

"Providing a foundation for life"

MOCK PROSPECTUS 2014-15

Introduction from Future Headteacher?

On behalf of all of the staff and students at Ixworth Free School I am delighted to introduce this information about our school.

I am proud and privileged to be the Headteacher of Ixworth Free School where we are dedicated to developing a safe, vibrant, successful and student centred place of learning. We believe that our students are capable of truly fantastic things and at our school we share high expectations of all and expect them to achieve their very best. Working with parents / carers and the local community we intend to fulfil our duty to provide excellent opportunities each of which enables our students to enjoy their learning and excel. We also have high expectations of behaviour and appearance. We want our students to wear their uniform with pride and conduct themselves in a manner of which we can all be proud.

At Ixworth Free School we offer a curriculum that will enable students to flourish academically and lay the foundations for successful progression into post-16 learning. This is supported by our strong pastoral system and enrichment opportunities through which students will develop as rounded human beings ready to contribute to the communities in which they live. As an inclusive school we have aspirations that all of our students will make progress over and above the national average and we will celebrate the successes of all of our students together as a community.

This prospectus offers you some insight into our school and love of learning - but will not provide as much information as a visit to our school. Therefore, as well as reading the information enclosed, I invite you to come and visit and speak with our students and staff about the education that we offer.

Finally I would like to thank you for taking an interest in our school and wish you well as you make the important decision about the future education of your child or children.

to be appointed Headteacher

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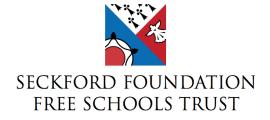
Principal of the Trust: Rob Cawley

Chair of Trust Board: James Wellesley Wesley

Headteacher: to be appointed

Chair of Governors: to be appointed

Ixworth Free School would be a proud member of the:

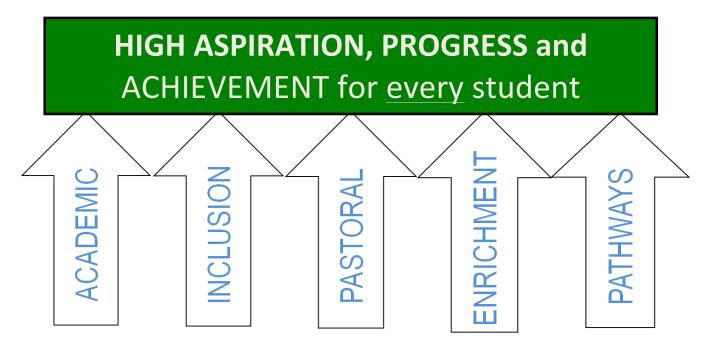


The Seckford Foundation Free Schools Trust is a charitable company limited by guarantee whose registered office is at Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ. It is registered in England and Wales with company number 08077362 and is exempt from registration with the Charity Commission.

Vision and Ethos of the School

Our vision will be for all our students to:

- achieve their potential through a culture of high academic, personal and social expectations and aspirations;
- have their needs met and be recognised as individuals through high quality inclusion and pastoral care systems;
- learn in a safe, healthy and stimulating environment in which every child matters and in which parents / carers and the wider community are part of the learning journey;
- enjoy an all-round education beyond academic study, so that each can discover his or her latent talents.



We will have aspirations and expectations for our students that they make above average progress and achieve to the very highest level in all that they do. We will be inclusive and will have that aim for all students relative to their starting points.

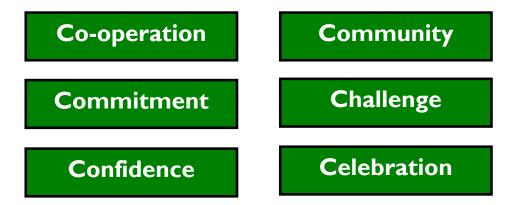
There will be five underpinning elements to the delivery of our vision:

- An <u>academic</u>, broad and balanced curriculum (including creative subjects) based on the traditional subject areas that form the structure for delivering knowledge, skills and understanding;
- Inclusion Personal Education Plans will be provided for every student. Those
 who undertake teaching at Ixworth Free School will cater for the needs of all
 students regardless of ability or need. High quality and regular training will be
 provided to all staff to assist them with this underpinning element;
- A strong <u>pastoral</u> system will be a key focus of the work of Ixworth Free School.
 Tutors will be the main focus of the life of our students and the tutor will form
 the main contact with parents / carers. The tutor will deliver PSHE and
 citizenship and track all elements of the progress of the students in their tutor

group;

- <u>Enrichment</u> this element of the school day will provide a more rounded learning experience beyond the traditional and allow opportunities to further spark interests in students, discover their talents and develop a love of learning for life;
- <u>Pathways</u> provide progression into post-16 learning. Everything we will do will be geared to providing pathways for future learning and success.

The ethos of the Trust and its Free Schools is founded on the 6Cs to Success. The 6Cs are:



Co-operation

Students are expected to:

- work with teachers and other adults to help them to understand what it is they
 have to do to achieve their targets;
- work appropriately with other students during learning activities to maximise progress and minimise wasted time;
- co-operate when given instructions that are for the benefit of their learning, achievement and progress.

Commitment

Students are expected to:

- attend school when expected to, to learn, achieve and make progress;
- be punctual to lessons and meet deadlines such as for coursework and homework when given;
- take responsibility for their own learning, achievement and progress;
- have (a) long-term life goal(s) and focus every day on what they need to do to achieve it / them:
- know and understand the grades and levels that they need to achieve their daily, weekly, termly and yearly targets and overall life goal(s).

Confidence

Students are expected to:

 with the help of appropriate staff, develop confidence in their abilities and belief in themselves and what they can achieve;

- have high aspirations and the confidence that they can achieve those aspirations;
- have the confidence to ask questions, find out more and report anything which is stopping them learning, achieving or making progress.

Community

Students are part of a learning community and are therefore expected to:

- set themselves and others high expectations and hold each other to them;
- care just as much about others being able to achieve their life goals;
- get fully involved in the life of their school, including enrichment and extracurricular activities;
- get fully involved in the life of the community in which the school is situated;
- understand the four different scales of community: local, regional, national and international;
- understand difference in others and the importance of diversity.

Challenge

Students are expected to:

- meet each challenge presented to them with confidence and positivity;
- undertake challenges as a means of making faster progress and achieving more;
- provide each other with appropriate learning challenges and support each other to achieve them;
- appropriately challenge behaviour which is preventing them from learning, achieving and making progress.

Celebration

Students are expected to:

- celebrate the successes they have experienced in school and out;
- support others to be successful and celebrate when they do achieve and make progress;
- display behaviour that encourages themselves and others to strive to achieve greater success;
- have pride in the achievements of the staff, fellow students, school and wider community.

Inclusion at Ixworth Free School

Ixworth Free School will be a non-selective and inclusive school. It will cater for students of all levels and abilities and a range of emotional and social needs. The Seckford Foundation Free Schools Trust believes in providing a broad and balanced, academically focussed curriculum in which inclusive practices enable access for **all** students.

As part of the leadership team of the school, an Inclusion Leader will be appointed

who will be responsible for ensuring that the needs of all students at all levels and abilities will be catered for. The Inclusion Leader will be the SENCO as well as championing the needs of able, gifted and talented youngsters and students with other needs. The Inclusion Leader will lead a team of Higher Level Teaching Assistants and Teaching Assistants. Specially adapted facilities in the physical environment, including adapted furniture in specialist subjects (such as Science, Food Tech, etc.) will ensure that those students with physical disabilities can access learning.

In order to promote and ensure inclusion, all our excellent teachers will have been recruited with inclusion in mind. They will have applied to work with us because of our inclusive ethos and will have extensive experience in inclusion in state education. The commitment of each and every staff member to inclusion will be rigorously tested at interview. We will provide more Professional Development Days for our staff than would normally be expected (10 instead of 5). This is purposely designed to ensure the necessary time for the training of our staff to meet the specific needs of the students in our school. As part of a wider Trust, Ixworth Free School staff will have links between schools to share the experience, expertise and good practice of our staff and to tap into qualifications across our network for the benefit of our students.

