

# INFORMATION FOR PARENTS AND CARERS OF NEW STUDENTS

2024-25



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# WELCOME

Welcome to Myton School where we have high expectations for all our students. They are here to learn, and to ensure that happens we expect them to work hard, to behave well, to wear their uniform with pride and to follow all our school rules.

Ours is a school where every member of our community is valued. You can be sure that during their time here your child will be nurtured, encouraged, challenged and supported in order to truly thrive and achieve their full potential.

We're looking forward to welcoming your child in September 2024 and the whole family into the Myton community. If you have any queries, please do ask us, or get in touch by email if you prefer.



Andy Perry - Head Teacher  
Email: [head@myton.co.uk](mailto:head@myton.co.uk)



# OUR MISSION

At Myton we relentlessly pursue our aim of preparing all our students for lifelong success.

This mission is built upon our four key principles: **Creating self assured learners** who can confidently navigate their way through their studies; **removing barriers** which may hinder progress; **working together** for the good of the community; and **investing in futures** to ensure all students aim for the very best.

## WELLBEING AND ANTI-BULLYING

We are committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to confide in an adult and know that incidents will be dealt with promptly and effectively.

## RIGHTS & RESPONSIBILITIES

- All members of the school community have the right to feel safe.
- All members of the school community have the right to be respected.
- All members of the school community have the right to learn.
- All members of the community have the right to be listened to and to share their thoughts and feelings.

Students are expected to:

- Show courtesy, respect and good manners to all members of the school community, including visitors.
- Be polite, thoughtful, helpful and understanding towards each other.
- Work hard, try their best and aspire to achieve their full potential.
- Ensure that they are good ambassadors for our community.
- Do their best to promote and live by British values.

## REWARDS

We recognise good behaviour and outstanding attendance with merits, letters and postcards home, rewards and celebration events.



# THE SCHOOL DAY

	TIME
TUTOR TIME	8.40 - 9.00
PERIOD 1	9.00 - 10.00
MOVEMENT*	10.00 - 10.05
PERIOD 2	10.05 - 11.05
BREAK	11.05 - 11.25
PERIOD 3	11.25 - 12.25
MOVEMENT*	12.25 - 12.30
PERIOD 4	12.30 - 1.30
LUNCH	1.30 - 2.10
PERIOD 5 - YEARS 7, 8, 9	2.10 - 3.10
PERIOD 5 - YEARS 10, 11, 12, 13	2.10 - 3.15

\*movement between classes

# TERM DATES

	START	FINISH
AUTUMN TERM 2024	Wednesday 4 September 2024 (Years 7 & 12 only)	Friday 20 December 2024
HALF TERM	Monday 28 October 2024 to Friday 1 November 2024	
TRAINING DAYS	Monday 2 September 2024, Tuesday 3 September 2024, Thursday 26 September 2024, Friday 6 December 2024	

	START	FINISH
SPRING TERM 2025	Tuesday 7 January 2025	Friday 11 April 2025
HALF TERM	Monday 17 February 2025 to Friday 21 February 2025	
TRAINING DAYS	Monday 6 January 2025, Friday 28 March 2025	

	START	FINISH
SUMMER TERM 2025	Monday 28 April 2025	Friday 19 July 2025
HALF TERM	Monday 26 May 2025 to Friday 30 May 2025	
TRAINING DAYS	Monday 21 July 2025	
BANK HOLIDAYS	Monday 5 May 2025	



# SAFEGUARDING

We are wholly committed to safeguarding and promoting the welfare of children and young people, and we believe that keeping children safe is everyone's business.

