



Goffs - Churchgate Academy

ADDITIONAL INFORMATION



RESPECT
ASPIRE
NURTURE
ACHIEVE



WELCOME TO GOFFS-CHURCHGATE

We are excited to welcome you to our school, Goffs-Churchgate, which operates under the oversight of the Goffs led Generations Multi Academy Trust. The school now enters its second year and its reputation continues to grow and flourish. We are a mixed comprehensive school, offering every student the best possible education for the future. Our deliberately small, close-knit community ensures that every student has the opportunity to fulfil their potential and to leave our school with an excellent set of qualifications, but also to leave as well rounded, compassionate young adults.

Within our small, nurturing environment, all of the students know each other and regularly mix with each other at break and lunch periods. Our extremely strong sense of community is further nurtured through the House system embedded across the school. Each student is a member of either Curie, Edison, Faraday or Rubik House, and through their rewards in class and participation in House cultural and sporting events, earn points towards their House. The House competitions culminate in a highly competitive Sports Day at the end of the year.

We work in partnership with our students, parents and local schools to support the students in our care both academically and emotionally, as they develop through their teenage years. We also work tirelessly to ensure a smooth transition from primary school into their new place of learning. Our mantra of Respect, Aspire, Nurture and Achieve is reflected every day in all of our work with our students.

The school has benefited from a brand new teaching block where all our learning takes place. The facilities within the school bring a modern and professional working environment for both students and staff. These include a full size indoor swimming pool; a large suite of modern ICT rooms providing state of the art technology for our students; large spacious classrooms; significant resources in Technology including Laser cutters and a 3D printer, plus a professional Drama studio.

We strongly believe that every child should be nurtured to reach their full potential. This includes both academic results, but also developing other talents such as Drama, Art, Music and PE, to name but a few.

As part of its nurturing of each child, the school has an excellent facility in its Learning Plus Centre, where students can work with members of staff on their academic studies, whilst also receiving any pastoral support that they may need. This work is complemented by a strong focus on each child's well-being and mental health, supported by the work of our dedicated Learning Mentor. Our school provides personalised, extensive support and provision for all students who have a SEND need.

For our most able students, the school organises an Aspiration and Achievement group, providing additional stretch and challenge opportunities for these students. For example, building robots in the Robot Rumble, the Holocaust Memorial trip and visiting speakers from local universities.



Outside of the classroom, we offer a range of extra-curricular activities for all our students to develop their skills and to contribute to their community. This encompasses our Character Charter where students evidence key traits they have learned and developed, including resilience and leadership. It also allows students opportunities for real life skill development, from preparing a basic meal to ironing a shirt correctly.

The school upholds extremely high expectations of its students. Traditional values of self-discipline, respect, responsibility and sensitivity to the needs of others underpin the school ethos; we take great pride in developing an environment where students can feel safe and are able to concentrate on learning. The school adopts a very clear zero tolerance approach to disruption of learning, based on a school wide mantra of "Every Lesson Counts.". If you are choosing Goffs-Churchgate for your child, you will want to be sure that you support a highly aspirant ethos that permeates every part of our daily work, with a consistently implemented zero tolerance approach to any disruption of learning, including Saturday Detentions and a clear expectation that students are in full correct uniform at all times if they are to join lessons with their peers. It is our firm belief that a combination of traditional values, with an emphasis on mutual trust, respect and honesty, coupled with the highest of ambitions and forward-thinking learning and teaching, provide an environment where each student has every opportunity to flourish.

At Goffs-Churchgate, we have a highly committed teaching staff body who work tirelessly to support all of our students in every lesson. The school is regularly open late into the evening and also at weekends and holidays, with staff giving up their time to support our students.

We firmly believe that every child can succeed at whatever they put their minds to, and have extremely high aspirations for all of our students regardless of their starting place.