On a day-to-day basis, staff will be aware of our clear expectations related to inclusion. Teaching and inclusion staff will be expected to make the necessary adaptations to learning resources and materials and / or the objectives of the activities for each individual student in order to ensure appropriate progress and the achievement of all individual, social and academic goals. This expectation is so important it forms a central strand of the job descriptions of staff.

Each student will have a Personal Education Plan (PEP) throughout their time with the school. In this PEP, any special arrangements to meet the needs of students will be clearly laid out. All of our work will be underpinned by our strong pastoral and enrichment systems. Our tutors will be the main people that guide, support and care for every student in our school.

Our beliefs and goals will be encapsulated in an Inclusion Policy and an Accessibility Plan that lay out clearly the way that Ixworth Free School will operate with regard to inclusive practice. All staff will be expected to know every student's name and needs. Our ethos, founded on the 6Cs to Success (Co-operation, Commitment, Confidence, Community, Challenge and Celebration) will ensure that every student has the same access to the experiences and challenges of school life.

At Ixworth Free School, inclusion will be part of a much larger picture than just placement in regular classes. Inclusion is about having access, but it is also about being welcomed and embraced as a member who belongs to our diverse

community. We believe that the objective of inclusion is achieved only when a student is participating in the activities of the school and their classes with the support they need to achieve to their highest potential.

The Curriculum

The curriculum of the Free Schools within the Seckford Foundation Free Schools Trust is set by the Trust Board. It is focussed on developing a wider love of learning for life around traditional subject areas. The curriculum is academic and broad and balanced.

Special emphasis is given in the curriculum to developing the skills of literacy and numeracy in two ways. Firstly through enhanced curriculum time for English and Maths. Secondly, through the approach that literacy and numeracy are delivered through every curriculum subject. All the teachers at Ixworth Free School will be teachers of literacy and numeracy.

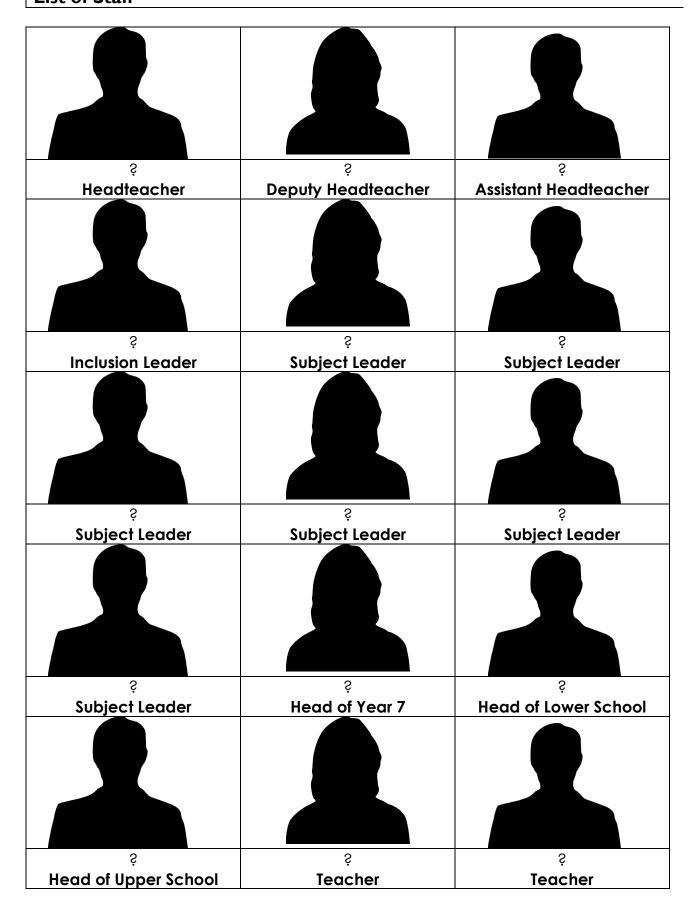
The chart below shows the number of periods each week for students in each year for Key Stage 3 (Years 7 to 9).

