



Middleton Technology School

*“...an outstanding school”*



# Handbook For New Parents

2017-18

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June 2017

Dear Parents/Carers

**Welcome!**

A very warm welcome to Middleton Technology School, I am delighted that you have chosen our school as the next step in your child's education.

We are very proud to be recognised as one of the best schools in the country. This means that we have very high academic expectations of all our children. We want your child to fulfil their potential and beyond!

The school is noted for its high quality of teaching and I know that your child will be well taught throughout their time here. We pride ourselves on the additional help that we give to students to assist their learning and high achievement. There are homework clubs and half term and Easter schools, as well as many extra-curricular activities and trips to enrich the curriculum.

This is underpinned by an outstanding system of pastoral care – we know all our children very well; We also know that students who feel secure and happy are able to put their time and energy into learning. I expect excellent behaviour and an excellent attitude to learning from all.

We work hard to develop strong relationships with parents and we encourage you to contact us if you have any concerns. Equally, we will contact you if we have concerns.

We are entering an important partnership with you and we look forward to working with you to ensure that your child's time with us is both happy and successful.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Kellett', written in a cursive style.

Janine Kellett  
Head Teacher

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# Our Mission

## “In Pursuit of Excellence”

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We believe that every child deserves a world class education, and our commitment in ensuring this motivates and drives everything that we do.

Our vision is straightforward:

- To ensure that every student makes exceptional progress (specifically achieving a progress score of at least 0.5 in every subject) *(This means achieving at least half a grade more than they are expected to get in every subject)*
- To ensure that all students are work and college ready.

We place a high priority on ensuring that students achieve the best academic grades they can and we are delighted to report that our GCSE results for 2016/17 were, once again, the best in Rochdale. This is an achievement that we are very proud of and has been possible due to our relentless drive and focus on quality teaching and learning.

In order to achieve this high academic success, we work hard at developing the five areas shown below, which form the basis of our DREAM values:

D – Determination

R - Respect

E - Enthusiasm

A – Achievement

M – Mastery

We know that by making these values a priority in the school, we will develop young adults who succeed in college, university and work.

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## **The First Day**

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Students should arrive at school at 8.20am and make their way to the yard where their form tutor will take a register and escort the students to assembly.

They must be in full school uniform and have a suitable school bag containing all their equipment.

Individual and form photographs for our SIMS records will be taken on this day.

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## **The School Day**

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Registration	8.30	–	8.40am
Lesson 1	8.40	–	9.30am
Lesson 2	9.30	–	10.20am
Break	10.20	–	10.35am
Lesson 3	10.35	–	11.25am
Lesson 4	11.25	–	12.15pm
Lunch	12.15	–	12.55pm
Lesson 5	12.55	–	1.50pm
Lesson 6	1.50	–	2.40pm

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## **School Uniform**

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Student in **years 7-11** are expected to wear correct uniform at all times. We wish to encourage our students to identify not only with each other but also the good name of the school. The observation of our uniform policy gives the school a greater standing in the community and instils a sense of pride in the students. The uniform is practical, widely available and involves the minimum expense for parents.

### **The uniform is:**

School Blazer

Black school skirt (sensible length)/Standard cut black trousers, not leggings/jeggings or slim fit trousers, hipsters, or jeans/jean like trousers.

White school shirt (not fitted or blouse style).

School Polo Shirts after Easter.

Year 7-10 Tie (black with stripes in colours of Middleton Crest – green, red, silver). 5 stripes must be seen.

Year 11 Tie (green).

Black short socks or tights.

School jumper or tank top (optional).

Sensible all black shoes **without** coloured laces or trim. No trainers, converse or pump style shoe. Shoes must have a definite shoe-type sole, not a pump-style sole.

**Nail varnish/False nails/False eyelashes** are not allowed. **Make Up** is allowed in KS4 only (no false eyelashes or nails) and is to be applied minimally. (Eyeshadow is not considered minimal).

**No body piercings** (only one pair of stud earrings worn in the lower lobe of the ear).

## **SCHOOL UNIFORM POLICY**

Our policies are underpinned by the United Nations Convention on the Rights of a Child because we believe everyone should enjoy their rights and understand their responsibilities.

- Article 1: Everyone under 18 years of age has all the rights in the Convention
- Article 2: The Convention applies to everyone, whatever their race, religion, abilities; whatever they think or say, whatever type of family they come from
- Article 3: All organisations concerned with children should work towards what is best for each child

School Uniform is a very important indicator of high standards in the school and protects the school and its students from violent street culture that exists today.

Why Have a School uniform? :

- it improves school security by making it easier to identify intruders; (Article 36)
- it gives pupils a pride in and a sense of belonging to school;
- it identifies school pupils as belonging to a particular school thereby discouraging truancing;
- it heightens the reputation of the school in the community;
- it gives pupils an equality of appearance thereby discouraging competition;
- it is more hardwearing and thus better value for money than other clothing;
- it encourages school discipline and a work ethic amongst pupils. (Article 28)

It is also important that all parents, staff and students understand and support the public image of the school, as a good school reputation supports students when they leave us to seek opportunities in further/higher education or in the world of work. (Article 28)

1. All students are expected to wear all items of school uniform and to be correctly dressed, in school, on the way to and from school and at lunchtime.
2. Parents will be informed prior to entry in year 7 of the requirements for school uniform.
3. All parents will be given one terms notice of any impending changes to school uniform.
4. Students may not wear items of clothing that are not part of the official school uniform (apart from outer coat) without the permission of either the Head teacher or his/her delegated representative. (Article 14)

