

Aim high. Work hard. Be kind.



MARRIOTT

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## Welcome to Marriotts School and the Marriotts Family

**We are delighted that you are looking to join the Marriotts family and look forward to working with you at this exciting time in the school's development.**

For the past 5 years we have been oversubscribed with over 240 Year 7 students joining us each year as we continue on our journey to be the best possible school for our students. We have a wonderful team of staff, fantastic students and a building that has the space, equipment and facilities needed for 21st Century learning.

Improvements in academic performance and other areas of school life continue. We are ambitious in our expectations for our students, and these high expectations, together with the fantastic support and guidance that we provide, have ensured that the academic progress of students at Marriotts School is among the best within Hertfordshire. We will continue to see achievement improve at a pace thanks to our great teaching and rigorous tracking systems. The school is recognised by both the local community and a number of official bodies for the excellent education and opportunities we provide. We have recently been invited to contribute to the Government's Parliamentary Review in recognition of the School's outstanding improvements over the last few years. (A copy of this article can be found in your Prospectus Pack).

We remain a comprehensive community school committed to delivering a broad, balanced and appropriate curriculum of the highest quality to our students. Our partnership with Stevenage FC is adding to our specialism and many of Stevenage FC's elite players are now educated here.

**We know that as students and parents you will become positive and active members of our school community. As students, you will make new friends and learn new subjects and skills. We want you to feel safe, secure and happy and, most importantly, to make the most of the opportunities that the school provides.**

We want every student to achieve their full potential and to understand that our key focus is learning. You must be proud of your school and work to make it better.

Your individual commitment in terms of energy, enthusiasm and engagement is vital to the success of the school as a whole. As parents there will be a number of opportunities to become involved with your child's education and the school. We look forward to getting to know you all and welcome your thoughts and ideas about how we can move forward. If we all work together, we will be able to give students a great education, wonderful opportunities and the best examination results.

Our students have so much to offer and deserve the best possible education to help them to achieve their goals and to develop the skills they need to live good, successful lives.



**Bethany Honnor**  
**Headteacher**

# The School Day

## Registration / Assembly

8.30am – 8.50am

### Lesson 1

8.50am – 9.50am

## Movement time

9.50am – 9.55am

### Lesson 2

9.55am – 10.55am

## Break

10.55am – 11.15am

### Lesson 3

11.15am – 12.15pm

## Movement time

12.15pm – 12.20pm

### Lesson 4

12.20pm – 1.20pm

## Lunch

1.20pm – 2.00pm

### Lesson 5

2.00pm – 3.00pm

## Clubs and Homework Club

3.00pm – 4.00pm

# Dress Code

## School Uniform

At Marriotts we believe that all students should wear the correct school uniform with pride. Wearing school uniform shows your commitment to being part of the Marriotts family.

School reserves the right to decide what constitutes 'exaggerated', 'extreme' or 'discrete'.

## Ready for School, Ready for Work

Wearing school uniform helps foster a serious approach to learning and helps prepare the student for their future career.

We have high standards and high expectations for all our students and wearing school uniform smartly and with pride reflects this.

## Removing distractions

Wearing a uniform removes distractions that invariably arise as a result of students comparing clothing and at times making life difficult for less fortunate classmates that cannot afford the latest, and often expensive, fashions.

## Low cost and availability

The school does not make a profit on school uniform and any surplus is put back into the rewards programme. The majority of the uniform can be sourced from most major stores. Only the blazer with embroidered logo, jumper and school tie must be purchased from our supplier Sportswear International.

## Safety

School uniform allows students to be easily recognised. During off-site visits or simply outside the school community, students from a school can quickly and easily be brought together, picked out or recognised. Often this means that their safety can, more easily, be ensured. It also allows students to demonstrate to our community their pride in their school.

# Uniform

Marriotts School Blazers, tie and V-neck jumpers, are only available online from the following provider: Sportswear International – [www.swi.co.uk](http://www.swi.co.uk). Please contact the supplier for prices. Weekly deliveries to school are free of charge. Items can be delivered direct to your home at a small charge. Other items of school dress can be purchased from any supplier. Additional, optional items of PE clothing are available from our on-line supplier.

## Uniform Expectations

- **Girls** – black skirt or trousers. Skirts should be knee length. **Tight, short, stretchy skirts, leggings and jegging etc. are not allowed.**
- **Boys** – black trousers.
- **No jeans, jersey, tracksuit materials or black denim trousers.**
- Grey school jumper with red stripes and no logo is optional.
- Black blazer with embroidered school logo is compulsory.
- White shirt/blouse (**tucked in at all times**) is compulsory.
- Striped school tie (**worn to the waist**) is compulsory.
- Black shoes with low heels and an upper that fully encloses the foot including the heel. **No flip flops, plimsolls, training shoes, trainers, canvas shoes, boots or shoes with coloured logos, stripes or patterns.**
- Plain white socks or plain black tights with no patterns if worn with a skirt. (Socks to be worn below the knee.) Plain dark socks with trousers. **No leggings or footless tights.**
- **No 'hoodies' or outdoor coats in the building.**
- **No coloured or studded belts.**
- **No exaggerated or extreme hair styles/colour including parts of the head being closely shaven/patterns cut into the hair/eye brows. Hair colour should be a natural colour that blends in (no red henna). Adornments should be discrete hair bands only.**
- **No visible make up is allowed and students will be asked to remove any that is obvious.**
- **Jewellery should be kept to a minimum. Rings are not permitted. One small sleeper earring and one plain small stud in each ear of gold or silver. No multiple piercings/body piercings. Covering piercing with plasters or 'clear' studs is not acceptable, please wait until the holidays if you plan to have piercings done.**

- **Painted nails and false nails or extensions are not allowed and students will be asked to remove them.**

Further details listing the full Marriotts uniform can be found on the school website.

