



# Colne Valley High School

## Parent Handbook 2025 - 2026



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HIGH SCHOOL**  
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# Welcome

It is my great pleasure to welcome you to our vibrant and dynamic learning community. At Colne Valley High School, we are committed to achieving excellence together, fostering an environment where every student can thrive academically and personally. Our actions are underpinned by our RITA values – Respect, Integrity, Teamwork, and Aspiration. Respect is at the heart of everything we do. We believe in the inherent worth of every individual and strive to create a culture where everyone feels supported and valued. Integrity guides our actions; we hold ourselves to the highest standards, ensuring that honesty and fairness are integral to our daily interactions. Teamwork – students, staff, and families work together and challenge one another to achieve our collective goals. Finally, Aspiration – we encourage our students and staff to dream big and to work positively towards the high standards we set for ourselves. Our RITA values provide more than a code of conduct, they help to prepare our students to be responsible, respectful, and active citizens in our thriving and diverse society.

At Colne Valley High School, we believe that high expectations lead to high achievement, and we are committed to ensuring that every member of our community can excel in a safe, respectful, and aspirational environment. Our recent improvements are based upon providing all students with a rigorous, broad and balanced curriculum which challenges them both in and beyond the classroom. Our approach is inclusive; all students will be challenged by the targets we set, both academically and personally and all students will be supported to reach these targets. We recognise that some students will require additional support to reach their goals, and we have dedicated teams in school who are well equipped to provide that assistance.

Our staff body is committed to serving our community. Staff are proud to play their part in ensuring that all students enjoy their time and achieve well at CVHS. As part of Great Heights Academy Trust (GHAT), teachers at CVHS benefit from the latest research in teaching and are supported in putting research into practice by colleagues from our Research School, our English Hub and our SCITT. We benefit enormously from being part of GHAT; by working together, we can provide our staff and our students with more than any single school could.

We understand and recognise the significant role that our parents and carers play in realising the potential of all our young people. We will always seek to work in partnership with parents to support the young people who attend our school. Equally, we are proud to serve an amazing community, and wherever we can work in harmony with community organisations to secure better experiences and stronger outcomes for all, we will.

Yours sincerely,

Steve Dixon  
Executive Principal





# Our Vision

Our vision is 'Achieving Excellence Together' and this, together with our mission statement: 'To enable our students and staff to achieve their best' drives our ethos.

## Our Values

**Respect** – Recognise, understand and celebrate differences.

**Integrity** – Truth and honesty in all we do, in and out of the academy.

**Teamwork:** Work together effectively and efficiently.

**Aspiration:** Be the best you can be.



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# Our Vision and Expectations

## Our vision

At Colne Valley High School we expect all of our students to live our values of Respect, Integrity, Teamwork and Aspiration everyday. This will allow everyone to be the best that they can be.






## We do this by:

- Modelling RITA through all of our daily interactions and teaching what excellent behaviour looks like.
- Recognising positive behaviours and supporting those who need it.
- Responding to behaviours swiftly and consistently.



R






### RESPECT


-  Listen actively without interrupting
-  Use polite language and good manners
-  Follow school rules and care for property
-  Celebrate differences and include others
-  Respect others' opinions—even when you disagree



I






### INTEGRITY

-  Be honest in words and actions
-  Own up to mistakes and learn from them
-  Avoid cheating or dishonesty
-  Stand up for what is right
-  Keep your promises and follow through



T






### TEAMWORK

-  Share tasks and work cooperatively
-  Encourage and support each other
-  Communicate clearly and respectfully
-  Be reliable and meet deadlines
-  Celebrate team wins and learn together



A

### ASPIRATION

-  Set goals and work to achieve them
-  Take pride in learning and give your best
-  Embrace challenges and new opportunities
-  Use feedback to grow and improve
-  Stay positive and never give up





