Patchway Community School

Parent and Student Handbook 2026-2027

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The Olympus Academy Trust

Patchway Community School
Essential Information Form

School Day

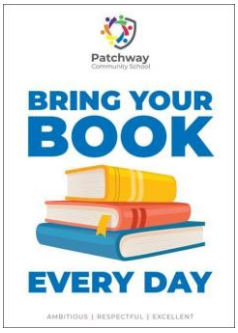
Tutor time

School gates open at 8.10 am and students are able to access toilets and their lockers before heading to their tutor room. They are expected to be at their tutor room ready to start the session before 8:30 am.

Our 30 minute tutor session (period 1) includes the following:

- Tutor work celebrating students' attendance and achievements, as well as pastoral support for individuals.
- Checks on uniform, appearance and equipment
- Opportunities to discuss current affairs and news whilst also developing a sense of community and belonging to the tutor group.
- Guided FASE reading. All students have a copy of a novel selected by our Literacy Lead Teacher for their year group. The tutor and individual students take it in turn to read the novel aloud while the class track the text in their books. Guided reading is important in helping students to extend their vocabulary, develop their contextual understanding, and grow their love of reading fiction.
- Safeguarding tutorial - students will have a regular safeguarding tutorial, which supports them in understanding how to stay safe outside of school as well as in school, in person and online. These sessions are tailored to the needs of the students and the most current issues.
- Assemblies – once a week we meet as a year group

	Y7	Y8	Y9	Y10	Y11
08:10	Gates open				
08:30	Period 1				
09:00	Period 2				
10:00	Break				
10:20	Period 3				
11:20	Period 4				
12:20	Lunch				
13:00	Period 5				
14:00	Period 6				
15:00	Enrichment / P7 for Y11 / end of school day				



Term Dates 2026-2027

	Starts	Ends
Term 1	Tuesday 1st September 2026	Friday 23rd October 2026
Term 2	Monday 2nd November 2026	Friday 18th December 2026
Term 3	Monday 4th January 2027	Friday 12th February 2027
Term 4	Monday 22nd February 2027	Thursday 25th March 2027
Term 5	Monday 12th April 2027	Friday 28th May 2027
Term 6	Monday 7th June 2027	Wednesday 21st July 2027

INSET Days

Tuesday 1st September 2026
Wednesday 2nd September 2026
Friday 23rd October 2026
Monday 2nd November 2026
Monday 4th January 2027
Monday 19th July 2027
Tuesday 20th July 2027
Wednesday 21st July 2027



Mission and Vision

At Patchway we believe our mission is to:

"Be the school of first choice in our community and strive for excellence in everything we do."

We aspire to be a hard-working and inclusive school, proud to be serve our community, where we aim for all our students to become:

- Happy and resilient individuals, who can fulfil their dreams, learn from mistakes and live safe and healthy lives
- Successful and confident learners, who are determined to make excellent progress in school and beyond through a passion and curiosity for learning
- Responsible, respectful and well-informed citizens, who develop the characteristics needed to be kind and make a positive contribution to the world

Values and Culture

Values

(what we believe are important & the qualities we embody)

We ARE...

Ambitious	to achieve more than you ever thought possible
Respectful	through being kind and courteous
Excellent	through hard work and resilience

...in everything we do

Culture

(how we behave)



Attendance

Arrival in school

Students should arrive in school by 8.25 am, put their belongings in their locker and go straight to P1. This is where registration takes place at 8.30 am. We ask that parents inform us on the day if this is the case.

Students who arrive late to school receive a 20 minute lunchtime detention on the same day. Of course, any exceptional circumstances will be taken into consideration.

Excellent School Attendance

Regular school attendance plays a vital role in your child's success, both academically and personally. When students attend school consistently, they build strong learning habits, keep up with lesson content, and develop important skills such as responsibility, resilience, and time management. Missing school can quickly lead to gaps in understanding, making it harder for students to catch up and feel confident in their work. Beyond academics, being present also supports friendships, wellbeing, and a sense of belonging within the school community. By ensuring your child attends every day possible, you are giving them the best opportunity to achieve their full potential and prepare for future opportunities.