	Number of p	eriods per wee	k in each year
Subjects	Y7	Y8	Y9
English and Drama	6	5	4
Mathematics	6	5	4
Sciences	3	3	4
French	2	I	2
Second Language	0	I	I
History	1	2	2
Geography	1	2	2
Philosophy and Ethics	1	I	
Art	1	I	
Music	1	I	I
Design and Technology	1	I	1
Physical Education / Dance	2	2	2
Tutoring / Enrichment Periods	5	5	5

ICT will be used as a tool for learning across all subjects.

GCSE curriculum subjects will start in Year 10 in September 2015.

List of Staff



School Day

Our school day will be divided into six main periods of learning (sessions I to 6) which will form the school day from 8.30am to 3.55pm. This is shown in the chart below:

Time	Activity
08.00 - 08.30	Breakfast Club
08.30 - 08.40	Registration
08.40 - 09.35	Session I
09.35 - 10.35	Session 2
10.35 – 10.55	Break
10.55 – 11.50	Session 3
11.50 – 12.50	Session 4
12.50 – 14.00	Lunch / Clubs
14.00 – 14.55	Session 5
14.55 – 15.55	Session 6 enrichment
16.00 – 17.00	Session 7 – optional Extra-curricular activities

KEY: Session 6 is explained in the section on 'Enrichment Opportunities'. Session 7 is optional extra-curricular activities.

Our longer school day is designed to incorporate the enrichment opportunities that will contribute to our aim for students to have a wide range of educational opportunities, for them to be employable and for them to develop a love of learning for life.

Uniform

In the Seckford Foundation Free Schools Trust, we believe that a smart uniform has the following advantages for the students in our schools:

- It fosters a strong sense of identity and community by having a readily identifiable uniform in school, in the community and on school trips / visits. This will greatly assist in security on the school premises;
- Instil a high level of pride in our students in their school in order to raise aspirations and standards of achievement through improved behaviour, discipline and work ethic;
- Most of our students will go on to jobs and roles which will require them to dress in uniforms or particular ways when they are in the world of work.
 Preparing our students through school makes this much easier for them to achieve and makes them more employable.

The Trust believes in the following principles with regard to uniform:

- Uniform means "the same" and any form of personalisation or freedom to vary is a contradiction to this;
- We are preparing students for the world of work they need to learn to have a smart appearance and to follow dress codes. Their attitude to this may affect their employability;
- We want our students to have a sense of pride in their school and themselves. A pride in the uniform is one small part of this;
- Uniform should be affordable.

Daily uniform for girls and boys:

- White shirt / blouse (short or long sleeved);
- School tie (clip-on style);
- Black blazer with school logo on breast pocket (girls have option of fitted blazers);
- Charcoal grey straight (non-flared and non skin-tight) trousers (for both boys and girls);
- Optional charcoal grey skirts for girls, with school logo;
- Black socks for girls and boys (no tights for girls when wearing skirts);
- Flat-heeled black leather or leather-style shoes <u>no</u> canvas or trainers.

We ask that coats worn to and from school are plain black or navy (no denim, leather, patterned fabrics).

Girls' PE Kit

- School sports hoodie (with school logo on front and school name across the back)
- White polo sports shirt (for indoor sport) with school logo
- Rugby shirt (for outdoor sport) in two shades of school colour with school logo

- School athletic navy blue skort
- School navy blue hockey socks
- White ankle socks
- Trainers with non-marking soles
- Studded football boots
- Shin pads
- Towel
- Navy blue tracksuit bottoms (non branded) with single thin white stripe (optional)

Boys' PE Kit

- School sports hoodie (with school logo on front and school name across the back)
- White polo sports shirt (for indoor sport) with school logo
- · Rugby shirt (for outdoor sport) in two shades of school colour with school logo
- School navy blue shorts
- White ankle socks
- Trainers with non-marking soles
- Studded football boots
- School navy blue football socks
- Shin pads
- Towel
- Navy blue tracksuit bottoms (non branded) with single thin white stripe (optional)

Additional notes on uniform:

- Girls wearing blouses must wear blouses with a top button and not the revered collar variety in order to ensure the clip-on tie can be fixed appropriately;
- Shirt / blouse sleeves must be full length;
- Over the knee socks which are popular with girls wearing skirts are not allowed.
 Socks should be no higher than just above the ankle. Tights are not part of the school uniform;
- Girls are allowed to wear discrete make-up on their face. No nail varnish is allowed. Girls will be asked to remove any make-up that staff believe crosses the line between discrete and obvious;
- Boots or fashion shoes are not allowed. Trainers or similar sports shoes are also not acceptable and should not be worn inside the school building nor on the journey to or from school. If there is a medical need to wear trainers, the school must receive a medical letter from the child's GP. If there is no medical letter, the School Nurse will examine the student's feet to see if (s)he agrees that the medical reason is valid. If not, school will contact parents / carers to bring in shoes to wear;

- Cult hairstyles are not allowed. If students come to school with cult hairstyles, parents / carers will be asked to have the hairstyle changed to an acceptable style. Until this is done the student will work in isolation from their peers. Please note: Deciding which hairstyles are 'cult' and which are 'acceptable' is the prerogative of the school's Senior Leadership Team;
- One sleeper earring or stud per ear for boys or girls is allowed but must be removed for reasons of health and safety if required by staff. If other jewellery is worn, it will be confiscated and kept in the school safe. Only parents / carers will be allowed to pick up confiscated jewellery. Confiscated jewellery will be held in the school safe for two months. If the item is not collected after this time, it will be given to a local charity;
- Body piercings (other than for one pair of pierced earrings see above) are not allowed. If students come to school with pierced body jewellery, they will be asked to remove it. Until this is done, the student will work in isolation from their peers;
- We require that outdoor coats and outdoor footwear (except shoes) are not worn in school during lessons or in school buildings.

At Ixworth Free School we will expect uniform to be worn smartly and with pride!

Pastoral Care

We believe that for students to succeed academically, they have to feel supported, secure and respected as individuals. Ixworth Free School will be a confident, constructive and happy place where students will receive excellent pastoral care in a small school setting in which the staff know each of their students as individuals. The school will work in partnership with the families of all its students and will have clear, open channels of communication where information vital to students' well-being, will be shared. Parents / carers will be informed at the start of each academic year of the teacher's names and contact details who will have direct responsibility for their child's pastoral care whilst at school.

All schools in the Trust are committed to promoting the safety and well-being of students and work very closely with the Suffolk Safeguarding Children Board. If anyone within the school had reasons for concern about the well-being of one their students, school policy will require them to share these with the designated safeguarding member of staff.

At Ixworth Free School the Senior Designated Person will be the Deputy Headteacher.

Year 7 can be a difficult transition for students and we will ensure that Year 7 students receive optimum care. We will ensure a positive start to secondary education, setting the highest expectations for all students to create a supportive

and productive environment. Each tutor group in Year 7 will have a tutor who will be specialised in this transition year group. Careful induction of students, introduction of tutors to parents / carers and clear communication between home and school will be ensured so that all students are supported.

Year 8 and Year 9 will be led by a Head of Lower School. The benefits of these mixed groups (replicated in Years 10 and 11) will be that they allow interchange between the years thus encouraging the older year to realise their role as mentors. This will also help break down year-group segregation whilst helping the student body to cohere. The inertia often in evidence in Year 8 can lead to a dip in student enthusiasm and performance as the novelty of secondary school wears off. Being in a group with older students who have already embarked on some GCSE work and are thinking about GCSE options helps Year 8 see their own work and development in more of a long-term context. Tutors will become specialised in these lower school forms.

On moving in to Year 10, students will share tutor groups with Year 11 students. Each tutor group will have a specialist Year 10 and 11 tutor, all under the leadership of the Head of Upper School. The holder of this post will have key responsibilities for helping Years 10 and 11 develop an awareness of the world of education and training opportunities available post-16 and the world of work beyond that. As both Year 10 and Year 11 students will be involved in examinations and controlled assessments, there will be academic benefits in the tutor groups being mixed years. Year 10 will become aware of the choices to be made about the next stage of their education and the final examinations in Year 11.

