Moorside High School

New Intake Booklet 2022

Moorside High School

Potteries Educational Trust

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School Aims

We want our students to become:

- successful learners, who enjoy, progress, and achieve,
- confident individuals who live safe, healthy, and fulfilling lives,
- responsible citizens who make a positive contribution to society.

To achieve this, we create a climate for learning that is underpinned by the school's visions and values.

Consultation with pupils, parents, governors, and staff have provided the values that the Moorside community feel reflecting the Moorside High School ethos.

These include:

- *Perseverance*
- *Support*
- *Responsibility*
- *Positivity*
- *Trust*
- *Honesty*
- *Respect*
- *Determination*
- *Loyalty*
- *Fairness*

Vision

To provide a consistent, respectful, honest, and enjoyable environment where pupils, through self-belief, can aspire to be the best they can be.

These have been grouped into five key values, we call them our **REACH** values:

- *Respect*
- *Enthusiasm*
- *Achievement*
- *Community*
- *Hard work*

These values underpin the school's **Behaviour and Rewards Policy** and are reflected upon during assemblies, form time, and throughout lessons.

Starting at Moorside

Autumn Term begins on **Wednesday 7th of September 2022 (for years 7 and 11 only).**

On Arrival

All Year 7 students must arrive promptly; remember that registration starts at 8.45am. On the first day, pupils should enter through the main door in the foyer and go directly to the front of the main hall. After the first day, students are **not permitted** to enter through the foyer doors.

> Note: **NO CARS** are allowed on site to ensure pupil safety

Students need to pack their bags every day and carry them with them during the day. There are no locker facilities in school.

All students in Year 7 will gather in the hall for a short meeting. They will then go to their form rooms with their tutor, where they will be given their individual timetable and school notebook and spend time familiarising themselves with the school. They will then join their teaching groups for period 3 at 11.10 am.

During the first week, Year 7 students eat lunch early at 11.50am to get used to the system, but after that, lunch is at 12.10pm, so breakfast is important. There is a Breakfast Club which operates in the school dining hall between 8.00 am – 8.40 am. Orders for lunchtime "Goodie Bags" can be taken before school during this time to prevent lengthy queuing at lunchtime.

Transport

At the end of the day, students catch the appropriate buses which are located at the front of the school, inside the school grounds.

On site, two "blue" buses, operated by Scraggs, pick up students who are travelling towards Hanley. The cost of each journey is currently £1.50.

A Copeland's bus service picks up students who are travelling towards Weston Coyney via Cellarhead. This is a school bus service and costs £2.75 per day. **Due to the current rise in fuel costs, all prices are subject to change.**

> Note: **This is paid monthly electronically through ParentPay**.

Useful Contact Details

Attendance line:
01782 551200 ... option #1

Head of Key Stage:
dphillips@moorside.staffs.sch.uk

What Happens on the First Day?

Follow the diagram below to ensure that your child is fully prepared for their first day at Moorside High.

Pack school bag the night before **and remember to bring your PE kit.**

↓

Pupils should arrive in school at **8.30am** onwards. → Breakfast Club in the canteen between **8.00 – 8.40am**.

↓

Pupils should go to the main hall where you will be met by **Mr Phillips**.

↓

Pupils will then be collected from the hall by their form tutor.

↓

Period 1 and 2
Welcome assembly and extended registration time. Pupils will look at the lesson and homework timetables and register for "Cashless Catering".

→ **Break time: 10.55 – 11.10am**
Goody Bags for lunch can be ordered from the canteen at break time.

↓

11.50am early lunch in the canteen for the first week**.**

↓

Periods 3, 4 and 5
Induction activities

↓

3.25pm – End of the school day

→ The Copelands bus travelling towards **Weston Coyney** will wait in front of the AstroTurf pitches.

Buses travelling towards **Hanley** will wait in front of Inclusion.

Arrangements for Teaching and Tutor Groups

Teaching Groups

Year 7 students will be taught in sets based on ability, following the publication of the Key Stage 2 Assessments. The data to make the decisions involving teaching groups will not be published until the end of June and so it is unlikely that we will be able to publish the teaching groups on the New Parents' Intake Evening. The teaching groups will be reviewed again in November following a review of assessments conducted in term 1.

These groups are: 7HX, 7H1, 7H2, 7I1, 7I2 and 7I3**.**

In September, each student will take a "Baseline Test in their foundation subjects" which will give us further information to check our original grouping arrangements. We regularly monitor spelling and reading ages in the lower school. We will, of course, keep you informed if your child is thought to be one of these who will benefit from being moved to another teaching group.

Tutor Groups

All students will have a Form Tutor who will register their attendance and provide pastoral support and guidance during form time each day. The form groups will differ from the teaching groups. We try to place each student in forms with others from their primary school, where possible. We liaise closely with feeder schools to ensure appropriate placing.

Tutors have been chosen because of their experience, familiarity with the school and understanding of the combination of anxiety and enthusiasm experienced by new students. The essential work of the tutors is co-ordinated by the Head Key Stage, who will act as the main contact between home and school.

Head of Key Stage is Mr D Phillips

Form Groups	Form Tutors
7DC	Mr Clowes
7KW	Ms Warrilow
7AC	Mrs Critchlow
7MW	Ms Wright
7JB	Mr Butt
7EGR	Ms Greatbanks
7JF	Ms Foster

The **Head of Key Stage** can be contacted by email at **dphillips@moorside.staffs.sch.uk** at any time of the day. As he is normally teaching during the day, he will contact you **within 48 hours** by either phone or email. He is also available for meetings before the start, and after the end, of the school day; please note, this is by **prior appointment only**.

Homework at Moorside High School

Student testimony:
"I think Show My Homework makes keeping track of my homework easy. 10/10!"
Joshua, Moorside student

Show My Homework is an online programme which provides students and parents with a clear platform for all homework activities.

The website and mobile phone app show your child what homework they have been set, with specific instructions from their teachers as well as recommended time to spend, and the deadline to be met. You will receive log in details with a **Parent PIN** within the first few weeks of term.

Visit the website (below) and follow the links there:

moorsidehighschool.showmyhomework.co.uk

The website is intuitive and easy to follow. As a parent, or guardian, you can keep track of the homework your child has completed. There are options for your child to confirm they have finished each task. Some homework is completed on the website itself.

Homework is an important part of school life. At Moorside, we strongly believe in students reaching for their full potential, and **homework gives students a chance to consolidate, reaffirm and extend their learning** from lessons. Homework is designed to be challenging and may even be used to give prior learning of a topic in advance of lessons, to give your child a head start.

Student testimony:
"Show My Homework helps us to be organised and allows us to space out our own schedule."
Megan, Moorside student

We aim to work with students and parents/carers alike to create independent, driven students who set their own targets and work hard to achieve them.

All our students are different and work at different speeds. It is impossible to lay down hard and fast rules regarding length of time for homework, but we would expect an average year 7 student to spend approximately one hour per night completing homework tasks. **Allocating regular times each day, in quiet and positive conditions, seems to be the most effective way of establishing good working practices** and it would be helpful and much appreciated if parents/carers could ensure that the work is done in appropriate conditions.

If your son/daughter appears to be doing very little or no homework or appears to be spending too much time on it over several weeks, please either contact their **Form Tutor**, alternatively you could also try
the **Head of Key Stage** (Mr D Phillips: **dphillips@moorside.staffs.sch.uk**)
or the **satchel coordinator** (Mr D Finch: **dfinch@moorside.staffs.sch.uk**).

