



**SUDBURY UPPER SCHOOL
& ARTS COLLEGE**

VISION

Inspiring everyone to achieve
more than they believe possible

MISSION

To provide outstanding learning
experiences in a supportive,
creative community

PRINCIPLES

Ambition	Respect
Innovation	Responsibility
Pride	Consistency

MOTTO

Create • Value • Achieve



School Prospectus 2011 – 2012

For more information relating to the School in general, please visit the school's website at www.sus.suffolk.sch.uk

The information and particulars contained in our prospectus relate to admissions during the school year 2011-2012 and are correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised (a) before the start of, or during, the school year in question, or (b) in relation to subsequent school years

If there is any aspect of the school which is not covered by our prospectus or the above website, please do not hesitate to contact the school:

Sudbury Upper School and Arts College
Tudor Road
Sudbury
Suffolk
CO10 1NW
Tel: 01787 375131
FAX: 01787 379101
Email: email@sus.suffolk.sch.uk
Web: www.sus.suffolk.sch.uk

Headteacher: Mr David Forrest

Sudbury Upper School is a Foundation school and a member of the **Stour Education Trust**, whose members currently comprise:

Sudbury Upper School
Gt Cornard Upper School
West Suffolk College
University Campus Suffolk
St Nicholas Hospice
Suffolk Wildlife Trust
Waitrose, Sudbury
World Challenge



Timing of the school day

Registration	9.00 a.m. – 9.20 a.m.
Period 1	9.20 a.m. – 11.00 a.m.
Break	11.00 a.m. – 11.25 a.m.
Period 2	11.25 a.m. – 1.05 p.m.
Lunch	1.05 p.m. – 2.00 p.m.
Period 3	2.00 p.m. – 3.40 p.m.

Term Dates for academic year 2012-2013

Autumn Term 2012

Begins 3 September 2012
Ends 21 December 2012

Autumn Half Term

Begins 29 October 2012 Ends 2 November 2012

Christmas Holiday

Begins 24 December 2012 Ends 4 January 2013

Spring Term 2013

Begins 7 January 2013
Ends 28 March 2013

Spring Half Term

Begins 18 February 2013 Ends 22 February 2013

Spring (Easter) Break

Begins 29 March 2013 Ends 12 April 2013

Summer Term 2012

Begins 15 April 2013
Ends 23 July 2013

Summer Half Term

Begins 27 May 2013 Ends 31 May 2013

Term Dates for academic year 2013-2014

Autumn Term 2013

Begins 3 September 2013
Ends 20 December 2013

Autumn Half Term

Begins 28 October 2013 Ends 1 November 2013

Christmas Holiday

Begins 23 December 2013 Ends 3 January 2014

Spring Term 2014

Begins 6 January 2014
Ends 4 April 2014

Spring Half Term

Begins 17 February 2014 Ends 21 February 2014

Spring (Easter) Break

Begins 7 April 2014 Ends 21 April 2014

Summer Term 2014

Begins 22 April 2014
Ends 23 July 2014

Summer Half Term

Begins 26 May 2014 Ends 30 May 2014



GOVERNORS – SEPT 2011

CHAIR: Mrs A. Pizzey (Community - until 29/02/12)

VICE-CHAIR: Mr D. Burch (LA - until 31/10/13)

CHAIR OF PERSONNEL: Mrs. M. Chapman (Parent - until 26/2/12)

CHAIR OF FINANCE, PREMISES AND HEALTH & SAFETY: T.B.C.

CHAIR OF CURRICULUM: Mr K. O’Connell (Community until 20/03/15)

TRUST GOVERNORS:

Mr I Norris (St Nicholas Hospice) (until 28/02/14)
Mrs A Whatley (West Suffolk College) (until 03/03/14)
Mr M Beasley (Waitrose) (until 03/03/14)

STAFF GOVERNORS:

Mr A Starkey (until 31/7/12)
Mrs S Culshaw (until 04/07/14)
VACANCY

PARENT GOVERNORS:

Mr K. Risley (until 26/02/12)
Mrs J Spencer (until 8/ 2/13)
Mr L Childs (until 21/5/13)
Ms C. Ryan (until 20/03/15)
Ms F. Lavelle (until 20/03/15)
Mrs S. Robirosa (until 20/03/15)

ASSOCIATE PARENT GOVERNOR:

Mrs C. Stephens until 20/03/15)

STAFF – SEPT 2011

A FULL LIST OF OUR CURRENT STAFF CAN BE FOUND ON OUR WEBSITE

Headteacher: Mr D Forrest

Deputy Headteachers: Mrs S Scott and Mr I Pearson

Assistant Headteachers: Mrs M. O’Dwyer-Heath, Miss L Turner

Sixth Form Team:

Mr N Brown - Head of Sixth Form Miss K Townend – Sixth Form Learning Mentor

Anticipated Year Team Leaders for September 2012**

*** Based on current members of staff and assuming no staff changes*

Key Stage 3 (Year 7/8) – Miss M Addison	Pastoral Manager: Mrs L Gilson
Key Stage 3 (Year 9) – Miss K Webster	Pastoral Manager: Mrs T Pawling
Key Stage 4 (Year 10) – Mr B Herring	Pastoral Manager: Mrs L Gilson
Key Stage 4 (Year 11) – Mr A Starkey	Pastoral Manager: Mr O King
Pastoral Manager Team Leader: Mrs S Barnes-Smith	

HEADTEACHER’S MESSAGE

I am proud to lead this increasingly successful school as we move to an exciting new era and continue to develop.

We are extremely proud of the exceptional results achieved by all of our well-motivated students as these are well above those which would be expected in most schools. This, along with the huge range of courses at all levels, means that the success of our students in going on to their top choice of future after school is fantastic.

The following pages give you details of the school’s exam results and these reflect one aspect of our success.

Please contact us to follow up anything you would like to discuss. The best advert for our school is simply seeing it in action on a normal day and I invite each of you to make an appointment to experience this!

David Forrest
Headteacher



EXAMINATION RESULTS

GCSE Level Examination Results 2010/2011

GCSE Point Scoring System

Grade A*	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F	Grade G
58 points	52 Points	46 Points	40 Points	34 Points	28 Points	22 Points	16 Points

Summary of GCSE Results - Pupils aged 15 at 31 August 2009 and on roll in January 2011:

Number of pupils in school aged 15	228
Number of boys in school aged 15	119
Number of girls in school aged 15	109

GCSE Exam Results - Summer 2011	
Source: Students in Year 11 (228)	
Average Point Score per Candidate – 410.67	Average Point Score per Entry – 42.97

Pupils	Entered for 5+ GCSE %	Achieving 5+ A* - C %	Achieving 5+ A* - C (including Eng/Maths) %	Achieving 5+ A* - G %	Entered for 1+ GCSE %	Achieving 1+ A* - G %	Achieving no GCSE passes	Average Points
Boys (129)	99	60	34	99	100	100	0	389.03
Girls (142)	97	67	48	96	100	100	0	434.30
All pupils (271)	98	63	41	98	100	100	0	410.67

GCE 'A' Level Examination Results 2010/2011

A Level Point Scoring System

Grade A*	Grade A	Grade B	Grade C	Grade D	Grade E
300 Points	270 Points	240 Points	210 Points	180 Points	150 Points

GCE Exam Results - Summer 2010	Pass Rate 94.46%
Source: Students in Year 13 (104)	
Average Point Score per Candidate – 635.2	Average Point Score per Entry – 210.72



A LEVEL RESULTS	No ENTRIES	No of A*/B	No of A*/C	No of A*/E	% A*/B	% A*/C	% PASS RATE
Art	11	9	11	11	82	100	100
Biology	13	7	9	12	54	69	92
Applied Business	11	5	8	11	46	73	100
Business Studies	4	0	0	4	0	0	100
Chemistry	11	3	7	9	27	64	82
Dance	5	4	5	5	80	100	100
DT Product	5	0	3	5	0	60	100
Drama	10	7	9	10	70	90	100
Economics	4	1	1	4	25	25	100
English Lang	12	6	11	12	50	92	100
English Lit	17	11	13	17	65	77	100
Env Stu	5	1	1	4	20	20	100
Food Tech	5	1	3	5	20	60	100
Geography	11	6	9	11	55	82	100
German	2	2	2	2	100	100	100
English Lang & Lit	6	1	6	6	17	100	100
History	28	14	23	28	50	82	100
Law	4	1	3	4	25	75	100
Travel & Tourism	2	0	2	2	0	100	100
Maths	11	7	10	11	64	91	100
Further Maths	3	1	1	3	33	33	100
Media Studies	10	3	9	10	30	90	100
Music	3	0	0	3	0	0	100
Music Tech	1	0	1	1	0	100	100
PE	6	0	1	4	0	17	67
Photography	5	2	4	5	40	80	100
Physics	11	2	3	9	18	27	82
Psychology	17	8	11	17	47	65	100
RS	13	4	10	13	31	77	100
Sociology	8	4	5	8	50	63	100
Textiles	3	2	3	3	67	100	100