The tutor will register their tutor group every morning and will have three tutor periods each week as part of the enrichment programme. In that time the tutor group will have an assembly as part of their year group, tutor activities based on tracking progress and a lesson per week on a PSHE and / or Citizenship theme.

For parents / carers the tutor will be the first point of contact in the school for educational or pastoral issues.

Enrichment Opportunities

Students at Ixworth Free School will be exposed to a wide range of learning and enrichment opportunities through their time at the school. The aim of enrichment will be to provide a wider learning experience and to develop in students a love of learning for life. As well as additional qualification courses, the school will offer a selection of other exciting opportunities. The list below provides a flavour of the kind of choices students can make for their 'Period 6' enrichment opportunity twice a week:

- Arts Award Club
- Art Club
- Catering (Junior Master-Chef)
- Carpentry
- Chess
- Choir
- Combined Cadet Force (for Year 9 upwards)
- Community Work
- Critical Thinking Club
- Cultures Club
- Grow it Cook It!
- History Club
- Journalism Club
- Junior Masterchef
- Outdoor Pursuits
- School Challenge
- School Production / Christmas / Easter performances
- Sports (various)
- Sports Leaders
- Theatre Club
- Wider Key Skills in the Community
- Wildlife and Conservation
- Work Experience (for Year 10 upwards)
- Young Enterprise

Catering and the School Restaurant

At The Seckford Foundation Free School Trust we believe that healthy eating plays a vital role in supporting the education of our students. The benefits are three-fold:

- their ability to concentrate on learning in the classroom,
- a greater appreciation for cultural, fresh and seasonal ingredients and
- the enjoyment of dining with friends over a meal.

It is the policy of the Seckford Foundation Free Schools Trust to provide staff and students with a high quality catering service that provides the best possible value for money. The Seckford Foundation Free Schools Trust is committed to providing healthy meals that students enjoy eating. Ixworth Free School will aim for all students to develop the confidence, knowledge and understanding to make appropriate food choices in their future lives.

Our nutritional standards are in line with national programmes for Healthy Schools and we are committed to promoting an ethos and environment which encourages healthy lifestyles.

The catering team will ensure that the food and drink available across the school day reinforces the healthy lifestyle message.

To support students' meal times at home we are planning to provide three healthy eating opportunities though out the extended day:

Breakfast menu available from 08:00 – 08:30 every morning

A healthy breakfast is essential to ensure that our students feel healthy, alert and energised for a long school day. The price of a breakfast item will be in the region of 30p-50p. Our breakfast provision will commence at 08:00 Monday to Friday. No food or drink is to be removed from the restaurant.

Mid-morning break-time 10.35 – 10.55

The mid-morning break provides the opportunity for students to have a light snack (piece of fruit, muesli bar etc.), which can be eaten in the restaurant. The price of the morning break snacks will be in the region of 50p.

In line with the Trust approach to healthy eating, students are not permitted to bring the following items into school: crisps, fizzy drinks and chewing gum. If a student is found or seen with any of these items they will be confiscated and will not be returned.

Lunchtime provision | 2.50 - | 4.00

All students will be expected to eat school lunches together in a calm, orderly and social environment in our school restaurant. All students are provided with a two course lunch, priced at £2.10. The lunch provided will provide the nutrients required according to the School Food Trust Guidelines for the mid-day meal.

Counter service dining is designed to create a structure and social dining experience for every student. We are aware that for some students their lunchtime meal is their main daily meal and therefore it is important that this is a nutritious one.

The flexible aspect of counter service dining will be for students to socialise in a warm and friendly environment. Students will be allowed to choose between meat and non-meat choices, a fresh salad bar and daily desserts with fruit. At the end of their meal the students will clear their own tables and trays to a tray trolley. Vegetarian and special (cultural, religious and moral) dietary meals will be prepared on a daily basis.

Everyone will be responsible for clearing away rubbish, cutlery, crockery and trays, wiping up spillages and tucking in chairs (we help each other with these tasks).

Teaching staff will eat with students and will be on duty throughout the lunchtime period to provide supervision.

We will operate a cashless catering system in school.