Dress Code / Policy

The Governors and staff at Moorside High School believe in the importance of a smart and distinctive uniform, worn neatly with a sense of pride and loyalty about the school and themselves. We believe that the uniform is both practical and economical, and more importantly, it is an outward sign of commitment to the ethos and values of Moorside High School.

The school tie and badge can be obtained from the school office and all the remaining items of the uniform are readily available at our local 'JFK', Washerwall Lane, Werrington.

The school uniform consists of:

- **Black skirt/trousers**
- Trousers must be plain with no embellishment, not jeans, leggings, or jeggings. They must not be tight around the ankle. Skirts must be plain, not fashion items and not shorter than 1" above the knee in length. They should not be tight fitting nor made from jersey material.
- **White long-sleeved cotton shirt**
  Shirts must have a top fastening button and long enough to be tucked into skirt or trousers (not polo shirts, T shirts or fashion styles)
- **Clip on school tie**
- **Black blazer with school badge**
- A plain **grey V-necked pullover** may be worn as an additional item.
- **Co-ordinating black plain tights**
- Sensible **plain black leather waterproof shoes** (trainers, logos platform shoes, canvas pumps, ballet shoes or high heeled shoes are not acceptable, and the latter would be a health and safety hazard on busy stairways).

PE Kit

- Hockey/football boots
- Training shoes
- Black tracksuit bottoms with red trim, (no leggings)
- Red rugby shirt black trim and school badge (girls & boys)
- Red polo shirt black trim and school badge (girls & boys)
- Black shorts with red trim (girls & boys,
- Black fleece lined ¾ zip jacket (optional)
- Red sock,
- Gum shields & shin pads are compulsory.

All uniform, bags & P.E. kit must be clearly identified with the child's name.

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Other Uniform Rules

- *Hairstyles must be plain and practical* for school. No extremes of fashion including steps, lines, shaved styles, elaborate braiding, non-natural hair colouring or streaking. The Governors expect the Headteacher to be the arbiter of what constitutes an extreme of fashion.
- *No jewellery* including earrings should be worn to school (except a wrist- watch). The school takes no responsibility for any jewellery items brought in by pupils.
- *Outdoor clothing must not be worn inside the school*.
- *Football scarves or other fashion items denoting membership of gangs or groups must not be worn.*
- *Uniform should be worn correctly (i.e., clip-on ties and shirts tucked in).*
- *No nail varnish, false nails, eyelashes, or make-up should be worn.*

School Equipment

- ✔ Black/ blue pen
- ✔ Green pen
- ✔ Pencil
- ✔ Ruler
- ✔ Highlighter
- ✔ Rubber
- ✔ Calculator

Checks will be made regularly by Form Tutors and Heads of Key Stage.

SMART Cards

Every student is issued with a SMART card. SMART cards are used to record uniform issues, missing equipment, or lateness to lessons.

If a student receives two entries on their SMART card, they are to serve a 10-minute detention, either at break or lunchtime; when they attend their SMART detention, they will be issued with a new SMART card. If a student receives a third sanction whilst they have a full card, they will be issued with a 25-minute after-school detention for the following day.

The SMART card is **ALWAYS** the responsibility of the pupil.

Smart Card		
Name:		Form:
Date	Reason	Staff Signature
	Issue number	

Mobile Phones, Electronic Devices (including Smart Watches)

We are aware that devices are now a fact of life and that many students own them and bring them to school. These are the guidelines within school which will minimise any problems.

- *Devices brought on to the premises are at the user's risk and the school **does not** accept any liability or responsibility for any loss or damage (the same as with all personal property).*

- *Devices **must not be used** in the school **at any time**, except at the direction of a member of staff. This includes taking photographs. These rules are in place to enforce safeguarding procedures.*

- *Should a phone ring or come to the attention of the member of staff during school time, **it will be confiscated**.*

- *Devices **must not** under any circumstances be taken into any exam room, even if switched off.*

- *The school **has the right, in law**, to search and remove devices from pupils when rules have been broken, or there is evidence to suggest that the device could contain inappropriate information or media.*

- *If you need to contact your child during the school day, **please do this through the Main Office 01782 551200**. This ensures that pupils are supported by a member of staff and that safeguarding procedures are applied, in case of events such as last-minute appointments.*

Please explain to your child that this is the procedure and encourage them to not bypass the system.

Behaviour Policy

Please note that students cannot be excused from after school detentions based on travel arrangements. Parents/carers must be prepared to make the necessary arrangements.

Moorside High School works in close partnership with governors, staff, parents, pupils, and the wider community, to promote excellent behaviour. We aim to develop a community that encourages and develops respect for one another, in a caring, orderly, and positive learning environment. We encourage you to inform the form tutor or Head of Key Stage of any external issues, such as bereavement which might impact upon your child.

At Moorside, we believe it is necessary to correct poor behaviour with support, guidance, and a form of sanction. This policy aims to provide a framework in which there is a clear understanding of the school's procedures, helping to ensure that all our students can engage and achieve.

School Behaviour Code

As members of the Moorside High School community, we all firmly believe in the following code:

Respect - *be respectful to one another, each other's beliefs and to the property of others at all times.*

Enthusiasm - *be positive and seek excellence in everything that you do; be punctual to your lessons; be prepared for learning with the correct attitude and equipment; be focused and stay on task.*

Achievement *-* *aim to achieve your best in every subject and complete all homework. Be supportive - help each other to engage and achieve.*

Community - *take responsibility for our school surroundings so that we can all enjoy a welcoming and positive learning environment*.

Hard work - *be determined to do your best: complete all class work and homework set.*

Sanctions

A system of internal student referrals is used to keep the Form Tutor and the Head of Key Stage informed of any problems; parents will be informed if the problem looks like continuing. Where a student's behaviour is affecting the learning of others, sanctions will be used.

These may include:

- *Smart detentions*
- *Break-time*
- *Lunchtime detentions*
- *After-school detention (parents will be given notice by a letter and a text alert).*
- *Withdrawal from lesson and call home.*

The school has an "Exclusions Policy", agreed by the Governing Body for use in extreme cases. As part of this whole school policy on behaviour, the governors, staff, and students have an agreed policy against prejudice and bullying: the school takes any report of these **very seriously and will always follow them up**.

Anti-Bullying Policy

The aim of Moorside High School's Anti-Bullying Policy is to promote the moral, mental, physical wellbeing, and development of all pupils by providing a healthy social and learning environment. The school rejects all forms of bullying. It intends to provide an atmosphere of safety and happiness for pupils, in which the school's overall aims of enabling pupils to develop personally socially and academically can be achieved.

Bullying takes many forms and in determining whether bullying has taken place, the views of all involved must be considered.

What is Bullying?

*"Bullying is an act of **repeated** aggressive behaviour, to intentionally hurt another person, physically or mentally. Bullying is characterised by an individual behaving in a certain way to gain power over another person."*
Besag, V. E. (1989) Bullies and Victims in Schools | Open University Press

School Aims

As part of our commitment to the wellbeing and safety of our pupils, we have an **email address** which pupils, parents and carers can use to alert designated members of staff to issues which may, if left unreported, escalate into bullying.

Although the service is not confidential, complete anonymity for those who register a concern is guaranteed.

