



CLAIRES COURT
SENIOR GIRLS

2024/2025

New Pupil Guide



Your place is *here*...

Your name:

Your house:

RESPONSIBILITY



RESPECT



LOYALTY



INTEGRITY

Welcome to

Claire's Court

I would like to welcome you to your new school. This is the beginning of an exciting journey that will end with you leaving here well rounded, well qualified and well prepared for leading this brave new world.

We hope the information in this booklet will help you to find your feet and settle in. However, the key to success in senior school is to always ask when you are unsure. Your Form Tutor, Head of Year and all your Teachers are great people who will always help you.

When you start a new school it is normal to feel a bit anxious but please don't worry - in a few weeks time you will be used to everything. Remember - work hard and be kind because this precious time at school will soon pass.



Steve Richards

Head of Seniors

(Boys & Girls)

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Who's Who

Here are the key people who can help you as you settle into Claires Court. Your Form Tutor will be your first point of contact for any queries you have. You can also ask any teacher for help and anyone around school will always be happy to help you, so just ask!



Mr Richards

*Head of Seniors
(Boys & Girls)*

Designated Safeguarding Lead



Mrs Ruddick

*Deputy Head of Seniors
(Girls & Boys)*



Mrs O'Clee

*Deputy Head
Academic*



Mrs Thomas

*Deputy Head
Curriculum*



Miss Cox

*Deputy Head
Co Curriculum*



Mrs Lee

Director of Sport



Mrs Oakley

SENco



Mrs Rayment

Head of Year 7



Ms McWilliam

Head of Year 8 & 9



Mr Gravett

*Head of Year 10 & 11
& Head of Music*



Mrs Duff

School Nurse



Mrs Rogers

School Nurse



Mrs Phipps

School Secretary



Mrs Knott

*Administration
School Office*



Mrs Doe

*Administration
School Office*

The School Day

Your school day is divided into five lessons of one hour, with two morning breaks, a lunch break and a further afternoon break.

8.00am	School is open
8.45am	The school day starts (registration/assembly/pastoral time)
9.10am	Period 1
10.10am	First break
10.30am	Period 2
11.30am	Second break
11.50am	Period 3
12.50pm	Lunch break
1.40pm	Period 4
2.40pm	Afternoon break
3.00pm	Period 5
4.00pm	Academic school day ends

Monday to Thursday

4.10pm Activities and Study

5.15pm Coaches depart from Senior Girls, College Avenue with onward
homeward bound coaches leaving Senior Boys at 5.30pm

Fridays (plus first and last week of term)

4.15pm Early coaches, there are no activities or study after school

Getting to School

Arrival

You should arrive at school between 8am and 8.45am, so you are ready to go to your form room for registration/assembly at 8.45am.

Coaches

Please be careful arriving into school as the school coaches and minibuses arrive and depart from here throughout the whole day.

The buses at the end of the day are clearly labelled so you know which one to use. Please do not be afraid to ask for help if you are unsure where to go. Full timetables and code of conduct are available on our website.

Drop Off and Parking

Parking on school grounds is very limited .Please don't park in the coach bay as this is reserved for school transport, emergency vehicles and deliveries. Please make sure the person driving you to school follows these simple rules:

- The car park is for staff use during the school day unless you have reserved a space to visit a member of staff
- Please park considerately for our neighbours and do not block access to driveways
- Switch off engines to reduce pollution
- Never stop or wait on double yellow or zigzag lines
- Keep the area around the school driveway clear so that the coaches can drive in and out safely



Absences or Late Arrival

If you **arrive at school late** please make sure you sign in at reception before you go to your lesson so that we know you are here.

If you **need to leave early** during the school day your parents/guardians should let the school know in advance. You will need to wait at reception at the arranged time until your parent/guardian arrives to pick you up. They should come into reception so we can sign you out. You should not phone your parent/guardian yourself and they should not phone you directly. All communication should be through the school.

If you are meant to be at **after school study or an activity** but not attending one week, please let your teacher know in advance and also sign out at reception before leaving school. If there is a fire we then know that you are off site so will not be looking for you.

