



**THE  
COWPLAIN  
SCHOOL**

# **Parent Handbook**

**2024-2025**

**Principal:**

**Mr Ian Gates**

**Head of School:**

**Mr Jon Colebrook**

**Chair of Academy Trust:**

**Mr Steve Head**

**Work hard. Enjoy learning. Achieve highly.**

# Our Vision

**Work hard. Enjoy learning. Achieve highly.**

At The Cowplain School we value:

- Academic success and progress
- Impeccable behaviour and smart appearance
- Respect, manners and courtesy
- Resilience and perseverance
- Independent thinking and creativity
- Great teamwork and strong leadership
- Tolerance and acceptance of diversity
- The mindful and challenging teacher
- The independent and resilient learner.

We support all our students to make fantastic progress and achieve highly by getting to know each one as an individual. It is this focus on knowing and developing each young person's talents and aspirations that forms our unique offer.

Our students are happy and leave us as well rounded citizens, having enjoyed a great education and all the opportunities The Cowplain School offers.

Current and prospective parents are welcome to visit us at any time to experience our vibrant school and see why we are so proud of our superb students.



## The School Day

8.30am	Lesson 1
9.30am	Lesson 2
10.30am	Reflection Time/Break
10.55am	Reflection Time/Break
11.20am	Lesson 3
12.20pm	Lesson 4
1.20pm	Reading/Break
1.40pm	Reading/Break
2pm	Lesson 5
3pm	End of School Day

*(For Year 11s the school day runs to 3.40pm every Monday, Tuesday and Wednesday)*

The school operates a two-week timetable for lessons.

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## Our Expectations

All students have the right to achieve their personal best in an environment where mutual respect is evident and where all students recognise their responsibility for the welfare of others.

**It is therefore our expectation that every student:**

Respects the rights of teachers to teach and students to learn, not disrupting the learning of other students in any way.

Shows a positive attitude by ensuring work is completed to a high standard and is handed in on time.

Is polite to members of staff and follows their instructions without argument.

Is punctual to lessons and has the correct equipment.

Does not engage in any form of bullying or intimidation, and reports this behaviour to a member of staff.

Wears the correct school uniform at all times.

Leaves lessons only with written permission from a teacher.

Behaves safely and sensibly when moving around the school site and at break times.

Does not bring in anything unsafe which might cause harm to another person.

Does not smoke or vape on the way to or from school, or on the school site, or interfere with fire safety equipment including fire doors.

Does not use a mobile phone or other electronic entertainment device without permission on the school site during school hours.

Treats all school visitors and members of the local community with respect and courtesy.

Represents the school appropriately whilst on school trips or in public.

Cooperates fully with members of staff by telling the truth.

Respects school sanctions imposed as a result of breaking a school rule.

## Behaviours for Learning

We promote and encourage the eight core values we believe will ensure progress and success for all our students:

- Grit
- Mindfulness
- Gratitude
- Self-control
- Curiosity
- Optimism
- Self-assurance
- Kindness

These core values are promoted in Reflection Time with students' tutors and through assemblies.

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## Admissions

Full details of our Admissions Policy can be found on the school website.

We encourage applicants from non-linked schools and those who live out of our local area to apply; recently all on-time applicants who prioritised us have secured a place at The Cowplain School.

As an Academy School we set our own Admissions Policy. If we are full in any year we use siblings, our linked schools and distance from the school as our key criteria to determine places. As we do not have a catchment area it is much easier for families who live in our community to secure a place.

## Reflection Time

The Reflection Time programme consists of a weekly area of focus. Activities often use a quiz or competitive approach as this is a strong motivator for engagement.

Our weekly Reflection Time Programme allows tutors to support the personal and academic development of students through a range of carefully planned activities.

The key principles of Reflection Time are:

- to fully utilise 125 minutes per week with high quality provision
- to deliver centrally planned sessions
- to be a key vehicle for the delivery of value based education
- to promote literacy and numeracy using the same teaching and learning approaches as lessons
- to support students' wellbeing
- to ensure that students are kept up to date with world news
- to support the delivery of RSHE and Careers education.

## Student Numbers 2024-25

Number of students in each Year Group for 2024-25

Year 11	183
Year 10	204
Year 9	207
Year 8	216
Year 7	216

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## Assessment and Reporting

**We have regular, rigorous assessments for all year groups throughout the year; all assessment results can be found on INSIGHT, our online reporting system.**

Students in all year groups have two assessments during the year and reports are sent to parents twice a year.

Subjects are graded as Exceeding expectation, Meeting expectation or of Concern. Reports show three pathways: Independent, Scaffolded or Guided, indicating the range of GCSE targets to work towards. Reports also show assessment results.