GCSE RESULTS	No ENTRIES	No. A* - C	No A* - G	% A* - G	% A* - C
Art and Design Textiles	24	20	24	100%	83%
Business (Voc)1	40	26	40	100%	65%
Business (Voc)2	40	20	39	100%	51%
D&T Food Technology	74	38	74	100%	51%
D&T Graphic Products	9	5	7	78%	56%
D&T Product Design	15	9	12	80%	60%
D&T Resistant Materials	49	9	49	100%	18%
Economics	15	7	15	100%	47%
English Language & Literature	226	117	225	100%	52%
English Literature	159	123	158	99%	77%
Fine Art	64	45	64	100%	70%
French	27	15	27	100%	56%
Geography	45	26	44	98%	58%
German	15	7	15	100%	47%
History	114	73	113	99%	64%
Information Technology	97	97	97	100%	100%
Mathematics	227	115	226	100%	51%
Media Film and TV Studies	42	36	42	100%	86%
Religious Studies	191	95	188	98%	50%
Science Single Award	225	135	225	100%	60%
Science: Additional	225	122	225	100%	54%
Sport/PE Studies	97	38	97	100%	39%
Btec Acting	51	51	51	100%	100%
Btec Dance	19	19	19	100%	100%
Btec Music	27	27	27	100%	100%
Btec Performance	9	9	9	100%	100%
Btec Health & Social Care	9	9	9	100%	100%
Music Tech	23	23	23	100%	100%
YA Business Administration	2	2	2	100%	100%
YA Hospitality	6	5	6	100%	83%
YA Construction	5	5	5	100%	100%
YA Engineering	3	3	3	100%	100%
YA Hairdressing	6	6	6	100%	100%
YA Health & Social Care	4	4	4	100%	100%



School Dress

We are proud as a school of the uniform that our students wear. It identifies our students both within school and the local community. Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school in line with our ethos
- supports positive behaviour and discipline
- is practical and smart
- encourages an identity with the school
- makes students feel equal to their peers in terms of appearance and helps develop a sense of community between different groups of students.

Outlined below is the School's uniform policy and dress code:

Boys:

- White shirt with school logo* – compulsory garment
- Black V-necked school jumper with school logo* – compulsory garment
- Black smart school trousers (no jeans) – compulsory garment
- Plain white or dark socks
- Black smart school shoes (no trainers) – *compulsory item*

Girls:

- White tailored, school blouse with school logo* or white shirt with school logo* – *one or other garment compulsory*
- Black V-necked school jumper with school logo* – *compulsory garment*
- Black smart school skirt (no extreme styles or lengths) or black, smart school trousers (no jeans or cropped styles) - *compulsory garment*
- Plain white or dark socks, or black or natural shade tights
- Black smart school shoes (no trainers or other footwear) – *compulsory item*

P.E. Kit (Boys and Girls):

- Red polo shirt with school logo* – *compulsory garment*
- Red sweatshirt with school logo* - *optional garment (for outdoor lessons)*
- Plain black P.E. shorts – *compulsory garment*
- Plain black tracksuit trousers - *optional garment*
- Long red sports socks – *compulsory garment*
- Training shoes or plimsolls – *compulsory item*
- Studded boots – *optional item (for outdoor lessons)*

*Uniform items with the school logo on them are available from any of our suppliers (as overleaf).

General:

Discreet facial make-up may be worn, as well as a watch and no more than two small studs in each ear. Excess items will be requested to be removed and/or confiscated.

For both boys and girls a small, plain black belt may also be worn if necessary. Plain white vests may also be worn underneath shirts/blouses.

Towels and soap may also be brought to school (for showers after PE).