These documents can only give you a flavour of our school community. We would encourage you to take some time to visit the school and see our community in action. We offer a range of School in Action tours and events which can be arranged by contacting our Main Reception on 01992 624375

We are sure that if your child joins our school they will have a happy and safe experience where they will achieve excellent qualifications, whilst growing into respectful young adults.

**Thomas Sparks,
Principal**

**Alison J Garner,
Executive Principal**

GOFFS-CHURCHGATE: OUR SCHOOL

COMMUNITY

Goffs-Churchgate prides itself on its sense of community both within the school grounds but also in the wider community that we serve. All visitors to our school unfailingly comment on our strong sense of community, and are struck by how very much the school is a close-knit environment for its students.

The school actively promotes its strong sense of community through its House system, where we support activities in the school but also regularly raise money for local organisations and charities.

The school and its facilities are also widely used by the local community. This includes primary schools using our swimming pool, plus other professional organisations, bringing further benefits to the school in terms of opportunities for professional coaching for our students.

Goffs-Churchgate runs a range of enrichment activities for our students in partnership with Goffs Academy. Through the Generations Trust, our students are able to access a variety of annual school trips providing opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK and abroad, including theatre, galleries and museum visits.

Goffs-Churchgate is proud to be a culturally diverse school, with students and staff from different religions, and with a number of languages spoken in the school.

We recognise and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

Within the community, our students play an active part in the development of the school at all stages. Led by our Head Boy and Head Girl, our Student Executive and Community Captains contribute towards strategic decision making. For example, students work in partnership with the Senior Leadership Team to proactively develop projects that are important to the student body. In turn, the school and Trust make money available to support these student led projects.

A copy of our Equality Policy and objectives can be found on our website.

CARE, GUIDANCE AND SUPPORT

Goffs-Churchgate has significant strengths in its care for its students, providing guidance and support for all.

When your child joins Goffs-Churchgate in Year 7, they will become a member of a tutor group in which their personal tutor (**Learning Manager**) takes responsibility for their day to day well-being, and for monitoring their academic and social progress. Students often develop a strong link with their Learning Managers, who they see on a daily basis at the school.

Each year group has a **Director of Learning** who has full oversight of each year group. Their role is to monitor the performance both academically and socially of all the students in their year groups.

Goffs-Churchgate provides support through our dedicated Student Support Centre which provides targeted support for individual and group needs. Attendance and medical issues are closely monitored by our Attendance Manager.

For those students who need further support and guidance, for whatever reason, the school has a team of staff including Teaching Assistants, highly skilled pastoral and special needs staff, counselling provision and a Learning Mentor. Students who have an Educational Health and Care Plan, will receive support both through the school and outside agencies as appropriate, coordinated by the Special Educational Needs Co-ordinator (SENCO).

A full copy of the Special Education Needs Policy is available on our website.

The school is fully committed to providing education for all students regardless of any disability, and will undertake all possible measures to ensure full curriculum access and support for all of our students. The school's Accessibility Policy can also be found on the website.

We celebrate the successes of our students at all stages in their development. Positive reinforcement, or praise, is at the core of all teachers' practice. This includes praise through verbal or written feedback, rewards, letters and/or phone calls to parents/ carers. We celebrate our students' success and reward them for hard work, achievement and progress through House points and certificates. Students accumulate these and are rewarded regularly in celebration assemblies for their achievements.

THE IMPORTANCE OF ATTENDANCE AND PUNCTUALITY – EVERY LESSON COUNTS

Research clearly shows that if a student attends regularly and is punctual to school and every lesson, they are far more likely to achieve their personal and academic potential. At Goffs-Churchgate, we want every student to achieve their best and therefore we expect every student to attend school regularly, unless there is a legitimate reason for their absence. We work closely with parents/carers and students to identify any issues either within school or outside which may be adversely affecting attendance, and seek to put appropriate support into place. We request the support of parents/carers by asking that the school is contacted immediately should their child be absent, that medical/dental appointments are made outside school hours, **and that no holidays are taken during term time aside from truly exceptional circumstances.** We operate a first day calling system, notifying parents/carers if their child has not received their morning registration mark. At Goffs-Churchgate, every lesson absolutely counts. Therefore:

- No absence will be granted in any circumstances when it would directly impact on any controlled assessment or examinations (Years 9 – 11) and progress
- **Students are expected to be in their first lesson ready to start at 8:35am.** This means students should arrive at school in good time to get to their classroom on time and be ready to learn
- Students arriving after **8:30am** are deemed to be late and serve a late detention as advised by the school. Students are expected to arrive on time to every lesson. Good punctuality to lessons and school leads to higher levels of achievement and promotes higher personal standards. Students arriving late to lessons will also need to serve a late detention

- You can contact us immediately if you are having problems getting your child to come to school
- You are asked to inform us immediately of any absence

REQUESTS FOR TERM TIME HOLIDAYS/LEAVE OF ABSENCE

From September 2013, amendments to the 2006 national attendance regulations removed previous references to family holiday and extended leave.

The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers will determine the number of school days a child can be away from school if the leave is granted.

In line with national regulations, the school will only authorise any term time holiday request in wholly exceptional circumstances, and then only where attendance is already at least 96% and there are NO issues regarding academic outcomes and/or behaviour.

Parents or Carers are therefore asked not to make any requests for term time absence and should expect to have any requests declined, aside where evidence of exceptional circumstances can be provided.

Please be aware that permission will not be given if it is applied for after the holiday and/or the absence has taken place.



BEHAVIOUR FOR LEARNING

Our school Behaviour Policy is in accordance with the requirements of the Education and Inspections Act 2006 (EIA 2006) and reflects the 2011 guidance. The policy is designed to support the ethos of Goffs-Churchgate by allowing it to be a place where:

- All individuals are respected and their individuality valued
- Students are encouraged to achieve
- Self-discipline is promoted and good behaviour is the norm
- Rewards and sanctions are applied fairly and consistently
- The social and emotional aspects of learning are used as a 'tool' in the development of positive behavioural change
- Local partnerships are used effectively to develop and support appropriate change
- Behaviour for learning is an integral element within learning and teaching

We actively encourage positive behaviour. A system of praise and awards recognises worthwhile achievement of all kinds, and encourages young people to be confident in themselves. In responding to any behaviour that does not meet the expectations of the community, a full programme of community service operates – that is, students will be expected to undertake additional duties within our community, before, during and/or after school, in order to give back to the community should they have taken away from it through their actions.

The school also operates a system of Saturday Detentions, plus “Disrupted Day” detentions, where students in isolation are in school at different times to their peers. Both of these systems are a non-negotiable aspect of being a member of our community, and parents will want to be sure that they are philosophies that they fully support.

A safe, calm and supportive atmosphere is important for successful learning and we will take firm action to deal with any behaviour that does not meet our expectations. Goffs-Churchgate does not tolerate any form of bullying or racism and has strong policies to deal with these issues, should they arise.

ANTI-BULLYING

At Goffs-Churchgate we have a very strong anti-bullying policy and are clear that bullying is not tolerated in our community. Students are taught through the pastoral curriculum about the importance of having respect for each other.

They are taught how to deal with the situation, when and if they arise. There are links on the website, plus designated anti-bullying members of staff to help with any problems. There is also an on-line system in place to report any bullying via our website. This system enables us to respond immediately and resolve any issues.

Our policy reflects our belief that all members of the Goffs-Churchgate community deserve to feel safe, comfortable and able to work without interference during the school day. We recognise that bullying exists in different forms and at any age, that victims and witnesses may stay silent, and that everyone needs to be alert to the manifestations of bullying and the personal harm it can cause. Equally, we recognise that quarrels and the breakdown of friendships are a natural, if painful, part of life, and should not be confused with bullying.

WORKING WITH PARENTS/CARERS

Within our school community we firmly believe that a strong working relationship with parents is a key driver to the success of our students. The school works to ensure that all parents/carers are fully informed of their child's progress and how they are developing. These relationships and communication are key to students' success. It is very important that home and school are equally committed to the extremely high standards of work and behaviour that are expected from all students, something that you will want to consider before deciding that Goffs-Churchgate is the right place for your child.

