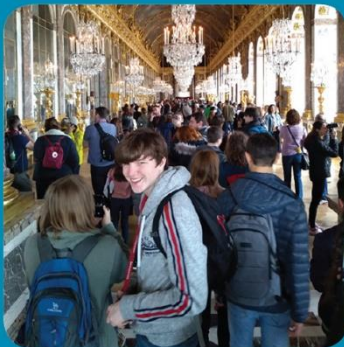


## Transition Brochure 2022



Aspire • Innovate • Respect

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# Welcome to Carrington School

For your family, starting secondary school is a huge milestone. For most the transition goes seamlessly but for some families it can be very stressful and overwhelming. We are here to support you every step of the way. We want each student to remember their school years fondly and look back in admiration at the amazing things they achieve.

From today we expect your young person to embody Carrington School's motto: *Ad Astra (to the stars)* and perform at their very best. Our aim is for everyone to fulfil our values: *Aspire, Innovate, Respect*. We know that our most successful students are those who strive to do just that. We will be teaching your young person the skills and knowledge that will enable them to reach their target grades, their personal goals and their aspirations, whatever they may be. The school on its own cannot achieve this however and we will need your support as parents and carers, and as your young person grows and matures, we will be encouraging them to take on responsibility for their learning. This will be shaped everyday as tasks and activities will be set to encourage resilience and independent learning. We want students to be curious, to be actively involved and to challenge themselves (and us).

This information booklet will have some of the day-to-day detail that we hope you will find useful as your young person moves from primary to secondary school.

## Our Values

Aspire	Innovate	Respect
We pursue excellence We believe in ourselves We are ambitious We persevere	We are curious and creative learners We are courageous We show initiative and embrace change We work collaboratively	We are kind to ourselves and others We take responsibility We celebrate diversity We care for our environment



# A Message from the Head of Year 7

Starting secondary school is a big change, involving a bigger school, more classrooms, more subjects, more teachers and lots more friends. We hope that your young people are looking forward to the opportunity to succeed in this new environment and to take on the challenges ahead.



From September, we will be encouraging and supporting your young person every day. By doing this, their time at Carrington School will be one of great success and will help them form fond memories. We will ensure that all students have the tools to enable them to build on their skills and knowledge, guiding and supporting them through the next five years. In return, students will need to

take responsibility for their own learning by following the school's expectations, giving 100% to every lesson and continuing to be curious in their desire for knowledge and accomplishment.

The Year 7 team will ensure that your young people are fully supported throughout this transition, as we recognise the importance of this step into secondary education. We will ensure they are prepared for this new adventure, that they feel valued within the Year 7 cohort and that ultimately, they have the opportunities to become the most successful versions of themselves.

If you have any questions throughout the next few weeks, please do not hesitate to contact me and I will be more than happy to help. My email address is [cwilliams@carringtonschool.org](mailto:cwilliams@carringtonschool.org).

I look forward to meeting you and your young person very soon.

Mrs Williams, Head of Year 7



# Contact Details for Carrington School

Address	Carrington School Noke Drive Redhill Surrey RH1 4AD
Telephone	01737 764 356
Website	<a href="http://www.carringtonschool.org">www.carringtonschool.org</a>
General Enquires	<a href="mailto:mail@carringtonschool.org">mail@carringtonschool.org</a>
Absence Telephone	01737 378447 (24 hours)
Absence Email	<a href="mailto:attendance@carringtonschool.org">attendance@carringtonschool.org</a>

We aim to offer a first-class service at all times with the following response times:

- \* During term-time the school switchboard is staffed between 08:30 and 16:30, and telephone calls will be returned within 24 hours. During school holidays answer phone messages are checked regularly.
- \* Letters and e-mails will receive a reply within 48 hours.
- \* Requests for information should be dispatched within 3 working days. If this is not possible, an interim response should be made within 3 working days, and you should be informed when you can expect the information requested.
- \* Visitors to Carrington School with an appointment should be attended to within 10 minutes of their appointment time. Visitors without an appointment may be seen within 30 minutes if the appropriate person is available, or offered an appointment at a mutually convenient time.