**Please note that students who attend school with incorrect uniform will need to be isolated and may be sent home. Please encourage your child to wear their uniform correctly and with pride.**

## PE Kit

### Girls/Boys

Black polo shirt  
Black sweatshirt  
Black shorts  
Training shoes  
Plain black football socks  
Football boots  
Gum shield

## Participation in PE lessons

### Appearance

**All students should have:** black shorts, football socks and a PE top. Optional extras include PE tracksuit bottoms and black sweatshirt. No jewellery or long nails, long hair must be tied back at all times throughout lessons.

### Equipment

All sporting equipment is provided for lessons. However students will need football (moulded) boots, shin pads, suitable sports trainers and a gum shield each year. Students are encouraged to bring black tracksuit bottoms for winter PE lessons when directed by PE staff.

### Lost Kit

Students must bring an alternative replacement from home to wear in lessons until the PE kit can be purchased again. Students must have a note from their parent/carer to confirm loss of kit. Staff will agree with parent/carer a realistic time frame for replacing the Marriotts PE kit.

### No Kit

A 'No kit' sanction policy is in place. 1 kit mark is given to a student who does not have their PE kit with them. If a

student has been given 1 kit mark they will be given a 20 minute detention. If they receive 2 kit marks they will be given a 40 minute detention and if they have 3 kit marks they will serve a one hour detention (after a conversation with parent/carer has taken place).

### Non-Participants

All students must be in kit during a PE lesson. If a student is injured or recovering from illness they also need to be in PE kit. They will participate as a coach or complete a lesson analysis worksheet. They will need a note from home. If they do not have a note or kit then the "No Kit" sanction policy will apply. Non-participants can wear extra clothing underneath their PE kit or a Marriotts tracksuit/sweatshirt to keep warm.

### Valuables

All jewellery (no jewellery permitted to be worn for sport for Health and Safety reasons), electronic devices e.g. mobile phones, keys and monies to be handed in to the PE Teacher at the start of the lesson.

This is the responsibility of the student as PE cannot take responsibility for any valuables. Electronic devices must be identifiable to the student when handed in e.g. photo as screen-saver or a name on the device.

### Special Clothing

All students must have an apron for Technology/Art/ Food lessons which should be purchased from school. These aprons are flame retardant, made from PVC proofed nylon and considered safe by the Fire Protection Officer.

### Marking of Clothing

Please ensure that all uniform and PE kit is permanently marked with your child's name. If possible use labels, especially on the PE kit and expensive items like coats and jackets.

## Equipment

Every student should have a pen, pencil, ruler, eraser, pencil sharpener, set-square, protractor, mix of colouring pencils or felt tip pens and a scientific calculator. Senior students may require additional equipment.

## Transport to School

The majority of our students walk to school with a friend or a sibling, some are driven, others cycle. Please note that drop off for students being driven to school is at the Brittain Way entrance. Students' bicycles must be roadworthy; they must use a lock to secure the bike or scooter in the bike sheds during the day and we encourage students to wear helmets.

The school cannot accept responsibility for bicycles or scooters left on school premises. Motorcycles must not be brought into school without prior permission.

## Attendance and Punctuality

Progress and achievement depends upon good attendance. The school works rigorously to ensure that high levels of attendance are maintained and an excellent standard of punctuality is modelled by all of our students. We act swiftly to identify and address unauthorised absence or low attendance and will seek an immediate resolution to this issue.

The monitoring of attendance is supported by our tracker which enables every student to have an understanding of their attendance on a weekly basis. Our attendance diamond, in each classroom, is a visual reminder to students of how important it is to keep their attendance and progress at 100%.

Every student should aim for 100% attendance and punctuality. Parents do have a legal responsibility to ensure their child attends school. Your child will only reach their potential if high levels of attendance are maintained.

The attendance and punctuality of students is monitored daily by Form Tutors, Year Leaders, and the Attendance Team. We work closely with the Local Authority who support us if we need to issue a fixed penalty notice for students who are persistently absent from school. The Local Authority is also responsible for pursuing court action if poor attendance continues. We encourage and reward excellent attendance and punctuality with achievement points being awarded at the end of each term to students. These achievement points contribute towards whole school rewards and are regularly celebrated through our assemblies and communication with home.

#### Reminders regarding occasional absence from school:

- Marriotts School requires daily communication to cover absence from school and late arrival.
- Any requests for leave of absence should be in writing to the Headteacher. It will be the decision of the Headteacher if this constitutes exceptional circumstances. However, as a matter of policy, Marriotts will not authorise leave of absence for holidays in term time.
- Students who arrive to school after 9.00am will have an unauthorised attendance mark for the morning session, unless they can provide evidence of a medical/dental appointment.

Our school day ends at 3.00pm. **We encourage you to arrange routine dentist, opticians, doctors and orthodontist appointments out of school hours or during school holidays.** If your child is ill or if there is an urgent reason for non-attendance, **please contact the school by 8.30am on each morning of absence on 01438 726999** (option 4 for departments in Marriotts School and then option 1).

If your child needs to leave school, please inform the attendance team by emailing [attendance-team@marriotts.herts.sch.uk](mailto:attendance-team@marriotts.herts.sch.uk). Students **must** sign out at reception as they leave school.

Please refer to the School's Attendance Information Pack, which can be found on our website, for further guidance.

## School Reception/ Student Services

### School Reception

The School Reception is open from 8am - 4.00pm Monday to Thursday and from 8am - 3.30pm on Fridays. The office is manned throughout this time the reception team will be able to help you with any questions or enquiries you may have.

Whilst they will always endeavour to assist you as promptly as possible and to find a quick resolution to any concerns you may have, there may be occasions when concerns will need to be passed on to a more senior member of staff and therefore take longer to resolve. In such circumstances we ask for your understanding as rude and aggressive behaviour towards the reception team will not be tolerated.

### Students Services

Student Services offers a wide variety of services to students. It is located next to the café on the ground floor.

