



Welcome to Melksham Oak Community School





The majority of information in this PPT is in the handbook your child will have brought home with them today. This PPT will also be on the school website.



So, our school day looks like this:



8.40 – 9.00am	Tutorial
9.00 – 10.15am	Period 1
10.15 – 10.35am	Break
10.35 – 11.50am	Period 2
11.50 – 1.05pm	Period 3
1.05 – 1.35pm	Lunch
1.35 – 2.50pm	Period 4

- ❖ It's very important that your child gets here on time as they will want to build good habits about punctuality which will stay with them throughout life.
- ❖ If your child arrives after the gate is locked at 8.40am they will have a same day, half-hour detention.

What does your child need to bring each day?

A bag to keep everything they will need for the day, as we don't have lockers in school. This should be suitable to carry on their back and should be big enough to hold exercise books, note book, a pencil case and P.E. kit.



What does your child need to bring each day?

Every day they will need to bring the following equipment to school. This is very important because if they are wasting time at the beginning of lessons trying to find or borrow a pen they will miss out on what is being taught and won't make as much progress as they should.

A Note Book (in place of a Journal)

A pencil case containing:

- ✓ Pens (Blue or Black only)
- ✓ Pencils, Sharpener
- ✓ Ruler, Eraser
- ✓ Pencil Crayons or Felt Tip Pens

In addition, for Mathematics:

- ✓ A Calculator
- ✓ A pair of Compasses
- ✓ A Protractor





Moving around school

- ❖ The school is separated into coloured zones which correspond to departments, making it easier for your child to find their way around. All zones are signposted.
- ❖ Each zone has a social area for a particular year group.
- ❖ Year 7 social area and garden is in the green zone. Here they can eat their packed lunches and mix with others from their year group. Other year groups are not allowed into these zones.
- ❖ The pupils are expected to respect their social area, keeping it litter free and a safe and fun environment to socialise in.
- ❖ Pupils who do not respect the areas will be banned from using them.
- ❖ Your child can also use the Canteen and outside areas during break and lunchtime.



Attendance

- ✓ Great attendance at school means great results. In fact students who do the best in their GCSEs have excellent attendance – it makes sense right? If your child is not in lessons, they can't learn as well.
- ✓ Pupils with great attendance are rewarded.
- ✓ We call 'great' attendance over 95%, anything less and Mrs Burgess (our Attendance Officer) will be in touch to see if we can help.



Absence

- ✓ Please ring in as soon as possible. If you are unsure if your child is ill or not, please still send them to school. If they deteriorate, we will contact you.
- ✓ If your child is really poorly, you need to call school and let us know what the problem is.
- ✓ The number is: 01225 792700
- ✓ If you do not inform us of your child's absence an automated message will be sent to you via text/phone call every hour until a response is gained.
- ✓ Please inform us of medical appointments.
- ✓ Failure to inform the school of your child's absence will mean they are recorded as being unauthorised and may affect your child's attendance record.
- ✓ You need to write to the Head Teacher if you have an exceptional circumstance which requires you to request a holiday during term time.





Your child's tutor

- ❖ Your child's tutor might be with your child for their entire time at school. They aim to get to know your child very well over this time. They are your child's first 'port of call' for any problems they might be experiencing but will also want to know of all the good news too!!
- ❖ They will register your child, give out messages and deal with any issues during tutorials every morning (20 minutes) as well as giving tasks and targets for your child to complete.
- ❖ There will also be an Assembly every Monday morning.
- ❖ The tutor should also be your first port of contact. You can phone, e-mail or write to them. They may also want to contact you in the same ways.
- ❖ Please make sure you leave your email address at the end of tonight's session and inform the office of any changes to address, phone number etc.



Student Welfare Team & The Haven

- School is not just about learning Maths, French and Science, it's also about learning how to take responsibility, how to get along with others and how to be kind. If your child runs into difficulties like this, their tutor is there to help and support.
- Sometimes however things need to be sorted out more urgently and your tutor might be teaching so we have a team of people who don't teach and are available during the school day.
- Student Welfare are located along the top corridor and the Haven is based in Learning Support. They may be able to help with all kinds of problems: anxiety, exam nerves, bullying, behaviour, uniform or home worries.



School Uniform



**This makes us part of a community;
all our young people look like they belong to Melksham Oak.
We encourage them to wear their school uniform with pride.**

- Navy blue school sweatshirt (must have Melksham Oak Community School name and logo embroidered)
- Navy blue school polo shirt (must have Melksham Oak Community School name and logo embroidered)
- Black school knee-length skirt (no lycra) or plain black ankle length trousers (not cords, ski pants, track suits, $\frac{3}{4}$ length crop trousers or leggings)
- Flat Black footwear
- Extreme hairstyles or unnatural hair colours are not acceptable.
- For safety reasons, only one pair of studs or small sleepers is allowed in ears. Other jewellery should be discreet and safe.
- No nail varnish or nail extensions.
- No facial piercings. This is a policy enforced by all the schools in West Wiltshire for Health and Safety reasons.
- No hoodies! We decided to ban the wearing of hoodies and non-school uniform jumpers inside school. Pupils can only have a hood as part of a waterproof coat.

