



LOGIC
STUDIO SCHOOL

Year 10

Induction Booklet 2019-20



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Principal's Letter

Welcome to Year 10 at Logic Studio School. I am delighted that you have chosen to join us and be part of our goal to become the most innovative school in the country.

We want you to adopt our Logic Attitude, so you will succeed in whatever career path you choose to take after sixth form.

The LOGIC ATTITUDE: Looking Forwards. Looking Outwards. Taking Action.

The Logic Attitude is a choice. If chosen and acted upon, Logic students will:

- Try: At everything.
- Know that results come from hard work, not instant action
- Think outside the box.
- Be motivated by more than their own gain.
- Push outside their comfort zone by participating in all opportunities.
- Persevere when things are tough.
- Make mistakes. Learn from them.
- Believe in their own ability. Speak confidently about themselves.
- Critically evaluate the world, people and opinions around them.

We will give you what you need: specialised workplace skills, high levels of business literacy and numeracy and a readiness to enter industries that need them.

This booklet is designed to provide you with crucial information that will enable you to succeed at Logic Studio School.

If you are confused or uncertain about anything that is mentioned in this booklet, or have questions that remain unanswered by this booklet then please talk to your personal coach or prep tutor.

Yours sincerely,



Jay Lockwood

Principal

j.lockwood@logicstudioschool.org

The Logic Attitude

Teachers and students are working towards the same goals. Our curriculum, enrichment and work experience programmes are all designed so that by the end of Year 13 we hope you will have developed the following qualities and practical skills:

Focus	Qualities and Practical Skills
Looking Forwards	<ul style="list-style-type: none"> - Enjoy and take pleasure in reading - Learn for the joy of learning - Manage assignments workloads and deadlines - Write coherently, comprehensively with good SPAG - Plan and manage their time in order to minimise procrastination and maximise output. - Study skills and independent learning skills - Be able to find their way around - Earn and manage money - Know how to apply for jobs - Know how to write a good CV and covering letter - Interview skills - Know how to chair and run a meeting - Social media savvy - Proficient in Microsoft and relevant industry technology
Looking Outwards	<ul style="list-style-type: none"> - Understanding and appreciation of the wide range of cultural influences that have shaped their own heritage and those of others - Aware of the world outside of their own current experience - Critically evaluate the world around them - news, tv, computer games, social media - Understand the wide and varied career paths open to them - Understand how Britain's political and legal system work - Be able to compare the above to other countries and engage in political debate - Tolerant of all faiths, races and cultures - Knowledge of Christian beliefs which underpin our democratic and cultural systems - Community minded
Taking Action How will you achieve your goals?	<ul style="list-style-type: none"> - Know how to look after their own needs, respect the needs of others, and do their fair share for the good of the whole - Take risks - Cope with and resolve conflict - Cope with and move on from failure – resilient - Hold an age appropriate understanding of how to build healthy relationships, both friendships and intimate relationships, staying safe from abuse and exploitation. - Be accountable - Ability to admit fault and say sorry - Aware of own short-comings and actively seek to better oneself. - Be able to talk to strangers – speak confidently to a number of different people in a number of situations - Basic life skills - cooking, managing a home, personal health (how to take temp, medicines, look after themselves etc) - Healthy eating, fitness and mental well-being - Know how to stay safe online and use mobile technology and social networking sites safely, developing an appropriate online profile.

Expectations

The following list sets out clearly a number of expectations that we have of our students. Although this list is not exhaustive it does give a clear message on acceptable behaviours.

- **Students recognise that first and foremost the school is a place for learning.**
- Students fully partake in the extra-curricular and enrichment opportunities on offer.
- **All the common areas are to be kept clean and tidy**, with all rubbish put into bins provided. This is the responsibility of all students.
- Personal or School computers should be used for completing work. No gaming is permitted.
- **Mobile phones are not permitted within the common space of the School.** This means that they should not be seen or heard at any time in lessons, in the corridors, in private study areas or in the outside spaces.
- **Further details of all our policies are available on our website and can be requested at Reception.**

Pastoral

At Logic you will be assigned a Tutor who you will see at the beginning of every day. Parents are encouraged to contact this Tutor with any initial queries or concerns they might have. You will also be assigned a Personal Coach. They will meet you at least twice per half term to monitor your academic progress, enrichment activities and work experience. You will also have two interviews per year with either the Principal or Lead Personal Coach, solely focused on your career plans.

