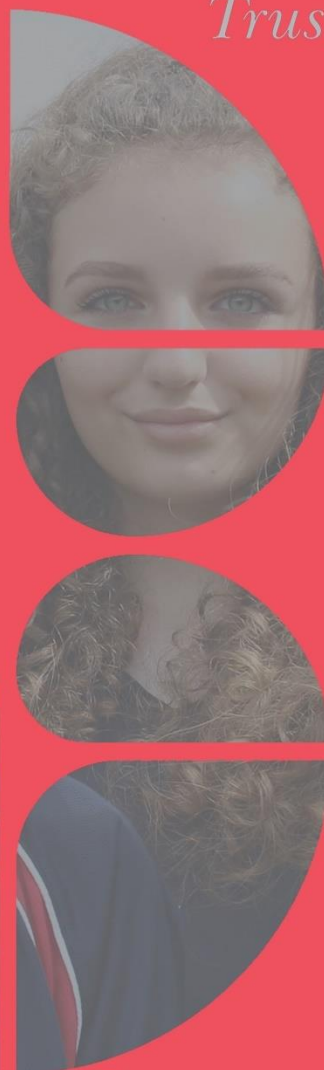
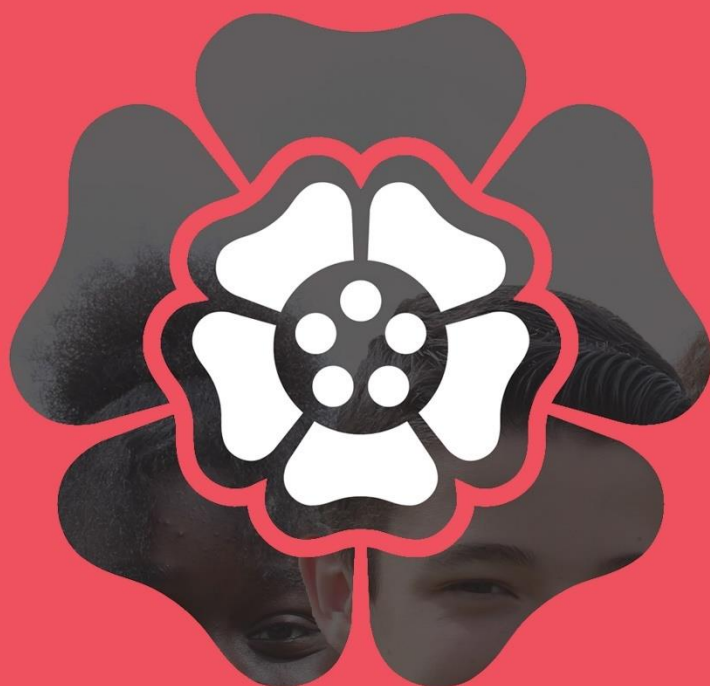


WRENN SCHOOL

*Creative
Education
Trust*



**WORK HARD
RESPECT OTHERS
ENJOY LEARNING
NEVER GIVE UP
NAVIGATE YOUR FUTURE**



PARENT GUIDE

Contact details

General School information: www.wrennschool.org.uk

Lower School Years 7, 8 and 9 Doddington Road Wellingborough Northants NN8 2JJ Telephone 01933 222039	Upper School Years 10, 11 and Sixth Form London Road Wellingborough Northants NN8 2DQ Telephone 01933 222039
Reporting an absence: 01933 222039 Option 1	Reporting an absence: 01933 222039 Option 1
Pastoral Issues: 01933 222039 Year 7 Year Team Manager: Ext 403 Year 8 Year Team Manager: Ext 408 Year 9 Year Team Manager: Ext 410	Pastoral Issues: 01933 222039 Year 10 Year Team Manager: Ext 310 Year 11 Year Team Manager: Ext 324 Sixth Form Year Team Manager: Ext 312

General Email		enquiries@wrennschool.org.uk
Principal	Miss M Blake	marianne.blake@wrennschool.org.uk
Vice Principal	Mrs R Hales	rebecca.hales@wrennschool.org.uk
Vice Principal	Mrs L Parker	laura.parker@wrennschool.org.uk
Vice Principal	Mrs J Grant	jo.grant@wrennschool.org.uk
Assistant Principal	Mrs H Jones	hannah.jones@wrennschool.org.uk
Assistant Principal	Mr J Culpin	jack.culpin@wrennschool.org.uk
Assistant Principal	Mrs J Spencer	jill.spencer@wrennschool.org.uk
Assistant Principal	Mr D Needham	daniel.needham@wrennschool.org.uk
Assistant Principal	Miss R Trivedi	rakee.trivedi@wrennschool.org.uk

