



***The Abbey School***

***01795/532633***

*Student Handbook  
2016/2017*

“This is a Good school in all areas, where  
students are exceptionally well-cared for.”  
OFSTED May 2013

Personal Development and Well-being

The Abbey School  
London Road  
Faversham  
Kent ME13 8RZ

[www.abbeyschoolfaversham.co.uk](http://www.abbeyschoolfaversham.co.uk)

Childline - 08001111



## *Development and Well-being*

Dear Student,

Welcome to the Abbey School. We will do everything we can to help you achieve the very best in your education, personal development and well-being. It is just as important that we ensure you are happy, feel safe and stay safe. This is so important the government has told all schools that they must do everything they can to make this happen.

This is what we do at the Abbey School.

- We have an exciting and relevant curriculum which will ensure you achieve the best you can academically. We want you to be able to go forward into life, confident, able to gain a good career and have future economic well-being.
- You will participate in a relevant and comprehensive Personal Social, Health and Emotional Education. This will equip you with the skills and knowledge to make the right decisions and to keep you safe, healthy and happy, while you are growing up and in your future life.
- We offer a wide and diverse range of enjoyable recreational and learning activities as well as opportunities in and out of school time. These will help to extend your school experience, social skills and enjoyment of your time with us at the school.
- There is also an accessible and wide range of support to help you solve any problems you may have, so that you can have the best possible well-being and happiness and achieve the best you can.

Please take the time to read through this handbook and if you can, do this with a parent or carer. We hope you find it useful. If you think of something that should be included but is not, or you have any comments on how this Handbook could be improved, please do email me at [ltemple@abbeyschoolfaversham.co.uk](mailto:ltemple@abbeyschoolfaversham.co.uk)

Mrs L Temple  
Director of Inclusion

## *Worried? Need to talk?*

If you are ever worried about anything in school or outside of school and you would like to talk to someone, there are lots of people in the school who will listen to you and help you change things, to make things better.

## *Who can I talk to?*

You can talk to anyone in the school. Everyone in the school has been trained to know what to do if a student asks them for help. They may help you directly or take you to someone who will help you.

- Normally the first and best person to talk to is your form tutor. They will know you best and will help you, or talk to someone who has extra skills to help you
- You can speak to a teacher or member of the support staff who will do the same
- The Pastoral Support Co-ordinators are also skilled at helping students talk through problems

Lower School Years 7 and 8:

Upper School Years 9, 10 and 11:

Upper Floor B Block – B12

Ground Floor S Block

*People who ensure your personal development and well-being is the best it can be and who make sure the school does its best for you to achieve and be happy.*

## **The Senior Leadership Team**

Mrs Woodend	Headteacher
Mr Dickens	Deputy Headteacher-Lower School
Dr Speller	Deputy Headteacher-Upper School
Mr Stucken	Assistant Headteacher Lower School/Teacher of Geography
Mrs Lucas	Assistant Headteacher Upper School/Teacher of English
Mrs Spring	Assistant Headteacher/Teacher of ICT
Mr Finlan	Assistant Headteacher/Teacher of PE
Mrs G Parsons	Assistant Headteacher/Special Educational Needs Co-ordinator/Teacher of English & PE
Mrs Temple	Director of Inclusion and Designated Child Protection Co-ordinator
Ms T Riley	Chair of the Governing Body

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## *People in school who will help you achieve and be happy*

### **Form Tutors**

Form tutors have responsibility for a group of students they will see each day at registration, for at least a whole year. They will really get to know you and will:

- Teach you about Personal Health and Social Education
- Monitor your well-being, progress, uniform and equipment, behaviour, attendance and punctuality
- Help you with any questions you have about school
- Help you with any problems you have
- Communicate with your parent/carer through the Planner or by personal telephone calls or meetings
- Respond to contact from parents/carers

### **Heads of Year and Lower and Upper School Managers**

Mrs Carney	Year 7 and Transition Manager
Mr Youard	Head of Year 8
Miss Day	Head of Year 9
Mrs Cooper	Head of Year 10
Miss Muckian	Head of Year 11

Responsible for:

- Student academic progress and personal well-being
- Standards of uniform, equipment, punctuality and attendance
- Form tutors in their year