Shop-based/Postal Sales from:

Needlepoint Designs
17 Gaol Lane
Sudbury
Suffolk
CO10 1JL

Tel: 01787 882341 FAX: 01787 882340

www.needlepoint.co.uk Email: sales@needlepoint.co.uk

Postage Cost:

up to 2 items £2; 3 or 4 items £4; over 4 items £5

Alternatively, ITEMS CAN BE COLLECTED FROM THE SHOP AT NO ADDITIONAL COST

Internet-only (mail-order) supplier

Great for School
c/o The Foster Group
Golds Nuseries Business Park,
Jenkins Drive,
Elsenham,
Herts.
CM22 6JX

T: 01279 815 596

F: 01279 815 526

Email: info@fostersschoolwear.co.uk
www.greatforschool.co.uk

(select 'Sudbury Upper School' from the list and enter password: **arbez**)



Pupil Premium and Hardship Fund

The school is always keen to try and offer financial support to families where there is genuine hardship and where pupils are eligible to receive help from the Pupil Premium funds which the school is able to access. Where families have applied, and are judged to be eligible, for Free School Meals (whether or not the pupil regularly takes them), we are happy to consider individual requests for financial assistance for things such as uniform, trips or activities and equipment which are beneficial to the student's learning and educational development. Please contact the school to discuss this if you feel you may be eligible for help with such costs.

School Admissions

Sudbury Upper School has adopted the Suffolk County Council admissions policy. An information booklet concerning this is available from the school and provides further details; this, along with the application form for a place at a Suffolk school, are also accessible directly from the Suffolk County Council website at:

<http://www.suffolk.gov.uk/EducationAndLearning/Schools/AdmissionsToSchools/Listing.htm>

Inclusion

Equality of opportunity at Sudbury Upper School & Arts College is about providing equality and excellence for all in order to promote the highest possible standard of achievement. Equality of opportunity applies to all members of the school community: pupils, staff, governors, parents and community members.

We aim to ensure that the school meets the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this school we meet the diverse needs of pupils to ensure inclusion for all and that all pupils are prepared for full participation in a multi-ethnic society.

SEN and Access Arrangements

The school's SEN policy is available to view on the school's website (www.sus.suffolk.sch.uk); a hard copy can be obtained upon request from the Main School Office. Other related information can be found in our Disability Policy and in the Local Authority Admissions Policy (available from the Suffolk County Council website <http://www.suffolk.gov.uk/NR/rdonlyres/FCED9047-A330-475E-BA84-75BB6BAA432E/0/20110407AdmissionsPolicyBooklet201213.pdf>)

The school has worked hard to develop equality of opportunity in all aspects of its work. We have worked hard to ensure that ramps, doorways and lifts are user-friendly and we aim to continue to improve access to the school for all its students, parents, visitors and staff. We welcome suggestions and ideas from those groups to aid this process and have an Equalities Group which meets termly to discuss ways to meet the needs of those who use our site. Anyone requiring special access is invited to contact the school in advance of their visit to discuss their particular needs and those requiring assistance to gain entry to the school are asked to advise us via the intercom at the main entrance on arrival so that we can enable their access as efficiently as possible.

Equality

At Sudbury Upper School we aim to inspire all pupils to 'achieve more than they believe possible'. Anything that stands in the way of a student achieving this is treated very seriously. We know that prejudice and discrimination could prevent pupils from learning and could be a significant barrier to their achievement. We therefore have a very clear 'Prejudice related incidents policy' which sets out how we manage situations where a student or other member of the school community encounters e.g. racism, homophobia, or any sort of discrimination because of a disability, their religion or gender. As a school we are open and honest in our dealings with students, parents,



carers and members of local communities about prejudice related incidents and value their help and support in tackling these issues.

All prejudice related incidents are recorded and returned annually, to enable the school and the local authority to monitor trends and take steps to reduce incidents of harassment in the future.

We have a full anti racism policy, disability access scheme, inclusion policy and anti bullying policy. The Equalities working group meets half termly and the Governing Body receives a report regarding prejudice related incidents each term.

Religious Education and Collective Worship

Reference is made in the other part of the prospectus to the above. Parents have the right to withdraw their child from Religious Education and Collective Worship. If this be the case, an appointment should be made with the Headteacher to discuss the matter.

Sporting Aims and Provision for Sport

The aim is to give all pupils a broad and balanced PE curriculum so that they experience a wide variety of activities throughout their compulsory years at school. Those interested pupils are then encouraged to develop further by participation in school, local and national teams. There are links with local clubs which aid this aim.

