



**Mark
Rutherford
School**



**Welcome
Information**
Academic Year 2023

ASPIRE. BELIEVE. CREATE.



Mark Rutherford School

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Headteachers Welcome

Dear Parent/Carer

Welcome to Mark Rutherford School! I would like to extend a very warm welcome to you and your child as you prepare to join our school community in September. This transition booklet will be helpful in understanding our school and the key expectations we have of our students.

We are proud to offer students the opportunity to be part of our community from Year 7 through to the end of Year 13, to study both their GCSE and A Levels, or equivalents. The curriculum we offer is broad and balanced, and equips our students with the skills required to be lifelong learners. In addition, the range of personal development opportunities we provide ensures that students are prepared for the responsibilities and experience of adult life.

We have high expectations of all our students whilst also recognising that every child is unique. With the support of your child's dedicated teachers and our excellent pastoral staff, your child will be encouraged to have the highest aspirations to go on and achieve their goals. Regardless of personal obstacles and challenges we will encourage our students to be hardworking, dedicated and resilient learners.

Staff at Mark Rutherford School are highly qualified and hard-working. Our students are happy, polite and kind. Together we ensure the school community is a safe place to be.

I trust that you will find all the information you need in this booklet.

If you need further information to support your child's transition then please visit our website or contact us via newintake@mrus.co.uk

I look forward to welcoming your child into our school and also working with you to support your child's academic and personal development.

Mrs Foster



Headteacher



FIRST STEPS AND GETTING READY TO START

What's different about secondary school?

In general students will be expected to be more independent and organised but some key differences will be:

- Many students will have to travel further than they have been used to – possibly on their own for the first time
- It is likely to be a bigger school
- Students will have a number of different teachers rather than just one or two
- There will possibly be new subjects to study such as dance
- Students will move classrooms for each lesson, with some specialist classrooms such as science labs or food technology rooms

BEFORE STUDENTS START AT MARK RUTHERFORD SCHOOL

Transfer Day	Tuesday 4th July <i>(further details to follow)</i>
Meet the Tutor evening <i>(for parents only)</i>	Tuesday 4th July <i>(further details to follow)</i>
Order Uniform	Refer to uniform policy
Register for free school meals through Bedford Borough website <i>(if applicable)</i>	
Ensure you purchase all equipment required	
Ensure your Child knows how they are going to get to and from school – if getting school buses make sure you have contacted school transport	



THE SCHOOL DAY

The school pedestrian gates open at 8.15am. Students must be in school by 8.25am, ready for morning registration. There are a number of gates along the front of the school which students can use but if a student is coming in on a bike they should use the side gate nearest the rugby club (west side of school).

Students must not walk through the main vehicular entrance for safety reasons. At the beginning of each day Year 7 will line up in their tutor groups on their playground outside A block.

The school day begins at 8.30am with 30 minutes of Tutor Time, during which time our tutorial programme is delivered, and assemblies are held. Students are registered every morning and any mobile phones are handed into their tutor.

A student who arrives late, after morning registration in Tutor Time, **must** sign in at the Attendance Office which is behind student reception. Attendance is also recorded electronically in each lesson of the day.

TIMINGS OF THE SCHOOL DAY



Admission to School	8.15am
Registration + Tutor Time	8.30am - 9.00am
Period 1	9.00am - 10.00am
Period 2	10.00am - 11.00am
Break	11.00am - 11.20am
Period 3	11.20am - 12.20pm
Period 4	12.20pm - 1.20pm
Lunch	1.20pm - 1.50pm
Period 5	1.50pm - 2.50pm
Tutor Time	2.50pm - 3.00pm

SCHOOL TIMETABLE: TOP TIPS FOR NEW STARTERS

The timetable – being in the right place at the right time

Expectations of students:

- Know what lessons you have on each day
- Know where the classrooms are
- Arrive to every lesson on time
- Bring the correct equipment for lessons, e.g. PE kit, cooking ingredients.

These will take some time but we would expect you to become familiar with your new school premises after the first few weeks.

Top tips for parents/carers:

Before your child starts:

- Reassure your child that they will get to know their way around very quickly. The teachers will be very understanding if they are late to lessons in the first couple of weeks whilst they are finding their way and there are staff and other students around to help.

After your child has started:

- Go through their timetable and the map of the school so they can begin to get an idea of where their lessons are.
- Have a copy of their timetable somewhere easily visible (such as the fridge door) so you can remind your child which lessons they have. Encourage them to 'learn' their timetable so they can become more independent.