5. Students are expected to remove their outer coats at all times whilst in the school buildings.
6. All students are expected to bring a bag for their equipment to school each day. Equipment should include a pencil case, pens including a purple pen, pencil, ruler, calculator, planner, reading book, exercise books and any other equipment needed for lessons.
7. Students may not have their heads shaved, this includes lines in the hair and as such the minimum length allowed is a number 2. Hair is not to be extreme in terms of hair styles or colours of any sort. If parents are unsure about any hairstyle please contact the school prior to colouring, cutting or styling the hair.
8. Jewellery – Students may wear an inexpensive watch and one pair of stud earrings in the lower lobes. Hooped earrings including sleepers are not allowed. Students who choose to wear studs in the lower lobes must remove them for PE. No body jewellery/piercing are allowed (nose, tongue, lip, eyebrow, belly button etc.). Any jewellery brought into school is at students' own risk.
9. Bad language and poor behaviour of any kind is unacceptable and will be dealt with through the school's disciplinary procedure. (Article 36)
10. Smoking is illegal on school premises for everyone, any student caught smoking will be dealt with through the school's disciplinary procedure. This is a red line behaviour. (Article 6 & 33)
11. All students will respect our 'Four Rights' and 'Code of Conduct'. Any infringements will be dealt with through the school's disciplinary procedure. (Article 30)

**A further note to Parents:**

It is important that you realise that the school is very disciplined to ensure that students achieve. We expect high standards from all who are involved in its working. (Article 28). You must expect a response from us if your child does not come to school with the necessary equipment or wears clothes that are not part of the official school uniform e.g. caps, neck-warmers, denim jackets, hooded coats, trainers or anything that we consider to be "street culture".

Extreme hairstyles and facial/body piercing are not permitted. We do not expect your child to be out of school at any time, including lunchtime - unless you have previously contacted school and the Head teacher has approved it.

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## PE Uniform

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### Girls/boys outdoor kit

Black/green rugby shirt with crest.      Black football socks  
Black shorts      Football boots AND trainers  
Black Tracksuit Pants – Outdoor lessons only

### Girls/boys indoor kit

Green polo shirt with crest      Black shorts, Plain Black Leggings  
Black football socks      Football boots AND trainers

**NO VANS or CONVERSE** are to be worn for PE lessons

Football Boots are optional however they are beneficial for activities that take place on the school field such as cross country, rounders and athletics.

ALL watches and jewellery must be removed before PE lesson. Money and valuables must be put securely away in bags or pockets. The school will not be responsible for missing items or money.

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## Equipment

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This is a large school and students will have lessons in many different rooms. It is important that students look after their equipment and uniform and put their names on everything. A suitable **bag** to carry equipment is essential.

Handbags and small “man” bags are not allowed. A suitable bag must be big enough to contain all books and equipment and is not a fashion item. Usually students prefer to have a separate drawstring bag for PE.

We will ask students to replace bags if we consider them unsuitable so please avoid any fashion pressure.

To be properly equipped for lessons your child will need the following: -

- Pencil Case including
- Pens, pencils, ruler, rubber
- Purple Pen –Year 7 will be given one of these
- Reading book in the bag
- A scientific electronic calculator – either Casio or Sharp
- Coloured pencils
- Sharpener
- A dictionary would be useful
- PE kit on the appropriate days
- Food Technology ingredients (when needed)

**PLEASE PUT STUDENT’S NAME ON ALL ITEMS OF UNIFORM AND KIT.**

The main supplier of our school uniform is:

Broadbent Fashions, 656 Long Street, Middleton  
Telephone: 0161 649 5193

The shop is located opposite the Assheton Arms. The uniform shop is on the lower floor. Some items may also be bought from other shops.



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## **Attendance and Punctuality**

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Attendance and punctuality are absolutely essential if students are to make excellent progress and achieve highly in lessons. **The target attendance percentage for each child is 96% and we expect all students to be on the school site at 8.20am every day.**

If your child is ill you must inform us as soon as possible by telephoning before 9.30am or sending a note. The school will text you or the Learning and Progress Mentors will contact you by phone if your child is absent from school without explanation. They will text/ring you during the morning where possible.

If your child is going to be absent from school due to a medical appointment you will need to provide evidence of the appointment **before** the day in question otherwise this absence will be unauthorised.

Furthermore, if your child has 3 separate periods of absence for illness then any further absence will require medical evidence in order to be authorised.

### **Holidays in Term Time**

The Department for Education (DfE) has announced significant changes to legislation in relation to leave taken during term time.

The law now says that Headteachers **may not** grant leave of absence during term time unless they are satisfied that the circumstances are exceptional and warrant granting the leave. **Significantly a holiday during term time will not be classed as exceptional (DfE September 2013).**

**No term time holidays will be authorised.**

**However, parents who find themselves in very exceptional circumstances regarding holidays may ask the Headteacher. This decision is totally at her discretion and will not exceed 5 days.**

### **Changes to the Penalty Notice Protocol Regarding Term Time Holidays**

Please be aware that **parents may receive a Penalty Notice fine from the Local Authority for taking their child out of school during term time without consent from the school (DfE / RMBC September 2014).**

A Penalty Notice fine for Unauthorised Leave during Term Time can be issued without warning if a student is absent for a period not agreed or authorised by the Head teacher. This will be for an absence of a minimum of 10 sessions (5 school days) and relating to leave of absence during the term time.