# Senior Leadership Structure

**Steve Dixon** – Executive Principal

**Chris Alker** – Deputy Principal (Operational Standards)

**Ollie Winterbottom** – Deputy Principal (Quality of Education)

**Heidi Fairbrother** – Deputy Principal (Behaviour and Culture)

**Jo Broadbent** – Assistant Principal (Behaviour and Character)

**Amanda Neeve** – Assistant Principal (Curriculum and Assessment)

**Lindsey McManamin** – Assistant Principal (Additional Needs)

**Jonathon Richardson** – Associate Assistant Principal (Assessment)

**Jess Clow** – Regulatory Compliance Officer

## Colne Valley High School Term and Holiday Dates

2025-26



Autumn Term			Spring Term			Summer Term		
First day	Half Term	Last day	First day	Half Term	Last day	First day	Half Term	Last day
(School closed to students Monday 1 September 2025) Tuesday 2 September 2025	Monday 27 October To Friday 31 October 2025 (School closed to students Monday 3 November 2025)	Friday 19 December 2025	Monday 5 January 2026	Monday 16 February to Friday 20 February 2026	Friday 27 March 2026	Monday 13 April 2026	Monday 25 May to Friday 29 May 2026	(School closed to students Monday 20 July 2026) Friday 17 July 2026

Colne Valley High School will be closed to students on the following days;

Monday 1 September 2025
Friday 10 October 2025 **
Friday 24 October 2025
Monday 3 November 2025
Monday 20 July 2026 **

\*\*Disaggregated days



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# The School Day

Students can enter the site from 8.00am where breakfast will be served in our dining hall. The School Day starts at 8.40am and finishes at 3.10pm. Students are required to be on site for 8.35am for a prompt 8.40am start to the day.

CVHS School Day September 2025							
<i>Tutor Time</i>	8:40 – 9:10	All Years					
<i>Period 1</i>	9:10 – 10:10	All Years					
<i>Period 2 and Break</i>	10:10-11:30	Year 7 X Band	Year 7 Y Band	Year 8	Year 9	Year 10	Year 11
	10:10-10:30 <b>Break 1</b>						
	11:10-11:30 <b>Break 2</b>						
<i>Period 3</i>	11:30 – 12:30						
<i>Period 4 and Lunch</i>	12:30-14:10	Year 7 X Band	Year 7 Y Band	Year 8	Year 9	Year 10	Year 11
	12:30-13:10 <b>Lunch 1</b>						
	13:30-14:10 <b>Lunch 2</b>						
<i>Period 5</i>	14:10-15:10	All Years					

## Social Times

During the day students will have a break and a lunch and should go to the toilet during these times so as not to interrupt learning time. At break/ lunch times, students can buy food from the dining hall or bring their own and then use the outdoor supervised spaces.





# Pastoral Structure

Our students are structured around their year of entry to the school. This is called their year group. We have five-year groups at CVHS.

Key Stage	Year Group	Age Range
Key Stage 3	7	11-12
	8	12-13
	9	13-14
Key Stage 4	10	14-15
	11	15-16

Every student belongs to a form group and each year group has ten forms. Your form will stay the same for your five years at the school. Every form group is led by a Form Tutor, and an Achievement Co-Ordinator (Head of Year). All students have a tutorial period each day with their Form Tutor, as well as an assembly each week.



# Uniform & Equipment

Our uniform makes a huge statement to the local community, colleges and future employers. High standards of uniform underpin every other standard in school and sets an ethos of professionalism, self-respect and equality. We recommend that all items have the student's name on.

All outdoor items of clothing should be removed whilst inside the school buildings. This includes coats, hoodies, body warmers, hats and scarves. Blazers must be worn at all times, except in class and in cases of warmer weather where we will inform students. Students must have their tie and top button of their shirt fastened.

<b>Claret blazer</b>	This must be an official school blazer with the school badge
<b>School tie</b>	Claret tie with school logo.  <i>This will be purchased and provided by school in the first instance.</i>
<b>Trousers</b>	Plain black tailored trousers. They must be full length, not cropped. No leggings or jeggings. No zips, patch pockets or studs
<b>Skirt</b>	Skirts must be tailored and knee length. This must <b>NOT</b> be made of stretchy or thin material. No pencil, tube or tight-fitting skirts. Black tights must be worn with skirts.
<b>Plain white shirt/blouse</b>	Long or short sleeved, with a conventional collar
<b>Grey school jumper (optional)</b>	This must be an official school jumper with the school badge. No hoodies.
<b>Footwear – Shoes</b>	Leather or leather look comfortable shoes. These must be plain black and either flat soles or with a conventional low heel. Leather boots without a heel are permitted. Backless shoes, high heels or heeled boots are not permitted.
<b>Socks/tights</b>	Plain black
<b>Lanyard with ID Card</b>	Each year group has a different coloured lanyard with their timetable (provided by school)