### **Year Pastoral Support Co-ordinators**

Lower School	Mrs Prebble Mrs Collins
Upper School	Mrs Shaddick Mrs Farmer

*People in school who will help you achieve and be happy*

### **Additional Educational Needs**

Mrs G Parsons – Assistant Headteacher for Inclusion and  
Special Educational Needs Co-ordinator

Responsible for:

- Identification, assessment and support for students with Additional Educational Needs
- Oversees Learning Support
- Manages Teaching Assistants
- Oversees the Alternative Curriculum and Progress and Achievement of Children in Care

### **Pastoral Support Co-ordinators**

Mrs Prebble and Mrs Collins	Lower School
Mrs Shaddick and Mrs Farmer	Upper School

- Anti-bullying and restorative approaches
- Support for vulnerable students
- Well-being and keeping safe
- Referrals to other people who can help in school or outside of school
- Contact with parents and carers
- Supporting standards of uniform, equipment and student progress
- Academic support

## *People in school who will help you achieve and be happy*

### **Peer Mentoring Co-ordinator**

Mrs Blythe

- Co-ordinate peer mentors and the students who can be helped by them
- Recruit and train peer mentors

If you feel that you might be able to listen and help your fellow students or would like to talk to a fellow student about your concerns, then please see Peer Mentoring Co-ordinator Mrs Blythe, or speak to your form tutor.

## *People in school with special skills and training*

### **Mrs Tanner – School Counsellor**

- One to one private and confidential therapeutic counselling sessions for students with long term concerns.
  - Speak to your form tutor or pastoral co-ordinators for a referral to Mrs Tanner.

### **Mr Hartfree – Behaviour Specialist**

- One to one advice on self management skills, to improve self esteem and behaviour.
  - Speak to your form tutor or pastoral co-ordinators for a referral through Mrs Parsons

*People in school who make sure the best opportunities are available to you for you to achieve and be happy.*

### **Mrs Temple – Director of Inclusion**

- Oversees the safeguarding and child protection of all students
- Monitors students' wellbeing
- Co-ordinates Children in Care needs and progress
- Oversees help for students and families
- Works with people and partner agencies outside of school, which can help students and families.

### **Mr Jago – Attendance and Student Support Manager**

- Oversees and supports Attendance
- Deputy Designated Safeguarding Lead

### **Mrs Page – Head of House System**

- Oversees the house system and heads of houses
- Oversees what you learn in Personal, Social Health and Emotional Education for:
  - Sexual Health Education
  - Drugs Alcohol and Tobacco Education
  - Safety – including on-line safety
- Oversees Student Voice
- School Council
- Eco Warriors

## **Mrs Frorath – Head of Autism Centre**

The Abbey Autism Centre is a resourced provision which forms part of The Abbey School.

### **What is ASD?**

ASD (Autism Spectrum Disorder) is a term which covers both Autism and Asperger syndrome.

Autism is a lifelong developmental disability that affects how a person communicates with, and relates to, other people. It also affects how they make sense of the world around them.

It is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways. Some people with autism are able to live relatively independent lives but others may have accompanying learning disabilities and need a lifetime of specialist support. People with autism may also experience over- or under-sensitivity to sounds, touch, tastes, smells, light or colours. Asperger syndrome is a form of autism and on the whole people with Asperger syndrome have fewer problems than those with Autism.

### **What does the Centre offer?**

Students from the Autism Centre attend mainstream lessons along with all other students. They may have extra support within the classroom if needed and access to a Personal Social Development programme to help them with some of the areas with which they may struggle. Students can also access the Centre at break and lunch and spend time doing activities of their own choosing. This provision is also available to any student who may find the playground and unstructured time overwhelming. The Centre also has a part time Speech and Language Therapist who runs Functional Communication Skills groups which aim to help students with their social communication and interaction. We have high expectations for all of our students and encourage them to set their own personal goals to help them fulfil their potential.

