



# Student First, Anti-Bullying & Attendance

September 2023

*Success* for All

[www.buckinghamschool.org](http://www.buckinghamschool.org)



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“ When we say Success for All,  
we really do mean **All.** ”

Mr A McGinnes, Headteacher



## Welcome

The many staff that make up our various Student Support Teams have a wealth of experience between them. The Teams work together to promote and develop all aspects of students welfare and wellbeing. Students come first; therefore they are at the forefront of all the decisions made by the Team.

The Teams provide support and guidance, not only to students but to parents and carers too. They work closely with Form Tutors, Heads of Year and other key members of staff who support our students.

The Teams will also liaise with external organisations where needed in order to offer further support and guidance. This can include organisations such as the School Nursing Team, Women's Aid, School Police Liaison Officer, Youth Workers and Social Care, Young Carers, to name a few.

The main focus is that our students are given the opportunity to realise and reach their full potential.



# Student First Team

## **MRS EMMA CURTIS**

### **ASSISTANT HEADTEACHER, BEHAVIOUR & ATTITUDES**

Mrs Curtis manages behaviour and inclusion across the whole School. She is responsible for the day to day interventions of students who may be struggling for a variety of reasons.

Mrs Curtis is also a specialist in Protective Behaviours and teaches other staff to utilise these skills to enable them to support the behaviour of students. She is also a Designated Safeguarding Lead.

[ecurtis@buckinghamschool.org](mailto:ecurtis@buckinghamschool.org)



## **MRS JOANNE GOODGER**

### **DIRECTOR OF SAFEGUARDING AND WELFARE**

Mrs Goodger supports students and families who may be experiencing a variety of difficulties. She has close links with Primary Feeder Schools and external agencies, including the Specialist School Nursing Team, Young Carers and Drug Services.

Mrs Goodger is The Buckingham School's main lead for Child Protection and Safeguarding matters. She is also Assistant Head of Year 11.

[jgoodger@buckinghamschool.org](mailto:jgoodger@buckinghamschool.org)



## **MS JULIE BRANCH**

### **SPECIAL EDUCATIONAL NEEDS & DISABILITIES**

Ms Branch is responsible for the planning and implementation of SEND provision across the School and she ensures that appropriate intervention and support is in place for identified students. She has close links with Primary Feeder Schools and external agencies.

Ms Branch has been at the Buckingham School for over 25 years and many of our parents remember her from when they were here as students themselves!

[senadmin@buckinghamschool.org](mailto:senadmin@buckinghamschool.org)





**MISS PAULA MATTHEWS**  
**THERAPEUTIC MENTOR & SENIOR MENTAL HEALTH LEAD**

Miss Matthews supports, guides and gives advice to students on all aspects of therapeutic support and emotional and mental well being. She also runs groups on: managing anxiety, managing strong feelings, working on self esteem and confidence.

Miss Matthews is also Assistant Head of Year 9 and a Designated Safeguarding Lead.

[pmatthews@buckinghamschool.org](mailto:pmatthews@buckinghamschool.org)



**MRS ABIGAIL WALLACE**  
**ANTI-BULLYING CO-ORDINATOR**

Mrs Wallace is responsible for overseeing reported cases of bullying and social aggression.

Mrs Wallace also runs Student Voice, where students are encouraged to take on roles and responsibilities within School and act as a voice for our students to affect change and suggest ideas to further improve our School.

Mrs Wallace is also Assistant Head of Year 8 and a Designated Safeguarding Lead.

[awallace@buckinghamschool.org](mailto:awallace@buckinghamschool.org)



**MRS RACHEL MCFARLANE**  
**PP CHAMPION**

Mrs McFarlane is our Pupil Premium Champion and supports students and families who may be experiencing a variety of difficulties.

Mrs McFarlane provides support to students both on a 1:1 basis and in lessons, where they may be finding aspects of the curriculum challenging or need pastoral support to get them through their day. She has worked in both primary and secondary schools prior to joining The Buckingham School.

[rmcfarlane@buckinghamschool.org](mailto:rmcfarlane@buckinghamschool.org)

## Where do I find the Student First Team?

The Student First Team are located in the main building of the School, an area called The Student Hub. The Student Hub is a welcoming place where students can drop in to see the Student First Team during break and lunchtimes to speak to any one of them.

The Student First Team work with students to resolve any concerns and seek resolution. If further support is needed, specific appointments may be offered to explore further what issues the students may be experiencing.

Now, more than ever, we are seeing a steady rise in students who are experiencing challenges with their mental health and wellbeing. Our Student First Team works tirelessly to facilitate interventions available to us to help your child to improve their mental wellbeing and to ensure that they are accessible to any student who requires them.

“ It is a place of support, advice, reassurance and guidance for all students. ”



# Anti-Bullying


The Buckingham School displays a whole school approach to tackling bullying and all staff and students understand their roles and responsibilities in tackling any incidents.