These are current year team managers and progress leaders

Year 7 Progress Leader	Mrs A Fitzjohn	andrea.fitzjohn@wrennschool.org.uk
Year 7 Team Manager	Mrs E Gordon	emma.gordon@wrennschool.org.uk
Year 8 Progress Leader	Mrs H Mainprize	helen.mainprize@wrennschool.org.uk
Year 8 Team Manager	Miss J Austin	julie.austin@wrennschool.org.uk
Year 9 Progress Leader	Ms C Wright	cassie.wright@wrennschool.org.uk
Year 9 Team Manager	Mrs Becki Horne	becki.horne@wrennschool.org.uk
Year 10 Progress Leader	Mr G Mallen	graham.mallen@wrennschool.org.uk
Year 10 Team Manager	Mrs Z Yarker	zoe.yarker@wrennschool.org.uk
Year 11 Progress Leader	Mr B Cassie	bill.cassie@wrennschool.org.uk
Year 11 Team Manager	Mrs D Davidson	debbie.davidson@wrennschool.org.uk
Head of Sixth Form	Mrs N Thomas-Francis	natasha.thomas-francis@wrennschool.org.uk
Sixth Form Team Manager	Mrs T Mayes	tina.mayes@wrennschool.org.uk
SENDCO	Mrs H Jones	hannah.jones@wrennschool.org.uk
EAL Coordinator	Ms C Johnson	catherine.johnson@wrennschool.org.uk
Admissions and Transition	Mrs K Hicks	karen.hicks@wrennschool.org.uk



WELCOME TO WRENN SCHOOL

Dear Parent/Carer

I am delighted that your child has been allocated a place at Wrenn School. Children are at the heart of everything we do; our Proud to be Wrenn values, are a real strength of the school.

Alongside exam performance our family of staff are doing much more. We are preparing our students for life. To be self-confident, independent and well-informed members of our community, balanced by compassion and respect for others. Our students are ambitious, and we nurture their aspirations with opportunities to succeed beyond their potential.

Our staff at Wrenn are hard-working and determined to use their professional expertise to ensure no child is left behind. Your child will be nurtured and cared for, so they have the tools and knowledge to develop into successful active learners, who enjoy learning, make good progress and achieve excellence. Your child will grow up to lead a safe, healthy and fulfilling life.

Please can I remind you that if you feel that you may qualify for free school meals or free school transport, then you must make an application to the local authority and not the school. Details of how to apply can be found on the Northamptonshire County Council website.

www.northamptonshire.gov.uk

I am genuinely excited that your child will become a member of our school community and family, and we look forward to meeting you soon. In the meantime, here is a guide which contains key information about our school. If you have any further questions, please contact us on 01933 222039.

Yours faithfully

Marianne Blake
Principal
Proud to be Wrenn

Attendance & Punctuality

If a pupil is unable to attend due to illness, please telephone 01933 222039 selecting option 1 before 8.35 am on the first day that they are absent. Any pupil absence not notified, will result in a truancy call being issued to parents.

All requests for holiday or any trip abroad during term time will be marked as unauthorised absence and will be reported to the County Council who may impose a fine.

The school day starts at 8.35am and it is essential all pupils arrive by 8.25am to be ready to start their day of learning. Punctuality is an important part of our ethos, and it is imperative that all pupils arrive to lessons on time.

If a pupil arrives late, they should report straight to their tutor group. If they arrive after 08:45am, they must sign in at reception. In both cases they will be marked **late** in the register and a 30-minute detention will be set for after school the next day. Persistent lateness will be followed up by their Year Team Manager or Progress Leader.

A letter will be sent to parents when a pupil's attendance drops below our target of 96%. If attendance continues to drop further letters will be sent. When a pupil's attendance falls below 94%, a parental contract meeting will be held, and targets agreed. We endeavour to work together with parents to overcome any barriers to pupils attending school every day. Persistently absent pupils (below 90%) will be referred to the County Council.