Concerns can be reported via:

ruok@moorside.staffs.sch.uk

A copy of the Anti-Bullying Policy can be accessed on the school website.

Child Protection

The school follows the guidelines relating to child protection set down by the Children's Act of 1989. All staff are given copies of the **Child Protection Policy,** and all have received specific annual training on this issue. All staff have the obligation to report possible child abuse, which takes many forms for, example, physical injury, physical neglect, emotional injury, emotional neglect, or sexual abuse. The Designated Safeguard Lead at Moorside is **Mrs L Burke** and the Deputy Designated Safeguard Lead is **Mrs L Day-Elks**. School staff **do not** carry out investigations, nor decide whether children have been abused. That is a matter for the specialist external agencies.

Designated Safeguarding Staff

Mrs L Burke
Designated Safeguard Lead

Mrs L Day-Elks
Deputy Designated Safeguard Lead

Please also refer to the Attendance section and First Day Absence Procedures

Attendance

School opens to students: 8.30am **(there is no supervision of pupils before this time)**
Morning registration: 8.45am
Breaktime: 10.55 - 11.10am
Lunchtime: 12.10 - 1.00pm
Afternoon registration: 1.00 – 1.25pm
School ends: 3.25pm

Regular attendance at school is the **legal responsibility of the parents**:
The Target is 96% and above

Excellent	Good	Unsatisfactory	Serious Concern Persistently Absent
100%	96-99%	91-95%	90% or less *Equivalent to missing half a day, a week*

First Day of Absence

If your child is too ill to attend school then **the school must be alerted on the first day that they are absent, no later than 9am**. It is vital that this contact is made as soon as possible, so that we can fully adhere to our safeguarding procedures. **This is done daily regardless, to ensure the situation has not changed and if a poorly child is now in school**.

You can contact the school on **01782 552100** first thing in the morning. If this does not happen, we will be contacting you via a system called **SchoolComms** to inquire why your child is absent from school. This will be by text, voicemail or a message left on your telephone.

If we do not hear from you, this will be recorded as an unauthorised absence and our safeguarding procedures will be actioned.

Unauthorised absence can put your child at risks that are beyond the control of the school or you as parents. We work closely with the EWW and local police, who regularly visit the school to build up relationships with pupils, offering support wherever possible.

Achieve Excellent Attendance – Parents' Checklist:

- *Telephone school on the first day of your child's absence and subsequently each day they are absent.*
- *Ensure that contact numbers are up to date.*
- *Encourage your child to aim for 100% attendance each term.*
- *If problems persist, then do not hesitate to contact the school to discuss them.*

Absences during Term Time

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that the **Headteacher may not grant leave of absence during term time** unless there are exceptional circumstances.

Our Education Welfare Officers can issue Penalty Notices for holidays taken during term time or use court proceedings to prosecute.

School Terms and Holiday Dates 2022/2023

Autumn Term 2022:

Staff Inset Days	Monday 5th September – Tuesday 6th September
School Opens (Years 7 and 11)	Wednesday 7th September
School Opens (all pupils)	Thursday 8th September
School Closes	Friday 21st October
Closed for half-term	Monday 24th October – Friday 28th October
Staff Inset Day	Monday 31st October
School Opens	Tuesday, 1st November
School Closes	Friday, 17th December

Spring Term 2023:

Staff Inset Day	Tuesday 2nd January
School Opens	Wednesday 3rd January
School Closes	Friday 18th February
Closed for half-term	Monday 20th February – Friday 24th February
School Opens	Monday 27th February
School Closes	Friday 30th March

Summer Term 2023:

School Opens	Monday 17th April
Closed for May Day	Monday 1st May
School Closes	Friday 26th May
Closed for half-term	Monday 29th May – Friday 2nd June
School Opens	Monday 5th June
School Closes	Tuesday 25th July

A full school calendar will be published early in the autumn term.

First Aid

Several non-teaching staff have first aid and defibrillator training**.**

First aid kits can always be found in the Science Prep Room, DT Rooms, Caretakers Office and two in Reception – one of which can be taken out on trips/visits. Asthma inhalers and EpiPens are kept in Reception.

Administration of Medicines

To be read in accordance with Staffordshire County Councils' **Medication Guidance for Children and Young People** (Policy G11).

Ask in reception for a hard copy.

Ideally medication will be administered outside of school hours, where it is clinically appropriate. However, where this is not the case then the school must have prior **written consent** from those with **parental responsibility** on the county form which can be obtained from the school office. In some circumstances this **may** then require a care plan.

To administer medicines, they must be:

- *Prescribed from a doctor/dentist/nurse prescriber or pharmacist prescriber only.*

- *They must be received in the **original** packaging that it was dispensed in with the young person's name, date of dispensing, name of medication and prescription instructions on them (unchanged from dispensation).*

- *Staff **cannot** give a child under 16, aspirin or medicines containing IBUPROFEN unless prescribed by a doctor.*

- *Prescriptions need to be collected from school by the parent/carer when no longer required.*

- *Medication with instructions that say '**when required**' or '**as necessary**' is recorded to ensure it is being regulated and safely administered. If this is prescribed, we will phone the person with parental responsibility to establish when the last dose was taken.*

Medical Problems

If a first aider recommends that your child should be sent home, he/she will fill in a green slip, which the Head of Key Stage then sanctions. They will use their knowledge of the child to decide whether to give permission for the child to be sent home. This should be an infrequent occurrence. The office staff will contact parents and will record the pupil's name and time and the reason for being sent home. **Pupils must not contact home themselves and make their own personal arrangements.**

If your child suffers from Asthma

- *Please register your child's condition with Reception and they will liaise with the Head of Key Stage to ensure that the school nurse is notified, and a suitable care plan is implemented. This will then be shared with the rest of the staff.*
- *Please ensure that your child **always** carries a blue relief inhaler with him/her, and that the inhaler is labelled clearly with his/her name.*
- *Please send a spare inhaler to Reception to be kept in school which must be clearly labelled. **This must be replaced each September whilst your child is in school.***
- *Please let the school know if your child has suffered troubled sleepless nights because of asthma which might explain lack of progress at school during the intervals when this is happening.*

EpiPens in School

All children who use an EpiPen must have a spare kept in reception, and the student must carry one with them. **All staff in school have received EpiPen Training**.

Any student who is going on a trip must ALWAYS have an EpiPen with them.

Medical Appointments

Medical Appointments **will only be authorised if evidence is provided from the relevant agency by the parent**.

It is vital that if your child needs to attend any appointment, please endeavour to arrange these outside of school hours. If this is not possible, it is vital that you provide **medical evidence** from the relevant agency. This will allow us to enter the appropriate mark in the register, avoiding unauthorised absence as is County policy. If your child does have an appointment during school hours, in addition to providing medical evidence, they must collect a pink signing out form from the reception office and ask each member of staff, whose lesson they will be missing, to sign the form. They must then bring themselves down to reception at the appropriate time to sign out. If your child returns to school on that day, they must sign back in at reception.

Medical Evidence

Medical appointments will only be authorised if evidence is provided from the relevant agency by the parent. This is in accordance with County guidelines. Once evidence is received, this will allow us to authorize your child's absence from school. Below is a guide to what we will accept as Medical Evidence.