All lost property will be stored at Student Services. Should your child lose an item of clothing, equipment etc. whilst at school they should check at Student Services to see if it has been handed in. **Please ensure that all items of clothing are clearly marked with your child's name so that in the event of an item being lost, we can return the item to your child as soon as possible. On a half termly basis, unclaimed lost property will be donated to charity.**

If your child loses their timetable we can print a new one. If timetables are repeatedly lost, a small charge will be made for a new one.

Students may make phone calls home from Student Services in an emergency, calls cannot be made to make social arrangements.

Student Services holds a stock of school aprons, ties, calculators and basic stationery which can be purchased by students at a reasonable price. Any problems with a student's access card or biometric set up should be reported to Student Services.

If a student has forgotten their lunch, or money for lunch, they should speak to Student Services in order that an emergency lunch ticket can be arranged.

Student Services also maintains the Biometric system, if you have confirmed we are able to use your child's biometrics, they need to go to Student Services to have their Index finger scanned.

Non emergency first aid and medical care is available at student services.

### Lockers

Lockers are available for hire at a cost of £5.00. This hire is valid for the whole time your child is at Marriotts School. If the key is lost a replacement will cost £5.00. If your child loses their key they need to contact Student Services.

Please note there are a limited number of lockers available and these will be allocated on a first come first served basis.

# Student Charter

In our lesson I will always:

## Aim High

- Take pride in the quality and presentation of my work.
- Complete all tasks to a high standard.
- Respect my learning environment and equipment.

## Work Hard

- Complete my homework to the best of my ability and on time.
- Listen carefully to the teacher at all times.
- Expect to be challenged for any off task behaviour I display.

## Be Kind

- Respect my peers.
- Respect all members of staff.
- Respect my learning environment

## Pause

- P** Punctuality: arrive on time.
- A** Attitude: enter the class quietly, engage in starter activity.
- U** Uniform: is correct and my equipment is ready.
- S** Sit in correct seating plan.
- E** End of lesson: pack away and tidy area. Stand behind chairs and leave when dismissed.

# Working Together

## Roles and Responsibilities

The **Headteacher** is responsible for framing a policy which establishes an environment that encourages positive behaviour and regular attendance, discourages bullying and promotes race equality and together with other members of the senior leadership team, organising support for implementing the policy.

**Staff** (including support staff, volunteers and teachers) are responsible for ensuring that the policy is consistently and fairly applied, that students are taught how to behave well and are encouraged to attend punctually and regularly. They are also responsible for providing mutual support and for modelling the high standards of behaviour and punctuality expected from students.

**Students** are responsible for shaping and promoting the school's code of conduct and supporting staff and other pupils. Students are able to do this through:

- Student voice.
- Student surveys.

**Parents and Carers** are responsible for their child's attendance and behaviour inside and outside the school, for working in partnership with the school to maintain high standards of behaviour and attendance. They are also able to contribute to the policy through consultation.

# The Marriotts Way

## What does it mean to be a member of staff at Marriotts School?

We realise that as members of a school that is on a journey to be outstanding, good staff culture is central to our future success. We therefore have a set of values and philosophies that we commit to as a team. We call these "The Marriotts Way".

1. We do whatever it takes.
2. We are positive and optimistic. We believe 'these kids can'.
3. We are focused on students' progress to open doors for them.
4. We model what we expect to see from students and each other. We live our values.
5. We are consistent and we 'hold the line'. We buy into and own group decisions even if originally we expressed disagreement.
6. We are solution focused and have a 'can do' attitude.
7. We are hardworking, disciplined and demonstrate 'relentless follow through' knowing that this is what will get our students the results they need. We know that their success is our responsibility.
8. We have high expectations for progress, for behaviour, for students and for ourselves.
9. We 'sweat the small stuff' and know that attention to detail along with good habits and routines will secure our success.
10. We are 'on our books'. We know that the way they are presented, the quality of work within them and the quality of marking must be outstanding. They are a temperature gauge for the whole school.
11. We 'Pick up the Pizza box'. We recognise in a busy school there are hundreds of odd jobs that will turn up unexpectedly and we will all 'muck in' to help each other out.
12. We want to build a culture of open, honest and productive dialogue with one another. The leaders' doors are always open to discuss anything and everything, and we are expected to share our thoughts, ideas and concerns. We are team players, we respect all members of staff in both teaching and non-teaching roles and we value each other's contributions knowing that we are all responsible for our collective success.

# The Marriotts Home/School Agreement

## Parents/Carers

### I/We will:

- Ensure that my/our child is organised for school – in correct uniform with all necessary equipment.
- Ensure my/our child attends on time and notify the school if he/she is late or absent.
- Encourage my/our child to have a positive attitude to learning.
- Support and encourage my/our child in his/her school work (including homework).
- Let the school know if any situation is likely to affect my/our child's learning.
- Make the most of all opportunities to meet with staff and encourage a dialogue between the school and home.
- Support the school Rewards and Behaviour for Learning Policy including same day detentions.
- Not make requests for my child to be out of school during term time other than in exceptional circumstances.
- Encourage my/our child not to engage in discrimination, harassment and victimisation of others.

## School

### Marriotts will:

- Expect all members of the school community not to engage in discrimination, harassment and victimisation.
- Expect students to attend school in correct uniform and have the necessary equipment for lessons.
- Work with parents/carers and students to encourage regular attendance and excellent punctuality.
- Deliver the curriculum in terms of lessons and homework, ensure work is marked and provide support for all students in order that learning needs are met.
- Expect students to behave positively, respect each other and together create a safe learning environment for all.
- Take appropriate action in cases of student misconduct.
- Respond to parental concerns relating to the welfare of students.

- Support parents/carers and students through regular consultation evenings, reports and other forms of communication.
- Keep parents/carers informed of school events and activities.

## Student

### I will:

- Fulfil our school mission: Aim High, Work Hard, Be Kind
- Not engage in behaviour that discriminates, harasses or victimises others.
- Wear the correct uniform at all times.
- Bring my books and equipment to school for lessons and activities, so I am ready to learn.
- Attend school regularly and arrive on time for school and lessons.
- Follow the student expectations when in class and around school including attending whole school detentions if required.
- Do my best, have pride in my work and aim to achieve as highly as I can.
- Try to attend at least one extra-curricular activity.
- Let a teacher know if I have any worries.