Our facilities are excellent. In essence we have the use of the entire Sudbury Sports Centre, plus surrounding fields and courts.

Performing Arts at Sudbury Upper School

Our Mission: Sudbury Upper School & Arts College aims to raise standards of achievement for all pupils both in the specialist subjects and across the whole school. Through the provision of a diverse range of artistic opportunities, we seek to increase students' enjoyment, participation and aspirations and help raise standards of teaching and learning. Working in partnership with educational providers, artists and the wider community we strive to lead in good practice and to be seen as a centre of excellence for the arts.

Our vision is to work in collaboration with our school community, partner schools and community groups, alongside arts professionals to offer state of the art facilities, resources & share good practice to enable all members of the community to participate & enjoy a wide range of learning opportunities through the Arts.

We aim to provide young people at this school and at our partner schools, with enriched and balanced education opportunities. In addition, through our outreach programmes we are dedicated to the provision and sharing of resources and expertise to provide new and exciting creative opportunities to individuals and groups across our wider community

The Ethos of our Arts College:

- To work with other schools & the wider community in sharing resources and facilities to develop learning opportunities in the arts.
- To provide arts extra-curricular opportunities to enrich learning across the curriculum.
- To make imaginative use of new technologies to raise the quality of learning and teaching.
- To involve professionals from local and national creative industries in the school and community to maximise learning.
- To promote vocational courses in the arts to encourage wider participation.
- To ensure that learning in the arts is marked by creative rigour and discipline



The Aims of the Specialist Arts Programme:

- To raise standards of achievement for all pupils both in the specialist subjects & across the whole school.
- To strengthen and develop the quality of teaching and learning in the specialist subjects and provide a wide range of opportunities for pupils to become engaged in the Arts, including increased take up of the subjects.
- To extend enrichment opportunities for learning through the Arts responding to pupils' needs and interests to raise standards throughout the school.
- To develop links with community partners, businesses, FE and HE providers and Arts organisations in order to help widen career options and raise aspirations.
- To develop the school characteristics which signal its specialist identity and reflect the schools aims.
- To collaborate with partner schools to provide or facilitate high quality learning opportunities in the Arts & raise standards by sharing facilities, resources & good practice.
- To provide or facilitate high quality learning opportunities through the Arts for members of the wider community

Child Protection

The School is committed to policies which will maximize the protection of each child. We follow procedures agreed by the Area Safeguarding Childrens' Committee. We work closely with other agencies including Social Services, to safeguard children in our care.

The school has a Safeguarding Policy which includes Child Protection and all staff have regular training

We employ safe recruitment practices in relation to the employment of all school staff

In cases where a student's welfare is a cause for concern parents and carers are contacted prior to any referral to an outside agency, unless it is felt that such contact would put a child at further risk.

The designated child protection co-coordinator is Mrs S Scott, Deputy Headteacher.

The alternative designated co-coordinator is Mrs M. O'Dwyer-Heath, Assistant Headteacher.

The child protection governor is Mrs K Bedford.

Internet

Students are encouraged to make regular use of the Internet in their work and pupils are taught how to access and use the internet safely. This is taught during ICT lesson, tutorial time and 'difference days', and includes information regarding the use of Facebook and other social networking sites. Internet use is monitored regularly and we have sophisticated systems to filter content and to avoid access to undesirable sites. Pupils who are found to misuse the internet facilities have their access rights removed.

Photographs and Videos

Photos and videos will be taken as part of normal school activity and are particularly helpful in analysing performance in Drama, Dance or P.E.. All of these photos, however, are for purely internal use and will not be published or passed on in any way. In addition, all pupils have individual photos taken and stored as part of the internal school administration system. We will permit video and no-flash photography at school events but permission will always be sought from parents/students in relation to photos which the school will publish in things like its prospectus.



Behaviour Policy

Principles of behavior management

- Behaviour which adversely affects the learning of others is not tolerated at Sudbury Upper School. Behaviour which supports and helps learning is strongly encouraged.
- All students and staff have the right to a calm, well ordered working environment in which they feel safe and secure.
- All students and staff have an obligation to treat others and the right to be treated themselves with courtesy, consideration and respect.
- All staff are supported in their provision of consistent and effective behaviour management.
- A clear and robust system of behaviour management supports students' learning in lessons.
- A fair system of rewards and sanctions to encourage positive behaviour patterns is applied equally to all students.
- Systems are in place to encourage students to discuss any barriers to their learning and to maintain good working relations between staff and students.
- Parents should encourage their children to show respect for school staff and to support the school's authority to discipline its students.
- Parents agree to support these principles as it is laid out in the home school agreement.