- *GP/Dental appointment card with date of appointment attended.*
- *Medical appointment letter.*
- *Empty prescribed medication packet with dispensing label attached.*
- *Copy of prescription.*
- *Medical letter from GP or medical professional advising student is unfit to attend school.*
- *Medical certificate.*
- *Compliment slip from a Nurse at your child's medical practice confirming they are unfit to attend school.*

Certificates must be produced from your Local GP that you are registered with. They must have physically seen your child and deemed them unfit to attend school.

For ongoing conditions that prevent a student attending school, it may be necessary for us to request medical evidence advising that the student is unfit to attend. This must also state how long this will be for. Please note it is the **parent's and/or carer's responsibility** to provide the medical evidence when requested by the school. The school will not request or chase medical evidence from GP's/Consultants/Dentists etc.

Rewards

Moorside High School aims to reward students in a variety of ways for a wide range of activities, effort, participation, attainment, and progress.

Rewards are central to the promotion of good work and behaviour at Moorside High School and contribute to the creation of a positive learning environment by motivating students and recognising success and achievement. Rewards are given for genuine achievement; and are applied consistently and fairly for them to be valued. Rewards are recorded systematically so that we can monitor and analyse the distribution of rewards given across year groups, faculties, and specific student groups. This allows us to share information about rewards effectively with parents/carers.

Pupil Reward System

- *Supports the ethos and vision of the school. (**REACH**)*
- *Promotes good behaviour and a positive attitude to school.*
- *Supports the school's Equal Opportunities Policy by valuing the achievements of all students.*
- *Recognising the widest range of student success.*
- *Supports learning by enabling students to recognise their achievements and the achievements of others.*
- *Supports personalised learning through encouraging student engagement and responding flexibly to student achievement.*
- *Develops a climate of encouragement, praise, and respect for achievement by supporting students to value their own successes and those of others.*
- *Motivates students through the celebration of improvements and progress as well as attainment.*
- *Is applied consistently and regularly across the school by all staff.*

Rewards Recording System

All staff can reward pupils by using the "**Lesson Monitor**" program. The reasons for rewarding pupils are linked to the values of "**REACH**".

Celebration of Success

- *Through regular celebration of success and listening to pupil ideas, we encourage a climate for learning and success.*

- *Rewards are celebrated in form time, year group assemblies, end of term assemblies' and end of year Rewards Days. Other ways are by text message, postcards, and sports colours for excellence.*

House System

At Moorside High School we have a House System which allows our students to have a role in whole school competitions and is at the centre of our school community where healthy competition is encouraged. Not only do students have an opportunity to represent their House as a performer they also have an opportunity to take up a leadership role within the house structure.

The House System is an integral part of our **REACH** values: where students take risks, make mistakes, and learn from those mistakes to achieve greatness, and go on to exceed expectations. As a school we feel it is important for students to take risks as this will in turn make them more resilient young people, urge them to constantly push themselves to be better.

When students start their academic journey at Moorside High School they will be allocated into one of four Houses: Trent's, Potters, Spitfires or Oatcakes. The Houses are named after four iconic personalities from Stoke-on-Trent, whose personal qualities encapsulate everything that we hope our students aspire to be.

Cashless Catering (Parent Pay) and Free School Meals

We operate a cashless biometric catering system here at Moorside High.

On the first day at Moorside High on Wednesday 7th September 2022 we would like to take the opportunity to scan your child for the Cashless Catering (Parent Pay) system we use in school.

Parent Pay is the online payment provider. This system offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have your own account enabling you to pay for your child's school meals in advance, offering a safe alternative to your child carrying cash in school. If your child is entitled to free school meals the same process of purchasing food is the same, there is no difference to any child purchasing free or paid meals. If you do not have access to the internet, you can order a PayPoint card if you wish, which enables you to put money on the card at local shops.

If your child is eligible for Free School Meals and attends a Stoke-on-Trent school, you are encouraged to register a claim by completing the online application form before the end of June. By using the online system an immediate 'yes' or 'no' response can be obtained (which can be printed if required) any accepted applications will then feed automatically and a confirmation letter will be sent to both parents and the school, ready for September.

Please return the consent form for your child to be registered for this service in school.

Pupil Premium Grant

Did you know...?

Registering your child for Free School Meals means that the school gets extra money?

OR

If you are a member of the armed forces, the school gets extra money?

Register now to make sure we do not miss out!

The Government provides additional money to schools to help children from lower income, adopted or service families. This funding is called **Pupil Premium Grant.**

Every child registered for **Free School Meals** at Moorside High gets **£985.** Every **Service Family child** receives **£320.** If your child is **"Looked After"**, under **Special Guardianship,** has a **Residency Order** or is **adopted or have previously been in these categories the school receives £2410.**

What do we spend the money on?

- Additional staff to support pupils in receipt of Pupil Premium Grant
- Additional resources for Maths, English, and Science.
- One-to-one tuition in Maths and English where required.
- Contribution towards salary costs of Student Support Staff.
- After school revision classes
- Student mentoring
- Support for extra-curricular activities
- Assistance with purchase of uniform/equipment.

If you are registered for Free School Meals, you could also get help towards the cost of School Trips or Music Tuition.

No one will know you have registered, and it will not affect any others benefits you are claiming. With our new Cashless Catering System, being registered for Free School Meals is now completely anonymous, so your child need not worry about standing out when they pay for their food.

Free Meals

Please talk to us about registering your child today.

Do you qualify for Free School Meals?

You can register your child for Free School Meals if you get any of these benefits:

- *Income Support*
- *Income Based Job Seekers Allowance*
- *Income Related Employment and Support Allowance*
- *Child Tax Credit but not Working Tax Credit, and the household income is not more than £16,190. Note: anyone receiving Working Tax Credit, or if you have a partner and they receive it, regardless of income, you will not qualify.*
- *The guaranteed element of State Pension Credit (from 30th April 2005)*
- *Support under part VI of the Immigration and Asylum Act 1999*
- *Universal Credit*

Pupils can also register for Free School Meals if they get any of these benefits themselves. Come and talk to us if you are not sure.

You can register for Free School Meals online with immediate effect.

Follow the steps below to apply online:

- *Go to Staffordshire County Council Website*
- *Contact Us*
- *General Enquires*
- *Apply for Free Meals*
- *Apply Online*

Apply Online

To help the school provide your meals more quickly, and **if possible**, **please make this application using a computer with access to a printer**. You will then be able to print a copy of your confirmation to entitlement (if applicable) to provide to the school so they can start your free school meals straight away. However, if you do not have access to a printer, you can still make the application, but the school will need to contact the county council first to confirm you are entitled.

https://apps2.staffordshire.gov.uk/web/fsmweb

Who's Who at Moorside High School

Senior Leadership Team

Mr D Robinson
Headteacher

Vision and Ethos
School Evaluation
Welfare
Day-to-Day Operations
Dep. Safeguarding Lead

Mrs G Grant
Deputy
Headteacher

Teaching and Learning
Curriculum
Parental Engagement
SMSC
PSHE

Mrs L Burke
Assistant
Headteacher

Inclusion
Safeguarding
SENCO
LAC
Community Links

Mr D Finch
Assistant
Headteacher

Achievement
Standards
House System
Timetable
Home Learning

~ To Follow ~
Associate / Assistant
Headteacher

Pastoral Overview
Attendance
Behaviour for Learning
Detention Systems
Pastoral Support

Mrs J Marfleet
Business Manager

Heads of Key Stage (HOKS)