## OUR SAFEGUARDING TEAM



Carolyn Haines



Charlotte Durden



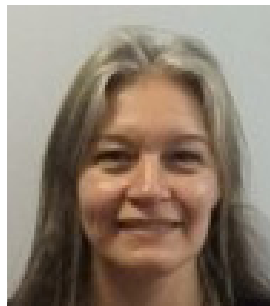
Mark Aynsley



Neil Phipps



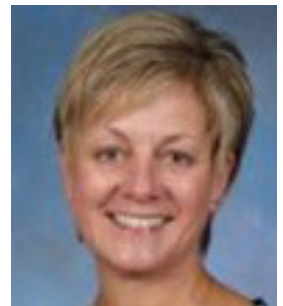
Keren Adkins



Kerry Dulley



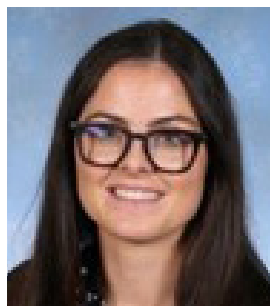
Sarah Wyatt



Jan Voss



Demi Pretty



Bailey Orton



Elle Jones



Ryan Field



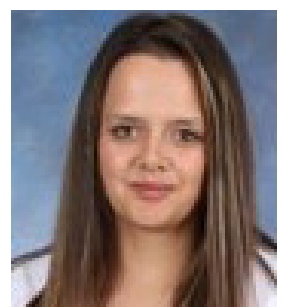
Sally Montague



Anissa Rafiq



Sean Johnson



Rebecca Barritt

# YEAR GROUPS

The school is divided into year groups, each with a Head of Year who oversees the academic wellbeing of the students in that year.



Head of Year 7  
James Hibbard  
hibbard.j@myton.co.uk



Head of Year 8  
Peter Stone  
stone.p@myton.co.uk



Head of Year 9  
Yasmin Zahran  
zahran.y@myton.co.uk



Head of Year 10  
Joe Wilson  
wilson.j@myton.co.uk



Head of Year 11  
Becky Bird  
bird.r@myton.co.uk

# TUTOR GROUPS

There are ten tutor groups in each year. There are approximately 28 students in each tutor group. Your child's Form Tutor will be the first point of contact for parents and students.

# PASTORAL LEADS

Each year group also has a Pastoral Lead, who works with Form Tutors to oversee the pastoral wellbeing of students in that year.



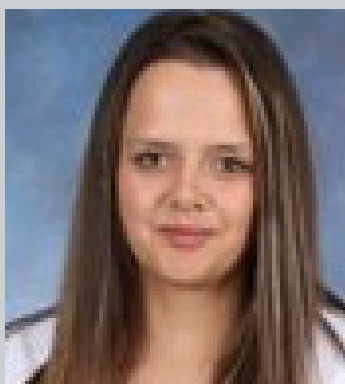
Pastoral Lead  
Keren Adkins  
adkins.k@myton.co.uk



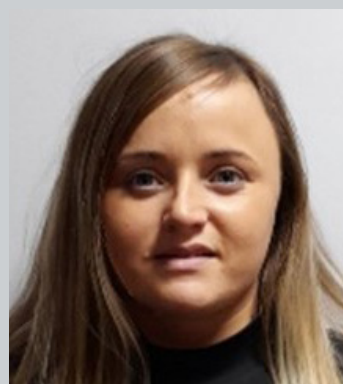
Pastoral Lead  
Lisa McLawrence  
mclawrence.l@myton.co.uk



Pastoral Lead  
Elle Jones  
jones.e@myton.co.uk



Pastoral Lead  
Rebecca Barritt  
barritt.r@myton.co.uk



Pastoral Lead  
Demi Pretty  
pretty.d@myton.co.uk



# UNIFORM

## UNIFORM FOR ALL STUDENTS IN YEAR 7 - 11

- Branded blazer
- Optional black v-neck jumper
- Tie
- White shirt (long or short sleeved)
- Black trousers or black pleated skirt (no shorter than 10cm above knee)
- Black leather-style shoes (no sports logos or boots, no trainer style branded footwear such as Air Force Ones)
- Plain black, grey or white ankle socks (not patterned, not fluffy, no frills and no sports logos)



## PE UNIFORM FOR ALL STUDENTS IN YEAR 7 - 11

- Red polo shirt with Myton branding
- Optional rugby top
- Black shorts or skirt
- Optional fleece with Myton branding
- Long black games socks
- White sports socks
- Optional plain black tracksuit bottoms (no logos or stripes)
- Optional plain black sports leggings (no logos or stripes)
- Optional black base layer worn below top
- Either trainers or astro boots
- Moulded/bladed boots
- Safety: all students should have a pair of shin pads and a gum shield to wear when instructed to by the PE staff



## OTHER UNIFORM RULES

- Hair: No extreme hairstyles, including colours/cuts.
- Jewellery: A single stud earring in each ear; no facial piercings including nose studs; no other jewellery permitted.
- Nails: No coloured nail varnish or acrylic nails allowed. Nails should be kept to a sensible length that will not affect safety and participation in PE, other practical subjects, or a student's ability to write.
- Make up: Must be light and insignificant.