INSIGHT is a secure website, which requires a username and password to access the system. These will be issued upon joining the school. If you have lost your login details, please contact Reception on 023 9261 2020.

## Home Learning

**Home Learning is an integral part of the school's teaching and learning. It is part of the curriculum in all years and for all students.**

We believe that Home Learning has value in teaching our students vital life skills such as independence, personal organisation, reliability and self-discipline. It teaches them to see the value of hard work and that hard work leads to success. It also supports the teaching and learning programme, reinforcing skills learnt in school and encouraging recall of key concepts and information. Home Learning is necessary for the delivery of the full curriculum and therefore raises standards and helps students meet or exceed their target grades.

Parents have a vital role in supporting their child's completion of Home Learning tasks. Home Learning tasks are set on ClassCharts and can be reviewed by parents and students. Parents will be able to see the task set, resources provided by the teacher, deadlines, whether the work has been submitted and any grades awarded by the teacher.

If you have a question about Home Learning, please contact the subject teacher.

## Attitudes to Learning

Students are graded on a 1-5 scale for their Attitude to Learning (ATL) based on our School Values:

- Grit
- Mindfulness
- Gratitude
- Self-control
- Curiosity
- Optimism
- Self-assurance
- Kindness

Students are also graded on a 1-5 scale for their Attitude to Home Learning (ATH) with the following criteria:

1. Engaged
2. Committed
3. Compliant
4. Apathetic
5. Disengaged

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## Behaviour and Rewards

**We operate a values-based and rewards approach to student behaviour, which is based on the rights and responsibilities of the child.**

This is to encourage our students to take more responsibility for their learning, their environment and others around them. This approach is based on positivity with clear rewards and sanctions that students take responsibility for, rather than being imposed on them.

### Behaviour

Teachers set their expectations with students at the beginning of the school year, and remind students of them and the key values frequently. Students are encouraged to exceed these expectations throughout their lessons in order to learn to the best of their ability and to support the learning of others. We do not tolerate low-level disruption and will sanction students who slow down the pace of learning for others.

### Rewards

Our Rewards system is intrinsically linked to our eight key values of Grit, Optimism, Self-Control, Kindness, Self-Assurance, Mindfulness, Gratitude and Curiosity and our three curriculum strands of Thinking Hard, Understanding Diversity and Developing Character. There are many ways in which teachers recognise and celebrate students consistently displaying one or more of our values in lessons. Verbal praise and recognition is often quick and effective and can be useful in building relationships with the students.

When a student exceeds the teacher's expectations, staff can reward students using a points system. Up to three Praise Points can be given per lesson for displaying one or more of our values. Praise Points are centrally added up and students receive certificates and rewards for achieving key milestones. Students can also spend their Praise Points to purchase items from the Rewards Store.

### Rewards

Parents can log into ClassCharts to see how many Praise Points their child has been awarded.

Students are issued with certificates when they reach specific Milestones and can use their Praise Points to purchase items from the Rewards Store.

Students are congratulated every half term in special Celebration Assemblies.

Reward events are organised throughout the year to celebrate students' positive attitudes and achievements.

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# Communication

We share key information via our online platform **ClassCharts** and general information on our website.

ClassCharts has an Announcements feature where key messages from The Cowplain School can be found. These range from whole school letters to individual communications to parents and students. We would recommend that push notifications are enabled for ClassCharts so you are notified when there is a new message that requires your attention.

We also use email and telephone calls to communicate with parents. Personalised letters will be sent via email, and therefore we would request that you ensure we have a valid email address and mobile phone number for you.

Staff email addresses can be found in the About Us section of the school website [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk).

Via the Learning section of the website, you can find more about:

- Every subjects' curriculum overview to be informed about what your child is learning
- Our Reading Programme
- Reflection Time
- The wider curriculum (enrichment, proposed trips, etc)
- Assessment and reporting with dates
- SEND information
- RSHE
- Home Learning
- Mental Health and Wellbeing
- Careers and much more

## ClassCharts

ClassCharts gives parents the opportunity to track achievement, attendance and behaviour information throughout the day and provides key information about Home Learning that is set, and when it is due to be submitted. The Announcements feature is used to communicate messages.

Students also have a ClassCharts account, where they can view their Home Learning, timetable, attendance and behaviour information.

A unique login code is required to access ClassCharts, which is issued to parents and students upon joining The Cowplain School. If you have lost your unique login code then please send an email to [ClassCharts@cowplainschool.co.uk](mailto:ClassCharts@cowplainschool.co.uk).