The Lead Personal Coach is Russell Coles: r.coles@logicstudioschool.org

The Year 10 Academic Coordinator is Mark Onwubuya: m.onwubuya@logicstudioschool.org

SLT KS4 Contact: v.griffin@logicstudioschool.org

Dress Code

Students

All students are required to be in full uniform at all times and this includes the journeys to and from school. No student will be allowed in school lessons without the correct uniform. It is your responsibility to wear the uniform properly.

Parents/ Carers

We ask that parents ensure that their children are wearing the correct uniform. Parents do need to be aware that uniform departments in shops sell items of clothing that are not appropriate, e.g. skinny legging-like trousers. Do not be persuaded by your children that they are OK because they are in the uniform section or 'other students have them'. If you have any queries, please check with your student's tutor.

Uniform List

Year 10 and 11

- Grey ribbed round neck jumper
- White formal collared shirt
- Navy blue chino trousers or cigarette/straight leg trousers/navy A-line skirt no more than 2 inches above the knee
- Smart black or brown leather shoes (no UGG boots, welly boots, trainers, skate shoes, sandals or informal footwear)

Headscarves

Headscarves must be plain and should be blue, black, grey or white. They should not be worn with large or flashy bands or jewelled attachments.

Coats, hats and scarves

Hooded jumpers/tracksuit tops are not acceptable. Inside the building no hoods, hats or caps can be worn. Outdoor clothing should be removed when you enter the buildings and cannot be worn in the classrooms. Scarves, hats and gloves are counted as outdoor clothing.

Hairstyles

Students are not to have extreme hairstyles. The school reserves the right to decide what is extreme but if parents are in any doubt please consult with your student's ACO.

Piercings, jewellery and tattoos

There are to be no facial piercings at all except for the ears. No student will be allowed to enter Logic Studio School with any other facial or tongue piercings. It is not an excuse to say that it has just been pierced; the piercing will still have to be removed and the consequences accepted. No student with a visible tattoo will be allowed to come into school. The implications of this for their education could be huge. It is additionally not legal to tattoo someone under the age of 18.

Make up and nails

Students may wear subtle foundation and mascara. Inappropriate make up will have to be removed at school. Nail length and varnish should not be extreme in colour or design. Again, the school retains the right to decide what is appropriate and what is not.

PE/Sport Kit

Dark (black/navy blue) shorts or jogging bottoms
Sports footwear - trainers with a good grip

The below are example images of our expectations:



Cable Knit Cotton/Wool Sweater



Plain White Shirt

Girls Shoes Brown or Black

(No crepe, rubber or trainer soles, no thick soles, no large bows or ornaments) Boots and brogues are acceptable but must be leather and the trouser leg must fit over the top.



Boys Navy Chino Trousers (cotton twill base with button fly)



Girls Cigarette Navy Trousers

Boys Shoes Brown or Black

(no crepe or trainer soles, no thick or coloured soles)

Attendance

Academic success is built on solid attendance. As such, we require a minimum attendance of 95%. This equates to no more than one absence per month. Please be aware that we provide full details of attendance for all reference requests.

Why Regular Attendance is so important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from School without a good reason creates an offence in law and may result in prosecution.

Understanding types of absence:

Every half-day of absence from School has to be classified by the School (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from School for a good reason like illness, medical or family emergencies. Planned medical/dental appointments should be organised outside of School hours.

Unauthorised absences are those which the School does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Shopping, looking after other children, or birthdays
- Non-educational trips and holidays in term time

Whilst any child may be off School because they are ill, sometimes they can be reluctant to attend School. Any problems with irregular attendance must be resolved between the School, the parents and the child. If your child is reluctant to attend for any reason, please inform us immediately, so that we can put the necessary support in place.

Persistent Absenteeism (PA):

A student becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects. It is a parent's/ carer's responsibility to ensure that every measure is taken to immediately improve their child's attendance.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. You may be asked to an Early Intervention meeting and targets for improvement will be agreed.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

The School will issue a series of three letters if your child's attendance falls below 90%. The third letter will invite you to a meeting to explain your child's absence. If no improvement is seen, the matter will be referred to the Education Welfare Officer.

All our PA students will receive additional support through a Personal Coach or a Connexions worker; individual incentive programmes and participation in group activities around raising attendance. All PA cases are also automatically made known to the Education Welfare Officer.

Absence Procedures:

If your child is absent you must:

- Contact us **by 8.30 am** on the first day of absence – leave a message with Reception **02088313001**.
- Or, you can call into School and report to Reception, who will arrange for a member of staff to speak with you.