# EQUIPMENT LIST

- Pencils
- Pencil sharpener
- Rubber
- Ruler
- Reading book
- Pencil case
- Pens
- Coloured pens
- Scientific calculator
- Bag
- Pair of compasses
- Protractor
- Glue stick

You can buy most of these items from your Pastoral Leader. Prices start from 10p for pencils, rubbers, sharpeners, etc. to £9.30 for a scientific calculator.



# THE CURRICULUM

## KEY STAGE 3

In Key Stage 3, students are placed in ability groups for some subjects and remain in mixed ability groups for others.

In Years 7 and 8, students study a broad range of subjects:

- Art
- Computer Science
- Design Technology
- Drama
- English
- Geography
- History
- PSHE
- Mathematics
- Music
- Physical Education
- Religious Studies
- Science
- MFL - Spanish and German/French

In Year 9, students start to take control of their curriculum, choosing from a range of technical and creative subjects alongside the core subjects:

- Art\*
  - Computer Science\*
  - Creative ICT\*
  - Dance\*
  - Drama\*
  - Food Prep & Nutrition\*
  - French/Spanish/German
  - Geography
  - History
  - Mandarin/Italian (after school)\*
  - Media Studies\*
  - Music\*
  - Photography\*
  - Product Design (Graphic Products or Resistant Materials)\*
  - Fashion Textiles\*
- \*Option subjects

## KEY STAGE 4

As they move into Years 10 and 11, students choose four option subjects alongside the core of:

- English Language
- Mathematics
- PSHE and World Views\*
- Physical Education\*
- English Literature
- Science\*\*

\* Non examined

\*\*with an option for Triple Science

They select their options from the subjects available in Year 9, plus Business Studies, Film Studies, Health & Social Care and PE (examined), Economics, Hospitality & Catering.



# HOME LEARNING

Teachers will set all home learning activities using a website (also available through a phone app) called Satchel: One. We will help guide students and parents through using this system in order to stay up to date with all their homework tasks.



## HOW TO SUPPORT YOUR CHILD AT HOME

As your child progresses through school, the support they need will change. However, here are a few simple things you can do to ensure they get the most from school:

- Encourage curiosity – Talk about issues, ideas and things that are happening locally, nationally and internationally.
- Support home learning – If possible, have a place where your child can keep all their books and stationery organised and where they can comfortably work.
- Promote reading at home – Read yourself and show an interest in the books your child is reading. Don't think you have to stop reading with them just because they are older.
- Take an interest in your child's exercise books and work. Challenge inconsistent presentation and incomplete work and ask about the comments made by teachers and their responses. You'll notice that we insist that students address mistakes or gaps in learning through the use of reflection time in lessons. Students may use a purple pen in their books to do this.
- Praise the effort your child seems to be putting in and celebrate what we learn from sometimes getting things wrong.
- Support their developing organisational skills, especially in Year 7 but also as your child moves through the key stages.

# THE LIBRARY

Our school library - the Learning Resource Centre is available to all year groups and LRC staff are happy to help students find information and books for study, reading for pleasure and leisure interests. It also provides a quiet working environment to read and do homework and is open both before and after school as well as at break and lunch times.

There are networked computers available for students to use during lessons, before and after school and at break and lunchtimes.



## CATALOGUE

All resources are catalogued on our Library Management System, Accessit. The catalogue currently has around 11,000 items which can be searched.

Accessit allows students to keep an eye on their library account, search for books on the LRC catalogue and post reviews on the books they have read. These can then be read by other students. Accessit may be accessed by clicking on the icon on the school's Intranet Home page or through the LRC pages of the school website.

## BORROWING

You may borrow up to 2 items at a time for up to 21 days. Some other items may only be borrowed overnight.

## LRC SHOP

The LRC shop sells a wide range of stationery items, including maths equipment, memory sticks and calculators.



# CONTACTING MYTON

## THE SCHOOL OFFICE

You can call the school office on 01926 493805 between 8am-4pm during term time.

You can also use the same telephone number to report a student absence or email [attendance@myton.co.uk](mailto:attendance@myton.co.uk).

Alternatively, you can email [enquiries@myton.co.uk](mailto:enquiries@myton.co.uk) and we will forward your message to the appropriate person.

Staff aim to respond to all email messages within 2-3 working days, or more quickly if at all possible. Please bear in mind when emailing teaching staff that they may have a busy teaching timetable that day or may work part-time.