EXAMPLE TIMETABLE

	1Mon	1Tue	1Wed	1Thu	1Fri	
1	Humanities AMN 022	Modern Languages ARO B10	Science AS 039	Art LLD B21	Art LLD B21	SUBJECT
2	Humanities OB A4	English LE 017	Mathematics AMO 113	English LE 017	English JMR 026	
3	Science NB A1	Science AS 039	Design Technolog SJS 043	Physical Educ LTR Field 2	Design Technolog DC 051	ROOM
4	Mathematics AMO 113	Computing VM 111	Humanities OB A4	Computing VM 111	Physical Educ LTR Field 2	
5	Modern Languages ARO B10	Humanities AMN 022	English LE 017	Humanities AMN 022	English LE 017	TEACHER

ATTENDANCE AND PUNCTUALITY



There is a clear link between attendance and exam results with students who have above 95% attendance statistically likely to achieve on average one grade above those with below 95% in their GCSE exams. As part of our rewards system we regularly celebrate students with excellent attendance. It is a parent/carer's legal responsibility to ensure their child attends school regularly and on time. The school works closely with the Education Welfare Service to improve attendance when necessary.

To help in this, if your child is absent from school, you must:

- **Telephone the school on (01234) 290200** and leave a message on the Absence Hotline, by 8.30am on the first day of absence.

We will contact parents when we are concerned about any unexplained absences.

A student who arrives late due to such an appointment, or who needs to leave during the school day for an appointment, will need an email or letter from home for the school to be able to authorise the absence and the student **MUST sign out** at Student Reception.

Students **MUST sign in** at Student Reception upon their return. We would encourage students to register in school prior to any medical appointment to get their attendance mark.

An absence is recorded in the register as either **authorised** or **unauthorised** at the school's discretion.

The following circumstances are classed as **authorised absence**:

- Illness
- Bereavement of a close member of the family
- Other circumstances where permission has been granted in **advance** by the Headteacher
- Religious observance

Unauthorised absences are recorded on the student's profile. The school is obliged to report the number of unauthorised absences termly. A student receiving a number of unauthorised absences will be referred by the Attendance Officer and Pastoral team to the Education Welfare Service.


Ten or more unauthorised sessions of absence within a twelve week period may result in a referral to the Education Welfare Service and/or the issue of a Fixed Penalty Notice. Note that employers/other institutions often request individual attendance records.

Please do not hesitate to contact either your child's form tutor or Head of Year if there is anything we need to be aware of or can do to support.

UNIFORM

Please also refer to the uniform policy on our website for full details including PE Kit

Parental support in taking responsibility for students attending in correct uniform is essential. Mark Rutherford School uniform is essentially BLACK in colour. Many items can be bought at chain stores in town centre, online and also our uniform supplier.

Black plain skirt	It has to be knee length. No lycra, contour. Plain black opaque tights in the winter or plain, non-branded black or white ankle socks in the summer.
Black trousers	No jeans, leggings, jeggings, cropped, jogging bottoms, cargo.
Sky Blue polo shirt with blue logo	To be worn all year round.
Black V-neck jumper with the school logo	The school jumper is compulsory from September to Easter unless the school emails parents in case of warm weather.
Black Shoes	<p>These must be suitable for school (trainers may only be worn for PE), no plimsolls or trainers that look like shoes.</p> 
Coat	<p>We would expect all students to wear a coat outside when the weather is cold. Students are outside at break and lunchtimes, so will need to bring a coat.</p> <p>Coats do not need to be purchased from our suppliers. No hoodies/sports sweatshirts/zipped sports top to be brought on to and/or worn on school site.</p>

THE CURRICULUM



The curriculum comprises all learning and other experiences that we plan for our students.

The timetabled lessons form the majority of the school's work and, along with extracurricular and enrichment activities (such as field visits and foreign exchanges) contributes to a rich and varied curriculum. We offer a broad, balanced, ambitious curriculum to all students.

At **Key Stage 3** (Years 7-9) the curriculum fulfils the requirements of the National Curriculum.

At **Key Stage 4** (Years 10 and 11) and **Key Stage 5** (Sixth Form), students are guided formally towards a personalised curriculum which meets their individual needs and aspirations. There are clear and diverse pathways from Year 7 through to the Sixth Form.



Mark Rutherford School is a major centre for GCSE and A Level work as well as Technical Awards and Applied General qualifications such as BTECs.