As part of The Buckingham School's Anti-Bullying policy, along with Mrs Wallace as Anti-Bullying Co-ordinator, we have a team of students who are our Anti-Bullying Ambassadors. They have undergone external training from the Diana Award and they not only support students who are being bullied, but also encourage the rest of our student community to be Upstanders against bullying.

## **The Buckingham School Definition of Bullying:**

As defined by the Anti-Bullying Alliance, bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

## **What are the signs that my child is being bullied?**

- ❖ Begin to under perform at school
  - ❖ Want to stay off school more often or to stay at home in the Evenings/ weekends
  - ❖ Be reluctant to walk to/from school
  - ❖ Want to change schools
  - ❖ Become withdrawn, anxious or lacking in confidence
  - ❖ Lose their temper easily
  - ❖ Be afraid to use the internet or mobile phone or be nervous when messages are received
  - ❖ Have unexplained cuts, bruises or other injuries
  - ❖ Bully other children or siblings
  - ❖ Have money/possessions that are damaged or 'go missing'
  - ❖ Steal money from you
  - ❖ Loss of appetite
- 

## Understanding & Managing Conflict

Learning to understand and manage conflict is an important part of growing up. Bullying is not simply a 'falling out'. Research shows that experiencing bullying can have a significant impact on a child's life well into adulthood.

To ensure we are able to prevent bullying, we have a robust anti-bullying policy in place and a dedicated Anti-Bullying Co-ordinator, who is supported by the Student First Team.

This structure and support enables us to act quickly when any incidents occur.

### Bullying behaviour can be:

- ❖ PHYSICAL - pushing, poking, kicking, hitting, biting, pinching etc
- ❖ VERBAL – name calling, sarcasm, spreading rumours, threats, teasing, belittling
- ❖ EMOTIONAL – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidation. exclusion, manipulation and coercion
- ❖ SEXUAL – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to explicit content
- ❖ ONLINE/CYBER - posting on social media, sharing photos, sending nasty text messages, social exclusion
- ❖ INDIRECT - Can include the exploitation of individuals

### What to do if you're being bullied

- ❖ Students can report incidents to their Form Tutor or a member of staff they trust
- ❖ Report directly to Mrs Wallace in the Student Hub
- ❖ Students can use the 'Report Bullying' button on the School website
- ❖ Parents can report via email to: [antibullying@buckinghamsschool.org](mailto:antibullying@buckinghamsschool.org)
- ❖ Report to any Anti-Bullying Ambassador (they wear pink lanyards)
- ❖ Most importantly make sure you tell someone



## How can you help your child if you suspect they are being bullied?

- ❖ Speak to your child
- ❖ Listen carefully to what your child tells you and get facts e.g. how, when, where, names of bully/bullies etc
- ❖ Never tell your child to ignore bullying
- ❖ Don't blame your child
- ❖ Try to understand your child: listen and don't criticize
- ❖ Do not encourage physical retaliation
- ❖ Make them feel supported with a safe home environment
- ❖ Don't presume the problem has gone away; talk regularly
- ❖ Monitor your child's social media

## Restorative approaches

At the Buckingham School, we believe that young people should always have the opportunity to understand the impact of their behaviour and how to change it, no matter what the cause is.

A restorative approach to tackling bullying behaviour allows all young people involved a chance to express their feelings and talk to each other about conflict resolution. This can enable the person or people displaying bullying behaviour to understand the consequences of their actions by acknowledging the harm caused and helping them begin to take steps to repair it. When necessary, incidents may be escalated to a more formal approach.

## External support and information agencies

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

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

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

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.kooth.com](http://www.kooth.com)

**Childline:** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

**NSPCC:** 08088 005000

**Samaritans:** 08457 909090

# The Attendance Team

## **MRS EMMA SMITH** **DIRECTOR OF ATTENDANCE**

Mrs Smith oversees School attendance and ensures plans and strategies are put in place to enable students to access education.

Mrs Smith meets with students and their parents/carers to remove the barriers to learning, whilst making sure that the welfare of the student and safeguarding are taken into consideration. She conducts home visits when necessary and liaises with the County Attendance Team to ensure children come to school regularly.

She works closely with the Student First and SEN Teams, and is also a Designated Safeguarding Lead.  
[esmith@buckinghamschool.org](mailto:esmith@buckinghamschool.org)



## **MRS MARGIE WHITBREAD** **ATTENDANCE MANAGER**

Mrs Whitbread manages attendance across the whole School, working alongside Mrs Smith. She is responsible for managing the day to day information regarding students who may be absent from School for any reason. Mrs Whitbread will contact parents/carers regarding absences during the School day.

Mrs Whitbread has worked for The Buckingham School for over 20 years and has a wealth of knowledge and experience.  
[mwhitbread@buckinghamschool.org](mailto:mwhitbread@buckinghamschool.org)





**MRS SHARON SALERNO**  
**PASTORAL ADMINISTRATOR**

Mrs Salerno ensures the smooth running of the School's Student Support initiatives, freeing up support staff to work directly with students.

Mrs Salerno also works with the Head of Year's and the Assistant Head Teacher for Behaviour and Attitudes providing administrative support.

