SCHOOL AGREEMENTS

For reference purposes only.

HOME/SCHOOL AGREEMENT STUDENT

DECLARATION

As a student I will try to:

- ◆ Attend school regularly and be punctual at all times
- ◆ Organise myself to bring in the correct equipment each day
- ◆ Wear the appropriate School Uniform correctly and look smart
- ◆ Do all class work and homework to the best of my ability
- ◆ Show Care, Courtesy and Consideration to all members of our school community as outlined in our Code of Conduct
- ◆ Ensure that my behaviour in school, on the journey to and from school and on a school organised activity is of the highest possible standard
- ◆ Show a sense of responsibility for my work, actions and behaviour
- ◆ Make a valuable contribution to my school and take a pride in its success

Student Name.....

Signed by Student.....

Form.....

Date.....

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ATTENDANCE / ABSENCE FROM SCHOOL AND LUNCH TIME PASSES



School Attendance

Good attendance is crucial if students are to do well at school and receive a reference which will encourage colleges or employers to offer them a place in their organisations.

No one wants to employ a young person who is often late or who is absent without a very good reason!

- Students should not miss school for a trivial reason
- Parents are asked to make appointments (e.g. dentist) outside school time whenever possible
- If you must take family holidays in term time a holiday request form must be completed and authorised by Mrs Kitchen, Assistant Headteacher (holiday request forms are obtained from the school office) There are legal limits on how often this can be allowed. We will not authorise a holiday if your child's attendance is regularly under 94% per year.

Penalty Notice

Students with below 85% attendance as a result of unauthorised absence are monitored by the School and Educational Welfare Officer on a regular basis. Parents / Carers are kept informed and if no improvement is made a Penalty notice will be issued to parents / Carers by Cheshire Location Education Authority.

Payment of a Penalty Notice is required within 28 days at a charge of £50 and payment after this time but within 42 days is charged at £100.

Penalty Notices cannot be paid either in part or by instalments (outside the set payment period).

Procedure if students are absent from school

- If your child is absent from school please telephone the school office before 9.00am
- Send a note to the student's Form Tutor explaining the reason for absence as soon as student returns to school
- If students are likely to be away from school for other reasons for more than 3 days parents / Carers should contact the school

Unexplained absences

Unexplained absences are considered as unauthorised. This means that they will be followed up by both the school and the Local Authority.

In the case of persistent unauthorised absence or persistent truancy the LA may take legal action as outlined in Penalty Notice.

Lateness

- Students arriving at school late should go immediately to the Key Stage 3 Office explaining clearly the reason for lateness.
- Provide a signed note to their Form Tutor or Subject Tutor from parents / Carers confirming the reasons for the late arrival.

DO YOU KNOW WHAT YOUR CHILD'S ATTENDANCE IS?

ARE YOU HAPPY WITH 90%? YOU SHOULDN'T BE.

90% attendance = 1/2 day missed every week

1 school year at 90% attendance = 4 whole weeks of lessons

90% attendance over 5 years of secondary school = 1/2 a school year missed

At Malbank we take attendance very seriously because we know that there is a direct link between poor attendance and underachievement. This is how we record attendance rates for the purpose of reports, job references and monitoring strategies with the Education Welfare Officer.

100% - 97%	=	Out standing
96% - 94%	=	School average
93% - 90%	=	Below average
89% - 81%	=	Cause for concern
80% & below	=	Persistent Absentees, intervention by EWO.

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Appointments out of school during school time

- Parents / Carers should write a letter explaining why and when students need to leave school. The note should be given to the Form Tutor who will provide a slip to take to the main school office
- The student should take the slip to the main school office who will issue the student with an out of school pass
- Students returning to school after the appointment should report back to the main office where they will be signed back into school.

Lunch Time out of school passes

As we are keen to supervise our students effectively to ensure their safety throughout the day we will not issue lunch time passes to any students in KS3 unless the following applies:

- Your child lives in close proximity to the school i.e. within 10 minutes walk away so that they are able to come home to have their lunch and return back to school in adequate time for afternoon registration. Walking to the local chip shop for lunch is not an option.
- You can personally collect your child from school at lunch time and are responsible for them during the lunch break and returning them to school in time for afternoon registration.