Mr D Phillips
RE / HOKS Y7 / Pupil
Transition

Mr R Morley
HOKS Y8 and Y9 /
Physics

Mrs B Stokes
HOKS Y10 and Y11 /
Mathematics

Humanities Faculty

Mrs N Bell
DTL / History

Mr C Hughes
History / RE

Miss M Wright
History

Mrs R Williams
Head of RE

Mr D Phillips
HOKS Y7 / Pupil Transition / RE

Miss L Bayley
History

Miss M Lewis
Head of Citizenship

Mrs G Grant
Deputy Headteacher / Art / RE

Miss C McGeown
Head of Geography

Mrs J Carter
Geography

Mr A Qayyum
Head of Computing

Mr J Bennett
Computing

Mr J Butt
Computing

English / Foreign Languages Faculty

Ms K Lindsay
DTL / English

Mrs E Morley
Second in English

Mr P Millward
English / Drama

Ms H Hough-Clewes
English

Mrs J Day
English

Miss D English
English

Mr G Astles
English

Miss J Foster
English

Miss K Warrilow
English

Mr J Woolliscroft
Head of German

Miss K Harrison
German

Miss K Crossley
German

Moorside High School
Potteries Educational Trust

Science Faculty

Mr M Johnson
DTL / Chemistry

Mrs M Dunning Mansell
Physics

Mr M Keen
Gifted & Talented / Chemistry

Mr R Morley
HOKS Y8 and Y9 / Physics

Mrs A Critchlow
Biology

Mrs S Plant
Biology

Mrs L Burke
Assistant Headteacher / SENCO / Biology

Dr L Temple
Physics

Expressive Arts Faculty

Mrs L Stones
DTL / Art

Miss Greatbanks
Art / Textiles

Mrs G Grant
Deputy Headteacher /
Art / RE

Miss L Goodfellow
Head of PE

Mr M Montifroy
PE

Mrs C Jones
PE

Mr M Faulkner
PE

Miss Z Harp
PE

Mr A Meakin
Head of Music

Mr P Marsh
Head of Design and
Technology

Miss E Greatbanks
Art / Textiles

Mr R Davies
Construction

~ To Follow ~
Catering and Hospitality

Mathematics Faculty

Mrs C Mickleburgh
DTL Mathematics

Miss P Erskine
Mathematics

Mr M Colquhoun
Mathematics

Mrs B Stokes
HOKS Y10 and Y11 /
Mathematics

Mr D Clowes
Mathematics

Mr D Finch
Assistant Headteacher /
Mathematics

Mr A Currie
Mathematics

Inclusion and Pastoral Care

~ To Follow ~
Assistant Headteacher

Mrs L Day-Elks
Inclusion Manager

Mr J Gething
Inclusion Support /
Attendance

Mrs K Ball
Inclusion Support /
Attendance

Ms J Johnson
Inclusion Support /
Teaching and Learning

Mr K Giles
Inclusion Support

Mr D Phillips
RE / HOKS Y7 / Pupil
Transition

Mr R Morley
HOKS Y8 and Y9 /
Physics

Mrs B Stokes
HOKS Y10 and Y11 /
Mathematics

Cover Supervisors

Mrs L Fower
Cover Supervisor

Mr J Preston
Cover Supervisor

Specialist Support / Faculty Support

Mr D Marshall
Network Manager

Mr S Holland
IT Technician

Mr L Gordon
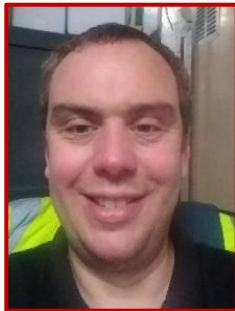Careers Advisor / Access Arrangement Assessor

Mrs J Steele
Science Technician

Mrs J Walker
Art Technician

Mrs L Botham
DT Food Technician

Mr R Cambridge
DT Technician

Peripatetics
Music Services

Learning Support

Mrs L Burke
Assistant Headteacher /
SENCO / Biology

Miss L Baylay
Assistant SENCO /
History

Mrs J Worrell
Teaching Assistant

Mrs J Fox
Teaching Assistant

Mrs D Mann
Teaching Assistant

Mrs T Hodgkinson
Teaching Assistant

Miss J Wood
Teaching Assistant

Mrs H Ludlow
Teaching Assistant

Mrs K Beardmore
Teaching Assistant

Miss H Jones
Teaching Assistant

Miss J Taylor
Teaching Assistant

Mr P Clarke
Teaching Assistant

Miss C Buckley
Teaching Assistant

Mr W Alcock
Teaching Assistant

Mrs J Dargan
LAC / Mentor

Administration

Mrs J Marfleet
Business Manager

Mrs C Alcock
Headteacher's PA
Governor Support

Mrs J Lowe
Administration
Dep. Headteacher's PA
Examinations
Work Experience

Mrs M Harrison
Finance Assistant

Mrs B Higgins
Reception

Mrs L Johnson
Administration
Cover Manager
Marketing

Mrs J Kinder
Administration
Student Absence

Mr J Lloyd
Data Manager

Site Maintenance

Mr A Buckley
Senior Site Supervisor

Mr D Bellingham
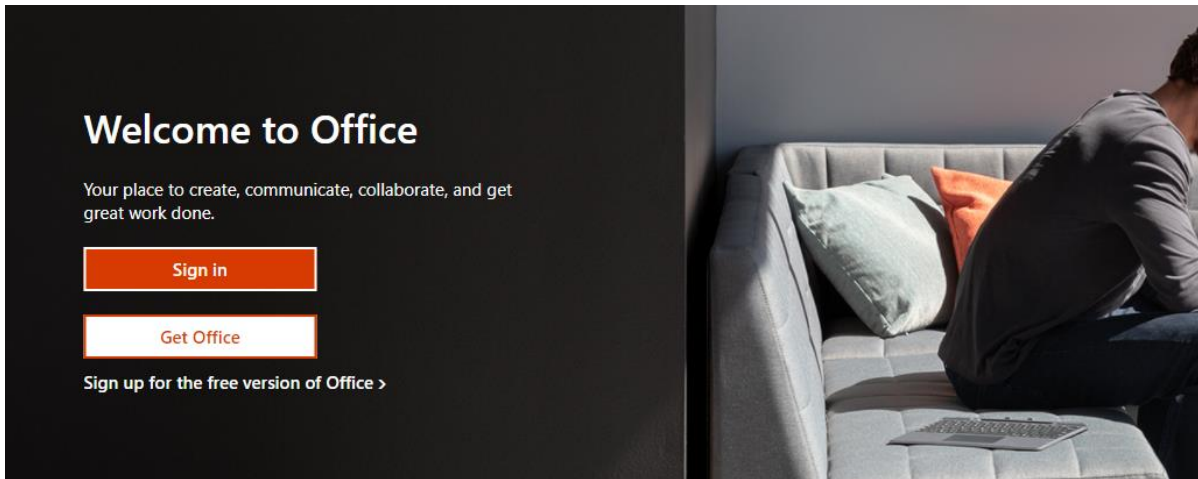Caretaker

Mr M Evans
Caretaker

Mr R Cambridge
Caretaker

Mrs D Davies
Cleaning Supervisor

Instructions for Downloading Office 365
(FREE OF CHARGE)

To install the software, go to the Microsoft website **www.office.com** and click on the **Sign in** button.