**What to wear for PE** - in a suitable bag with the student's name in the bag and on the clothing.

	Boys	Girls
<b>Indoor</b>	Claret jumper with Academy badge (optional) Claret polo shirt with Academy badge Black Shorts Trainers ( <b>No pumps</b> ) Black football socks	Claret jumper with Academy badge (optional) Claret polo shirt with Academy badge Black Shorts Trainers ( <b>No pumps</b> ) Black football socks
<b>Outdoor</b>	Claret jumper with Academy badge (optional) Black shorts <u><b>Plain black</b></u> track pants Football boots and trainers ( <b>No pumps</b> ) Black football socks	Claret jumper with Academy badge (optional) Black shorts <u><b>Plain black</b></u> track pants or sports leggings Trainers ( <b>No pumps</b> ) Black football socks
<ul style="list-style-type: none"> <li>- Shinpads are compulsory for hockey and football</li> <li>- Gumshields are highly recommended for team rugby and hockey players</li> <li>- When students are participating in after school clubs, they may wear any of CVHS PE kit they wish <b>provided it is suitable to the activity they are taking part in.</b></li> <li>- Students will be expected to bring their PE kit when excused from participating. They will then be appropriately dressed to take on a leadership role.</li> </ul>		



## *Jewellery, hair and make up*

We respect the rights of young people to express their individual liberty, within the structures of our outlined expectations. Hair must be of a single colour, no bright colours or extreme styles. Single ear and nose studs are permitted but must be removed for PE lessons. No other piercings are allowed, for health and safety reasons. Subtle face make up is permitted. No excessive makeup, nail varnish or false nails/ eyelashes should be worn, and any students found to be wearing these will be required to remove them.

## *Equipment*

To ensure that students are prepared for learning in every lesson, every day, it is essential that they have the correct equipment. All students are required to have a bag, this must be large enough to hold A4 exercise books/materials. In addition, all students must have a pencil case containing:

- 2 Black ballpoint pens
- 2 Purple ballpoint pens
- 2 Pencils
- Ruler
- Whiteboard marker (not permanent)
- Glue stick
- Calculator (CASIO fx-83GTX or CASIO fx-85GTX Solar)
- Colouring pencils/Highlighters (optional)

\*Students will be provided with a planner by school in order to record homework and key information. Replacement planners will be at a cost to families.

### **Our uniform suppliers are:**

- Term Time Wear
- Bridge Schoolwear
- Natashas







## Learning at Colne Valley High School



### C: Consistent Start

Students enter the classroom calmly and are warmly greeted by their teacher. They follow instructions first time.



### O: Opportunities to Retrieve and Activate

'Activate' tasks allow students to recall prior learning and help to prepare them for the lesson. Students must engage straight away.



### L: Links to Learning Journey

Students are made clear on where the lesson fits in with what they are studying.



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## & Assessment



# Teaching, Learning



## Learning at Colne Valley High School



### N: New knowledge introduced

The teacher will share new content carefully and in small chunks. Students are expected to listen carefully and should be prepared to answer questions.



### E: Every student thinking

Students are expected to put new knowledge into practice and think hard. Everyone must participate.



### V: Verify

The teacher will give feedback to the students and allow them to reflect on their learning



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# Developing Young Citizens

We believe that every child should aspire to be an upholding member of our community. To develop these skills, our curriculum includes a weekly Social Studies lesson. This subject is a combination of religious education with personal, social and health education (PSHE) and citizenship. These topics will also be covered during form time and year group assemblies.

## Relationships, Sex and Health Education

From September 2020 the teaching of Relationships, Sex and Health Education became compulsory in all schools, putting in place the building blocks needed for positive and safe relationships of all kinds. The new curriculum teaches children about good physical health and mental wellbeing, how to be safe on and off-line, and the importance of sexual health and healthy relationships.

By making health education compulsory we ensure pupils are taught about the benefits of a healthier lifestyle, what determines their physical health and how to build mental resilience and wellbeing. It also makes sure children and young people learn how to recognise when they and others are struggling with mental health and how to respond.