Mrs Salerno joined the Buckingham School in January 2023 and has worked in Further and Higher Education for over 18 years.

[ssalerno@buckingham-school.org](mailto:ssalerno@buckingham-school.org)



**MRS SAM BROOKFIELD**  
**MEDICAL OFFICER**

Mrs Brookfield is our School Medical Officer and is the first point of call if your child becomes poorly throughout the day. Mrs Brookfield also holds prescribed medications that students need to take throughout the day. If your child is prescribed a new medication that needs to be taken 4 times a day, please get in touch to request a Medication Form.

Mrs Brookfield has over 15 years experience as a Medical Officer in both primary and secondary schools, both in London and the Home Counties.

[sbrookfield@buckingham-school.org](mailto:sbrookfield@buckingham-school.org)

## Outstanding School Attendance - Why Does it Matter?

Students who attend school regularly, will keep up with their classwork and will go on to do better in their exams. There is a strong correlation between attendance and attainment. Recent studies indicate that children who have 100% attendance are twice as likely to achieve 5+ GCSEs or equivalent than those who miss 10% of lessons during Key Stage 4. Outstanding school attendance and punctuality enables students to make the most of their learning opportunities and prepares them for the demands of their adult life.

We expect all our students to have an attendance percentage of 96% or above. This equates to being in school for a minimum of 182 out of 190 school days of the academic year.

The Attendance Team is dedicated to supporting and encouraging all students to be in school as much as possible.

We celebrate good attendance at The Buckingham School. We encourage students to attend school regularly by recognising their efforts through competitions, certificates and celebration announcements.

A new initiative that we have starting in September 2023, is a termly raffle. Students are entered into a raffle every time they achieve 100% attendance for the week. We feel this is the fairest way to include all our students in the incentive; the more full weeks they attend, the more likely they are to win the prize!

**Punctuality, along with outstanding attendance is important because it enables a young person to develop resilience and good time keeping, which are vital skills to have and will be necessary when sitting exams in Year 11.**

## What if my child is late to school?

Students are expected to be in School, sat ready for Form Time to start at 08.35am. The gates will be open for students to arrive from 08.20am. At 08.30am, the School gates will close. Students arriving after this time will need to enter the building via the Student Office and sign in. They will then be marked as “late” by the Team. A “Late Slip” will be given and students will then need to return to the Student Office during their morning break time at 10.40 to fill in a form to explain why they were late. If three instances of lateness occur in one week, students will then serve an after School detention on Thursday.

All students who arrive or leave school outside of the normal times, need to do so via the Student Office.

## What if my child is sick and cannot come to School?

- ❖ Telephone the Absence Line on 01280 818923
- ❖ Email [mwhitbread@buckinghamsschool.org](mailto:mwhitbread@buckinghamsschool.org)
- ❖ Send a message via the ParentMail app

Please give as much detail as possible, so that we can accurately record the absence.

If we do not hear from you, we will contact you to find out why your child is not in School. Failure to inform us of your child’s absence will result in the absence being recorded as unauthorised and may result in further action being taken, in line with our Attendance Policy.

If your child is going to be absent for longer than 5 days, we will require confirmation from a medical professional confirming this in order for the absence to be authorised. If a child is absent for more than 10 days, we will be in contact to arrange a welfare home visit, to see how we can help and assist you. We will also need to pass this information onto the Local Authority, so that we can work together to conduct a Return to School Plan for your child.

**If your child is unwell, you must inform us by 09:30 at the latest**

## **What if my child becomes unwell whilst at School?**

We have a fully qualified First Aid Team here at The Buckingham School. If a student feels unwell during the day, they can go to the Student Office during break times.

If our First Aid Team deem a student to be too unwell to stay in school, they will contact you, to arrange collection. Students will only be permitted to come out of class to seek First Aid if it is an emergency.

Students are not permitted to contact home themselves to arrange collection if they are feeling poorly. They must be seen by a member of the First Aid Team, who will assess whether they need to be sent home.

If your child has any continual medical needs, please contact Mrs Sam Brookfield (sbrookfield@buckinghamschool.org), who will complete a Health Care Plan for your child.

## **What if my child has an appointment?**

If your child has a scheduled appointment, please send us a copy of the appointment letter in advance, so that we can record and authorise this absence.

If you need to make an emergency appointment on the day, please inform us as soon as possible, so we can account for your child's absence.

If your child does have an emergency appointment on the day, please send them in with a note to show their subject teacher, so that they can be excused from the class.

## **Can I take my child out of school for a holiday?**

Buckinghamshire Council administers fines to any parent who takes their child out of school to go on holiday. The fine is £60 per parent/carer, per child if paid within 21 days of the receipt of notice, rising to £120 per parent/carer, per child if paid after 21 days but before 28 days.

In line with these guidelines, the School cannot authorise any holidays taken during term time.

Although the Headteacher has the authority to authorise term time holidays, this can only be considered in extremely exceptional circumstances.





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