



VANDYKE UPPER SCHOOL



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Inspiring Excellence

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# VANDYKE UPPER SCHOOL PROSPECTUS - 2021-22

## OUR COMMITMENT TO YOU

Vandyke is a successful and popular school.

Our aim is to meet the learning needs of every student and thereby help each of them to achieve their full potential in terms of academic, physical, creative, social and personal development, and to acquire a range of transferable skills in preparation for the demands of an ever-changing society.

At Vandyke, we believe that the ingredients for effective learning include excellent teaching, high expectations and an atmosphere within which collaboration and good relationships flourish.

Vandyke prides itself on delivering a broad, challenging and balanced curriculum that will equip students for the world of study at university or college, for training and for the world of work. We value the role that technology can play in assisting students with their learning and in offering new and exciting ways in which teachers can teach and students can learn.

We aim to provide an education that values honesty, courtesy and kindness to others, and we seek to build a school community within which students respect others and their environment. At the same time, students should feel that their efforts and achievements in a wide range of activities are recognised and celebrated. We have high expectations of our students, both academically and socially. We treat our students with respect and we expect similar respect and maturity in response.

Opportunities in sport and performing arts and an extensive enrichment programme are important parts of the experience for students. We believe that regular participation in and enjoyment of a range of sporting activities can make a significant contribution to promoting healthier lifestyles through improved levels of physical fitness, high self-esteem and a sense of well-being. Our extensive enrichment programme also includes a wide range of enrichment activities, including our Arts Factory and the Duke of Edinburgh Award Scheme.

## CARE AND GUIDANCE

Vandyke combines the benefits of being “large scale” with the advantages of care and guidance that emphasise the importance of the individual.

Vandyke has a deserved reputation for outstanding care, guidance and support and we take pride in the very positive relationships nurtured across the school.

On entry, each student joins a tutor group. The tutor groups are deliberately small, so that the tutor gets to know the students very well. Each House is led by a Director of House, a Head of House and a Student Support and Attendance Officer, supported by the Head of Student Support and our team of Learning Mentors.

The school’s triangular logo is a constant reminder that students’ happiness and their success at school are dependent to a large degree on an active partnership between students, parents/carers and teachers. At Vandyke, the catalyst for the development of this partnership is each student’s tutor, whose role is to:

- meet the tutor group every day, to check attendance, punctuality and standards of dress and behaviour;
- support each student, to enable them to achieve well in their academic study and gain the most from wider opportunities available in school;
- keep in touch with parents/carers, by sending out information (e.g. written reports), responding in the first instance to all requests for information and meeting with parents/ carers.



## CURRICULUM

We aim to make learning exciting and to bring it alive for all our students. In Year 9 students study a very broad curriculum encompassing 15 subjects. This includes the opportunity to begin study of a second foreign language.

We challenge students to achieve their very best and towards the end of Year 9 students begin their GCSE-level study as part of our policy of providing a high level of academic challenge alongside excellent teaching and support.

## EXTRA-CURRICULAR ACTIVITIES

The Sportsmark and prestigious Artsmark Platinum awards were accredited to Vandyke in recognition of the school's outstanding commitment to Sport/PE and the arts.

We value the benefits that participation in trips and visits bring in enhancing learning, developing personal and social skills and building independence.

Trips in recent years have included France, Germany, Spain and China, as well as a full programme of Duke of Edinburgh expeditions locally and to North Wales, Derbyshire and the Lake District, and a World Challenge expeditions to countries as diverse as Morocco, Malawi and Borneo.

Last year some trips were sadly cancelled due to the Coronavirus pandemic, including to the Rhineland in Germany, Paris, Vietnam and Krakow (history trip including visit to Auschwitz), but we look forward to these important opportunities taking place again soon.

Wherever possible, extended trips take place outside term-time, so that students do not miss lessons.

Over 160 students take part in the Duke of Edinburgh Award Scheme each year, meeting weekly and participating in practice and assessed expeditions.

