



LUTTERWORTH  
HIGH SCHOOL



## Dear Parents/Carers

I am delighted to welcome you to Lutterworth High School. Inside this information booklet you will find all of the information you need related to your child's induction. If you still have any questions please do not hesitate to contact us at [admin@lutterworthhigh.co.uk](mailto:admin@lutterworthhigh.co.uk).

This booklet also gives a flavour of our values and ethos. Our students are happy, resilient, talented and hard working. We offer an exceptional range of extra-curricular activities and we instil a strong ethos through our House system, competitive sport and the performing arts.

I look forward to meeting you and your child. I am sure they will thoroughly enjoy their time and thrive at Lutterworth High School.

Kind Regards

Julian Kirby

## School Governors

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Mrs Janet Jones (Chair)  
Mrs Philippa Clare (Vice Chair)  
Mr Stephen Bettles  
Mr Richard Holding  
Dr Joanne Holyland  
Mrs Penni Walker-Barber  
Mr Duncan Haworth  
Mr Malcolm Maguire  
Mrs Susan Campbell  
Mrs Carmella Hunt  
Miss Kay Cowling (Staff Governor)

## Vision and Values

For our students:

- We aim to deliver exceptional teaching that allows everybody to make excellent progress
- We aim to instil a lifelong love of learning and a sense of awe and wonder
- We want to nurture talents and interests through an exceptional range of extra-curricular opportunities and visits
- We want our students to leave school as fully rounded individuals ready to embrace life in the 21st Century.

Our students tell us that they are happy and enjoy learning:

- Because they feel safe, valued and cared for
- There are excellent relationships between students and staff
- Staff know the students as individuals and are prepared to 'go the extra mile.'

Our students strongly believe that everybody must:

- Demonstrate a desire to learn
- Be independent, show resilience and not give up
- Support one another and be kind
- Demonstrate good manners and respect.
- Strive to produce their best work.

Our dedicated staff always endeavour to deliver and support exceptional teaching and learning.

Therefore:

- We have a high degree of trust.
- Staff are valued.
- Staff are encouraged to take risks.
- We collaborate and support one another.
- We share best practice formally and informally.
- We recognise the importance of high quality professional development.
- We are passionate about improving our teaching practice.

We are grateful to have excellent parental support. We will:

- Keep parents informed about the academic progress of their child.
- Notify parents quickly of any concerns.
- Share successes and achievements.
- Keep parents well informed about the life of the school.

Governors and Leaders are passionate that all students develop a lifelong love of learning and enjoy their time at Lutterworth High School. They will:

- Provide a supportive environment for staff and students.
- Be rigorous in maintaining the highest standards of teaching and learning.
- Ensure that the school is always driving forward to improve the educational experience.

## The School day

Preparation Time	08:35 - 08:40
Morning Registration	08:40 - 08:50
Period 1	08:50 - 09:40
Period 2	09:40 - 10:30
Break	10:30 - 10:50
Period 3	10:50 - 11:40
Period 4	11:40 - 12:30
Lunch	12:30 - 13:20
Period 5	13:20 - 14:10
Period 6	14:10 - 15:00

## Our school uniform and dress code

### Blazer

Mandatory – Supplied by Academy School Uniforms. This should be worn to and from school and whilst walking around the site during break and lunch times.

### Ties

Mandatory – Supplied by Academy School Uniforms and LHS. Ties should be worn correctly at all times – 7 stripes on wide end.

### Plain black formal pleated skirt

Mandatory – Supplied by Academy School Uniforms. We have worked very hard to ensure these skirts 'fit' every size and shape. They should be worn correctly with the LHS badge clearly visible.

### Plain black formal full length trousers

May be independently sourced but also supplied by Academy School Uniforms. We have worked very hard to ensure these trousers 'fit' every size and shape. Jeans, trousers with studs or logos, leggings and tracksuit bottoms are not acceptable.

### Shirts

May be independently sourced. Shirts must be white with a collar. Short and long sleeved is acceptable. These must be tucked in at all times.

### Shoes

May be independently sourced. Must be ALL black and a suitable style for school. Coloured logos/laces/soles or high heels and open-toes are not acceptable. Sports labels are not acceptable.

### Jumper

Optional – Supplied by Academy School Uniforms.

### PE Dress code

Mandatory – Supplied by Academy School Uniforms.

Boys – PE top and unisex shorts

Girls – PE top and unisex shorts or skort

Unisex Outdoor ¼ zip Top

May be independently sourced:

Boys and Girls:

Lace-up trainers, suitable and clean for PE

Black socks

Football boots, shin pads and mouth guards – for health and safety these must be worn for soccer and/or hockey lessons

Black swimming trunks/costume and towel for swimming lessons

Black tracksuit bottoms

Black 'skins' style baselayers may be worn under the PE top and shorts/skort in cold weather.