If you have a complaint, you will find our [Complaints Policy](#) here. We will acknowledge your complaint within 48 hours. An interim report should follow within 5 working days, together with an indication of when you can expect to receive the final report. You will receive an apology, if appropriate, and we will use any complaints to help us improve. If you are still dissatisfied, you can appeal to the Governing Body, by writing to the Chairwoman, Mrs Ruth Willis, c/o the School address or by email to [clerk@carringtonschool.org](mailto:clerk@carringtonschool.org).

The Governing Body has approved a number of policies. They are available on the school [website](#).



# Key Contacts at Carrington School

## Senior Leadership Team

Headteacher	Miss K Oakley
Senior Deputy Headteacher	Mrs M Basso
Deputy Headteacher	Mr S Rolt
Assistant Headteacher - KS3	Miss A Akhavan
Assistant Headteacher - KS4	Mr M Lockhart
Assistant Headteacher - Teaching and Learning	Mrs A Blackwell
School Business Manager	Ms E Maden

## Learning Support

Interim SENCo	Mrs R Maddox
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## Year 7 Pastoral Team

Head of Year 7 (for Year 7 only)	Mrs C Williams
Assistant Head of Year 7	Mrs S Dilworth
Year 7 Hub Coordinator	Mrs S Knight

## Governance

Chairman to the Governing Body	Mrs R Willis
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All staff can be contacted using their first initial and surname, for example:

Head of Year 7 (for Year 7 only): Mrs C Williams

[cwilliams@carringtonschool.org](mailto:cwilliams@carringtonschool.org)



## Timings of the School Day at Carrington School

Breakfast Club (AIR-BC) from 07:45; Antares (the Library) opens from 08:00, closes at 17:00			
Monday and Friday		Tuesday, Wednesday and Thursday	
08:30 - 09:15	Assembly / Mentoring / Tutor Time	08:20	Arrival
09:20 - 10:05	1	08:30 - 09:15	1
10:10 - 10:35	2	09:20 - 10:05	2
10:35 - 10:55		10:05 - 10:35	BREAK
10:55 - 11:25	BREAK	10:35 - 10:55	3
11:25 - 12:10	3	10:55 - 11:20	
12:15 - 13:00	4	11:25 - 12:10	4
13:05 - 13:30	5	12:15 - 13:00	5
13:30 - 13:50		13:00 - 13:30	LUNCH
13:50 - 14:20	LUNCH	13:30 - 13:45	6
14:20 - 15:05	6	13:45 - 14:15	
After School	Staff Training (Monday only)	14:20 - 15:05	7
		14:20 - 15:20	Excellence or Personal Development (Wed only)



# Quality of Education - Curriculum

Our curriculum has been purposefully planned and:

- ✱ Is inclusive and generates high aspirations for all our students;
- ✱ Promotes the spiritual, moral, cultural and social development of students;
- ✱ Nurtures students' personal, mental and physical development through high quality provision of Personal Development (PD);
- ✱ Develops students' understanding of fundamental British Values through a rich and diverse Excellence Programme (EP) and other wider curriculum opportunities;
- ✱ Prepares students at the school for the opportunities, responsibilities and experiences of later life through exceptional Careers Education Information, Advice and Guidance (CEIAG);
- ✱ Aims to develop the whole person, as well as stretching students academically through an extensive programme of extra-curricular opportunities

## The Year 7 Curriculum (2022-23)

Our timetable is composed of thirty 45 minutes periods per week. Students are given opportunities and encouraged to develop their Literacy, Numeracy and ICT skills across all subjects including Maths, English, Science, French/Spanish, History, Geography, Religious Education (RE), Computing, Technology, Art, Music, Drama, Dance and Physical Education (PE)

We also offer a range of Clubs to develop interests in sports, outdoor learning, intellectual thinking and much more. All information on 'Enrichment, Clubs & Trips' can be found on our school website, on our Learning page.

## Teaching Groups

At KS3, students are taught in mixed ability groups with two or three extension groups which are loosely set. This is to ensure there is a high level of challenge for all students.