## FACILITIES

In addition to classroom facilities, the school has an enviable range of outstanding specialist facilities including:

- Theatre, Drama Studio and Dance Studio
- suite of Music Rooms with recording studio
- twelve Science Laboratories – new in September 2020
- studios for Art, Design and Technology, Photography
- two new catering/ food rooms
- many Computer Network Rooms, including a new Digital Photography Lab, Media Studies Lab and classrooms equipped with computers or laptops

- Sports Hall
- Activity Hall
- large Library and Resources Centre
- Sixth Form Study Centre – new in September 2020
- Sixth Form Hub with Café – new in September 2020
- sports pitches, floodlit netball centre and separate athletics area
- floodlit artificial turf sports pitch
- the Vandyke Café and patio area

## LINKS BETWEEN HOME AND SCHOOL

Vandyke is committed to forging strong links between home and school. The partnership means that the school is open to parents/ carers to telephone at any time during school hours. We believe in the adage that a big problem is a small problem ignored and so we do encourage parents/carers to contact us with any queries, no matter how small. Parents/carers can be sure that we will contact them if the need arises. Parents/carers wishing to see a particular member of staff should telephone to arrange a mutually convenient appointment, as it is not possible to disrupt teaching time.

## STANDARD COMMUNICATIONS

In addition to the day-to-day partnership with parents/ carers, there is a wide range of written and face-to-face communications intended to encourage the active support of parents/carers in the interests of the students.

- Vandyke Guide: this is issued to parents/carers of new students and includes details of uniform and PE kit, school policies, lunchtime arrangements and how to support students during the transition from middle to upper school.
- The Vandyke Calendar: this is available on the school website and lists the main school events for the year ahead.
- Vandyke Voice: this is published on the school website every second Monday and includes details of school events and important dates.
- Reports: every student receives a written progress update each term. The timing of these communications is included in the Vandyke Calendar.
- Consultation Evenings: these are organised twice per year.
- School Website: this is updated regularly.

## STUDENTS IN PARTNERSHIP

Parents/carers and visitors frequently tell us that they are impressed by the calm, well-ordered working atmosphere within the school. We aim to help our students look upon their Upper School education as a crucial stage of transition between school and higher education or employment; between childhood and adulthood; dependence and independence. The work of 'Student Voice' is of central importance in giving our students a real stake in the future of their school and a sense of ownership, belonging, pride and loyalty.

We have clear policies related to all aspects of student life in school, including work, behaviour, attitude and dress. We have a code of conduct, an anti-bullying policy and charter, a school dress policy and a rewards and sanctions policy. All disciplinary policies are based on expectations of courtesy, consideration and care for other people and their property. Details of these policies are available from the school on request and we will be happy to answer any questions you may have. Many of the policies are also published on the website.

## DISCIPLINE

Our aim is to treat our students as young adults and encourage self-discipline. We are committed to the development of a culture in which student achievement is recognised, respected and rewarded. Where necessary, a range of sanctions serves to help students to modify their behaviour. These include:

- Report cards: students can be on report to their Tutor, Head of House, Director of House, the Deputy Headteacher or the Headteacher. This procedure gives teachers and parents/carers an opportunity to comment on a student's work and behaviour.
- Detentions: a student may be detained either at lunchtime or after school.
- Withdrawal: in some circumstances, we will withdraw a student from lessons for a fixed period while new arrangements for their return to classes are agreed. In such circumstances, the student will continue to complete schoolwork in our Achievement Support Centre.
- Exclusion: in exceptional circumstances, a student may be excluded from school for a fixed number of days, or even permanently. The level of exclusions is very low.

## HOMEWORK

Homework is important for all students, not only because it provides opportunities to extend classroom learning, but also because it allows students to become more responsible for their own work. The amount of homework set will vary from subject to subject and year to year.

Parents/carers are encouraged to contact the appropriate tutor, or Head of House, if they have any questions about homework. Sometimes we find that new students, although they complete their homework regularly, do not realise how much more thoroughly they should do it and how much more time it should be given. Students always have learning work to be doing, e.g. learning vocabulary in French, reading through notes in Science, etc.

We use Google Classroom for communication with students and for remote learning including homework. This is also accessible for parents/carers to see the homework set and access resources.

## ATTENDANCE

Good attendance at school is vital if students are to achieve their full potential. The link between good attendance and high achievement is very clear. We use an electronic registration system and registers are taken every lesson. We monitor attendance carefully, making first-day contact with home to follow up any absence and we will telephone parents/carers if we are concerned about a student's attendance. Attendance in the last school year before Covid, 2018/19, was 95.6%, with a very low level of unauthorised absence at below 0.5%. The school will sanction absence for holiday in term-time only in exceptional circumstances. This is rare.

## THE SCHOOL DAY

The school day begins at 8.40am and ends at 3.05pm. It finishes slightly earlier on alternate Thursdays. Lunch is from 1.30 – 2.00pm, with a break at 11.05am. It is divided into five periods, plus tutor time registration and assemblies in the morning. All timings are on the school website.