Academy School Uniforms is our only supplier and orders can be placed by following the 'Order your uniform' link under the 'Quick links' header on the bottom left hand side of the school website.

### Make-Up

KS3 students are not allowed to wear any make-up in school.

KS4 students are allowed to wear minimal make-up to school – light foundation and natural lash mascara.

False nails are not allowed.

It is the school's discretion as to what is acceptable.

### Jewellery

KS3 students are not permitted to wear jewellery. The only exception is a small wrist watch and simple stud earrings for pierced ears

– one per ear (these must be removed before any PE lesson. Any jewellery given to staff for safekeeping is entirely at the owner's risk).

KS4 students are allowed to wear minimal

jewellery to school – a bracelet, a necklace, stud earrings and wrist watch.

It is at the school's discretion to decide what is acceptable.

Body piercings of any kind on the face/body are not allowed.

### Hair styles/colour

KS3 and KS4 students should have presentable hair at all times. Any colouring should appear natural and extreme styles are not tolerated.

This includes shaved areas, Mohicans etc.

### Body Art

KS3 and KS4 students are not allowed tattoos or henna or any variation.

### Essential Equipment - Classroom

KS3 and KS4 students need to be ready to learn in their lessons, which includes bringing in the correct equipment for all subjects.

They will need a pen, pencil, ruler, eraser and pencil sharpener for all of their lessons.

In some lessons they will also need coloured pencils/pens and a scientific calculator.

It is important that students look after these and they are labelled or kept in a labelled pencil case.

## Communication with parents

We want to ensure excellent communication with parents. To this end, we have a weekly interactive newsletter, which as well as keeping you informed, also celebrates the many successes of our students and school events. We use 'SIMS InTouch' to keep you up to date by text message and information is forwarded to e-mail addresses.

## Online resources and apps for parents

Scopay – This system allows you to make payments for catering and trips online by credit or debit card. You will receive a letter detailing your personalised login details as part of your admissions pack. Cash and cheque payments are also accepted through the school finance office.

Parents' Evening booking system – Our Parents' Evening booking system can be accessed by visiting our website and clicking on 'Parents' Evening Appointment System' under Quick Links at the bottom left of the home page. Emails are sent out to parents prior to the evening with instructions on how to book and the date and time that booking opens. Please ensure your details are up to date.

Show My Homework – All homework is set and available for students and parents to view on Show My Homework.

This provides parents with a complete overview of the homework their child has been set so they can give support at home and rest assured the homework they have been set is truly worthwhile. At the start of the Autumn term, all new students and their parents are given comprehensive information on how SMHW is used at school.

## Homework

Homework is the name for all independent learning which happens outside of the classroom.

We live in a rapidly changing world where the knowledge and skills we have now will not be enough to last us through our lives. For this reason, we want all students to become independent learners.

Throughout their lives, students will read, listen, research and write both for pleasure and as part of their working life. They will make their own decisions based on their own research and understanding. Students will communicate their ideas in many different ways to many different people.

Homework helps students develop their ability to work independently and away from teachers and their peers. Students will learn to:

- Plan their time effectively.
- Make sure that they are properly prepared.

- Research, think and analyse for themselves.
- Learn from mistakes corrected later in school.
- Take pride in work completed alone.

The amount of homework will increase as students progress through their secondary education. Success at GCSE and beyond is dependent on success inside and outside of school.

## School Expectations

Students will be expected to:

- Do their best and demonstrate a desire to learn
- Complete homework on time and to the best of their ability
- Be independent, show resilience and not give up
- Take an active part in extra-curricular activities
- Take a pride in their appearance
- Keep to the school's expectations to support learning
- Show courtesy and respect to all members of the school community in the real and online worlds
- Respect the school environment.

## Discipline for Learning (D4L)

Discipline for Learning (D4L) is about focusing on learning. D4L gives students a chance to do the right thing and collect house points. Students take responsibility for their behaviour; it is ultimately the student who makes the choice to receive a reward or a consequence, not the teacher. D4L is about making positive choices!

- Students will be rewarded house points when they get it right
- Students will be given redirections to change their behaviour
- Consequences follow poor behaviour
- The rules apply to everyone
- The rules apply everywhere in school
- Teachers aim for a 5:1 balance of praise and redirections
- Every lesson is a chance to start again

All students are expected to put learning first and follow our expectations. Staff will help students to make the right choices about behaviour by redirecting them.