At KS4, all core subjects are grouped according to ability, but option subjects are taught in mixed ability groups





## Personal Development (PD)

From September 2020, Personal, Social and Health Education (PSHE) became statutory for all schools under the Child and Social Work Act (2017). This includes Relationships and Sex Education (RSE) and Health Education at Key Stage 3 and Key Stage 4. The content that we deliver at Carrington School is based on the [Department for Education \(DfE\) Statutory Guidance for Relationships education, relationships and sex education \(RSE\) and health education in June 2019](#). We have designed a comprehensive programme of study called Personal Development (PD) to cover economic wellbeing, careers and enterprise education, and education for personal safety, including assessing and managing risk. This is regularly reviewed and adapted to address local, national and global developments. PD is a core part of the curriculum and taught by a range of staff. It is delivered every other week. Sessions are planned under each of the Core Themes below:

Core Theme 1 Health and Wellbeing	Core Theme 2 Relationships	Core Theme 3 Living in the Wider World
<ul style="list-style-type: none"> <li>* Self-concept</li> <li>* Mental health and emotional wellbeing</li> <li>* Healthy lifestyles (KS3)</li> <li>* Health-related decisions (KS4)</li> <li>* Drugs, alcohol and tobacco</li> <li>* Managing risk and personal safety</li> <li>* Puberty and sexual health (KS3)</li> <li>* Sexual health and fertility (KS4)</li> </ul>	<ul style="list-style-type: none"> <li>* Positive relationships</li> <li>* Relationship values</li> <li>* Forming and maintaining respectful relationships</li> <li>* Consent</li> <li>* Contraception and parenthood</li> <li>* Bullying, abuse and discrimination</li> <li>* Social influences</li> </ul>	<ul style="list-style-type: none"> <li>* Learning skills</li> <li>* Choices and pathways</li> <li>* Work and career</li> <li>* Employment rights and responsibilities</li> <li>* Financial choices</li> <li>* Media literacy and digital literacy</li> </ul>

At KS3, students build upon previous knowledge and understanding, skills, personal attributes and values. This curriculum addresses the changes that young people experience during adolescence. They are equipped with the knowledge and skills to prepare them for later life.

At KS4, students deepen their previous knowledge and understanding; develop their skills and further explore personal attributes and values to ensure they are fully prepared for life beyond school as adults, and to ensure they are independent, productive and positive contributors to society.



## Excellence Programme (EP)

Teaching life-skills and character has always been one of the forefront objectives of education, but often these skills are forgotten about amid the quantitative measures of academic performance. The purpose of enrichment is to provide extended learning opportunities to study concepts with greater depth, breadth and complexity, while also helping students to pursue their own areas of interest and strengths outside the normal school curriculum.

Ofsted are looking for a well thought out knowledge led curriculum that:

- \* Promotes mastery of skills;
- \* Stimulates experiences students are likely to encounter in later life;
- \* Develops students' character, their quality of debate and discussions, their understanding of equality and diversity.

Our Aims for The Excellence Programme are to promote:

- \* Self-confidence
- \* Leadership
- \* Self-motivation
- \* Teamwork
- \* Wider participation
- \* Creativity
- \* Emotional well being



Our Excellence Programme which runs for 60 minutes once per fortnight provides students with the opportunity to engage in a range of activities and aims to develop students' cultural capital alongside a range of transferrable skills such as communication, participating, leadership. This programme also enables us to run qualifications/awards for example GCSE Astronomy and Duke of Edinburgh as well as allowing us to provide bespoke packages for whole year groups at specific times for example Careers Presentations.

Examples of activities that students can choose from are:

- |                       |                       |
|-----------------------|-----------------------|
| * First Aid           | * Lino Printing       |
| * Space and Astronomy | * Woodland Activities |
| * Coding              | * Cooking             |
| * Feminism            | * Rock Band           |
| * Board Games         | * Lawn Bowls          |
| * Jewellery Design    | * School Newspaper    |



# Homework

## ***What type of learning is set?***

Homework tasks may be set to extend work begun in lessons, e.g. writing up a Science experiment. Others may involve factual or imaginative writing. A student may be asked to read a passage or learn for a test. Students may be set research work using information such as that found in the local library or on the internet. Listening to a podcast or critically watching a television programme are legitimate homework tasks, as are surveys of local information or interviews of family members, friends or neighbours. We also use a variety of apps to further support learning, for example, [Tassomai](#) and [GCSEPod](#), and website sites as [Mathletics](#). Homework will always be set on [Go4Schools](#) which parents and carers, and students can access via a website or a personalised app.