## *Personal, Social, Health and Emotional Education*

Across all the years you are at the Abbey School, you will learn about the following areas in the PSHE sessions and extended form time:

- Careers Information and Guidance
- Health, Nutrition and Fitness
- Financial Capability
- Learning to learn
- Social Emotional Aspect of Learning
- Drugs Alcohol and Tobacco Education
- Sex and Relationships Education
- Safety Education, including On-line safety

## *Remember!*

- You have the right to be happy, protected and safe
  - Speak to someone
  - Share your problem
  - Get help to solve your problem
  - Get help to help you solve your problem
- Every problem has a solution
  - Sharing your problem by talking to someone you trust will help you feel better and will be the start of making things better
  - Don't worry about what people will think of you because of your problem – you won't be the first person to have your problem
- If you don't get the answer from the first person you talk to, ask someone else
  - Don't give up
  - You deserve to be listened to and to have things made better so that you can achieve the very best and be happy.

## *Useful Information*

There are other handbooks and publications available for students such as:

- Transition from Primary School Induction Pack
- Attendance Guide
- School Prospectus
- Upper School Options Pack
- 6<sup>th</sup> Form Prospectus
- Extra Curricular Opportunities (after school clubs) booklet
- Autism Students Induction booklet

This information and more is on the school website.

Please talk to your form tutor about these, or for any other information you need.

If you do not feel like talking to someone you know contact:

Childline: 0800 1111 (calls are free)

## Using the Internet safely at home

To keep safe you should.

- use websites recommended by teachers and use a student friendly search
- be aware of who created the website and possible bias within information
- only email people you know.
- exercise caution before opening an email sent by someone you don't know
- use internet chat rooms with caution and know how to block unwanted users
- not use your real name when using names on the Internet – create a nick name
- never give out a home address, phone or mobile number
- never email your school name or a picture in school uniform (even to a friend)
- never arrange to meet anyone alone
- if you are considering meeting anyone you have had contact with online, always tell an adult first
- only use a webcam with people you know and turn it off if it is not in use
- tell your parent or carer immediately if you encounter anything with which you are unhappy
- report concerns to the Child Exploitation & Online Protection Centre (CEOP) using the eye report abuse icon
- avoid using websites about which you feel you could not tell your parent or carer

## **Cyber Bullying**

Cyber bullying is when a person, or a group of people, uses the internet, mobile phones or other digital technologies to threaten, tease or abuse someone. It's against the law to bully someone in this way and if someone is being mean or threatening you, something can be done to stop them.

There are lots of ways cyber bullies can target someone, some of which may be:

- Email
- Instant messaging and chat rooms
- Social networking sites
- Mobile phone
- Abusing personal information

### ***I'm being bullied online, how can I make it stop?***

Although cyber bullying can't physically hurt you it can still make you feel bad and it is a form of emotional abuse. No one has the right to make you feel like this. It might seem that there is no way to make it stop, but there are things that you can do to prevent it from happening or make it stop.

- Talk to someone you trust like a parent, carer or teacher. They can help you sort it out. Or you can call Childline: 0800 1111 (calls are free), to speak to someone who can help you.
- Don't reply to any messages you receive, as this may encourage the bullies.
- Keep a copy of the abusive emails, texts or messages that you receive and when they were sent to you.
- Never give out any personal details on the internet such as your real name, address, age or phone number. Even telling someone which school you go to can help them find out information about you.

What is the minimum age for account holders on these social media sites and apps?

# Age Restrictions for Social Media Platforms

**13**

Twitter  
Facebook  
Instagram  
Pinterest  
Google+  
Tumblr  
Reddit  
Snapchat  
Secret

