

6.1 School Fund



William Brookes School Fund was established many years ago in order to enrich and further extend the opportunities offered to students in the school. It is run by a committee, which includes representatives from the staff, the Parent Teacher Association and the Sixth Form.

Fund raising is carried out in two ways:

- (i) Individually organised sponsored events, and
- (ii) Half termly non-uniform days. One of the two **non-uniform days** each term is targeted at the School Fund. Students are invited to pay £1.00 for the privilege of coming to school in clothes of their choice.

School Fund Committee Report 2009-10

The committee decided to focus this year on completing the purchase of a third mini bus for the school, which was delivered in January. This meant that we were unable to support as wide a range of activities as we would have liked to. However, we have now almost finished paying for it, so we hope that we can resume normal service next year.

We were able to continue to support the PE department by covering the cost of match expenses, and were also able to support the Engineering Education scheme. We also were able to support some bids from students who were pursuing individual projects.

The fact that the school needed a third mini bus indicates how active staff and students are outside the classroom. The vehicles are used not just for PE matches but for many other trips, visits and activities, which indicates what a wide range of opportunities are available to our students. We look forward to supporting these and other activities next year when we will have more funds available. We have also welcomed two new sixth form representatives and a new parent representative onto the committee during 2009-10.

For next academic year, we would like to invite interested staff and parents to join the school fund committee. Now that we have finished paying for the minibus we will have more flexibility in deciding what activities we would like to support. If you would be interested in joining us, please contact Margaret Brown or Peter Braddick at school.

6.2 Materials & Practical Activities



For many years now William Brookes School parents have been happy either to supply materials for their children to use, in Art and Design & Technology lessons, or to meet the cost of materials of a finished product where these have been provided by the school. The 1988 Education Reform Act does not restrict the practice of parents making voluntary contributions either in kind or cash but it does restrict the school's ability to charge to only those situations where parents have indicated in advance that they wish to own the product. The school cannot afford to lose the support and contribution parents have always been prepared to make. Such contributions have been an enormous help in ensuring that a good variety of work can be undertaken. Parents will therefore receive a pro-forma when their child joins the school which will ask them to indicate whether or not they wish to own articles made by their child.

Charging & Remissions Policy for School Activities

1. General

The Education Reform Act 1996 requires the Governing Body to:

"... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ...".

The Governing body of William Brookes School attaches great importance to the educational value of school visits and excursions and supports the school in the planning and organisation of such activities. It has taken note of the policy for charging and remission drawn up by Shropshire Local Education Authority.

2. Charging

The Governing Body has noted that the Education Reform Act allows charges to be made in the following areas:

Optional Extras	Activities not related to National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place out of school time.
Individual Instrumental Tuition	Individual instrument tuition not related to the National Curriculum or to examination
Materials used in craft subjects	Subject to parents having agreed in advance that they wish to own the finished product
Board and lodgings charges	At any time (in school time or otherwise) subject to full remission to those parents in receipt of Income Support, income based Job Seekers Allowance or the appropriate level of Working Families' Tax Credit/Disabled Person's Tax credit (see appendix for guidance note) for residential visits taking place or deemed to take place in 'school time'.
Examination entry fees	<ul style="list-style-type: none">• Public examinations not prescribed in regulations.• Prescribed public examinations where the student has not been prepared by the school.• Re-sits of prescribed public examinations.

3. Voluntary Contributions

Governors will encourage the school to seek voluntary contributions from parents for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential, as permitted under the terms of the Education Reform Act 1988.

The Governing Body would wish to try and ensure that the level of visits and activities established at the School continue but emphasise to parents that this can only happen with their full support and that activities will either be substantially reduced or cease altogether if parents are not prepared to contribute voluntarily.

The Governing Body notes that parents are not debarred from making voluntary contributions in any situation. Income Support, income based Job Seekers Allowance, Working Families' Tax Credit/Disabled Person's Tax Credit recipients may voluntarily contribute towards the costs of board and lodging if they so wish.

The Governing Body also notes that there are no restrictions on the level of voluntary contribution that can be made nor are there any restrictions as to the use to which such contributions may be put.

4. The Governing Body notes that the Education Reform Act prescribes:

- that no charges may be levied for school activities taking place or deemed to take place in school time;
- that voluntary contributions must be genuinely voluntary;
- that there is no obligation on parents to contribute; and
- that students will not be treated differently according to whether or not their parents have made any contribution.