## ***How long should homework take?***

In Year 7 each homework task is intended to take about 30 minutes. Young people work at different speeds and so homework will take longer for some than others. If there is a repeated problem of students appearing to work much more than the stated amount, you are encouraged to contact your young person's Mentor. Likewise, if your young person is completing homework more quickly, they should be encouraged to complete additional reading, or the Subject Teacher can be contacted to provide a greater level of challenge. Homework can be completed in Antares (Library) which opens at 08:00 and closes at 17:00.

## ***How will homework be marked?***

Subject Teachers will check that homework has been done. On occasions work will be thoroughly marked and comments given. On other occasions it may be checked during the lesson. Our Marking and Feedback Strategy provides further details regarding this.

## ***How can parents and carers help?***

*"If students receive appropriate homework and do it on a regular basis over a five-year period, they will in effect be receiving the equivalent to at least one additional year of full-time education".*

- \* Display the Homework Timetable prominently in your home
- \* Download the Go4Schools app for yourself and your young person
- \* Take note of your young person's Subjects Teachers so you are aware of who to contact in the first instance
- \* Support the routine of completing homework - we recommend it is completed on the day it is set
- \* Provide a space to complete homework that is without distraction or interruption
- \* Share an interest in your young person's studies

An example homework timetable can be viewed on our website, on our Learning page.



## Feedback to Parents and Carers

As a result of the Covid-19 pandemic we have been running our Consultation Evenings on line and will continue to use this forum for the next academic year.

Parents and carers will receive:

- \* Three interim reports which will indicate a working at grade (trajectory), a predicted grade and an Attitude to Learning grade (ATL). An opportunity to discuss with subject staff after an interim report is issued is made available so parents and carers can discuss any concerns
- \* Two online consultation evenings (Autumn Term and Summer Term) with 5-minute appointment times allocated for each subject they are studying
- \* One face to face meeting with the Mentor (Autumn Term) to see how your young person has settled into the school

Additionally, teaching staff will be reviewing progress on a regular basis and you will be kept informed of progress and / or any concerns. We also encourage parents and carers to contact us if you have any questions at all about your young person's progress. It is always best to make an appointment first, as all staff have a teaching commitment. Please contact staff directly using their email address, or calling the School.



# Quality of Education - Teaching and Learning

## The Teaching and Learning Strategy

[Teaching-and-Learning-Poster.pdf \(carringtonschool.org\)](#)

Ad Astra – is our promise to you as we endeavour to guide your young person to fulfil our motto: *To the stars*. We will do this by providing a broad and balanced curriculum with exciting, innovative and challenging learning to promote curiosity, independence and collaboration within each lesson.

We have high expectations of students in lessons and they will be expected to work hard and complete classwork and homework as guided by their teachers. We deliver lessons by ensuring students:

- \* All lessons begin with staff greeting students at their door, and a Do It Now! task planned to engage interest from the outset.
- \* We indicate The Big Picture to students so they understand the learning journey they are part of across a half term or series of lessons. This will include the skills and knowledge required for success.
- \* Students are always encouraged to actively participate in their learning by Getting Involved. They should consider how they learn best, and how they can work differently, their Subject Teachers will do the same.
- \* A core part of our Teaching and Learning Strategy focuses on the ability to Reflect and Improve; they will be encouraged to review their classwork and homework regularly. This includes checking for spelling errors, improving presentation, and responding to feedback to develop subject skills and knowledge.
- \* To ensure students are always learning, they will be provided with Astra Challenges, activities and higher order questions to develop their thinking in each subject. This may include further research, or attempting GCSE questions (at KS3) or A Level questions (at KS4).



## Marking and Feedback Strategy

### *Meaningful, Manageable and Motivational*

At Carrington School, we will ensure that students get the maximum benefit from their education through an entitlement to regular feedback from staff, both verbal and written. This will enable them to understand their progress and achievement and inform them what they need to do to improve.

The methods of marking and assessment of work will be applied consistently through the school. We are committed to providing feedback and marking that should:

- \* Be manageable for teachers and accessible to students
- \* Relate to the success criteria to include required knowledge and skills
- \* Have a positive impact upon the progress of students
- \* Ensure the criteria for assessment are shared
- \* Give recognition and praise for achievement
- \* Address misconceptions, providing constructive feedback leading to student improvement
- \* Allow time for students to reflect and improve
- \* Inform future planning

Students will be aware of the Target Grade they are predicted from staff and our information management systems. They will be made aware of the criteria (using Progress Grids) that they are being assessed against or working towards.

