




# STUDENT FIRST, ANTI-BULLYING & ATTENDANCE

ACADEMIC YEAR 2025-26

*Success* for All

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# The Student First Team



**MRS EMMA CURTIS**  
**ASSISTANT HEADTEACHER,**  
**BEHAVIOUR & ATTITUDES**

Mrs Curtis manages behaviour and inclusion across the whole School. She is responsible for the day to day interventions of students who may be struggling for a variety of reasons.

Mrs Curtis is also a specialist in Protective Behaviours and teaches other staff to utilise these skills to enable them to support the behaviour of students. She is also a Designated Safeguarding Lead.

[ecurtis@buckinghamschool.org](mailto:ecurtis@buckinghamschool.org)



**MRS JOANNE GOODGER**  
**DIRECTOR OF SAFEGUARDING & WELFARE**

Mrs Goodger supports students and families who may be experiencing a variety of difficulties. She has close links with Primary Feeder Schools and external agencies, including the Specialist School Nursing Team, Young Carers and Drug Services.

Mrs Goodger is The Buckingham School's main lead for Child Protection and Safeguarding matters. She is also an Assistant Head of Year.

[jgoodger@buckinghamschool.org](mailto:jgoodger@buckinghamschool.org)



**MS JULIE BRANCH**  
**SPECIAL EDUCATIONAL NEEDS MANAGER**

Ms Branch (pictured) is responsible for Educational Healthcare Plans (EHCPs) and ensures that appropriate intervention and support is in place for identified students.

**MRS PHILIPPA LOCKHART**  
**ASSISTANT HEADTEACHER, DIRECTOR OF SEN**

Ms Lockhart as SENCo is responsible for the SEN provision at The Buckingham School and has close links with Primary Feeder Schools and external agencies.

If you wish to make contact with the SEN Team, please email [senadmin@buckinghamschool.org](mailto:senadmin@buckinghamschool.org)

## **MISS PAULA MATTHEWS THERAPEUTIC MENTOR**

Miss Matthews supports, guides and gives advice to students on all aspects of therapeutic support and emotional and mental well being. She also runs groups on: managing anxiety, managing strong feelings, working on self esteem and confidence.

Miss Matthews is a Designated Safeguarding Lead.  
[pmatthews@buckinghamschool.org](mailto:pmatthews@buckinghamschool.org)



## **MRS ABIGAIL WALLACE ANTI-BULLYING CO-ORDINATOR**

Mrs Wallace is responsible for overseeing reported cases of bullying and social aggression.

Mrs Wallace also runs Student Voice, where students are encouraged to take on roles and responsibilities within School and act as a voice for our students to affect change and suggest ideas to further improve our School.

Mrs Wallace is also an Assistant Head of Year and a Designated Safeguarding Lead.  
[awallace@buckinghamschool.org](mailto:awallace@buckinghamschool.org)



## **MRS RACHEL MCFARLANE PP CHAMPION**

Mrs McFarlane is our Pupil Premium Champion and supports students and families who may be experiencing a variety of difficulties.

Mrs McFarlane provides support to students both on a 1:1 basis and in lessons, where they may be finding aspects of the curriculum challenging or need pastoral support to get them through their day. She has worked in both primary and secondary schools prior to joining The Buckingham School.  
[rmcfarlane@buckinghamschool.org](mailto:rmcfarlane@buckinghamschool.org)



# Student First Team

## Where do I find the Student First Team?

The Student First Team are located in the main building of the School, an area called The Student Hub. The Student Hub is a welcoming place where students can drop in to see the Student First Team during break and lunchtimes to speak to any one of them.

The Student First Team work with students to resolve any concerns and seek resolution. If further support is needed, specific appointments may be offered to explore further what issues the students may be experiencing.

Now, more than ever, we are seeing a steady rise in students who are experiencing challenges with their mental health and wellbeing. Our Student First Team works tirelessly to facilitate interventions available to us to help your child to improve their mental wellbeing and to ensure that they are accessible to any student who requires them.

“ It is a place of support, advice, reassurance and guidance for all students. ”



# Anti-Bullying

The Buckingham School displays a whole school approach to tackling bullying and all staff and students understand their roles and responsibilities in tackling any incidents.

As part of The Buckingham School's Anti-Bullying policy, along with Mrs Wallace as Anti-Bullying Co-ordinator, we have a team of students who are our Anti-Bullying Ambassadors. They have undergone external training from the Diana Award and they not only support students who are being bullied, but also encourage the rest of our student community to be Upstanders against bullying.

## **The Buckingham School Definition of Bullying:**

As defined by the Anti-Bullying Alliance, bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

## **What are the signs that my child is being bullied?**

- ❖ Begin to under perform at school
- ❖ Want to stay off school more often or to stay at home in the Evenings/ weekends
- ❖ Be reluctant to walk to/from school
- ❖ Want to change schools
- ❖ Become withdrawn, anxious or lacking in confidence
- ❖ Lose their temper easily
- ❖ Afraid to use the internet or mobile phone or nervous when messages are received
- ❖ Have unexplained cuts, bruises or other injuries
- ❖ Bully other children or siblings
- ❖ Have money/possessions that are damaged or 'go missing'
- ❖ Steal money from you
- ❖ Loss of appetite

## Understanding & Managing Conflict

Learning to understand and manage conflict is an important part of growing up. Bullying is not simply a 'falling out'. Research shows that experiencing bullying can have a significant impact on a child's life well into adulthood.

