
Meadowhead School and Sixth Form



We make a difference



A member of
Meadowhead Together

Admissions 2024/25





March 2024

Dear Parents/Carers,

It is a great privilege to write to you to as the Headteacher of Meadowhead School. I feel honoured to hold this position and I will work tirelessly to promote the best interests of the students, staff and wider school community. My guiding principle is that every student at Meadowhead School should be given the standard of education and treated with the respect, care and empathy I would want for my own children. To ensure that we maintain the high standards for your child that we expect for ourselves I regularly invite staff to reflect on their practice and our provision.

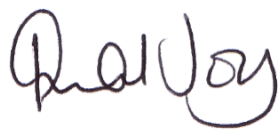
Meadowhead School is a good school. The wealth of knowledge, commitment and expertise that is the current hallmark of the school is also its ongoing strength. As we move forward, these attributes will ensure that the school continues to flourish in a changing and challenging educational climate.

The quality of learning and teaching is at the centre of any school's success and will be my key priority. Governors, senior leaders, teachers and support staff work together to ensure that all students at the school have a broad and balanced curriculum, expertly delivered, through which they learn not only to excel in external exams but also to develop as confident, happy and successful young adults.

My best hopes are that our students fulfil their potential in each Key Stage of their education which in turn will give them choices and flexibility in the decisions they make for the future. We will work in partnership with you and others to equip them with the skills, attitudes and qualifications needed to secure successful careers in adulthood.

I look forward to meeting you at one of the events planned for parents scheduled in the summer term.

With very best wishes

Mrs K Grewal-Joy
Headteacher

Uniform

We have high standards of uniform at Meadowhead and expect that all our students adhere to the school dress code. We believe very strongly in developing and maintaining the school's identity amongst our students and within the community and expect that our students look smart and presentable for school. Please refer to the 'Meadowhead Code of Conduct' for further details.

The Curriculum

The curriculum is designed to be **inclusive** and cater for all learners with **knowledge** at its heart. We believe in **high challenge** for all with a knowledge-based curriculum that provides **breadth** and balance across a range of **subject disciplines**. The content is structured to allow for the **enrichment of knowledge**, the **development of core skills** and the **broadening of experience** across a wide range of subjects. We seek to develop a student's cultural, literary, historical, scientific, and artistic knowledge through introducing them to **new and unfamiliar materials and texts**. To support our curriculum, we have created **knowledge organisers** for use by students. Within these, we have outlined the key concepts, key vocabulary and main points of each topic.

In addition to enhancing knowledge, **literacy** skills and **numeracy** skills are developed and embedded across the curriculum. Students are exposed to **word-rich environments** with opportunities for reading and extended writing. Numeracy skills are required across a range of subjects and, therefore, we place emphasis on **mastery and practice**. Additional support for some students is provided through our reading programmes, literacy catch-up and numeracy development.

Our Key Stage 3 runs over three years (Year 7-9) where students study:

- English, Mathematics, Science
- Geography and History
- A language (German, French or Spanish)
- Health, Fitness & Well-being (HFWB)
- Ethics
- ICT
- Drama and Music
- Art and Technology
- All students have a 30-minute Form Time each morning and are expected to bring a reading book with them.

Form Time

Students meet with their form tutor each morning. The form tutor is responsible for monitoring academic progress, maintaining standards of behaviour and conduct, and supporting personal development and working closely with parents and guardians. The form time curriculum includes 'Decisions', private reading, careers, supported study and 'In the News'.

It is well known that the ability to read well is key to exam and future success. Reading is a vital skill in finding a good job and a person is limited in what they can accomplish without good reading and comprehension skills. All students will have a daily reading session each morning to promote regular reading and to improve their reading skills. All students will be required to carry a reading book in their school bag as well as writing equipment.

The School Day

MONDAY TO FRIDAY	
8.35am - 9.05am	Registration; Form Time
9.05am - 10.05am	Period 1
10.05am - 11.25am	Period 2
Breaks	10:05am - 10:25am (Year 9, Year 11 and Year 13) 10:35am - 10:55am (Year 7) 11:05am - 11:25am (Year 8, Year 10 and Year 12)
11.25am - 12.25pm	Period 3
12.25pm - 1:00pm	Period 4a (Year 9, Year 11 and Year 13 Lunch)
1:00pm - 1:30pm	Period 4b (Year 7 Lunch)
1.30pm - 2:05pm	Period 4c (Year 8, Year 10 and Year 12 Lunch)
2:05pm - 3:05pm	Period 5
3:05pm	End of formal lessons
3.05pm - 6.00pm	Extended School Activities
6.00pm	School closes

Extra-Curricular

Meadowhead is very proud of its extra-curricular programme and we expect all students to join at least one activity which generally runs for one hour after school.