Teachers will mark in the following ways:

- + have exceeded expectations moved beyond criteria
- √ have met expectations
- have not reached expected level (areas that are not met should be identified)

Students will be given DIRT time (Dedicated Improvement and Reflection Time) within the series of lessons to upskill their work, improve it and make any necessary corrections.



# Development and Inclusive Centre of Excellence (D.I.C.E.)

D.I.C.E. is the term used to cover all aspects of a student's behaviour, well-being and learning, underpinned by strong safeguarding practice. Central to our work and decision-making is how students can develop their learning, and we recognise the need to support them holistically to achieve this. Communication is key, and staff are encouraged to discuss and refer students to the appropriate support via their Year Team.

## Safeguarding at Carrington School

Carrington School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment by following our [Young Person Protection Policy](#) and the robust procedures in place. All staff (including supply staff, volunteers and governors) are aware of these procedures.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a young person's welfare. We will ensure that our concerns about our students are discussed with parents and carers first unless we have reason to believe that such a move would be contrary to the young person's welfare.

## Designated Safeguarding Lead (DSL)

✿ Mr M Lockhart, Assistant Headteacher - KS4

## Deputy Designated Safeguarding Leads (DDSLs)

- ✿ Miss A Akhavan, Assistant Headteacher - KS3
- ✿ Mrs R Bell, Teacher of Humanities
- ✿ Mrs L Carroll, Home School Link Worker
- ✿ Mrs S Davis, Head of Year 9 and Looked After Children (LAC) Coordinator
- ✿ Mrs S Hampson, Route 4 Coordinator
- ✿ Mr I Miles, Teacher of Geography, Community Partnership
- ✿ Coordinator Mr K Sorensen, Director of Inclusion

Students are introduced to these key staff during their first few days, and there are posters displayed throughout the school indicating this team so all staff and students are aware of who they can speak to if they have concerns.



## Tutor Groups

Students entering the School in Year 7 are placed in mixed ability Mentor Groups. Students generally remain with their Mentor and Mentor Group throughout their time at Carrington School.

The Year 7 Team have oversight of the whole year and oversee the transition programme throughout their first year in secondary education. The Mentors remain with the students throughout their full five years with us, with the Year 8 Team also seeing them through their final four years at the school. Contact with the School should be made through the Mentor. We encourage you to use your young person's Student Planner for written communications, such as explanations of absence. As all Subject Teachers have a teaching commitment, it is always best to make an appointment through the school office for any visits.

Please note: messages from parents and carers to individual young person can be given but we would ask that this facility is for emergencies only. Parents and carers are advised that students are not allowed to access mobile phones during lesson times and so should only contact them during break and lunchtimes.

## Attendance

The national average for school attendance is 95%, we expect this as a minimum at Carrington School: for students to attend every day and be punctual. We will work with you to support the best attendance and punctuality.

Should families wish to apply for leave, this request will need to be made in writing directly to Miss Oakley, the Headteacher. This will only be granted in exceptional circumstances.

If a student does not attend as expected, we make a referral to the Inclusion Service. Once this is accepted, an Inclusion Officer will work with families to improve attendance. If less than expected attendance continues, we will utilise the system of Fixed Penalty Notices or Prosecution.

For Term Dates, please see the website: [TERM-DATES-2022-23.pdf \(carringtonschool.org\)](#)





# Reflection for Learning

## Rewards and Sanctions

All Rewards and Sanctions are awarded on Go4Schools and you and your young person will be notified via the app when received.