The fine is £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days. Failure to pay the fine could lead to prosecution in magistrate's court.

Also, as a school we must be able to account for all student absences throughout the academic year and be able to justify them to the Local Authority.

As a school, we fully appreciate the financial implications this might have on families taking holidays, particularly during school holiday times. However, all schools in the

Rochdale Borough are expected to take appropriate actions to ensure parents are aware of the change, to adopt firm policies and processes to ensure the impact of this legislation is to reduce authorised absences during term time.

As we anticipate this new legislation will bring about increased attendance and improved standards, Middleton Technology School and the Local Authority look to you to not take your child out of school during term time.

**Further information is available on the DfE website [www.dfe.gov.uk](http://www.dfe.gov.uk).**

Parents have a legal obligation to get their children to school every day and on time
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There is a very strong link between high attendance and high achievement. As a result, if your child's attendance or punctuality drops below our targets then you will be expected to attend one of our half termly Attendance/Punctuality Panels which are supported with our Educational Welfare Officer (EWO). This panel will allow us to work together to ensure attendance is improved and academic progress is back on track.

**Finally, from September 2015 any child's attendance which falls to 90% or below is classed as a Persistent Absentee, therefore, any student who falls below this figure (without an official medical explanation) will be immediately passed on to the EWO and pursued vigorously by all means available to the school.**

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## Contact with the School

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Just as it is hard to know how to achieve the balance between offering your child too much support (and being accused of fussing) or leaving them to flounder, it is also hard to achieve the balance between becoming the "over-anxious" parent (on the phone every time your child falls out with a friend or grazes their knee) and letting things go on too long because you don't want to interfere.

The job is made much easier if you keep talking to your child about how things are at school. You know your children best, and if any aspect of school life is persistently distressing them it is probably best to intervene early. If you have talked to your child, offered reassurance, helped them come up with ways of solving the problem themselves and things still haven't changed after a couple of weeks, then it is time to speak to the school.

The school welcomes contact with parents.

The most important person in the school is your child's form tutor. Please contact him/her if you have any concerns regarding your child's progress.

**Who to Contact**      Your child's Form Tutor or  
Learning and Progress Co-ordinator for Year 7  
Learning and Progress Mentor for Y7  
Miss Foster, Inclusion Secretary  
Mrs Hulton, Inclusion Manager  
Mrs Livesey, Associate Headteacher

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## How the First Year is Organised

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In a primary school, the roles of staff are quite straight forward; you are likely to have had a lot of informal contact with members of staff and to have built a close relationship with your child's teacher. In comparison the structure of a large secondary school such as MTS has many more adults involved, some with rather mystifying titles as "Learning and Progress Co-ordinator", and this can seem impossibly complex.

Although schools vary, at MTS there is a Head teacher, an Associate Head Teacher, two Deputy Heads and four Assistant Heads each with one or more area of responsibility. All staff have responsibility for teaching in an academic area (such as English or Technology) and most have, in addition, responsibilities for students' well-being.

The school is divided into Curriculum Areas (such as English, Maths, Humanities, Science, Technology, CPA, MFL, ICT, PE), and each has a Curriculum Leader (or CL).

Generally the staff you will have most contact with will be your child's tutor, the Learning and Progress Co-ordinator and the Learning and Progress Mentors.

The other people that you may need to make contact with, if your child has special needs of any sort, will be the school's SENCO, Miss O'Fay or Line Manager for special educational needs, Mrs Sidebottom.

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## Some Important Staff

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Head Teacher	Miss J Kellett
Associate Head	Mrs S Livesey
Deputy Heads	Mrs A Hulton, Mr N Coe
Assistant Heads	Mr A Smith, Mr D Williams, Mrs J Sidebottom, Mr P Jones
Inclusion Manager	Mrs A Hulton
Attendance & Punctuality Manager	Mr A Smith
Line Manager for Special Needs	Mrs J Sidebottom
Child Protection Designated Staff	Mrs A Hulton, Mrs S Livesey, Mr K Royales, Mrs L Djebara, Mrs L Elsworth
LSU Supervisor	Mrs C Ferguson
Inclusion Centre Manager	Mrs J Allen
Inclusion Secretary & First Aider	Miss J Foster

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## **Tutor Groups**

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Your child will be placed in a mixed ability tutor group of other Year 7 students and the tutor has responsibility for your child's overall well being. They will generally know your child best, and students will register in the mornings in their tutor group with their Tutor. The Learning and Progress Co-ordinator has responsibility for all of the tutor groups in Year 7 and will continue with the year group through the years.

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## **Lessons**

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All our students spend time working in each curriculum area and they therefore follow broad and balanced courses. Within each of these areas there is a great deal of choice that caters for individual needs and interests.

Students will be taught in the same broadly banded groups for all subjects in Year 7. This not only helps your child's academic progress; it also allows secure friendships to develop.

Some students may need extra help in some lessons. An extra tutor or assistant working within the class or through students attending homework clubs will give this. If children are very good at their studies they will be given extension work to provide them with an additional challenge.