The catering team will be sensitive to the requirements of any multi-cultural requirements. A varied menu will be provided to meet the broad range of students.

For students with special dietary requirements, the parent / carer / student should ensure that their special requirements are fully reported to the Chef Manager at the start of each school year, ensuring that they are able to present alternatives if the core menu does not meet their dietary needs.

Parental Involvement in Ixworth Free School

There will be many ways for parents / carers to get involved in the life of the school:

- Parents' Open Forum regular drop-in sessions to meet the Principal, Headteacher or senior leadership team to keep in touch with the life of the school. These sessions usually take place in the morning;
- Parents' Focus Group taking place later in the day (early evening), these sessions engage parents / carers in the life of the school on a strategic level;
- The "Friends of Ixworth Free School" PTA.

Attendance and Punctuality

At Ixworth Free School, we will promote the following:

ATTENDANCE = LEARNING = PROGRESS = ACHIEVEMENT

The Attendance and Punctuality Policy of the Trust is underpinned by the following expectations:

- The ideal is for every student to achieve 100% presence at school;
- Students need to understand the importance of attendance and punctuality as employability skills;
- Students will be made aware of their attendance levels and be expected to engage in regular dialogue with their tutors;
- Any student absence will be checked on the first morning of absence and will be carefully monitored;
- There are clear consequences for students whose attendance falls below expectations;
- High attendance will be recognised and rewarded through the Pupil Reward Points system.

Students are expected to be in school by 8.30 am and be there for the whole day (except in specific circumstances, such as trips out or urgent health appointments). Students are expected to have lunch at their school in the school restaurant and are not expected to go home or leave site at lunchtime.

Parents / carers are asked not to take holidays during term time.

Policies

The following policies will be available for download from our website:

- Access to Student Records Policy
- Accessibility Plan
- Admissions Policy
- Anti-bullying Policy
- Assembly Policy
- Assessment Policy
- Attendance and Punctuality Policy
- Behaviour Policy
- Bereavement Policy
- Charging and Remissions Policy
- Complaints Procedure
- Curriculum Policy
- Data Protection Policy
- Drugs Policy
- Educational Visits and Trips Policy
- Equalities Policy
- Freedom of Information Policy
- Home School Agreement
- Inclusion Policy
- Safeguarding Policy
- Sex and Relationships Education Policy
- Spiritual, Moral, Social and Cultural (SMSC) Policy
- Trust Governance and Staff Structure Policy
- Uniform Policy

PE and Sport Provision

We will provide a wide range of PE activities for students in lessons and as extracurricular activities and will promote student involvement in them. We believe that physical activity promotes a healthy lifestyle and aids achievement. We understand that sometimes for medical or reasons of injury, sons / daughters may need to bring with them medication that will allow them to participate safely (such as inhalers) or may not be able to take part in a timetabled PE lesson.

In these circumstances, parents / carers will be expected to ensure:

- That the school is notified of any medical condition which may affect their participation in PE;
- That any inhalers, etc. are brought to school and to the lesson and your son / daughter notifies the teacher of their need to use them during the lesson;
- That if your son / daughter cannot take part in any PE activity that they bring a signed note of explanation on the day to be given to the teacher. The note must be written and signed by the parent / carer.

Students who cannot take part in practical PE will either be given written work to do or will be invited to take part in the lesson in some other way to ensure learning takes place alongside their group.

No deodorant / anti-perspirant / body sprays are allowed in school at any time for health and safety reasons.

Comments from Students at Other Schools in the Trust

We think at schools within the Trust that our students have a fantastic learning experience! But don't just take our word for it, here's what some of our students think:

"I am so glad I chose to come to Saxmundham Free School. My tutor is great and I am learning lots" Ben (Year 9)

"Teachers at Beccles Free School are so nice and really care for us" Laura (Year 8)

"The lessons really stretch me and its great that there is a longer school day to fit in our enrichment time which is so much fun"

Robert (Year 9)

"I like the way that the school uses the 6Cs to help us know how to behave" Anne (Year 9)

IXWORTH FREE SCHOOL

"Providing a foundation for life"