



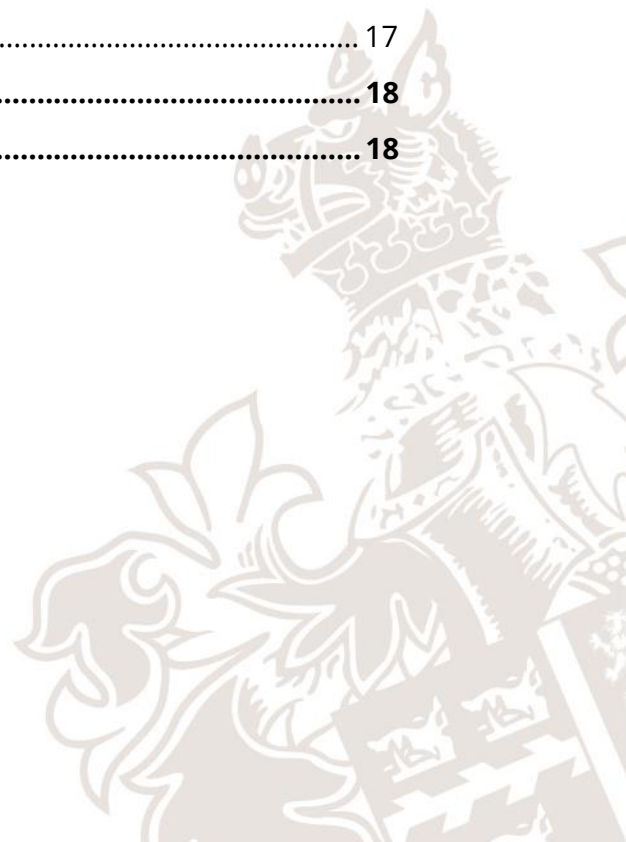
The  
**JUDD**  
School

# **A GUIDE FOR NEW PARENTS**

*(updated September 2017)*

<b>1. WELCOME</b>	<b>4</b>
<b>2. DAY TO DAY</b>	<b>4</b>
The School Day	4
Homework	5
Student Planner	5
Reports and Monitoring	5
Communication with Parents	5
Parents' Evenings	6
School Uniform	6
Books	6
Maths equipment	6
Valuables	6
Mobile Phones/MP3 Players	7
School Rules (constantly evolving)	7
Permission to go off-site	7
Lost Property	7
Lunches	7
Free School Meals	8
Travel to School	8
Severe Weather	8
<b>3. CURRICULUM</b>	<b>9</b>
Years 7 and 8	9
Years 9 to 11	9
Religious Education	9
Music	9
PSHE	10
Reading	10
Drama	11
Physical Education	11
Games	11
PE/Games Department Requirements and Expectations	11
<b>4. PASTORAL CARE</b>	<b>12</b>
House System	12
Safeguarding & Well Being	12

Medical Conditions.....	12
Students feeling unwell or injured in school.....	12
Change in Home Circumstances .....	12
Special Needs and disabilities.....	13
Gifted and Talented.....	13
Charity Work.....	13
Absence.....	13
Detentions – in line with the School sanctions policy .....	13
<b>5. EXTRA-CURRICULAR ACTIVITIES .....</b>	<b>14</b>
Functions during the School Year .....	14
Weekend Extra-Curricular Activities .....	14
Societies .....	14
Combined Cadet Force (CCF) .....	14
Duke of Edinburgh’s Award.....	14
Saturday and Holiday Jobs .....	14
<b>6. CAREERS GUIDANCE.....</b>	<b>15</b>
<b>7. THE SCHOOL COMMUNITY.....</b>	<b>15</b>
The Governing Body of The Judd School.....	15
Judd Parents’ Association (JPA) .....	15
The Old Juddian Society.....	16
<b>8. FINANCIAL MATTERS .....</b>	<b>16</b>
The Judd Development Fund .....	16
School Fund .....	16
Charging Policy (1989 Education Act) .....	17
Payments to School.....	17
<b>9. SIXTH FORM ENTRY.....</b>	<b>18</b>
<b>10. TRANSFER TO ANOTHER SCHOOL .....</b>	<b>18</b>



## 1. WELCOME

We warmly welcome you and your son/daughter to The Judd School and thank you for choosing us to be responsible for leading their education through secondary school. It is important that we establish and maintain strong links between home and School, with open lines of communication and effective sharing of information. As such, if there is anything you cannot glean from this information guide, in preparation for September, please do not hesitate to contact the School directly.

This guide, and the School practice it reflects, is constantly being reviewed and, therefore, subject to change.

## 2. DAY TO DAY

### The School Day

The School day starts at 8.40am with registration and form time/assembly, with the exception of Monday, where registration starts at 10:10am. If your son/daughter is unable to arrive at school for the later time, there is a supervised study session where a register will be kept. Please notify the School should you wish to make use of this facility.