# SCHOOL COMMUNICATIONS

## REPORTS AND PARENTS' EVENING

We send out reports informing you of your child's progress on a regular basis via SchoolPost. You will need to enter your password to view reports to ensure the information is kept secure. We also have Parents' Evenings for each year group once a year where you can meet all of your child's teachers and discuss their learning. The dates of Parents' Evenings are listed on our website. You will also receive a letter in September with key dates for the year. There are other occasions where you may be invited into school for specific information evenings, such as for those parents of children with SEND, or as part of a targeted evening to support your child.

## SCHOOL MESSAGES

We operate a communication system called SchoolPost and use the system to send you emails (and occasionally text messages). It also provides you with a personal online 'mailbox' where you can view a record of all your messages from the school and, where appropriate, complete simple reply forms. An account is automatically created for you and you will be sent a link to set your own password. By default you will not need to log in when clicking links from emails unless they contain sensitive information.



We use the system to:

- Inform you about school activities and information regarding your child.
- Inform you when your child is marked absent in registration.
- Contact you urgently when necessary.

We use the email address and mobile number that you gave us on the data contact sheet. If you change your contact details please let the school know as soon as possible via SIMS Parent Lite or by email to [parents@myton.co.uk](mailto:parents@myton.co.uk). The system is secure and communications about your child can only be received by you. Your contact details will not be used for any purpose other than school business.

## WEEKLY NEWSLETTER

Every Friday during term time, we email all parents with a copy of our weekly newsletter. This contains a message from the Head Teacher, school announcements, information about forthcoming events, and news stories including sports news. We also use it to celebrate the many and varied achievements of our students.

# MONEY

## PARENTPAY

Myton School is cashless and uses the online electronic payment service called ParentPay. This system is used in many schools in Warwickshire and offers you the freedom to make payments to the school whenever you like, safe in the knowledge that the technology used has the highest internet security available.

Payment of school meals, music tuition fees, lost library books, school fund contributions and school trips all need to be made using ParentPay.

We'll provide you with more information about how to set up your account during the summer holidays before your child starts – this means you can top up the account in time for the first day of term.



## FINANCIAL HELP

We have a hardship fund for families who need financial support during their child's education at Myton School to help with the costs of uniform, trips and curriculum materials. For more information please see our website or contact the Finance Office at [finance@myton.co.uk](mailto:finance@myton.co.uk).

If you think you might be eligible for free school meals, please go to [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals) or call 01926 359189 and they will be able to help you apply.

## THE SCHOOL FUND

The School Fund is used to provide services and equipment not covered by the school budget but that make a real difference to the education of our students here at Myton. A donation of £15 per term, per family, would be most welcome, but if you can afford more, be assured that your money is going to support your child.

Please make your donation using the ParentPay system where you will see an option for Myton School Fund Account. We are eligible to claim tax relief on donations and we would greatly appreciate you completing the Gift Aid form which is available on our website or from the Finance Office.

# GETTING TO SCHOOL

## CYCLING

At Myton we are delighted that so many (about 400) of our students choose to cycle to school. We provide covered and lockable bike sheds and shelters on the yard, but since we cannot guarantee 100% security, students need to lock their bikes up, preferably with a D Lock.

Students should make sure their cycles are inspected for road-worthiness from time to time. We also ask students to dismount at the school gate and not ride their bicycles in the school grounds.

We strongly recommend that they wear cycle safety helmets and reflective bands. It is also a good idea for them to have done a bikeability course. We often run these in school so please keep an eye out in the Weekly Newsletter for updates.



## WALKING TO SCHOOL

Students who walk to school from the Warwick area should allow plenty of time to do this. St Nicholas Park floods fairly regularly and Charter Bridge becomes impassable.

## BUSES

You may be entitled to free transport for your child if you live over three miles from school and Myton is your closest school or priority/catchment school. If your child is not entitled to free transport the vacant seats scheme allows them to travel on certain Warwickshire County Council services after all entitled travellers have been allocated.

For further information concerning school transport, please go to: [www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel) or contact the WCC Transport Office on 01926 412929.

## CARS

Please don't drive into the school drive or bus parking area. We also ask you not to use the school entrance or local roads as turning circles. We try to maintain a good relationship with our neighbours and would ask that parents do not block driveways of houses in the minor roads near the school.