The HFWB faculty coordinate a whole range of after school sports and activities and as a school we are wellknown for the quality and extent of our participation in sporting events, competing at all levels of sport with national success.

Other faculties offer a range of activities throughout the week to suit all abilities and interests such as STEM (Science, Technology, Engineering and Maths), Drama, Music, Art and ICT as well as many more. These clubs and activities are publicised to students on a termly basis and are all free of charge.

Homework

The school requires all students to complete homework to a good standard. All students will continue to be set homework regularly, which can be monitored by parents through ClassCharts parent app. Each student will be given a homework folder to support their personal organisation. Students who regularly complete homework to a good standard are more likely to achieve well. Students who are failing to regularly complete their homework may be asked to stay behind after school to complete homework. There are daily supportive Homework Clubs, which run from 3:05pm to 3.50pm.

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Students who are failing to regularly complete their homework to a good standard will be expected to attend homework and study support clubs. Parents will be asked to meet with key staff if homework is regularly not completed or handed in below the expected standard. There is an array of homework support groups for different subjects organised by specific subject teachers. The daily compulsory **Homework Club** runs from 3:05pm to 4:05pm for those students who regularly fail to complete homework. Parents will be notified if their child is selected for this intervention.

Care of Students

At Meadowhead we have a very strong pastoral team to make sure that all students' needs are met. Your child will have a Form Tutor who will see them every morning during reading time. During this time, they will give them important notices and make sure that they are equipped for the day ahead. Each year group has a year team, made up of the Head of Year, Assistant Head of Year and Pastoral Manager. The role of the year team is to support all students in the year group to ensure they thrive academically, socially and emotionally, and to oversee all tutor groups in the year.

Parents are welcome to contact their child's Form Tutor, Head of Year, Assistant Head of Year or Pastoral Manager at any time.

The Pastoral Managers along with Mr Dearman (Assistant Head), Ms Humphreys and Mrs Thomson (Safeguarding Officers) are responsible for safeguarding your child and will contact you if they have cause for concern. There is more information about safeguarding at the back of this booklet.

Student and Parent Voice

The school is keen to involve students and parents in shaping the future direction of the school and intend to consult on future changes and reviews of school policies. All students have the opportunity to contribute to debate and discussion and to make a positive contribution to the school community. The school believes that working closely with parents/carers is essential if students are to be successful and achieve their full potential. Every child matters in our school. We hope that parents/carers will get to know the school and particularly the staff who work most closely with their son/daughter. We ask you to support your child's learning and to provide a setting at home in which your child can work. There will also be opportunities for you to become more involved in the life of the school.

We expect parents to attend all parents' evenings to receive vital feedback on their child's achievement and progress.

Lunch Time

The school operates a split lunchtime period, with three lunchtimes split over period 4. Year 7 have their own lunchtime from 1:00pm-1:30pm. We provide a hot meal for students who would like one and also operate a sandwich bar where students can get snacks, sandwiches, pasta pots and desserts.

12.25pm - 1:00pm	Period 4a (Year 9, Year 11 and Year 13 Lunch)
1:00pm - 1:30pm	Period 4b (Year 7 Lunch)
1.30pm - 2:05pm	Period 4c (Year 8, Year 10 and Year 12 Lunch)

Attendance and Punctuality

All students are expected to reach an attendance target of **at least 95%** for the academic year; 95% equates to 9.5 days absence. Regular or persistent absence from school will have a significant negative impact on your child's achievement and progress. Please ensure that your child attends regularly and promptly. Since September 2015, the Department for Education has considered an attendance of **90% or below** as persistent absenteeism and have required schools to involve other agencies to support improvements. **School starts promptly at 8.35am.** All students need to report to form rooms at 8.35am for morning registration.

Mobile Devices

Students are **not allowed mobile/smart phones, smart watches, iPods/MP3 players or any other mobile device** that is likely to distract them from learning in school. As mobile devices are expensive and very desirable, the school cannot accept liability if they are lost or stolen when brought on site. **In addition, these items if seen during the school day will be confiscated and returned at home time.** For persistent offenders, confiscated items will be returned to parents/carers only. The school appreciates your support on this matter.



