



Malbank School  
and  
Sixth Form College

Intake information for pupils starting  
September 2022



# WELCOME

This booklet tells you everything you need to know as the parent or carer of a child about starting at Malbank. For further information on policies and procedures, please visit our website [www.malbank.com](http://www.malbank.com).

Malbank is a forward-thinking, innovative school that employs a dynamic approach to teaching and learning so we actively prepare our young people for the ever-changing landscape of the 21<sup>st</sup> century workplace. However, behind that modern attitude sits an appreciation of history and a deep understanding of the 450 years of tradition that has helped to build the culture and ethos that have made the school consistently successful and a cornerstone of our local community.

We strive to ensure that our students make the very most of their learning journey and are equipped with the skills to achieve their potential both academically and socially and emotionally.

We know that a successful partnership between home and school is essential and very much look forward to working with you over the years ahead.

Miss Aspinall – Head of Lower School  
Mrs Madden – Key Stage 3 Learning Manager  
Mrs Green – Key Stage 3 Administrator

Telephone - 01270 611009 option 3  
Email – [2022Year7@Malbank.cheshire.sch.uk](mailto:2022Year7@Malbank.cheshire.sch.uk)



*The move between primary and secondary is an important milestone in a child's life, and most children need some help to make the transition successfully.*

The **key differences** that children will experience at secondary school are:

- Travelling to and from school independently, probably for the first time.
- Moving around a bigger building, from room to room, between lessons.
- Many new adults, each of whom teach different subjects, have different roles and responsibilities.
- Being responsible for your own books and learning equipment and making sure the correct items are packed for each activity during the day.
- Noting down homework, completing it independently and handing it in on time.
- Making new friends.

Your child's Form Tutor will have daily contact with them and is there to help them deal with any worries they may have. If your child seems to be struggling in their new environment, please contact their Form Tutor as there are many ways in which we can help.

We do encourage the students to become more independent as quickly as possible but it can be helpful to:

- Display a copy of their timetable somewhere prominent at home. This will be given to students at the start of term.
- Establish a routine for homework and preparation for the next day.
- Encourage them to sign up for extra-curricular activities as these are a particularly good way for children to make friends.



## **STUDENT SUPPORT**

It is our priority at Malbank to ensure each and every child is a priority and that they are supported to reach their potential. Quality teaching and learning is paramount for this to happen but each and every one must feel safe, secure and supported for this to happen.

Your child's Form Tutor or the relevant Key Stage Team is your point of contact for any issues, concerns or questions about your child in school.

The Key Stage Pastoral team is made up of a Head of School, a KS Learning Manager, a Progress Manager for each year and an Administrator. Each year group will also have their very own Progress Manager who will follow the year group through the school to the end of Year 11.

Our pastoral support system is developed to:

- Monitor each student's progress and help them be actively involved and take ownership over their own learning.
- Ensure each student has, in their Form Tutor, an adult that they can turn to if they have problems.
- Provide a structure in which good behaviour and successes can be rewarded and negative issues such as poor behaviour/attitude to learning, problems with attendance/punctuality or concerns over progress can be addressed.

## **SPECIAL EDUCATION NEEDS**

Please contact our SENCO [senco@malbank.cheshire.sch.uk](mailto:senco@malbank.cheshire.sch.uk) for further information about the support we can offer students with additional needs.



## **LORIC**

At Malbank we are dedicated to empowering students and preparing them for their future ahead. A positive attitude, excellent communication skills and resilience are key to this. Our LORIC strategy encourages students to develop attributes in:

- Leadership – not everyone is a born leader but these skills can be refined and encouraged
- Organisation – vital for every aspect of life, especially as they progress through the school
- Resilience – how to learn from a setback and to move forwards
- Initiative – being self-motivated and independent
- Communication – how we present ourselves to the world, whether verbally or non-verbally

## **ASSESSMENT, RECORDING AND REPORTING**

We have developed a whole school assessment policy for all students. They will each get an aspirational target which is individualised based upon their prior achievement at KS2. You will receive three school reports across the academic year. All of these reports will show the progress your child is making towards their target and will give details of their strengths and areas for improvement for each subject they are taught. You will also be invited to attend a consultation evening for your child once a year where you will get to speak to individual teaching staff about your child's progress.

## **EXTRA-CURRICULAR ACTIVITIES**

There is an extensive range of extra-curricular clubs and activities available to suit every child. We encourage all students to take part in at least one extra-curricular activity. These take place during lunchtimes and afterschool. Departments will advertise their offer during lessons when term starts in September.



## **DRAMA**

Students need a change of footwear. This can be trainers or pumps.

**Students who arrive without the necessary equipment may be issued with a break/lunch detention.**

## **BEHAVIOUR and REWARDS**

We expect high standards of behaviour at all times. Where these are not met we reserve the right to apply a number of sanctions. For more details please see our Behaviour for Learning Policy on our website.

Students are rewarded at various points within the school year through certificates, postcards, emails, positive phone calls, and rewards events.

Internet Safety

Students under the age of 13 should not have social media accounts with Facebook, Instagram, Snapchat, Twitter or TikTok.

## **Phones and Technology**

All devices must be switched off at all times and kept in the bottom of bags, out of sight. Devices are not permitted to be used on the school site at all during the day.

If devices are seen out students will be challenged and they will be confiscated until the end of the school day where they will be able to be collected for Student Services at 3pm. If this becomes a recurring concern, parents/carers may be asked to attend the school to collect the device.

If you require any further information please do not hesitate to contact us on [2022Year7@malbank.cheshire.sch.uk](mailto:2022Year7@malbank.cheshire.sch.uk)