Sign into your account – using your school email address; this is the same as your login name in school, with **@moorside.staffs.sch.uk** added to the end. The **PASSWORD** is separate to other school passwords, and you will be told your office/email password in your first ICT lesson. Once it has been reset, you will need to remember your new, chosen, password. If you do not know your password, or you have forgotten, or you need it resetting, you will need to email the IT Support team **ict.support@moorside.staffs.sch.uk** or visit the IT support office during break/lunchtime.
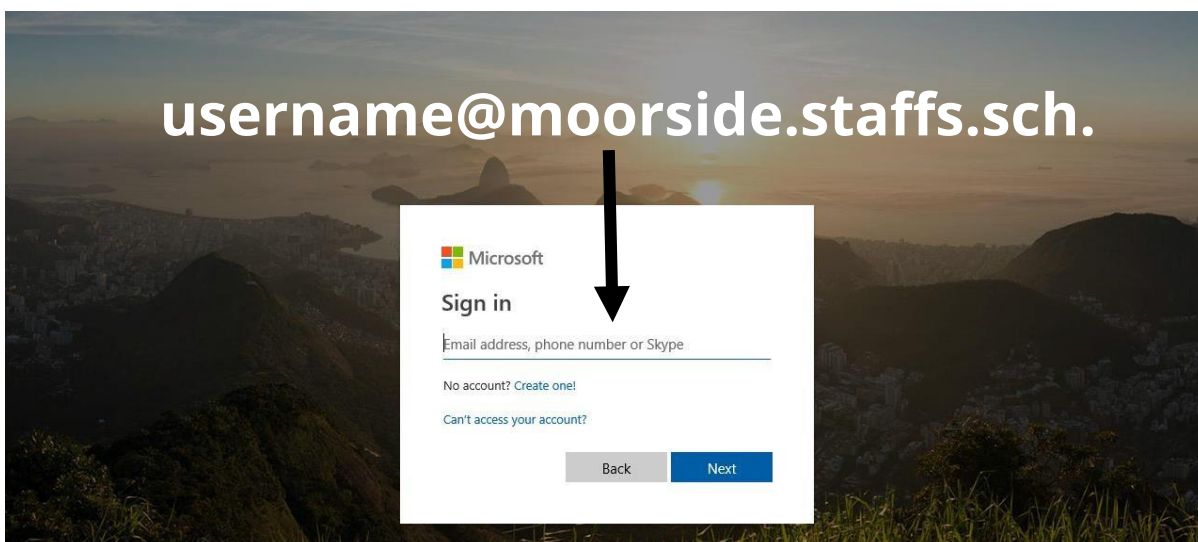
Once logged in, you can access the software install links by clicking on the menu icon. You can install this software on either PC (Windows 7 or higher) or Apple Mac (iOS 10 or higher)

To install the software on a tablet, use the appropriate **APP STORE** and download the Microsoft Teams, Microsoft Word, Microsoft PowerPoint, Microsoft OneDrive apps etc – these are **FREE** to download.

Click on the **home** icon if you cannot see the **Install Office** option.
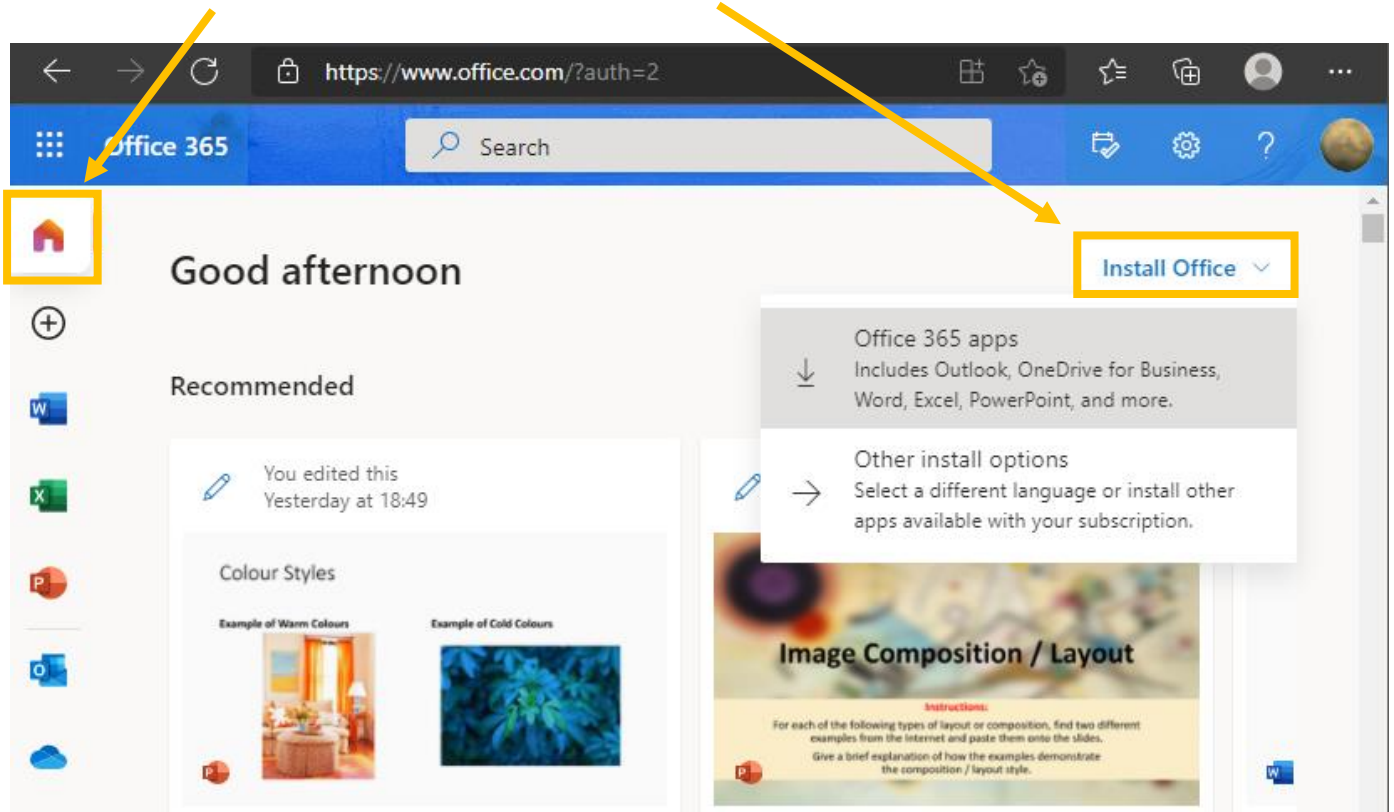
Simply follow the on-screen instructions. Once the software has been installed, you will need to **ACTIVATE** the software, this will require your **school email address** and **office password**.