School Uniform

- It is important to stress that school uniform will be checked daily.
- Anyone who is wearing inappropriate items will be sent home.



PE Kit

- Your child must bring in the relevant PE kit for every PE lesson. Failure to do so will result in a detention.
- Even if your child is unable to do PE they must still bring in their kit as they may be asked to keep score or referee.
- A note must be given from a parent or guardian explaining the reason why.
- There are **MANY** after school PE clubs including football, rugby, volleyball and basketball.



Lunch and Break at Melksham Oak

Canteen and Library

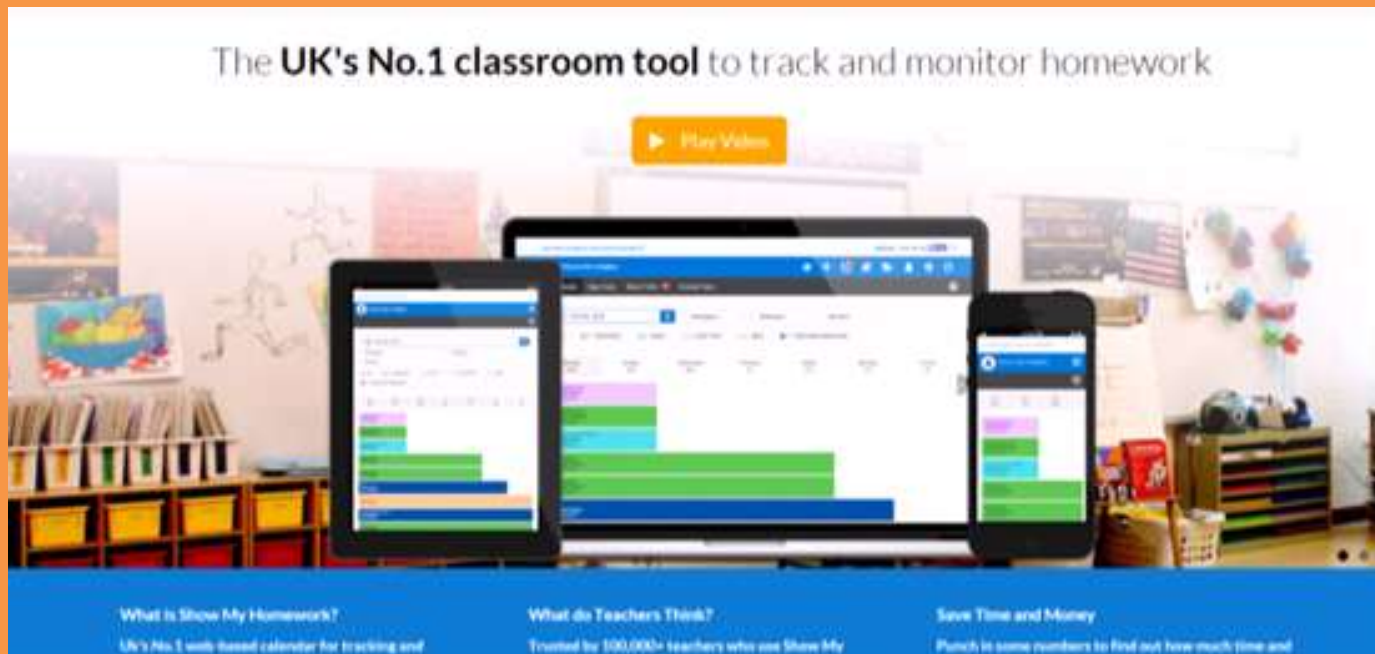
- ❖ We use a biometric system to pay for meals in the canteen.
- ❖ This is a system that recognises a scan from a finger or thumb to identify an individual. At no time is the fingerprint image scanned or saved. The print image cannot be regenerated from the information that is stored on the database.
- ❖ This is so your child doesn't need to remember to bring anything with them to the canteen and there is nothing that they can lose.
- ❖ Lunchtime is 1.05 -1.35pm.



Homework

- Homework is to help your child build on and make sense of what they have learnt during the school day.
- At Melksham Oak we expect all students to do homework.