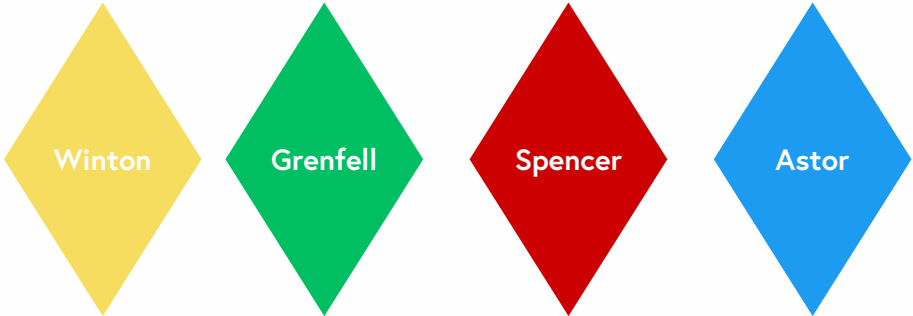
If you are **unwell or not attending** school, your parents/guardians should let the school office know by 9.30am each day you are absent by phone (01628 327500), email (seniorgirls@clairescourt.com) or via the portal.

The key thing you must remember to do is **sign in and out** at reception whenever you arrive or leave school, outside of the normal start and end times!



Houses

You will be sorted into one of four Houses for your time at Claires Court:



All teachers and pupils are in one of the houses, with a Teacher as the Head of House who is supported by voted pupil representatives for sport and academics from each year group.

House competitions take place in a range of sports including hockey, tennis, swimming, athletics, cross country, as well as music, debating, inter-house quizzes and other events throughout the year. The House that wins the most points from commendations and competitions throughout the academic year is awarded the House Trophy.



Rewards and Recognition

Key Values

The key values of our school are those of

- Responsibility
- Respect
- Loyalty
- Integrity

If you consistently demonstrate these key values at school you will be awarded your Key Values Badges as you progress through the school. You can achieve this after your first three terms at Claires Court, and you can typically achieve them as follows:

- ◆ **Bronze end of Year 7**
- ◆ **Silver Year 8 or Year 9**
- ◆ **Gold Year 10 or Year 11**
- ◆ **Platinum Year 12 or Year 13**

Your Form Tutor will support you to record your achievements in order to prove you deserve the presentation of your award during an end of term celebration assembly.



Rewards and Recognition

House Points

We always want to praise and reward you as much as possible.

House points are awarded for academic and pastoral work, prowess in sport, music and drama as well as a range of other co-curricular activities and upholding our school Key Values.

Pupils who earn a certain number of House Points will receive a reward voucher or even reward vouchers at the regular Rewards Assemblies. These rewards vouchers can then be exchanged for items and perks such as, skipping the lunch queue, stationery, food items or if pupils earn enough they can cash them in for the much in demand 'top locker'!

Subject departments also use a range of methods to praise and encourage – postcards home, subject certificates and term prizes awarded during end of term celebration assemblies.

Sporting success is recognised through the award of School Colours. Those who have worked the hardest and achieved the most, including outstanding contributions in sport, music and drama, may receive a prize at the end of term.



Learning and What to Bring to School

It is important that you arrive promptly for lessons and come prepared and ready to learn. Lessons are active and will require you to think, participate, enquire, and collaborate with others. Don't worry if you are asked to answer a question even though you are not sure of the answer - we know that being wrong is an essential part of learning and we want you to take risks. It is really important to be properly equipped for each lesson.

Make sure you bring your pencil case, books and charged Chromebook to all your lessons. Remember to bring your PE Kit on days where you have a PE lesson or games afternoons.

General Equipment

- Combination padlock for your locker
- Charged Chromebook
- Named reusable water bottle
- Strong school bag for carrying books to and from school

Stationery

- Pencil case containing:
 - Two handwriting pens (blue or black)
 - Purple pen for corrections
 - Green pen for tests
 - HB pencils, eraser, sharpener, rule
 - Gluestick
 - Scissors
- Scientific calculator
- Geometry kit



School bags should be left in lockers and not taken to classrooms.

Lost Property and Lockers

Remember to Label Your Things!

Please label/name everything you can. It helps us to return it to you if it becomes lost.

Lost Property

Please don't bring anything expensive or of sentimental value to school. Any valuables found will be kept by the School Office. Please check with reception for any such items.