The first lesson begins following registration/assembly and students are registered electronically in every lesson. The timetable is over a two week cycle and each day is divided into six periods. Students are expected to reach school 5 minutes prior to registration to attend registration on time. With the exception of Monday, there is a four period morning with a break after Period 2. Lunch break starts at 1.05pm, during which there are clubs and activities. A list of these will be available at the beginning of the Autumn Term.

Afternoon school commences at 2.00pm and, after two lessons ends, at 3.45pm. More extra-curricular activities occur after school and these usually end by 5.00pm.

Monday		Tuesday - Friday	
8:40am	Supervised Study Session begins	<b>8:40am</b>	<b>AM Registration/Form time or Assembly</b>
<b>09:40am</b>	<b>'Break service' available in Canteen</b>	09:10am	Lesson 1
<b>10:10am</b>	<b>AM Registration</b>	10:00am	Lesson 2
10:25am	Lesson '2'	<b>10:55am</b>	<b>Break</b>
11:20am	Lesson 3	11:20am	Lesson 3
12:10pm	Lesson 4	12:10pm	Lesson 4
<b>1.05pm</b>	<b>Lunch</b>	<b>1.05pm</b>	<b>Lunch</b>
2.00pm	Lesson 5	2.00pm	Lesson 5
2:50pm	Lesson 6	2:50pm	Lesson 6
<b>3.45pm - End of School Day - Students dismissed - Extra Curricular Activities begin</b>			

## Homework

Parents are informed at the beginning of the year of the homework schedule and expected time for study. In years 7 to 11, on average three subjects are studied each evening. In Years 7 and 8, this amounts to approximately one and a half hours per night and in Years 9, 10 and 11, two or more hours. In the GCSE years, assignments are much more variable in length and students must develop the necessary organisational skills to flourish in this structure. Sixth Form students should complete 4 – 5 hours of independent study each week in each of their chosen subjects.

All students must quickly learn the most effective and valuable work is done in their own time. Good work habits are strongly encouraged in the early years at School, so they will become 'second nature' as soon as possible. Homework must be handed in on time. Parents will be informed of any repeated failure to reach the required standard in quality or punctuality, usually via the student planner.

## Student Planner

Each student receives a planner at the start of the academic year. (The first one is free; pupils might be charged for a replacement.) The planner allows students to record homework, messages to and from home, reference to achievements and good work. It can also be used by staff to notify parents of poor work or behaviour in class. It is a vital source of communication for students, parents and staff, and must be signed by the parent and Form Tutor each week. It also contains the version of the School Rules, current at the time the planner went to press.

## Reports and Monitoring

Parents receive a report on their child's progress each term. One is a full written report, while the other two will be interim ones, usually in the form of grade sheets. These are uploaded to the online parental portal and parents will be notified when these are available. Where a student is having difficulty in maintaining progress, a target card might be issued. This will be signed by Staff each lesson and parents will also be asked to sign the card weekly. In the case of good progress, or work of distinction, commendations are issued.

## Communication with Parents

The School website can be found at [www.judd.online](http://www.judd.online) where the School calendar, all School letters and other information can be found. The majority of letters are emailed home to parents. Information pertaining to parents can be found within FROG (our Parental Engagement Portal) and parents are given their own login ID and password in the Autumn Term.

## New SIMS Parent App

Once your son/daughter has joined the school you will be invited to join our New SIMS Parent App. This is our new convenient way to share information with you about your child's school life. You can access the system from a smartphone, tablet or PC – anytime, anywhere.

- Access your child's school reports
- Important information such as attendance, achievement
- School term, inset dates and contact details available at the click of a button
- Receive notifications to remind you about important information such as key dates for your diary
- Access to update your contact details, so we always have the most up-to-date information in case of emergency

If you have more than one child at school, you'll have access to information for all your children, from the same app. The information that you receive through the app will help you to stay up-to-date with your child's school life as well as support your child's development and progress.

## Parents' Evenings

All pupils are strongly encouraged to attend these with their parents. There is an annual Parents' Evening per year group, to enable parents to meet the staff who teach their children and to discuss their progress with them. Particularly in Years 7 – 9, many teachers will have responsibility for more than one class; as such, it is unlikely that you will secure appointments with all of your son/daughter's teachers. In this event, you will be able to request brief feedback from the teacher via email.

Parents' Evenings are not intended to deal with complicated problems or difficulties that need lengthy discussion. To deal with such problems, parents should make an appointment to see the subject teacher, Form Tutor or Head of House as appropriate. Contact should be made via the School's general email address: [enquiries@judd.kent.sch.uk](mailto:enquiries@judd.kent.sch.uk) and messages will be forwarded to the person/daughter concerned. We would rather hear from parents about any concern, however small, before it becomes a major issue. Likewise, staff will initiate contact with parents when appropriate and will not wait for Parents' Evenings or reports.

## School Uniform

You will be able to purchase School uniform for Years 7 to 11 from *S Simmonds & Son* in Tunbridge Wells. Whilst it is possible to buy on-line at [www.simmonds-ltd.com](http://www.simmonds-ltd.com), it is advisable to make your first purchase at the shop to be sure of the correct sizing. We work with Simmonds to ensure that all bespoke items of uniform are both good value and good quality and we strongly advise you use the embroidery initialling service they provide for sports kit and technology aprons. Please look at our website for the School uniform and games kit lists, a copy of which is in the offer pack.

