

# **Ickniel High School**



**WELCOME HANDBOOK  
2025—2026**

## **INTRODUCTION**

May I take this opportunity to extend the warmest of welcomes to Icknield High School. Whether this is your first association with our school or you are returning as part of our extended family, we are delighted to have you with us.

Educating children is both a responsibility and a privilege and, at Icknield High School, we are extremely ambitious for our students' futures and take our commitments very seriously.

We aim to ensure that our students have access to the best possible opportunities and experiences during their education, so that they can reach their full potential and are better prepared for the future. Our work is focused on developing and celebrating students as individuals and not just as learners. Every student is encouraged to: find and nurture their talents, believe in themselves and the difference they can make in the world, and seek to be the very best they can be in all endeavors. We are proud that our students leave us equipped with the personal qualities and academic qualifications to lead happy, successful lives, often achieving more than they believed possible.

Your child's happiness, safety, and progress are our top priorities. We aim to build and strengthen our partnership with you over the coming years, ensuring your child reaches their full potential. At Icknield High School, we value all students equally and celebrate their unique abilities and differences. We strive to create an environment of mutual respect, where every student is treated equally, regardless of gender, race, or creed, and where the rich diversity of our cultures is embraced and celebrated.

Our school environment is designed to prepare students for the future, enabling them to play an active role in the development of our local, national, and global society. We recognise that our students have high expectations for their learning experiences over the next five years, and we share these high expectations. We expect our students to work hard, behave maturely, and take full advantage of the many opportunities available to them.

This introductory booklet aims to provide you with comprehensive information about our school, including its organisation, curriculum, and pastoral support available. We hope you find it useful and informative.

We hope that everyone joining us will quickly settle in and flourish, and that the time ahead will be filled with happiness and rewarding achievements.

Mr K Ahmed  
Headteacher

### **ETHOS STATEMENT**

The ethos of the school is one whereby we uphold traditional values such as uniform, good behaviour, courtesy, hard work and respect for self, others and the school. This is coupled with a commitment to 'Raising the Achievement of All', aiming to fulfil the potential of every student through an innovative approach to learning and teaching blending the best of old and new within a supportive partnership with parents. We ask all parents applying for a place here to respect this ethos and its importance to our school community.

## **PASTORAL SYSTEM**

In a large comprehensive school such as ours, the size of the buildings and the number of students (about 1460) inside them can be quite daunting to new entrants. At secondary schools, students change from class teaching to specialist subject teaching, and although they are in tutor groups, they will not remain solely with their group for all lessons. It is possible that, in such circumstances, a student may feel isolated. It is to minimise the possibility of this that we have a strong pastoral system.

When students join us, they are placed in the care of the Pastoral Leader. The Year Group has ten tutorial groups, most having approximately 30 members under the guidance of a tutor. Students remain with their Year staff throughout Year 7 and in Year 8 change their Pastoral Leader for their four remaining years.

Tutor groups meet each morning to be registered, prepare for the day, review the previous day's lesson monitor scores, and to follow a programme of tutorial work, which includes a weekly assembly with the whole year group. This daily contact with the tutor is at the core of our pastoral and CARES system.

Tutors provide the first line of support for Students, and routine correspondence should normally be addressed to the tutor. However, the Pastoral Leader is fully involved with all aspects of the general welfare of each student and can be contacted (preferably by appointment) at any time when there is a concern. Each Year Room also has a Pastoral Support Officer who supports the Pastoral Leader in all aspects of their work. In addition, the school also has a Student Transition Officer and a Parent and Family Support Officer – they are there to help whenever you need it.

The Year Group staff will also organise and monitor social and curricular activities, and tutors and the Pastoral Leaders are teachers with whom each student may easily identify, and who know them more personally.

There will always be someone available to help resolve any problems which may arise. It is vital that students realise they do not have to face worries alone, and we find virtually all children quickly settle down and take their place in the life of their new school. One important method of day to day contact between school, student and home is the **Parent app called 'Edulink One'**. We require up-to-date **e-mail addresses and mobile numbers**, in order to use this. You can download the app once your child's place has been confirmed. This will give you access to their attendance record, timetable and important messages and dates.

### **Our Aim**

**'Raising the Achievement of All'**

### **We wish to:**

- **C**elebration
- **A**spiration
- **R**espect
- **E**quality
- **S**upport

**'ICKNIELD CARES'**

# CURRICULUM OVERVIEW

## Curriculum Vision and Values

At Icknield High School we offer a curriculum where every student, regardless of background, is given the opportunity to be successful in whatever pathway they choose. We believe that nothing should hold a child back from pursuing their talents and passions.

We follow a knowledge-rich curriculum, and believe students are entitled to 'powerful knowledge' which helps them go beyond their individual experiences. We are committed to ensuring that students gain a knowledge base that is:

- Well-sequenced - with core knowledge mapped across the curriculum, linked to prior learning, and concepts building on one another to help develop a rich-schema.
- Contextualised/inclusive - with knowledge linked to our local context as well as the wider world so that it is given meaning beyond the classroom.
- Ambitious - all students are provided with the best resources so they can fully access the curriculum at the appropriate level which promotes high levels of success.

## Key Stage 3

The curriculum at key stage 3 is designed to build on learning undertaken at key stage 2. We address any evident gaps in knowledge when students join us in year 7. We work very closely with our main feeder schools to ensure we understand their curriculum and outcomes so no time is wasted. There is a strong focus on literacy, reading and mathematics for students of all abilities, but in particular for the many students who have outcomes below national average when they first arrive at Icknield. The decision to include an extra literacy period in year 7 & 8 is as a result of this, and we are confident that our key stage 3 curriculum provides students with the foundation knowledge needed to access the academically challenging Key stage 4 programmes of study.