SIMS Parent App



and ClassCharts

At Meadowhead School, we endeavour to give our parents as much information as possible to assist them in supporting their children. We believe it is important to work closely with parents/carers and we are pleased to offer parents the opportunity to view online information via the SIMS Parent App and ClassCharts. It is important that all parents/carers download the ClassCharts and SIMS Parent App so that you can track your child's progress, homework, achievements, and behaviour. Parents can also update their contact details via the SIMS Parent app. For further information on how to download this app, please refer to the school website.

We also encourage parents/carers to follow Meadowhead School on social media and to sign up to our parent bulletin (<https://mhsch.uk/parentbulletinsignup>) to keep up to date with the latest news and information.

Lunchtime arrangements

For safety reasons, all students are expected to remain on site at lunchtime. Students are supervised throughout the lunch period by senior and support staff. Dining facilities are comfortable, providing accommodation for students eating purchased meals and packed lunches. After eating, students can play or relax in the recreational areas.

- ☐ Children whose parents receive the following support payments are entitled to receive free school meals:
- ☐ • Universal Credit (provided you have an annual net earned income of no more than
 - ☐ • £7,400 as assessed by earnings from up to three of your most recent assessment periods)
 - ☐ • Income Support
 - ☐ • Income-based Jobseeker's Allowance
 - ☐ • Income-related Employment and Support Allowance
 - ☐ • Support under Part IV of the Immigration and Asylum Act 1999
 - ☐ • The guarantee element of Pension Credit
 - ☐ • Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

To apply, please complete an online application form available from the Sheffield City Council website: www.sheffield.gov.uk/home/schools-childcare/school-meals.html or see Mrs Smithson in Student Services for help and support.

Cashless Catering – My School Portal

Payments for our cashless catering system will be through a web-based portal – My School Portal. Information and access to this system will be emailed to you all on the 2nd September. Once access is provided, funds can be uploaded for the starting date on the 3rd September.

Health, Fitness and Well-being

Health, Fitness and Well-being focuses on promoting a healthy, active lifestyle through its lessons on exercise, health and nutrition. Health and fitness are closely linked and we want students to experience and appreciate the physical, emotional and social benefits of a healthy and active lifestyle. A healthy lifestyle increases well-being, self-esteem and will help students feel good about themselves. We want students, through Health, Fitness and Well-being lessons to feel confident and have a positive outlook on life. We provide a broad balanced range of activities at Meadowhead to enable students to enjoy being active.

Extra-Curricular Activities

There is also the opportunity for students to pursue these activities, and many more, out of lesson time. At Meadowhead School there is an extensive Extended School's Programme. There are clubs and team practice most nights after school.

Meadowhead School enters a wide variety of leagues and tournaments in the city as well as national competitions. Therefore, there will be the opportunity not only to increase fitness and learn a new sport or activity after school, but there is also the opportunity to represent the school in a variety of sports/activities. More successful students will move on to representing Sheffield and South Yorkshire.

Standards

The Health, Fitness and Well-being Department at Meadowhead School believes, very strongly, in the necessity of high standards. This means high standards of effort, attitude, manners, performance, and dress. We aim to help all students, regardless of their fitness or sporting ability, to have a positive outlook on life and to reach their physical potential. Our expectations are high but students will be given as much encouragement as possible to succeed and to become involved in some form of activity. We hope to provide a friendly but competitive atmosphere in lessons where students can practise and develop their skills.

PE Kit

Students will require the items of PE kit listed below to participate in the practical Health, Fitness and Well-being lessons.

Meadowhead PE Kit



COMPULSORY

A

T-SHIRT ALL SIZES
£9.00

C

SHORTS NO LOGO
£4.50

OR



TRACKSUIT BOTTOMS
TO WAIST 28-30 £16.75
TO WAIST 40-42 £21.75

OR



LEGGINGS
TO WAIST 28-30 £14.00
TO WAIST 40-42 £17.00

Students can wear any plain black shorts, tracksuit bottoms or leggings

OPTIONAL

B

RUGBY SHIRT
30-36 £22.00
38-40 £24.00

OR



ZIP NECK
30-36 £24.00
38-40 £26.00

OR



HOODY
30-36 £22.50
38-40 £25.00

Students may decide to purchase multiple items of B



SOCKS
£3.65 CHILD SIZES
£4.00 ADULT SIZES

Students can wear any plain black socks



RAINCOAT
£26.00 CHILD SIZES
£33.00 ADULT SIZES

Can be worn for outdoor PE lessons and school



Order from: <https://logoleisurewear.com/product-category/schools/schools-meadowhead-secondary/schools-meadowhead-secondary-pe/> Or scan the QR code: 

Clean trainers are required for indoor activities; it is not compulsory for students to have two pairs of trainers; however, students will not be allowed to wear dirty trainers indoors. Plimsolls and pumps are not allowed as they do not give enough support. Gymnastics and Dance are performed in bare feet.