## Books

Most books for School use are provided on loan by the School, although some textbooks are accessed via the internet for home use. It would be useful for students to have an Atlas at home. It is preferable that set texts for English GCSE and 'A' Level examinations are purchased, so that candidates can freely annotate them. All students must own either a portable dictionary or a similar 'app' on their mobiles and will be expected to have it in all English classes.

Students are responsible for the good upkeep of all books lent to them and must pay for any loss or damage that is sustained to the books when asked to return them.

## Maths equipment

Students are expected to provide their own geometry set and scientific calculator, although calculator use is restricted during the junior years. The recommended standard calculator model is the *Casio FX83GT Plus*, although many others are suitable. If in doubt, students should ask for advice from their Maths Teacher. For Year 7 students it will be possible to purchase a calculator and a geometry set from School by completing the reply slip on the letter in the Induction pack.

## Valuables

Students should not bring to School items of value which are non-essential for use. Strenuous efforts are made to ensure the security of students' belongings **but the School cannot take responsibility for the safe custody of students' property**. Valuables of any sort must not be left unattended, especially in blazer pockets etc., and/or while doing games etc.

## **Mobile Phones/MP3 Players**

Students can bring a mobile phone to School. The telephone functionality should be used only in emergencies (calls home should be made through reception) and should be otherwise switched off during the School day.

Modern phones can be very powerful tools and some teachers might ask pupils to make use of this power (eg photographing a piece of apparatus, a research tool, as a dictionary etc.). On the other hand, misuse of such technology is also a nationwide problem and the School has a strict policy in this regard. There is an escalating sanction system for repeated misuse of such devices; full details are in the ***Student Planner***.

Devices should not be used when walking around School, and especially not when walking to and from School, crossing roads etc.

## **School Rules (constantly evolving)**

These rules are based on the welfare and safety of all members of the School, the smooth and efficient running of the School, and its good name. To read the School Rules, please look at our website, <http://frog.judd.kent.sch.uk/schoolrules>; you will also find them in the Student Planner.

## **Permission to go off-site**

Students in Years 7 to 11 cannot leave the School premises during school hours without first having gained permission from their Form Tutor, which is only rarely granted for essential purposes.

Sixth Form students who don't have lessons can leave the School premises provided they use the online form to sign out and in again on return. Sixth Form students can also sign out to go home after their last taught lesson.

## **Lost Property**

Please ensure uniform, school bags, pencil cases, inhalers, games kit and kit bags are clearly named. Any lost property is kept in a safe place and is made available for collection by the students once a week during a specified breaktime or lunchtime (currently Thursday break in the Annexe). If lost items are named, we will ensure they are listed on our website. Items not collected after six weeks will be passed to the Second-Hand Uniform Shop or disposed of. This also applies to items of non-school uniform that have been confiscated. In many cases, 'lost' items can be found by the owner simply 'retracing their footsteps'.

## **Lunches**

"The Canteen" offers a wide range of freshly prepared hot meal choices with the main meal and dessert priced at £2.30. In addition to the dish of the day, a vegetarian dish, pasta, noodle or rice dish are available, together with a comprehensive salad bar, home-made cakes, muffins, cookies and hot and cold drinks. Hot filled panini breads and pasta pots are available from "The Pod", with filled baguettes and freshly made sandwiches served in "The Annexe".

We operate a cashless catering system and students are provided with their own personal swipe card. These are issued free of charge (replacements cost £5.00). By visiting [www.independentcatering.co.uk](http://www.independentcatering.co.uk) and choosing 'Pay on Line' you can register by entering your son/daughter's sSquid registration PIN number (issued to new Year 7 parents on Induction Morning) and this will enable you to add credit, view purchases and receive an email once his balance falls below £5.00. This is a quick, easy and secure process. Payments made before 9.00am will be on the student's card by lunchtime the same day. Should

you wish to top up your son/daughter's card by cheque occasionally, there is a secure designated post box in the dining hall for future payments once your son/daughter has joined us.

A daily spend limit is applied to all cards at £6.00, however this can be raised or lowered by parental request by emailing [info@independentcatering.co.uk](mailto:info@independentcatering.co.uk). The cashless system will ensure a healthy meal for your son/daughter with the ability to easily monitor spend and prevent any lost notes!

Food and drink bought in the Sixth Form Common Room, main canteen, annexe or pod must be consumed where bought. (This also applies to Sixth Form students who buy food off-site; eating while walking around school is not permitted.) Packed lunches are eaten in the Schoolroom Annexe or Cohen Playground (dependent on weather). Students are not permitted to eat anywhere else on the School site.

### **Free School Meals**

If you are in receipt of Income Support, Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance, you might be entitled to free school meals. Contact Kent Area Awards (<http://www.kent.gov.uk/education-and-children/schools/free-school-meals>) for details. Should you qualify for free school meals, your son/daughter's canteen card will be credited automatically every day, for a main meal or equivalent, and credit removed at the end of the day if not spent. Further credit can be added by parents if they wish.