The hours allocated for each subject over a two-week period in key stage 3 (year 7, 8 and 9) are as follows:

	Year 7 & 8	Year 9
Subject	Hours	Hours
English	8	8
Maths	8	8
Science	6	6
MFL	4	4
Geography	4	4
History	4	4
Visual Arts	4	4
Physical Education	4	4
Design Technology	1	1
Food Technology	1	1
Computing	2	2
Ethics and Philosophy	1	2
PSHE	1	1
Music	1	1
Extra Literacy	1	

## Key Stage 4

At Key stage 4 the curriculum builds upon the foundation work undertaken at key stage 3. We do this by ensuring that students develop a deeper and more insightful understanding of the core knowledge underpinning their subjects. Whilst academic rigour is at the heart of our curriculum, we also recognise the importance of students continuing to access the wider curriculum beyond the restraints of the GCSE specifications. There continues to be a strong focus on Literacy, Reading and Mathematics for students of all abilities at key stage 4.

At Key stage 4 all students follow a core curriculum which includes: English, Mathematics, Science, Core Physical Education, PSHE and a Visual Art subject of their choice.

The following option subjects are also available for students to select as an open choice: Business Studies, Computer Science, Design Technology, Food Technology, French, Geography, German, Health & Social Care, History, Spanish, Statistics, Physical Education and Music. Based on students' performance during key stage 3 students are placed on the most appropriate pathway to ensure all students leave with the best possible outcomes.

There are 3 pathways at Key Stage 4 for students to follow and the allocated pathway is based on student's assessment outcomes in year 9.

Year 9 options model	High Ability EBacc Pathway 40%	Middle Ability Non - EBacc pathway 30%	Low Ability Support pathway 30%
Core Curriculum	English Language and Literature (8 hours), Maths (8 hours), Triple or Combined Science (8 hours), PE & PSHE (4 hours).		
Option 1 – 4 hours	Visual Art choice		
Option 2 – 6 hours	Language GCSE	History, Geography, French, German, Spanish or Computer Science.	
Option 3 – 6 hours	History Geography	or	Open choice
Option 4 – 6 hours	Open choice		Additional support

## Homework

Homework is recognised as an integral part of the learning experience at Icknield High School. Research shows that a well-managed homework programme helps students to develop the skills and attitudes they need to become successful lifelong learners. All homework is set on Teams, it is an amazing piece of software which allows both students and parents to see the homework being set by their teacher. Parents will be able to access the homework through Edulink.

### Why do we set Homework?

- It helps students to consolidate their learning outside of the classroom.
- It helps students learn important life skills such as time management, problem solving and organisation.
- It helps them to become independent learners.
- It helps teachers determine how well their students have understood key knowledge and what they need to revisit.
- It gives parents a chance to see what their children are learning at school and take an active role in their education.

### **Types of Homework set by Teachers?**

- Consolidation of learning through revision-based activities - these may be in the form of quizzes and/or extended writing pieces.
- Research based projects to help support the learning that is taking place in lessons - these are often interwoven to allow students to revisit work from previous terms.
- Research based projects to help students prepare for lessons (sometimes called flipped learning).

If students need a quiet learning environment to complete their homework, the Learning Resource Centre is open as follows:

8.00am-8.30am every weekday morning.

3.10pm-5.00pm every Monday-Thursday.

3.10pm-4.30pm every Friday.

There are numerous core texts, revision guides and computers available in the Learning Resource Centre to support students with their work. If they are still struggling, students should speak to their class teacher who are subject experts and will be able to support them.

### **Special Education Needs**

The School aims to fully support each student to achieve their potential. In regular lessons, support is provided by teaching and support staff. We also provide individual and small group teaching for students with learning difficulties. There are well equipped teaching rooms provided with specialist resources, including computers/laptops, to assist students in developing their skills. All students with learning difficulties are encouraged to use these facilities during lunchtimes with staff support. Students with Education, Health and Care Plans are supported through allocation of specialist staff time and provision is monitored by officers of the Local Authority. This special provision is overseen by a member of the leadership team and coordinated by our SENDCO who, in association with the Curriculum & Pastoral Leader, monitors the progress of students and liaises closely with parents. All teaching staff are provided with the relevant information to support students in the classroom so they can achieve the highest possible outcomes. The students are also supported through additional targeted interventions based on their needs.

### **Religious Education**

We endeavour to provide opportunities for all students to acquire knowledge about and understanding of major world faiths, and to reflect on and respond to human experiences. Students are taught about key religious beliefs and the importance of religious founders. All units are linked to the locally agreed syllabus and cover the six major world religions.

### **Careers Guidance**

At Icknield High School, we encourage our students to always look towards the future. We are dedicated in helping young people create a foundation that will allow them to prosper after they graduate and look forward to a thriving and enduring career life. Our students have access to a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme, that explores opportunities beyond high school, develop students' employability skills and support them with a wider and relevant context for learning. Students also receive impartial careers guidance at key stages to support them to exploring their options and making informed decisions. For greater success, we encourage students to take responsibility of their own career plan and take advantage of all the resources and events organised by our staff and career links.

Each year group has a careers programme designed to suit their needs. The programme for our Year 7 students is focused on introducing them to the world of work and raising awareness about their skills, interests, and strengths. Our Year 7 Careers Networking sessions are a fun and interactive way to inspire them to think about their own future, by meeting role models from the working world. As students' progress at Icknield, they will engage in learning and activities that are relevant to the different stages of their school life, with opportunities to take part in employer workshops, attend further and higher education taster days, career fairs, mock interviews, and practise application and CV writing skills.