We aim to recognise effort and academic achievement, success (in a range of activities) and care and helpfulness in the school community, these rewards include:

- \* Credits awarded under the categories of Aspire, Innovate and Respect
- \* Certificates/Awards for success in specific activities
- \* Annual Awards including those for Attendance and Punctuality
- \* Postcards/Letters Home recognising excellent effort and achievement
- \* Headteacher's Tea for excellent work
- \* Privileges such as Lunch Passes to go the front of the queue in The Observatory

We expect students to show courtesy, care and consideration to all members of the community and to adhere to the school rules. Any choice not to comply will result in consequences. Such sanctions can include:

- \* Learning Discussions
- \* Detentions for 30 minutes or 1 hour
- \* Monitoring Reports to Mentors, Heads of Year or a member of SLT
- \* Withdrawal of privileges
- \* Community Service
- \* Exclusion – temporary from lessons with Heads of Year; to another school or a suspension from school for up to 5 days
- \* In extreme cases, Permanent Exclusion (automatic for dealing in illegal drugs for profit)



## Support for Learning

We recognise that some students will find school challenging because of circumstances beyond their control. To support them during these periods, we have systems in place to ensure they are referred in a timely manner.

**ELSA** is offered to students via referral where there is an underlying concern that needs discussion and students need regular check-ins (often weekly) to support them through a difficult period. Sessions typically last for six to eight weeks.

**Counselling** is offered to students through staff referral or self-referral. Sessions are not limited to a set number of sessions. Instead counsellors respond according to student need. We work with two fully qualified counsellors who are experienced at working with young people of secondary school age. The service is confidential.

**The School Nurse Service** is available to students via a Drop-In (one lunchtime a week) or via referral by a member of the Year Team.

**The Young Carers Group** is led by Mrs C Rickard (Teaching Assistant) and brings students identified as Surrey Young Carers together regularly for Lunch Clubs and Bake Sales.

**Peer-Mentoring** is offered to students who need guidance from other young people. Often this is to support their transition into secondary school but is available at any time on their Carrington journey.

**Wellbeing Ambassadors** are trained students in Year 10 who guide key events in the wellbeing calendar such as Anti-Bullying Week (November); LGBTQ+ Awareness Month (February), etc.

**Volunteer Support** from SparkFish (based centrally in Redhill) who join us at lunchtime and create a supportive and friendly environment in which students can play games and discuss topics of their choice. They also support students via a mentoring programme either 1:2:1 or in small groups.

**The YMCA** support our students regularly throughout the week in one-to-one or group sessions. Students will typically attend six to eight sessions.

**Forest School** is run on a termly basis for a small group of students in Year 7. This group spend two lessons each week in our Ecology area, learning practical skills suited to the outdoors.



# General Information

## Mobile Phones

We allow students to use mobile phones at break and lunchtimes in zoned spaces around the school, this includes in The Observatory. Outside these spaces, mobile phones and headphones will be confiscated on sight. They may sometimes be used in lessons under the direction of the Subject Teacher. Any student who misuses this privilege will also have their phone or device confiscated.

## Lockers

Each student will be allocated a locker on receipt of an annual £5 hire fee via [Parent Pay](#). A padlock will be issued to students, and they are responsible for replacing the padlock if it gets lost or damaged. Students should clear their lockers at the end of each term so they can be cleaned. Lockers must not be decorated on the outside but can be on the inside using Blu-tack or clear Sellotape only.

## Lost Property

One of the most difficult aspects of the transfer to secondary school for Year 7 students is looking after their belongings. Each term large amounts of unclaimed lost property accumulates but this can be avoided if parents and carers ensure that all items of school clothing are named. All named items found are returned quickly to their owner. The School is not insured against the loss of a student's personal property. Whilst care will be taken to ensure security, the School cannot accept responsibility for any losses. It is possible for parents and carers to be covered on their own house contents insurance at only a small increase in cost. For example, parents and carers may wish to secure insurance for mobile phones brought in to school where parents and carers view these as a safeguarding measure.

## School Shop

Revision guides and subject specific resources are available to purchase using the Online Shop which can be accessed via the school website.



# Uniform and Equipment

Your Image Ltd  
28-30 Holmethorpe Avenue  
Redhill  
RH1 2NL  
Email:

[carringtonschool@yiltd.co.uk](mailto:carringtonschool@yiltd.co.uk)

Telephone:

01737 766 106



## Trouser Uniform

- Charcoal Grey Blazer
- Teal and Grey Tie
- Teal jumper (optional)
- Black Trousers (short tailored trousers are acceptable between Easter and October half term)
- White collared shirt (long or short sleeved)
- Black leather school shoes



## Skirt Uniform

- Charcoal Grey Blazer\*
- Grey Tartan Skirt\*
- Teal Jumper (optional)\*
- White reverse collared shirt (long or short sleeved)
- Black leather school shoes



## PE Kit

- School Sports Shirt\*
- Windbreaker Jacket (optional)\*
- Black Sports Leggings (optional)\*
- Plain black mid-layer top (optional)
- Plain black shorts
- Plain black "Skort"
- Plain black tracksuit trousers (optional)



## Uniform and Equipment

Students should come prepared to school each day with at least, the following equipment: a bag with two straps, pencil case, pens, Student Planner, eraser, ruler, calculator, exercise books and a reading book. Items not needed at home can be stored in lockers.