At Malbank School we hold many extra curricular activities during lunch time and give every child the opportunity to participate in the many and varied clubs available. We would therefore ask you to think very carefully before you make a request to allow your child to apply for a lunch time pass. If you wish your child to go home for their lunch you will need to accept full responsibility for them whilst they are off site. We will not issue lunch passes which apply to part of the week.

What can parents do to encourage attendance?

Monitor carefully your child's attendance. If in doubt, ask school for a computer print out.

Talk regularly to your child about school and how they feel about it. Check his/her planner regularly.

Avoid passing on any negative views of school which you might have experienced—the world has changed since then!

Only grant days at home for GENUINE illness.

Alert the school if your child begins to show a problem in coming to school.

AVOID TAKING HOLIDAYS IN SCHOOL TIME—it isn't just the 10 days which your child misses, they wind down days before they go and take quite a while to settle back in and to catch up on their return. Copying up is NOT a substitute for being taught.

Praise and reward good attendance—we do.

Talk to us to resolve issues. Together we might be able to support you and your child. You are not alone.

RESEARCH SUGGESTS THAT

17 MISSED SCHOOL DAYS IN A YEAR = G.C.S.E GRADE DROP IN ACHIEVEMENT

WHAT QUALIFICATIONS DO YOU WANT FOR YOUR CHILD?

THERE IS A DIRECT LINK BETWEEN ACADEMIC ACHIEVEMENT AND EARNING POTENTIAL

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ILLNESS AND ACCIDENTS DISABILITY / MEDICAL PROBLEMS

School rules exist to help students to avoid accidents and injuries as well as creating a good working environment.

There are special safety rules in laboratories, workshops and sports areas.

Students feeling ill or who have an accident at school should

- Tell their teacher if this occurs during a lesson
- Go to the main office at break or lunchtime

What will happen next?

- One of the school's trained first-aiders will look after the student
- If the student is unable to continue lessons, parents / carers will be contacted and given the information they need (perhaps for a doctor). The office staff will ensure that the student is correctly signed out of school.
- If a student needs to stay in the first aid room they will be supervised and tutors informed
- If a student is sent back to lessons they will be provided with a note for their tutor so that they know they have not been well.

Disability / Medical Problems

Please inform the office about any disability or medical issues or any new problems which arise so that our records are kept up to date and we can take care of the student appropriately.

If any family member has a disability or medical problem who may visit the site during your child's time at Malbank School, please advise the main school office so that measures can be put in place to assist you on your visit.

Prescribed medicine

If your Doctor prescribes medicine which needs to be taken during the school day parents / Carers should:

- provide written details for the school (medical request forms are available from the office)
- bring medicine to the school office at the beginning of the day
- bring no more than their daily dosage to school (with the exception of diabetics)

If a student suffers from Asthma they must carry medication i.e. inhaler at all times (spare inhalers can be left at the main office to be locked in the medical room for access by a first-aider)

If a student suffers from Diabetes they must ensure that they carry glucose tablets / drinks or a suitable alternative with them at all



times. Hypo boxes can be left at the main office to be locked in the medical room for access by a first-aider or the school office staff.

If a student has a disability please advise the school office staff who will liaise with the school nurse to put together a care plan and the necessary support.

Any student who suffers from medical issues that may require treatment within school i.e. Epipen injection please inform the office in the first instance who will make the necessary arrangements. The first aid members of staff receive Epipen training every year.

At Malbank School and Sixth Form College "every child matters" and whatever disability or medical problem your child may have we will endeavour to support them whilst they are in our care.

It may be necessary to share your child's relevant medical/disability information with a variety of personnel within school. If this is the case, we would ask for your consent to share this information and would ask you to confirm the details and confirmation of your consent in writing.