Each year we have many pupils who achieve 100% attendance, while due to illness or other exceptional circumstances this might not be possible for all pupils **we do expect all pupils to have above 96% attendance. This means missing fewer than 8 days over the academic year.** Research carried out both nationally shows that pupils with below this figure have lower GCSE grades, poorer wellbeing and lower life-time earnings.

If you require support with school attendance please contact the school using the following email address StudentAbsence@patchwaycs.org.uk

Illnesses

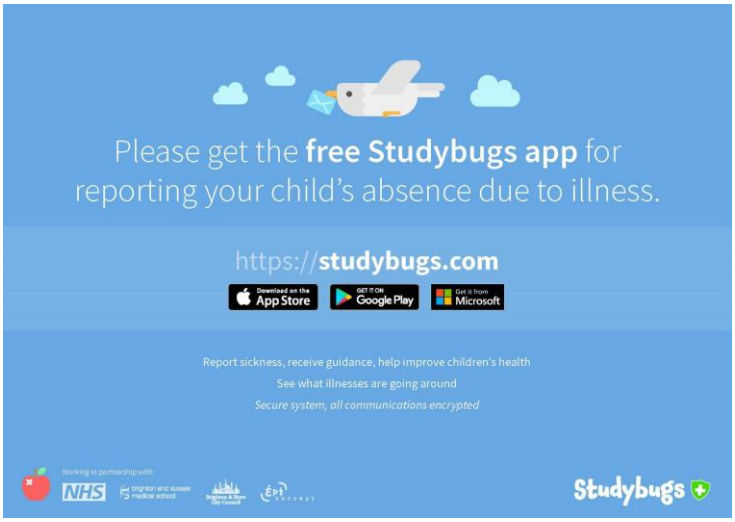
Illness is the most common reason for absence. Minimising illness absence is important so your child can make the most of their education. It's fine to send your child to school with a slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature. If your child is anxious or worried, avoiding school can often make their anxiety worse. Letting their tutor and Head of Year know so we can support them is often a good first step.

Further guidance about school attendance including details for other common illnesses can be found at the link below.

Is my child too ill for school? - NHS

Reporting absence – contact the attendance team

Please let the school know every day your child is absent. You can use a free app, called **Studybugs**, to report absence. You will need to create an account using the email we have on record for you so we know the absence is being reported by a parent/guardian. **All absences should be reported on Studybugs.** Phone and email is used for queries and where more information needs to be shared.



If you have any problems accessing or using the app you can report absence by either phone or email listed below.

Dedicated telephone line - 01454 862020 then Option 1

E-mail – StudentAbsence@patchwaycs.org.uk

If your son/daughter is not going to be in school due to **illness**, you need to report this on Studybugs before the start of school and give a brief description of your son/daughter's symptoms.

If your child is due to have a **medical appointment**, please report this in the Studybugs app. Whilst we know it isn't always possible please aim to make appointments outside of school hours or to limit missed learning time. If you are taking your child out of school during the school day for an appointment, you must sign them out and then back in on their return.

Requesting absence from school

We rarely authorise absence from school. Absences may be authorised in circumstances as described in our attendance policy which are deemed to be exceptional circumstances. Holidays during term time are not authorised and we work with the Local Authority where students are absent from school due to holidays in term time. Such absences may incur a fixed penalty being issued. ***Unexplained absences are recorded as unauthorised and put parents at risk of receiving Penalty Notices and further legal action.*** The complete Attendance Policy is available on the website.

Examples of exceptional circumstance

- County level or higher sporting events
- Other performance or competitions at a high level

Students feeling ill during the school day

If your child feels ill during the school day, they should speak to a member of staff. Generally, this would be their classroom teacher unless at break or lunch when they can self-refer to see the school nurse. If they are too unwell to be in school, then you will be contacted to come in to collect them. All communication should be done through the school office, and we do not typically authorise absences unless the child has seen a first aider before leaving. You must sign your child out if you take them home due to illness.

Behaviour Expectations

We have high expectations of our students' behaviour. We set these out clearly for students, so they learn how to respect each other, the adults who work with them, and their environment. This enables learning time to be maximised so that all students can work hard and achieve their best.