### **Travel to School**

The School puts strong emphasis on the correct behaviour of all students to and from School, particularly on public transport. We would welcome your support in this matter. We encourage students to use public transport in preference to cars – this is environmentally friendly and reduces congestion around the School gate. If you do need to drop your son/daughter off at School, *parents are **not** permitted to drive on to the site*. The lay-by in Brook Street is often used by coaches – please leave it free when picking up your child after a trip, sports fixture etc.

The pavements in Brook Street, near bus tops and on the route to and from the railway station are particularly congested at peak times. To this end, boys in Y7 and 8 must use Waterloo Road if they use the station or have to walk north of it.

Please consult the KCC website for instruction on applying for train and bus passes. Typically the School does not assist with financial support for travel costs but please refer to the "Financial Assistance" page on the School's website for more information and better guidance on the support we do offer and how to apply for it.

### **Severe Weather**

In case of heavy snow or other severe weather, the assumption should be that the School is open. When there might be a chance that the School is closed, please refer to the School website under the heading 'Latest News'. Parents can also listen to Radio Kent, or visit their website ([www.bbc.co.uk/kent](http://www.bbc.co.uk/kent)). If students are sent home early, they must go home directly. If they experience difficulties with their transport or in contacting parents, they should return to School.



### 3. CURRICULUM

#### Years 7 and 8

Students entering the School are placed in 6 teaching groups following a common curriculum. In Year 7, students study English (incl. Drama), Mathematics, Science, French, Latin, History, Geography, RE, Music, Art, Design and Technology (Product Design, Food and Computing), PE and Games. In Year 8, German is added. PSHE (Personal, Social and Health Education) is taught in three 'PSHE Days' spread across the academic year to facilitate a richer delivery.

#### Years 9 to 11

To ensure breadth, all students will continue with all subjects in Year 9. They will choose their GCSE courses in the Spring term of Year 9 for commencement in Year 10. English Language, English Literature, Mathematics and Separate Sciences (all 3) will be taken by all. Four other subjects will be selected including at least one modern language. PE and Games remain compulsory throughout, but are not examinable. Students electing not to take a full course GCSE in Religious Studies will complete a Short Course GCSE in the Co-Curricular option; all other students will study a carousel of life-skills.

#### Religious Education

The Judd School is built on traditional Christian values but has no formal religious ethos. The majority of current students come from Christian or non-religious backgrounds, with a healthy minority from other faiths. In line with Government legislation, Religious Education is available to all students. It is treated as an academic, rather than a devotional discipline. A variety of traditions and beliefs are studied, as well as some philosophical and ethical issues, and students are encouraged to consider and develop their own religious or non-religious beliefs. *There are weekly assemblies of a broadly Christian nature. Parents can choose to withdraw their child from Religious Education and assemblies by arrangement with the Headteacher.*

#### Music

The Judd School is a Specialist Music College and opportunities, both within and beyond the curriculum, are extensive. Every level of ability and experience is catered for, with excellent music technology facilities used in the curriculum from Year 7 to Year 13.

Class music is taught to all during the first three years before it becomes one of the options for GCSE and A-Level. All students are encouraged to play a musical instrument. Some instruments are available on hire from the school, and lessons given by visiting teachers are available on most instruments during School hours. For Year 7 students, further details and current costs will be included in your Induction Evening pack.

Two Orchestras, String Orchestra, Concert Band, Big Band, Judd Brass, Choirs, Samba Band, Clarinet Group and various other Chamber Groups meet regularly. Rock and Pop music is being strongly supported through the establishment of our Rockistry after school workshops. There are many opportunities for student leadership of musical groups. All who learn musical instruments are encouraged to play in one of the groups and we expect commitment to school music; currently over 200 students perform in groups.

## **PSHE**

At Judd Personal, Social, Health and Economic education is delivered in three "PSHE days" spread throughout the year. PSHE education develops the qualities and attributes pupils need to thrive as individuals, family members and members of society. Sessions are carefully planned to ensure they are age-appropriate and they are suitable for students of all faiths and none.

### **Years 7-11**

In years 7-11 PSHE days take the form of a carousel of workshops and talks, most of which are delivered to class-sized groups and some of which take the form of whole year group talks or presentations.

There are four main strands of PSHE in years 7-11:

- Health and Wellbeing - nutrition, healthy lifestyles, first aid, drugs and alcohol, smoking, mental health awareness and managing stress.
- Sex and Relationships (SRE) - friendship and family relationships, safe sex and contraception, expectations and informed choices about romantic and sexual relationships, the importance of consent and the impact of the media (including pornography) on relationships. During Year 7 all students also study the facts of human sexual reproduction in Science.
- Careers and Finance - managing money, credit and debt, personal financial skills, choosing options for further study, applying to university and choosing a career.
- Citizenship - rights and responsibilities, including human rights and animal rights, equality and discrimination, the environment, voting and democracy, politics and the economy.