Sanctions

These are also known as punishments; they vary from e.g. a conversation, a removal from a lesson, an isolation, a detention to an exclusion

We communicate with parents when a student's behaviour is a cause for concern. Parents will always be informed of the reason for an after-school detention and its date -An after-school detention can be given for failure to do homework, failure to attend lunchtime detentions and other more serious misdemeanours. Where there is cause for serious concern pupils may be placed on Report. Report Cards are sent home at the end of each week

Rewards

Pupils will receive achievement points for good work, attitude, positive contributions to lessons and to school life in general. These are recorded on each pupil's record and postcards are given to pupils according to the number of achievement points collected. At the end of the summer term each year group runs a presentation afternoon where pupils are congratulated for effort and achievements in all subject areas and in a wide variety of extra curricular activities. The PE department runs an 'awards' evening to recognise effort and achievement in the sporting arena and the creative arts department hold an 'oscar's' night at the theatre Royal in Bury St Edmunds during the summer term.

Jewellery

On the grounds of safety, jewellery should not be worn in school. In the case of pierced ears, two small studs may be worn in each ear. A watch may also be worn. No other visible jewellery is permitted and any such items will be confiscated

Makeup

This may be worn if it is discreet and therefore does not stand out. As a result, subtle makeup, nail polish and/or hair colouring is permitted but it should not be excessive and colours should not be extreme or vivid; hairstyles should not be extreme.



Personal Property

The school cannot accept the responsibility for lost items, although we will help to find them and investigate loss. If you must bring money or valuables, hand them in to the school office or to a teacher for safekeeping. Do not bring aerosols into school as the use of such items in enclosed spaces may affect hay fever or asthma sufferers. Personal property, including clothing, should be clearly named to enable lost property to be returned to its owner. All pupils can have a locker in school for a one-off fee for the whole of their time at the school plus an additional, refundable, deposit for the key.

Dangerous Items

It is forbidden to bring dangerous items such as lighters, knives or other weapons, fireworks and matches to school.

Smoking

Smoking is forbidden at all times - in school, on the school site, to and from school, on school buses and on school trips.

Illegal substances, alcohol or "poppers", or other "over the counter" medicines which can affect pupils' behaviour.

Lunchtime

- In Years 7, 8, 9 and 10, pupil who live local to the school may go home for lunch if the school receives written confirmation from parents requesting a home lunch pass. A pass will then be issued which must be carried every lunchtime (valid ONLY for going to the recorded home address). If pupils do not have a lunch pass they must remain on the school premises.
- In Year 11, in addition to the above, pupils may leave the premises if the school receives a parental request asking for a lunchtime 'Town' pass and the pupil's previous behaviour has shown that they have earned the privilege
- Lunchtime supervisors are members of staff and must be treated accordingly.

Unless it is raining, pupils are expected to go outside at break and lunchtime. It is therefore important that jumpers and coats are worn in the winter months.

Phones and MP3 players may be brought into school and can be used outside the school building during social times. Phones and MP3 players-used inside the building or inappropriately will be removed to student services where they can be collected at the end of the school day. This equipment is the responsibility of the student.

Buses

Pupils should wait in an orderly manner and conduct themselves sensibly throughout the journey. When using school buses to travel to and from school **pupils must carry the bus pass, provided by the Local Authority Transport Office, at all times.** If a pupil is unable to show the driver their pass on request, they may be refused travel, even if they usually carry the pass. Queries relating to bus passes should be addressed to the appropriate Suffolk County Council department (Tel: 0845 606 6173) and not the school.

Punctuality and Attendance

Pupils should be on time for registration and all lessons. If a pupil is late or absent for any reason a letter must be brought to school from home at the earliest opportunity. If a pupil is away from school, a parent or guardian should always telephone the school. Persistent lateness to school will result in a detention.