## TERM DATES 2021/22

**AUTUMN** Monday 6 Sep – Friday 22 Oct 2021  
(half-term week commencing Monday 25 Oct 2021)  
Monday 1 Nov – Friday 17 Dec 2021

**SPRING** Wednesday 5 Jan – Friday 11 Feb 2022  
(half-term week commencing Monday 14 Feb 2022)  
Monday 21 Feb – Friday 1 Apr 2022

**SUMMER** Wednesday 20 Apr – Friday 27 May 2022  
(May Day – Monday 2 May 2022)  
(half-term week commencing Monday 30 May 2022)  
Monday 6 Jun – Friday 22 Jul 2022

Note: Student contact will amount to 190 days.

## SCHOOL UNIFORM

We believe in the value of school uniform and insist upon high standards of dress. After extensive consultation with students and parents/carers, the uniform was chosen with regard to what looks smart and is comfortable and appropriate for thirteen to sixteen year olds; cost and availability were also important considerations.

## UNIFORM REQUIREMENTS FOR YEAR 9

- Regulation white Vandyke polo-shirt with school logo on chest.\*
- Regulation "burgundy" Vandyke jumper or cardigan, with school logo on sleeve.\*



- Formal dark grey or black trousers, or plain black regulation Vandyke skirt (only obtainable from Wear-2-School). For clarity, trousers must be plain/unpatterned, tailored (not jeans, jeans-style, made of denim, or leggings or jeggings sports style or casual); no jeans-style studs or pockets, double-stitched seams or piping on seams; no large coloured belts or buckles - a black belt is allowed.
- Black polishable shoes. Footwear such as the Nike Airforce shoes that have a plain black sole and plain black logo are permitted. Casual sport shoes of any kind, including plimsolls, black canvas trainers (such as Vans or Converse), or any other fabric trainer / soft shoe are not acceptable for school.

**Please refer to the school website to see illustrations of what is and is not acceptable and the School Uniform Policy and green booklet on student uniform for further information.**

- \* Vandyke school jumpers/cardigans, polo-shirts and skirts, including PE items, are available from Wear-2-School in North Street, Leighton Buzzard.

Any student not wearing full school uniform is withdrawn from lessons and parents/ carers are contacted so that the issue can be resolved promptly.

Jewellery and body piercings are inappropriate for school, as are extremes of hairstyle and make-up. A single small sleeper or stud (one per ear - multiple earrings are not permitted), a watch, a single necklace (tucked inside the polo-shirt) and a maximum of one ring per hand are allowed. Body piercing is limited to nose (stud) and ear, i.e. no eyebrow, lip, or other piercings are allowed (a separate policy on piercings is available from the school). Extremes of hairstyle and make-up are not allowed. **Hair colour must be natural shades only.**

**If in any doubt about any of the above, please contact the school for clarification, or refer to the school uniform policy (available on our website or via the school office).**

The standard of PE and Sport at Vandyke is exceptionally high. Our teams have a record of outstanding success and there is a thriving extra-curricular PE programme. In 2019 our Y10 boys' Futsal team were national champions. As with our dress code, the PE department encourages a sense of pride and 'belonging' in PE by expecting students to wear kit in school colours.

Vandyke hosts the Leighton-Linslade Sports Partnership, supporting all 27 local schools in sports development.

All students are required to wear school kit as below.

#### BOYS' PE KIT

- Burgundy polo-shirt \*
- Burgundy sweatshirt / hoodie \*
- Burgundy shorts \*
- Black tracksuit bottoms
- Black football socks
- White sports socks (indoor)
- Training shoes (not plimsolls)
- Football boots

#### GIRLS' PE KIT

- Burgundy polo-shirt \*
- Burgundy sweatshirt / hoodie \*
- Burgundy shorts, or skort \*
- Black tracksuit bottoms or sports leggings
- Black football / hockey socks
- White sports socks (indoor)
- Training shoes (not plimsolls)



## ADMISSIONS

In September 2022, Vandyke will admit up to 360 students into Year 9. The following agreed admissions criteria apply:

1. all "looked after" children or children who were previously 'looked after'
2. students with parents employed at the school
3. students living in the catchment area
4. on "very exceptional" medical grounds
5. siblings of students currently attending Vandyke Upper School
6. students who will have completed Years 5 and 6 (Key Stage 2) and Years 7 and 8 (Key Stage 3) in middle schools in the local community, i.e. Brooklands, Fulbrook, Gilbert Inglefield, Leighton and Linslade

Details of Vandyke's admissions in September 2021 are as follows:

Total number of requests for places: 449  
Total number of places allocated: 387

Residents of Central Bedfordshire are requested to apply for a place using the on-line facility at:  
<http://www.centralbedfordshire.gov.uk/admissions>

Applications for places at Vandyke should be made by 31 October 2021. Those applying from elsewhere may not use the on-line facility and must complete their home Local Authority application form and send it directly to Schools Admission Service, Central Bedfordshire Council, Watling House, High Street North, Dunstable, Bedfordshire, LU6 1LF.

