



Parent Information Guide

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Welcome to the school

Welcome to the Cotham School Parent Information Booklet. This document aims to provide parents/carers with essential school information and where to go/who to contact if you have any questions.

Contact Details

School address: Cotham Lawn Road, Cotham, Bristol, BS6 6DT

Telephone: 0117 919 8000

Email address: info@cotham.bristol.sch.uk

Website: www.cotham.bristol.sch.uk

Social media: Facebook - www.facebook.com/cothams

Twitter - www.twitter.com/cothamschool

Please be advised that we have two receptions at Cotham, one being a Visitor Reception on Cotham Lawn Road and the other being a Student Reception on Cotham Road.

Student Reception is for both Students and Parents/ Carers, and the Visitor Reception is for those who have appointments to visit the school.

Quick Reference Contacts

Absence - 0117 919 8019/ absence@cotham.bristol.sch.uk

Exams - 0117 919 8024/ exams@cotham.bristol.sch.uk

Finance - 0117 919 8016/ finance@cotham.bristol.sch.uk

Library- library@cotham.bristol.sch.uk

Main Reception - 0117 919 8000/ reception@cotham.bristol.sch.uk

NBP16C - 0117 919 8100/ post16@cotham.bristol.sch.uk

Student Reception - 0117 919 8013 / studentreception@cotham.bristol.sch.uk

Our visions and values

Cotham School is proud of the richness of its community, its cultural diversity and of the successes achieved by our students over many years. However, we're never complacent and are always seeking ways to improve outcomes for all our students.

At Cotham we wish to instil an enjoyment of learning and you will find an unwavering commitment from all staff to the highest ambitions for every child.

Staff List

Headteacher: Ms J Butler

Deputy Headteacher(s): Mr C Reed (Achievement and Standards) and Ms D Leong (Teaching, Learning and Curriculum)

Assistant Headteacher(s): Ms A van de Berg, Mr T Watts, Mrs J Chapman, Mr O Morgan.

Director of Post 16: Ms A Potter

Senior Learning Coordinator: Ms P Pierce

Learning Co-ordinator (Year 7): Mr O Knight

Learning Co-ordinator (Year 8): Mr Don Farmer

Learning Co-ordinator (Year 9): Mrs L Arnold

Learning Co-ordinator (Year 10): Ms S Wellington

Learning Co-ordinator (Year 11): Miss S Shakoor

SENDCO: Miss G Telford

Faculty Leaders

English: Mrs S Wood

Maths: Mr D King

Science: Miss H Hovell

Modern Foreign Languages: Mr P Edmonds

Performing Arts: Mr R Geoghegan

Humanities: Mr J Lloyd

Physical Education: Mr J Collin

Social Sciences: Ms H Radford-Hines

STEAM: Ms J Brock

A full staff list can be found on our [school website](#).

School Term Dates

Term 1	Thursday 1 September 2022 to Friday 21 October 2022
Term 2	Monday 31 October 2021 to Friday 16 December 2022
Term 3	Tuesday 3 January 2023 to Friday 10 February 2023
Term 4	Monday 20 February 2023 to Friday 31 March 2023
Term 5	Monday 17 April 2023 to Friday 26 May 2023
Term 6	Monday 5 June 2023 to Friday 21 July 2023

Inset Days

- **Thursday 1 September 2022**
- **Friday 30 September 2022**
- **Friday 4 November 2022**
- **Wednesday 15 March 2023**
- **Friday 31 March 2023**
- **Friday 21 July 2023**
- **Term dates for 2022/23 are available [here](#).**

Early School closures for Students

- **Friday 16 December 2022 - Time to be confirmed**
- **Thursday 30 March 2023 - Time to be confirmed**
- **Thursday 20 July 2023 - Time to be confirmed**

Times of the School day

08:30 - 08:50	Tutor Period/Assembly
08:50 - 09:45	Period One
09:45 - 10:45	Period Two
10:45 - 11:05	Morning Break
11:05 - 12:05	Period Three
12:05 - 13:45	Period Four Y7, Y10 and Y11 12:05 - 13:05 (Lunchtime Y8 and Y9 12:05 - 12:45)
12:05 - 13:45	Period Four Y8 and Y9 12:45 - 13:05 (Lunchtime Y7, Y10 and Y11 13:05 - 13:45)
13:45 - 14:45	Period Five
From 14:45	Period Six Y11 Upgrade, Enrichment clubs/Homework and Study Clubs