We expect a very high standard of uniform including PE kit. Please insist that your young person attends school correctly dressed. If in doubt about the suitability of clothes for hairstyles/colours, please check with the Head of Year. All uniform and PE kit must be clearly marked with the student's name. Items that are \* will need to be brought from our school shop Your Image. Other items can be brought from local shops. Please note that PE kit needs to be plain black. Please do not send your young person into school wearing trainers with school uniform. Hoodies, denim jackets, sandals, flip flops, sliders or trousers that are not tailored.

Jewellery	Hair	Make-up
1 small pair of studs - * lower lobes only 1 single band ring * Watch * 1 small chain, to be kept under the shirt  <i>Please note all jewellery must be removed for PE</i>	* Colour must be natural in colour Hair must not be shaved * or include tramlines or patterns * Long hair must be tied up for <b>all</b> practical lessons	* Make up must be discreet and neutral, if it is required at all Nail varnish and acrylic * nails are not permitted. Nails should be kept at a reasonable length for health and safety reasons * False eyelashes are not permitted

UNACCEPTABLE ITEMS: mini-skirts, pencil skirts, long skirts, skirts with long slits, fashion trousers, tracksuit bottoms, cords or denims or any skirt/trousers not purchased from SWOTS; casual blouses or shirts, T-shirts; multi-coloured socks/tights, patterned tights, over the knee socks, socks over tights; trainers, sandals, backless shoes, boots, heels over 2" high, informal shoes such as canvas shoes; hoodies, denims



## Meal Arrangements in The Observatory

School meals are cooked on site in the school kitchen and are served in The Observatory. A two-course meal costs approximately £2.50. Snacks are also served at morning break. Any plated food bought in The Observatory must be eaten in there and not taken out. Packed lunches may be eaten in The Observatory or, during summer months, on the seating outside The Observatory and Sports Hall. There is also a breakfast service between 08:00 – 08:30. A variety of hot and cold breakfast foods are available.

As part of our commitment to being a Healthy School, we do not sell crisps or sweets. We encourage those who bring packed lunches to follow suit and, in line with School Rules, students are not allowed to bring in canned or bottled fizzy drinks. These will be confiscated on sight.

## Cashless Catering

Carrington School operates a cashless system for our catering service which enables us to deliver a more efficient, faster service and to continue to provide wholesome, healthy and enjoyable meals at the lowest cost. No cash is accepted at the Till Point. There is a daily spend limit programmed into the system of £6.00, this can be increased or decreased for an individual student by making a written request to the school kitchen.

The system works exactly the same for all students whether they pay or have a Free School Meal (FSM). All students will use the system via the biometric technology and will be able to use the system in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at break or lunch time.

When new students start with us, they will have an image of their fingerprint used to create a mathematical algorithm (biometric technology). The fingerprint is then discarded and only the numbers remain (and these cannot be reinterpreted back into a fingerprint image).

In order to use the service, there are three methods for payment:

- 1) Payment via the Internet: Carrington School uses [Parent Pay](#). This is a system whereby payments can be made directly to your young person's account. This can be done by using the ParentPay link on the school's website. Usernames and passwords will be issued to parents and carers at the beginning of term via the students. Any amount of money can be paid into your account held within the system, money spent on food will be taken out of the system and you can always check by using the revaluation terminal to see how much you have left.



- 2) Revaluation Machine: Cash and notes can also be placed into the revaluation machine and this is immediately credited to the student's account. They are programmed to accept £5, £10 and £20 notes, along with £2 - 50p - 20p - 10p coins. (No 5p, 2p or 1p coins will be accepted). There is a machine in The Observatory
- 3) PayPoint cards: If you wish to pay using a PayPoint card (for those without bank accounts or internet connection and sometimes used to pay for utility bills) – a card can be obtained on request from the school.