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## **Out of Lessons**

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The school is open from 7.30am. Students may wish to use the computers or other resources to do homework before or after school. There will be some activities and homework clubs at lunchtimes. After school there are homework clubs and various activities for students. All students must stay on site throughout the school day and as the lunch period is so short that there is not an opportunity to go home for lunch. The Learning Resource Base and computer rooms remain open until 5.00 pm.

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## **Food at School**

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Snacks and drinks are available from the canteen at breakfast and at morning break, and students may purchase bacon sandwiches, toast, teacakes, and hot chocolate, etc. At lunchtime all students must remain in school for lunch. Students may eat their packed lunch in the canteen or purchase a full school meal for £2.05. The school operates a cashless system for purchasing food in the cafeteria and your child will be given full instructions on how to use this system when they start at MTS. If you are sending in a cheque please make them payable to Middleton Technology School.

### **Families on Income Support may qualify for free school meals.**

Application forms are available from School Education Welfare, telephone 01706 925638, from the main school office or Rochdale website: [www.rochdale.org.uk](http://www.rochdale.org.uk)

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## Any Concerns

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If students have any worries they should approach their Form Tutor, Learning and Progress Co-ordinator or the Learning and Progress Mentor for Year 7. Year 7 students will also have a Guardian Angel attached to their tutor group — a Year 10 student who will be available to offer support and guidance

We are vigilant and try to stamp out bullying whenever we are aware of it but if your child feels bullied it is important that he/she tells someone. We also have a number that students can text if they have any worries (07624 816975).

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## Our Code of Conduct

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Middleton Technology is a Rights Respecting school. Our Code of Conduct is underpinned by the United Nations Convention on the Rights of a Child. We believe that everyone should enjoy their rights and be willing to take on their responsibilities.

Our school is an outstanding school and we expect all our students to follow the Code of Conduct.

One important rule is that everyone will use their manners and have consideration towards others at all times.

### **This means that:**

Everybody has the right to learn. This means arriving on time with everything you need for that lesson; beginning and ending the lesson in an orderly and polite way; listening carefully; following instructions; helping each other when required and being sensible at all times. **(Article 29 + 23)**

You are entitled to an opinion, but you should always try to understand other people's points of view. **(Article 14)**

For your safety, you should move sensibly and quietly about school. This means never running, barging or shouting. You should be ready to open doors, stand back to let people pass and help to carry things. In crowded areas please keep to the left. **(Article 6)**

For everybody's safety, you should speak politely (even if you feel-bad-tempered!) and use a low voice. **(Article 16)**

To stay healthy you should keep the school clean and tidy so that it is a welcoming place we can all be proud of. This means putting all litter in the bin, keeping walls and furniture clean and unmarked and taking great care of the displays, particularly other people's work. **(Article 24)**

Out of school, walking locally or with a school group, you must always remember that the school's reputation depends on how you behave. **(Article 31 & 36)**

Articles are taken from the United Nations Convention on the Rights of a Child (UNCRC). Information about children's rights can be found at [www.unicef.org.uk](http://www.unicef.org.uk)

Written by the School Council 2012

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## Mobile Phone MP3 / IPADS Protocol

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The school understands that students will want to use mobile technology outside of the school day. We also understand that parents need to contact children, particularly after school. Therefore students who wish to bring a mobile phone to school must abide by the following rules:

- Mobile phones must not be seen **at any time** whilst on school premises.
- Mobile phones must be turned off whilst on school premises.
- If a phone is seen or heard during the school day it will be confiscated. The following sanctions apply to mobile phone use.  
**Strike 1** - Student collects phone at 3.15pm in the School Office following a 30 minute correction.  
**Strike 2** - Parents must collect phone from school.  
**Strike 3** – Red Line – 1 day in the Inclusion Centre - Parents to collect phone.
- Phones may not be used in lessons as calculators.
- Phones are not allowed in examination rooms.
- Phones may not be used in school for music playing.
- Students found abusing the use of a phone e.g. making threatening calls or texts etc. will be banned from bringing a phone to school and further sanctions may apply.
- The taking of any images, whilst in school, by a mobile phone camera is strictly forbidden. Any abuse of this may result in exclusion from school.
- Students may not use mobile phones to contact parents during the school day unless given express permission by a member of staff.
- School Trips – the above also applies to school trips.
- The Head Teacher’s decision on all matters of mobile phone protocol is final.

### A further note to Parents:

It is important that you realise that the school is highly disciplined to ensure that students achieve. We expect high standards from all who are involved in its working.

We ask for your support for our policies and code of conduct. You must expect a response from us if your child does not come to school with the necessary equipment or wears clothes that are not part of the official school uniform eg caps, neck-warmers, denim jackets, hooded coats, trainers or anything that we consider to be “street culture”.

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## Dealing with Inappropriate Behaviour

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Our four rights shown below summarise our expectations for all.

- *All students have the right to learn*
- *All teachers have the right to teach*
- *Everyone has a right to safety*
- *Everyone has a right to fair treatment*

We emphasize that it is the responsibility of everyone to safeguard these rights and the **culture of support** that exists within the school.

We have worked hard to establish a **culture where students can tell**. The Guardian Angels (peer supporters in Year 10) have played a critical role in establishing this culture as they are considered especially approachable by younger students.