Who to contact when

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email info@cotham.bristol.sch.uk
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- We'll forward your email on to the relevant member of staff

Remember: check our [website](#) first, much of the information you require is posted there.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class Activities/ Lessons/ Homework	Your child's Class Teacher
Bullying and Behaviour	Your child's Learning Coordinator
Special Educational Needs	Mrs G Telford
Payments	Finance Office: finance@cotham.bristol.sch.uk
School Trips	Trip Leader
Google Classroom	Google Classroom Support: gcsupport@cotham.bristol.sch.uk
WisePay	Cotham School WisePay Support: wisepay@cotham.bristol.sch.uk
ParentApp	ParentApp Support: parentapp@cotham.bristol.sch.uk
Lost Property	Student Reception: studentreception@cotham.bristol.sch.uk
Attendance and Absence requests	If you need to report your child's absence, call: 0117 919 8019 or email absence@cotham.bristol.sch.uk If you want to request approval for term-time absence, contact Ms T Reed: absence@cotham.sch.uk
Extra-Curricular Activities	The named extra-curricular activity leader
Hiring School Premises	Mr E Carpenter: lettings@cotham.bristol.sch.uk

Governor Board

Mrs L Sowersby:
sowersbyl@cotham.bristol.sch.uk

Communication with the school community

Every Friday, the school sends out a Weekly Mailing for Parents and Carers celebrating student achievements, good news and information on everything that is happening in school. It really is an invaluable source of information. This is e-mailed out to parents/carers and can be found on our [website](#).

School meals information

To view the lunchtime menu and a price list of items in our school canteen please go to the school website, in the menu select Parents and Carers and scroll down to 'Catering'. A link to the page can be found [here](#).

Free school meals

To check if your child is eligible for Free School Meals or to apply please complete the online form under the useful links section of our school website or click on this [link](#).

Uniform

As a student at Cotham School you are expected to wear full school uniform, including your school lanyard. It is also important to wear the correct PE / Games and Dance kit. Our school uniform suppliers are [Monkhouse](#) and [Harris Sports](#). Please visit their shops or websites to view the approved skirts and trousers. The school rules will be enforced according to the Uniform Policy. **Examples of suitable uniform can be seen on the [website](#).**

[Second hand uniform is always available from Main Reception £1.00 per item](#)

The uniform is as follows:

Lanyards and student ID Cards

Will be provided by the school and should be worn at all times. If you lose them you will have to pay for a replacement.

Jumpers: Navy blue V necked jumper with embroidered Cotham logo. Hoodies cannot be worn in school at all. Students must not wear them as either a substitute for a jumper or an outdoor coat.

Polo shirt: White polo shirts with house colour trim on collar and embroidered Cotham logo. The Cotham logo appears on the left breast.

Footwear: Black, leather type shoes only. Shoes must fasten securely with laces or a strap and the foot must be fully enclosed. Uniform shoes must be worn throughout the day – changing into trainers during break or lunchtime is not permitted unless it is to use the All Weather Pitch or Multi Use Games Area.

Trainer style shoes are acceptable. but they must:

- be made exclusively of black leather or black leather type material. They should not be made of canvas, sports mesh, or a mixture of leather and canvas, leather and sports mesh.
- have no white or coloured sports logos on them. A black logo is acceptable, a white or coloured logo is not acceptable.
- have a plain flat sole. They should not have a bubble sole typically found in running shoes.

We do not allow boots, shoes with a raised heel, 'dolly'/ballet type shoes.

Socks and Tights: Tights must be black or navy blue. Socks must be ankle socks or below the knee in black, navy or white and must be plain (no patterns).

Skirts: Regulation black, knee-length, fully pleated or with a pleat feature school uniform skirts from our suppliers (no stretchy material, logos or brands).

Shorts: Regulation black, knee-length school shorts with the Cotham logo (please note no other type is allowed) are available only from our supplier, [Monkhouse](#)

Trousers: Tailored, **loose, full length**, black parallel trousers, no external raised seams, pockets or rivets, no logos or brands, not jean or tracksuit style. No leggings or tight fashion trousers. **Trousers may not be rolled up at the bottom or worn low below the hips.**

Jewellery: One small ring only, one small pair of **stud earrings** only (no hoops or sleeper hoops). No bangles, necklaces, nose studs or facial piercings. (Unacceptable jewellery will be confiscated). **All jewellery to be removed for PE and Dance (this is compulsory)**

Headwear: No caps under any circumstances. Plain woollen hats only worn during winter period, outside (not in school buildings). Headscarves worn for religious or cultural reasons should be plain navy blue, black or white and must not cover the face.