## CLASSCHARTS

As a school, we share key information via our online platform **ClassCharts**.

**ClassCharts** is a web-based system so it is accessible through an internet connection, or via a tablet and/or smartphone providing the supporting app is downloaded through the Apple Store or Google Play.

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# Attendance

Full details of our Attendance Policy can be found on the school website.

Great attendance is essential to ensure that students benefit from the maximum number of learning opportunities. We know that students who attend regularly get more from their education, take part in a wider range of activities, achieve better examination results relative to their ability and find better employment than those who do not attend regularly.

Therefore, it is our joint responsibility as adults to make sure that each child attends as often as possible. In addition, we must work to ensure that students arrive in school and at lessons on time and that all timetabled activities begin on time.

With great attendance comes great attainment. Data published by the Department for Education shows that 84% of students who attended school every day achieved the expected progress standard, compared to 40% of students who were persistently absent.

When a student has poor attendance other issues can develop including a drop in self-confidence and sometimes barriers appear regarding returning to school. At Cowplain, if a student is not in school and their attendance levels drop we have a legal responsibility to investigate to find out why and to help improve matters quickly. Please take the time to view the information contained in the Attendance Policy, which explains the framework we operate within to manage attendance at The Cowplain School.

How can parents/carers encourage good attendance?

- Expect your child to go to school every day and ensure that they know this.
- Ask your child about their day at school and talk about what they might be doing in the future.
- Approach the school, sooner rather than later, if you have issues with attendance.
- Arrange routine appointments outside of the school day.

## Absence Reporting

If your child is going to be absent from school, please phone the Attendance Line before 8.30am on the day of absence. You should contact the school every day that your child is absent.

Attendance Line:

023 9261 2020 and press Option 1

The Attendance Line is available 24 hours a day/7 days a week.

When leaving a message via the Attendance Line, you must include the following information:

- Student's name
- Student's tutor group
- Specific reason for absence (if unwell, then the specific illness)

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## Uniform

**Our staff want to focus on teaching and learning. Students must not waste their time being out of uniform.**

Plain white shirt with traditional collar

The Cowplain School tie \*

The Cowplain School blazer \*

The Cowplain School pleated skirt - *girls* \*

Plain black jumper or sleeveless slipover

Plain black narrow belt, no wider than 3cm

Plain black straight legged school trousers - *girls and boys* (skinny legged, cropped or leggings are not allowed)

Plain black shoes - should be sturdy and waterproof, low heeled and fully enclosed; colours, visible logos and canvas shoes are not acceptable.

Coats should be weatherproof, front opening and not have large logos. Hoodies, tracksuit tops and denim are not permitted.

Hats and caps should not be worn on the school site, gloves and scarves should be removed in lessons.

All students are expected to wear The Cowplain School blazer over the jumper or slipover.

\* These items must be purchased from a uniform supplier. Our current supplier is Skoolkit in Havant or online at [www.skoolkit.co.uk](http://www.skoolkit.co.uk); however, others may be available.

**Parents who seek admission to The Cowplain School are assumed to be fully supportive of the uniform requirements.**

### Uniform Stockist

Skoolkit

31 Meridian Centre

Elm Lane

Havant

PO9 1UN

023 9245 5795

[www.skoolkit.co.uk](http://www.skoolkit.co.uk)

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## PE Kit

Plain black shorts (appropriate for sport)

The Cowplain School polo shirt \*\* (or plain white polo shirt)

The Cowplain School half-zip PE top \*\* (optional, not for rugby)

*A plain, black warm top (not hoodie) is acceptable for outdoor PE during cold weather. Please note, this must be a different top to the jumper worn with the school uniform.*

The Cowplain School Rugby shirt \*\* (optional)

Long green football socks for lessons on the Astro

White (sports or ankle) socks for all other PE lessons

Sports trainers (not plimsolls)

Gum shield (compulsory if studying rugby)

Shin pads (recommended for hockey and football)

Football boots to have short rubber studs\* (Compulsory for lessons on the Astro. All students will be on the Astro for at least 12 weeks of the year)

*(\* examples on school website)*

*Navy blue or black tracksuit bottoms (not leggings) may occasionally be permitted for outdoor wear only during cold weather, at the teacher's discretion.*

\*\*These items can be purchased from a uniform supplier. Our current supplier is Skoolkit in Havant or online at [www.skoolkit.co.uk](http://www.skoolkit.co.uk); however, others may be available.

Students should have a complete change of clothing for all Physical Education activities. Outdoor activities take place whatever the weather.