Staff will always make it very clear when a redirection is given. Any action in which a teacher gives a student a chance to get their behaviour right, is counted as a redirection.

Staff can redirect students in a number of different ways:

- Mentioning their name
- Directly talking to a student
- Moving a student

Teachers are always looking for positive behaviour and will give house points for it.

If a student chooses to not put their behaviour right after being redirected, then a consequence will follow.

### Our consequences

- Level 1 (no further action taken)
- Level 2 (detention with the teacher)
- Level 3 (severe clause whole school detention)
- Level 4 (withdrawal from lesson)



## Anti-bullying

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### What do our students say?

- Bullying is hurting people physically and mentally
- Bullying is wrong and nobody deserves to be bullied
- If a student feels that they are being bullied they should tell someone that they trust
- Don't suffer in silence
- If a student sees bullying or is aware of it taking place they should tell an adult
- Don't join in with bullying

### What should students do if they are being bullied?

Speak to an adult they trust so that appropriate action can be taken. This person could be:

- A Parent
- Form Tutor
- Progress Leader
- Student Support
- Any member of staff
- Report It' button on the school website - Student Zone

### What should a parent do?

Parents should contact the school and ask to speak to:

- Their child's Form Tutor
- Their child's Progress Leader

- Our Student Support and Attendance Manager
- The Assistant Headteacher linked to their child's year group

## Photographs

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The taking of photographs of other students or staff without their permission is strictly forbidden.

## The House system

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Churchill, Cunningham, Tedder and Montgomery are our four Houses. The Houses were named after influential war leaders in 1946. All students are placed in a House when they enter the school. Parents and grandparents can request the same House to uphold family tradition.

There is a strong tradition of Inter-House competitive sport. All students compete in the annual cross-country event and athletics heats. Our swimming galas and sports days are very popular with students and staff.

Through the House Captains and Sports Captains roles, students can demonstrate their leadership skills. All students get a chance to participate in an activity. Our House quiz is a highlight of the year. These activities provide students with the chance to work as a team

towards a common goal and feel a sense of belonging. Students learn to co-operate, communicate and how to win and lose with dignity, whilst maintaining a healthy level of competitiveness.

## Student Leadership

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Student leadership is a vital part of school life which enhances student learning. Students have many opportunities to develop leadership skills inside and outside the classroom.

These opportunities consist of:

- Student Council
- Anti-bullying advocates
- House Captains
- eLeaders
- Student Guides
- House Secretaries
- Skills Leaders
- House Sports Captains
- Academic Mentors
- Literacy Leaders
- Library Leaders
- Numeracy Leaders
- Cyber Mentors
- Netiquette Heroes

## Extra-curricular activities

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We are proud of our wide-ranging programme of extra-curricular activities that provides memorable experiences for our students and which allow them to pursue their interests and further develop a wide range of key transferable skills. We strongly encourage our students to get involved and to recognise the value of these activities as part of their development. Our staff provide a wide variety of clubs. These run both at lunchtime and after school and are very popular with our students. We encourage students to suggest ideas for new clubs and to take a role in running them. In addition, we offer educational visits to many places of interest, put on school productions and place great value on the enrichment activities on offer in curriculum extension time.

## Sports teams and collecting students from events

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Students have many opportunities to participate in competitive sports and events. When a fixture or event is at another school or venue we will ensure that students are brought back to the school. Students will be informed of an estimated time of arrival so they can text parents. If you want to collect your child from

an away venue please ensure that you arrive in plenty of time and notify the teacher that you would like to take your child home. We will not allow students to wait at the venue to be collected without supervision after the coach has left. Students will be expected to go back to school with the other students.

## Peripatetic teaching

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Music tuition is available in an incredibly wide range of musical instruments.

We have an exceptional range of opportunities for our talented musicians and vocalists. There are a variety of ensembles and our choir, many of which are free to access including orchestra. Students are able to participate in concerts, talent shows and our annual production.

Our full list of peripatetic tuition is made available to parents at the start of the academic year.

## New technologies

Students are invited to bring in their personal mobile devices (any brand tablet or smartphone) to use during lessons. The purpose of using a personal device in school is to enhance the learning experience in and out of school; it is not to replace teaching. We also have sets of ipads available for in class use. Students are encouraged to use their mobile devices during lesson time when instructed and supervised by a teacher.

At all other times we operate a phones away policy and all mobile phones should be out of sight. Should a mobile phone be seen or heard it will be confiscated and a severe clause will be given (see D4L).

Students may take mobile phones on off-site visits if this is first agreed with the trip leader. However, they should be used for emergency purposes only.

Parents and students should note that in an event of a mobile phone being lost, damaged or stolen the school cannot be held responsible and school insurance, including that for off-site visits, does not cover mobile phones.

