



Thorpe St Andrew School and Sixth Form

School Matters

2021 - 2022



Aspire



Respect



Engage

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Message from the Principal

Thorpe St Andrew School and Sixth Form encourages all students, parents and staff to aim for 'Excellence for All' in the way we should think and act in relation to our school.

We **ARE**:

Aspirational - to **Aspire** means to aim ambitiously for something great. We believe all students should aim high and dream big.

Respect - to **Respect** means to admire others because of their achievements and to be mindful of the feelings of others. We believe all students should be respectful.

Engage - to **Engage** means to participate and join-in wholeheartedly with focus and commitment. We believe all students should be fully dedicated to their studies.

For students to succeed they need to have pride in their school and a commitment to making it the best it can be, supported by staff and parents. These influence attitude to learning, attendance, behaviour, uniform, regard for and helping others, along with respect for the buildings and site.

My hope for this year as we develop our Year School structure is that we all feel a sense of pride in our school and pulling together for our community to make this a really successful year for everyone's learning, development and growth.

This booklet aims to inform you of how the school will need to be working in September 2021 to support each student, this is in addition to our other forms of communication - regular newsletters, twitter, information events, website and online resources.

We look forward to working together to share and contribute further to the success of our school.

Mrs Bignell - Principal



A Guide for Parents

Our belief is that by working together we can give the best for your child and therefore get the best from your child whilst they attend this successful school.

You will see the home/school pledge in this booklet and we have set out here some of the practical steps which you can take to help make this partnership successful:

Ensure they have the correct uniform – the written school uniform policy is the only one that matters. Do not be fooled into 'well everyone else does' or 'no-one cares'... this is not true.

Collect together the other important items - bag, pencils, pens, ruler, bottle of water and apron for DT and make sure students have all the equipment they need for learning. Equipment should not be loaned/given to students due to ongoing issues of cross contamination.

Insist on good manners and politeness - these go a long way to making this school a place where we all respect each other.

Keep reading with your child - literacy is the single most important skill and needs to be encouraged at all times. Reading every day will be of huge benefit to your child.

Show an interest - ask about what has happened in school today.

Class Charts and My Child at School - you can check the homework set and communicate easily with teachers, as well as viewing their timetable and attendance in school.

Check their school bag each night to make sure it is ready for the next morning with all equipment which may be required, books for example.

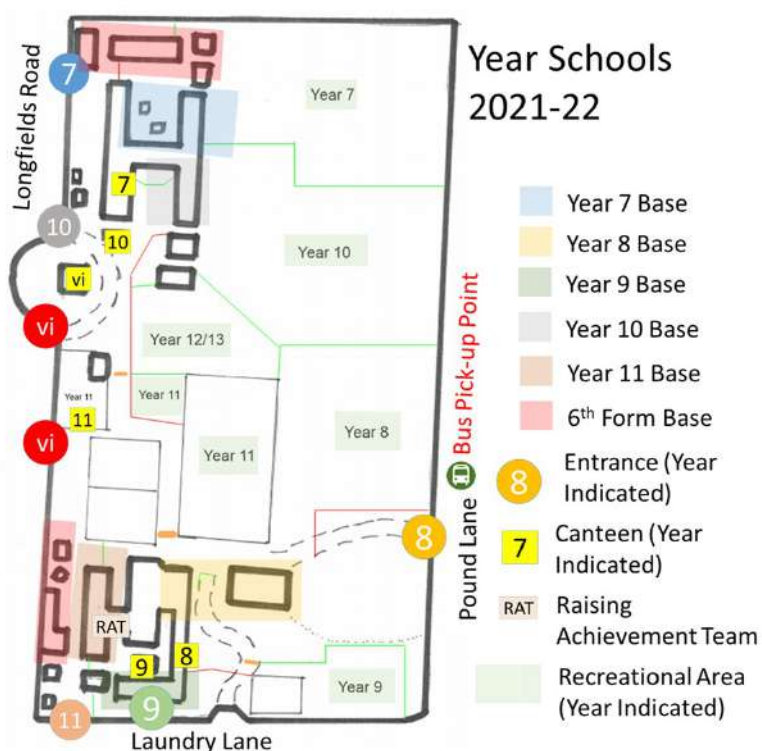
What about food? A good breakfast is vital as well as water to drink in lessons and throughout the day (no water fountains can currently be used). Healthy food at break and lunch times is absolutely essential. Have you thought about using the school meals service? This needs to be paid for in advance via ParentPay.

School Structure

From September 2021, following our Pastoral Re-organisation in order to achieve 'Excellence for All', we will continue to operate as Year Group Schools and communities. This enables us to develop our pastoral support and curriculum for each Year Group school. This structure also continues to support hygiene measures to reduce the risk of illness and infection of any kind and organisation of health and safety practice that have become established to minimise loss of learning due to children having time off through any illness (or COVID-19 isolation periods).

Each Year School will have its own entrance, outdoor play area and field, dining hall and catering facilities. Students will attend lessons across the whole school accessing all our excellent facilities, while maintaining a small school community at all other times. The schools will have their own staffing structure. Each school is organised to lead and manage the Year School and provide the best support for all students.