## Data Collection

The data collection form will be kept in your child's academic file.

## Behaviour (Respect) and Approach to Learning (Attitude)

We believe students need to take pride in their learning during their time at Marriotts. We expect students to engage in the lesson activities and complete homework set by their teachers. Students are required to maintain good presentation in their books so that they are able to demonstrate their learning journey across the year.

The 'Be Kind' element of our school ethos is central to our positive community and learning environment. We expect students to be kind at all times, modelling the qualities needed to be a good citizen and represent Marriotts at all times when wearing the school uniform.

### Marriotts School Rules:

- ***Aim high, Work hard, Be kind***
- Respect, Attitude, Ownership
- Follow the Community Code

To achieve safety outside of lessons, we expect all students to follow the Community Code at all times:

- Walk, don't run.
- Talk, don't shout.
- Sit down or go outside.
- Use the bins provided.
- No electronic devices.
- Food and drink in the Dining Hall or Café area only.
- Keep to the left on stairs and along corridors.

We track students' attitude to their learning by using our Approach to Learning Zone (ATL) strategy aimed to motivate and intervene to ensure students' progress each module. Students are put in one of 5 zones each term. Actions and rewards follow the allocation of ATL zone. This is a key part of our work building growth, resilience mindset.

## The Behaviour for Learning Team

The Behaviour for Learning Team provides 360° of care, support and guidance to each student and their wider family. They are responsible for tracking attainment, behaviour and attendance to identify areas which may require target setting and support.

Each year group has a Year Leader who is supported by a member of the Senior Leadership Team to ensure every student is happy and is making the necessary progress. The Behaviour for Learning Team for 2020/21 includes:

<b>Assistant Headteacher Teaching and Learning and Raising Standards Leader Year 7</b>	Miss T Demetriou
<b>Lead Assistant Headteacher Personal Development and Behaviour</b>	Mrs L Tether
<b>Assistant Headteacher Personal Development, Transition and Pastoral</b>	Mrs A Taylor
<b>Assistant Headteacher Behaviour, Attendance and Student Engagement</b>	Miss N Slade
<b>Behaviour for Learning Coordinator</b>	Mr C Gaskin
<b>Safeguarding Team</b>	Mrs L Tether Miss N Slade Mrs L Allum Mr A Illingworth Mrs C Scott
<b>Year Leader Year 7</b>	Mrs J Clements
<b>Assistant Year Leader Year 7</b>	Mrs L Chapman
<b>Transition Co-ordinator</b>	Mrs A Taylor
<b>Raising Standards Leader Year 7</b>	Miss T Demetriou
<b>Year Leader Year 8 (Teaching)</b>	Mr S Haley
<b>Year Leader Year 8 (Non Teaching)</b>	Mrs J Coben
<b>Raising Standards Leader Year 8</b>	Mr S Bannister
<b>Year Leader Year 9</b>	Mrs N Cooper
<b>Assistant Year Leader Year 9</b>	Mrs K Brown
<b>Raising Standards Leader Year 9</b>	Mrs M Bains
<b>Assistant Raising Standards Leader Year 9</b>	Mrs C Scott
<b>Year Leaders Year 10</b>	Mrs L Moore Ms T Tingey-Foreman
<b>Assistant Year Leader Year 10</b>	Mrs S Lawson
<b>Raising Standards Leader Year 10</b>	Mr J Whittaker
<b>Year Leader Year 11</b>	Mr M Whittaker
<b>Assistant Year Leader Year 11</b>	Miss A Sweeney
<b>Raising Standards Leader Year 11</b>	Mr C Kerr

## Special Educational Needs

The Learning Support Department has a comprehensive range of intervention and support facilities which are accessed by students via a referral system. Student progress data is tracked and analysed at regular intervals and those students that are falling behind may be referred to the Learning Support Department for additional support.

Students with an Education Health Care Plan (EHCP), or with Special Education Needs will be offered appropriate support to meet their particular needs. Where appropriate, parents will be invited to become involved in progress and planning meetings.

Some students in Year 7 will be part of a transition support programme following on from primary school. This will enable them to gradually settle into secondary school. They may spend a small amount of their time working outside of lessons with a member of the inclusion team.

### Key Personnel

SEND, Inclusion, Intervention and Safeguarding:

**Mrs L Tether: [l.tether@marriotts.herts.sch.uk](mailto:l.tether@marriotts.herts.sch.uk)**

Inclusion Co-ordinator (INCo): **Mrs G Ridley: [g.ridley@marriotts.herts.sch.uk](mailto:g.ridley@marriotts.herts.sch.uk)**

Inclusion Unit Manager: **Mrs L Powell: [l.powell@marriotts.herts.sch.uk](mailto:l.powell@marriotts.herts.sch.uk)**

Assistant SENCo: **Mrs Sarah Allcock-Green**

## Religious Education

Religious Education is taught in lessons in Key Stage 3 and through Marriotts Life Skills in Key Stages 4 and 5. In Key Stages 4 and 5, students have the option to study GCSE/A Level Philosophy and Applied Ethics.

## Sex and Relationships Education

This is education about sex, emotions, relationships and sexual health. The biological elements are included in the Science national curriculum. Other elements are taught through Marriotts Life Skills and Theme Day Activities.

Students are taught about contraception and STIs, as well as the physical and emotional changes that occur during puberty. We also explore and tackle contemporary psychosexual issues facing young people as they negotiate sex, relationships and sexual identities.

We place a specific focus on cultural shifts in technology, media, communication, equalities and diversity. Essentially we encourage students to think about the differences between real sexual relationships and those that are depicted in the media.