Football boots are recommended for Rugby and Football and for these sports we strongly advise parents to invest in shin pads and gum shields for protection. These can be purchased from all good sports retailers.

Health and Safety

Long hair must be tied back and shorter hair must be secured away from the face with clips.

Taking Part

If students wish to be excused from a practical lesson, we require a note from parents. We will require a note from either the doctor or hospital for our medical files if students are to be excused from PE for a long period of time. If students have a minor injury or illness, they will still be required to get changed into their PE kit (providing the weather is ok). It is therefore important that students bring their PE kit to every lesson even if they have a note.



HOME SCHOOL EXPECTATIONS

AS A SCHOOL WE:

- Make a difference
- Care about the health, well-being and safety of our students
- Provide high quality teaching
- Provide a safe and well ordered learning environment
- Have high expectations of behaviour, attainment and effort
- Reward good behaviour and effort
- Inform parents of any concerns
- Regularly set and mark homework
- Provide a broad, balanced and challenging curriculum
- Listen to and respond to parents' concerns and queries
- Provide regular marking and feedback
- Keep parents informed about students' progress, key events and meetings
- Insist on good punctuality and attendance
- Give students opportunities to achieve their aspirations and potential
- Respect and value all students

AS A STUDENT I:

- Make a difference
- Care about my health, well-being and safety
- Work to the best of my ability
- Bring all the folders, books and equipment I need to school in a school bag
- Wear the correct uniform at all times
- Take responsibility for my learning in school and at home
- Show pride in my school and respect its environment
- Have good attendance and punctuality
- Take part in extra curricular activities
- Follow school rules and meet expectations
- Show good behaviour towards others
- Show respect

AS A PARENT I:

- Make a difference
- Care about the health, well-being and safety of my child
- Make sure that my child has good attendance and punctuality
- Provide the correct uniform, equipment and books for school
- Take an interest in my child's learning and check homework completion
- Support my child during examination periods
- Keep the school informed about any issues which affect behaviour, learning or well-being
- Attend parents' evenings and key events
- Encourage my child to always do their best
- Read all correspondence from the school and respond when necessary
- Support the school in ensuring high standards of behaviour and uniform
- Encourage my child to take part in clubs and activities
- Ensure that family holidays are taken out of term time
- Support the school in its aspirations for all students



At Meadowhead, our conduct makes a difference



Uniform – smart, safe and the same

At Meadowhead we believe very strongly in developing and maintaining the school's identity amongst our students and within the community.

- ✓ Meadowhead sweatshirt
- ✓ Meadowhead polo shirt
- ✓ Plain black trousers/skirt with dark black tights
- ✓ Plain black waterproof shoes
- ✗ No trainers or canvas shoes
- ✗ No jeans of any kind
- ✗ No jogging bottoms, leggings or shorts
- ✗ No jewellery other than a single wristwatch & a single pair of stud ear rings &/or single nose stud. Hoops and tongue studs are not allowed
- ✗ No hoodies or hats
- ✗ No excessive makeup
- ✗ No false nails or nail varnish
- ✗ No non-natural hair colours



School requirements

- ✓ **Wear uniform at all times**

A smart, safe and the same uniform reflects the ethic expected of all students at Meadowhead.

- ✓ **Attend school and lessons on time, with the correct equipment**

To ensure no learning is missed, develop self-discipline and good personal organisation.

- ✓ **Complete all classwork and homework on time to the best of your ability**

To achieve your full potential and secure future success.

- ✓ **Follow instructions first time**

Use appropriate language and behave in a manner which is respectful to others and the classroom environment.

Equipment

Every student is expected to bring the following items of equipment:

- ✓ School backpack (A4 Size)
- ✓ A4 Homework Folder
- ✓ Black + green ball point pens
- ✓ Water bottle
- ✓ Pencil
- ✓ Ruler
- ✓ Rubber
- ✓ Sharpener
- ✓ Scientific calculator
- ✓ Glue stick
- ✓ Reading book (Y7-Y9)

✗ No mobile phones and smart watches



✗ No earphones or airpods in school



✓ Rewards

At Meadowhead, students are rewarded using the following structure:

- R1 – An excellent moment or piece of work
- R2 – Excellence over a number of lessons
- R3 – Sustained excellence or community service – headteacher's commendation letter
- R4 – Outstanding performance or service – Governors' commendation letter

Reward points contribute to the Cook Shield presented to the winning house in July.