## Special needs

Our Special Educational Needs Co-ordinator (SENDCo) liaises closely with all staff and external agencies in order to support our most vulnerable students and those who have additional needs. Our SENDCo leads a team of very experienced Learning Support Assistants (LSAs), who work with class teachers to ensure that work is differentiated and accessible for all of our students. The parents of those students with an Education and Health Care Plan (EHCP) are invited into school frequently and we are also available to the parents of any child who feels that support may be needed.

If a student has special educational needs, then we will most likely have that information from the primary school.

Some children have special needs that we don't know about. If you have any concerns about your child please contact the SENDCo. In turn, if we are concerned we will contact you.

Room E6 in the English base is available for use by students at break and lunchtimes.

Room E7 (Computer Room) is available for homework help at lunchtimes.

## Inclusion

The role of our Student Support and Attendance Manager is to ensure that students who require extra support to successfully access the national curriculum, do so positively and with a personal approach.

Interventions include:

- Managing Moods
- Managing Difficult Situations
- Transition from Year 6
- Academic Mentoring
- Behaviour/Organisation
- Youth Coaching
- Coping Under Pressure
- Avoiding Conflict with Others
- One-to-One on specific subjects or other relevant material e.g. Law/Drugs/Exclusion
- Developing Self-esteem and Confidence

Students are welcome to drop into the Student Support room whenever they like and they are sure to find someone friendly to talk to. We also employ an independent school counsellor one day each week and offer both students and parents an opportunity to use this extra support.

## Higher Attainers

At Lutterworth High School, we aim to ensure that all students are challenged and excited by their learning and that they understand how individual challenge can move them forward in their learning. In order for this to happen, we need to identify students who have a particular skill or talent in any curriculum area. This identification will allow us to:

- Plan lessons appropriately to the abilities of the students.
- Organise extra-curricular activities to further motivate these students.
- Encourage these students to think "beyond the box".
- Encourage these students to take pride in their abilities and at best be prepared to share them.
- Acknowledge out of school activities where appropriate to school experience.
- Plan specific activities with more challenge to improve the learning experience.

Higher Attainers are identified as students who have achieved a scaled score higher than 110 in their KS2 SATs. Of course, this is not the only opportunity for students to show their capabilities. Class teachers identify many students throughout their time at Lutterworth High School. In this way students are able to flourish at their own pace as they discover new subjects and new talents blossom. Students who demonstrate a talent in practical subjects

such as art, DT, music and PE also join our cohort. This above-average achievement is tracked at Lutterworth High School and students' progress monitored.

Much of what we offer at Lutterworth High School provides many opportunities for students to explore new and different ways of learning. We have strong links with Clare College, Cambridge and St Edmund Hall, Oxford, along with other local and further afield Russell Group universities. Students are invited to participate in the Russell Group Programme. This is delivered by an organisation funded through the Sutton Trust called 'The Brilliant Club.' Students are able to attend seminars delivered by PhD students and also 'graduate' from a Russell Group University. We have great success at regional level in mathematics and science competitions and we have an eager group of debaters who compete at national level.

Outside of academic life we ensure our students are given opportunities to stretch and challenge their talent be it playing basketball at a regional final, having a drama workshop from the Royal Shakespeare Company, or performing on centre stage at Disneyland Paris. We are passionate about enlightening students' curiosity inside and outside the classroom. There is a wide range of sporting activities, both School and House, which fosters confidence and leaderships skills and our lively programme of House Events means there are opportunities to explore many more

talents- whether organising charity events or performing on stage.



## Lunchtime arrangements

School meals are offered on a cafeteria basis in the hall and terrace. Each day's menu offers a range of healthy options using non GM ingredients. Options include tasty hot dishes, a selection of sandwiches, baguettes and paninis, jacket potatoes, pasta dishes, soup and roll plus yoghurt and fresh fruits. We also offer vegetarian and vegan options and can cater for special dietary requirements such as gluten free and celiac. A choice of healthy drinks is also on offer.

Lutterworth High School has introduced cashless catering. The cashless system provides us with a more efficient, faster and ultimately better quality of service. The system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. Breakfast is served from 8:00am - 8:30am. Bacon rolls, toasted teacakes, bagels, crumpets, toast and a wide selection of drinks are always available. Throughout the winter hot porridge is also on offer.

All students must remain on school site for the entire lunchtime period.