## Homework

We believe in setting students homework activities to broaden student learning, deepen their understanding of their subjects through a clear focus on retention and promote independent learning and responsibility. Activities will be set regularly in core and foundation subjects to build on knowledge retention and the development of examination skills. Each module (an eight week teaching block set five times throughout the year) a Knowledge Organiser will be published for each year group containing the core knowledge students will require to build on to be successful in that subject. Activities will be set to engage students with the material; three out of four homework tasks will consist of interactive online quizzes based on knowledge retention. All homework will be signposted to students and parents via the [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk) website. Students, parents and carers alike will be able to access this through all computer, mobile and tablet devices.

## Reporting and Understanding Data

We have three formal means of reporting achievement and progress to parents/carers.

### Reporting System:

Parents will receive three reports on progress during the course of the academic year. This will include a progress report identifying how your son/daughter is progressing towards their target grade, together with an ATL grade.

### Information and Guidance Evening

This is an important evening when the Year Team share key information with parents and an opportunity for parents to meet with the Form Tutor as part of a group.

## Parent Consultations

At Marriotts School we are committed to forging strong links with our parents and families.

At the start of every year for every year group we run an Information and Guidance (IAG) evening. Then, at different points during the year we have a Parent Consultation evening for each year group, with all subject teachers available, to discuss your child's progress. These are really important evenings which we encourage parents to attend. We use an online booking system to support our families in making their bookings.

## Mobile Phones and Electronic Devices

The school is a workplace and a place of learning. Making calls, texting and using electronic devices at any time of the school day is not appropriate. Whilst the School Governors do allow phones and electronic devices to be brought to school, responsibility for the phone rests with the student and the school will not take financial responsibility for any loss or damage to any phone under any circumstances – including storage during PE lessons or examinations.

If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter.

**We do not allow students to contact home using their mobile phones while they are at school, if they are unwell or need to contact home this will be done via a member of staff.**

### Student Responsibility

All phones and electronic devices are to be kept out of sight and switched off during the school day. This includes lesson transitions, break and lunchtime. None of these devices can be used whilst on the school site. Please do not contact your child on their mobile phone during the day.

**Students are not permitted to listen to music on headphones as they walk around the building or in lessons. Any mobile phones, headphones or electronic devices seen will be taken and looked after by your child's Year Leader until 3.00pm.**

Students must ensure that files stored on their phones or electronic devices do not contain any form of violent, degrading or pornographic images.

Cyber-bullying is completely unacceptable. Students found to be involved in cyberbullying will have their device taken away and will face serious consequences.

## The General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) is an EU regulation on data protection and privacy for all individuals living in the EU and the European Economic Area. The new regulation came into effect in May 2018 in order to enforce tighter procedures on how companies deal with personal/sensitive data. It gives greater control to you, as the data subject, on how a company may use your data, and you have the right to request change or removal of your data from their system.

As a school we have implemented changes to ensure we are compliant with the new regulations, including updating school policies and privacy notices etc. We have appointed a Deputy Data Protection Officer (DDPO), who will oversee staff training, update the school on any changes that happen within the new regulations and to answer any queries you may have. Our DDPO can be contacted by emailing [dpo@marriotts.herts.sch.uk](mailto:dpo@marriotts.herts.sch.uk)

# School Gateway Communication

Marriotts use an electronic communication system called School Gateway. School Gateway allows two-way communication between the school and the parent/carer via text messaging or email. In order for you as the parent/carer to receive the maximum possible benefits from this system we require a valid email address and mobile telephone number for the Priority 1 contact. The School Gateway App allows you to view your child's attendance and you are able to notify the school of any absences regarding your child. You will be able to see their timetable showing you which lessons they have, achievement - showing you how many achievement points your child has accumulated in the current academic year and medical details, showing you the medical information we have on our system for your child. You are able to message back from the App with any changes to your own or child's details i.e. update mobile phone number or change of address.

School Gateway is monitored throughout the day by the Admin staff at Marriotts, therefore, if you were to send a message, a response would be received shortly after.

## WisePay

Marriotts uses WisePay to collect online payments for such things as school trips. WisePay can be accessed via the Marriotts school website under the "Parents" section or via an app for apple and android phones. WisePay is a secure system, which eliminates the need for students to bring cash into school. Cash in school is discouraged and we ask, therefore, that if you are unable to use WisePay, that cheques are used as an alternative. There are several benefits to using WisePay, such as it creates a record of all your payments in your user account called 'MyWiseAccount' and refunds can be made via electronic payment rather than a cheque.

You will be allocated a name and password. You simply need to ensure that you have registered your e-mail address with the school and we will do the rest. Parents are also able to top up cashless catering cards using WisePay. This allows you to view what your child is purchasing in

the school canteen and café areas as well as viewing the balance available for them to spend.

Support is available from the School Finance Team, via email to [finance@marriotts.herts.sch.uk](mailto:finance@marriotts.herts.sch.uk) or alternatively please call the school number on 01438 726999.

## Biometrics

Marriotts School uses a Biometric student recognition system. Using a biometric system benefits the school and students; students do not have to remember to bring a card, queuing times are reduced at the catering areas and there is a reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINS.

A biometric measurement of your child's fingerprint will allow your child to:

- Access parts of the building.
- Print – there are 6 large printers (two on each floor) work sent to a printer can be collected at any time by using their fingerprint at any of the printers.
- Paying for food – there are two points in school to load money onto prepaid catering accounts.

**The till operator will advise the student when their account is running low. Students can also ask the till operator what their current balance is.**

Students on Free School Meals will have their accounts topped up daily. They can pay in extra money if they wish.

## Access/ID Cards

Marriotts School operates an Access/ID card system for students not registered to use the Biometric system. Students are expected to look after cards carefully and NOT lend it to anyone else.

Replacement of lost or damaged cards will be £5.00.

If a student loses/damages his/her card then they should report this immediately to a member of staff at Student Services. Replacement cards cost £5.00. Any balance on the lost/damaged card can then be transferred to the new card. Cards can be topped up with money in the same way as biometric accounts.