If your child is absent we may:

- Telephone or text you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our Attendance Officer and/or a member of the Senior Leadership Team;
- Refer the matter to the Pupil Attendance & Education Welfare Officer (EWO).

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your student by making sure we always have an up-to-date number. If we don't have one, then something important may be missed. There will be regular checks on telephone numbers and email addresses throughout the year.

The Education Welfare Officer:

Parents are expected to contact School at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the School may refer the child to the Attendance & Education Welfare Officer from the Local Authority. The EWO will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court.

Alternatively, parents or children may wish to contact the EWO themselves to ask for help or information. They are independent of the School and will give impartial advice. Their telephone number is available from the School office or by contacting the Local Education Authority.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss the important start of the lesson and their learning for that session will be affected. Late arriving students also disrupt the learning of others. An established pattern of punctuality is crucial preparation for future success in the workplace.

How we manage lateness:

The School day starts at **9.10 am** and we expect your child to be in registration at that time.

Registers are marked by **9.15 am** and your child will receive a late mark and a late detention if they are not in by that time.

At **9.35 am** the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with a Senior Leader and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to School on time.

Holidays in term time:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help us by not taking children away in School time.

Remember that any savings you think you may make by taking holiday in School time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off during term time to go on holiday.

All applications for leave must be made in advance by letter to the Principal.

The Principal will only authorise holidays taken in term time under very exceptional circumstances. In the vast majority of cases, the applications for authorisation are not granted. If you do take an unauthorised holiday, you may receive a Penalty Notice.

If your child is taken away from the country for more than three weeks, they will be removed from the School Roll. You would then have to reapply for a school place through the Local Authority on your return.

Those people responsible for attendance matters in Logic Studio School are:

Sam Bennett – Attendance Officer

Russell Coles – Lead Personal Coach

Summary:

The School has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All School staff are committed to working with parents and students as the best way to ensure as high a level of attendance and achievement.

Full details of our attendance policy can be found on the school website.

Equipment List

In order to be a successful learner, you must be properly prepared for your lessons and other study periods. Students are expected to have the following equipment:

- Writing pens
- A pencil
- A highlighter
- A school bag large enough to fit an A4 folder.

Folder and Book Policy

In order to support your learning we ask you to ensure that your books and folders are kept in an organised fashion. This will be regularly monitored by your Prep Tutor, your subject teachers and your Personal Coach. For each subject, you should organise your files in the following way:

1. **Class notes**
This will contain all notes you write in class as well as annotated handouts relating the course.
2. **Revision notes**
These will be created by from your class notes throughout the year.
3. **Assessed work**
You should always keep assessed work in your file to refer to during lessons, private study and mentoring meetings. This will be your portfolio.
4. **Exam / Assessed BTEC Assignment Material**
Your teacher will issue with a copy of a previous exam paper or sample assessment material from the start of the course. This will be added to throughout the year, for example following mock exams.
5. **Books** – should be neatly presented with date and title underlined. New work should be begin underneath a neat ruled line.

Extra-Curricular and Enrichment

In order to develop the skills and qualities set out in the Logic Attitude you have enrichment opportunities available to you every afternoon except Friday. **These are compulsory.**

- **Tuesday afternoon** sessions are based around creativity/skill development and will include: creative arts; cooking; sign language; languages; teaching skills to seniors; ICT Gaia Skills; chess, outdoor skills / survival; first aid; IT skills for business. Activities will also be centered around sport and active lifestyles, e.g. weight training, badminton, table tennis, exercise to music, yoga, fitness, Fight Klub, team sports, cycling, running, climbing, I Can Lead (sports leaders award) etc.
- **On Thursday afternoons** Assembly and The Logic Attitude (PSHE) will take place for 40 minutes.

PREP

PREP is essential to ensure that you are building up habits that facilitate independent learning and good time management. These habits are essential for GCSEs, university and the world of work. With the move to terminal exams and more rigorous in exams in BTECs it is even more important that you are practising the 3 Rs: 'Reduce, Recall, Reapply' on a regular basis in order to ensure you produce the very best work you are capable of.

- In general, you should expect to complete all your prep work in Prep. There will be times around exams and BTEC assignments when you will need to do work outside of this time in order to fulfil your potential.
- These sessions are NOT extra lessons. It is facilitated time where you can ask questions, go over class work and revise difficult topics. The teacher is there to guide and support you in your individual learning – not to teach.

Project Based Learning Weeks (PBL)

As part of our Employer Engagement Program, PBL weeks are an essential part of ensuring the development of our students, helping them to acquire and develop key employability skills that will benefit them in the future. These include attributes such as teamwork, presentation, working to deadlines and effective communication; all relevant skills that employers want.