By the end of Year 11, we hope that our students will be confident and prepared to begin their post-16 transition and go on to achieve their goals.

### **Relationship, Sex and Health Education**

We want all children to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain. That is why, since September 2020, all secondary age children are expected to be taught Relationships, Sex and Health Education. These subjects are designed to equip your child with knowledge to make informed decisions about their wellbeing, health and relationships as well as preparing them for a successful adult life. The school will have flexibility to deliver the content in a way that is age and developmentally appropriate and sensitive to the needs and religious background of its students. Relationships and Sex Education will build on the teaching at primary schools. It aims to give young people the information they need to help them develop healthy, nurturing relationships of all kinds. The school will cover what healthy and unhealthy relationships look like and what makes a good friend, colleague and successful marriage or committed relationship. At the appropriate time, the focus will move to developing intimate relationships, to equip your child with knowledge they need to make safe, informed and healthy choices as they progress through adult life. Health Education aims to give your child the information they need to make good decisions about their own health and wellbeing, to recognise issues in themselves and others, and to seek support as early as possible when issues arise.

## **LESSON MONITOR**

Each teacher records students' attendance at their lesson on a system called 'Lesson Monitor'. In addition to attendance a teacher can record each student's attitude to learning using one of these codes:

- L - late to lesson (and how many minutes will also be noted)
- 1 - Unacceptable behaviour /effort/attitude
- 2 - No homework
- 3 - Lack of equipment
- 4 - Mobile phone offence
- 5 - Positive attitude/Personal Progress/Persistent Effort.

The attitudes to learning will be monitored daily by the tutor and reviewed in the following morning registration session. If a student starts to accumulate 1s (negative scores) then consequences will be issued by the subject teacher, Curriculum Leader, Form Tutor or Pastoral Leader. Persistent disruption recorded by lesson monitor may result in an escalation in sanctions in line with the schools behaviour policy.

All students should be striving to earn 5s (positive scores) since these in combination with Reward Points form the principle reward system of the school.

These lesson monitor scores are part of the Progress check that is compiled termly and sent home to parents as well as being available on a daily basis via Edulink.

## REPORTS AND CONSULTATION

Within lessons, teachers regularly assess students' progress through a range of informal strategies such as asking questions, looking at students answers, or providing feedback to the whole class.

In addition, there are three designated assessment weeks spread across the year, when students complete individual assessments in all of their subjects. These assessments enable staff and students to identify how well they have understood the curriculum to date. This enables teachers to plan future teaching and learning, and also presents an opportunity for students to address areas of weakness and further develop their subject knowledge.


We use a cumulative assessment model, where students are assessed on the core knowledge and skills taught since year 7. This provides students with the opportunity to revisit and revise key ideas from their prior learning, ensuring they are retaining the essential building blocks of our curriculum.

Ahead of each assessment, students and parents are provided with a list of the key knowledge which will be required. These Topic Lists enable students to revisit the key ideas, supporting them with memory in the long term.

After each termly assessment point, the assessment results are shared with parents in the form of a report. This facilitates discussion of strengths and areas for development.

To complement this, each year group has at least one face to face Parent Consultation Evening, when parents can discuss their child's progress with the teaching staff.

Parents of students entering Year 7 will have an opportunity to discuss with the form tutor how their child has settled after the first half-term with their subject specific Parent Consultation Evening being held later in the year.

Year x - Progress Report Name:					
Tutor Group		Attendance At School (total for year)			
Tutor Name		Total Unauthorised Absence (total for year)			
Head Of Year		Report Date			
Lesson Monitor attendance marks reporting period:					
Subject	Teacher	Assessment Percentage	Similar Student Average Percentage	Year Group Average Percentage	Effort
Business	Teacher a	45%	39%	37%	3
English Language	Teacher b	50%	49%	48%	2
English Literature	Teacher c	53%	52%	51%	2
Ethics & Philosophy	Teacher d	47%	40%	40%	2
Film	Teacher e	59%	55%	54%	2
Geography	Teacher f	46%	39%	39%	2
Maths	Teacher g	91%	57%	46%	1
Science	Teacher h	59%	42%	34%	1



# THE SCHOOL DAY

The school day begins at 8.30 am with registration in the tutor room. Students must be at their tutor room ready for the register to be taken promptly at this time.

The timings from Monday to Friday are as follows:

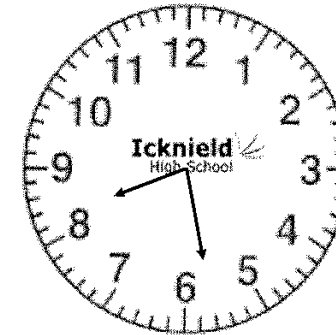
Gates are locked at 8.25am. (Warning bell 8.25 am)

8.30 am	-	9.00 am	Tutor Period
9.00 am	-	10.00am	Period 1
10.00am	-	11.00am	Period 2
11.00am	-	11.20am	BREAK

(Warning bell 11.15 am)

11.20am	-	12.20pm	Period 3
12.20pm	-	1.20pm	Period 4
1.20 pm	-	2.10pm	LUNCH
End of Lunch 2.00pm	-	move to	Period 5

2.10pm	-	3.10pm	Period 5
3.10pm	-		End of Timetabled lessons
3.10pm	-	3.30pm	Time which student may be detained without prior notification



We have a strict lates' procedure to which students must adhere. When there is a genuine acceptable reason, no punishment is involved. In cases of repeated lateness remedial action is taken, as a comment on punctuality always forms part of our references for college places or employment. Again, fixed penalty notices may be issued to parents of students whose sons or daughters' punctuality is unacceptable. Just as in any adult workplace, failure to sign in or sign out is a serious matter as we must know whether or not students are in the building at any given moment therefore when taking your child for appointments please remind them to sign in/out appropriately.