### **Sixth Form**

In the Sixth Form students have a fortnightly programme of talks specifically geared to their stage in life and education, focusing on life skills, careers and university, health and wellbeing and personal development.

On PSHE days there are a range of workshop options available, which give students the option to develop their knowledge of current issues, areas of study beyond the curriculum, life skills and health and wellbeing.

For more information on the workshops your son/daughter will be participating in this year please see the PSHE frog site.

Parents have the legal right to withdraw their child from SRE (sex and relationships education). If you would like more information on the content or delivery of SRE please contact Ms Jayne (PSHE coordinator).

## **Reading**

We hope you will encourage your child to read widely as we believe this is the basis of language and broad academic development. The English Department operates a prescribed reading scheme through KS3 which actively demands a breadth of reading, but it is hoped use will be made of the School Library, Public Libraries and book shops to supplement this reading. All Year 7 will be given details of the reading scheme. The Librarian arranges an author to give a presentation to Year 7. In recent years, we have enjoyed visits from Darren Shan and Anthony Horowitz.

## Drama

Extra-curricular drama encourages participation at all levels of the School. There is a major production each year, supplemented by others, including ones produced by the pupils themselves. Trips to the theatre (usually in London) are also arranged for different year groups within the School.

## Physical Education

Core PE is compulsory for Years 7 to 11. Through Years 7 and 8, students participate in six week activity blocks in rugby, cross-country, basketball, gymnastics, sports skills, athletics, cricket, tennis and minor games. Additional activities of hockey, circuits, badminton, volleyball and fitness are covered through Years 9 to 11.

Most block activities, where appropriate, culminate in an inter-house competition held during games lessons and further opportunities to develop skills in the activities covered are available through extra-curricular clubs/practices.

## Games

All students in Years 7 - 10 take part in rugby, cross-country, cricket, basketball, tennis and athletics. In the upper part of the School, there is an increasingly wide choice of games options; from Year 11 onwards, students can be involved in a variety of activities such as swimming, badminton and hockey, as well as the normal School sports. In Year 12 and 13 netball, golf and fitness at personal gyms are additional options. In addition, there are extra-curricular sports clubs throughout the year. The fitness room is available for all year groups, when supervised, after a compulsory induction by a member of the PE staff.

## PE/Games Department Requirements and Expectations

- Should a student be unable to take part in a games lesson due to illness or injury, parents are **asked to provide a letter for the PE department** and to email the Attendance Officer on the first day of illness/injury, stating the reason/daughter and length of recovery time anticipated. **Should a medical condition be longer term, a doctor's certificate will be necessary.**
- Students **must** still bring in PE/Games kit, even if they are unable to do the regular activities so that they are able to take part in alternative activities where possible.
- Students **must** bring in alternative non-school kit if they have lost/misplaced their School kit, so that they can still participate in lessons. Students failing to bring kit to PE/Games lessons will be given a detention.
- Students off games must remain in School. They will participate in alternative activities where possible or do supervised study in the library, as appropriate.
- Should an injury occur during a PE/Games lesson, however minor, it is most important that the student informs a member of the PE staff immediately.
- Sports kit should be brought in on the day it is required and should be taken home the same day, to be washed. Sports kit should not be stored overnight at School.
- Sports kit must be fully named. Students must use a combination padlock on their kit bags, with name on the outside of the bag, to ensure their kit stays safe and can be returned to their owner if misplaced.

Please look at the sports kit link on our website: <http://frog.judd.kent.sch.uk/sportskit>

## 4. PASTORAL CARE

### House System

On joining the School, students will be put into a form group in one of six Houses: Bryant, Evans, Morgan, Rendall, Starling and Taylor. Form groups (not teaching sets) will consist of roughly equal numbers of Year 7 and Year 8 boys. This pattern is replicated in the middle school (Year 9, 10 and 11) and in the Sixth Form (Year 12 and 13). Each House is led by a Head of House, and each form has a Form Tutor. The Form Tutor is responsible for the daily welfare of students. Any academic, social or other problems should be raised in the first instance with the Form Tutor.

### Safeguarding & Well Being

The school has three Designated Safeguarding Leads, who are responsible for the safeguarding of students in school. Should you have any concerns about your son/daughter or another child, then queries should be directed to them.

The current Designated Safeguarding Leads are: Karen Eamens (Deputy Head), Kate Middleton (Head of Student Welfare) and John Wainwright (Director of 6<sup>th</sup> Form).

### Medical Conditions

If your son/daughter currently has an IHC-P, or has a medical condition, which could require extra support in School – e.g diabetes, nut allergy – please contact the Head of Student Welfare before your son/daughter starts School. This will enable us to have the appropriate provision in place before September.

If, during the school year, your son/daughter needs to bring medication in to school (e.g paracetamol, antibiotics), this must be handed over to reception immediately; no student may carry medicine on them. However, if your child has Asthma, Diabetes or requires an Epipen, he must carry medication with him at all times. We will also need a named spare for the School to store in case the original is lost or damaged.