“The “Guardian Angels” are well trained to deal with relationships, welfare and bullying and make an excellent contribution to making the school a safe and secure environment for learning. (OFSTED)

### **Anti-bullying Policy**

Bullying is repeated behaviour which makes other people feel uncomfortable or threatened whether that is intended or not. The aim of our anti-bullying policy is to clarify for students and staff that bullying is always unacceptable. We wish to encourage an environment where independence is valued and individuals can flourish without fear. Every student has the right to be safe and happy in school, and to be protected when he or she is feeling vulnerable.

It is important that we create an atmosphere in school where students who are being bullied, or others who know about it, feel that they will be listened to and believed, and that action taken will be swift but sensitive to their concerns. Not telling protects the bully or bullies, and gives the message that they can continue, perhaps bullying others too.

We have trained staff and students in school to deal with these types of situations. Tell your friends, tutor, teacher, LPC, LPM or parents. Don't suffer in silence.

### **Tips for Parents/Carers**

- Look for unusual behaviour in your children. For example, they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunchtime was spent etc.
- If you feel your child may be a victim of bullying behaviour, inform the School **IMMEDIATELY**. Your complaint will be taken seriously and appropriate action will follow.
- It is important that you advise your child not to fight back. It can make matters worse.
- Tell your own son or daughter there is nothing wrong with him or her. It is not his or her fault that they are being bullied.
- Make sure your child is fully aware of the School policy concerning bullying, and that they will not be afraid to ask for help.
- Promote vigorously a student culture where bullying is not tolerated.

### **Taking Account of Individual Students Needs**

The following groups of vulnerable Students may at some point require the adults in school to take account of their individual needs and circumstances when applying the school's behaviour policy

- Minority ethnic and faith groups, travellers, asylum-seekers and refugees
- Students who need support to learn English as an additional language (EAL)
- Students with special educational needs
- Children looked after by the local authority
- Sick children
- Young carers
- Children from families under stress

- Pregnant schoolgirls and teenage mothers
- Any other Students at risk of disaffection and exclusion

### **Rewards System**

Our rewards system centres around the awarding of DREAM points.

Points may be awarded when a teacher feels that a Student has for example:

- achieved something exceptional
- made considerable effort
- used her/his initiative
- mastered a skill
- been supportive to other students
- been helpful to staff

**Whole classes** can be awarded DREAM points and rewards for such things as:

- assemblies
- good behaviour
- uniform
- attendance
- interform competitions

Prizes to recognise achievement of our students include

- School stationary
- Breakfast Vouchers (For Bacon and sausage sandwiches etc)
- Big Breakfast (Whole tutor group sit down to breakfast together)
- Shopping Vouchers
- Cinema Vouchers
- Kindles
- Itunes vouchers
- Driving lessons
- Discounted trips
- Match tickets for Manchester United home games

### **Presentation of Awards**

Awards from the DREAM system and those awarded for 100% attendance/punctuality are given out at special 'Awards Assemblies', which take place every half term.

Special awards and other certificates relating to whole school activities are given out at the end of term.

In addition to this formal rewards system, effort and achievement are also acknowledged in various other ways:

- verbal praise
- comments in exercise books, Student planners, personal praise,
- mention in the School newsletter which is sent home
- displays of work
- Congratulations cards which are sent home
- Stickers



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## Managing the Transition – Tips for Parents

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The aim of this section is to provide you with the information you need to help your child to achieve independence, whilst supporting them in getting there. To achieve the balance of doing too much or too little for your child is hard. A useful rule of thumb is

*“Never do anything regularly for your child that they are capable of doing for themselves”.*

### Raising Achievement - Practical Tips for supporting children – particularly Boys

#### Improving your Son’s Independence

- Encourage your son to be personally organised e.g. getting his own uniform ready, washing and breakfasting.
- Make sure he has a list of things he needs for school that day.....do not pack his bag for him.
- Encourage him to take responsibility for specific jobs around the house that are appropriate to his age.
- Guide him towards an appropriate use of pocket money, but let him make decisions too.
- Let him do things his way sometimes – not always the way you want them!
- Encourage time spent alone without TV or computer.
- Teach him basic time management - during the next few days you’ve got this and this to fit in, when and where are you going to find time? (You may even be able to relate it to time management in your own sphere of work).
- When asking him to keep his bedroom tidy, be specific! Chunk the information. “Tidy your room!” is too vague, try – “Put all your dirty clothes in the basket” and “Put all your CDs in the rack” then “Hang all your clean clothes in the wardrobe” etc.

#### Signs of Peer Pressure in your Child

- A sudden decision not to take a bag to school
- A sudden dip in performance: Your high achieving child suddenly starts to behave like a low achiever (they actively seek to be ‘one of the gang’).
- A pocketful of school merits or credits (they haven’t wanted to hand them in for fear of humiliation).
- A sudden lack of interest in wanting to celebrate success.
- A sudden reticence to participate in revision classes, study support sessions.

#### How to Avoid Confrontation with your Child

- **Social greetings** - always say “hello”, talk about their day and their interests such as sport or music.
- **Broken record** - repeat instruction with calm tone of voice until action is done
- **The passing technique** – acknowledge fact but state you will deal with it later e.g. not washed up.
- **Not saying “please”** – replace please with “thank you”, this gives assumption the action will be done.
- **Reinforce positive behaviour** - Thank them for the correct action or reward/praise the correct action e.g. “Thanks for tidying your room” or “That’s what we are looking for well done”.
- **Positive explanations** – instead of telling off for poor behaviour/comments state that “when you do that or say that it makes me feel ....”