Our PBL weeks focus on 3 key stands for our students: cross curricular projects linked to real life situations and work scenarios; extended projects in individual subjects; and effective careers activities and opportunities linked to student future choices.

In Year 10 and 11, students will participate in a range of activities including:

- Crowdfunding Project
- Easter Enterprise Fair
- London Scramble
- Industry visits to local employers
- Speed Networking with businesses
- Jekyll and Hyde Film project
- Digital Literacy
- University Visits
- Revision Bootcamp
- Work Placement Preparation.
- Year 10 Residential Visit.

Throughout these weeks, we aim to support our students in developing the necessary skills, experience and learning opportunities that will help them in their future, while also having fun!

Times of the Day

All students must be in from 9:10am every day to be registered on time.

Weekly Schedule

Start	End	Monday	Tuesday	Wednesday	Thursday
09:10	09:20	Registration & Notices	Registration & Notices	Registration & Notices	Registration & Notices
09:20	10:00	PREP 40	PREP 40	PREP 40	PREP 40
10:00	10:50	Lesson 50	Lesson 50	Lesson 50	Lesson 50
10:50	11:10				
11:10	12:00	Lesson 50	Lesson 50	Lesson 50	Lesson 50
12:00	12:50	Lesson 50	Lesson 50	Lesson 50	Lesson 50
12:50	13:30				
13:30	14:20	Lesson 50	Lesson 50	Lesson 50	Lesson 50
14:20	15:10	Lesson 50	Lesson 50	Lesson 50	Lesson 50
15:10	16:00	Lesson 50	Lesson 50	Lesson 50	Lesson 50
16:00	16:40		Extra-Curricular		Assembly/ PSHE

Start	End	Friday
09:10	09:20	Registration & Notices
09:20	10:00	PREP 40
10:00	10:50	Lesson 50
10:50	11:40	Lesson 50
11:40	12:10	
12:10	12:55	Lesson 45
12:55	13:40	Lesson 45

Term Dates

Autumn Term 2019

Monday 2 and 3 September	INSED (school closed to students)
Wednesday 4 September	Yr 12 only – Induction Day
Thursday 5 September -AM	Yr 10 only – Induction Day
Friday 6 September	Normal teaching day
Wednesday 23 October	INSED (school closed to students)
<i>Thursday 24 October to Friday 1 November</i>	Autumn Half Term
Monday 2 December	School Closed – Teacher In-Lieu day
Thursday 19 December	Last Day of term for Students

Spring Term 2020

Monday 6 January	INSED (school closed to students)
Tuesday 7 January	School starts for all students
<i>Monday 17 to Friday 21 February</i>	Spring Half Term
Wednesday 1 April	Last Day of Term

Summer Term 2020

Tuesday 17 April	First Day of Term
Friday 8 May	May Day Bank Holiday
<i>Monday 25 May to Friday 29 May</i>	Summer half Term
Friday 3 July	School Closed – Teacher In-Lieu day
Wednesday 15 July	Last Day of Term for Students – early finish
Thursday 16 July	Last Day of Term for Teachers

Rewards

The reward system at Logic is based on a business model where verbal and written praise are valued by all those at Logic.

Success and progress are celebrated with positive praise, regular contact with parents and a strong focus on developing intrinsic motivation and self-worth.

Parents and carers are contacted frequently in the following ways:

- Prep tutor feedback
- Good news cards
- Positive phone calls / texts / emails
- Termly reports

We also have half termly celebration assemblies and PBL Heroes, which focus on students who have stepped out of their comfort zones, and shown excellent teamwork, leadership and communication thereby ensconcing the Logic values.

Sanctions

We set high expectations for our students and expect excellence at all times. If you are in violation of any of the expectations set out by the School, or are found to be bringing the School into disrepute, you are liable to any one of the following sanctions:

- Verbal warning
- Written warning
- Compulsory attendance to prep or academic mentoring sessions
- Friday Afternoon Principal Detention
- Temporary exclusion from School
- Permanent exclusion from School

We will take a zero tolerance approach on all matters that jeopardise the learning of any student at the college.