Throughout the year we have a range of events to ensure that parents/carers are fully informed. At the start of the academic year, we invite all parents to an information evening where we highlight the opportunities open to your child, as well as making clear the expectation for the year group. During this event we also provide parents/carers with a 'How to Support Your Child' document, which outlines the curriculum for your child and the many ways you can support them at home in their learning. It is also an opportunity for parents/carers to ask any questions that they may have.

In addition, we communicate your son/daughter's progress on a regular basis. A key part of our robust monitoring of progress is that you will be receiving Academic Reports on your child's progress every half term.

In addition, two Year 7 Parents' Evenings will take place during the year to give parents/carers the opportunity to attend a consultation with subject staff.

At all times, parents/carers are encouraged to communicate any issues or difficulties as they arise. Learning Managers welcome direct contact by email or telephone. Members of staff are always happy to meet parents/carers if there is a problem. The Principal at the school also holds regular parent surgeries so that parents/carers can raise any issues that they might have directly with him.

A regular newsletter is also published. This provides information on forthcoming events and developments, including reports on recent activities, trips and visits that have taken place.

ROUTES TO SUCCESS: CURRICULUM

All students complete a two-year Key Stage 3 and a three-year Key Stage 4. The curriculum at Key Stage 4 offers highly developed and flexible programmes for students, with a rich and broad range of courses. We wish to maximise the success of all our students and ensure they undertake personalised curriculum pathways that ensure they are challenged. Each student receives personalised advice and guidance to help match option choices against their future aspirations.

In Years 7 and 8, we have developed an innovative curriculum for our students. Alongside the traditional subjects, we offer some of our subjects through Curriculum Enrichment Days. For example, in Music, rather than the traditional approach of one lesson a fortnight, we have enrichment days where students spend the whole day immersed in music, taught by an external professional. This might include singing workshops or African drumming workshops. Food Technology is offered in a similar way, with students spending whole days cooking. All of these enrichment days prove very popular with our students and parents, who get to sample some of the food that is made.

For full details of our curriculum, please see our website.



DELIVERY FOR THE 'MOST ABLE'

Goffs-Churchgate has developed an excellent programme for our Most Able students to support their academic progress and reach their full potential. Through careful mentoring, aspiration tracking setting, enrichment activities and nurturing, our Most Able students are supported in their education. Working with Goffs Academy, students are able to participate in an exciting programme of enrichment activities including a range of guest speakers. Our partnership with Goffs also provides a smooth transition to post 16 study through A Levels and vocational courses, where further work is completed with our students to support them in applications to University and employment or apprenticeships.

LEADERSHIP OPPORTUNITIES FOR OUR STUDENTS

Through our Student Executive and our Community Captains, students in the school have many opportunities to develop their leadership skills and experiences. These are vital skills as our students enter an ever competitive workplace. Our small, close-knit community ensures that every student who wishes to participate is encouraged to play a leading role in the school, providing students with the right skills to prepare them for future careers.

EXTENDED CURRICULAR ACTIVITIES

Our school community offers a wide range of extra-curricular activities for our students to get involved in. The school regularly provides provision in extra-curricular activities, both at lunchtime and afterschool, from sports teams to literacy clubs. We also offer after school, weekend and holiday support sessions for students.

As part of the Generations Multi Academy Trust, our students also have opportunities to engage in extra-curricular activities and sport with Goffs students.

EDUCATION OF CHILDREN IN PUBLIC CARE

Goffs-Churchgate is committed to ensuring quality education for all of our students. We recognise that nationally, students in public care have significantly underachieved compared with their peers. We intend through our policy, to promote the educational achievement and welfare of any looked-after children in our care. The Educational Trust is committed to ensuring that the Designated Teacher is able to carry out his or her responsibility effectively. Personal education plans are put in place for all students in public care.