## **General Tips for Parents**

Time spent early on in establishing habits of work and independence is an investment that will save endless time, battles and heartache in the long run. The habits and routines that children develop in Y7 are those that will stay with them throughout their secondary schooling and often throughout their working lives – it is worth the effort of getting it right to start with. If you can help your child to do this, you will really be making a difference.

- Establish routines and encourage independence- don't do anything for your child regularly that they can do for themselves.
- Listen to your child – children need boundaries to be communicated clearly to them and enforced consistently by you. However it's also important to listen carefully to them when it comes to disagreements. Children need to feel as though you are trying to see where they're coming from even if you don't agree with them.
- Be a parent not a friend - let your child know that you won't tolerate poor or risk taking behaviour of any kind. Establish a reasonable set of rules and expectations. You are here to guide them to adulthood, not to be their best friend. Make it clear that you are not afraid to take control of them if they get out of control. Children want to test the world, but their security and safety should be paramount.
- Make the punishment fit the crime – removal of privileges is one of the best ways to teach your child that poor behaviour will not be tolerated. Figure out what your child cares care about and remove these items as a punishment. Banning the use of playstations/ipods/mobile phones etc is often sufficient with your child being expected to “earn” it back through good behaviour. Consistency is one of the most effective, albeit difficult, parenting strategies available.
- Work in partnership with the school – it is important that your child knows that parent/carers and school staff are working together to achieve the best for them. Challenging members of staff or making inappropriate comments about the school in front of your child will not teach them about rightful, respectful behaviour.
- Revisit the home school agreement regularly with your child and talk about their role in reaching their goals.
- Attend all Parents' evening and meetings, this will keep you fully informed of your child's progress and help them address any concerns quickly.
- Recognise your child's achievements no matter how small. Praise and encouragement will motivate your child to aim higher.

## **The New Timetable**

Tips for Parents:

- Reassure your child that they will quickly get to know their way around and they move as a group to start with. Most will have mastered it within a couple of weeks. The staff are very understanding about children getting lost to begin with and help is at hand if it is needed.
- Your child will be given a map of the school on the first day of term to help them find their way about.
- Get a copy of your child's timetable which will be issued on the first day of term. Your child will be asked to write it on the back of their journal and it is useful if you can copy this timetable and keep it on display at home so that you and your child can refer to it.
- Encourage your child to learn what lessons they have on which days so that they can become independent.

- Make sure your child knows what to do if they are late or get lost.

## **Organising Books and Equipment At Home**

Key Tasks for Parents before your child starts at MTS:

- Help your child organise their living space so that they have a place for everything to do with school. Try to make sure they have access to a desk.
- Equip them with the tools they will need at home. Keep two sets of everything if possible – one for school and one for home so that losing a pen at school does not stop them doing their homework. A useful home “tool kit” consists of: pencils, pens, rubber, sharpener, crayons, felt pens, whitener, ruler, maths equipment (protractor, compass, set square and calculator), sellotape, glue stick, paper (lined and plain) and plastic wallets.
- A box file or stacking system is useful for students with organisational problems – each file can be labelled with the subject and all books, worksheets etc can be kept ready to pull out and put in the school-bag when required.
- An office two-tier “in tray” is useful for “homework to be done” and “homework completed”.

When your child starts at MTS:

- Encourage your child to glue and worksheet/odd bits of paper into their workbook, otherwise the volume of paper becomes impossible.
- When homework is completed, supervise the “packing of the bag”. This is best done the night before.
- Encourage your child to check their journal for any reminders/notes each night. It’s usually worth double-checking as there are sometimes notes from teachers to you.

## **Strategies for Managing Homework**

In many ways homework makes demands on both Year 7 students and their parents.

- Agree a routine for homework with your child. Life can become a constant “nag” if you don’t start this from the beginning. Homework becomes an increasingly important part of the curriculum as your child goes through school. What he or she starts off doing in Year 7 will set the pattern for attitude towards homework and coursework until they leave in Year 11.
- A good time for homework is after a short break when your child returns from school. Get it out of the way early leaving the rest of the evening free – who wants to start work at 7.00pm?
- Agree with your child that TV, other activities, phone calls etc will only be possible after homework is done.
- Many children will say that listening to music helps them concentrate and do their work. Agree whether this is allowed – some could say that if attention is on your favourite song, it can’t also be on your homework. However, the important thing is to make an agreement and stick to it.

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## Literacy

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### Vision

**All students have a reading age which matches or is above their chronological age.  
All students will leave school with, at least, Grade 5 writing skills.**

At Middleton Technology School we believe that without, at least, basic literacy skills, students will have reduced life chances. A consistent approach to the teaching of Literacy is used across our school to ensure that our vision is met, and communicated, to all.

Here at Middleton Technology School we understand that reading is crucial to a student's success in school. Therefore, those students for whom reading presents more of a challenge we offer an alternative 'Communications' curriculum. Instead of learning a Modern Foreign Language, these students follow a phonics based programme. This allows them the opportunity to return to the phoneme / grapheme relationship and ensure that this information is fully secure in their understanding. Once this is secure students will move onto developing their comprehension skills and those of inference and deduction.

Students in Years 7 and 8 have a weekly Literacy lesson taught by their English teacher. This scheme of work is designed around giving students time to develop their creativity and originality in writing and provides opportunities for students to develop their oral literacy skills.

