



A Co-operative Academy

Parent Information Booklet



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1. Welcome to the school

Welcome to the Cotham School Parent Information Booklet. This document aims to provide parents/carers with essential school information and where to go/who to contact if you have any questions.

2. Contact details

School address: Cotham Lawn Road, Cotham, Bristol, BS6 6DT

Telephone: 0117 919 8000

Email address: info@cotham.bristol.sch.uk

Website: www.cotham.bristol.sch.uk

Social media: Facebook- www.facebook.com/cothams

Twitter- www.twitter.com/cothamschool

Please be advised that we have two receptions at Cotham, one being a Visitor Reception on Cotham Lawn Road and the other being a Student Reception on Cotham Road.

Student Reception is for both students and parents or carers of students, and the Visitor reception is for guests who have appointments to visit the school. If you need to come to Cotham school then please make sure that you visit the Student Reception.

3. Quick reference

Absence - 0117 919 8019/ absence@cotham.bristol.sch.uk

Admin Office - 01179198053/ adminoffice@cotham.bristol.sch.uk

Exams - 0117 919 8024/ exams@cotham.bristol.sch.uk

Finance - 0117 919 8016/ finance@cotham.bristol.sch.uk

Library- library@cotham.bristol.sch.uk

Main Reception - 0117 919 8000/ reception@cotham.bristol.sch.uk

NBP16C - 0117 919 8100/ post16@cotham.bristol.sch.uk

Student Reception - 0117 919 8013 / studentreception@cotham.bristol.sch.uk

4. Our visions and values

Cotham School is proud of the richness of its community, its cultural diversity and of the successes achieved by our students over many years. However, we're never complacent and are always seeking ways to improve outcomes for all our students.

At Cotham we wish to instil an enjoyment of learning and you will find an unwavering commitment from all staff to the highest ambitions for every child.

5. Staff list

Headteacher: Ms J Butler

Deputy Headteacher(s): Mr C Reed (Achievement and Standards) and Ms D Leong (Teaching Learning and Curriculum)

Assistant Headteacher(s): Ms A Reid, Ms A Tidball, Ms E Quirke, Mr T Watts and Mr P Morton

Learning Co-ordinator (Year 7): Ms H George

Learning Co-ordinator (Year 8): Mr O Knight

Learning Co-ordinator (Year 9): Mrs L Arnold

Learning Co-ordinator (Year 10): Ms P Pierce

Learning Co-ordinator (Year 11): Ms A Allender

SENCO: Mrs J Chapman

Faculty Leaders

English: Mrs S Wood

Maths: Mr D King

Science: Miss H Hovell

Modern Foreign Languages: Mr P Morton

Performing Arts: Mr R Geoghegan

Humanities: Mr J Lloyd

Physical Education: Mr J Collin

Social Sciences: Ms S Chapman

STEAM: Mr T Watts

A full staff list can be found on our [school website](#).

6. School dates

Term 1	Monday 2nd September 2019 to Friday 25 October 2019
Term 2	Monday 4 November 2019 to Friday 20 December 2019
Term 3	Monday 6 January 2020 to Friday 14 February 2020
Term 4	Monday 24 February 2020 to Friday 3 April 2020
Term 5	Monday 20 April 2020 to Friday 22 May 2020
Term 6	Monday 1 June 2020 to Monday 20 July 2020

INSET Days 2019-2020

- Monday 2 September 2019
- Friday 25 October 2019
- Monday 24 February 2020
- Wednesday 18 March 2020
- Friday 3 April 2020
- Monday 20 July 2020

Early school closures 2019-2020

Please be advised that the school will close early and students dismissed at 12:00 on the following dates:

- Wednesday 18 September 2019
- Friday 20 December 2019
- Friday 17 July 2020

7. Timing of the school day

Monday - Friday

08:30 - 08:50	Tutor Period/Assembly
08:50 - 09:45	Period One
09:45 - 10:45	Period Two
10:45 - 11:05	Morning Break
11:05 - 12:05	Period Three
12:05 - 13:05	Period Four
13:05 - 13:45	Lunchtime
13:45 - 14:45	Period Five
From 14:45	Period Six lessons, Yr. 11 Upgrade, enrichment clubs/homework clubs

8. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email info@cotham.bristol.sch.uk
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email on to the relevant member of staff