**Parents who seek admission to The Cowplain School are assumed to be fully supportive of the uniform requirements.**

## Equipment

Students must come to school every day with the correct basic equipment. These items are checked in Reflection Time by their Tutor, and positive points awarded for those students who arrive fully equipped to school.

They are:

- A pen
- A pencil
- A ruler
- A green pen
- A highlighter

The following items would be highly recommended:

- A bag suitable to carry equipment for school
- A calculator
- Diary (supplied by the school)

The following would be useful:

- Colouring pencils or pens
- A protractor
- A set of compasses
- A pencil sharpener
- An eraser
- A pencil case

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## Appearance

**Hairstyles** should not be unusual, excessively short (Grade 1), tramline, zig zag or dyed unnatural colours.

**Jewellery:** one small plain stud may be worn in each earlobe and a wristwatch. No other jewellery is permitted. *All other jewellery will be confiscated.*

**Piercings** are not permitted on Health and Safety grounds set out by The Cowplain School. Students will be asked to remove extra studs and the fact that the piercing is in the process of healing will not be an acceptable reason.

**Nose piercings** are not permitted, including those with clear retainers.

**Make up** is not permitted in Years 7, 8 or 9 and should be discreet in Years 10 and 11. False eyelashes and excessive eyeliner is not considered discreet.

**Nails:** gel and acrylic nails are not permitted on Health and Safety grounds and students will be asked to remove them. Nail varnish is not permitted in any year group.

**Coats** should be weatherproof, front opening and not have large logos. Hoodies, tracksuit tops and denim are not permitted.

**Hats** and caps should not be worn on the school site, gloves and scarves should be removed in lessons.

**The final decision on all matters of uniform and personal appearance rests with the Senior Leadership Team.**

## Transport

**Bus:** Cowplain is located on public bus routes.

**Car:** When dropping off or collecting students please observe the double-yellow lines by the entrance and do not block the driveways to adjacent homes. No movement of traffic is allowed on the school site between 3pm and 3.10pm to allow our students to exit the site safely.

**Bike:** Students are encouraged to cycle to school. It is recommended that helmets are worn. It is parents' responsibility to ensure bike is safe and roadworthy.

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## Pastoral Team

We have five Heads of Year to support and ensure the wellbeing of all our students.

Contact details for members of the Pastoral Team can be found on the school website.

## Special Educational Needs

The Learning Support department provides a wide range of support for students with special educational needs and/or disabilities.

Our SEND team work with identified students to support their learning in a variety of ways including improving literacy and numeracy skills and developing their language and/or communication needs. We also provide pastoral care to our students to ensure physical and emotional wellbeing.

We have a large and skilled team of Learning Support Assistants (LSAs) who work in the classroom alongside the class teacher. Our LSAs always aim to develop students' independent learning skills as well as enabling many students to access the curriculum.

Our aim is always to tailor support to the needs of individual students to ensure they develop the knowledge and skills to be as independent as they possibly can.

For some students who have been selected as having met the criteria by Hampshire County Council SEN Department, there are two resourced provisions based in the Learning Support department. These resourced provisions provide specialist teaching and support in the areas of Dyslexia/Communication and Interaction and Autism.

## Able and Ambitious

We provide a comprehensive programme for able students and those who are ambitious to succeed.

We believe that providing a wide variety of opportunities is important to all of our students, to broaden their experience, make them aware of future study and career pathways, and stretch their academic skills.

A wide range of activities take place throughout the year making use of strong relationships with local universities; including workshops with local universities as well as visits to the University of Oxford, taking part in academic competitions, and specialist subject events.

### The Cowplain Honours Programme:

A bespoke programme to challenge and inspire students to enable them to become adaptable and confident thinkers, and develop lifelong skills that complement the curriculum.

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## Careers Education, Information and Guidance

We are committed to developing knowledge and lifelong skills and preparing our students for the future.

Careers Education, Information and Guidance includes:

- a dedicated Careers Leader
- careers lessons as an integral part of the RSHE and Reflection Time programmes
- careers education and information as part of the curriculum across all subjects
- visits to, and from, local colleges and universities
- in-school careers workshops and encounters with employers
- individual impartial, independent careers guidance
- work experience placements
- 'Your Future' Google Classroom Careers Information
- careers information on the school website for parents and students

We encourage students to access the interactive careers information website CareerPilot.

In Year 7 students explore a variety of career opportunities and are encouraged to think about future aspirations.

In Year 8 students consider the transferable skills needed for employment and receive support and guidance when selecting which subjects to study.

In Year 9 students investigate the different career and study pathways available to them together with advice on suitable combinations for different careers and pathways.