Clothing lost property is managed by the School Office and is kept in the Office or Staff Room and PE items found will be handed into the PE Office. Other equipment such as books, pencil cases and Chromebooks usually find their way to the School Office - please always check.

It is your responsibility to find the things you may have lost before involving members of staff or your parents. If you lose something, start by retracing your steps and check where you have just been. Your parents will be notified by email if any named clothing items are found.

Lockers

At the start of the academic year, you will be allocated a locker to keep your books and equipment safe and dry. You will need to bring a combination padlock for your locker.

Please do not leave your belongings lying around the school site.



Mobile Phones



Mobile Rules:

- Your parents' permission is needed for you to bring your mobile phone to school
- Mobiles must not be used during the school day
- Your phone must be switched off and in your locker or handed in to the school office
- Mobile phones cannot be used during study after school
- Do not record images or make recordings without your teacher's permission

If you are found to have your mobile phone during the school day it will be confiscated and sanctions will apply

Year 7-9 must hand their mobiles into their Form Tutor who in turn locks them away in a cabinet next to the library. If you are leaving early for an appointment then please ask the Librarian to unlock the cabinet to retrieve your mobile. Year 10 - 11 must keep their mobiles in their locker during the school day.

SMART WATCHES ARE NOT PERMITTED IN SCHOOL.

All use of phones and mobile devices are covered in our Acceptable Use of ICT (Pupils) Policy promoting eSafety which can be viewed by scanning the QR code. Please do take the time to read this carefully.



Chromebooks and Connectivity

You will be provided with a Chromebook and charger for your personal use at school and home, which is expected to last you through to the completion of your GCSEs. Please look after it carefully.

If you damage or break your Chromebook your parents will need to arrange to get it fixed or replaced. Replacement Chromebooks are available from school at an additional cost. They must have the Claires Court Google licence installed prior to use at school. Please READ our information on Chromebooks Provision and Policy here.



You must use your Chromebook responsibly. If you misuse it sanctions may be imposed and your privilege to use the device may also be restricted depending on the severity of the misuse.

The School has a wireless network enabling digital devices to connect to the internet, with all the usual filtering and blocking controls. Please note that School IT technicians are not responsible for the maintenance of individual pupil devices.

The **Claires Court Hub** enables you to access your school work and folders remotely. Your teachers will invite you to join subject Google Classrooms. This is where lessons and homework details will be shared with you.

The Claires Court Hub:



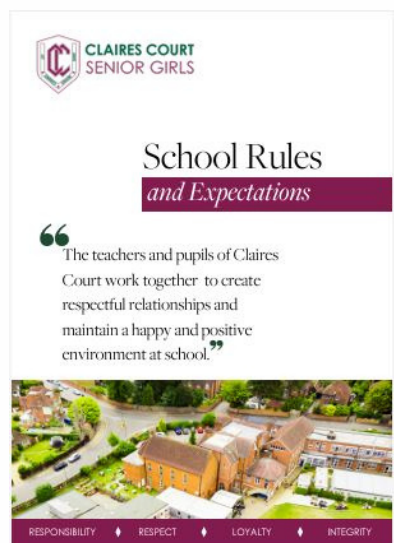
School Rules and Expectations

“We expect high standards in how we treat everybody within our community. In essence we expect each student to actively contribute to the happiness and to the learning of others.”

You will be issued with a copy of the School Rules and Expectations document when you start, which both you and your parents will need to sign up to. Your Form Tutor will talk to you about how Claires Court Girls are expected to behave and conduct themselves.

You should:

- Show respect for your teachers, staff, other pupils and visitors by being polite, helpful and courteous at all times
- Open doors for staff and visitors. Hold them open as they pass through first
- Stand when the Head brings visitors into the room
- Respect your classrooms and the public areas by keeping them tidy and in good order
- Wear your uniform correctly and with pride
- Above all, be kind to all



Meeting Expectations

We expect pupils to behave in a considerate and socially acceptable manner at all times, including when travelling to and from school. This is for the safety and well-being of everyone. Bullying will not be tolerated, and anyone experiencing or observing any form of bullying or intimidating behaviour should tell someone what they have seen or experienced.