In addition to this all KS3 students visit the school library regularly with their English teacher to further their reading skills and to encourage and foster the enjoyment of reading. All students are expected to carry a book in their bag as part of their equipment at all times. In addition, all students are expected to, and encouraged to, read aloud in every classroom.

In order to help support us it is very important that you give reading the status, at home, that we give it at school.

### **How to encourage your child to read**

**Read yourself!** Set a good example by reading for fun and talking about the reading you do at work and at home. Let your child know that books are an important part of your life.

**Don't stop reading to your child.** Some children enjoy being read to long after they are fluent readers themselves.

**Visit the library.** Take the family to join the local library – it's free! Make a weekly visit.

**Make a time to read.** Set aside a time for family reading – after school or before bedtime.

**Don't just read books.** Encourage your child to read newspapers, TV guides and magazines.

**Talk about books.** Talk to your child and their friends about their book preferences. Talk about the books you like to read.

**Let your child read with younger children.** Encourage them to read to younger members of the family.

**Keep in touch with school.** Talk with teachers about your child's reading. They will be able to tell you if your child needs any extra help. Find out which books your child is reading in class and read them as well. You can then discuss them together.

**Let them read their favourites.** Don't worry if they want to read the same books again, or stick to one kind of book. If they get really stuck, tell them to ask the librarian or teacher to recommend something they might like.

**Make the story come to life.** Encourage your child to read aloud with expression so the story comes to life. This will help them read more fluently.

**Discuss books.** Ask your child to tell you about the books they are reading: the type of book, the characters, and the plot. Encourage them to have an opinion – Was it a good book? Why?

**Use a dictionary.** Buy your child a dictionary and encourage them to use it to check the meanings of new words.

## **Writing**

To enable us to ensure that all students' writing is excellent we encourage all students, in all subjects, to develop their writing. Expectations are standardised across subjects with a real focus on getting the basics right.

### **How can I help improve my child's writing?**

- Make sure that your child has a space to work on at home.
- Encourage your child to proof read their work and check they are paragraphing their work.
- Help your child to look up words that they are not sure how to spell.
- Encourage your child to use a thesaurus to help them develop their vocabulary.
- Check that their writing is in paragraphs and written in complete sentences, making sure they are using capital letters and full stops correctly.

At Middleton Technology School every teacher is a teacher of Literacy and we are committed to ensuring that every student is able to leave our school with the reading and writing skills required to fulfil their future ambitions.

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## **A Guide to Parents' Evenings**

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Due to the larger numbers of students and the fact that your child now has several teachers, Parents' Evenings are organised rather differently in secondary schools. The dates of the Year 7 Parents' Evening are on the school website. However, a letter will be sent nearer to the time inviting you in to school.

We hold the "Settling In" Parents' Evening in the first term. This is where you see your child's Form Tutor and perhaps the Learning and Progress Co-coordinator to provide an overview of how your child is settling in generally. It is useful to jot down any questions or concerns before the meeting.

For the main Parents' Evening (four weeks before the evening) a letter will either be posted or e-mailed to you with all the details of the evening. Also your child will use the appointment sheet in their school Journal on which they will write the names of their teachers for each subject in order to make appointments with those teachers for you to speak to. If your child doesn't make any appointments please contact their LPC. Most appointments are for 3 minutes. You will need to allow some time for finding and moving between teachers. Try and see as many teachers as possible, especially if there are issues you need to raise with them. Your appointments with the teachers will provide an opportunity for them to tell you how your child is progressing academically, how they behave in class and provide targets for improvement. You will be able to ask any questions or raise any concerns you have. If you or they have major concerns, the teacher will probably suggest a further, longer meeting at another time or refer you to the Learning and Progress Co-coordinator.

On the night itself, teachers will be sitting in the curriculum area groups in classrooms in our STEM C building with the names displayed. There will be someone to greet you in the foyer of STEM C who will mark your attendance; you will also be given a map of the rooms being used. Appointments don't always run to time as delays and over-runs are sometimes unavoidable, so be prepared for some waiting around. If you don't get to see who you were hoping to, you can always make an alternative appointment.

It's a good idea to take your child with you – to hear what their teachers have to say, but also to guide you and find the teachers you have arranged to meet. Finally, don't feel daunted – all new parents will feel exactly the same.

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## **Middleton Technology School: Officially a healthy place to be!**

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We are all too aware these days about the importance of a healthy lifestyle.

To achieve this, we have proven our commitment to the following: healthy eating, physical activity, emotional health and well being and the delivery of an inclusive PSHE curriculum.

If you require any more information about our Healthy Schools status, please contact Mrs. Djebara in school.

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## **School Council**

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We have a student council; this is part of the British values we celebrate in Middleton Technology School. We celebrate democracy and the rule of law and the student council is a perfect vehicle to exercise the student's ability to make decisions and see things happen through their votes.

The student council has recently been revitalised and re-launched. We have a strong body of 20 students voted in by their peers to lead the way in decision making and putting forward discussion points any student may wish to raise.

Mr Palmer and Mr Smith facilitate a meeting once every half term and representatives are invited to bring discussion agenda items. These have recently included uniform changes, outside space, themed meals and charities we may wish to support. We also have a

voting system for all students in the school; a token can be used linked to the council's topic choice.