You must also complete a form which can be found on the school website, giving parental consent for the school to administer the medication.

The Judd School is a **nut-free School**. Students should not bring anything containing nuts into School, due to the high number of students, who have such allergies.

### Students feeling unwell or injured in school

If a student feels unwell during the School day, he should inform a teacher, who will send him to Reception, if appropriate. A rest in the medical room is often all that is needed, but if the student continues to feel unwell we will contact parents. Similarly, if any student suffers a minor injury, they should inform a teacher and/or go to reception to report it and receive any first aid as necessary.

Students should **not** contact parents themselves prior to reporting to Reception. Sixth Form students who are unwell must follow the same procedure as the boys in Year 7 to 11.

### Change in Home Circumstances

We ask you to provide all contact details (address, telephone, e-mail addresses etc.) for each person/daughter who has parental responsibility for your child(ren). If any of these details change while your child is at Judd, please do not forget to notify the School as soon as possible, preferably using the SIMS app. We send out an annual data collection sheet per pupil, which must be checked by parents and amended as necessary. Correct information is essential in case of emergency and for our annual School Census.

## **Special Needs and disabilities**

The Judd aim to fully support all students who have any barriers to learning. It is therefore very important that you inform us if your son/daughter has any difficulties that prevent him from achieving his potential. Please contact the SENCO, Ms Robertshaw, with any information or reports which will be treated in confidence and allow us to put appropriate support in place.

## **Gifted and Talented**

The School regards all its students as gifted and talented, and enriches lessons accordingly (in preference to acceleration). Plenty of stretch and challenge are provided in day to day lessons at Judd, whilst additional opportunities are provided through competitions and educational visits.

## **Charity Work**

Each House identifies a Charity which it will predominantly support. Collections are made throughout the School and students participate in specific fund raising events.

## **Absence**

In the case of absence, parents are required to contact the School. A message must be left for the Attendance Officer on a **daily basis**, prior to 9.30am. This can be via the School answer phone or by email to [absence@judd.kent.sch.uk](mailto:absence@judd.kent.sch.uk). The DfE requires us to record any unexplained absence as truancy. Please note that should a student suffer from sickness or diarrhoea, they must not return to School for 48 hours after the symptoms have naturally subsided (as per NHS guidelines).

Requests for absence for reason/daughters other than medical issues should be made in advance to the Attendance Officer by email ([absence@judd.kent.sch.uk](mailto:absence@judd.kent.sch.uk)), or in writing. Applications for leave of absence to accompany parents on holiday must be submitted on a 'Holiday Form' which can be found in the Community section of the School's website, please select Parents and then Forms to locate the required document to download. This form must be completed four weeks prior to absence. Failure to comply, under current legislation, constitutes truancy. It is at the Headteacher's discretion if the holiday absence is given approval; new guidance requires the Headteacher to grant such leave only in exceptional circumstances. Further information on our School Attendance Policy can be found on our website <http://www.judd.online/policies>

## **Detentions - in line with the School sanctions policy**

In most cases of poor discipline or commitment to work, students' sanctions will be issued and carried out within the department concerned. Repeated or serious breaches will lead to escalation along the school sanctions scheme, as detailed in the Student Planner, and may result in a student serving a detention, held on Thursdays between 4.00pm and 5.00pm. Slips are issued at least 24 hours in advance for information to parents, who are asked to sign them.

Repeated offences, failure to attend an after school detention or serious breaches of discipline might result in a Headteacher's detention, held on a Saturday morning. As a rule, these sanctions take priority over other school-related activities.

## **5. EXTRA-CURRICULAR ACTIVITIES**

### **Functions during the School Year**

Parents are very welcome both at School Games fixtures (details of matches can be found on our website) and at all concerts, plays, the Evening Carol Service, and on other School occasions, all listed in the calendar section on the school website. There is usually a cup of tea available in the Dining Hall after Rugby matches. It is most important that parents support their child and all activities within the School, by encouraging the pupils to take part. There is a Prize Giving for senior students at the end of June each year and a Whole School and/or House-based Celebration in July.

### **Weekend Extra-Curricular Activities**

The School runs a full games programme on Saturdays throughout the year. Students are expected to represent the School, if selected. It would be appreciated if the teacher-in-charge of any activity could be informed as soon as possible if your son/daughter is not available. We hope that you will encourage him to participate fully and we welcome your support on the games field and to join us for tea afterwards (see above).

### **Societies**

There are many School clubs, societies and activities which operate during the lunch hour and after school. Students are encouraged to join in as many activities as they can to develop their talents in as broad a way as possible. The School Dashboard in the Frog Portal records all the clubs and societies, when and where they occur.

There are Open Access sessions in the main computer room at break time and lunch time. It is also open before school for students finishing homework only. Students may also use the computer room after school. The Art Room and the Design Technology Workshops are open most lunch times under direct supervision.