✗ Consequences

For students who do not meet school expectations, there will be levelled consequences

Verbal warning

- C1 – Name on whiteboard
- C2 – 10 minute RC* after school
- C3 – After school detention
- C4 – Internal suspension room

*Restorative Conversation

ICT Acceptable Usage Policy - Students (11-16)

This Acceptable Usage Policy (AUP) is intended to ensure that:

- young people will be responsible users and stay safe whilst using computers, the internet and other communication technologies for educational, personal and recreational use.
- young people learn the importance of ICT safety and security.
- school ICT systems are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students have good access to ICT to enhance their learning and will, in return expect the students to be responsible users.

AUP Agreement

- I understand that I must use the school's ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Personal Safety

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- My username and password should not be shared with others, nor should I try to use any other person's username and password.
- I will be aware of the danger of communicating with strangers when on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I understand that it is not sensible to arrange to meet people in person that I have communicated with on-line only, but if I do, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable that I see when on-line.

ICT Resources

- I understand that the school's ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that may take up internet/storage capacity that might prevent others from being able to carry out their work.
- I will not use the school's ICT systems for on-line gambling, internet shopping, file sharing or video broadcasting.
- I will respect the work and property of other users, and will not attempt to access, modify or delete any other user's files.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language either on-line, or in any saved documents.
- I will not take or distribute images of anyone without their permission.

Internet Use

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music, videos, images and other intellectual property).

- When I am using the internet to find information, I should take care to check that the information I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

School ICT Systems

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems that are in place to prevent access to such materials.
- I may not connect personal devices (e.g. laptops, phones, mp3 players, cameras etc.) to the school's ICT systems.
- I understand that using portable data devices (usb memory sticks etc.) not permitted within the school and I should make use of online storage facilities, such as OneDrive, Google Drive etc.
- I will immediately report any damage or faults that I find involving either equipment or software, however this may have happened.
- I will not install or attempt to install any programs on any of the school ICT systems, nor will I try to alter any computer settings.

Responsibilities

- I understand that if I fail to comply with this Acceptable Usage Policy, I will be subject to disciplinary action within the school's C3 system. This may also include temporary or permanent loss of access to the school's ICT systems, temporary confiscation of personal equipment, contact with parents and in the event of illegal activities involvement of the police.

Working together to Safeguard Children

The Children Act 2004 introduced new ways to help and support children, young people and their families. The following information explains these processes to you.

Please tell us if:

- There is anything in your child's life that we need to know. Things that happen outside school can affect your child while they're with us. Please talk to us – we might be able to help.
- Your child no longer needs his/her school place.

Information Sharing

It is usual practice for workers supporting your child to talk to each other and share relevant information. We will also talk to you about your child so that we can all work **together**. Government guidelines state that agencies need to work together better and identify support needed at the earliest stage possible. This should help to organise support much sooner for your child. If different agencies are working with your child, it makes sense for them to talk to each other. If you are worried about this or want to know more, please talk to us.

Multi Agency Working

If different agencies are working with you it's sometimes useful for you all to meet so that support for your child can be agreed. The meeting can take place at a time and place that is convenient and comfortable for you. This way everyone can keep up to date, hear your views and work together better, keeping the focus on your child's needs. Sometimes a worker will agree to co-ordinate the support for your child – this is called the 'Lead Professional' role.

What You Can Expect from Meadowhead:

- A safe, good quality learning environment operating under Safeguarding Children legislation & Ofsted regulations
- While your child is with us, we will take good care of them and talk to you about anything important that we observe
- Regular, efficient and accurate record keeping
- If your child transfers to another school or college, we will share any information with them that will help to support your child's move
- Contact from us when your child hasn't attended and you have not let us know the reason for their absence
- Prompt action to any problem you tell us about
- Support and assistance from staff when needed

If any parent/carer has any concern about the safety of any child in school, there are people who can help:

Mr Geoff Dearman – Assistant Head and Designated Safeguarding Lead

Ms Ruth Humphreys – Safeguarding Officer

Mrs Emma Thomson – Safeguarding Officer

Our team of Pastoral Managers (Y7 to Y13)