



A Guide for Parents and Students

Year 7

2025 - 2026

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Headteacher's Welcome

It gives me great pleasure to introduce myself as the Headteacher of Cox Green School. I have been part of the Senior Leadership Team at Cox Green School since 2018 and I was delighted to have been appointed in 2022 to lead the school forward, working in partnership with parents and carers.

As Headteacher, I am passionate about supporting our students and providing them with opportunities to enable them to achieve the highest academic standards and develop their unique talents to the full. It is my belief that our students should be respectful, kind and determined aiming for excellence in all that they do. This, for me, characterises the “Cox Green Way”. The education we provide will be in line with these values and will develop your child’s knowledge, understanding and skill set so that they can become highly qualified, responsible citizens, able to participate fully in all parts of the community.

My passion has always been to enable every student to fulfil their ambition and find a pathway that motivates and challenges them. We set high standards in every area of school life so all students have the opportunity to shine and enjoy their time with us. My goal is for Cox Green School to be a community which supports every student in ways that are suitable and individual to them; a school where the learning and wellbeing of students and staff are at the heart of all we do. I am truly excited by what the future holds for the students of Cox Green School and for what we can achieve. I look forward to working with you.

Mr D Edwards
Headteacher



Induction Days – Tuesday 1st and Wednesday 2nd July 2025

Children will need to arrive at school for an 8:30 am start and the school day will finish at 3:00 pm. During the two Inductions days children will get to know the layout of the school, meet teachers and make friends before starting in September. Students should wear their current school uniform and also bring a pen and a pencil.

Induction Evening – Wednesday 2nd July 2025

The induction evening will start with a presentation in the Theare for parents during which your child will take part in a supervised activity. Our uniform provider, Direct Clothing will also be on site for your child to try on items of the Cox Green School uniform.

The First Day – Thursday 4th September 2025

We look forward to greeting your child on their first day at 8:30 am looking smart in full school uniform with their school bag and pencil case. PE kits will not be required on the first day. Signage and staff will be outside the school directing students where to go.



The School Day Timings

Bell and Tutor time	8.30 am
Tutor time	8.35 - 8.55 am
Period 1	9.00 – 10.00 am
Period 2	10.00 – 11.00 am
Break 1	11.00 – 11.30 am
Period 3	11.30 – 12.30 pm
Period 4	12.30 – 1.30 pm
Break 2	1.30 – 2.00 pm
Period 5	2.00 – 3.00 pm

Please use this link to access the Term Dates for 2025-2026 [Term Dates 2025-26](#)

Equipment Required

To support your child on their learning journey, please provide the following equipment:

- **School bag:** Of a plain/dark colour, strong and large enough to hold A4 folders/books.
- **Pencil case:** Including pens, pencils, highlighter, ruler, glue stick, scissors, maths set, scientific calculator, eraser and sharpener.
- **Water bottle or drink:** No cans or 'energy drinks' or glass bottles.
- **PE kit:** (please see page 6).

School Uniform

At Cox Green School we believe that all students should wear their school uniform with pride. It is important that all students learn to dress for work rather than leisure, and that each student makes every effort to look smart and tidy. This shows their commitment and engagement with us as learners, and also ensures that every day starts with positive interactions.

Uniform specific to Cox Green School can be purchased via our online supplier Direct Clothing. To purchase uniform via the online shop please use this link

[Cox Green School – Direct Clothing](#)



You can either order uniform to be delivered to your home address or during term time, you can order uniform to be collected from our school reception.

Direct Clothing will be attending our Induction Evening on Wednesday 2nd July and will have a full range of uniform in all sizes to try on. Please note that uniform items will not be available to purchase on the evening.

For uniform to be ordered to the school ready for 4th September, orders must be placed via Direct Clothing by midnight on Sunday 6th July for a delivery to the school on Wednesday 9th July. Please note that the last day and time to collect uniform delivered to the school is midday on Friday 18th July.

For Year 7 students only, there is a free return service available until Friday 24th October 2025. To obtain a free returns label, please email Direct Clothing customerservice@directclothing.co.uk.

We also have a number of preloved uniform items available for a donation. Please contact the school via email enquiries@coxgreen.com.