The Governing Body recognises that *in general participation in all trips and visits is voluntary and notwithstanding the charging requirements parents have the right, for whatever other reasons, to choose that their children **not** participate.

*Should participation in any trip be essential for the fulfilling of the school's duties relating to the National Curriculum, public examinations or the provision of religious education, parents will be so informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the school, less any voluntary contribution parents may be prepared to make.

5. Charging & Remissions Policy for William Brookes School will, for the time being, be as follows:

- (i) The Governors reserve the right to make charges where the law allows and as set out in (2) above.
- (ii) Individual instrumental tuition able to be accommodated at the wishes of parents will be on the understanding that parents meet the full costs involved.
- (iii) From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from private school funds. Parents will be so informed when these occasions arise.
- (iv) The Governing Body notes that the LA will fund board and lodging remission costs for "in school time" courses at the Shropshire Outdoor Education Centre, Arthog. Should the Governing Body choose to hold "in school time" residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are entitled and who claim.
- (v) The Governing Body has instructed the Head to include in the school's disciplinary code that parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual students' behaviour.

Governors may seek to support individual cases, whether or not statutory remissions apply, through the allocation of money from the Governors' School Visits Fund. This fund is administered by a committee of 3 Governors, including the Head, and is subject to annual audit.

6. Review

The above policy will be subject to regular review by the Governing body in the light of developments, experience and further advice from the DCSF and LA.

The qualifying level for remission of board and lodging charges is as follows:

Remission is available only where the difference between an applicant's final actual award of Working Families' Tax Credit, and the maximum credit available to that applicant, is £69 or less. Similar recognition needs to be taken of low income families also in receipt of Disabled Person's Tax Credit.

6.3 Personal Accident Insurance

Parents are asked to note that **the Local Authority does not provide Personal Accident Insurance for students** in its maintained schools, although claims can be made should they suffer injury, damage or loss in the event of negligence on the part of staff or others engaged on Shropshire Council business being proved.

If parents wish to take out Personal Accident Insurance on behalf of their children, such a scheme has been arranged by the National Confederation of Parent Teacher Associations. Information about this and other schemes can be obtained from the School Business Manager.

NB There is also no insurance for personal belongings of students

For longer outings and visits, insurance cover is arranged and is included in the cost of the trip. This information will be given to you at the time of booking.

6.4 Friends of William Brookes School

All parents are members of the 'Friends of William Brookes School' (FoWBS), which is affiliated to the National Confederation of Parent Teacher Associations. It is concerned with supporting the educational aims of the School, organising fund-raising activities to provide finance for resources additional to those provided by the LA, and arranging opportunities for parents, carers and staff to meet socially.

In recent years activities have included bingo and quiz evenings, cake stalls, and an annual May Fair and draw. FoWBS also organises the 100+ club, which runs six half-termly draws, each with a prize fund of £100. Parents and carers are cordially invited to join, both as a means of winning a possible cash prize **and** contributing to useful additional school resources. In recent years, FoWBS has contributed funds towards the school minibus, library books, PE equipment, computers and musical instruments, as well as special projects and resources in a range of departments and clubs throughout the school.

The Committee is elected annually at the Annual General Meeting, held in October. Any parent wishing to support the FoWBS, whether as a member of the Committee or in other ways, is encouraged to contact either the School or a Committee member.

Chair for 2009/10
Treasurer for 2009/10
Secretary for 2009/10

Mrs Joyce Pridmore
Mrs Stephanie Bellows
Mrs Debbie Marks-Rumble

6.5 Governors

The Governing Body was reconstituted under the provisions of the School Governance (Constitution) (England) Regulations 2003 in September 2005. After a term of office of 4 years, several appointed or elected Governors came to the end of their term in autumn 2009 and no parent governor elections are imminent.