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Clubs and Activities at Malbank School 2011/11



	Monday	Tuesday	Wednesday	Thursday	Friday
Activity	Chamber Choir	9/10/11 Hockey	Yr 9 Rugby	Yr 10-13 Basketball	Girls Football
Room	M1/M2	PE	PE	Sports Hall	Sports Hall
Time	3:30	Lunch	Lunch	Lunch	Lunch- All years
Staff	Music	JZA/SXH	AJG	APK/CPY	CPY
Activity	Garage Band	Yr 10 Rugby	Yr 11 Football	Trampoline	Yr 7 Rugby
Room	M1/M2	PE	PE	Sports Hall	PE
Time	Lunch	Lunch	Lunch	Lunch	Lunch
Staff	Music	APK	RAS	JZA	APK
Activity	7/8/9 Netball	KS4 Volleyball	7/8 Hockey	Cross Country	Yr 11-13 Netball
Room	PE	Sports Hall	PE	PE	PE
Time	Lunch	Lunch	Lunch	Lunch	Lunch
Staff	SJT/RJH	SJT	JZA/SXH	SJT	SJT
Activity	Trampoline	Fitness Club	KS3 Volleyball	Year 8 Football	GCSE PE (drop-in)
Room	Sports Hall	Sports Hall	Sports Hall	PE	PE
Time	Lunch	Lunch	Lunch	Lunch	Lunch
Staff	JZA	PE	SJT	MAR	JZA
Activity	7/8/9 Basketball	Yr 9 Football	11/12/13 Rugby	Dr Who Club	Year 8 Rugby
Room	Sports Hall	PE	PE	Library	PE
Time	Lunch	Lunch	Lunch	3:30-4:30	Lunch
Staff	APK/CPY	PJP	PE Staff	DZS	APK
Activity	Yr 7 Football	Orchestra	Year 7 Singers	KS3 Drama	Garage Band
Room	PE	M1/M2	M1/M2	A8	M1/M2
Time	Lunch	3:30	Lunch	Lunch	Lunch
Staff	PJS/GMM	Music	Music	HSG	Music
Activity	Yr 10 Football	PhED Up!	Garage Band	Yr 8/9 Singers	Yr 8/9 Games
Room	PE	A16	M1/M2	M1/M2	A18
Time	Lunch	Lunch	Lunch	Lunch	Lunch
Staff	PCB	LMR	Music	Music	Prefects
Activity	KS4 Dance	Yr 7 Buddies	Yr 8/9 Games	Jazz Band	KS3 Dance
Room	Dance Studio	B18	A18	M1/M2	Dance Studio
Time	3:30	Lunch	Lunch	3:30	Lunch
Staff	ECG/AGT	JMH/Buddies	Prefects	Music	ECG/AGT
Activity	Computer Club	KS4 Dance	ECO group	Yr 7 Buddies	Maths Club
Room	T21	Dance Studio	C8	B18	T21
Time	Lunch	Lunch	Lunch	Lunch	Lunch
Staff	SEN	ECG/AGT	JXK	JMH/Buddies	SEN
Activity	Badminton	The Natural World	The Natural World	Cartoon Club	Cheerleading/Gym
Room	Sports Hall	T21	T21	A19	Sports Hall
Time	3:30	Lunch	Lunch	Lunch	Lunch
Staff	RJH	SEN	SEN	LVP	RJH
Activity	10/11 Netball	Book Club		Craft Club	6 th Form Football
Room	PE	T21		T21	PE
Time	3:30	Lunch		Lunch	Lunch
Staff	SJT	SEN		SEN	MAS
Activity		Buddies (Games)		Buddies (Games)	Craft Club
Room		A18 (Yr 7 only)		A18 (Yr 7 only)	B9
Time		Lunch		Lunch	3:30
Staff		Buddies		Buddies	RRF

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MALBANK SCHOOL TERM DATES
2011 / 2012

Autumn Term 2011	Staff Training (closed)	Mon	05 Sep 2011
	School opens	Tues	06 Sep 2011
	School closes	Thu	20 Oct 2011
	Staff Training (closed)	Fri	21 Oct 2011
	HALF-TERM: Mon 24 Oct – Fri 28 Oct		
	School opens	Mon	31 Oct 2011
	School closes	Fri	16 Dec 2011
	Staff Training (closed)	Mon	19 Dec 2011
	Staff Training (closed)	Tue	20 Dec 2011
	CHRISTMAS HOLIDAY: Wed 21 Dec 2011 – Tue 03 Jan		