Behaviour Sanctions

Poor or disruptive behaviour will result in a lunchtime detention. Multiple lunchtime detentions, or missing lunchtime detentions, will lead to a Friday night detention or possibly a Saturday morning detention.

Serious situations can result in suspension, and we cover all these rules more generally in our Behaviour & Discipline policy.

Homework Defaults

Missed or substandard homework will result in a homework default. If you receive four homework defaults, you will be expected to attend a week of after school Homework Coaching with a member of the Senior Leadership Team.

We cover all these rules more generally in our Behaviour & Discipline policy which can be viewed by scanning the QR code:



Measuring Your Progress

Common Tasks

During the school year you will be given support and encouragement as you prepare for Common Tasks (progress tests), end of year examinations, scholarship and, of course, public examinations. If you are worried, always discuss this with your Form or Subject Teacher who will be happy to help you as best they can.

Pupil Profiles

As you progress through the school it is important that your achievements, progress and various milestones are recorded. This is done using your Pupil Profile. This begins with a Pupil Personal Profile (PPP) in Years 7 to 9 and the Pupil Action Plan (PAP) in Years 10 and 11. These are updated on an ongoing basis and are used to provide evidence towards your Key Values Awards.

Parents' Evenings

Your parents will be invited to attend parents' evenings to discuss your progress at school. These are important dates and you are encouraged to attend with them.

Reports

Half term and end of term grades are issued throughout the year and are available via the Report Portal which can be accessed from the parents' area on our website. On the last day of term your report, examination/coursework grades, fee information and other relevant school notices will be emailed home.



Activities Programme

Our extensive Activities Programme is an important part of life at Claires Court. It gives you many opportunities to develop new skills and discover new talents. At the start of the term (or end of the preceding term) you will be sent an email giving details of how you can sign up for your chosen activities. Do this as early as possible to ensure you get your preferred choice. (activities.clarescourt.net).



The Activity Programme starts in the first full week of each term, with activities beginning at 4.10pm and finishing at 5.05pm. A few activities/fixtures may require you to be picked up at a later time, for example CCF, summer sailing and some away sports fixtures. You will be informed if this applies to your chosen activity.

Alternatively you can sign up for supervised study to get your homework completed at school.



Music

Music lessons are an important part of the school timetable and our co-curricular programme and are led by the Head of Music, Mr Gravett. Further information about music tuition and how to sign up will be sent home by email.

There are opportunities throughout the year to participate in musical activities and perform in public - evening concerts, music competitions, school productions, school assemblies and various whole school events, often in concert with the Senior Boys and also our Sixth Form.



Drama

Drama, led by the Head of Drama, Mr Bennett, helps to develop your confidence and creativity, alongside physical and voice skills.

Drama classes are timetabled but you will also have the chance to take it as an activity. If you want to get involved in Drama, there are many performance opportunities throughout the year for all age groups - for example - Drama Showcase, ISA National Drama Competition, year group festivals and the whole school Summer Production.

Theatre trips to local and West End theatres are organised and these add theatrical and cultural experiences as well as being great fun. Students in all years may also prepare for, and take, Trinity College Public Speaking examinations.



Sport

In Years 7 and 8 you will have one games afternoon (2 hrs) as well as two further PE lessons (1 hr each) per week one of which is based on a rotational basis. In your PE lesson you will take part in several different sports over the course of the year.

For games afternoons we offer the following sports:

Autumn Term

All pupils in Year 7 take part in hockey. Please ensure you have a gum shield and shin pads.



Sport

Spring Term

All pupils in Year 7 take part in netball.

Summer Term

All pupils in Year 7 take part in athletics.

Selected pupils will take part in the RBWM Athletics League, ISA competitions and Borough Championships.

If you are unable to participate in sport due to illness or injury, you will need to wrap up appropriately and accompany your year group to games where you will be safely supervised. You are not permitted to go home unless prior permission has been given by the Director of Sport.



What To Do If...

I feel ill during the day

Tell your Form Tutor or Subject Teacher and if you feel too unwell to continue with the lesson, report to the School Nurse or the School Office. If the Nurse decides you are too ill to stay at school, someone from school will inform your family and ask them to pick you up. You must not phone home and ask to be collected under any circumstances – the School Nurse or School Office deals with this.