Expectations - At the start of the day

- Arrive on time (gates close at 8:25 am)
- Wear uniform correctly
- Take off your coat before entering the main school from the canteen
- Turn phones off and place in your locker/bag
- Be ready to engage in your lesson with pens, pencils and a reading book
- Be in period 1 for 8.30 am

Expectations – Uniform

- No outdoor clothing/coats/non-uniform hoodies or sweaters to be worn in the school building
- Place these items in your bag/locker
- If coats/hoodies are seen in school these will be confiscated and will have to be collected at the end of the day

Expectations – Classroom



- Be prepared with correct equipment
- Start work quickly
- Follow instructions from staff – First time, Every time
- Put your hand up if you need help
- Work hard – try your best
- Show respect to other students and to staff

Expectations – Corridors

- Walk calmly and on the left
- Speak quietly
- Move with pace and purpose to lessons
- Follow instructions from staff – First time, Every time
- Show respect to other students and to staff

Expectations – Lunchtimes

- Students line up in pairs in designated area
- Students go to the dining room or main hall for the first part of lunch.
- No hot food out of the dining room

Expectations – Mobile phones

NO PHONES - seen or heard

- Phones must be switched off and out of sight all day (in bags/lockers)
- If your phone is seen or heard at any time in the day, it will be confiscated and stored safely in the main office until the end of the day and a lunchtime detention will be organised
- If the phone is confiscated more than once then other sanctions may be applied such as a 3:00 pm collection, parents to collect, phone ban.

Consequences for Poor Behaviour

Disrupting learning in the classroom

If students choose to behave in a way that disrupts the lesson, then the teacher will apply a range of strategies to help support students in making positive choices. If students continue with negative behaviour choices their teacher will mark those on Arbor and issue a clear warning to the student. For persistent disruptive behaviour students will be given a Red Card and sent to the Red Card Room to work for the rest of that lesson, plus the next lesson and 20 minutes of their unstructured time break, lunch or after school. Students will complete a reflective "fix it ticket" which then goes to the teacher to follow up with a restorative conversation. .

For students who are unable to settle quickly to work in the Red Card Room, they may be asked to spend a longer period of time there until they are in a place where they are ready to learn and rejoin lessons. For students who continue to make negative behaviour choices there may be higher level consequences applied.

What is the Red Card Room?

Having a reset room gives a message to all our students that their learning matters. The Red Card Room is located as part of our Inclusion Room.

We have **high expectations** of conduct in the classroom and expect students to stick to their commitment of putting learning first.

What is the Inclusion Room?

The inclusion room (IR) is used when students continue to make poor behaviour choices. Students work within the room for 5 consecutive lessons and related social time. They complete both written and online learning which is closely matched to the planned curriculum to ensure that no further learning time is lost. For students who continue to make negative behaviour choices in the Inclusion Room there may be higher level consequences applied (please see our behaviour policy). The Inclusion Room is also used as an alternative to suspension.

Equipment

Equipment requirement for **all** students in **all** lessons will be:

Bronze - non-negotiable	**Silver - desirable**	**Gold - amazing!**
Reading book	Spare pen	Highlighters
Pen	Spare pencil	Coloured pencils
Pencil	Ruler (15cm or 30cm)	
Ruler (15cm or 30cm)		
Calculator (Check with Maths teacher for details)		
Eraser (rubber) Protractor Pair of compasses Pencil sharpener Highlighter Glue Stick	Green pen for self-marking	

All students must keep their bag (big enough to carry an A4 folder) and coats in their lockers. Locker rental is purchased through the school. Please return the Locker Application Form in the student information pack to the address provided.

Tutors will carry out regular checks on equipment to ensure their groups are ready to learn.