County Council Appointments	4
Elected parents	7
Elected Staff	3
Community Governors	5
Head	1

At June 2010, membership of the Governing Body is as follows:

County Council Appointments (4)

Cllr Jean Jones
Cllr Milner Whiteman
Cllr Claire Wild
Mrs Sheila Keenan

Elected Staff

Mrs Rebecca Dickinson
Mr Peter Garnett
Mr Geoff Renwick

Head

Mrs Penny Cooper

Elected Parents (7)

Dr Mark James
Mr Ian Baker
Mr Richard Hawthorn
Mr Steven Hall
Mrs Deena Woodhall
Mrs Martin Jones
Mr Simon Rees

Community Governors (5)

Mr Peter Hampson (Chair)
Mr Peter Cox
Mrs Elizabeth Thomas (VC)
Mrs Sue Mattock
Co-option to be announced

Vacancies on the Governing Body:

Parent Governor elections took place in 2009 which means that the next main elections for Parent Governors will take place in February and October 2013 - unless there are resignations before then. There may be co-options for Community Governors in the intervening period. Staff elections will be held in school at the appropriate time.

The full governing body meets in school twice per term. Committees and Working Groups meet to discuss specific issues as necessary. The following meet on a regular basis:

- Staffing & Curriculum Committee
- Finance & General Purposes Committee
- Health & Safety Committee

6.6 Communication to School

Parents are welcome to come in to school to review general progress or to discuss any problems. We ask parents to make arrangements in advance through the Tutor or House Leader but if appropriate a meeting can be arranged with a member of senior staff or the Head. Parents may leave a telephone message with Reception staff for the Tutor or House Leader

Parents who communicate by letter or phone should expect to receive an acknowledgement within 24 hours and, if necessary, further follow-up contact thereafter.



Schoolcomms



The School Communications System

6.7 Communication from School

The school has installed the Schoolcomms system which enables parents to receive communications from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message.

As a parent you will:

- receive letters more reliably and promptly
- see letters in your inbox like any other email
- get a short text message if we need to contact you urgently
- still get paper letters if you don't have email
- not need to rely on your child for delivery

We can:

- send more letters and information
- save money on admin time, printing and paper
- contact you urgently when necessary

Please note that your details will not be used for any other purpose than school business. You will not receive any spam or marketing material by registering your email address with us. If you have any questions or concerns please contact the school.

PLEASE SEND AN EMAIL to info@williambrookes.shropshire.sch.uk including **Schoolcomms** as the subject line and your child's full name in the body text. Please use your preferred priority email address.

Do not worry if you do not have an email address. Printed letters will be sent out to anyone who does not have an email address. Urgent text messages can be sent via your mobile if you let us have that phone number.

6.8 Emergency Closure Procedures

We are proud of our record in seeing that children arrive home safely. As our school is the highest secondary school in Shropshire, situated at over 170 metres above sea level with a catchment area of more than 80miles², we need to plan our procedures in response to bad weather or any other emergency very carefully. It is occasionally necessary to finish school earlier in severe weather conditions, so that all students are able to travel home safely. This is only done in conjunction with our bus operators and the surveyors' department who have a detailed knowledge of road conditions. The health and safety of our students and staff are paramount.

In these conditions, school will open as normal except in one of the following circumstances:

- if home-school transport is cancelled for a significant number of students;
- if a significant number of staff cannot get to school, thereby creating problems for supervision, teaching and safety;
- if the services to the school (electricity, gas, water) are disrupted.

PARENTS ARE REQUESTED TO LISTEN TO BBC RADIO SHROPSHIRE

**All information about closures will be broadcast by this station,
whether first thing in the morning or later during the day.**

**PARENTS ARE REQUESTED NOT TO TELEPHONE THE SCHOOL FOR INFORMATION
THIS BLOCKS OUR PHONE LINES AND PREVENTS STAFF FROM CARRYING OUT OTHER VITAL TASKS**

If the school is to remain closed, this will be announced on Radio Shropshire, usually by 07.45, or earlier if possible. This will enable you to make plans before children are due to catch buses to come to school.