“Leaders monitor attendance closely and intervene quickly to ensure pupils remain on track” Ofsted 2018

Behaviour for Learning

We seek to maintain a safe and structured environment in which teachers can teach and pupils can learn. The vast majority of young people appreciate a culture of good and respectful behaviour, both in and out of lessons. This culture is central to the school's philosophy.

It is our belief that the best way to bring about good classroom behaviour is for staff to:

- engage pupils in their learning;
- set clear, firm boundaries;
- use the school behaviour policy;
- challenge at an appropriate level;
- stimulate pupil interest through active learning.

All staff and pupils will help to create a culture of respect, through our 'Proud to be Wrenn' values. We are proud of the school's good reputation throughout the local community and we will continue to make good behaviour in and out of school a priority.

“Behaviour is good. Pupils are polite, confident and courteous.” Ofsted 2018

Bullying

Our Student Voice website, is an online portal where pupils can report incidents of poor behaviour. This will be dealt with swiftly in the strictest confidence by the Behaviour Team.

“Pupils say that bullying is rare but are confident that staff deal with it effectively if it were to occur.” Ofsted 2018

Calendar

The calendar can be found on our website. However, we do reserve the right to change dates as circumstances change. We shall provide periodic reminders to parents regarding upcoming events, through Arbor, email and text services as well as social media.

Cashless and Online Payments

Wrenn School’s preferred payment method for school meals and other school activities including trips is via Parent Pay.

Parent Pay is an online payment system. When your child starts at Wrenn, a letter will be sent containing your unique code to access and register with Parent Pay.

Cashless Catering

All purchases made in the canteen will be via personal Wrenn catering card or a pin code only, which will directly deduct the cost of the food purchased from the pupil’s Parent Pay account. The account can be topped up by parents online or by pupils putting money into one of the cash payment machines in the school. We urge parents/pupils to ensure that there are sufficient funds available. The maximum allowed per day has been set at £5 but parents may reduce this further if they wish to.

Charity Days

During the academic year, a limited number of non-uniform days will be held to raise money for charity. The dates of these will be communicated to parents and a donation will be requested. The year groups are also encouraged to fundraise throughout the year for a charity of their choice.

Child Protection and Safeguarding

Wrenn School is a safe place, and we will always endeavour to protect pupils and staff. If you have concerns regarding child protection, please report these to a member of our safeguarding team (Year Team Managers/Progress Leader, or to the school’s Designated Safeguarding Leads- Rebecca Hales on Doddington Road or Debbie Davidson on London Road. All contact details can be found on page one of this guide). The details of who to contact can also be found in reception at both sites, on the school website alternatively you can contact Northamptonshire County Council Children Services on 0300 126 1000 option 1.

“The arrangements for safeguarding are effective. Staff prioritise pupils’ wellbeing and safety” Ofsted 2018

Communication

To ensure that all communication is dealt with effectively please utilise the following contact routes: The majority of communication from Wrenn School to parents will be sent electronically, please can you ensure that we have your up-to-date details including email address and mobile phone numbers. All general parent communications will be sent out via Arbor. If you change your email address, mobile number or if you move, you **MUST** notify the school immediately. You can also update your information through your Arbor app. You will receive your Arbor account details once your child starts at Wrenn. The students also have Arbor accounts.

Curriculum Information

Our intention is that Wrenn School will develop a curriculum that creates an aspirational, high achieving learning culture, that considers and caters for the individual needs of our pupils. Our pupils will have opportunities to achieve beyond their potential, whilst fully preparing them for their future.

Information about specific curriculum areas can be found on our website.

EAL (English as an Additional Language)

Pupils with English as an Additional Language (EAL) will work with our EAL team to ensure they have the opportunity to build further upon their language skills.

In certain circumstances, we may judge that pupils should be withdrawn from the curriculum to receive specialist support. If this is the case parents will be contacted on an individual basis to discuss this with them.

Equipment for Learning

All pupils should arrive at lessons prepared for learning. The following equipment is essential:

- School bag for books and equipment
- Pencil case
- Pens – black, blue & purple
- Pencils
- Coloured pencils
- Eraser
- Pencil sharpener
- Ruler
- Scientific calculator
- Protractor
- Highlighter
- Glue Stick

We have filled pencil cases with some of the items above available to purchase for £1.00

Extra-curricular Activities

A number of extra-curricular activities are provided for pupils to participate in. These take place either at lunchtimes or after the school day. A list of clubs and activities can be found on the website, which is updated on a termly basis.