For further information about our social studies curriculum, please visit:  
<https://thecvhs.co.uk/our-curriculum/personal-development/>

## Religious Education

Religious Education is taught at Colne Valley High School. Religious Education helps students to understand both key philosophical questions, understanding religious viewpoints as well as their own. Students are given an excellent opportunity within their lessons to understand the different beliefs in the world around them, both by looking at different religious beliefs from the key six to smaller alternative religions and by understanding religious views on thematic topics.



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# Rewards and Recognition: Celebrating Achievement and Encouraging Growth

## Why Rewards Matter

Recognising positive behaviour and achievements helps to:

**Boost Motivation:** Encouragement inspires students to set goals and work hard to reach them.

**Build Confidence:** Celebrating success reinforces a student's belief in their abilities.

**Promote Positive Attitudes:** A culture of recognition supports respect, responsibility, and resilience.

**Encourage Consistency:** Reward systems motivate students to maintain good effort over time.

## How You Can Support

Parents play a vital role in reinforcing the value of rewards and recognition. Celebrating your child's successes at home encourages them to continue striving and helps build a lifelong love of learning.

Together, by recognising effort and achievement, we nurture confident, motivated, and successful young people ready to take on the future.

## Our Rewards System

We use a variety of rewards to celebrate students' successes throughout the year, including:

**Reward Certificates:** Awarded for academic achievement, effort, improvement, and exemplary behaviour. These certificates highlight individual accomplishments and encourage continued progress.

**Postcards Home:** Personalised postcards sent to parents and carers to share positive feedback, reinforcing the partnership between school and home.

**Executive Principal's Breakfast:** An exclusive event recognising students who consistently demonstrate outstanding effort and attitude. This special breakfast celebrates their dedication in a relaxed, enjoyable setting with the Executive Principal.

**Reward Events:** Throughout the year, we organise events such as trips, celebrations, and special assemblies to acknowledge the hard work and achievements of our students.





# Co-curricular Offer: Enriching the Whole Child

At CVHS we believe that education extends far beyond the classroom. Our co-curricular programme is a vital part of school life, offering every student the opportunity to discover and develop their passions, talents, and character. From sports to the arts, our wide-ranging activities are designed to complement academic learning and nurture well-rounded, confident individuals.

## Why It Matters

Co-curricular activities play a crucial role in the holistic development of our students. Participation in these programmes:

**Enhances Wellbeing:** Physical activity and creative expression are proven to support mental health and emotional balance.

**Builds Social Skills:** Students form friendships across year groups, learning to work as a team and respect others' contributions.

**Develops Key Life Skills:** Leadership, time management, communication, and perseverance are nurtured in every club and team.

**Supports Academic Success:** Engaged and motivated students often perform better academically and show greater school commitment.

**Identifies Talent:** Co-curricular activities provide a platform for students to discover and develop unique talents and potential career paths.

## What We Offer

We are proud to provide a diverse and inclusive co-curricular offer that supports the interests and aspirations of all our pupils. Activities include, but are not limited to:

**Sports:** Football, netball, athletics, rugby, rounders, cricket, and more – promoting physical and resilience.

**Performing Arts:** Drama clubs and school productions – building confidence, creativity, and public speaking skills.

**Music:** Choirs, instrumental groups, and individual lessons – encouraging self-expression, discipline, and collaboration.

**Creative and Academic Clubs:** Art, STEM, coding, debate, and chess – stimulating intellectual curiosity and problem-solving.

**Leadership and Service:** School council, peer mentoring, and eco-club – fostering responsibility and social awareness.

## Participation and Expectations

We encourage all students to participate in at least one co-curricular activity each term. Many clubs run after school or during lunchtimes, and details are shared at the start of each term. We ask parents to support their child's involvement by helping them manage their schedule and attending showcases or matches where possible.





# ParentPay

Our cashless system for paying for school meals which removes the need for students to carry money. You will be issued with login details. More details can be found below..

# Mobile phones and other electronic devices

Mobile phones and electronic devices are not permitted in school and should be left at home. We understand that some students may require a mobile phone device for their journey to and from school. In these cases, mobile phones or any other electronic devices (including ear or headphones) must be handed in to a mobile phone locker in their designated zone before school and collected at the end of the day. If electronic devices are seen they will be confiscated and placed in a locker. Repeat offences will mean parents must collect the device from school.