I need to contact home

You must not make calls or send texts from your mobile phone during the school day without permission. Emergency calls may be made from the School Office.

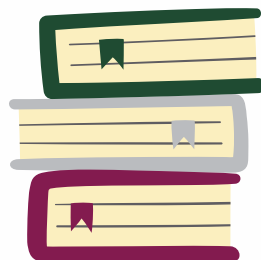
I have forgotten the code for my locker padlock

We can arrange to have your padlock removed and you will need to bring a new padlock into school.



I didn't have time to do my homework

In Year 7 you usually have about one hour of homework a night. If you haven't completed all your work, you can find time during the day to visit the Library for a quiet opportunity to catch up.



Seeking Advice & Support

I feel threatened, worried or unsure of myself

There are times when you will have concerns or worries about friendships, school life or just about growing up. The best way to deal with these is to talk freely about your concerns with teachers, friends and parents. Your Form Tutor, Head of Year or School Nurse will all provide quiet opportunities for a chat. There is also a wealth of information and support in each year group area of the School's Learning Hub.

Advice and Guidance

There are many external and internal sources of support, such as Childline, the Samaritans and Child Exploitation Online Protection Centre. Their contact details can be found on the year group page under "Want to Talk?" in the School's Learning Hub.

The School's official counselling service is Number 22 Counselling Service: www.number22.org. The School Nurse can arrange for you to see the counsellor if she feels you need additional support.

The two Designated Safeguarding Leads (DSL) at Seniors are Mr Richards (overarching DSL) and Mrs Ruddick (DSL Senior Girls), and the procedures we follow are those prescribed by the RBWM Local Safeguarding Partnership. Contact: 01628 683150.

The school's TV channel, <https://clairescourt.uk.schooltv.me/>, carries some excellent advice sections and special reports which help pupils, parents and family learn more about challenges in and around school.



Food and Nutrition

We operate a cashless catering system at school. Your parents can credit your account and you use your fingerprint to pay for items from the Dining Room. Breakfast is available from 8am. Hot and cold snacks and drinks are on sale in the Dining Room at morning break times.

Cooked lunches, salad, sandwiches, dessert and fruit are available at lunchtime each day. The menu is on our website and app, along with full allergen information - www.clairescourt.com/menus.

You may bring a packed lunch if you prefer.*

Please note that you are not allowed to eat or drink in the school buildings other than in the dining hall. The vending machine, located in the school Dining Room, is available after 4pm. The vending machine does not operate via fingerprint, so you will need money for this - please note the exact change is required.

Water chillers to refill personal water bottles are located by the dining room and in the sports hall foyer. Please remember to bring a named refillable water bottle so you can stay hydrated.



***Due to the number of pupils with life threatening reactions to nuts and kiwi fruit, these are not allowed in School and must not be included in packed lunches.**

School Locations



Claire's Court Juniors

Ridgeway, The Thicket
Maidenhead
SL6 3QE
(satnav SL6 4QQ)
01628 327400

Claire's Court Nursery, Senior Girls & Sixth Form

1 College Avenue
Maidenhead
SL6 6AW
01628 327500

Claire's Court Senior Boys

Ray Mill Road East
Maidenhead
SL6 8TE
01628 327600

Communication

Our website is the central source and access point for most information. We also have the Claires Court App which can be downloaded at the App Store or Google Play. There you will find all the latest news as well as quick links to the school calendar, menus, sports portal and coach booking. The weekly bulletin will be emailed home to your parents each Friday afternoon. This contains key information on future events as well as subject recognition and sporting achievements.



Key Contact Numbers

Main School Office: 01628 327500
Email: seniorgirls@clairescourt.com

Mrs Helen Phipps - School Secretary
01628 327512 | hep@clairescourt.com

Mrs Knott/Mrs Doe - Receptionists
01628 327511

Mrs Kerry Duff - School Nurse
ked@clairescourt.net

Travel
0115 7773035 (Option 2) travel@clairescourt.net

Finance
01628 327350 | finance@clairescourt.com

Mrs Aneeta Rogers - School Nurse
aer@clairescourt.net



Your place *awaits...*



June 2024