School trips and residential are a major part of the student's experiences at Wrenn and may incur a cost.

Please be aware that for any activities taking place outside of the normal school hours, parents will need to make arrangements for pupils to be collected, unless pupils have been given permission to make their own way home.

“An extensive extra-curricular programme provides opportunities for pupils to extend their experiences.” Ofsted 2018

Facebook & other Social Networking sites

Any activity on social networking that constitutes bullying or can be seen to bring the school and its community into disrepute, will be dealt with under the school's normal behavioural procedures.

Whilst we recognise that Facebook, WhatsApp, Twitter, Instagram and Snap Chat can, when used under supervision, be a valuable tool for communication, it is the lack of supervision that tends to lead to misuse and issues between pupils.

From a parental point of view any serious issues relating to social networking should initially be reported to both the police and to the school.

The lower age limit for most social media accounts is 13. We will ask parents/online platforms to delete the accounts of anyone we discover that is contravening this rule.

“Pupils learn to protect themselves from the potential dangers of the internet” Ofsted 2018

Fixtures

We have a very active programme of sporting fixtures. Pupils will be notified directly of their participation and the details of the timings of these matches. Please be aware that by their very nature they normally take place outside normal hours. Parents will need to make arrangements for pupils to be collected on their return, unless pupils have been given permission to make their own way home.

Food & Drink

The canteens are situated in the halls on both sites. The canteen is open at break and lunchtimes. All food purchased in the canteen as well as packed lunches are to be eaten in the hall. No food is to be eaten in the corridors or classrooms unless permission has been given by a member of staff. We also recommend that pupils bring a water bottle which can be refilled at the water fountains.

We do not allow the consumption of energy/high caffeinated/sugary drinks in the school, as they are detrimental to learning.

Wrenn is a nut free school. Please do not allow your child to bring any foods containing nuts; this includes snacks and in packed lunches.

Free School Meals

Parents/Carers who are going through difficult financial circumstances may be able to claim free school meals for their child. Details on how to claim can be found on our website under Parent Information or via www.northamptonshire.gov.uk.

General Data Protection Regulation (GDPR)

Wrenn School as part of the Creative Education Trust, collects and holds personal information relating to our students. We may also receive information about students from their previous school, and forward information to a school that students are transferring to.

Wrenn School collects and holds student data to enable us to provide education services that meet the needs of our students. The information supports the tracking of student attainment, progress, attendance and behaviour. Curriculum, examination and timetabling decisions are based on the data we collect and ensure the appropriate support is given to specific groups of students.

For further details on what data we collect, how we use it and the individual rights relating to personal data, please see our Privacy Notice available on our website.

Holidays and Term Time Absence

Requests for absence during term-time should be sent in writing to the Principal, either by letter or email.

Holiday absence or any trip abroad during term-time, will automatically be recorded as unauthorised.

A fine may be levied by the County Council against parents/carers whose children have had unauthorised or periods of persistent absence.

Information Technology

Access to computers is available before, during and after school in a number of areas around the school.

We offer a safe, filtered internet connection, using the latest filtering technologies. We also offer a guest Wi-Fi network for use when pupils are allowed to do so on their own devices.

All pupils receive a Wrenn email address, this email account should be checked on a regular basis as teachers and other staff will send information to the pupils and pupils can also use it to contact teachers and other staff. Only this address should be used to communicate with staff when submitting work. As part of the Office 365 account, all students will have access to Microsoft Teams. Homework is set through Teams and live learning takes place on teams if there is any disruption to normal school.

Every pupil can install Office 365 on their own devices at home, this contains full copies of Word, Powerpoint, Excel and other office applications. Information on how to do this is provided on the school website.

All pupils and parents have access to Arbor which allows access timetables, attendance, achievements and booking parent evening time slots.

Wrenn also has Facebook, Twitter and Instagram accounts; please follow us to see what has been happening during the week.

Illness During the Day

If a pupil is unwell, they should report this to a member of staff who will then send them to their Year Team Manager. Parents will be contacted to collect pupils if they are judged to be too unwell to continue for the rest of the day.

Under no circumstances should pupils leave school without permission from a member of staff or contact parents themselves to report illness.