Routines

Movement around the school

- Walk with pace and purpose at all times – keep to the left
- Move around the site quietly
- Line up outside classroom doors and wait to be invited into classrooms by staff

Early morning

- Students may enter the school building from 8.10am
- Bikes and scooters should be locked into the bike racks; anyone cycling must wear a helmet. E-scooters and e-bikes are not permitted.
- Go to lockers, put away bags and coats, take out pencil case/books for lessons 1 and 2
- All students are expected to be in school and in period 1 by 8.30 am

Break

- Visit lockers, get equipment for periods 3 & 4 and use the toilets
- Food is available in the dining room – students should only eat in the dining room
- During wet breaks, students should go to the dining room or the main hall

Lunch

- Visit lockers. get equipment for period 5 & 6 and use the toilets
- Eat lunch in the dining room or main hall
- After finishing eating clear away plates and any rubbish
- Line up outside classrooms just before lessons start

After school

- Leave school quietly
- The library is open Mon - Thu for homework club. Please sign in and out
- Look at the programme for clubs and enrichment opportunities. Make sure parents/carers know if attending

Uniform

Uniform is an intrinsic part of belonging to Patchway Community School and wearing it correctly and with pride is important.

School uniform is supplied by *Monkhouse* and can be purchased at their shop in Stoke Gifford or from their website: www.monkhouse.com. Most uniform can be purchased from local shops such as ASDA and Tescos however the Branded Jumper and Tie will need to be purchased from Monkhouse.

Financial assistance with school uniform

If you have any queries, please contact the Finance Team pcs-finance@olympustrust.co.uk

COMPULSORY item	Uniform supplier	Any retailer	Further guidance
Black V-neck jumper with school logo	Y	N	The jumper should be worn at all times. In extreme weather permission will be given to remove it.
White shirt - long or short sleeved, buttoned to the collar to enable the tie to clip on at the top	N	Y	In cold weather a completely **white** T-shirt or vest (without logos) may be worn under the white shirt
Tailored charcoal grey school trousers	N	Y	▪ Trousers which are too tight or too baggy are not acceptable. ▪ Belts worn with trousers must be small, black and discrete ▪ Woven/tailored fabric only – no jersey or stretch fabric
Tailored charcoal grey school shorts	N	Y	▪ Alternative to trousers ▪ Woven/tailored fabric only – no jersey or stretch fabric
Tailored charcoal grey pleated school skirt - to be	N	Y	▪ Alternative to trousers

worn no more than 5 cm above the knee			▪ Woven/tailored fabric only with **permanent pleats** – no jersey or stretch fabric e.g. Grey Pleated Girls School Skirt 2 Pack | School | George at ASDA 2pk Girls' Pleated School Skirts (2-18 Yrs) | M&S Collection | M&S (marksandspencer.com)
School tie with school logo	Y	N	
Ankle or knee socks – black or grey only (Not to be worn over the knee)	N	Y	▪ Black 40-80 denier tights may be worn with skirts ▪ **Leggings and footless tights are not permitted**
Black shoes or trainers (completely black) without obvious branding, colours or flashes.	N	Y	▪ Boots and high-tops are not permitted ▪ Heels greater than 3cm are not permitted
Coat - any dark colour with NO obvious branding or lettering	N	Y	Coats should be placed in lockers upon arrival to school and are not permitted to be worn in the building

PE Kit

COMPULSORY item	Uniform supplier	Any retailer	Clarification
Burgundy polo shirt with school logo	Y	N	
Burgundy training ¼ zip top with school logo	Y	N	
Plain black sports bottoms	N	Y	No branding/logos Can include tracksuit bottoms, joggers, shorts, leggings
Trainers	N	Y	These can be worn inside but not on the Astroturf
OPTIONAL item	**Uniform supplier**	**Any retailer**	**Clarification**
Astroturf fit boots	N	Y	Moulded football/rugby boots can be used outside on grass or Astroturf Studded football/rugby boots can only be used on grass. They are compulsory for students playing in extra-curricular fixtures
Trainers – any	N	Y	These can be worn inside but not on the Astroturf
Gum shields	N	Y	Gum shields are advisory for rugby lessons, but are optional. They are compulsory for students playing in extra-curricular fixtures
Shin pads	N	Y	Shin pads are advisory for football lessons. They are compulsory for students playing in extra-curricular fixtures