## SCHOOL DISCIPLINE – REWARDS AND SANCTIONS

In lessons teacher award a '5' to those students who demonstrate a high level of progress, achievement, effort or have made a significant contribution. Conversely teachers award a '1' to those students who behave poorly. Out of lessons students can gain Reward points in recognition of success such as: excellent homework, representing the school in sports, music and drama or other significant personal accomplishments. 5s and Reward points are acknowledged through each Year group's individual reward system. 1s are followed up with consequences

There is an annual Presentation Evening when students receive prizes and awards. Selected students are offered the responsibility to represent the school as Prefects from the start of Year 10 and then, towards the end of Year 10 will be invited to apply for the post of Senior Prefects.

Children will sometimes misbehave, and we allow for that fact but do not ignore it. Poor behaviour will bring an appropriate and proportionate consequence such as referral to the Pastoral Leader or, if very serious, could result in the matter being dealt with the Deputy Headteacher (Pastoral). On rare occasions the Headteacher, or Deputy Headteacher (Pastoral) suspends or excludes students from the school. Under the terms of the Education and Inspections Act 2006 parents will be responsible for the supervision of their children for the first five days of a suspension or exclusion. Any parent whose child is found in a public place during these five days is liable to a fixed penalty notice or prosecution. On the sixth and any subsequent day of the suspension or exclusion the student's education will be the responsibility of the school (in the first instance) who will provide full-time equivalent education **but not on the Icknield site.**

It is sometimes necessary to keep students after school, either for a consequence or because they have fallen behind with homework. Detentions take place after school from 3.10pm – 4.00pm or 4.10pm. **No formal notification is required for the school to keep a student for 20 minutes.** However, as a matter of good practice we will endeavor to do that.

Whenever students are to be kept beyond 3.30 pm, parents will be notified in advance. When a student is added to a detention an email and Edulink message is sent to the parents, this is a courtesy on our part for information, NOT a request for permission to keep your child. The 2006 Education and Inspections Act and subsequent law makes the enforcement of disciplinary penalties (including detention) lawful and provides schools with a statutory power to discipline. The list of Disciplinary penalties is listed below:

<p>Alternative hours school.          Arrest by Police.          Banning from educational/social visits and activities.          Banning from premises/areas of school site          Change of teaching group.          Change of tutor group.          Community Service.          Confiscation (and disposal).          Detention (various).          Suspension.          Exclusion          Fixed Penalty Notices.          Formal written warnings.          Fixed Term Isolation.</p>	<p>Loss of privileges (including free time Off-site education provision)          On report.          Parenting Contracts.          Parenting Orders.          Parking.          Part time school.          Payment for damage          References.          Referral to LA for managed move to another school or provision.          Removal from premises at any time.          Removal of Prefect status and tie.          School Attendance outside normal hours</p>
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Any student in an unfit state to be in school (for whatever reason) must be collected by a parent and taken home. If this is necessary for a breach of the Code of Conduct or drug or alcohol abuse, it will result in a serious disciplinary sanction. The school is totally 'No Smoking or Vaping' site for students, staff and visitors both inside and outside.

We have a wide range of support services to ensure we cater for students' wider needs including our SISPO (Student Individual Support Plan Office) which will arrange professional groups to guide, counsel or give information to students on issues such as bereavement, drug abuse, sexual health advice or self-esteem for example.

**In accepting a place for your child at Icknield High School you are accepting our school code, rules and authority, including our authority to apply school sanctions such as after school detentions and community service, such as litter picking.** Details of our policy on Student Behaviour and relevant information about the policy are published annually to parents/carers and can be viewed on the School website at <https://www.icknield.beds.sch.uk/>

In order to promote and safeguard the welfare, health and safety of all students at Icknield High School, the following is a list of ...


## BANNED ITEMS



- Any items that could be used as an offensive weapon including knives, blades and BB guns for example
- Alcohol
- Illegal drugs—legal highs
- Cigarettes (and all tobacco products)
- Lighters and matches
- Vapes, electronic cigarettes and shisha pens
- Board marker pens
- Spray paint cans
- Any items that could be used as projectiles, e.g. water balloons, fun snaps, etc
- Chewing gum
- Fireworks
- Pornographic materials
- Stolen property
- Any items prohibited by the School's uniform code, e.g hoodies, jackets under blazers, nose studs, etc
- Offensive or inflammatory materials likely to incite hatred or target individuals or groups (eg racist, sexist, homophobic)
- High energy drinks
- Any item deemed harmful or detrimental to school discipline.

Any items on this list brought into school may be confiscated and dealt with as a breach of School discipline. Possession of some of these items could lead to a variety of sanctions including suspension, permanent exclusion and/or the involvement of the police.

## STUDENT CONDUCT ... OUTSIDE THE SCHOOL GATE



*The Education and Inspections Act 2006 gives schools a specific statutory power to regulate students' behaviour both inside and outside school and the right and responsibility to discipline students for any such poor behaviour or conduct.*

**The School will take action against any unacceptable behaviour when the student is:**

- ✓ Taking part in a school organised or school related activity or
- ✓ Travelling to or from school or
- ✓ Wearing school uniform or
- ✓ In some way identifiable as an Icknield student.