Illness at school- what to do

If a pupil feels ill at school, they should ask their subject teacher if they may leave the class to go to the medical room. Pupils should report to the main school office who may allow them to spend a little while in the sick room, or make arrangements for them to go home. In this case, pupils will probably be collected by a parent or guardian and will need to sign out.

If a pupil feels too ill to come to school, a parent or guardian should telephone the school first thing in the morning. On a pupil's return to school, a note should be provided by a parent or guardian which says when and why the pupil was away.

Students Requiring Medication in School

It is the parents' responsibility to ensure that any medicine that needs to be administered at school is left at the main office. *Parents must also complete the appropriate form requesting agreement for the administration of medication during school hours.* Medicine should be delivered to the school, in the smallest practical amount, by the parent or responsible adult and should be handed to the Main School Office.

Medicines not used are returned to parents at the end of each term with a request to check and replace them as necessary.

Labelling Medicines

Parents should ensure that the medicine is within its "use by..." date (where relevant) and that the container (the pharmacist's original container) is clearly labelled with the contents, the child's name, and the dosage and/or other instructions from parents or doctor. The receiving member of staff will check the intelligibility of the instructions.

Parents Duties with Self-Administration

Parents should also ensure that the child is familiar with the dosage and is able to self-administer the medicine under adult supervision.

In cases where children require medication over long periods of time, any change in the dosage or other arrangements should be notified by parents, in writing, to the Main School Office.

Prescription Medicines in an Emergency

Where there is an obvious possibility that the administration of prescription medicine may be required in an emergency (for example, on a school visit which requires an overnight stay), parents should be asked to sign a suitable authorisation/indemnity.

Parents of children with more complex medical conditions may be asked to complete a care plan if not already provided by a hospital. Students who need immediate access to emergency medication such as asthma inhalers, insulin and epi-pens should carry these with them at all times and a spare pen should then be left with the office.

The Charging and Remissions Policy

As a result of the 1988 Education Act, the Governors recognise that a policy is necessary for Charges and Remissions for activities organised for pupils. The Governing Body aims to promote and provide such activities in recognition of their valuable contribution to the pupils' personal and social education.



The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- ◆ School Journeys in school hours
- ◆ Activities outside school hours
- ◆ Instrumental tuition
- ◆ Examination fees:
 - Where a pupil has not been prepared by the school for a public examination
 - If a pupil fails without good reason to complete the examination requirements for any public examination.

The Governing Body may from time to time change the categories of activities for which a charge could be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for a pupil.

The school has a fund to ensure that pupils are not disadvantaged where their family finds it difficult to meet these charges. When arranging a chargeable activity parents who qualify are invited to apply, in confidence, for the remission of charges in part or full. Therefore, any parents/guardians in receipt of state income related welfare benefits should apply in writing to the Headteacher to request support of this nature.

Complaints Procedure

We hope that you will work with us to address any issues or difficulties which arise for you or your children whilst they are at Sudbury Upper School. We welcome parents making appointments to discuss issues with individual teachers, subject leaders, pastoral managers, key stage coordinators or the headteacher however, if there are issues which you feel we have not dealt with as you would have hoped, the Governors have approved the following Suffolk County Council procedure, a full copy of which is available from the Main School Office. The main points to note are as follows:

- (a) All complaints must be referred in the first instance to the Headteacher for investigation unless they concern the Headteacher directly, in which case they must be referred to the Chairman of Governors. When a School Governor receives or has a complaint, the Chairman of the Governing Body must be informed and the Chairman should also inform the Headteacher.
- (b) If the complaint cannot be investigated objectively by the Headteacher, or the complainant is dissatisfied with the Headteacher's response, the Chairman of the Governing Body must be informed so that the matter can be referred to the Area Manager.
- (c) The Area Manager will arrange for the complaint to be investigated, and will report back to the Headteacher and/or Chairman of the Governing Body with recommendations for dealing with the complaint.
- (d) Where the complaints are made directly by parents and others to the Local Authority (L.A.A) the Area Manager will inform the Headteacher and Chairman of the Governing Body before investigating the complaints and before responding to the complainant.
- (e) Complainants who remain dissatisfied following the investigations of their complaint by the Headteacher and/or Area Manager will be given the opportunity to put their complaint to an Appeals Committee of the Governing Body.
- (f) Complaints will be encouraged to make use of the above procedure before referring to the Secretary of State and/or, in certain circumstances, to the Ombudsman and to a Court of Law.