School Uniform Requirements

	Uniform Requirement	Not Permitted
Blazer	Black blazer with embroidered school logo.	Any other type of blazer.
Jumper (optional)	Dark green V neck jumper with embroidered school logo.	Any other jumper, sweatshirt, 'hoodie' or sports clothing.
Trousers	Plain black tailored school trousers. Plain black belts if needed.	Brushed cotton, cord or jean type material, fashion trousers, skinny fit or leggings. Staff reserve the right to decide whether trousers are appropriate or not.
Skirt	Plain black pleated knee length school skirt or Cox Green School skirt. All skirts must be knee length and not rolled over at the waist.	No pencil skirts, stretch/jersey material or bodycon-style skirts.
Shirt	White shirt with collar (long or short sleeve).	Sports or fashion shirts, blouses, t-shirts or polo shirts. No coloured or logo t-shirts to be worn under shirts.
Tie	Cox Green School clip on or tie-able ties available from our on-line school uniform supplier Direct Clothing or Cox Green School reception or High Street school uniform suppliers.	Any tie other than the official school tie. No defaced school ties. No ties worn loosely.
Shoes	Plain, flat black polishable shoes.	Trainers (including vans and leather-type trainers), canvas, casual slip on shoes or boots, sandals, high heels or ankle boots.
Tights/Socks	For students wearing trousers: Black or white socks For students wearing skirts: Terms 1-4: Black opaque tights Terms 5-6: White or black ankle socks, or black opaque tights.	Coloured or patterned tights or socks or knee-high socks.
Shorts	Terms 5-6: Plain black tailored school shorts available from our on-line school uniform supplier - Direct Clothing	Any sports type shorts.
Coats	Black or navy blue PLAIN coats only, in a suitable style for school. Coats should be SINGLE colour.	Any other colour, denim, leather, leather look, patterned, studded, large logos. Logos should not be visible on the back of coats.
Bag	A strong practical bag big enough to carry books and equipment, such as a rucksack. This should be in a plain colour.	Fashion handbags.
Jewellery	One wrist watch, one pair of plain gold or silver ear studs (max diameter 5mm) and one small religious chain may be worn inside the shirt. The school is not responsible for jewellery worn at school.	Other types of earrings of any other kind including hoops. Rings, necklaces, bracelets, brooches or badges not concerned with school. On safety grounds jewellery must be removed for PE or when participating in sport. This includes newly pierced earrings (please note tape covering is not permitted). No other body piercings apart from ear piercings are permitted.
Hair	Hair should be cut in a style suitable for school and kept clean, neat and tidy. It should also be of a natural colour.	No extremes of hairstyle or colour. Lines shaved into head/hair or shaved heads/shaved eyebrows are not appropriate for school. If there is any doubt, please contact the school before going to the hairdresser. No ribbons, hair bands, grips or other hair covers, in a colour or style not complementary to school uniform. Shoulder length hair must be tied up for PE and sport.
Make-Up	Natural looking, subtle make up only.	False eyelashes, coloured nail varnish or nail extensions.
Headbands	Religious Headwear	Durags, bandanas, balaclavas not permitted at anytime. Hats, snoods and scarves are not to be worn inside school buildings.

All items of school uniform must be named, ready for when your child starts school.

PE Uniform

Mandatory Items

Black & green polo shirt with school logo

Black & white mid-layer track top with school logo

Plain black games shorts or skirt

Plain black tracksuit bottoms or black tracksuit bottoms with school logo

White ankle/sport socks/black ankle socks

Sports trainers

Hairband for shoulder length or longer hair

Optional Items

Plain black football/hockey socks

Football boots (moulded studs only).

Gum shield for contact sports

Shin pads

The following items are not permitted for P.E.

Hoodies

Jewellery, watches, earrings etc. Students with newly pierced ears will not be able to take part until the earrings can be removed (we do not allow students to cover earrings with tape)

Metal studs on astro turf

Tracksuit bottoms with a pattern, bright colours or big logos

Students are required to bring their PE kit to every lesson regardless of illness or injury.

If your child is suffering from illness or injury, then a note will be required to explain its nature. As professionals, the staff in the PE department know what activity is planned and therefore can make judgements on whether it is necessary for your child to be excused from the lesson. We often find that by modifying the activity, those with illnesses or injuries are still able to learn and participate in some form. Any illness or injury lasting more than two weeks will require a note from either the doctor or hospital.

Students who are injured or suffering from illness will still be expected to get changed into their PE kit for the lesson unless the injury or illness prevents them or would be made worse by doing so. The reasons for this are:

- Depending on the activity your child may still be able to participate in some aspect of the lesson as explained above.
- Your child must stay with their teaching group at all times. That may mean that your child is expected to go on to the field in times of bad weather. This results in them getting their school clothes wet, which they then have to sit around in for the rest of the day, often making their illness worse. By changing into their PE kit on such days, your child will have clean and dry clothes to wear for the rest of the day, helping their recovery rate from the illness.

No aerosols are allowed in the PE changing rooms.

Getting to School – Transport Options

Students can access the school from a gate next to the layby at the front of the school and a gate at the back of the school which can be accessed via Manor Green which crosses the school fields. The gates are open from 8:00 am – 8:30 pm and open again at 3:00 pm.

Walking

If your child decides to walk to school please ensure that they take due care crossing the roads, using the appropriate crossing points. Walking to school with friends can be an enjoyable and healthy way to start the day.