**Or, misbehaviour at any time, that:**

- ✓ Could have repercussions for the orderly running of the school or
- ✓ Poses a threat to another student or member of the public or
- ✓ Could adversely affect the reputation of the school.

**Student are expected at all times to:**

- ✓ Be positive, polite and courteous to other students and members of the public.
- ✓ Put all litter in the bins or take it home.
- ✓ Respect local residents' property, gardens, sheds and garages for example.
- ✓ Move along and not hang around in groups.
- ✓ Not make excessive noise including the use of bad language around residential areas.
- ✓ Not kick footballs or play games around grassed areas of residential areas
- ✓ Wear full school uniform properly
- ✓ Report any poor behaviour and stay away from any 'incidents'.
- ✓ Take care on the roads and respect vehicles both moving and stationary (this includes not throwing snowballs for example at cars)
- ✓ Be a good ambassadors for the school at all times.

**RESPECT the school, RESPECT the community**

**Icknield High School**

**SCHOOL UNIFORM** – School Uniforms can be purchased from Prestige, Unit 2, Barton Industrial estate, Barton-le-Clay MK45 4RP  
Tel: 01582 88322; or from any other suppliers, including second hand suppliers, for example the Level Trust [Uniform Exchange](#) | [Level Trust](#)

### **Required Items**

- Plain medium grey trousers (**not dark and not black**) or skirt (for girls). Trousers should be full length and not excessively oversized or skin tight. Skirts should have no slits or decoration of any kind and be reasonably **close to the knee** in length.
- Plain white traditional school shirt with collar to take a tie;
- Black school blazer with School Badge on top pocket;
- School tie with coloured Year stripe (worn to touch the belt/top of trousers/skirt);
- Plain smart black leather style shoes. Small ankle boots may be worn but must be inside/underneath trousers, not visible and not worn with skirts. **No trainers, sandals, canvas or sling back shoes, sensible heel height only;**
- Plain dark or white socks (not patterned or bright) or black tights (no leggings).

### **Optional Items**

- Plain 'V' neck medium grey pullover (no cardigans);
- School approved boys head coverings (for example a jooora, phatka, turban, skullcap or topi) which must be black;
- Medium grey shalwar kameez (for girls);
- Black, school approved, girls pull on headscarf - lightweight, plain black fabric, worn tucked in to the blazer so that the collar and tie can be clearly seen. This conforms to the health and safety and school requirements. The reason for wearing the headscarf is to preserve modesty, therefore they should not be Showing the students hair or neck line. The headscarf/Hijab must not be worn with other scarves underneath, headbands, brooches, shadow stripes, logos, diamantes or tassels.

### **IMPORTANT NOTES**

- We do not allow extremes of hairstyle (in either length, colour, borders, lines, patterns or decoration) or eyebrow patterns/slits.
- Students must not wear jewelry of any kind except a wrist watch and one small pair of plain stud earrings in the ears. Any additional piercings must have a clear retainer in place if required.
- We do not allow any obvious make-up including nail varnish or false nails.
- Facial piercings are not permitted and if required should be a clear retainer should be used.
- No variations from, or adaptations or additions to this dress list are allowed.
- Students may wear the optional grey school jumper underneath their blazers but under no circumstances (if they are hot) is the blazer to come off leaving the jumper on. The jumper comes off first so that the school badge is worn at all times.

**P.E. Kit - can be purchased from [www.ickniel-high-school.pendlesportwear.co.uk](http://www.ickniel-high-school.pendlesportwear.co.uk); or from any other suppliers, including second hand suppliers, for example the Level Trust [Uniform Exchange](#) | [Level Trust](#)**

**Required Items\***

- Red Polo Shirt—with school logo
- Plain black shorts - no piping, stripes, flashes or brand logo
- Red Football/Hockey Socks
- White ankle socks
- Training shoes with laces and non-marking soles (velcro is not acceptable)
- Shin Pads
- Mouth Guards (gum shields) are strongly recommended for all players at all levels (Rugby & Hockey)
- Football Boots.

*Where an item is described as red it should be Scarlet Red.*

**Optional Items**

- Red Tracksuit Top
- Plain Black Tracksuit bottoms
- School Approved Headscarf
- Red 1/4 Zip Fleece

Students must wear full school uniform (including acceptable footwear) on all school occasions, and on the way to and from school. School uniform is an important feature of Ickniel High School, and **on accepting a place for your child at the school you agree to support us in this matter.** Your child coming to and from school is a walking advertisement for the school and their uniform and behaviour should under no circumstances bring the school into disrepute. School authority over its students extends beyond the school gates and disciplinary penalties will be applied to students who let the school down.

Uniform must be worn properly at all times including coming to and from school. Un-tucked shirts, short ties, scruffy over length, skinny or ankle grazer trousers or skirts, excessively short skirts and any other aberrations which bring the school's uniform into disrepute are not allowed. Students should wear a uniform as though they were going to a job interview. This is a mixed school including students of all races, religions, cultures and backgrounds; to this end, as part of the Respect agenda we expect student to dress modestly and this means for example that excessively short skirts or tight trousers are not permitted.

**Students whose uniform does not match requirements will not be allowed to access normal lessons or free time. Persistent, open defiance of the uniform regulations will be deemed a breach of school discipline and may be actioned by further sanctions in line with our behavior policy.**

## **IMPORTANT NOTES**

### **Clothing and Personal Effect**

All students doing PE must comply with published uniform, appearance and kit requirements. Clothing and correct attire (including the removal of jewellery for example) represent important features of safe practice and must be functional, clean, serviceable and fit for purpose.