In Year 10 students can take part in work experience placements and visit local colleges to experience the courses and subjects on offer post-16. Every student will take part in group workshops to explore the different pathways including Further and Higher Education, Apprenticeships and Training options.

In Year 11 the emphasis is on ensuring students are prepared for their next steps and have applied to college or secured an apprenticeship or further training. Every student will have one-to-one impartial, independent advice and guidance and takes part in a formal application and mock interview process. We ensure students know where to access information and support for the next stage of their lives and encourage them to take part in the National Citizen Service (NCS) during the summer.

### Year 11 Destinations 2023

Number on roll	140
Full time education	93%
Full time employment/ apprenticeship	7%
NEET - Not in Education, Employment or Training	0%
Other - cannot be contacted	0%

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## Enrichment Programme

We are proud to offer a broad and exciting Enrichment Programme.

We encourage our students to take part in a wide range of academic and sporting activities to fully engage with the life of our school. The extra curricular activities on offer at The Cowplain School change each term. Please see the website or contact Reception for the current list.

These activities include:

- A wide range of sports
- The Cowplain School Jukebox
- Various music ensembles
- Contemporary Vocal Group
- Performing Arts
- Art and Photography
- The Duke of Edinburgh's Award
- Honours Programme
- Home Learning Club
- Period 6.

## Music Lessons

Students are able to take singing and/or instrumental lessons of their choice including piano, woodwind, drum kit and stringed instruments, including acoustic, electric and bass guitars.

These lessons are arranged with specialist teachers who visit the school; please contact the Head of Music for more information. There is a charge to parents for lessons.



### Keep Up To Date

Keep up to date with the latest news from The Cowplain School with our newsletter.

Please follow us on social media!



Links to our newsletter, Facebook and X can be found on the school website:  
[www.cowplainschool.co.uk](http://www.cowplainschool.co.uk)

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## Mental Health and Wellbeing

Our Senior Mental Health Lead oversees many provisions across the school. These include:

- 1:1 support and counselling
- Group support interventions to help manage bereavement, anxiety and anger
- Wellbeing Break Room run by our Mental Health Ambassadors
- Information Assemblies and a Reflection Time programme that educates students about Mental Health

## The Medical Room

**Our Medical Room is staffed throughout the day to address any medical issues which arise.**

Please notify the school of any health conditions, allergies and ongoing concerns and supply us with sufficient and up to date information about your child's medical needs.

Please supply the school with:

- any medication regularly taken during the school day by your child, eg liquid pain medication\* (if they are unable to swallow paracetamol tablets), and prescribed medication\* etc
- any current medical documentation to help us support your child.

\* any prescription medication must be in the original box/packet/bottle with your child's prescription label showing their name and dosage details. Any shop-bought medication must be in the original box/packet/bottle and labelled by you showing your child's name and dosage details.

Parents supplying medication to the school will need to complete a Medication form which will be updated by Matron when the medication is returned.

Please continue to keep us informed of any changes that occur throughout your child's time at The Cowplain School.

If you have any questions regarding treatment or absence for childhood illnesses and headlice, please contact Matron.

For more serious medical issues, which require ongoing support or medication, please contact Matron to make an appointment to discuss treatment and an Individual Healthcare Plan.

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## Cashless Catering

We use a cashless system for the purchase of food and drink in the Dining Room and Canopy Café.

Students need to register for an account which can then be topped up online via the link on the school website.

Students purchase food directly from the Dining Room and Canopy Café using biometric technology or a swipe card.

## The Dining Room

**Our Dining Room offers state-of-the-art catering facilities.**

The Dining Room and Canopy Café are open at both breaktimes and offers a wide range of food choices, with a varied menu including pasta pots, baguettes, sandwiches and fresh fruit salads. Homemade cakes and cookies can also be found on the menu along with a good selection of drinks.

In the summer term students can purchase ice-pops.

The full daily menu is displayed on each servery together with the price list. For a copy of the latest menu or price list, please contact Reception on 023 9261 2020.

## The Library

**The Library is open every day from 8.00am and is available for students to use after school for classwork, home learning or relaxation.**

A varied selection of fiction and non-fiction books as well as DVDs are available to borrow. Reading lists are available via the Library catalogue, Oliver. The SORA ebook library is available via the link on the school website, under Useful Links.

Computers provide students with access to Insight, the internet, online resources, ebook library and Library catalogue.

Games Club runs during first break every day, enabling students to have an opportunity to relax during their busy day. A fortnightly Chess Club and weekly Knitting Club run after school.

Students also have the opportunity to participate in Book Clubs, act as judges in the Hampshire Book Award, and to meet visiting authors.

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