## VISITS

Parents/carers and prospective students are welcome to visit the school at any time - please ring for an appointment. Daytime appointments are particularly recommended, so that you can see the school at work. Most parents/carers find this informative and tell us how impressed they are by the calm and purposeful working atmosphere and the excellent relationships between staff and students. If a daytime appointment is inconvenient, an evening appointment can be arranged.

## TRANSFER ARRANGEMENTS

Once places are finally allocated, we then begin building up a detailed profile of each student joining us. We try to ensure that transfer is as smooth as possible. Key features of this process include:

- each new student providing their own detailed personal profile, outlining their strengths, hobbies and aspirations
- the Headteacher and House staff visit students in Middle Schools to discuss their expectations of Upper School education and what students' objectives should be
- senior staff visit Year 8 staff in Middle Schools, to obtain details of individual students' needs
- parents/carers and students have the opportunity to have an individual interview with a senior member of staff and the student's new tutor
- new students come to Vandyke for two induction days in early July
- parents/carers are invited to an evening meeting in July to meet and hear from key members of staff. On this occasion, there is also the chance to purchase PE kit and school uniform and discuss transfer arrangements in detail.



A great deal of care goes into the formation of tutor and House groups. We try to make sure that students are able to make new friends from other partner schools and that they settle in quickly to life at Vandyke. These arrangements usually work well but, in any case, they are always carefully reviewed after a few weeks of term.

## OPEN EVENING / MORNINGS

**The Open Evening is on Thursday 7 October from 6pm with further opportunities to visit the school on a normal school-day on Open Mornings in the following weeks.**

## RESULTS

There are many ways in which we measure our “success” as a school. The most important is providing students with the knowledge, skills, self-confidence and attitudes that they will need, together with the very best qualifications, to take the next step in their lives after leaving school.

Achieving the best GCSE and A Level exam results that each student is capable of is a top priority and all students receive a high level of support and guidance alongside excellent teaching, to ensure that they can achieve their best.

We understand that each student is different and has their own starting point in joining us in Year 9. We have the same high expectations of all our students, which is to say we agree challenging targets for each student according to their potential and we expect all students to make very good progress in their time with us given their own starting point.

## EXAM RESULTS – SUMMER 2021

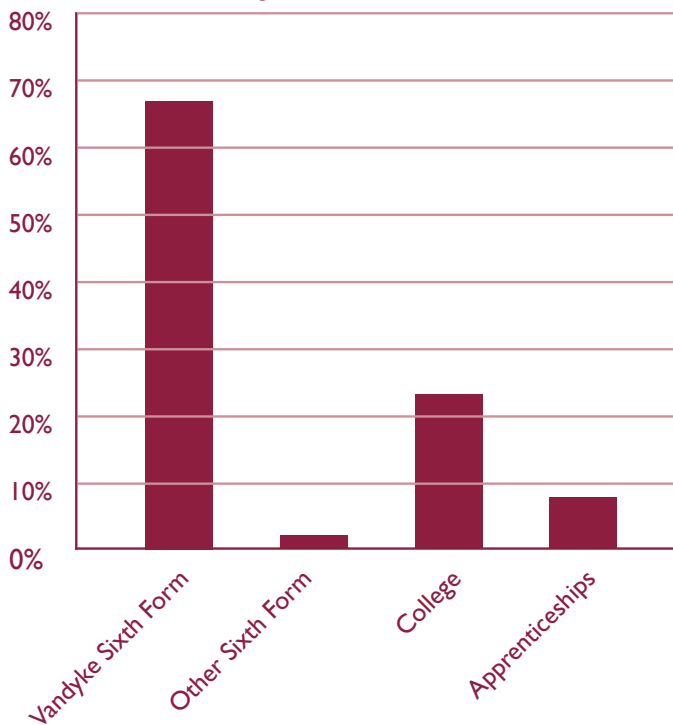
GCSE and A Level results at Vandyke are consistently outstanding both in terms of attainment and progress. In summer 2021, nationally, students were not able to sit public exams due to Covid-19. Instead Ofqual put in place a substitute system of school-assessed grades and an exam board moderation process. Vandyke students were awarded grades that allowed them to move onto the next step – for Year 13 students in most cases that was a university place and for Year 11 students a place in the Vandyke Sixth Form or at college or on an apprenticeship.