## Home school contact in case of absence

Please can you ensure you carry out the following if your child is absent from school:

- Telephone the school every day to report the absence on 01455 552710

(choose option 1 to leave a message on the student absence voicemail) or alternatively email: studentabsence@lutterworthhigh.co.uk

- Follow the absence with a letter confirming the reason for absence on your child's return
- If a student is absent and no reason has been provided by 10:00am a text message will usually be sent requesting a reason for the absence

Non-urgent appointments should, wherever possible, be made out of school hours.

Without a note any absence cannot be authorised and must go down on student records as unauthorised absence. Attendance records form part of the annual report which goes home to parents. If you have any concerns or queries regarding your child's attendance please do not hesitate to contact the school. We have a network of support in place for parents and students who require it.

## Students needing to go out of school during the day

If for some reason a student has to go out of school during the day, e.g. to the doctor's or dentist, they must bring a note from home and present it to their form tutor. Students need to sign out at Main Reception when they leave, bringing their note with them, and sign back in again on their return.

## Students late getting to school

If a student is late getting to school they should report to the Main Reception and sign in. All students must have a valid reason for lateness, including a note from home.

## Leave of absence in term-time

Taking leave of absence in term-time will affect your child's schooling as much as any other absence and we expect parents to help their child by not taking holidays in school time. Headteachers are no longer able to authorise any term-time absence unless there are exceptional circumstances.

All applications for leave must be made in advance and in making a decision the school will consider the circumstances of each application individually and you will notified of the decision in writing.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be coded as unauthorised and may result in a Penalty Notice being issued to parents. The school can request a Penalty Notice to be issued from the Pupil Services Court Team at Leicestershire County Council. A Penalty Notice is £60 per parent per child, to be paid within 21 days. Failure to pay the fine(s) within this timescale would mean the fine rising to £120 to be paid within 28 days

of the original fine being issued. If the fine(s) remain unpaid after the full period of 28 days has expired, parents may face legal action under section 444 of the Education Act 1996.

## Safety

As a school we are committed to safeguarding and promoting the welfare of the young people in our care. We expect all staff, volunteers and visitors to share this commitment.

All members of the school community are made aware of their responsibilities.

Health and Safety: everyone has a legal responsibility to care for the health and safety of themselves and others.

Staff and Visitor recognition: staff and visitors are requested to wear their ID Badges in a prominent position.

Disabilities: should you have a disability and require help please do not hesitate to ask any member of staff for assistance.

Parking: the school drive becomes inaccessible between 2.30pm and 3.30pm due to the arrival of buses and taxis. Neither the school nor Local Authority accepts any liability for damage to, loss or theft of property or vehicles.

Accidents: any illness, injury or accident must be reported to Reception.

Emergency: if the alarm sounds (a continuous sound of a klaxon horn), please exit the building by the nearest safe route and assemble on the tennis courts at the rear of the school. The out of hours assembly point is on the grassed area at the front of school. Please do not re-enter the building until you are told it is safe to do so.

Leaving the school site: we request that all visitors sign out at reception and return their visitor badge prior to departure.

## If a student is ill or injured

- Before 8:30am: seek help and treatment by reporting to the Student Reception
- During the school day: seek help by reporting to Student Reception
- We will contact parents if necessary

## School buses

Leicestershire Local Authority has contracted Beaver Bus Company to provide transport for students entitled to free school transport. The Local Authority will contact you with information regarding the arrangements. Warwickshire and Northamptonshire Local Authorities will make the necessary arrangements with you if they are responsible for your child's transport.

Beaver bus services are also available if you arrange your own transport and full details of the routes and costs of the services are on their website. Arriva Bus and Audsen Clarke run some services in the area and you can check whether they serve your area on their websites.

If a student loses their bus pass, they must obtain a one day temporary pass from the Beaver Bus driver. Parents/Carers should contact Beaver Bus to obtain a replacement bus pass for the following day. The cost of a replacement bus pass is £10.

## Bad weather conditions

In certain exceptional weather conditions the school may close early. This decision will only be taken after close consultation with the local bus companies and in light of local weather forecasts. Every effort will be taken to ensure the safety of children. Where the decision to close is made it will be communicated to parents/carers via:

- Lutterworth High School Website: [www.lutterworthhigh.co.uk](http://www.lutterworthhigh.co.uk)
- Radio Leicester 104.9 FM
- and (where possible) via our text messaging system



Lutterworth High School



## Directions

From the M1:

- At junction 20 take the first exit signposted Lutterworth A426
- At roundabout take 3rd exit A426
- Take 2nd left onto Stoney Hollow
- Continue onto Woodmarket

- At mini roundabout take 2nd exit onto Woodway Road
- Lutterworth High School is on the left

Parking – Parking is available for visitors at the front of the entrance to the school.

Where learning comes first



LUTTERWORTH  
HIGH SCHOOL

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