Cyclists

Students are encouraged to cycle to school and **MUST** wear a bicycle helmet.

It is expected that students ride their bicycles with care and in accordance with the Highway Code. Students should wheel their bicycles within the school grounds and store them on site in the covered bike shed at their own risk. The use of a bicycle lock is recommended.



Car

Please park with due consideration for student safety, local residents and other parents, observing the road signs and not parking on the grass verges opposite the school. It can get quite congested around the school so it might be worth dropping and collecting your child a short walk away from the school.

Coach

Apple Travel provide direct transport to Cox Green School from Slough, Burnham, Taplow, Holyport, Fifeild and Windsor. We would advise you to contact them now to reserve a space on the coach. For further information, please contact Apple Travel directly:

Apple Travel: enquiries@appletravel.co.uk or 01753 821310

Bus

Thames Valley Buses are a public transport provider who run several buses that stop near the school. They cover routes all around the local area including to and from the Maidenhead train station.

For more information please visit their website [Thames Valley Buses](http://ThamesValleyBuses.com) or contact Thames Valley Buses directly: info@thamesvalleybuses.com or 0118 9733486

Train

The school is located 2 miles from Maidenhead station and is a 40-45 minute walk to school.

Online Payment System - iPay

Cox Green School operate an online cashless payment system called iPay.

Students will need an iPay account to:

- Pay for any food or drink from our school cafeteria 'DINE' (there is a daily spend limit of £7).
- Pay for any trips or activities.
- Pay for lockers.
- Pay for revision books.
- One off payments to the Cox Green School Fund (the School Fund pays for "extras" that our routine budget does not cover).

Further information will be sent in June detailing how to activate iPay.

Eating and Dining

We have a huge variety of really exciting dishes to try at our bright and modern school cafeteria 'DINE'. A wide range of healthy, fresh food is prepared on site each day which includes global street food, modern vegetarian and vegan, and traditional fish and chips. There is something for everyone to enjoy at all times of the day. Examples of pricing and menus can be found using this link [Example of Dine Menu](#). DINE is open from 8:00 am until 3.15 pm.



In an effort to move away from single use plastic, we request that students bring in their own labelled water bottle which can be refilled from filtered water chillers around the school. Fizzy drinks/energy drinks and glass bottles are not permitted.

Application for Free School Meals

To check your eligibility for Free School Meals, please register using our online application system. The system is completely confidential and alleviates the need for paperwork or evidence.

To access the application system please use this link. [Online FSM Application \(cloudforedu.org.uk\)](https://cloudforedu.org.uk)

If you have any problems with your application, please email finance@coxgreen.com.

Please note your child will not receive free school meals without completing the above form, even if they have previously received them.

For children in receipt of Free School Meals, it may be possible that the school can support your child in terms of part funding for curricular trips and activities.

School Fund

The Cox Green School Fund is invaluable and supports 'vital extras' that the government funding does not cover such as improving equipment, school facilities and providing additional learning resources, essential for our extended curriculum. Our recent purchases include two outdoor canopied seating areas, installed in summer 2023. We are currently saving towards the cost of a new school minibus.

By donating, you will enhance your child's experience at Cox Green School. There will be a link sent to you in June if you wish to support us by making a donation.

Lockers

We have a number of lockers that we hire out to students on a first come first served basis.

The annual charge for the use of a locker is £5 (non-refundable) which will be available to purchase on your child's iPay account. You will receive a letter in June detailing how to purchase a locker.



Lost Property

Please ensure that all your child's property is clearly named so that the items can be returned if mislaid. Lost property can be collected from Student Services before school, during break times and after school.

Mobile Phones

We know that our students achieve their very best when the partnership between parents/carers and the school is a strong and trusting one. We understand mobile phones are a part of daily life however, we ask parents/carers to help us by:

- Reminding your child that mobile phones must be switched off and stored in their bag during the school day.
- Reminding your child that their phone must not be visible while they are on site.
- Reminding your child that if they need to contact home this can be arranged via Reception.
- Calling Reception for assistance if you need to contact your child.
- Understanding and supporting our policy that if a mobile phone is seen or used during the school day, the phone will be confiscated.

Valuables

We stress that students do not bring large sums of money, iPads, AirPods, computer games, jewellery or items of special sentimental value into school. The school cannot be held responsible for loss, damage or theft of personal property whilst on school premises, including mobile phones.

EduLink One (Parent and Student App)

Cox Green School uses EduLink One to allow both student and parent access to their child's school information. EduLink One allows both users access to their child's timetable, access to catering, homework, attendance information, behaviour information, progress reports, book Parents' Evening appointment, book after school clubs, report absences, and update contact information.

You will be sent instructions once your child has started with us, on how to set up EduLink One.

Home Learning

Home Learning enhances your child's overall learning, improves achievement and develops their study skills. Each student will have a home learning timetable. Your child should check their class notes each evening to improve their learning. Please use this link to view the online learning portals students use.