Appearance Rules

Hair should be natural-looking in colour and extremes of length and style must be avoided	'Track' lines or patterns shaved into hair are not permitted Hair decorations or hairbands must be discrete
Make-up, if worn, must be discrete, natural and not noticeable. Nails should be neat and tidy and not long	False nails and/or coloured nail varnish is not permitted on the grounds of Health and Safety
A **wristwatch** is permitted but must be removed during PE Students may wear **one pair of ear studs** and **one nose stud** which should be small, plain and discrete,	No hoops are permitted at all on the grounds of Health & Safety. No other jewellery is allowed. Any jewellery worn on religious grounds needs to worn underneath the school uniform
Winter/sun hats may be worn to school but not in the school building	No logos or obviously branding should be visible on the hats

All clothing should be clearly marked with the owner's name

Curriculum

At KS3, students follow a broad and balanced curriculum where they are taught in mixed ability groups in the vast majority of subjects. Students make their option choices in Year 9 and begin GCSEs in Key Stage 4 in year 10.

Our KS4 curriculum provides breadth and balance, plus additional opportunities and personalised elements to meet students' needs. All students follow a core curriculum which includes English, mathematics, science, physical education and personal, social and health education. A variety of GCSEs, BTECs and other types of qualifications meet the academic and vocational needs of our students. We also offer a range of qualifications with our partner schools across the Olympus Academy Trust.

Students with identified learning needs are supported within lessons through a range of strategies and by teaching assistants. Some pupils are also withdrawn for additional support and there are programmes in place to support students with dyslexia and other identified needs.



At Post 16, students are offered a wide range of level 3 courses including A levels and BTECs. Academic and vocational pathways are offered and some students study a combination of these. Ongoing collaboration with Olympus Academy Trust means provision at post-16 has one of the widest choices in the South West.

Homework

Homework is set regularly in all subjects via a number of online platforms, which include Sparx, Tassomai and Seneca Learning. Students follow a set homework timetable, and access the work by logging onto the relevant platform.

Recognising Success



All students are able to earn achievement points linked to our values of Ambition, Respect and Excellence by demonstrating that they Work Hard, Be Kind and Take Part both in and outside of lessons. All staff look to recognise academic achievement, progress and outstanding attitude to learning, as well as personal strengths and commitment to the school and wider community.

Rewards assemblies are held at the end of each term, where successes across that term are recognised by the Year Lead Team. Students have the opportunity to take part in reward events at the end of terms 2, 4 and 6, provided they meet the necessary criteria around outstanding attendance and behaviour (we take into account students whose attendance may be affected by significant medical conditions). Certificates are issued for students with 100% attendance throughout the year.

Special Educational Needs



The Learning Support Team is led by the school's SENCo, Mr Prevett. The team works across all curriculum areas to ensure that students with special educational needs are fully included and empowered to reach their potential. The team is based in the Hive area and is able to offer targeted interventions as well as literacy and numeracy support.

The team consists of Mr Prevett, SENCo, Miss Stentiford, Deputy SENCo, Ms Collins, Specialist SEND teacher, and teaching assistants. Students with an Education Health and Care Plan and those at SEN Support level will have a student passport or plan which contains information about specific needs and support strategies to enable teaching staff to plan effectively.

If you would like to speak to the SENCo, you can contact Mr Prevett or Miss Stentiford on 01454 862020 or pcs-enquiries@olympustrust.co.uk

Student Support and Welfare



Tutors

Every student has a personal tutor. Tutors monitor and review their students' current progress across the curriculum. They also follow through with concerns and issues about learning, effort and behaviour. Your child's tutor should be your first point of contact and will regularly communicate with you. The tutor contacts are on the school website – https://www.patchwaycs.org.uk/Tutor-Teams/

Year Leaders (2026-27)

For most students, their tutor is their first point of contact when they are anxious, have concerns about friendships, or want to talk through problems.

Where additional support is appropriate, students can contact their Year Lead. Their contact details are also on school website – https://www.patchwaycs.org.uk/Tutor-Teams/

Year 7 & 8	Mr Flynn Foster
Year 9 & 10	Mrs Sarah Phillips
Year 11	Ms Olivia Mills

Safeguarding Team

Our safeguarding team work closely with students, families and external agencies to help ensure every child feels safe, supported and able to thrive.