### **Combined Cadet Force (CCF)**

The School runs a contingent of the CCF, which students can join, on a strictly voluntary basis, from Year 9 onwards. Cadets meet on a Friday afternoon at 3.45pm, and have the option of joining an RAF or Army Section. There are many weekend activities and opportunities to attend Section Camps, adventurous training, Air Experience Flying and Gliding, Gliding and Flying Scholarships, and Bursary and Scholarship schemes for Sixth Form and beyond. There have been overseas camps and exchange programmes in the past, but these are exceptional.

### **Duke of Edinburgh's Award**

All students are strongly encouraged to take part in this character-building scheme as they reach the middle and upper part of the School. The Bronze Award can be started in Year 10; the Gold in Year 12.

### **Saturday and Holiday Jobs**

Students, as they reach Year 10, often wish to take paid employment on Saturdays or in the holidays and, while this is understandable, it must not interfere with their academic or extra-curricular School commitments. Weekday evening work is strongly discouraged.

## 6. CAREERS GUIDANCE

The School has a proactive Careers Department which ensures that all students from Years 8-13 receive careers guidance appropriate to their age as part of the school PSHE programme. The Careers Library, which is open throughout the day for all students, contains comprehensive information on both occupations and Higher Education. A Careers Evening for Year 9 to Year 13 students and parents is held once every two years, giving students the opportunity to hear about a diverse range of careers.

Parental involvement and expertise is welcomed and Careers Newsletters are regularly sent to Sixth Form parents giving information on universities, courses and internships.

GCSE, A Level and University choices can be discussed with the Careers Adviser during working hours, appointments are not necessary. Year 9 students are encouraged to use Launchpad, a software program that helps them explore their options and supports their subject choice and career path.

Work Experience is encouraged during Year 11 (in students' own time) and is obligatory in Year 12 (during school holidays). Opportunities to attend elite courses and taster programmes are open to all who comply with the criteria. Year 10 & 11 students have their own Oxbridge Evening with representatives from both universities.

Careers guidance is paramount in the Sixth Form where a comprehensive programme of talks from top universities and professionals ensures students are well equipped to make informed choices about their futures. All Year 12 students participate in formal practice interviews in preparation for future job and university applications and attend various information evenings with their parents.

All students are supported with their applications for university, higher apprenticeships and employment throughout the Sixth Form.

## 7. THE SCHOOL COMMUNITY

### **The Governing Body of The Judd School**

The Judd School is a Voluntary Aided School supported by The Skinners' Company ([www.skinnershall.co.uk](http://www.skinnershall.co.uk)). The Company appoints the majority of the Governing Body, which also comprises elected Parent Governors, elected Staff Governors, Associate Governors and the Headteacher. Current members of the Governing Body are profiled on the School website.

### **Judd Parents' Association (JPA)**

All parents are members of The Association and will be welcomed into one of the geographical area groups. There is a central Committee of Trustees which meets at least once per term. In addition to the positions of Chairman, Deputy Chair, Secretary and Treasurer, each Area has two representatives on the main Committee who regularly give feedback to parents through the local Area Committee groups.

The Association's main objectives are:

- To raise money for School amenities and specific projects through fundraising activities
- To organise social events between parents and between parents and staff
- To encourage a good relationship between staff and parents
- To give practical help to the School such as serving refreshments at parents' evenings, concerts and plays.

## **The Old Juddian Society**

On leaving the School, all students are encouraged to join the Old Juddian Society, which keeps Old Juddians in touch with each other, and with their School. Members receive the Old Juddian Newsletter by email and are invited to a number of annual functions.

## **8. FINANCIAL MATTERS**

### **The Judd Development Fund**

Over the past 25 years there have been significant and enduring capital investments in the school financed by a partnership between Kent County Council, The Department for Education and The Judd School Development Fund.

Since 2005, when the Development Office was established, a 'culture of giving' has been encouraged and the school (through The Development Fund) has received over £2 million from the generosity of parents, Old Juddians and friends of the school. This has resulted in the construction of new buildings and refurbishment of legacy areas.

These Include:

- The Ashton Building (Dining facilities and Biology) 2017
- Vizards Sports facility 2017
- Design and Technology Refurbishment 2014
- Science Labs 2008 & 2013
- RS Building Refurbishment 2012
- New Visitor and Student Reception 2011
- Dedicated SEN Facilities 2011
- Food Technology Suite 2010
- The Atwell Building (Maths and Geography) 2009
- 6th Form Study facilities 2009
- Music Technology Refurbishment 2009
- ICT Suite 2008
- All Weather Pitch 2006
- Sports Hall 2003
- Library Building (French, German, Classics, Library) 2002
- Schoolroom Annexe 1997
- Music Centre 1996
- The Cohen Building (Technology, Art, English) 1992
- Science Wing 1992

These capital investments from the past continue to benefit current students.

In order to sustain The Judd School's success it is therefore necessary to continue to the next phase in the development programme to ensure the very best facilities are available to allow Judd students to continue to thrive now and in the future.