We have also developed vocational work-related learning and partnerships with a variety of organisations and training providers for students of all ages.

Extra-Curricular

Within our curriculum we offer a wide range of extra-curricular opportunities with a timetable on our website. We would actively encourage all students to join clubs as this is also a good way to form new friendships.

Students will also be given the opportunity to go on trips such as Blue Peris (outdoor pursuits), theatre visits and many more.



YEARS 7, 8 & 9 (Key Stage 3)

All students follow a broad ranging curriculum that provides a firm foundation for their chosen Key Stage 4 options.



Students in Years 8 and 9 follow a broad curriculum comprising the following subjects:
Art, Computing, Dance, Design & Technology, Drama, English, Geography, History, Mathematics, a language (one of French, Italian or Spanish), Music, Physical Education, PSHE, Religious Studies and Science.



Students in Year 7 follow a timetabled curriculum comprising the following subjects:

Art and Design, Computing, English, Geography, History, Religious Studies, Mathematics, a language, Dance, Drama and Music, Physical Education, PSHE and Science.



Across Key Stage 3 students may be selected to follow a timetabled programme of literacy and/or numeracy interventions when prior attainment and internal assessment is below expected for their age.

All students have the opportunity to take part in field study, extra-curricular activities and enrichment events throughout the year.

YEARS 10 & 11 (Key Stage 4)

All students in Years 10 and 11 follow a core curriculum comprising the following subjects:

English Language

English Literature

Mathematics

Science (combined or triple)

Computing

Physical Education

Philosophy and Ethics

We pride ourselves on the wide range of subjects we offer, which include academic and vocational qualifications so in addition to the core subjects, the majority of our students will select three option subjects from the following areas:

Art

Business Studies

Enterprise

Computer Science

Dance

Design & Technology

Drama

Food Studies

French

Geography

Health and Social Care

History

Information Technology

iMedia

Italian

Music

PE and Sport

Religious Studies

Spanish



Students with specific needs are guided towards a bespoke curriculum which can include the CoPE programme, extended work experience or AQA Awards.

An intensive programme of careers advice and guidance enables Mark Rutherford Year 9 and Year 11 students to select an aspirational curriculum which ensures they are both challenged and motivated.



Years 12 & 13 (Key Stage 5 – The Sixth Form)



Most students in the Sixth Form opt to study three subjects, or equivalent, in Years 12 and 13. Students make their subject choices in the Autumn Term of Year 11 and each year the curriculum is timetabled to meet the needs of the students and their preferred subject choices and combinations.

We pride ourselves on the wide range of subjects we offer, which includes academic and vocational qualifications. Some students may wish to study a combination of both in the Sixth Form.

There are over 30 subjects to choose from including subjects offered at Key Stages 3 and 4 as well as new subjects such as psychology, criminology and photography.

Students have nine lessons per fortnight for each of their chosen subjects. In addition, students in Year 12 have a fortnightly Speakers Assembly on a wide range of topics which are mostly led by visiting speakers.

Students in the Sixth Form are allocated Directed Study. This is a number of allocated hours added to a student's timetable to support them with independent study. This is undertaken in school with students having access to a dedicated study room, The Vicinity and the Sp4L (Space for Learning).

All students are provided with information, advice and guidance, particularly during their Sixth Form interview and following the publication of GCSE results, to ensure they are making the right decisions for their next stage of academic study.

ASSESSMENT

During the academic year a student's progress is reviewed termly and assessment point data is sent home to parents/carers. Assessments are also used to measure a student's progress towards their end of year or end of Key Stage target within each subject. In addition, at tracking and assessment points, students are given an Attitude to Learning grade for lesson work and homework for each subject.

At Key Stage 3 students are given an end of year target pathway. Targets are mapped using the student's prior attainment at Key Stage 2, CAT4 scores and current reading age.

HOMEWORK

At Mark Rutherford School we recognise that completing homework tasks will enable our students to develop as independent learners and to reach their full academic potential.

Completing homework tasks will improve ownership and engagement with students' learning and deepen their knowledge of core skills. Homework can contain elements of independent study – it is not directly supervised by the teacher and it takes place outside of the timetabled curriculum, yet it is an integral part of it.

Completing homework tasks should help every student to:

- Develop and improve self-discipline, organisation and time management skills
- Consolidate and reinforce skills and knowledge introduced during lessons
- Refine research skills
- Extend and support learning through reinforcement and revision
- Involve parents/carers when learning is completed at home

Teachers will set homework tasks and these will be communicated via our online platform and will generally reflect the content of the units being studied in class at the time.