The last set of exam results for GCSE and A level was Summer 2019. Results at GCSE and A Level in 2019 were outstanding, with progress and value-added in the top 10% nationally. These are available on the school website and in the DfE performance tables.

## DESTINATIONS OF YEAR 11

Last year's Year 11 had 269 students.

We provide students with a great deal of support and guidance to ensure that they make informed decisions about what to do at the end of their period of compulsory education in school. Alongside our own experienced careers staff, we employ independent, qualified careers advisors to provide our students with up-to-date, comprehensive careers guidance, and to support our staff in working with students and teaching careers education.



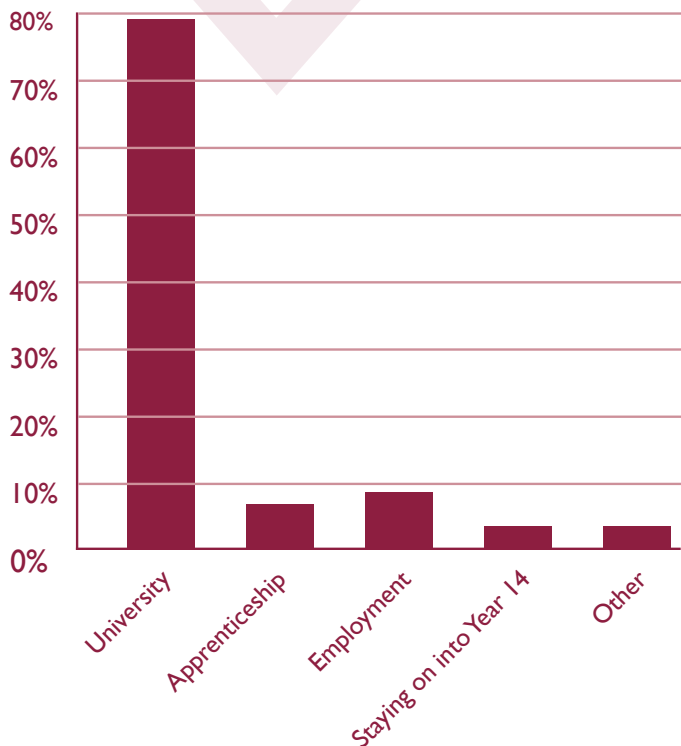
## DESTINATIONS OF YEAR 13

Last year's Year 13 had 128 students.

Students are given a great deal of help and guidance in preparing their university or college applications including mock interview practice. Students seeking employment or apprenticeships are supported in their application process so that all students are able to move on at the end of the Sixth Form to their chosen next step.

We provide an extensive programme of careers guidance and advice to encourage students to consider all options including higher education and the new higher level apprenticeships, some of which

offer excellent opportunities. We encourage all students to “aim high” and be aspirational in terms of their academic achievement and career goals. Consequently our students leave us to go into a very wide range of destinations. Vandyke students are currently studying at a wide range of universities across the country and abroad, including the Russell Group institutions, prestigious arts and music colleges, and Oxford and Cambridge.



**“Students receive high quality support and guidance when preparing applications for entry to university. This helps a high proportion to be successful, with some securing places at highly selective universities, including Oxford and Cambridge. Guidance and support is also of high quality for those who decide to enter employment or undertake further training.” OFSTED**

Vandyke employs 83 teachers and 76 support staff. The staff are well-qualified, friendly and caring. This is not just our view. Each year, the school sends out an anonymous questionnaire to a random sample of parents/carers asking for their views on the school. “From the start you feel a warm and friendly welcome”, and “Teaching staff do their utmost to assist students”, are two fairly typical examples of the comments made by parents/carers.

The school is able to recruit such strong staff, because it enjoys a high reputation within the education world for its curriculum development work, facilities, in-service training programme and for its genuine commitment to comprehensive education. Hence, competition for posts at Vandyke is generally strong and experience gained at Vandyke is often a stepping-stone to further promotion. The strong support that staff at Vandyke enjoy is evidenced through the outcomes of our Annual Survey - now in its twenty-second year.