We encourage discussion and the right to disagree alongside tolerance and respect for each other's opinions. It is a valued part of school life and has had a direct impact on how the school is run for example designing the school skirt or writing the Anti-Bullying Policy.

If you require any more information or wish to be part of the student council when you join our school please contact any of our student council representatives, Mr Palmer or Mr Smith.

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## **Governors**

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The school needs Governors of all types and backgrounds. If you are interested please ask Miss Kellett, our Head teacher, about becoming a Governor yourself. You do not have to be an expert on education - common sense and an interest in the school are what matter.

Parents can access current information about the progress of the school via the School Profile which can be found using the links on the school website at [www.middtech.com](http://www.middtech.com).

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## **Keep Kids Safe (e-mail communication with parents/carers)**

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We always aim to keep parents and carers fully informed about what is going on at the school, however, sending letters home with students can be 'hit and miss', with many letters going astray along the way.

Our aim is to be a **paperless** school, meaning where ever possible all letters will be on the website and sent home via Keep Kids Safe rather than via a paper letter. This will save waste paper, printing costs and the environment.

'Keep Kids Safe' is a service which allows us to email and text message parents and carers with all the important information you need. It means letters will get home, and it saves money and the environment.

Through 'Keep Kids Safe' we will also be able to send instant messages telling you if a student is absent or late, reducing truancy and increasing student safety.

To use the service we do require parent/carer email addresses and mobile numbers, but please be assured these are kept private and confidential.

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## **CCTV**

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"The school operates CCTV on its premises for the purposes of detection, prevention of crime, public order and school discipline. This information will only be shared with outside bodies, eg Police, as permitted or required in law. Further information can be obtained from Middleton Technology School 0161 643 5116".

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## Bicycles

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A bike shed is available on the premises which is locked throughout the day. Students are advised to wear a helmet if they ride to school, and to provide their own lock for added security.

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## Bus Services

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Number 17 Bus from Rochdale and Castleton to Middleton Arndale

Number 59 Bus from Manchester and Blackley to School

Number 80 (GM Bus) and Number 112 runs from Manchester to Middleton via Moston (alight at Grimshaw Lane)

Number 145 (JP Travel) runs from Piccadilly/Arndale to Middleton (alight at the bottom of Sandy Lane)



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## Manchester United Partnership

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Since January 2015 Middleton Technology School has embarked on an exciting 3 year partnership with Manchester United. The aim of the partnership includes

- Develop parental and community engagement
- Pupil mentoring and support network
- Extra-curricular enrichment
- Delivering incentives and recognising achievement across the school
- Developing transition from primary to secondary school.

The school is 1 of the 15 partner schools across Manchester as part of the “Hub of the community” programme. Each hub has exclusive access to different services and events in partnership with the football club and gives pupils the opportunity to be recognised for achievement within school.

The hub officer at Middleton is Nick Pearce who is a UEFA B coach with a degree in Business and Events management and currently works with a broad range of pupils within the school across the year groups. Nick is also the Head Coach for the Manchester United “Street Reds” community session delivered at the school. Mr Pearce is based in the school across the working helping support the individual needs of the pupils of Middleton Technology School.



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## **Middleton Technology Teaching School**

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Middleton Technology School is a nationally designated Teaching School. This means that we provide support, training and opportunities to schools across Rochdale and Greater Manchester to improve and develop them.

As part of our Teaching School, we offer School Centred Initial Training (SCITT). This means that we train people to become teachers, both primary and secondary on site and across schools throughout Rochdale. If you are interested in any aspect of the Teaching School please contact Mrs Livesey or if you want to find out more about becoming a teacher, please contact Mr Paul Jones.

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## Term Dates – 2017 / 2018

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### Autumn Term

<b>Staff Training</b>	<b>Monday 4<sup>th</sup> &amp; Tuesday 5<sup>th</sup> September 2017</b> <b>NO STUDENTS</b>
Students return to school	Wednesday 6 <sup>th</sup> September 2017
Half Term Ends	Friday 20 <sup>th</sup> October 2017
Half Term Holiday	Monday 23 <sup>rd</sup> October – Friday 27 <sup>th</sup> October 2017
Students return to school	Monday 30 <sup>th</sup> October 2017
Autumn Term Ends	Tuesday 19 <sup>th</sup> December 2017
Christmas Holiday	Wednesday 20 <sup>th</sup> December 2017 – Wednesday 3 <sup>rd</sup> January 2018

### Spring Term

Students return to school	Thursday 4 <sup>th</sup> January 2018
Half Term Ends	Friday 9 <sup>th</sup> February 2018
Half Term Holiday	Monday 12 <sup>th</sup> February – Friday 16 <sup>th</sup> February 2018
Students return to school	Monday 19 <sup>th</sup> February 2018
Spring Term Ends	Thursday 29 <sup>th</sup> March 2018
Easter Holiday	Friday 30 <sup>th</sup> March – Friday 13 <sup>th</sup> April 2018

### Summer Term

Students return to school	Monday 16 <sup>th</sup> April 2018
<b>Bank Holiday</b>	<b>Monday 7<sup>th</sup> May 2018</b>
Half Term Ends	Friday 25 <sup>th</sup> May 2018
Half Term Holiday	Monday 28 <sup>th</sup> May – Friday 1 <sup>st</sup> June 2018
Students return to school	Monday 4 <sup>th</sup> June 2018
Summer Term Ends	Friday 20 <sup>th</sup> July 2018