## Data Handling

Certain data will be held on the system to enable accurate operation. This will include your young person's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the General Data Protection Regulation (GDPR) (EU) 2016/679 and only used by parties directly involved with the implementation of the system. If you have any concerns, please contact the school. Please see [Parent Pay](#) for more details.



## Carrington School Fund

As you will doubtless have read in the news and heard on the radio and television significant cuts in public spending together with increased costs have brought about a very great reduction in funding for schools. This has meant we are far more tightly focused on essential spending and it has become increasingly difficult for us to provide many of the extras we have been able to offer in the past and many of our previously school subsidised activities are vulnerable as a result.

The aim of our School Fund has always been 'to advance the education of students providing and assisting in the provision of facilities for the education of students at the school not normally provided by the Local Education Authority'. We rely upon the School Fund in order to run our minibus, provide students with a Student Planner at the beginning of each year, fund the Awards Evening and also help support extra-curricular activities which are open to all students.

There are many extra-curricular activities such as clubs, theatre trips, field trips, visits to museums and places of educational interest which could not be run without the generosity of parents and carers and their contributions to our School Fund and over recent years the economic climate has meant that many have been able to donate less whilst costs have risen. I am therefore urging as many families as are able to do so to donate; we suggest £30 per student per annum but any contribution is appreciated.

As we are a charity if you are a tax-payer, please consider completing a Gift Aid Declaration. This enables us to reclaim tax on all donations you may make. If you would like to donate, please complete the enclosed form and return it with your donation.

You may also choose to pay by standing order. This is a very simple way to pay your annual donation. The amount will be debited from your bank account annually in October and can be cancelled at any time.

Carrington School Fund is a registered charity (No: 1051181). Under its Deed of Trust the Charity has 4 Trustees, the Headteacher, 2 Deputy Headteachers and the Chairman of Governors.

If you are able to make a contribution, please use the details below:

**Account Name:** Carrington School Fund

**Sort code:** 30-94-38

**Account number:** 42748360

All members of the school are very grateful for your support.





## Useful Websites for Parents and Carers

Please see below for many useful links, the following websites provide useful information, advice and support for parents and carers which are Surrey-specific and more general.

Organisation	Website / Email	Phone Number(s)
Surrey Young Person's Services (including Social Services, Admissions & Transport)	<a href="http://www.surreycc.gov.uk">www.surreycc.gov.uk</a>	0300 470 9100
Surrey Family Information Service	<a href="http://www.surreycc.gov.uk/fis">www.surreycc.gov.uk/fis</a>	0300 200 1004
Surrey SEND Information Service	<a href="http://www.sendadvice.surrey.org.uk">www.sendadvice.surrey.org.uk</a>	01737 737300
First Community Health and Care (0-19 Team)	<a href="http://www.firstcommunityhealthcare.co.uk">www.firstcommunityhealthcare.co.uk</a>	01737 775450
CYP Haven - use provided numbers using usual working hours	<a href="https://www.cyphaven.net/">https://www.cyphaven.net/</a>	Please check website for phone numbers - subject to change
Citizens Advice Bureau	<a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>	03444 111 444
First Community Health & Care (0-19 Team)	<a href="http://www.firstcommunityhealthcare.co.uk">www.firstcommunityhealthcare.co.uk</a>	
Online Protection information /Cyber Bullying	<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>	
Parenting and Family Support	<a href="http://www.familylives.org.uk">www.familylives.org.uk</a> ; <a href="http://www.yourteenager.co.uk">www.yourteenager.co.uk</a> ; <a href="http://www.parentproject.com">www.parentproject.com</a> ; <a href="http://www.teenissues.co.uk">www.teenissues.co.uk</a> ; <a href="http://www.relate.org.uk/relationship-help/help-family-life-and-parenting/parenting-teenagers">www.relate.org.uk/relationship-help/help-family-life-and-parenting/parenting-teenagers</a>	



# SESSET

Therfield School, The Ashcombe School and Carrington School are part of South East Surrey Schools Educational Trust (SESSET), a charitable company limited by guarantee and registered in England and Wales with company number 10479401.

The registered address is The Ashcombe School, Ashcombe Road, Dorking, Surrey, RH4 1LY