A copy of the Children Looked After policy can be found on the school website.

ASSEMBLIES AND COLLECTIVE WORSHIP

Assemblies express the corporate life of the school, and include celebration of achievements and matters which concern the whole community. They also include opportunities for everyone to reflect individually upon serious and worthwhile issues, to relate these to a personal response, and to be aware of spiritual values which give meaning and purpose to life.

At Goffs-Churchgate we have an inclusive assembly programme, inviting all students from a diverse range of cultural and religious backgrounds to either reflect or worship together. A copy of our programme for assemblies can be found on the school website. There is one main assembly per year group each week. The beliefs and values which underlie both assemblies and Religious Education rely particularly on Christian beliefs but include beliefs of other faiths.

Through compulsory RS lessons at Key Stage 3 and 4, our students learn about the diverse cultures and religions that exist in our society today. This is key to promoting tolerance and acceptance in our society today. We are proud of the respect shown for all students' religious beliefs in our community.

SEX EDUCATION

The values underlying sex education at Goffs-Churchgate derive from traditional moral beliefs. Sex education is considered in the context of loving, caring, stable relationships and parental care. It is taught by experienced staff in whom parents/carers can have confidence.

In Key Stage 3 (Years 7 – 8) the emphasis is on puberty, development, relationships, sexual reproduction and contraception. In Key Stage 4 these aspects are dealt with in ways which are relevant for young adults and additional issues including responsibility, sexually transmitted disease and relationships which are important for this age group are also considered. Information about the facts of sex should not be separated from moral considerations, and sex education is, therefore, integrated into broader programmes of study in RE, Citizenship and Science. If parents/carers have any concerns about sex education they are invited to discuss the matter with the school; there is no automatic right for children to be withdrawn from these lessons, but the school will try to respond to parents/carers' wishes as far as possible.

ADMISSIONS CRITERIA FOR 2019 – 2020

The school will have a published admission number of 120. Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an Education Health and Care Plan that names the school. If there are fewer applications than places available all applicants will be offered a place.

If there are more applications than places available the criteria outlined below will be used to allocate places.

1. Children looked after (in public care) and Children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
2. Medical or Social Needs: Children for whom it can be demonstrated that they have a particular medical or social need to attend the school. A panel of HCC Officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule on behalf of the governors. The evidence must relate specifically to the school applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.
3. Sibling: Children who have a sibling at the school at the time of application, unless the sibling is in the last year of the normal age range of the school.
4. Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non-partially selective.
5. Children who live in the priority area who live nearest to the school. (Hoddesdon, Broxbourne, Turnford & Cheshunt)
6. Children living outside the priority area on the basis of distance, with those living nearest to the school given priority.

Priority Areas

Parishes in the priority area for this school are: Broxbourne, Cheshunt, Hoddesdon, Nazeing, Northaw, Cuffley, Stanstead Abbots and Waltham Cross.

Continuing Interest (CI) (Year 7 places)

After places have been offered Herts County Council will maintain the school's CI waiting list.

A child's position on a CI list will be determined by the admission criteria outlined above, and a child's place on the list can change as other children join or leave it. The County Council will contact parents/carers if vacancy becomes available and it can be offered to a child. CI lists will be maintained for every year group until the end of the summer term.

In Year Admissions

The school will remain part of the county council's coordinated In Year admissions scheme. In Year applications can be made online via www.hertsdirect.org/admissions

A paper application form can be requested from the Customer Service Centre, **0300 123 4043**. Parents should return the application form direct to the County Council (address on the form).

Fair Access

The school participates in the county council's Fair Access protocol and will admit children under this protocol before children on the continuing interest list.

Appeals

At transfer time, parents wishing to appeal who applied on line should log into their online application and click on the link 'register an appeal'. For those who did not apply on line, please contact the Customer Service Centre on **0300 123 4043** to request an appeal pack.

For in-year applications, parents wishing to appeal should contact the school directly in the first instance.



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