# BUS ROUTES

BUS	STOPS	OPERATOR
30 - Whitnash	Heathcote St Margaret's Road Sydenham Drive – Berrington Road Sydenham – Gainsborough Drive Leamington Spa, High Street Myton School	Stagecoach am Stagecoach pm  Tel: 01604 676060
31 - Sydenham (commercial route)	Heathcote Crossroads Plough & Harrow Myton School	Stagecoach am Stagecoach pm  Tel: 01604 676060
77 - Long Compton/ Gaydon	Kineton Southam Street Gaydon Green Lighthorne Heath Warwick – Castle Gates Myton School	Stagecoach am Stagecoach pm  Tel: 01604 676060
530 - Bishops Tachbrook	Bishops Tachbrook, Mallory Road Bishops Tachbrook, The Leopard Tachbrook Road/Ashford Road Myton School	Stagecoach am Stagecoach pm  Tel: 01604 676060
532 - Warwick Gates (commercial route)	Oakley Grove Falstaff Grove, Myton School	Stagecoach am Stagecoach pm Tel: 01604 676060
533 - Hatton Park	Charingworth Drive Church Road Curlieu Lane, Hampton Road Shakespeare Ave Myton School	AI Minibus am AI Minibus pm  Tel: 02476 402543

For more information concerning school transport and timetables please go to: [www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel) or contact the WCC Transport Office on 01926 412929.

# CATERING

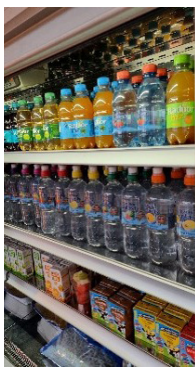
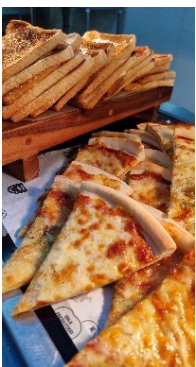
Myton School operates excellent kitchen and dining facilities in partnership with Alliance In Partnership (AIP), our external caterers, who have vast experience in providing quality catering within a school environment.

The school encourages all students to use this service which provides a breakfast, breaktime and lunchtime service from a variety of eating outlets located across the school.

## BREAKS - BREAKFAST, BREAKTIME AND LUNCH

Students can top up their energy levels throughout the day with a variety of options, including sandwiches, wraps and baguettes; pasta, noodles, and rice pots, hand-held snacks, fruit pots, drinks and cakes.

Students may bring their own packed lunches into school.



## FREE SCHOOL MEALS

Children who are entitled to free school meals will have their lunch accounts automatically credited and they can spend the money on food from the school dining room. Further details are available on our website, alternatively, further information is available at [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals) or by calling 01926 359189 where they will be able to take application details.

## CASHLESS CATERING

Students and staff pay for food and refreshments at Myton School using a cashless catering system called 'ID Store Biometrics' supplied by Cunninghams. This system uses a scanned image of the finger to create a mathematical algorithm and then discards the finger image. This system has now been in use at the school for several years and this and similar systems are used by a large number of schools across the country.

The benefit we have seen resulting from the use of this system has been a significant increase in service speed over break and lunchtime, which leads to shorter queues and waiting times. It provides quicker recognition of customer details and confidentiality of student details.

We ask you to give your consent via a Biometrics Opt-In Form sent to you when you accepted your place at Myton School. Once we have received this consent, your child will be enrolled on the database on the first day of term.

If you choose not to give your consent, the system can be operated using a PIN, although we have found that this does slow down the recognition process when a student is being served. Once your child is registered, you will be able to credit your child's school food account by using the ParentPay system. This also allows you to see what your child has chosen on any given day.

# CLUBS, MUSIC & TRIPS

## CLUBS

We have a full timetable of clubs and activities before and after school and during lunchtimes. Clubs include: art, imagineering, creative writing, crocheting, mindfulness, debates, and the many sports clubs we run.

Our clubs are open to students of all abilities. We have a successful choir and our drama clubs run two major school productions each year.



## MUSIC LESSONS

We offer tuition to anyone who has a passion for singing or playing an instrument. If your child is a beginner they will be able to borrow an instrument free of charge for the first year. Please contact the Finance Office on 01926 405747 for more information.



## TRIPS

At Myton we offer trips to UK and international locations to support different subject areas. Trips provide fantastic opportunities for students to gain a much wider experience of the world, whilst giving them the opportunity for personal and social development. We often ask for a voluntary contribution to enable us to run a trip; however, we offer financial assistance to families on a low income.