If a free school meal student loses/damages his/her card then they are still entitled to the meal of the day but must inform the dining room staff who will ensure the student receives a meal for that day. They will, however, have to purchase a replacement card.

## Sports Centre

Marriotts Sports Centre is managed by the Sports Team who provide a wide range of sporting activities for community users and host regular events and non-sporting activities too.

The Sports Team are always on hand to provide an excellent service for all individuals and groups who use the facilities 7 days a week.

### Marriotts Sports Centre (MSC) ACTIVE/ KIDZONE/COMMUNITY

MSC Active is open 7 days a week, Monday to Friday 8am – 10pm and at weekends from 8am – 6pm. At MSC Active we aim to deliver the best fitness experience in Stevenage. Our fitness programme provides a wide range of classes to help you improve your fitness and lifestyle. We aim to give all members a unique experience and are a very family orientated fitness team. We have a unique feel, which focuses on the community, and enjoying group exercise for all levels, shapes and sizes. An example of costs for classes includes: use of the gym, £5.00 per session, alternatively you can pay a monthly fee for unlimited classes, gym and sports activities.

### Facility Hire

Facility hire is available for the whole of the Sports Centre and school. We accommodate block and ad-hoc bookings and have over 30 individual groups and clubs currently using the facilities. From a 3G booking, general meeting, family occasion or a game of tennis, we can look after you.

### Partners and Clubs

Marriotts Sports Centre is proud to be home to lots of fantastic sports clubs; Marriotts Gymnastics Club, Bedwell Rangers FC, Stevenage FC, Stevenage Storm, Stevenage Scorpions, North Herts School of Dance, Stevenage Judo Club, Fairlands Valley Spartans to name a few.

## Birthday Parties

Children's Birthday Parties are very popular at Marriotts Sports Centre. If you would like a party why not visit us to design your own, or alternatively leave it to us to design one for you and take the stress out of your child's important and very special day. To ensure you and your child have a wonderful experience we ensure we provide professional experienced coaches and deliver a wide range of parties. Some of the most popular parties include: gymnastics, football, multi-sports, bouncy castle and trampolining. Whatever experience you want, we can cater for you and your child's sporting needs!

To find out more on what we have to offer please call: **01438 317525** or email **bookings@marriotts.herts.sch.uk**. Alternatively you can visit our website at **www.mscaactive.co.uk** or the Marriotts Sports Centre Facebook page.

## How you can help your child

- Make sure your child has the right equipment. There is no need for expensive pen sets, but a proper pencil case to include a pen, pencil, ruler, rubber and a scientific calculator, is very useful.
- A suitable bag is very important. Students need to have room in their bag for all of their exercise books.
- Make sure students organise their bag the night before school in readiness for the following day's lessons.
- Please make sure your child has a coat or jacket that is waterproof. There are no drying facilities at school and it is extremely uncomfortable for students to be in school all day in wet clothes. No outdoor coats should be worn in the building at any time.
- Please encourage your child to get plenty of rest, especially during the first half term which can be tiring for Year 7 students.
- Make sure your child eats properly, especially breakfast, so that they can concentrate and learn. Encourage them to bring water into school, not fizzy drinks. Energy drinks are not allowed.
- Have a copy of their timetable at home. Attach it to the fridge, or wherever is a good place to see it.
- Look at your child's exercise books and discuss their learning with them.

- Arrange non-emergency dentist, doctor, optician and orthodontist appointments outside school hours.
- Do not arrange family holidays in term time.

## Frequently Asked Questions

### What happens if I need to get in touch with my child?

Please call the school reception and a message can be relayed to your child. Students must not use mobile phones at any time during the school day including lesson transitions, at break and lunchtime. Please do not call or text your child during school hours.

**Students must not use mobile phones at any time during the school day including lesson transitions, break and lunch time. Please do not call or text your child during school hours.** Students seen using their phones during the school will have them removed and looked after until 3pm

### What happens if my child is ill at school?

If your child is unwell at school they should tell their teacher, the teacher will then write a note and send them to the school reception where they will be assessed. Reception will call you if your child needs to go home or be seen by a doctor. **Students should not text or phone parents directly if they feel unwell.**

### How can parents of Year Six see Marriotts School as it really is?

Open Evenings give you a flavour of what a particular school is like, but the best way to judge a school is to come in during the day and see it in action. We would like to invite you and your family to visit the school, during week commencing **5th October**. Tours commence at 9.00am and last for approximately 1 hour.

On arrival you will be met by staff and students and offered a guided tour of the school which will include visits to lessons that are in progress.

At the end of your visit, a senior member of the teaching staff will be waiting to talk to you if you wish and will answer any questions you may have.

If you would like to book a tour please either complete the enclosed form 'An Invitation to Visit Marriotts School' and pass it to a member of staff at the open evening or, alternatively, please call the school on **01438 726999** or email **admin@marriotts.herts.sch.uk** to book your place.

### How does the school encourage students to make a positive contribution to the school and wider community?

At Marriotts, students and groups of students are encouraged to take on leadership responsibilities. Students from a wide range of groups have a strong voice in decisions relating to their learning and well-being. The students' involvement in the school and their interaction in the wider community are substantial and highly valued.

“*Pupils participate enthusiastically in a wide range of extra-curricular activities, including a project to build a school in Gambia.*”

**Ofted October 2016**

We value our students and work to involve them fully in the life of the school and wider community. Our aim is that our students are very proud of and committed to Marriotts and are enthusiastically involved in the promotion of a broad range of activities to improve the school and the wider community. All students take part in our enrichment programme 'Marriotts Life Skills'.

Students are regularly consulted about school improvements and the School Council contributes to the school decision making process. Students from a wide range of groups have a strong voice in decisions relating to their learning and well-being. Students take on leadership roles across the school, for instance, Sports Leaders and Humanutopia Heroes.

## How will the school help our child settle into their new school?

Any child can be worried about moving to a new school. We aim to make this transition as smooth as possible.