Open one of the installed applications and click on the button **Sign in to get the most out of Office** and then log in using your school email details once again to complete the activation process.
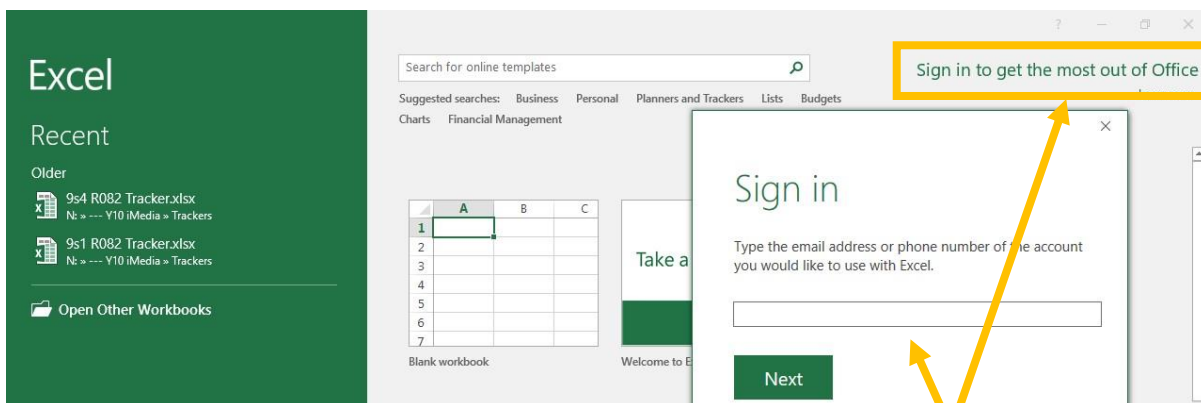

username@moorside.staffs.sch.uk

If you want to be able to use the cloud to store your files, allowing them to be accessed in school and at home (without having to email them back and forth), then you will need to activate the OneDrive from the menu bar on the **office.com** website. This will only need to be done once.

Once the OneDrive has been initialised for use, to setup apps so they can link to your OneDrive you will need to click on **Add a place**.
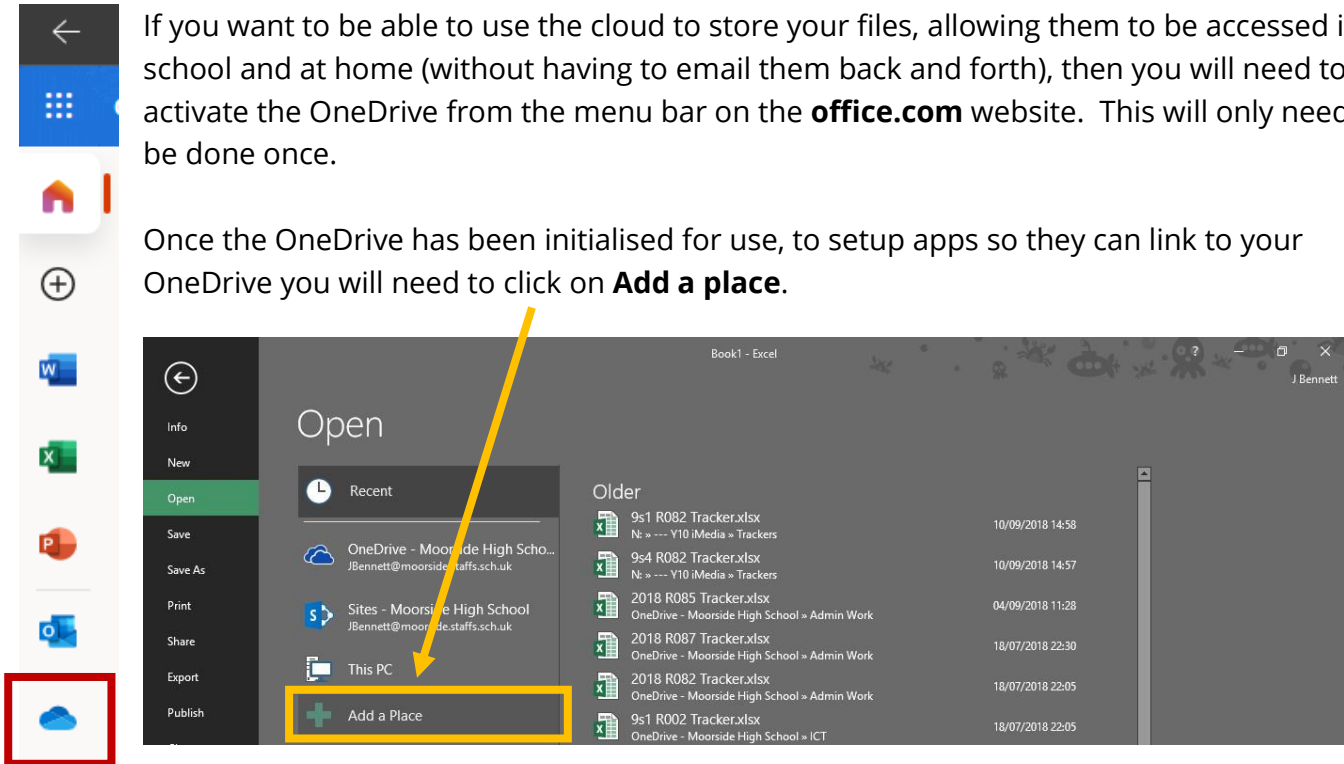
After clicking on **Add a Place**, click on the **OneDrive** option from the list.
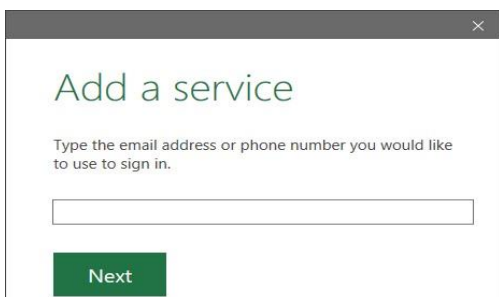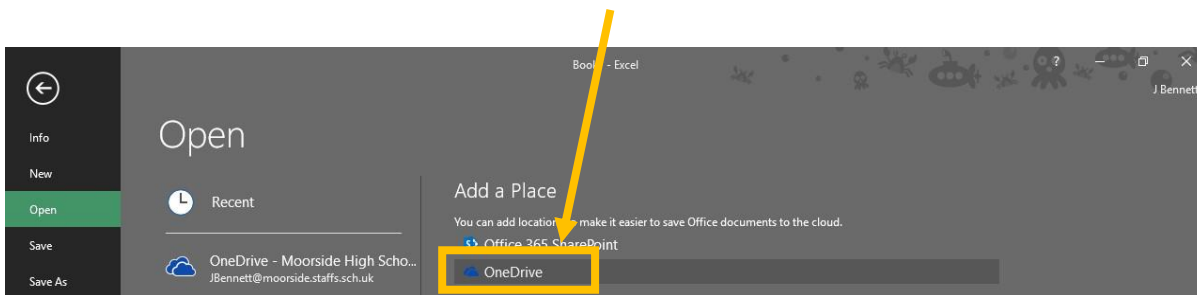
You will be asked for your email address and password once again. Once done, you should see the **OneDrive** and **SharePoint** items listed on the left-hand side of the Open and Save dialogue boxes in all then Office applications for that device.

Please note: You are given 1TB (1000GB) of storage – more than enough to store **ALL** your work files for the entire time at school. **The space allocated cannot be extended.**

Connecting your account to OneDrive will need to be done at home <u>and</u> at school.

Installation on a Tablet / Smartphone

You will need to download the individual apps from the relevant app store for your device.

Available on the **App Store**   GET IT ON **Google Play**

You will only get a limited version on the app until it is **activated** with your school email address and password.