Footwear must be fit for purpose offering appropriate grip, support and protection depending on the activities being pursued.

Personal effects listed below must be removed:

Jewellery  
Hair slides

Religious artefacts  
Body piercings

Watches

Sensory aids (spectacles, hearing aids etc) will be allowed at the discretion of staff when in compliance with an appropriate risk assessment.

Note: Headscarves must be pulled on so that the collar and tie can be seen clearly

Staff have a duty of care to all students and must ensure each student endangers neither themselves nor other students. The safety and welfare of students is paramount and the school cannot accept disclaimers from parents about the wearing of any item of jewellery by students. Such indemnities have no legal status. The duty of care remains firmly with the school on such matters. **All students must comply with the directions of PE staff concerning clothing and personal effects.**

Governors have agreed that the PE department at Icknield High School is to abide by the guidelines published by the Association for Physical Education in their manual "Safe Practice in Physical Education and School Sport" This in effect therefore becomes the PE department's policy on safe practice with which all students must comply.

## Student Code of Conduct

Icknield students will;

- Conform to the schools Code of Conduct
- Follow the 'Respect Agenda' and carry their Respect Card at all times
- Attend school every day and on time
- Bring the correct equipment, including a reading book and suitable bag
- Wear the correct Icknield uniform
- Wear the Bee Badge with pride and uphold the school's reputation at all times
- Be the best you can be
- Be polite and well-mannered at all times
- Follow staff instructions and classroom rules
- Respect the school environment, keeping it clean and tidy
- Complete homework/coursework on time and to the highest standard
- Communicate newsletters, letters and other information to parents
- Respect the local community
- Attend every lesson on time
- Allow Teachers the Right to Teach and students the Right to Learn.

### HOME/SCHOOL COMMUNICATION

Icknield High School prides itself on co-operation between home and school. We need this to continue to our mutual benefit. All staff are contactable through their individual email accounts via **Edulink** and the school telephone number is **01582 576561**.

Senior members of staff are always willing to see parents **by appointment** in order to discuss any problems. Except in emergencies, it is essential that appointments are made so that maximum time can be given for discussion, and parents can be sure of seeing the appropriate member of staff. The first contact with the school will normally be made through the Year staff, as the Tutors and Year staff know the students most thoroughly.

Truancy is not tolerated under any circumstances and will be referred to the Year Room, Student Support Officer or Education Welfare Officer who will take appropriate action.

We understand that sometimes parents get angry or upset, however, we have a **Zero Tolerance policy** relating to verbal abuse, threats or any other form of intimidation of any member of our staff by any parent or visitor to the school. We will treat all parents and visitors with respect and expect that courtesy to be returned at all times.

All information about the school can be found on the school website. A folder detailing all the school's officially adopted policies is available for inspection in the School Office.

The school uses a software package called Edulink One. All parents need to provide a parent's mobile number and e-mail address. The app should be downloaded once your child has received notification of their place at Icknield. This app will give you important information about your child's attendance, timetable and letters it is **essential that all parents** use this.

## ATTENDANCE AND PUNCTUALITY



It is very important that parents inform us on a daily basis of reasons for absence, by letter or telephone. Telephone calls should be backed up by a note on the student's return.

**To report your child absent please ring the school number 01582 576561 option 1 and follow the instructions.**

By law, absence is only permitted for genuine illness or when approved in advance by the school for exceptional circumstances. Appointments for medical reasons (e.g. dentist) should be made out of school hours where possible.

Our Student Support Officer Mrs Barry monitors all students, tutor groups and year group attendances. She will alert you to concerns and offer support where needed.

Absence for reasons other than genuine illness or authorised absence for exceptional circumstances approved in advance are not legal. We must publish our records of unauthorised absence. We make every effort to keep instances of students missing school for unacceptable reasons to an absolute minimum. The new government law "Working Together to Improve School Attendance" which came into effect on 19th August 2024 has made changes to the rules about children taking unauthorised leave from school in term time.

So, for your information, please note:

**Per Parent/Per Child Penalty Notices** - Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school each parent will receive a separate fine for each child's absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority's Attendance Support Team (previously known as Education Welfare Service).



**First Offence Penalties** - The first penalty notice issued to each parent in respect of a particular pupil will be charged at: £160.00 if paid with 28 days. This will be reduced to £80 if paid within 21 days.

**Second Offence (within 3 years)** - A second penalty notice issued to the same parent in respect of the same pupil is charged at: A flat rate of £160.00 if paid within 28 days.

**Third Offence and any further offences (within 3 years)** - A third penalty notice cannot be issued to the of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for subsequent times) within those 3 years, alternative action will be taken instead. This may include prosecution record or may include other tools such as one of the other attendance legal interventions.



same parent in respect a third time (or leading to a criminal

**10 Sessions (5 days) of Unauthorised Absence in a 10-week period** - Penalty Notice Fines will be have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period.

considered when there

Equally, lateness is disruptive and will be dealt with seriously. We ask parents to support us in ensuring that all students arrive at the correct time. Persistent lateness can also trigger the issuing of fixed penalty notices. All students should be in school by 8.20am. Gates are locked at 8.25am each day.

Persistent absentees (classified by the Department for Education as those whose attendance is less than 90%) will be targeted by the school's support systems prior to intervention by the EWO as there is a clear proven link between poor attendance and poor educational achievement. Parents are responsible for ensuring their child's regular and punctual attendance at school.

The School's Attendance policy can be viewed on the school website on: [www.icknield.beds.sch.uk](http://www.icknield.beds.sch.uk)

## HEALTH

Everyday health and First Aid problems are dealt with by our First Aid Officer. The First Aid Officer will contact parents in case of illness or accident if the need arises.