Homework tasks may include:

- Written tasks – exercises, essays, poems, notes, practice questions
- Reading – e.g. non-fiction texts to prepare for the next lesson; the next chapter of a novel in English
- Flipped learning – preparation for the following lesson – researching information, making notes, preparing for a presentation, gathering resources such as ingredients
- Learning or practising skills – spellings, vocabulary, formulae
- Revision – for class tests or assessments
- Completing assignments or projects
- Watching a video clip and making notes on these
- Listening to music, a podcast, an audiobook, a foreign language being spoken – making notes on these
- Recording an interview with a friend, relative or fellow student
- Drawing tasks or design work
- Online learning such as myMaths, Educake

Year 7 students should expect to spend **30-60 minutes on homework tasks per day.**

Practical subjects will not set formal homework tasks for students in Year 7; instead students are to be encouraged to participate in one or more of the extra-curricular clubs for subjects such as PE, Art, Dance, Drama and Music.

READING FOR PLEASURE



In addition to independent learning tasks set by class teachers, it is recommended that students complete at least 20 minutes of reading for pleasure every day.

What is 'reading for pleasure'?

Reading for pleasure means any reading that is primarily for enjoyment. It includes both fiction and non fiction texts and can be printed or accessed via electronic media.

Why is reading for pleasure important?

Like anything else, reading is a skill that becomes better with practice. It increases the sense of achievement, confidence, self-esteem and widens horizons. It exposes learners to a richer variety of vocabulary and makes them more articulate and better able to access curriculum content across the school.

Children who read for pleasure do significantly better at school.

Children who read for pleasure make more progress in mathematics, vocabulary and spelling, as well as reading.

(Institute of Education, University of London 2013)

How can I help my child to read for pleasure at home?

We ask parents/carers of students at Mark Rutherford to encourage their child to read for pleasure at home, for up to 20 minutes every day. The school library, located in the Space for Learning, has a range of books for students to choose from and the librarian is happy to advise about book selections.

SCHOLASTIC SCHOOL READING PRO

Designed to 'motivate reading for pleasure and assess reading progress' - Scholastic

What is Scholastic Reading Pro?

Scholastic Reading Pro (SRP) is a tool that Mark Rutherford School utilises to assess, motivate and measure progress in students' literacy. SRP combines the school's philosophy of Reading for Pleasure with assessment to motivate and raise the standards of reading at student, class and whole-school level. The programme brings together the books in the school's Space 4 Learning (library) with an interactive computerised test that enables us to measure the reading level of the student. Using this reading level (we call it a 'lexile level') we are able to pair a student with a book that is suitable for them, allowing them to develop and consistently make progress. Class teachers and the librarian regularly reward students' reading progress, with certificates and a variety of small prizes.

Why SRP?

Scholastic improves literacy skills and helps to provide meaningful data that school staff can use to measure improvement and monitor progress. This helps to generate a 'personal profile' for each student that can allow the class teacher and school librarian to find a personalised reading book that is based on the interests of the student. It also generates an interactive quiz based on the student's reading book. This measures the student's understanding of the book that they are reading.

What can Scholastic do? It...

- helps to develop a confident, successful reader
- encourages the school's focus of Reading for Pleasure
- promotes a successful improvement in standards of literacy
- monitors the progress of each individual
- assists attainment in every subject.

BEHAVIOUR POLICY

The Behaviour Policy is on our website and is designed to promote an atmosphere conducive to learning. We believe that teachers have the right to teach and students have the right to learn.

“We believe the best way to encourage good standards of behaviour is a clear code of conduct backed by a balanced combinations of rewards and sanctions within a positive community school atmosphere.”

Mobile Phones:

Students are not permitted to keep their mobile phones on them during the school day. We understand students may need to have a mobile phone for their journey to and from school, therefore, we have measures in place for students to hand in phones to be stored securely.

All such equipment, including airpods, must be switched off during the school day and be **handed in to the Form Tutor in morning registration. Equipment will be kept securely in a locked safe** until collection at the end of the school day.

Each student will be given a named plastic zipped wallet which will be placed in the classroom's safe.

REWARDS

Students at Mark Rutherford School are encouraged to do their best, both academically and as active members of the school community. They are recognised and rewarded for their achievements through Class Charts.

Parents are able to download the Class Charts app to keep track of the positive recognition students receive, as well as monitoring homework and deadlines set.