You can activate up to 5 PC/Macs and 5 mobile devices (this may be subject to change) – you are guaranteed at least 2 licences – subject to the terms imposed on the school by Microsoft.

PLEASE NOTE:

- *Saving work to the OneDrive (cloud) service will take longer than normal and depends on the speed of your Internet access.*
- *Accessing and saving work to your OneDrive will use your mobile data plan if you are not connected to a Wi-Fi source.*
- *The installation requires approximately 1500Mb of storage – this varies for mobile devices as software is installed per application.*
- *If you have a metered connection (you have a data cap) – please note that saving and editing files online or via the OneDrive service will use some of your data.*

Please note that the school **CANNOT** help with installation issues you may have, and whilst the school has paid for this service, it is limited to whilst you are a student of Moorside High School. Make sure you have downloaded any files you want to keep before leaving the school, as **your account will be deactivated once you are no longer a student**.

Any help with resolving issues with installation should be referred to Microsoft and, as always, the **software is used at your own risk**.

School ↔ Parent App | Arbor

The school will send you a welcome email for the School Parent system called Arbor. This will have your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password.

> You won't be able to do this through the app, as the links in the reset password emails only work with a browser. You can reset your password using a computer or using a mobile browser on your phone or tablet.

Setup steps:
- *Click the link from the email we have sent, then click **Forgot your password?***
- *Add in your email address then click **Reset password**.*
- *If you have a child at more than one Arbor school, you will be asked to select the appropriate school.*

Forgot your password?

No problem! Just enter the email address associated with your account below, and we'll email you with a link to reset your password.

Enter your email address

Reset password

Create password

New password

Confirm password

Create password

You'll then receive another email. Click the link in this email to reset your password. Create your password. You will then be logged in when you click **Create password**. You can repeat this process any time you are unable to log in.

Click to accept the terms and conditions.

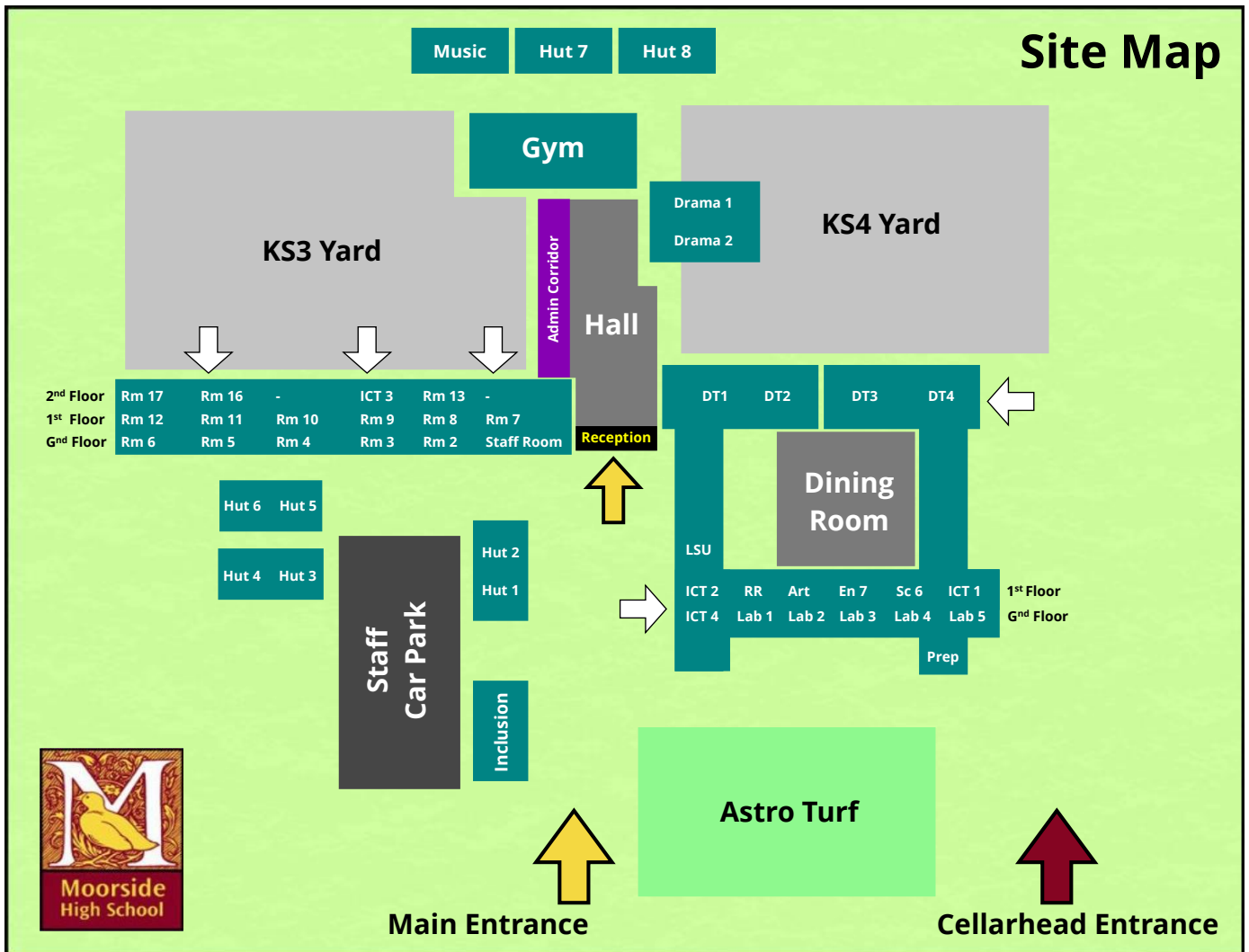> As a security precaution, you will then be asked to confirm one of your child's dates of birth.
> **Once you click verify, you will be logged in!**

Available on the App Store

GET IT ON Google Play

You can then close your browser and switch to using the app. The app can be downloaded for Android and iOS phones by searching for Arbor.

School Site Map

Site Map

Music | Hut 7 | Hut 8

Gym

Drama 1
Drama 2

KS3 Yard

KS4 Yard

Admin Corridor

Hall

2nd Floor	Rm 17	Rm 16	-	ICT 3	Rm 13	-
1st Floor	Rm 12	Rm 11	Rm 10	Rm 9	Rm 8	Rm 7
Gnd Floor	Rm 6	Rm 5	Rm 4	Rm 3	Rm 2	Staff Room

Reception

DT1 | DT2 | DT3 | DT4

Dining Room

Hut 6 | Hut 5

Hut 4 | Hut 3

Hut 2
Hut 1

LSU

ICT 2	RR	Art	En 7	Sc 6	ICT 1	**1st Floor**
ICT 4	Lab 1	Lab 2	Lab 3	Lab 4	Lab 5	**Gnd Floor**

Prep

Staff Car Park

Inclusion

Astro Turf

Main Entrance

Cellarhead Entrance

⇨ **Entry point for visitors**　　⇨ **Entry point for staff and students ONLY**

Notes:

- *Students are not permitted in any classroom unless supervised by a member of staff – **at any time** nor permitted to go down the **admin corridor** unless escorted by a member of staff.*

- *Vehicles are not permitted on site for **dropping off** or **collecting students** – vehicles will be denied entry to the site unless granted special permission or are visiting a member of staff (in all cases, by prior arrangement only).*

  Access by visitors is via the main entrance only;
  ALL visitors must report to reception IMMEDIATELY upon arrival.