Make up: Coloured nail varnish or false nails are not permitted.

Hair: No extreme styles and no unnatural hair colour is permitted. (Long hair must be tied back for PE, dance or any sporting activity)

Coats: Plain coats without intrusive logos or brands. **Jacket hoods may not be worn up during the school day so that the face can be clearly seen at all times.** No denim jackets. No leather jackets. No fur coats. Coats are only worn outdoors on top of a navy sweatshirt/jumper and not in place of a navy sweatshirt/jumper. Hoodies are not a replacement for an outdoor coat and should not be in school.

Bags: Students need a substantial school bag big enough to contain PE/Dance kit, exercise books, text books, a pencil case, planner and other equipment. **Small string bags, handbags and fashion bags are not permitted.**

Equipment: Students are expected to bring to school, every day, their **planner** and the following in a pencil case;

- Pen, pencil, rubber, small ruler, glue stick, calculator, sharpener and some coloured pencils.
- Clear pencil cases are required for all examinations

Other equipment

- Reading book

In Addition

- Mobile phones must be switched off and kept in bags between 8:30am and the end of the school day otherwise they will be confiscated by a member of staff. Confiscated phones can be collected **by a parent/carer** from student reception at the end of the following day.
- Headphones are not permitted on site and will be confiscated if seen between 8:30am and 2:45pm.

For students with protected characteristics who wish an adaptation to the Policy, please speak to your child's Learning Co-Ordinator

PE Kit

Compulsory

Purple polo shirt with Cotham logo*
 Black tracksuit bottoms, shorts or skirt
 Black football socks
 White socks (indoor)
 Black Cotham sweater
 Trainers (no black trainers)
 Non-metal studded football or rugby boots

Optional

Purple & Green reversible rugby top
 Black waterproof jacket
 Black long sleeve thermal base layer

Additional PE kit for Extra-Curricular Activities & fixtures

Purple & Green Reversible top
 Non-metal studded football/rugby boots
 Shin Pads
 Gum Shields (rugby)
 For sporting fixtures all team members are expected to wear their Cotham PE kit.
These items can be loaned from the PE Department

Dance Kit

Black Dance t-shirt (available from usual stockists)
 Black shorts, tracksuit bottoms or leggings
 Bare feet

**For both Dance and PE:
 No Jewellery to be worn and long hair to be tied back**

*Items only available from the supplier [Monkhouse](#)

Lost property

Please make sure all belongings are clearly labelled with the student's Name and Tutor group.
 Lost property will be kept at Student reception.

Behaviour and Rewards - 'Getting Every Day Right'

All students deserve the opportunity to receive a good education that enables them to live a Positive, happy and successful life beyond school. We request your support as parents / carers to encourage your child to meet our behaviour expectations every day.

Student illness and absence

Student absence needs to be reported each morning a student is absent either through the [online form](#) on our school website or by leaving a message on our school absence line 0117 919 8019.

Planned absence during school term time

As per current Government regulations and DfE advice, parents do not have any entitlement to remove their child from school during term time and the discretionary 10 days no longer exists. Any application for leave will therefore be in only very exceptional circumstances and evidence of this must be provided. By exceptional, we mean rare, significant, unavoidable and short. There are 175 days a year when a child is not required to be in school (weekends/Holidays/Bank Holidays). If you wish to take your child out of school during term time you will need to complete an absence request form a link to the form is [here](#) or you can access it on the website under parents and carers and parent forms. The application must be made in advance, retrospective requests will not be considered. Please return this form to the school no less than 10 days before the absence is due to start. Further information can be found in our attendance policy.

Governing board

As an Academy, Cotham School Governors are responsible for the strategic direction of the school. They are responsible for ensuring that the school is run in accordance with the Co-operative Articles of Association and the Funding Agreement with the Department for Education. A full list of Governors can be found on our school website in the About us section under Governors [here](#), if you wish to contact any of the Governors you can do so by email the Clerk to the Governors, Mrs L Sowersby - SowersbyL@cotham.bristol.sch.uk

School policies

All of our school policies are published on our school website, these can be found in the About us section under Policy Documents. A link to the policy page can also be found [here](#).