# Food

Breakfast is served from 8.00am. Snacks, home baking and drinks are available at break and a range of hot and cold choices are served at lunchtime. Students may also bring a packed lunch.

# Other Useful Information

## Planners

All students will be given a student planner on their first day. This is a very important piece of equipment and you must have this planner with you at all times. They are used for recording homework, assessments etc. and for communication of appointments, first aid etc. They must be checked by parents and tutors weekly.

Replacement planners can be bought from school.

## ClassCharts

Our school's approach to behaviour and rewards focuses on fostering a positive, respectful, and inclusive environment where students are motivated to succeed. We emphasise clear expectations, consistent reinforcement, and restorative practices to address behaviour constructively. Our rewards system celebrates achievements, effort, and positive contributions, reinforcing desired behaviours and promoting self-discipline and a sense of community. By taking this approach, we aim to develop responsible, confident and empathetic individuals who thrive academically, socially, and emotionally, preparing them to contribute positively to society.



## Arbor App



At Colne Valley High School we use the Arbor MIS (Management Information System). This secure system stores information about each of our students. Arbor offers a parent app. The Arbor app lets parents update their contact details without having to call the school office. Parents can also check in on their child's attendance, behaviour, and progress.

There are two ways to access Arbor's parent section:

The Parent Portal is a version of Arbor accessible to parents and guardians on a laptop or computer web browser.

The Arbor app is the mobile version of the Parent Portal, for use on mobile devices such as smartphones and tablets. This is the easiest way to access the system.

The Arbor app can be downloaded from the Apple App Store or Google's Play Store. We recommend that parents use their email addresses to log in.

A help and support guide can be obtained online at

<https://support.arbor-education.com/hc/en-us/articles/360020147458Getting-started-Log-into-the-Parent-Portal-and-the-Arbor-App#from-the-arbor-app-0-9>

We encourage you to login when you receive your joining instructions and check the emergency contact numbers, your address, any medical/dietary information and respond to the consent section giving your decision.

## Class Charts



Class Charts is a system we use alongside our RITA Behaviour for Learning System. As parents/carers you can follow your child daily using the user-friendly App. We encourage all parents to engage with the system and follow their child's progress throughout the year.



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# Food & Healthy Eating

In our restaurant we have a meal deal where students have a choice of main course plus vegetables and salad, a choice of dessert or fruit and a fruit juice or a baked potato with a choice of two toppings. Both of these meals are part of the 'Healthy Eating' programme.

Healthy food may be brought from home and eaten in the designated dining areas. Please note that there are no facilities for storing food brought from home. The Government has now banned the sale of crisps in school and we request that you do not allow your child to bring them into school. We would also like to ask that you don't bring nuts or nut-based snacks into school for the health of some of our students and staff.

School provides high quality, delicious meals that students enjoy. By encouraging your child to have a school meal you can be confident they will be receiving a healthy, balanced meal with the minerals, vitamins and other nutrients they need to be ready to learn. Contact us for more information about free school meals by:

- Phone: 01484 848680
- Email: [cvhs@thecvhs.co.uk](mailto:cvhs@thecvhs.co.uk)



Food and drink are provided at the school for breakfast between 8.00am and 8.30am, break and lunchtimes. At breakfast a choice of hot or cold drinks, toast, toasted bagels, bacon, sausage, hash browns, fresh fruit and prepared fruit, cereals and a choice of home bakes are available. At break; in addition to the breakfast items, we offer homemade pizza, cheese toasties, a selection of breakfast wraps and muffins, and also a daily breakfast special.



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### How is money entered into the system?

(a) Parent Pay Online with a credit/debit card to pay for trips, meals etc

(b) Parent Pay PayPoint. A selection of local PayPoints can be found online <http://www.paypoint.co.uk/locator.aspx>

(c) Revaluation Machine located in the school restaurant which can be used to top up student accounts for meals only.

If you have more than one child at our school, you can merge their accounts to create one login for all your children.

### How is the Biometric Recognition System used to obtain a meal?

At the till point is a scanner. When the student wishes to pay for the meal they simply place their thumb/finger on the scanner; and this will bring up their own account. A display will show the terminal operator their photo, name, and current cash balance held within the system. The selected food items will be entered into the system from the touch screen terminal while the product values and the total balance will show on the display. For individuals using a PIN, they simply give the terminal operator their number, and the account will be brought up.