Students are rewarded for regular positive performance (such as good attendance, punctuality, a good attitude to learning) through termly trips (for the 'top 30' students in each year group), and highly performing tutor groups are treated to a pizza lunch.

There are also celebration assemblies every term, where students are presented with certificates to reward performance in their subjects, and where other achievements such as sporting prowess and involvement in extra-curricular activities and competitions are recognised.



EQUIPMENT, PERSONAL PROPERTY AND VALUABLES

Students should ensure that they always have the following equipment with them:

- Pens
- Pencils
- Rubber
- Ruler
- Highlighter pen
- Glue stick
- Calculator
(essential for all Maths lessons – the recommended calculator for students is the **Casio FX83GTX**)
- A sturdy bag, suitable for carrying books and equipment – not a handbag
- Reading book



This is a minimum that each student will require for their daily work.

Specialist equipment for practical lessons (eg PE kit or ingredients for food technology lessons) should be brought to school on the appropriate day as required.

All personal property / school uniform should be marked with the owner's name.

Valuables should not be brought in to school. If the need does arise, valuables should be handed in at Main Reception for safe keeping.

Students are obviously expected to take great care of school property, text books and library books. In the event of damage or loss, parents will be expected to contribute towards repair or replacement.



Make sure you have all the equipment needed for each day like your pencil case. If you need something specific for a lesson (eg PE kit) make sure you organise yourself the night before. If you leave your bag by the front door you won't forget it as you leave.

LUNCHES

A cafeteria style system operates at Mark Rutherford. Students are able to choose the meal they require and pay accordingly. The canteen is open at break and lunchtime and there is also a smaller serving facility located in B block at breaktimes.



We encourage students to pay for food using a debit card or equivalent with 'chip and pin'/contactless. Cash is also accepted but we would advise students to not bring in more than required. There is a variety of food available including sandwiches, jacket potatoes and pasta pots, to 'main' school lunches with a varied menu. The main school lunch currently costs £2.75.

If parents wish to make an application for free school meals this can easily be done by contacting Bedford Borough Hall/through their website. We are keen to ensure that any child entitled to a free school meal does so. Information regarding this entitlement is passed to us, but if family income/circumstances change please do not hesitate to contact the school.

All applications are treated confidentially and we would urge parents to ensure they take advantage of this if applicable as this will also enable further financial support to be potentially offered in school, not just meals. There is provision for students bringing packed lunches to eat these at lunchtime.



TRANSPORT

Bikes:

Students may wish to come to school on a bicycle. They do so at their own risk and again no responsibility can be accepted for the security of the bicycles. You are strongly advised to insure the bicycle on your Home Contents Insurance Policy. Students are advised to wear a safety helmet and to lock their bike securely.

The school has invested in the erection of security fencing around the cycle sheds with access only through gates which will be opened and closed at set times. We have also installed CCTV in this area with improved lighting. The gates on the bicycle sheds will be shut at 8.40am and opened at 3 pm. Only in exceptional circumstances will the gates be opened outside of these times. To ensure the security of their bicycles, students will have to arrive and lock their bikes inside the cycle sheds before they are closed. It is essential to lock any bicycle left in the cycle racks with a strong padlock.

E-scooters are not permitted.

Cars:

Due to health and safety of students on site parent/carers are not permitted to drive onto the school site unless by appointment. Parent/carers may park their cars in Wentworth Drive, but please do not park on the grass verges or on double yellow lines between the speed signs.





The School Shop operates for the benefit of students and parents where we a variety of revision guides and learning resources are stocked. If you require any assistance, you can contact the school shop on **01234 290237**.

The shop is open to students at break.

Please pay by **CASH, DEBIT CARD OR CHEQUE** made payable to
MARK RUTHERFORD SCHOOL

TERM DATES

AUTUMN TERM

Monday 4th September 2023	Staff Training Day
Tuesday 5th September 2023	Term Begins
Monday 23rd - Friday 27th October 2023	Half Term
Friday 24th November 2023	Staff Training Day
Wednesday 20th December 2023	Term Ends

SPRING TERM

Wednesday 3rd January 2024	Staff Training Day
Thursday 4th January 2024	Term Begins
Monday 19th - Friday 23rd February 2024	Half Term
Thursday 28th March 2024	Term Ends

SUMMER TERM

Monday 15th April 2024	Staff Training Day
Tuesday 16th April 2024	Term Begins
Monday 27th May - Friday 31st May 2024	Half Term
Friday 19th July 2024	Staff Training Day

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