If Radio Shropshire does **not** announce that William Brookes School is closed, you may assume that we will open as usual. **Please ask children to make allowances for a delay in bus timetables in adverse weather conditions as it is inevitable that the buses will not always be able to keep to exact times.**

Please note the following:

1. If individual bus routes are cancelled, or buses are unable to get through as anticipated, this too will be announced on Radio Shropshire.
2. If parents decide to bring children to school because of cancellation of a bus route, they are also responsible for collecting their children at the end of the day. (Only buses that bring children to school return to collect them later).
3. If conditions worsen during the school day, we will close the school early if there is a risk that the normal transport arrangements will be affected. We have detailed contingency plans to deal with this eventuality, but we need to ensure our records of students for whom the journey home would be difficult and who need to contact parents/neighbours are updated regularly. **You will appreciate that action needs to be taken swiftly and that we do not want to have lengthy queues for the telephone.** Any early closure would be announced on Radio Shropshire.
4. When there is countywide severe weather, the Children & Young People's Services at the Guildhall in Shrewsbury will operate a Helpline for parents. The Helpline number will be given out by the local Radio Stations and it will relay information on closures which schools have given to the radio for broadcast. This means that you will not need to phone the Radio Stations themselves.

6.9 Complaints

Arrangements for making a formal complaint: The school holds a copy of the Local Authority's complaints procedure about Curriculum and Religious Worship, approved by the Secretary of State.

Please note that any parent wishing to make a formal complaint (to the Governing Body, the LA, or both) under Section 23 of the Education Reform Act 1988 should contact the Head in the first instance to obtain details of procedures.

Our policy is that letters or phone calls from parents will be acknowledged within 24 hours, with a follow up letter or call if necessary thereafter.

6.10 School Calendar

A detailed calendar of school events and other important dates including Term Dates, PD Days, Parents' Consultation Evenings, Non-Uniform Days and Exam Dates is issued in September, together with additional information for each year group.



The screenshot shows the William Brookes School website. At the top, the school's name 'WILLIAM BROOKES SCHOOL' is displayed. Below the name is a navigation menu with links: HOME, STUDENTS, INFO, LOCAL, TEACHING, SUPPORT, NEW BUILD, and RESOURCES. On the left, there is a calendar for September 2008. The calendar shows the following dates: 1 (Sun), 2 (Mon), 3 (Tue), 4 (Wed), 5 (Thu), 6 (Fri), 7 (Sat), 8 (Sun), 9 (Mon), 10 (Tue), 11 (Wed), 12 (Thu), 13 (Fri), 14 (Sat), 15 (Sun), 16 (Mon), 17 (Tue), 18 (Wed), 19 (Thu), 20 (Fri), 21 (Sat), 22 (Sun), 23 (Mon), 24 (Tue), 25 (Wed), 26 (Thu), 27 (Fri), 28 (Sat), 29 (Sun), 30 (Mon). In the center, there is a 'LATEST NEWS' section with a photo of students in a science lab and the text: 'This year we are again delighted with the results of our A level...'. On the right, there is an 'EVENTS' section with the following dates: 05/01/2009 - Spring Term starts, 16/02/2009 - HALF TERM, and 03/04/2009 - End of Spring Term. The background of the website features a large image of students in a science lab and the text 'WILLIAM BROOKES' in a stylized font.

6.11 Our School Website

Our school website at www.williambrookesschool.co.uk provides a wealth of information and news, as well as linking to the school blog which is www.williambrookes.ethink.org.uk

6.12 School Newsletter: The Edge

Our newsletter, *The Edge*, is published free of charge four times a year and distributed to all 'youngest in family' students in the school. Reports from both students and staff cover a wide range of school activities and we are sure that you will find it an interesting and informative publication.

Our newsletter is also available via our website, under the 'Information' section.

6.13 Accessibility Plan

The SEN and Disability Act 2001 extended the Disability Discrimination Act 1995 (DDA) to cover education. Since September 2002, the Governing Body has had three key duties towards disabled students, under Part 4 of the DDA:

- o not to treat disabled students less favourably for a reason related to their disability;
- o to make reasonable adjustments for disabled students, so that they are not at a substantial disadvantage;
- o to plan to increase access to education for disabled students.

The plan sets out the proposals of the Governing Body of the school to increase access to education for students with impairments in the three areas required by the planning duties in the DDA:

- o increasing the extent to which disabled students can participate in the school curriculum;
- o improving the environment of the school to increase the extent to which disabled students can take advantage of education and associated services;
- o improving the delivery to disabled students of information which is provided in writing for students who are not disabled.

It is a requirement that the school's accessibility plan is resourced, implemented, reviewed and revised as necessary. The next scheduled review will be in December 2010, although it will be regularly monitored and revised if appropriate in accordance with the requirements of individual students, staff or visitors.