Spring Term 2012	School opens	Wed	04 Jan 2012
	School closes	Fri	10 Feb 2012
	HALF-TERM: Mon 13 Feb – Fri 17 Feb		
	Staff Training (closed)	Mon	20 Feb 2012
	School opens	Tue	21 Mar 2012
	School closes	Fri	30 Mar 2012
	EASTER HOLIDAY: Mon 02 Apr – Fri 13Apr		

Summer Term 2012	School opens	Mon	16 Apr 2012
	School closes	Fri	04 May 2012
	BANK HOLIDAY (May Day): Mon 07 May		
	School opens	Tue	08 May 2012
	School closes	Fri	01 June 2012
	HALF-TERM: Mon 04 May – Fri 08 Jun		
	School opens	Mon	11 June 2012
	School closed	Fri	20 July 2012

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KEY STAGE THREE ACCESS TEAM

We have an extensive support team. If you are ever concerned about your child, please contact Mr Batty in the Key Stage Three Office. Staff with specific areas of responsibilities are listed below.



KEY STAGE THREE ACCESS TEAM

- ◆ Mrs J Kitchen - Assistant Headteacher
- ◆ Mrs J Edwards - Head of Lower School
- ◆ Mr C Batty - Key Stage 3 Learning Manager
- ◆ Mrs D Jackson - Key Stage Three Administrator
- ◆ Mrs A Thornton - SENCO
- ◆ Mrs K Carter - Inclusion Resource Manager
- ◆ Mrs T Hargreaves - Learning Support Assistant IRC
- ◆ Mrs S Holt - Inclusion Mentor
- ◆ Mr D Bradbrook - Connexions Personal Advisor
- ◆ Mrs J Moore - School Nurse

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PSD / CITIZENSHIP / SEAL 'SHINE'

During the next three years your child will be following a PSD/Citizenship programme called 'SHINE'. During these lessons a healthy lifestyle will be promoted both physically, socially, morally and ethically.

Some of the topics covered concern sensitive issues that the Government requires us to teach in Secondary Schools. Whenever possible we will call upon other professional colleagues to help deliver these topics. This is part of our work for the 'Every Child Matters' agenda.

The programme of study is updated every year and, at the time of going to press, the basic topics covered are:

- Bullying
- Friendship
- Self-esteem
- Smoking
- Safety
- Morality
- Drugs abuse
- Alcohol abuse
- Diet, Health and Exercise

- Teenage Pregnancy
- Contraception
- Domestic Violence
- Politics

Learning/Revision techniques are taught throughout the three years.



WE ARE A SEAL SCHOOL

At Malbank we believe that social and emotional skills are vital for helping us to make positive relationships with other people, doing our best at school and making the most of our opportunities.

When people have good skills in these areas they are more likely to:

- Be effective and successful learners
- Be self-motivated
- Make and sustain friendships
- Deal with and resolve conflict effectively and fairly
- Solve problems with others or by themselves
- Manage strong feeling and stay calm in the face of difficulties

- Recover from setbacks
- Work cooperatively
- Stand up for their own rights and those of others
- Respect other peoples' views

The skills which we are focusing on this year can be summed up in 5 categories:

1. Knowing your emotions
2. Managing your own emotions
3. Motivating yourself
4. Recognising and understanding other people's emotions
5. Managing relationships i.e. Managing the emotions of others

Throughout the year all pupils will be encouraged to develop these skills via their lessons, PSD programme, assemblies, form periods and special events.

Malbank School and Sixth Form College 2011

SCHOOL BUS INFORMATION

The School bus service is run independently from the School and co-ordinated by Cheshire East Council at Sandbach. If you require any information please contact the Operations Manager on 0300 1235500 who will send you an information pack.

The information pack includes bus routes, contact telephone numbers, pick up points and price.

Further details can also be obtained via the Cheshire East Council web site at www.cheshireeast.gov.uk and follow the link to transport and travel then school and college transport.