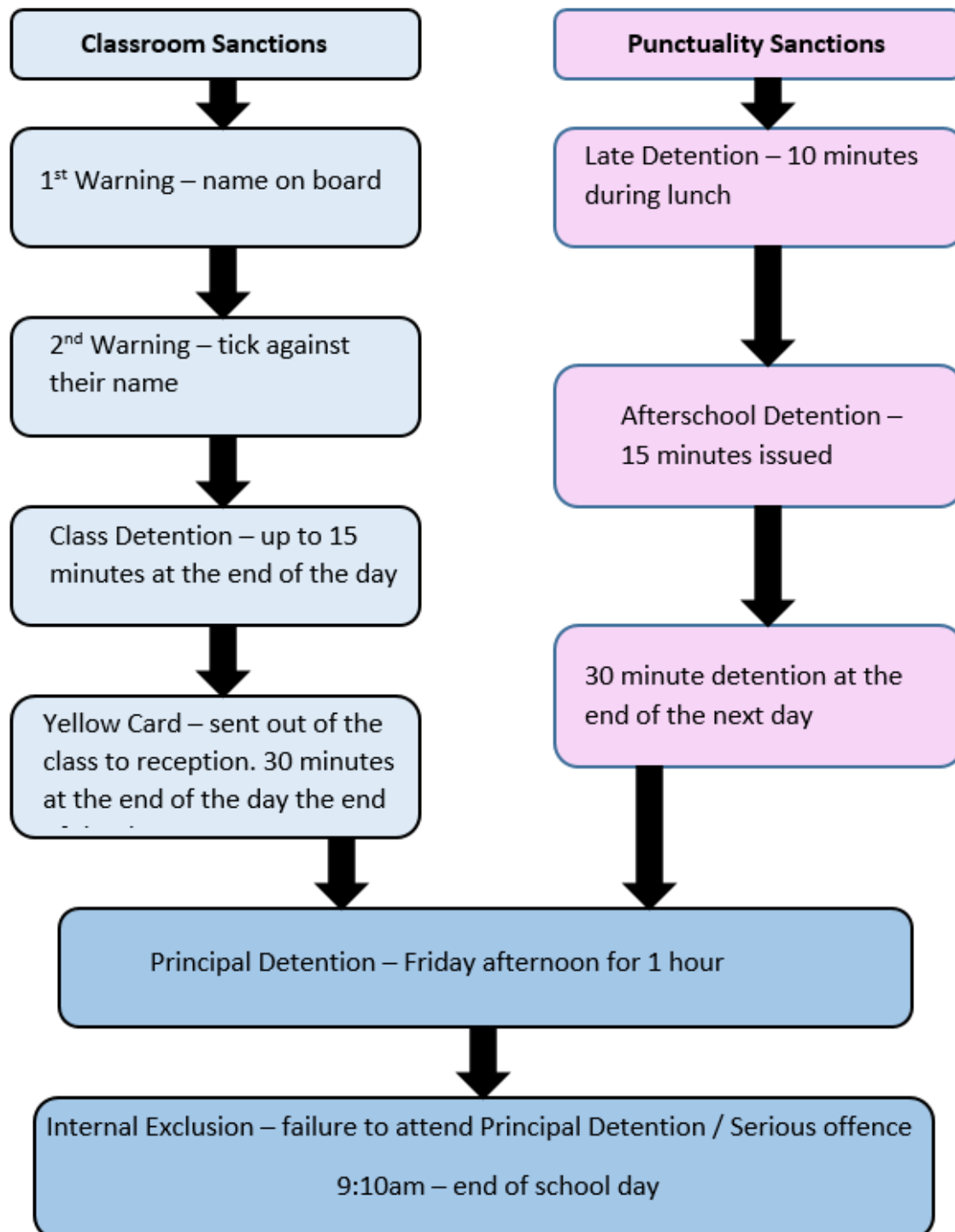
Disciplinary matters will be dealt with firstly by the Tutors. The next person to be involved in a situation is the ACO - in Year 10's case, Mr Onwubuya.

Matters of gross misconduct will be dealt with by Mrs Griffin (KS4 SLT Lead) and then by Mr Lockwood.

In all cases, disciplinary matters will be kept on file and will be reported in any reference issued by the college.

Consequences Ladder

Below is an illustration of the consequences faced for not meeting our minimum expectations.



Hardship Fund

There is hardship fund available to students who face temporary financial difficulty and are unable to meet basic needs. Applications will be assessed on a case by case basis. For further information, please speak to your personal coach.

Food

Logic encourages a healthy eating attitude and as such food will be available at break and lunchtime which meets that criteria. Students are welcome to bring a packed lunch and a drinks bottle for water is strongly encouraged.

FIRST DAY OF SCHOOL

The first day of school for Year 10 students is **Thursday 5th September 2019**. Please be on site for 9.10am.

We look forward to seeing you!