School Library

The school library is a fantastic and quiet environment for pupils to continue their studies out of lesson time. Pupils have access to a wide range of reading material as well as use of the ICT facilities. All our year 7 and 8 pupils take part in the Scholastic Reading Pro Scheme, which runs through the library. Competitions and visiting authors are a regular feature in the library and our pupils will be kept informed of any events that are being organised.

Lost Property

Please ensure that all uniform is clearly labelled with your child's name; if lost this enables your child's property to be promptly returned.

Medicines

Pupils taking prescribed medicines must have a letter from their parents/carers stating when they should be taken. All medicines must be left in the Year Team Managers office, where they will be locked away safely.

The only exception is when a pupil has an inhaler for asthma, or 'Epi Pen,' which should always be carried with them.

Pupils with longer term medical needs may need to engage in a health care plan so that they can be appropriately supported. Please contact the school if you feel this is the case.

Paracetamol and other pain killers will NOT be given out by Wrenn staff.

Mental Health Counsellor

Our counsellor helps pupils talk through any worries or issues they may have in a safe environment. Pupils are supported with a wide range of concerns such as stress, anxiety, self-esteem, phobias, depression, bereavement and relationship issues. We provide a confidential service, and discussions are never disclosed with anyone else without the pupil's permission. The exception to this would be if the pupil was judged to be at serious risk of harm.

"Pupils are encouraged to maintain a healthy lifestyle and help is provided for those who have mental health needs." Ofsted 2018

Mobile Phones/Devices

The school operates a "no phone" policy.

Pupils may bring mobile phones to school, but these must be kept out of sight once the pupil enters the school.

Pupils seen with their mobile phones out during the school day will have them confiscated. These will be kept securely at reception on London Road or Faculty Support on Doddington Road. If a pupil has the phone removed more than once it will be kept securely until a parent can collect the device.

Pupils can ask to use the school's telephone at reception if contact needs to be made with parents/carers for any reason.

Urgent messages from parents/carers can be passed to the appropriate Year Team Manager, who will ensure it is passed on to the pupil concerned.

Except where the school has taken possession of a mobile phone for a specific reason, we accept no responsibility for any loss or damage, and cannot investigate any such instance.

Music Lessons

Music lessons are available to all pupils, however there is a cost. These are delivered at various times in the school day and cater for different levels of ability by a team of specialist music practitioners. Pupils benefit in all sorts of ways from learning a musical instrument, so participation in this activity is encouraged.

If you wish for your child to start/continue music lessons, please contact Faculty Support for further information by emailing: wsc-facultysupport@wrennschool.org.uk

Homework

Homework is a very important part of learning at Wrenn. We expect it to be completed on time, and to the best of a pupil's ability.

Homework is set for all year groups on a regular basis. The completion of homework is vital to ensure that pupils are ready for learning in lesson. All homework is posted electronically via Arbor/Teams for both pupils and parents to access.

Reporting Home

During the academic year parents will be invited to a Parent/Pupil Consultation Meeting, which will be with your child's subject teachers and form tutor. This will usually take place in the evening from 4.30 – 8.00pm; the date of this meeting will be confirmed as part of the calendar and will be updated on our website. Appointments will be available to book through the Arbor app. Your child will also have three data reports during the year. These will contain information on your child's current progress, level of achievement and their attitude to learning.

Restricted Items

Alcohol, tobacco, vapes and other illegal items are forbidden. This includes the journey to and from the school and crossing between sites.

Any pupil found in possession of or related paraphernalia will have them confiscated, and further action **will** be taken in line with the behaviour policy which can be found on the website.

Wrenn School is drug and smoke free.

Sanitary Hygiene

We recommend that our female pupils carry sanitary protection in their school bags. For emergencies, we do hold a small stock with Year Team Managers.

School Day

8.40am	Form
9.10 am	Period 1
10.10am	Period 2
11.10am	Break
11.30am	Period 3
12.30pm	Period 4
1.30pm	Lunch
2.10pm	Period 5
3.10pm	End of school day

Signing Out

All medical and dental appointments should be arranged outside of school hours.

If a pupil does have to leave during the day for any reason, a note, email or phone call from parents is required. Pupils must sign out at reception and sign back in again if they return the same day.