**14**

LinkedIn

**16**

WhatsApp

**17**

Vine  
Tinder

**18**

Path

**18 / 13 with parent's permission**

YouTube  
WeChat

Keek  
Kik

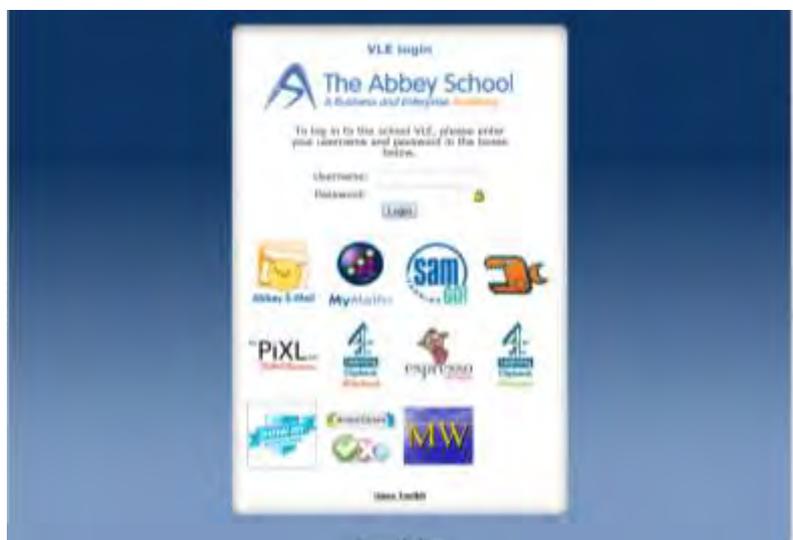
Foursquare  
Flickr

*Age specified in the platform's terms of service as of 09/2014.*

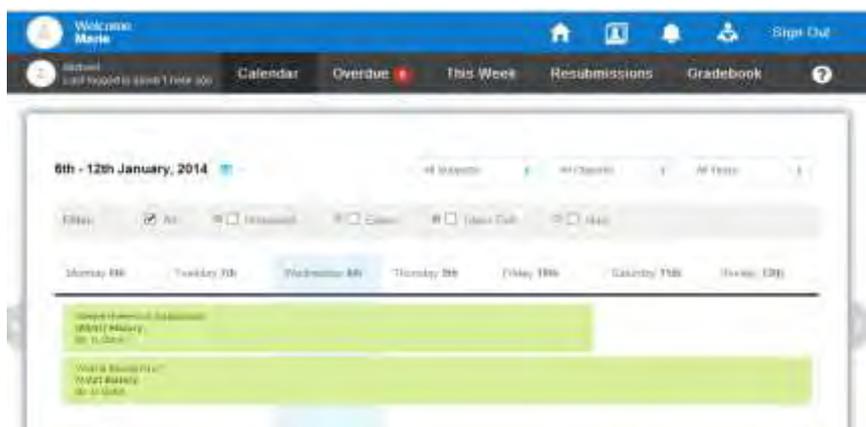
## Show My Homework

From November 10<sup>th</sup> 2014, all teachers will be posting their homework online, using Show My Homework.

The log-in link can be found on the school web page by clicking school log-in:



All students have been issued with a log-in which is their school username prefixed by abbey, for example:  
Johnny Smith's username would be abbeyjs1012  
Passwords were changed by students – they were asked to choose something memorable and to write it in their planners



Each student will have their own account, which will show their own personal to do list for homework:

Teachers will ask students to submit homework online or in class. Parents are notified too, they have their own log-ins and usernames.

We hope that this will help students to keep on top of their work load and stay organised.

- ✓ Mobile – friendly
- ✓ iOS & Android
- ✓ 24/7 access to homework

If you have technical questions ask IT support in B Block or get in touch [help@showmyhomework.co.uk](mailto:help@showmyhomework.co.uk).

The School's Homework Policy and Calendar can be found on the VLE.

**DATES FOR YOUR DIARY  
2016-2017**

Term 1	Tuesday 6 <sup>th</sup> September	Friday 21 <sup>st</sup> October
Half Term Monday 24 <sup>th</sup> October – Friday 28 <sup>th</sup> October		
Term 2	Tuesday 1 <sup>st</sup> November	Wednesday 21 <sup>st</sup> December
Christmas Holiday		
Term 3	Thursday 5 <sup>th</sup> January	Friday 10 <sup>th</sup> February
Half Term Monday 13 <sup>th</sup> February – Friday 17 <sup>th</sup> February		
Term 4	Tuesday 21 <sup>st</sup> February	Friday 31 <sup>st</sup> March
Easter Holiday		
Term 5	Tuesday 18 <sup>th</sup> April	Friday 26 <sup>th</sup> May
Half Term Monday 29 <sup>th</sup> May – Friday 2 <sup>nd</sup> June		
Term 6	Monday 5 <sup>th</sup> June	Friday 21 <sup>st</sup> July
Summer Holiday		
Staff Training Days Monday 5 <sup>th</sup> September, Monday 31 <sup>st</sup> October, Monday 20 <sup>th</sup> February		