## PERSONAL DEVELOPMENT

At Myton our Personal Development curriculum takes students from Year 7 up to Year 11 and beyond. Students receive lessons to develop them as citizens of the world through PSHE lessons, assemblies and the tutor programme which takes place daily. Throughout the year there are opportunities for students to develop skills and work towards personal character goals which help prepare them for 'lifelong success'. These goals are linked to rewards and recognition systems and act as a shared language between staff and students.

# WHAT DO I DO IF.....

PROBLEM	WHAT TO DO
My child has lost something.	Your child should retrace their steps to the classrooms they have been to and also have a good look through all their belongings. If they still can't find what they have lost they should go to the lost property area in main reception to see if it's been handed in to lost property. Please ask them to do this before or after school, or during break or lunchtime.
My child has forgotten their homework or something else important and I would like to drop it off for them.	You can drop the item off at Reception.
I think my child is being bullied or I think another child might be being bullied.	Contact your child's Pastoral Lead or Form Tutor to discuss/report it (the email addresses are on our website via the contact page). If you want to do it anonymously you can fill in the confidential form on our website. The Pastoral Lead will investigate and see whether this is conflict (a one-off or not one-sided) or bullying (repeated, targeted, and often one-sided), and will put actions in place to resolve the matter.
Something is going on at home that school needs to know about.	Contact your child's Pastoral Lead, Head of Year or Form Tutor to let them know (the email addresses are on our website via the contact page).
My child has a problem with a particular subject.	You can either contact your child's Form Tutor or their class teacher direct. All staff email addresses are listed on the school website.



# ATTENDANCE

If, for any reason, your child is absent or late, please make sure you let us know before 9am by calling 01926 493805, selecting option 1 and leaving a message explaining the reason. Alternatively, please email the absence mailbox on [attendance@myton.co.uk](mailto:attendance@myton.co.uk). Please do this every day they are off school.

If your child misses morning registration and we haven't been informed, we will attempt to make contact with you to find out the reason for their absence. We follow up all absences for safeguarding reasons and to identify whether the absence is approved or not. All absences are marked as unauthorised until we get a satisfactory explanation from you.

## MEDICAL APPOINTMENTS

Where possible, please avoid making medical appointments (including dental appointments) during school hours. Contact your child's Form Tutor to explain why you need them to leave school. You can do this by email or you can send in a note. The Form Tutor signs it. Your child should go to Main Reception to tell them they are leaving school and sign out. They should sign back in again when they return.

## LATE ARRIVALS

If your child is late for morning registration, they will be marked as late. Students who are late without a reason being provided by a parent through the above procedures will receive a break time detention to make up the lost time.

## SIGNING IN & OUT

If your child arrives late, for whatever reason, they must sign in on the touch screen at Reception. Similarly, they must sign out if they need to leave during school hours. This is so that we can keep the register up to date in case of fire or other emergency. Before they sign out, students must speak to a member of staff at Reception to tell them they are leaving school. Parents and carers must inform the school directly if their child needs to leave school.

## GENERAL

If your child's attendance drops below 97%, our attendance team will contact you to establish if any support is needed. If their attendance continues to drop, the Head of Year will work with you and your child to improve their attendance.

# SCHOOL GOVERNORS

**Chair of Governors:** Mr Mike Oldridge  
**Vice Chair:** Mr Pete Freeman  
**Head Teacher:** Mr Andy Perry  
**Patron:** Mr Matt Western MP

GOVERNORS	ELECTED ROLE	COMMITTEE CHAIR
Mr P Freeman	Appointed by Academy members	Vice Chair of Governors
Mr T Garner	Staff Governor	
Cllr J Grey	Appointed by Academy members	Vice Chair of Finance, Personnel and External Committee
Mr M Oldridge	Appointed by Academy members	Chair of Governors, Safeguarding Governor
Mr S Payne	Appointed by Academy members	Chair of Finance, Personnel and External Committee
Mr A Perry	Staff Governor	
Mrs S Popat	Parent Governor	
Mrs B Sahota	Parent Governor	
Mrs K Sherratt	Co-opted Governor	
Mr J Tracey	Parent Governor	

**Please contact Governors:** c/o Clerk to Governors, Myton School, Myton Road, Warwick, CV34 6PJ

Email: [clerk@myton.co.uk](mailto:clerk@myton.co.uk)



MYTON SCHOOL

Myton School  
Tel: 01926 493805  
[www.mytonschool.co.uk](http://www.mytonschool.co.uk)