Special Educational Needs

The Special Educational Needs team will liaise closely with feeder schools/academies and parents to support pupils with their transition to Wrenn. Other pupils with specific needs; be they medical, physical or mental, will also be supported in their transition.

Parents with enquiries or requests should contact the SENCO team via the Doddington Road site telephone or email.

**“The leadership of the provision for pupils who have SEN and/or disabilities is good”
Ofsted 2018**

Split Site

Wrenn operates on two sites.

Year 7, 8 and 9 pupils have their base at Doddington Road. These students do not cross to London Road for lessons.

Year 10, 11 and Sixth Form have their base at London Road.

We aim to keep any crossing between sites to an absolute minimum.

When travelling between sites, we expect pupils to cross quickly, keeping to the pavements. They should cross roads with great care, using the proper crossings and respect members of the public.

Areas between sites are monitored by staff.

“Leaders have taken the correct course of action to mitigate the risks of operating on a split site” Ofsted 2018.

Uniform

Wrenn prides itself on its ‘Proud to be Wrenn’ values and we believe uniform to be part of that ethos. All pupils are required to wear the appropriate uniform.

The uniform for Years 7 – 11 is:

- Black school blazer with school badge- New Year 7 students receive a blazer for free
- White shirt, neatly tucked in, top button fastened
- Smart black tailored style trousers, (jeans/tight fitting trousers/leggings are not permitted)
- Girls may wear a black knee length skirt if they wish, but this must be a non-stretchy material
- Black socks
- Smart black shoes (not boots or trainers)
- School tie- New Year 7 students receive a tie for free
- A black V-neck jumper may also be worn under the blazer

Smart dress and a well-groomed personal appearance is required. We do not allow extremes of fashion, for example, unnatural hair styles and colours.

The wearing of jewellery, other than a watch, is restricted to a single stud/sleeper in each ear.

No facial or body piercings of any variety are allowed.

Breaches of uniform expectations will result in the school behaviour policy being followed.

Please ensure that all items of uniform are clearly marked with the pupil’s name.

**“Pupils are proud to be members of the school. They encapsulate the school’s ethos,
Proud to be Wrenn” Ofsted 2018**



Uniform - PE

The main items of PE uniform can only be purchased from The Uniform Shop, 8 Olympic Way, Wellingborough or via their website: www.uniformshopwellingborough.co.uk.

We are always trying to balance the financial pressures that some parents face with the need for pupils to be dressed appropriately for sporting activities. As a result, we have provided pupils and parents with a range of options for the purchase of PE kit.

Wrenn logoed polo shirt
Wrenn logoed long-sleeved rugby top
Wrenn logoed long sleeve sweatshirt

(A minimum of one of the above items needs to be purchased, there is **no** requirement to purchase all three items)

Wrenn logoed skirt
Wrenn logoed shorts
Wrenn logoed leggings

(One of the above items should be purchased)

Optional items all non-logoed:

Plain navy blue straight leg tracksuit bottoms
Skins (Navy Blue)

Compulsory equipment (boys and girls):

Mouth guard/gum shield (parents will be informed when this is needed)

Shin pads

Trainers

Football boots

Plain blue football/hockey socks



Valuables

PLEASE do not allow your child to bring expensive items or large sums of money to school. Personal entertainment equipment must never be brought to school. If students must bring something valuable to school for a specific reason, please ask for it to be locked away safely for the duration of the school day. Never leave items unattended and pupils should ensure that small valuables are handed in to their PE teacher at the start of each lesson to be locked away.

The school will not accept responsibility for the loss or damage of personal or valuable items.

Visiting school

If you are visiting one of our school sites, please sign in at reception and wear your visitors' badge.

Academic Year 2023-2024

	Open to pupils on the morning of:	Closed at the end of the afternoon on:
Term 1	Year 7, 11 & 13 – Tuesday 5 th September 2023 Whole School – Wednesday 6 th September 2023	Friday 20 th October 2023
Term 2	Monday 30 th October 2023	Wednesday 20 th December 2023, 1:30pm
Term 3	Monday 8 th January 2024	Friday 16 th February 2024
Term 4	Monday 26 th February 2024	Friday 28 th March 2024
Term 5	Monday 15 th April 2024	Friday 24 th May 2024
Term 6	Monday 3 rd June 2024	Friday 19 th July 2024, 1:30pm