“SHOW MY HOMEWORK”



The **UK's No.1 classroom tool** to track and monitor homework

Play Video

What is Show My Homework?
UK's No.1 web-based calendar for tracking and

What do Teachers Think?
Trusted by 100,000+ teachers who use Show My

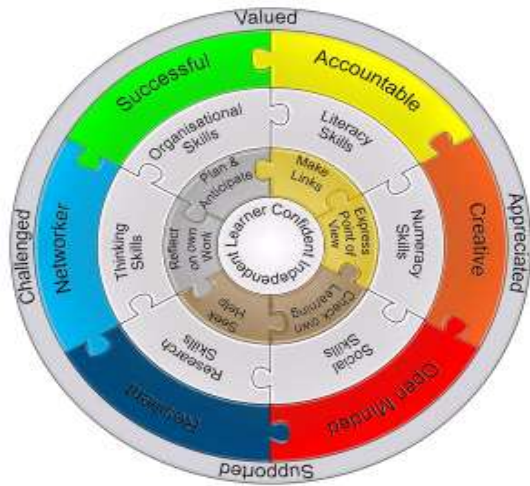
Save Time and Money
Punch in some numbers to find out how much time and

The advertisement features a central image of a classroom with a laptop, tablet, and smartphone displaying the Show My Homework interface. The interface shows a calendar with colored bars representing homework assignments. The background is a bright, organized classroom with bookshelves, a whiteboard, and various educational materials.

Opportunities

- Year 7 Camp
- Music Tuition
- School Productions
- Extra Curricular Clubs
(please check the school website)
- Summer Camp
- ACORNS Days





ACORNS DAYS

3 times per year



Accountable

Creative

Open Minded

Resilient

Networking

Successful





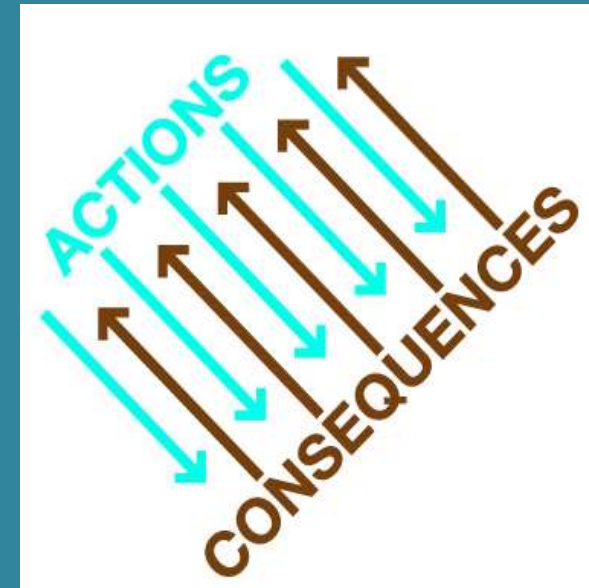
House System & Rewards

- Your child will be placed in either Castor, Sirius, Omega or Polaris House. If they have an older sibling, they will be placed in the same House as them.
- Leadership opportunities are available.
- Your child will be rewarded for good behaviour and work during lessons through our electronic system.
- Exceptional work, effort, homework, progress and kindness to others will also be rewarded.
- Additional reward certificates are also given at the end of each Term.



Consequences

- C1 – This is a verbal warning to stop certain behaviour.
- C2 – This is a second warning which could lead to a C3 if it continues.
- C3 – This is a detention where a restorative conversation is held with the member of staff who taught the lesson. If a student fails to attend this detention further consequences will take place.
- Students who persistently get it wrong in lessons could end up in detention with the Head of Department or in extreme cases, a member of the Senior Leadership team. Alternatively a student may be placed in Internal Exclusion.
- Fixed term exclusions for more serious misdemeanours are served at our off-site provision, the Lancaster Centre.
- Your child has the responsibility to behave in line with the school behaviour policies. Failure to do so will result in consequences.





Mobile Phone Guidance



- We believe that mobile phones have a useful role to play in the technological world that we live in, when used sensibly and in appropriate circumstances, but we know clear guidelines are needed in the interest of everyone.**
- Mobile phones may be brought into school, entirely at the owner's risk.
- Mobile phones are not allowed in exam rooms, and will need to be handed in to the invigilator for safe keeping.
- Mobile phones should be switched off and placed in bags at the back of the classroom during lessons. Persistent use in lesson time could result in the mobile phone being confiscated until the end of the school day.
- Mobile phones are your child's sole responsibility and should be insured as such.
- The school cannot accept any liability or make recompense in the event of loss.**

Lost Property

- ❖ Please make sure all items are clearly named.
- ❖ Articles of lost property are handed in to the School Office.
- ❖ The owners may reclaim their property from the Office during break time, lunch time or after school.
- ❖ Every attempt is made to return named items to their owner, but remember your child's belongings are their responsibility.