## Frequently Asked Questions

### 1. How can you check your current balance held on the system?

You can check your balance online or at the Revaluation Unit using your fingerprint or PIN, with no need to add funds just to view it.

### 2. What if the student does not hold a sufficient cash balance one day to pay for a school dinner?

Students won't be refused a meal; they may borrow for one day and are expected to top up their account by the next day.

### 3. How does the system deal with students entitled to Free School Meals?

FSM students use the system the same way as others; their daily allowance is added automatically and unused amounts don't carry over. They can add extra funds for snacks or breakfast.

### 4. If we pay for a set number of school meals, can it be spent in one day?

No, a £5 daily spend limit applies, but parents can request changes to individual limits by contacting the school.

### 5. What is Biometric Registration?

The system stores a coded version of part of a fingerprint (not the image) to identify students securely for transactions, with personal data stored only for system use.





# Bus Transport Information

## Marsden (CV1, CV2, CV3)

Students residing in Marsden are eligible for free travel to and from school. Kirklees School Transport allocates Boarding Passes to those students wishing to use this service. These Boarding Passes are not issued by Colne Valley High School. Applications are made online using the Kirklees school transport website; <https://www.kirklees.gov.uk/beta/schools/schooltransport.aspx>  
For general enquiries call 01484 416982

**Golcar, Bolstermoor, Scapegoat Hill and the Hill Top area of Slaithwaite** For students from these areas, Stotts Coaches operate service routes to and from school from Golcar (K22, K23), Bolster Moor (K28), Scapegoat Hill (K28) and the Hill Top area of Slaithwaite (K21).

Stotts charge a flat fare of £1.50 each way (fare maybe subject to an increase in Sept 2024, this will be communicated once confirmed.)

Stotts accept Under 19 bus only tickets which can be bought on the 'MCard Mobile App' from West Yorkshire Metro. These are to be used with an Under 16 Photocard  
More information can be found using this link <https://m-card.co.uk/thecards/under19/>

## Timetables for all our school buses

Students traveling to Colne Valley High School from other areas in Huddersfield can find information on bus routes including the timetables for the school buses here; <https://www.wymetro.com/your-school/a-z-schoolfinder/c/colne-valley-high-school/>

## Late Bus

At Colne Valley High School, we do not offer a Late Bus Service after school. There are several public buses which serve the school's catchment area; please refer to the Metro website for details.

## Young Person's Photocard for Half Fare Travel

Colne Valley High School would like to remind students who use public transport (including school buses to and from school) to apply for their half fare photocard now.

A valid Young Person's Photocard ensures young people aged 11-16 can enjoy the benefit of half-fare bus travel throughout West Yorkshire. Young people can apply for their Photocard online at <https://passes.wymetro.com/>

*\*Please note that students not in possession of a Young Person's Photocard may be charged the full adult fare even on their journey to and from Colne Valley High School\**

## Help with transport costs

Children from low income families, who have a statement of SEN or who live 3 miles or more away from School may be eligible for free travel to and from school. Call Kirklees School Transport on 01484 416982 or visit

<https://www.kirklees.gov.uk/beta/schools/school-transport.aspx> to find out if you are eligible.

# Travelling to CVHS

Some of our students travel to school on foot. You must practice good road safety and be aware of the dangers of the busy roads round school.



Students can choose to cycle to school and we have a bike bars which will need a bike lock for safety during the school day. Students must wear cycle helmets and cycles must not be ridden on the school site.



Parents can drop their child off outside of the school gates (however these become very busy at the start and end of the school day).



The school is served by local buses and more information can be found on the bus companies' websites. Students must have a half fare pass to access child rates on buses. Please ensure that your chosen bus will get you to school on time.



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# Illness

If students start to feel really unwell during the day, they should tell their teacher and they will contact a first aider, who will assess them and escort them to Student Services. The first aider will contact you if your child needs to go home.



# Wellbeing

Students and staff are able to make appointments in our Wellbeing Centre if they need extra support or to talk to someone about something sensitive, or something they are worried about. Confidential meetings in the Wellbeing Centre take place with a trained counsellor. If students need to access the Wellbeing Centre, they should speak to their form tutor who will be able to make a referral, or use the drop-in service.