To ensure we are able to prevent bullying, we have a robust Anti-Bullying Policy in place and a dedicated Anti-Bullying Co-ordinator, who is supported by the Student First Team. This structure and support enables us to act quickly when any incidents occur.

### Bullying behaviour can be:

- ❖ PHYSICAL - pushing, poking, kicking, hitting, biting, pinching etc
- ❖ VERBAL – name calling, sarcasm, spreading rumours, threats, teasing, belittling
- ❖ EMOTIONAL – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidation. exclusion, manipulation and coercion
- ❖ SEXUAL – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to explicit content
- ❖ ONLINE/CYBER - posting on social media, sharing photos, sending nasty text messages, social exclusion
- ❖ INDIRECT - Can include the exploitation of individuals

### What to do if your child is being bullied

- ❖ Students can report incidents to their Form Tutor or a member of staff they trust
- ❖ Report directly to Mrs Wallace in the Student Hub
- ❖ Students can use the 'Report Bullying' button on the School website
- ❖ Parents can report via email to: [antibullying@buckinghamschool.org](mailto:antibullying@buckinghamschool.org)
- ❖ Report to any Anti-Bullying Ambassador (they wear pink lanyards)
- ❖ Most importantly make sure you tell someone

## How can you help your child if you suspect they are being bullied?

- ❖ Speak to your child
- ❖ Listen carefully to what your child tells you; get facts e.g. how, when, where, names of bully/bullies etc
- ❖ Never tell your child to ignore bullying
- ❖ Don't blame your child
- ❖ Try to understand your child: listen and don't criticize
- ❖ Do not encourage physical retaliation
- ❖ Make them feel supported with a safe home environment
- ❖ Don't presume the problem has gone away; talk regularly
- ❖ Monitor your child's social media

## Restorative approaches

At The Buckingham School, we believe that young people should always have the opportunity to understand the impact of their behaviour and how to change it, no matter what the cause is.

A restorative approach to tackling bullying behaviour allows all young people involved a chance to express their feelings and talk to each other about conflict resolution. This can enable the person or people displaying bullying behaviour to understand the consequences of their actions by acknowledging the harm caused and helping them begin to take steps to repair it. When necessary, incidents may be escalated to a more formal approach.

## External support and information agencies

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

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

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

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.kooth.com](http://www.kooth.com)

**Childline:** 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

**NSPCC:** 08088 005000

**Samaritans:** 08457 909090

# The Attendance Team

## **MRS EMMA SMITH** **DIRECTOR OF ATTENDANCE**

Mrs Smith oversees School attendance and ensures plans and strategies are put in place to enable students to access education. Mrs Smith meets with students and their parents/carers to remove the barriers to learning, whilst making sure that the welfare of the student and safeguarding are taken into consideration. She conducts home visits when necessary and liaises with the County Attendance Team to ensure children come to school regularly.

Mrs Smith works closely with the Student First and SEN Teams, and is also a Designated Safeguarding Lead.

[esmith@buckinghamschool.org](mailto:esmith@buckinghamschool.org)



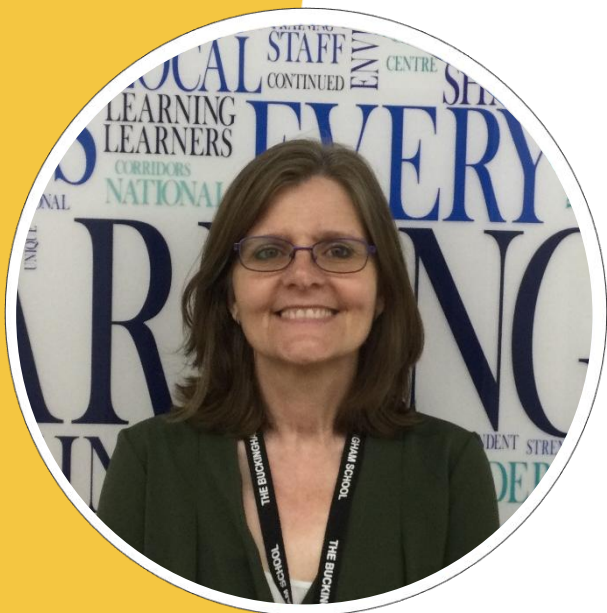
## **MRS SARAH KENNEDY** **ATTENDANCE OFFICER**

Mrs Kennedy manages attendance across the whole School, working alongside Mrs Smith. She is responsible for managing the day to day information regarding students who may be absent from School for any reason. Mrs Kennedy will contact parents/carers regarding absences during the School day.

Mrs Kennedy also works closely with the Student First and SEN teams.