Remember: check our website first, much of the information you need is posted there.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	Finance office- finance@cotham.bristol.sch.uk
School trips	The named trip leader
WISEPAY Queries	Cotham School WisePay Support- wisepay@cotham.bristol.sch.uk
Uniform/lost and found	Student Reception- studentreception@cotham.bristol.sch.uk
Attendance and absence requests	If you need to report your child's absence, call: 0117 919 8019 If you want to request approval for term-time absence, contact Ms T Reed
Bullying and behaviour	Your child's learning Co-ordinator
Special educational needs	Mrs J Chapman
After-school extra-curricular Activities	The named extra-curricular activity leader
Hiring the school premises	Mr N Allen- lettings@cotham.bristol.sch.uk
The governing board	Mrs L Sowersby- sowersbyl@cotham.bristol.sch.uk

9. Communication with the school community

Every week on a Friday, the school sends out a weekly mailing celebrating student achievements/good news and information on everything that is happening in school. It really is an invaluable source of information. This is e-mailed out to parents/carers and a link to the latest mailing is on [here](#)

10. School meals information

To view the current week's lunchtime menu and a price list of items in our school canteen please go to the school website, in the menu select Parents and Carers and scroll down to Catering. A link to the page can be found [here](#).

Free school meals

To check if your child is eligible for Free School Meals or to apply please complete the online form under the useful links section of our school website or click on this [link](#).

11. Uniform

Students at Cotham School are expected to wear full school uniform, including lanyards and I.D cards. It is also as important to wear correct PE / Games and Dance kit. Our school uniform suppliers are Famous Branches (<https://store.famousbranches.com/>) and Harris Sports (<https://www.harrissports.co.uk/>). Please visit their shops or websites to view the approved skirts and trousers. Harris Sports are in the Main School Visitor Reception the first Thursday of every Term 2.30pm - 4.00pm. Second hand uniform sales are held on the first Friday of every Term, located in the Main School Visitor Reception, from 2.30pm - 4.00pm.

The school rules will be enforced according to the Uniform Policy.

The uniform is as follows:

Lanyards and I.D Cards: Will be provided by the school and should be worn at all times. If you lose them you will have to pay for a replacement.

Sweatshirts/Jumpers: For Year 7, 8, 9 and 10 only a navy blue v necked jumper with embroidered logo. For Year 11 a navy blue sweatshirt with embroidered Cotham logo (hoodies cannot be worn instead of sweatshirts/jumpers or an outdoor coat).

Polo shirt: For Year 7, 8, 9 and 10 only white polo shirts with house colour trim on collar and embroidered Cotham logo.. Either a breast or a sleeve embroidered logo is acceptable.

Footwear: Black, leather type shoes only (no boots, raised heel, canvas, trainers, logos or brands). No 'dolly'/ballet type shoes. Shoes must fasten securely with laces or a strap and the foot must be fully enclosed. Uniform shoes must be worn throughout the day – changing into trainers during break or lunchtime is not permitted. Tights must be black or navy blue. Socks must be ankle socks or below the knee in black, navy or white and must be plain (no patterns).

Skirts: Regulation black, knee-length, pleated or with a pleat feature school uniform skirts from our suppliers (no stretchy material, logos or brands).

Shorts: Regulation black, knee-length school shorts with cothamised logo are available only from our supplier, Famous Branches (<https://store.famousbranches.com/>).

Trousers: Tailored, loose, black parallel trousers, no external raised seams, pockets or rivets, no logos or brands, not jean or tracksuit style. No leggings or tight fashion trousers.

Jewellery: One small ring only, one small pair of stud earrings only. No bangles, necklaces, nose studs or facial piercings. (Unacceptable jewellery will be confiscated). All jewellery to be removed for PE and Dance (This is compulsory)

Headwear: No caps under any circumstances. Hoods on jackets must not be up so that the face can be clearly seen at all times. Plain woollen hats only worn during the winter period, outside (not in school buildings). Headscarves worn for religious or cultural reasons should be plain navy blue, black or white and must not cover the face.

Make up: Coloured nail varnish or false nails are not permitted.

Hair: No extreme styles and no un-natural hair colour is permitted. (Long hair to be tied back for PE, dance or any sporting activity)

Coats: Plain coats without intrusive logos or brands. No denim jackets. No leather jackets. No fur coats. Coats are only worn outdoors on top of a navy sweatshirt/jumper and not in place of a navy sweatshirt/jumper

Bags: Students need a substantial school bag big enough to contain PE/Dance kit, exercise books, text books, a pencil case, planner and other equipment. Small string bags, handbags and fashion bags are not permitted.