## TEACHING STAFF - SEPTEMBER 2021

|                  |  |
|------------------|--|
| Mrs S Allsopp    | Drama / Student Voice  |
| Mrs E Atkins     | Modern Foreign Languages   |
| Miss J Beckwith  | Music  |
| Mrs T Beckwith   | SEND/CO; Head of Achievement & Inclusion; Director of House; Assistant Headteacher |
| Mr L Bennett     | Team Leader - Art  |
| Mr M Bodo        | Team Leader – History  |
| Mrs G Bolden     | English; Joint Literacy Coordinator  |
| Mr J Bowes       | Responsibility in Maths/ STEM Coordinator  |
| Miss A Briand    | Modern Foreign Languages   |
| Mr D Brown       | Teacher  |
| Mrs E Brown      | Assistant Team Leader - Modern Foreign Languages                                   |
| Mr S Cain        | Team Leader – Media Studies  |
| Mrs H Capel      | Science  |
| Mr T Carroll     | Headteacher  |
| Mr B Chantrell   | Director of House; Assistant Headteacher   |
| Mrs A Chysanthou | Design & Technology  |
| Mr M Conway      | PE; Responsibility in PE   |
| Mr D Cooksey     | Assistant Headteacher; Professional Tutor  |
| Miss G Cosstick  | Team Leader - Design & Technology/Food Technology                                  |
| Miss M Courage   | Assistant Team Leader – Design & Technology/Food Technology                        |
| Mrs S Dalton     | Team Leader - Business Studies   |
| Miss L Davies    | Law; Head of Year 12   |
| Mrs S Davies     | Head of Biology/ Year 11 Science; Joint PP Lead                                    |
| Miss L Dayton    | Design & Technology/Food Technology  |
| Mr S Dodkin      | History  |
| Miss S Doe       | Team Leader – Music  |
| Miss C Doherty   | History  |
| Mrs J Douglas    | Science  |
| Mrs K Egginton   | Team Leader - Science  |
| Mrs H Elding     | Modern Foreign Languages   |
| Mrs T Galloway   | Science; Head of Year 9 Science/Transition   |
| Mr I Garbutt     | Maths  |
| Mr A Gerrard     | PE   |
| Miss K Gibbons   | Maths  |



Miss A Gransden PE  
 Mrs F Green Team Leader - Health & Social Care; Duke of Edinburgh Manager

Mrs M Hall English  
 Miss M Hamilton Psychology, Head of Year 13  
 Mr T Heley Team Leader - ICT & Computing  
 Mrs S Hodges Science  
 Mrs L Ingold Science  
 Miss C Jennings PE  
 Miss T Johnson English  
 Ms S Knoetze Science  
 Mr M Laroussi Maths  
 Mr A Lee Maths; Responsibility in Maths  
 Miss L Leeves English; Responsibility in English  
 Miss J Lewis Art  
 Miss A Mileham Science  
 Miss A Mitchinson Science  
 Ms P Monk Assistant Team Leader - Geography  
 Mr M Moodie PE  
 Mrs J Moore Team Leader – Humanities, Team Leader - Geography

Mr D Murphy Team Leader - Maths  
 Miss K Murray English; 2ic English  
 Miss C O'Callaghan English; Assistant Headteacher  
 Mrs R Page English; Responsibility in English  
 Miss A Pears Maths; Joint PP Lead  
 Miss M Pearson PE; Team Leader - Life Skills; Responsibility in PE

Ms S Peplow Team Leader - English  
 Mr P Phillips Deputy Headteacher  
 Miss E Podmore History  
 Miss L Preston PE  
 Mrs K Quinn Director of Sixth Form; Assistant Headteacher

Mr K Redmond English  
 Ms K Rhoden Director of House; Assistant Headteacher; Team Leader - Modern Foreign Languages

Mr B Rischling Science  
 Miss R Silkstone English; Aim Higher Coordinator  
 Mrs J Sizeland Maths; Responsibility In Maths  
 Mr G Skelton Director of House; Assistant Headteacher  
 Ms H Smith Maths  
 Miss L Smith Geography  
 Miss R Spendelow PE  
 Mrs A Strickland Team Leader - Public Services  
 Miss A Symington Team Leader - Life Skills; English  
 Mr R Taylor English  
 Mr J Thomson Science; Head of Year 10 Science/Physics  
 Miss A Tonkin Geography