[attendance@buckinghamschool.org](mailto:attendance@buckinghamschool.org)





**MRS SHARON SALERNO**  
**PASTORAL ADMINISTRATOR**

Mrs Salerno ensures the smooth running of the School's Student Support initiatives, freeing up support staff to work directly with students.

Mrs Salerno also works with the Head of Year's and the Assistant Head Teacher for Behaviour and Attitudes providing administrative support.

[ssalerno@buckinghamschool.org](mailto:ssalerno@buckinghamschool.org)



**MRS KAREN FURR**  
**MEDICAL OFFICER**

Mrs Furr is our School Medical Officer and is the first point of call if your child becomes poorly throughout the day. Mrs Furr also holds prescribed medications that students need to take throughout the day.

If your child is prescribed a new medication that needs to be taken 4 times a day, please get in touch to request a Medication Form.

[medical@buckinghamschool.org](mailto:medical@buckinghamschool.org)

# Attendance

## Outstanding School Attendance – Why Does it Matter?

Students attending school regularly, keep up with their classwork and will go on to do better in their exams. There is a strong correlation between attendance and attainment and studies indicate that children with 100% attendance are twice as likely to achieve 5+ GCSEs or equivalent than those who miss 10% of lessons during Key Stage 4. Outstanding attendance and punctuality enables students to make the most of learning opportunities and prepares them for the demands of adult life.

We expect all our students to be in school for a minimum of 182 out of 190 school days of the academic year. This means not missing more than 8 school days per academic year. Data tells us that students who miss more than 16 days of school in an academic year, are twice as likely to not achieve grade 9-4 in English and Maths.

Students who miss more than 19 days of school are classed as Persistent Absentees. The Attendance Team will work closely with the families to remove any barriers to attendance and make school a place students want to be

The Attendance Team is dedicated to supporting and encouraging all students to be in school as much as possible and we celebrate good attendance at The Buckingham School by recognising their efforts through competitions, certificates and celebration announcements.

**Punctuality, along with outstanding attendance, is important because it enables a young person to develop resilience and good time keeping, which are vital skills to have and will be necessary when sitting exams in Year 11.**

## **What if my child is late to school?**

Students are expected to be in School, sat ready for Form Time to start at 08.35am. The gates will be open for students to arrive from 08.20am. At 08.30am, the School gates will close.

Students arriving after this time will need to enter the building via the Student Office and sign in. They will then be marked as “late” by the Team. A “Late Slip” will be given and students will then need to return to the Student Office during their morning break time at 10.40 to fill in a form to explain why they were late. If three instances of lateness occur in one week, students will then serve an after School detention on Thursday.

Students who arrive or leave school outside of normal times, need to do so via the Student Office.

## **What if my child has an appointment?**

If your child has a scheduled appointment, please send us a copy of the appointment letter in advance, so that we can record and authorise this absence.

If you need to make an emergency appointment on the day, please inform us as soon as possible, so we can account for your child’s absence.

If your child does have an emergency appointment on the day, please send them in with a note to show their subject teacher, so that they can be excused from the class.

## What if my child is sick and cannot come to School?

- ❖ Telephone the Absence Line on 01280 818923
- ❖ Email [attendance@buckinghamsschool.org](mailto:attendance@buckinghamsschool.org)
- ❖ Send a message via the Edulink One app

Please give as much detail as possible, so that we can accurately record the absence.

If we do not hear from you, we will contact you to find out why your child is not in School. Failure to inform us of your child's absence will result in the absence being recorded as unauthorised and may result in further action being taken, in line with our Attendance Policy.

If your child is going to be absent for longer than 5 days, we will require confirmation from a medical professional confirming this in order for the absence to be authorised. If a child is absent for more than 10 days, we will be in contact to arrange a welfare home visit, to see how we can help and assist you. We will also need to pass this information onto the Local Authority, so that we can work together to conduct a Return to School Plan for your child.

**If your child is unwell, you must inform us by 09:30 at the latest**

## What if my child becomes unwell whilst at School?

We have a fully qualified First Aid Team here at The Buckingham School. If a student feels unwell during the day, they can go to the Student Office during break times. If our First Aid Team deem a student to be too unwell to stay in school, they will contact you. Students will only be permitted to come out of class to seek First Aid in an emergency.

Students are not permitted to contact home themselves to arrange collection if they are feeling poorly. They must be seen by a member of the First Aid Team, who will assess whether they need to be sent home.

If your child has any continual medical needs, please contact our First Aid Team by emailing [medical@buckinghamsschool.org](mailto:medical@buckinghamsschool.org). A member of the team will then complete a Health Care Plan for your child.

## **Can I take my child out of school for a holiday?**

Buckinghamshire Council administers fines to any parent who takes their child out of school to go on holiday. Please click on the following link for the most up-to-date information, provided by Buckinghamshire Council: [Penalty Fines For Missing School](#). In line with these guidelines, the School cannot authorise any holidays taken during term time.

Although the Headteacher has the authority to authorise term time holidays, this can only be considered in extremely exceptional circumstances.



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