Where students need to bring any medicines to school, parents are asked to contact us by letter so that appropriate arrangements can be made.

Parents are asked to keep us fully informed of any medical or other personal matter which may affect a student. As we have the care of your child during the day, it is only fair for all concerned that we know of anything which may affect fitness, behaviour or work. Such matters will be kept to an agreed level of confidentiality if appropriate.

The programme of immunisations in school is as follows:

**Year 8** H.P.V. (Human Papillomavirus Vaccination) for both girls and boys.

**Year 9** Meningitis ACWY & the DTP (Diphtheria, Tetanus and Polio (DTP))

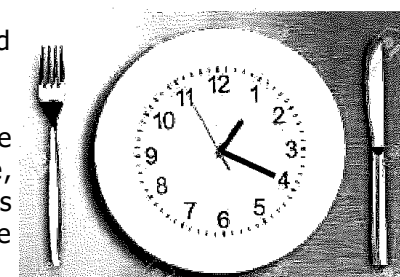
**Year 7, 8 & 9** Have been offered Flu vaccinations in previous years and this may be offered again

## LUNCH ARRANGEMENTS

All students stay at school for a school meal or packed lunch, any exception to this must be agreed by the Deputy Headteacher (Pastoral).

During lunch time, areas of the building are designated for students to occupy themselves. There is a wide variety of organised activities, ranging from sport to teaching clubs. Outside, students use the playgrounds and, in summer, designated grass areas.

We operate a cashless catering system using **ParentPay**. Parents pay online for lunch and tuck, or have a parent pay card. We use a biometric system that is completely secure. Our catering staff provide either a set meal, or items from the cafeteria service, this is paid for using the biometric system, no cash is taken. This system is used for those entitled to free meals and keeps anonymity. Parents/carers **MUST** ensure there are sufficient funds in their child's account to make purchases and keep these topped up regularly.



Icknield has a range of healthy food options and we urge you to encourage your daughter/son to try some of the wonderful (healthy) meals produced. Proper eating helps keep concentration going and just simply helps to keep your child feeling good. Following recent Government guidelines relating to the salt and fat content of many popular snacks; some unhealthy items are **NOT** available from our tuck shop.

Where a student is injured, or their personal property damaged by an accident caused by the School, its employees, or any voluntary helper, a legal claim for damages can be made against the School. The School has insurance cover to meet such if the accident was not caused by the School, its employees or voluntary helpers, then you cannot be compensated by the School. You may, however, be able to make a claim on a third party such as a motorist involved in the accident.

If your child is going on a school trip or outing then the above advice is the same, but the school takes out its own additional cover for such activities as Theatre Trips, Educational Visits and Work Experience taking place in this country.

## PERSONAL PROPERTY & SCHOOL EQUIPMENT

It is essential that **students provide their own pens, pencils, rulers, calculators, reading book** etc. They also need a **suitable bag** that will hold A4 books in which to carry their books and equipment. Small bags, hand bags/man bags and plastic carrier bags are not suitable for this purpose. Bags should be capable of holding books and folders without folding or damage.

Although the school makes every effort to ensure the safety of students' property, items do occasionally go astray. It is, therefore, helpful if a few common-sense rules are observed: -

All articles of clothing, especially PE kit, should be **clearly marked with the student's name**.

PE equipment, including footwear, must be brought to school on the day required, and taken home again the same day for washing or cleaning; it should **NOT** be kept overnight in classrooms/lockers;

Money should not be needed at school as we operate a cashless catering system;

Mobile phones are **not permitted** to be used at Icknield High School and a **zero tolerance for all mobile phones and electronic devices** will be in place from 4th September 2024. This means mobile phones should not be seen, heard or used in school, from the moment they enter the site in the morning until they leave site at the end of the day. This includes during all unstructured times such as before school, break time, lunch time and after school. On site is defined as upon entry of either of the gates on the street, i.e. the central gate next to the car entry and the south gate next to the lower school playground. To support parental concerns in relation to students travelling to and from school students will be able to have a mobile phone but it **MUST BE turned off and placed in their bag or a locker** (not on their person or in a pocket). Mobile Phones **may not be used** anywhere on site including; corridors, the field or in the toilets etc. On leaving the site (at the end of the day) mobile phones should not be visible until the student has exited the gates stated above.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Smartwatches will follow the same rules, procedures and sanctions as Mobile phones. They should not be worn to school.

Mobile phones and electronic devices **will be confiscated** if seen or heard and a parent will need to come to Reception to collect the confiscated items.

**THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR STUDENTS' OWN PROPERTY** (except, of course, if we are negligent).

### **Text books and exercise books**

Once issued, these become the responsibility of the student. They should be clearly marked with the student's name and kept in lockers or a suitable bag, and not left lying around the school. Should a loss occur the student must make every effort to find the book and report the loss to the Subject Teacher. Owing to the very high cost of replacing books, any student losing or damaging an exercise or text book will be expected to contribute towards a replacement.

### **School Property**

Any student damaging property on purpose or because of negligence or lack of care may be charged for appropriate repair or replacement. Non-payment of invoices for damage or vandalism will be recorded and may lead to serious problems at the end of Year 11 when students leave.

We experience relatively little damage around the school and expect students to help us keep their working environment pleasant. However, please be aware we will attempt to recover costs of deliberate damage caused by students.

## **ROAD SAFETY**



Parents delivering or collecting their children to and from school by car **MUST NOT** enter the school driveway, except in emergencies, or when specifically requested to do so.