Prior to your child joining Marriotts School, senior staff visit each primary school to collect information and meet with your child.

We have a specialist member of the Senior Leadership Team whose main responsibility is your child's welfare, and whose first concern is that they settle in well. Each student is placed under the immediate care of a tutor who will meet with their students every day.

We have a Year 7 Year Leader and an Assistant Year Leader who focus their work on supporting students at primary school then at Marriotts during transition.

Any parent can phone the school from day one. Please always speak to us if you are worried and we will do our best to resolve your concerns. Concerns are addressed promptly and such phone calls are never considered a nuisance.

We deliver a full transition programme to Year 7 students to help them settle quickly led by a senior teacher.

## Our child is both quiet and shy. How will he/she cope in a large secondary school?

We care for all our students as individuals. Shy and quiet children flourish at Marriotts School. They do not need to change in order to thrive.

We provide excellent care and support for all students, which helps them grow in confidence.

There are clubs and activities that cater for all different interests to help students make friends at break and lunchtime, including sanctuary a quiet place for those who find structured time difficult.

## What happens at lunchtime?

We are committed to promoting healthy lifestyles and healthy eating – we do not sell “junk food” to our students. Fizzy drinks and energy drinks are not allowed.

Students can eat in the dining room and cafeteria, or bring a packed lunch.

During lunchtime, football and basketball are very popular and we are fortunate to have huge grounds to accommodate this. Quieter areas are designated for students to meet and chat, or there are a huge number of clubs including sporting activities, art, drama and computing. Some students use our excellent library to study or read, others attend team practices or rehearsals for Performing Arts.

Students are supervised at all times by a team of teachers and the Leadership Team and they are expected to maintain their usual high standards of behaviour.

## How does Marriotts School ensure good behaviour?

Ofsted recognised behaviour at Marriotts is ‘Good’ and said

“*The behaviour of pupils is good. Pupils say that behaviour in lessons is good.*”

Ofsted October 2016

Students are made to understand and respond to standards of behaviour and conduct required of them and we know parents will support us in upholding these standards. All parents, students and staff sign up to our Home School Agreement which outlines expectations and the sanctions that will be put in place where these expectations are not met.

Our firm but fair Behaviour for Learning Policy helps to promote good behaviour and attendance through positive reinforcement and reward and by having clear, universally understood sanctions which are consistently applied by staff. This good behaviour allows students to learn effectively and succeed.

All students and staff follow our Student Charter and Home School Agreement and we have very clear and consistent behaviour routines. For more information please see our school website.

We are serious about our duty to recognise the potential of each child in our care and help them to realise it. For this to happen effectively, good behaviour and attendance is essential.

## Our child is bright. What will you do to stretch them to achieve their full potential?

Our vision to ensure that all students achieve their full potential is ‘Excellence for All’. We believe that every student needs to be stretched and challenged throughout their school experience, both in lessons and through the extra-curricular provision. All students are encouraged to aim high and make better than expected progress.

There is additional provision for brighter students who are made aware of the higher levels of achievements expected of them in view of their individual talents and abilities. Children identified as able, gifted and talented in particular areas are given advice and support to ensure that they fulfil their potential and this is carefully monitored by an Assistant Headteacher who looks after those students who need to be stretched.

## Homework – How important is it for student's to prepare for lessons?

We believe that it is vital for students to take responsibility for their learning and believe that learning takes place both in and out of school. We aim to equip students with the right skills and attitude so that they become effective, independent learners.

“*Parents and pupils are generally positive about the homework provided because they say it reinforces learning.*”

Ofsted October 2016

All homework is set using the 'Show my Homework' website. This means that students and parents can see exactly what work their child has been set in each subject and when it is due. It also allows the school to track if staff are setting enough homework. Students will be able to view 'Show my Homework' on a desktop or laptop and can download an application to mobile devices running Apple iOS and Android which will send daily reminders.

Students are encouraged to bring a notebook to school to help them organise their work and record the homework set. All students need to be prepared for learning each day and should have at the very minimum a pen, pencil, ruler, eraser, set square, protractor, a mix of colouring pencils or felt tip pens and a scientific calculator.

### **We have a child who does not push themselves to achieve in School. How will the school motivate them?**

At Marriotts we expect all our students to 'Aim High'. We are committed to engaging and motivating them. Teachers plan exciting lessons and use rewards to encourage student achievement. All lessons are monitored to ensure that they are the best possible quality and that they engage students. Staff receive high quality training.

All teachers have their lessons observed and monitored by subject specialists and senior staff, so that we can work together to ensure every lesson is good or better and that learning engages students.

“  
*No excuses' culture where all pupils can achieve well. Different groups of pupils are challenged appropriately and make good progress.*  
”

**Ofsted October 2016**

We will monitor your child's performance regularly and frequently and set them ambitious targets for improvement. This will mean that you and they will know exactly what they are good at and where they need to focus their efforts.

In the years leading up to GCSE examinations, we monitor student performance even more closely and involve members of the school leadership team to work with students who are not pushing themselves or achieving their Target Grades. We meet weekly to review students' progress and all teachers run intervention sessions after school and at weekends.

We know that it is vital to keep parents informed of their child's progress at regular intervals throughout the year. Parent Consultations and Modular Snapshots help ensure that parents are updated after each of the three modular cycles. We also run sessions for parents about supporting their child's learning and raising attainment.

Whenever a child is demotivated or underachieving we trigger a range of different support strategies to get them back on track.

Parents also play a vital role in helping their child remain motivated at school. We expect all parents to regularly discuss their child's learning with them, to look at books and to play an active role in the school.

### **Our child finds some subjects difficult. How will you ensure that they get the help that is needed?**

As students' progress through school we organise them into groups that ensure effective teaching and learning.

Every child can learn and succeed. Some students require extra help and support. We see it as our duty to provide this.