### **School Fund**

Each year all parents are asked to make a voluntary donation towards the School Fund, currently £60 per student. This support allows the School to provide many enrichment activities which are not able to be funded through public funding. The School Fund is used to enhance the life of the School and the students' experiences within it, examples of which are:- facilitating travel to sports fixtures, contributing towards minibus and other costs for cultural activities, the School magazine ("The Juddian"), academic

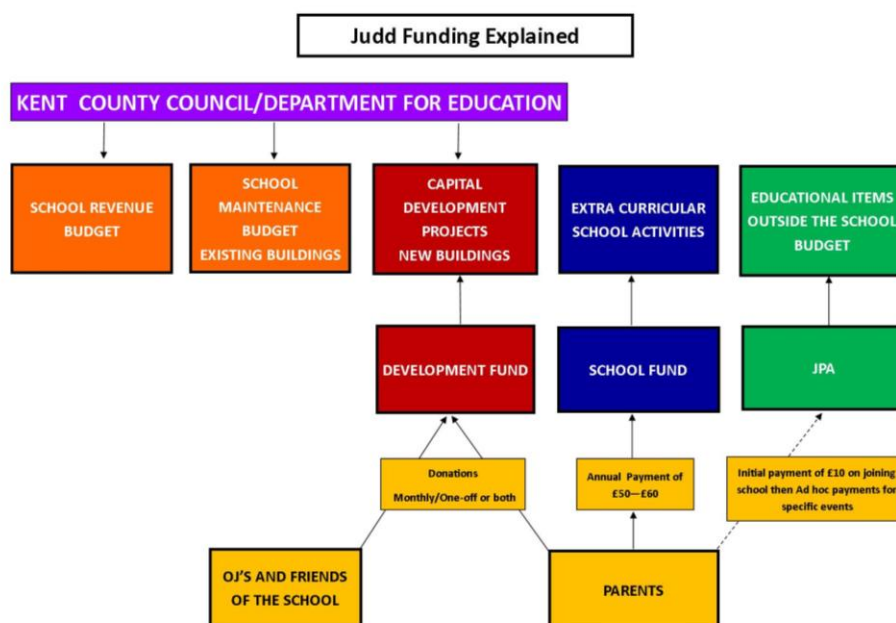


competitions such as Physics/Biology Olympiads and UKMT Maths competitions, Music activities/concerts, equipment and staff training for Duke of Edinburgh and World Challenge trips, Sixth Form activities such as MUNGA (Mock United Nations General Assembly), Mock Trial and a Debating Society, enrichment projects (chess competitions), whole School events such as the annual carol service, drama productions and improvements to the School environment.

You will be invited, by email and on our online payment system, Joinos, to contribute towards the School Fund an amount of £60 annually in the autumn term. If your child is involved in a lot of travelling to fixtures and activities we do ask for additional monies of £60 and above.

We would be grateful if all tax-paying parents would sign and return, a Gift Aid Form to allow the School to reclaim tax paid on their subscription and any other donations made to the School or JPA a copy of which is in the 'forms' tab on Joinos. Once signed, the form will allow the School to reclaim all future voluntary subscriptions to the School (but not payments for trips or activities). Higher Tax payers can also claim back the higher rate through their own Tax Returns. It is important that the higher tax payer should sign the form if such a claim is to be made.

***The School Fund is completely separate from the Development Fund, which contributes towards new capital building at The Judd School.***



### Charging Policy (1989 Education Act)

The Governing Body would expect all trips and out-of-school activities to be self-financing from voluntary parental contributions. Please refer to the policy on our website.

### Payments to School

Normally payments to School will be made via our online payments system, Joinos, and new parents will be issued with a 'contact code' per student to allow them to register. Once registered, any 'offers' to which your son/daughter/daughter is invited to purchase will be available for parents to pay. You may pay via debit or credit cards, although we would prefer that premium cards are limited in use, as transaction costs paid for by the School are far higher on such cards. All others cover items such as trips, books, magazines, tickets, exam resits and other equipment.

For each offer parents will receive an email from the school via our own email and Joinos itself. Offers will have letters attached; these can be accessed via the offer, or on the “files” tab on Joinos. All payments made to the school are also visible on Joinos in the “payments” tab. If you have any queries about Joinos, please contact the finance department.

## **9. SIXTH FORM ENTRY**

There is a threshold which must be obtained in order to gain entry to the Sixth Form. Students in danger of not meeting this threshold are given support and advice throughout Key Stage 4 with the aim of enabling them to gain entry. Most students stay on to the Sixth Form and take four A levels, which are chosen from a wide range and are available in most combinations. For more information on the Sixth Form and Sixth Form entry criteria, please see the prospectus on the website.

## **10. TRANSFER TO ANOTHER SCHOOL**

It is expected that most boys will remain at the School until the end of Year 13 (Sixth Form). Where a transfer to another school is necessary during your son/daughter's career, the Headteacher should be advised as soon as possible.

**The Judd School**  
**Brook Street, Tonbridge, Kent, TN9 2PN**  
**Tel: 01732 770880 Fax: 01732 771661**  
Email: [enquiries@judd.kent.sch.uk](mailto:enquiries@judd.kent.sch.uk)  
Website: [www.judd.online](http://www.judd.online)