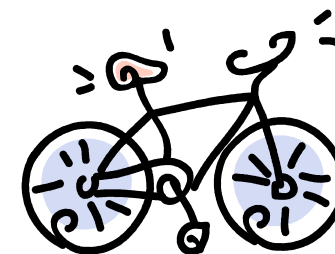
**School regulations do not allow students to enter or leave a vehicle on the school premises**, except by special permission (e.g., when being collected if they are unwell). We are sure you will understand that our grounds are far too crowded to allow the accident risk posed by numerous cars entering the premises. Please only drive onto the premises if you are coming into the school yourself and if this is the case, please ensure you observe speed limits and exercise extreme caution at all times.

Riddy Lane presents particular hazards at school leaving times, and extreme caution is needed in crossing the road and getting into cars.

Parents are asked not to pick up students close to the school, and to respect the yellow lines outside the gates. The police do enforce the parking restrictions in Riddy Lane. Please do not park on pavements, block driveways or leave engines running.

## BICYCLES

Students may ride to school on a bicycle. They should leave them in one of the cycle racks and ensure they are locked securely with a suitable bicycle chain. The school accepts NO RESPONSIBILITY at all for lost, stolen damaged bicycles and parents must take FULL RESPONSIBILITY for their child's safety if they allow them on the busy roads at the start and end of school.



## SCHOOL TRIPS



School outings are arranged either by the various Curriculum Areas or Year staff

Sometime before the outing is to take place, parents will receive a letter giving full details and the cost of the outing. The law requires us to ask for voluntary contributions if the visit is in school hours and all payments are made via ParentPay. **If we do not receive sufficient contributions to cover costs, the trip will be cancelled.** Any parent who experiences difficulties should approach the Pastoral Leader in confidence for advice and support.

Parents are asked to sign the return slip, giving or withholding permission for their child to attend. No student may go on a trip unless this slip is returned with the necessary parental permission.

Unless otherwise instructed, students must wear FULL school uniform on any trip. In rare circumstances, the school reserves the right to exclude any student from such activities.

## CURRICULUM ENRICHMENT

From time to time we suspend the normal timetable and offer students Curriculum enrichment days and other activities to broaden students educational experience. This offers students the opportunity to try many different educational activities in the widest sense including for example Team building day, subject specific learning days with related experiences/talk. We regard it as an important part of the curriculum. These wonderful experiences are dependent on parents contributing fairly and equally to the cost of the days which are turn is subsidised heavily by the school.

## EXTRA-CURRICULAR ACTIVITIES

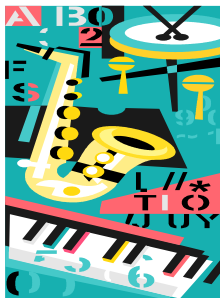
At Icknield High School, it is possible for students to take part in a wide range of activities outside and within the normal school day. Most students will find something to interest them, and we like to encourage participation wherever possible.

## **Sport**

Many students, through lessons and attendance at lunch time and after-school practices, achieve a high standard of performance, and go on to represent their school, town or county in sports such as rugby, football, cricket, netball, athletics and swimming, basketball, badminton, rounders. At Icknield, we try to encourage wider participation so that ALL students who wish to take part in any particular sport will have the opportunity to do so.

## **Music**

The Music Department invites all Year 7 students to participate in music performance at Icknield High School. We have a School Choir and a School Orchestra which are free to participate in and regularly perform at school concerts throughout the year.



Year 7 students who already learn an instrument at Primary School will be prioritised to having lessons (where their teacher is available to do so).

Students who wish to take up a musical instrument will have the opportunity to do so at the start of their first year. Lessons are provided by our peripatetic staff and include the following instruments: piano, guitar, violin, viola, voice, drum-kit and percussion. Where there is demand for other instruments, a teacher will be sourced from the Luton Music Service, who also provide instruments for hire at a small cost.

Students who have not played an instrument before, but would like to do so, may have a term's tuition to have a 'taste' of their chosen instrument. There is a charge for this and more information will be given during their first-class music lesson.

## **Clubs**

There are many clubs (the list changes each year) besides the usual sporting and musical ones. Further information will be given to students as the year progresses.

## **Riddy Lane Shops**

We discourage our students from visiting these shops before and after school and do not allow our students to hang around outside in large groups. This sends the wrong message to the local community. Student must not be seen outside the shops in uniform after 3.45pm

# TERM DATES 2025 – 2026

## Autumn Term

Term begins (for Year 7)	Wednesday 3 <sup>rd</sup> September 2025
Term begins (for all years)	Thursday 4 <sup>th</sup> September 2025
Half term	Monday 27 <sup>th</sup> – Friday 31 <sup>st</sup> October 2025
Term ends	Friday 19 <sup>th</sup> December 2025

## Spring Term

Term begins	Tuesday 6 <sup>th</sup> January 2026
Half term	Monday 16 <sup>th</sup> – Friday 20 <sup>th</sup> February 2026
Term ends	Friday 27 <sup>th</sup> March 2026

## Summer Term

Term begins	Tuesday 14 <sup>th</sup> April 2026
Bank holiday	Monday 4 <sup>th</sup> May 2026
Half Term	Monday 25 <sup>th</sup> May – Friday 29 <sup>th</sup> June 2026
Term Ends	Friday 17 <sup>th</sup> July 2026

## THE ICKNIELD BADGE



We are often asked, why the bee? Above is the crest of the town of Luton, you will see it contains both a beehive and, in the centre, a bee. Students sixty-six years ago decided to take the bee from the centre of the crest and as Icknield is part of Luton, so it became our symbol.