Our Learning Support department, under the leadership of the Assistant Head for Inclusion, SEND and Learning Support, is equipped to meet individual needs. Some students require support in the classroom to guide them. Others benefit from closer adult support in smaller teaching groups. Both are provided at Marriotts School.

### **How does Marriotts School prepare its students for the future?**

All students are provided with specialist advice and guidance to support them throughout their secondary school career to help them prepare for their future.

We expect most of our students to stay on into the Sixth Form to pursue a range of academic, professional and vocational qualifications and many of these students go on to university. Closer to home we have excellent links with the University of Hertfordshire.

### **There is more to school than examinations. What goes on outside the classroom?**

Of course examinations are important; we want our students to leave school with the highest academic qualifications possible so that all their options are open. We also recognise that the qualities that students develop are equally important if they are to go on to live successful lives. We want our students to become happy, mature, responsible citizens, who leave school with a passion for learning and life.

All of our students are provided with good examples from teachers, whose job is to promote and develop our students' moral, spiritual, cultural and religious values.

“  
*A life skills programme that makes a strong contribution to pupils' spiritual, moral, social and cultural development.*

*Pupils are given plentiful opportunities to explore their own ideas and identity in the context of the wider world.*  
”

**Ofsted October 2016**

We offer a wide variety of extra curricular activities including sports, performing arts, science, English, languages and homework clubs. Students also have the opportunity to represent the school in team sports, dance and drama performances.

The range of educational visits, field trips and residential opportunities open to our students is extensive;

**An example of the types of trips and events undertaken is given below:**

- Careers Week.
- Berlin trip.
- Ski trip.
- Year 7 trip to Whipsnade.
- Hatfield House trip.
- Camden trip.
- Geography field trip.
- Languages Day.
- Rockley Water Sports trip.
- Sports Week.
- The Green Britain Eco Centre.
- German exchange trip
- Rock Challenge
- Charities week
- Gambia Trip
- Thorpe Park
- World Book Day.
- World Poetry Day.
- WWI Battlefield
- Year 7 PGL trip
- Many theatre performances.

### How do you deal with bullying?

At Marriotts we place great emphasis on students' welfare, we value and promote student relations that are positive and we promote tolerance and kindness. Bullying is simply not acceptable and we make this clear through assemblies, the pastoral programme and in how we manage behaviour in the school.

We encourage all students to report any incidents of bullying at the earliest possible stage, to any member of staff. A member of the Behaviour for Learning Team will then speak to the student and establish the exact nature of the problem. We will then act accordingly and swiftly so that the student experiences minimum distress. We ensure we follow up on any incidents to ensure they are not re-occurring. To ensure this happens any bullying incidents are logged and reviewed at least weekly.

Students who have known to have bullied are sanctioned accordingly, and they are monitored to ensure this behaviour does not continue. They may also be required to do some restorative work, again depending on the individual incident.

### What if I need to speak to the Headteacher?

One thing we are always trying to improve is the school's communication. If you have a concern you should, in the first instance, raise this with your child's Form Tutor, Year Leader or a member of the Senior Team. However, as Headteacher, I would like to pledge to parents that if they would like to speak to me they are able to do so by contacting the school through my **PA, Mrs Peary, [j.peary@marriotts.herts.sch.uk](mailto:j.peary@marriotts.herts.sch.uk)**. I will always phone back within 1 working school day and, if a meeting is needed, I will endeavour to meet with you within 3 working days.

Contact us at:  
**Marriotts School**

**Brittain Way, Stevenage,  
Herts, SG2 8UT**

Tel: **01438 726999**

Email: **[admin@marriotts.herts.sch.uk](mailto:admin@marriotts.herts.sch.uk)**

**[www.marriotts.herts.sch.uk](http://www.marriotts.herts.sch.uk)**



**MARRIOTTS**

**Thank you for putting your faith in Marriotts School.**

## What Ofsted said about us in October 2016

*Leaders have created a harmonious school community that models their approach to teaching pupils about British values such as respect, tolerance and democracy.*

*Teachers use a range of assessment techniques to feed back to pupils how they can improve.*

*Pupils attainment and progress across eight subjects at key stage 4 are above the national average.*

*A culture of mutual respect is palpable across the school.*

*Pupils say that when they respond to teachers' comments, it helps them learn more.*

*Leaders have high expectations of students, whose progress is monitored closely.*

*The behaviour of pupils is good.*

*Most-able pupils are challenged by being given extended reading projects for homework that require them to explain their understanding in more detail.*

*Teachers use assessment information and examination requirements well to plan learning activities that students enjoy and engage in fully.*

*The school's work to promote pupils' personal development and welfare is outstanding.*

*Teachers consistently use information about the learning of pupils who have special educational needs.*

*Teachers have high expectations of how students present their work. Their use of feedback explains to students what their strengths are as well as how to improve their learning.*

*The attention given to pupils' individual needs on transfer to the school helps to overcome any early anxieties they might have.*

*Most-able pupils are challenged by being given extended reading projects for homework that require them to explain their understanding in more detail.*

*Leaders have planned the 'Marriotts Extra' curriculum, which includes enrichment activities, employability skills, work experience and community activities. As a result, students' personal development is strong and they are well prepared for the next stage of their education or career.*

*Year 7 pupils described how the regular visits to school while they were in Year 6 and the summer school helped them acclimatise to life at Marriotts.*

*Sixth form provision is good. Students follow appropriate courses that enable them to achieve well.*

*Governance is outstanding. Governors' and leaders' vision and ambitions for the school are completely aligned and equally aspirational.*

*The arrangements for safeguarding are highly effective; the school has an open culture in which safeguarding is a clearly expressed priority.*

*Different groups of pupils are challenged appropriately and make good progress.*

*Pupils feel extremely safe and very well looked after by the school's staff, a view shared overwhelmingly by parents.*

*Teachers skilfully use their strong subject knowledge and rich variety of questioning techniques to check pupils' understanding and to challenge the most able.*

*The value of tolerance permeates all aspects of school life, creating a harmonious and inclusive community.*



MARRIOTTS