Mrs N Tooman Business Studies  
 Mr J Tuck English; Joint Literacy Coordinator  
 Mr L Turney Team Leader – PE  
 Mr C Vernon English; Joint PP Lead  
 Miss M Williams Maths  
 Mr T Winch PE  
 Mr M Woods English  
 Miss Z Wright Art

## SUPPORT STAFF - SEPTEMBER 2021

Mrs C Abblett Teaching Assistant  
 Mr D Alvares Deputy Senior Site Agent  
 Mrs Y Atherton Teaching Assistant  
 Mrs C Bailey Student Support & Attendance Officer  
 Mrs A Bates Student Support & Attendance Officer  
 Mrs A Bates Cleaning Supervisor; Catering Assistant  
 Mrs G Biswell Teaching Assistant  
 Mrs H Blades Learning Mentor  
 Mrs C Boyce School Administrator  
 Mrs B Britton PA to Headteacher; Clerk to the Governors  
 Miss L Brooker PE and School Sport Apprentice – SSP  
 Miss N Buckingham Teaching Assistant  
 Miss G Burnage Learning Mentor  
 Mr W Cameron-Hall Student Services Coordinator; Assistant Designated Safeguarding Lead

Miss L Cassettare Learning Mentor  
 Mrs F Clay Teaching Assistant  
 Mrs K Coad Teaching Assistant  
 Mrs C Cocks Assistant Finance & Personnel Officer  
 Mrs A Cook Manager - Achievement Support Centre  
 Mrs S Daly Head of House  
 Mr J Dexter Assistant Site Agent  
 Mrs C Djima Science Technician  
 Mrs A Donnelly Reprographics Technician  
 Mr S Draper IT Technician  
 Mr S Draper Music Technician  
 Mrs A Ellerton Senior Science Technician  
 Mrs C Fahy Sixth Form Manager  
 Ms A Fountain Administration Assistant (Houses)  
 Mrs L Foxley Art Technician  
 Mrs E Gaskell Head of House  
 Miss H Gibbs Learning Supervisor; Assistant Examination Officer

Mrs K Gillam Food Technology Technician  
 Mr C Gilmour Systems Manager  
 Mrs A Goodger Welfare Assistant (medical room)  
 Mr J Grant Assistant School Games Organiser - SSP  
 Miss H Green Learning Supervisor  
 Mrs B Hadley School Administrator (cover)  
 Mr P Hanlon Assistant Site Agent

|                  |  |
|------------------|--|
| Miss S Harding   | Student Support & Attendance Officer   |
| Miss L Hills     | Learning Supervisor  |
| Ms A Hirst       | Data Manager   |
| Mrs S Humphreys  | Assistant Finance & Personnel Officer  |
| Mrs V Hunt       | Teaching Assistant   |
| Mr M Hussey      | Assistant Site Agent   |
| Mrs E Jardine    | Food Technology Technician   |
| Mr J Josey       | Senior Site Agent  |
| Mrs A Kiedrzynek | Teaching Assistant   |
| Mrs D Linney     | Learning Supervisor  |
| Mrs D Lord       | Library Manager; Learning Supervisor;<br>Careers/Work Experience Administrator |
| Mrs J Marsh      | Teaching Assistant   |
| Mrs R Mashedor   | Assistant Finance Officer  |
| Mrs C Melon      | Teaching Assistant   |
| Mrs Y Mileham    | Head of House  |
| Mrs E Morgan     | Teaching Assistant   |
| Mr J Murray      | Design Technology Technician   |
| Mrs H O'Connell  | Finance & Personnel Manager  |
| Mrs M Ogun       | Teaching Assistant   |
| Mrs J Parfitt    | Receptionist   |
| Mr S Pynn        | Teaching Assistant   |
| Mrs C Quinnell   | Teaching Assistant   |
| Mrs R Roberts    | Assistant Sixth Form Manager   |
| Ms P Roby        | Manager - Achievement Support Centre   |
| Miss J Rollings  | Learning Mentor  |
| Mrs V Ruston     | Head of Student Support; Designated<br>Safeguarding Lead                       |
| Mrs R Samet      | Student Support & Attendance Officer   |
| Miss V Sandivar  | Learning Supervisor  |
| Mr S Seymour     | School Sports Partnership Manager  |
| Mrs P Shah Patel | Science Technician   |
| Mrs G Sharman    | Examinations Officer   |
| Miss L Taylor    | Teaching Assistant   |
| Mrs J Turnbull   | A&I Administrator  |
| Mrs M Verrier    | Student Welfare Officer (Medical Room)   |
| Mrs N Ward       | Assistant School Games Organiser, SSP  |
| Mrs C Watson     | Teaching Assistant   |
| Ms C Williams    | Head of House  |
| Mrs O Wilson     | Learning Supervisor  |
| Mrs A Wood       | Display Technician   |
| Mrs M Woolhead   | Finance Assistant  |
| Miss B Wright    | Teaching Assistant   |
| Mrs H Wyatt      | Learning Mentor  |
| Mrs J Yeoman     | Assistant SENDCO   |

## GOVERNORS

Governors have a large amount of responsibility for the running of the academy and its long-term development. They control the expenditure of the academy and have to set a balanced budget.