## Parent/Carer Expectations

- To regularly access the Arbor Parent Portal and Class Charts for important student information and communications.
- To ensure students are in school at all times, unless there is a very good reason. Parents should contact the school immediately to report the absence if their child is unable to attend.
- Students should come to school in the correct uniform with all necessary equipment.
- Parents should contact school in confidence if there is a problem regarding attendance or punctuality.
- Medical and dental appointments should be made outside of school hours where possible.
- Parents should inform the school immediately if their contact number/email/address changes. This can be done on the Arbor Parent Portal or by contacting school.
- Holidays should not be booked in term time. Due to government legislation, we cannot authorise any holiday during school term and a fixed penalty fine may be issued by the Local Authority.







# Attendance Matters

**We need to work together to achieve high attendance and give your child the maximum opportunity for success.**

## What you must do:

- Try to telephone the school before 8:30am each day of your child's absence.
- Tell the school in advance of any medical appointments and bring in appointment cards / letters. A leave of absence form must be completed. Where possible 1 week in advance.
- If you are unsure whether your child is well enough to attend school, send them in and notify us that they are under the weather and we will keep an eye on them. Often, they perk up on arrival.
- Have a backup plan if your child misses transport: call on a family member, neighbour or friend.
- If you and your child are experiencing difficulties with school attendance, then talk to us as a first step, so we can help.

## What we will do:

- Check your child's attendance every day.
- Send a text by 9:30am and then call you if your child is not in school and no reason has been provided.
- If we cannot establish a reason for absence, then we will make a welfare home visit
- Contact you to discuss your child's attendance, if we have concerns.
- Invite you into school for attendance meetings for persistent absence.



# Contacting School

## Reporting an absence or medical appointment

Parents must report an absence by 8.30am on the day of absence

Email: [attendance@thecvhs.co.uk](mailto:attendance@thecvhs.co.uk)

Phone: 01484848680 (absence line - leave a voicemail stating name of student and reason for absence. You will need to do this for each day of absence)

## Queries

Please refer to the 'contact us' section on our website in order to direct your query to the most relevant person.



01484 848680



[cvhs@thecvhs.co.uk](mailto:cvhs@thecvhs.co.uk)



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

### A general enquiry

A lot of information can be found on our website which may answer your question.

<https://thecvhs.co.uk/>

Otherwise please contact your child's achievement co-ordinator:

Year 7:

[dneilly@thecvhs.co.uk](mailto:dneilly@thecvhs.co.uk)

Year 8:

[ewink@thecvhs.co.uk](mailto:ewink@thecvhs.co.uk)

Year 9:

[kwilson@thecvhs.co.uk](mailto:kwilson@thecvhs.co.uk)

Year 10:

[hchappell@thecvhs.co.uk](mailto:hchappell@thecvhs.co.uk)

Year 11:

[smowbray@thecvhs.co.uk](mailto:smowbray@thecvhs.co.uk)

### A specific enquiry

#### STUDENT SERVICES

[sservices@thecvhs.co.uk](mailto:sservices@thecvhs.co.uk)

#### ATTENDANCE

[attendance@thecvhs.co.uk](mailto:attendance@thecvhs.co.uk)

#### SEND

[hboswell@thecvhs.co.uk](mailto:hboswell@thecvhs.co.uk)

#### SAFEGUARDING

[safeguarding@thecvhs.co.uk](mailto:safeguarding@thecvhs.co.uk)

If you do not receive a response within **2 working days**, please contact the school on 01484848680.

### A concern

#### INFORMAL CONCERN

Please let us know your concern or complaint:

Email: [cvhs@thecvhs.co.uk](mailto:cvhs@thecvhs.co.uk)

Your email will be triaged and raised with the most appropriate staff member, who will follow this up and where applicable make contact with you.

**If you feel the issue has not been resolved**

We aim to resolve all parental concerns quickly and in the best interest of all students at Colne Valley High School. If you feel we have not acted in this way, please refer to the complaints procedure on our school website.



**COLNE VALLEY  
HIGH SCHOOL**  
Achieving Excellence Together



**GREAT  
HEIGHTS**  
ACADEMY TRUST