Equipment

Students are expected to bring to school, every day, their planner and the following in a pencil case;

- Pen, pencil, rubber, small ruler, glue stick, calculator, sharpener and some coloured pencils.
- Clear pencil cases are required for all examinations

Other equipment

- Reading book

In Addition

- Mobile phones must be switched off and kept in bags between 8.30am and the end of the school day, otherwise they will be confiscated by a member of staff. Confiscated phones can be collected by a parent/carer from student reception at the end of the following day.
- All electronic devices and Headphones are not permitted on site and will be confiscated if seen between school hours.
- Healthy eating: Oversized packets of crisps, bars of chocolate, or other junk food is not permitted and will be confiscated. A normal sized packet of crisps or small chocolate bar is allowed. Fizzy drinks are not permitted at all. Students can have plain water only in bottles in lessons.

PE Kit

Compulsory	
KS3 Boys	KS3 Girls
Purple polo shirt with Cotham logo Black tracksuit bottoms or shorts Black football socks White socks (indoor) Black Cotham sweater Trainers (no black trainers) Non-metal studded football or rugby boots	Purple polo shirt with Cotham logo Black tracksuit bottoms or shorts or skort Black football socks White socks (indoor) Black Cotham sweater Trainers (no black trainers) Non-metal studded football or rugby boots
KS4 Boys	KS4 Girls
Green Cotham polo shirt Black tracksuit bottoms or shorts Black football socks White socks (indoor) Black Cotham sweatshirt Trainers (no black trainers) Non-metal studded football or rugby boots	Green Cotham polo shirt Black tracksuit bottoms or shorts or skort Black football socks White socks (indoor) Black Cotham sweatshirt Trainers (no black trainers) Non-metal studded football or rugby boots
No Jewellery and long hair to be tied back	
Optional	
Purple & Green Reversible rugby top Black Waterproof jacket Black long sleeve thermal base layer	Black skort Black Waterproof jacket Black long sleeve thermal base layer

Additional PE kit for Extra-Curricular Activities & fixtures

Purple & Green Reversible top

Football/rugby boots

Shin Pads

Gum Shields (rugby)

For sporting fixtures only all team members are expected to wear their Cotham PE kit. For Example, for a rugby match, students must wear their Cotham purple / green reversible top, black shorts, black socks, non-metal studded football or rugby boots and a gum shield.

Dance Kit

Black Cotham Dance t-shirt (available from usual stockists)

Black shorts, tracksuit bottoms or leggings

Bare feet

No jewellery

Long hair tied back

12. Lost property

Please make sure all belongings are clearly labeled, lost property is located at Student Reception Students can come and look for lost items during morning break, lunchtime and after school, parents and carers are able to come and look during school hours.

13. Behaviour and Rewards- 'Getting Every Day Right'

All students deserve the opportunity to receive a good education that enables them to live a positive, happy and successful life beyond school. We request your support as parents / carers to encourage your child to meet our behaviour expectations every day. Please click [here](#) for further information on expectations and how you can support your child.

14. Illness and absence

Student absence needs to be reported each morning a student is absent either through the online form on our school website or by leaving a message on our school absence line 0117 919 8019. The online form can be found on the parent and carers section of the website.

15. Planned absence during school term time

As per current Government regulations and DfE advice, parents do not have any entitlement to remove their child from school during term time and the discretionary 10 days no longer exists. Any application for leave will therefore be in only very exceptional circumstances and evidence of this must be provided. By exceptional, we mean rare, significant, unavoidable and short. There are 175 days a year when a child is not required to be in school (weekends/Holidays/Bank Holidays). If you wish to take your child out of school during term time you will need to complete an absence request form a link to the form is [here](#) or you can access it on the website under parents and carers and parent forms. The application must be made in advance, retrospective requests will not be considered. Please return this form to the school no less than 10 days before the absence is due to start. Further information can be found in our attendance policy.

16. Extra-curricular activities

A current list of extra-curricular activities can be found [here](#).

17. Homework

Guidelines on homework and KS4 homework timetables can be found on the school website in the student section, a link for this can be found [here](#).

18. Governing board

As an Academy, Cotham School Governors are responsible for the strategic direction of the school. They are responsible for ensuring that the school is run in accordance with the Co-operative Articles of Association and the Funding Agreement with the Department for Education. A full list of Governors can be found on our school website in the About us section under Governors [here](#), if you wish to contact any of the Governors you can do so by email the Clerk to the Governors, Mrs L Sowersby- SowersbyL@cotham.bristol.sch.uk

19. School policies

All of our school policies are published on our school website, these can be found in the About us section under Policy Documents. A link to the policy page can also be found [here](#).