They appoint all staff (although this in practice is delegated to the Headteacher). They are also responsible for the maintenance of the academy site. They set the admissions policy and are involved in serious disciplinary matters. They have to provide, by law, certain returns to the Department for Education, which are used in the compilation of local and national statistics.

The full Governing Body meets once every half-term. Because of the complexity of a large academy, much of the detailed work is carried out in smaller committees.

|                        |  |
|------------------------|--|
| Chair of Governors     | Mr D Packer  |
| Headteacher            | Mr T Carroll   |
| Staff Governors        | Miss C O'Callaghan<br>Ms S Peplow<br>Mrs R Samet   |
| Parent Governors       | Mrs A Ashwell<br>Mrs P Bazalgette<br>Mr D Groves<br>Mrs M Johnson<br>Mr I Holloway-McLean (Vice Chair)<br>Mrs S Nunn<br>Mrs N Tooman |
| Co-opted Governors     | Mrs L Daggett<br>Mr Feinhols<br>Mr J Hassall<br>Mrs S Howley MBE<br>Mrs A Packer   |
| Clerk to the Governors | Mrs B Britton  |

If you wish to write to any Governor, send your letter addressed to them and marked "Private and Confidential" to the school. If you wish to speak to a Governor on the telephone, please contact the school office and arrangements will be made for you to be contacted.

## USEFUL ADDRESSES

Vandyke Upper School  
Vandyke Road, Leighton Buzzard, LU7 3DY  
Tel: 01525 636700  
Email: [office@vandyke.cbeds.co.uk](mailto:office@vandyke.cbeds.co.uk)  
[www.vandyke.beds.sch.uk](http://www.vandyke.beds.sch.uk)

### For admissions:

Central Bedfordshire Council  
Watling House, High Street North, Dunstable, Bedfordshire, LU6 1LF.  
Tel: 0300 300 8037  
[admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)  
[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Copies of school policies and further information are available on the school website, or from the school office upon request.

## SCHOOL CHARGING & REMISSIONS POLICY

Under the Education Reform Act, the school is not at liberty to charge for any activity that takes place during the school day. However, a voluntary contribution may be requested to help offset any costs incurred. Where parents/carers wish to keep their children's work, a charge may be made for the cost of materials. Full details of this policy are available on request.

## RELIGIOUS EDUCATION

Religious Education and the Collective Act of Worship are non-denominational in character. Parents/carers may, if they wish, withdraw their child from these arrangements, although this is very rare. Requests must be made in writing to the Headteacher.

## SEX EDUCATION

Sex Education is included within the broad Life Skills programme, which is provided for all Year 9, 10 and 11 students and continues into the Sixth Form. The syllabus covers a wide range of topics, such as the family, puberty, adolescence, relationships, marriage, contraception, and sexually transmitted diseases including HIV and AIDS. All teaching takes place within a framework which encourages students to have regard to moral considerations and the value of family life. Details of specific content are available from the school upon request. Parents/carers have the right to withdraw their child from sex education lessons. Such requests are very rare and must be made in writing to the Headteacher.

## COMPLAINTS PROCEDURE

The school has a clear complaints procedure and this is set out in a policy available on the school website or from the school office. Should a parent/carer have a complaint regarding any aspect of the school, this should be brought to the attention of the Headteacher, in writing, as soon as possible. Parents/carers may also seek guidance from a Governor by contacting the Clerk to the governing body at the school.





VANDYKE UPPER SCHOOL



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# Inspiring Excellence

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Vandyke Upper School  
Vandyke Road  
Leighton Buzzard  
Bedfordshire  
LU7 3DY

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Email: [office@vandyke.cbeds.co.uk](mailto:office@vandyke.cbeds.co.uk)  
Website: [www.vandyke.beds.sch.uk](http://www.vandyke.beds.sch.uk)

Headteacher: Tim Carroll