[Remote Learning Portal \(coxgreen.com\)](https://www.coxgreen.com)



Rewards

We reward students who display the characteristics of our three school values – Be Respectful, Be Kind, Be Determination. Some examples of this are hot chocolate mornings, Stars of the Week, Community and Headteacher Awards.

We also look forward to hearing about extra-curricular successes, so please do share these with us by emailing enquiries@coxgreen.com

Responsible Internet Usage

School computers provide internet access for students. The 'Student ICT and Mobile Device Use' policy helps protect students, staff and the school. Please refer to the school website for further information: www.coxgreen.com and Student ICT and Mobile Device Use Policy [Student ICT and Mobile Device Use Policy](#).



Attendance

Attendance and punctuality are key to success in school and all students should aim to achieve at least 96% or above for both attendance and punctuality. This is in line with government expectations. Students should arrive at school promptly for a 8.30 am start.

Absence and Illness

To ensure we continue our excellent safeguarding practice, it is imperative that parents/carers report absence by either leaving a message on the attendance line 01628 629415 and selecting option 2 or reporting the absence via Edulink One, or sending an email to enquiries@coxgreen.com before 8.00am. Please report on each day of absence.



If we do not receive a reason for absence, a text will be sent to priority contact 1 asking for a reason. A text reply can then be sent using this service. The Attendance Officer will proceed to call all contacts that we hold for your child to ensure the safety and welfare of your child. If we are unable to make contact, members of staff will visit your home address.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances. Requests for consideration for exceptional absences should be made to the Headteacher, by completing a 'Request for Term Time absence form', which can be found on our school website, [Request for Term Time Absence Form](#), at least 15 school days prior to the dates requested.

Dental and Medical Appointments

Parents/carers are asked to book appointments outside of normal school hours whenever possible. Evidence to support any absence for medical appointments must be sent to enquiries@coxgreen.com or uploaded via Edulink One. This can be given in the form of: a signed appointment card, photocopy of a prescription or a letter from your doctor/hospital referral letter. Students must sign out at Reception before they leave school and sign back in on their return.



Medication

Please inform the school of any medical conditions. If medication is required in school, parents will need to complete an over the counter or prescribed medical form which are available from Reception. The school cannot prescribe any medication or administer any medication that is not listed on the authorisation form.

Safeguarding

We pride ourselves on our excellent safeguarding. We are committed to ensuring that all our students are well cared for, safe and protected. All staff believe that our school should provide a safe, caring, positive and stimulating environment that promotes social, physical and moral development for each individual child. Each year group has a dedicated SAFE Manager who will provide support to students and families.

SAFE Managers:

Year 7	Mrs Szram
Year 8	Miss Morris
Year 9	Miss Last
Year 10	Miss Bell
Year 11	Mrs Cowling
Sixth Form	Mrs Phelps

Designated safeguarding officer = Mrs Phelps

SEND/INCLUSION

Students who are registered as having additional needs, may be provided with a STEP plan to signpost teachers towards specific strategies which will aid learning and engagement within the classroom above and beyond the normal teaching of the class. In some instances where an EHCP is granted, students will also work alongside additional adult support in lessons. Cox Green School works closely with external agencies to ensure specialist support is provided when needed. The Inclusion Department also offer bespoke interventions, either individually or as a small group, to support students where the need is identified.

Clubs (Enrichment)

We have an excellent enrichment curriculum, which extends beyond the norm. The wide variety of enrichment available to students also includes a Home Learning Club to support them in their home learning. We hope that every Cox Green student leaves us confident, well-qualified, inspired, and prepared for whatever they face in the future.

You can view and sign up for the extra-curricular clubs on Edulink One from September 2025. Please encourage your child to try as many new clubs as possible as it is a great way to meet new people and learn new skills.



Contacts and Emergency Closure

It is essential for the school to have your correct address and contact telephone numbers for contact to be made, especially in the event of an emergency. Any amendments to this information can be made via Edulink One. If a decision is taken to close the school because of bad weather or other unforeseen circumstances, we will text parents, update the school website and post information on social media.

First Point of Contact at School

The Form Tutor, SAFE Manager or Head of Year is the first point of contact for you and your child. They oversee social, personal and academic progress and are available to discuss any concerns you have regarding your child. If you have concerns about a particular subject, then you should contact the subject teacher or the Learning Leader by emailing enquiries@coxgreen.com.



Further Information

You may also find it useful to read the Cox Green School Newsletter which is sent out weekly. You can also follow us on X and Facebook (@CoxGreenSchool) where useful information and good news is shared. Please check our website www.coxgreen.com for further information including our Privacy Notice (Data Protection Act 2018).

We hope that this information will help prepare you for Cox Green School and help you feel confident when you join us. We look forward to meeting you in July.