Mrs Walbridge	Designated Safeguarding Lead
	Catherine.walbridge@olympustrust.co.uk
Mr Sibley	Deputy Designated Safeguarding Lead
	Kevin.sibley@olympustrust.co.uk

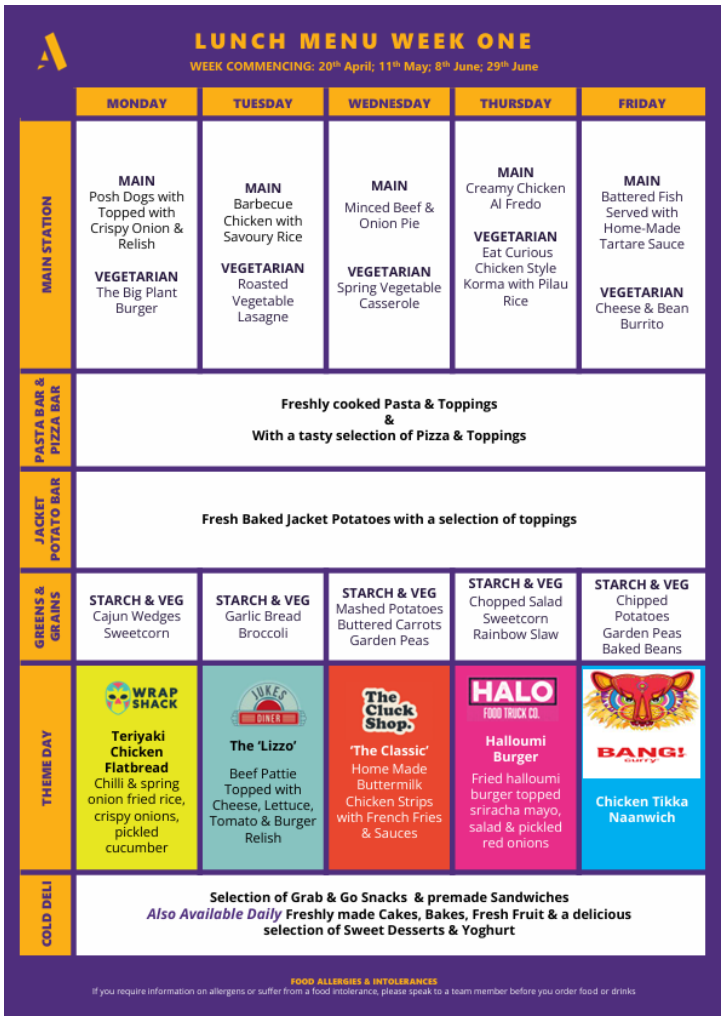
If your child has any concerns or issues, including those at home which you feel may have an impact on their school day, please contact your child's tutor in the first instance who will then refer to the year leader if appropriate. If you have other external agencies involved in your child's life, please do let us know so we can work closely with you to ensure your child's best experience in school.

School Lunches

Our school catering services are supplied by OCS (www.ocs.com).

You will find a sample menu to see the choices they provide for our students. Menus are rotated through the school year to provide a balanced choice. In addition to the hot meals on offer, OCS provides hot deli options, a daily salad bar, sandwiches, baguettes and wraps. Students are, of course, welcome to bring a packed lunch from home.

For more information on lunch menus please visit the school website. Sample lunch menu:



If you think your child may be entitled to Free School meals then please visit https://www.gov.uk/apply-free-school-meals

Free School Meals

Are you entitled to free school meals? If eligible you may also receive support for uniform, trips and other resources. Please see the Trust Charging and Remissions Policy.

You can apply for free school meals at http://www.southglos.gov.uk/advice-and-benefits/benefits/free-school-meals/ or www.bristol.gov.uk/schools-learning-early-years/free-school-meals

Please contact pcs-finance@olympustrust.co.uk for further support or advice.

Health and Safety Information

Staying safe

- **No student** may leave school at any time (including break and lunch). In circumstances where students need to leave school **to go home for lunch** or to attend a **medical appointment** we require a note from parents or appropriate appointment card.
- Any student leaving **must sign out** at the main office.
- **No student** may cross the surface of the A38 at any time. The crossing points are the footbridge, underpass and pelican crossing.

Emergencies

- First aid cover is provided for medical emergencies. Except in case of emergency, students **must** get permission from a member of staff before going to the medical room.
- In case of illness, students **must** get help from a member of staff. They must not try to deal with the situation alone or with friends.

Lost property

- Lost property is kept in the school office. Students can visit outside of lesson times.
- Remember to **name** all belongings – these items will then be delivered to students if lost.

Medication

All students will have easy access to their emergency medication, but will be encouraged to carry and administer their own medication if they are deemed responsible by medical professionals.

Please be aware that we are unable to provide any over the counter painkillers to students.

Items not allowed in school

• Large sums of money	• Drinks in cans or glass bottles
• Chewing gum	• Tippex or other solvent based products
• Aerosol cans	• Alcohol
• Caffeine based energy drinks (e.g. Red Bull, Relentless, Kick etc)	
• Cigarettes (including e-cigarettes), matches, lighters, drugs, drug and smoking paraphernalia, fireworks, laser pens, replica guns, knives or any other potentially dangerous or anti-social objects.	

Staff have the right to confiscate electronic devices and other items not allowed in the school. Items will usually be returned to the student at the end of the day, but on occasion, we may ask parents to come in and collect them. We have the right to dispose of cigarettes, matches, papers etc.

The school does not accept liability for damage or loss for any personal items brought to school.

Mobile Phones and Headphones

Students are permitted to bring their mobile phone to school as we recognise that this can form a part of keeping them safe on the way to and from school. However, **once students enter through the gate in the morning, the phone must be turned off and put in their locker for the remainder of the day**. Any student who has their mobile phone visible during the school day will have to hand it in to a member of staff.

Similarly, students are permitted to bring headphones into school but cannot use them in school unless given express permission by a member of staff. If headphones are seen during the school day, students will have to hand them in to a member of staff

Internet Safety

When using the internet remember the following:

a) Internet theft - keep your details safe

b) Information that should never be given out without parents' permission:

- Your real name
- Your home, school or e-mail address
- Your phone number
- A photo of yourself
- Your parents' credit card details

For extra safety choose an Internet Service Provider which enables you to set parental controls on internet access.

c) It is also a good idea to monitor use of chatrooms, Facebook, Twitter, BBM, Instagram etc. The guidance below may be helpful to use at home:

1. Never use a real name in a chatroom.
2. Leave the chatroom immediately if you feel uncomfortable and tell an adult.
3. People may not be who they say they are.
4. If you get an e-mail telling you not to tell your parents about it, don't reply and tell an adult straight away.

d) Email: Don't open e-mails, downloads or attachments from people you don't know: they might have viruses or unwanted message

e) Facebook, Twitter, Bebo, Instagram, Snapchat and other Social Networking Sites are sometimes a source of bullying behaviour. They should be used with caution; careless electronic messages can cause distress and anxiety. It should not be used maliciously about people, groups or organisations.

All users of the school ICT system are required to follow the Acceptable Use of ICT policy. Students will receive lessons on internet safety.

Parent Forum

We have a thriving parent forum which meets three times each year. If you are interested in getting involved with our parent network, please email to pcs-enquiries@olympustrust.co.uk

School Contacts

Reception is open from 8.00 am to 4.00 pm - 01454 862020. The receptionist can give you general information about the school, while tutors will answer most day-to-day enquiries about your child. Please see the tutors' email addresses at https://www.patchwaycs.org.uk/Tutor-Teams/

Please be aware that tutors and subject teachers are often difficult to contact during the day. You can email them or leave a message at reception, and they will do their best to get back to you as soon as possible. Your child's year leader or the subject leader will deal with your enquiry when the matter is more serious and may then pass you on to a member of the senior leadership team.
https://www.patchwaycs.org.uk/Our-Staff/

If you want to see a member of staff, please always make an appointment in advance and tell us the nature of your enquiry. This saves your time as we can prepare for your visit if we have full information. If you arrive without an appointment, you may not be able to see the person you want to.

For more information, please check out –
School website – https://www.patchwaycs.org.uk/
Facebook – https://www.facebook.com/patchwaycommunityschool/
YouTube – https://www.youtube.com/@patchwaycommunityschool2378

Thank you.