Team Role	Year 7 School	Year 8 School	Year 9 School	Year 10 School	Year 11 School	Year 12 and 13 School
Head of School	Miss Allen	Mr Dewar	Mrs Wilkinson	Mr Pywell	Mr Hookway	Ms Bernard
Head of Year	Mr Robb Miss Turner	Mr Asker	Mr Coleman	Mr Bowman	Ms McCloy	Miss Sadler - Year 12 Miss Woodcock - Year 13
Assistant Head of Year	Miss Webb	Miss Cassam	Mr Mickleburgh	Mr Finch	Mr Woodhouse	Mr Elliott - Year 12 Miss Algar - Year 13
BEST Lead	Mrs Howes	Mr Winter	Mrs Thetford	Ms Larkman	Ms Bond	Mrs Batson
BEST Assistant	Mrs Watker	Mrs Byram	Mrs Taylor	Mrs Broomfield	Mrs Norman	Mr Durrant
Administrative Support	Miss Evans	Mrs Miller	Mrs Jones	Miss Humphrey	Miss Banham	Mrs Wheatley Ms Fitzsimmons



Health and Safety Guidelines - Onsite Testing

From Monday 19 July 2021 there was a lifting of National restrictions, which means that COVID-19 infections are predicted to rise during the Summer period.

In order to protect everyone and minimise the spread of the virus in school in the Autumn, we have been instructed that all students must undertake **two** onsite LFD tests before they return to school. Please click on this [LINK](#) to view the Government Guidance. In the event of this being positive, students will be required to self-isolate for ten days in line with the stay at home guidance [LINK](#). If they receive a **negative** PCR test result within 2 days, they may return to school. There will be no requirements for close contacts to isolate and schools will no longer be required to contact trace. This will be the responsibility of the NHS Track and Trace system. Students will be encouraged to continue to test twice weekly until notified.

As a result of this onsite testing, the beginning of term will be different for each Year Group.

We invite you to book you child/children's testing slots (note this is for Years 8 to 13 - we will invite Year 7 students in separately as this is likely to be the first time that they have been expected to test). Note: testing slots are per family, so that if you have more than one child at the school, you only need to make one drop off and pick up. Please follow the link to complete the Google Form: <https://forms.gle/yf5hBmQKLWPsNFVz7>

We know some families are unable to access Google, so if this is the case, please contact Izzy Mair, COVID-19 Co-ordinator at imair8kq@yare-edu.org.uk to book your test slots. Email your preferred dates and approximate times between 8.00 am and 4.00 pm and you will be contacted. Note: there may be a delay in response if completed after Wednesday 21 July 2021.

Thursday 2 September 2021	Drop In Testing 1 – Years 8 to 13	
Friday 3 September 2021	Drop In Testing 1 - Years 8 to 13	
Monday 6 September 2021 (8.20 am to 3.05 pm)	Years 7 ONLY Drop In Testing	Years 7 to 11 SEND and Vulnerable students 6 to 8 September 2021 (Induction by invitation) Year 13 Work Experience from 6 to 10 September 2021
Tuesday 7 September 2021	Drop In Testing 2 - Years 8 to 13	Years 7 to 11 SEND and Vulnerable students 6 to 8 September 2021 (Induction by invitation) Year 13 Work Experience from 6 to 10 September 2021
Wednesday 8 September 2021	Drop In Testing 2 - Years 8 to 13 Year 12 Induction Day	Years 7 to 11 SEND and Vulnerable students 6 to 8 September 2021 (Induction by invitation) Year 13 Work Experience from 6 to 10 September 2021
Thursday 9 September 2021 (8.20 am to 3.05 pm)	Year 7 Induction and Orientation including Testing 2 – 8.20 am to 3.05 pm	Year 13 Work Experience from 6 to 10 September 2021 Year 12 NCS Programme in school
Friday 10 September 2021 (8.20 am to 3.05 pm)	Year 7 and 8 Induction and Orientation – 8.20 am to 3.05 pm	Year 13 Work Experience from 6 to 10 September 2021 Year 12 NCS Programme in school
Monday 13 September 2021	All Year groups return 8.20 am to 3.05 pm	

'A Surge' of COVID-19 infections is predicted over the Summer due to lifting of National restrictions.

- Autumn Term will also see a significant rise in the spread of other seasonal illnesses as there has been so little social mixing for the last two years.
- Our experience this last year indicates that children can carry and pass on COVID-19 easily.
- COVID-19 is spread primarily through airborne droplets rather than surface contact.
- Measures such as distancing and mask wearing will no longer be mandatory.
- From September 2021, schools will not be required to contact trace within the school setting for specific close contacts of students. This will become the responsibility of NHS Track and Trace.

Aim

- Minimise loss of learning due to children having time off through any illness and/or COVID-19 isolation periods.
- To continue good hygiene and good health and safety organisation practice that has been established during the period of measures introduced for COVID-19.
- To enable students to access their full education.
- To provide students with physical and social opportunities and full access to all support services including catching up interventions, teaching, mental health and SEND provisions.

Measures and Actions

- Hygiene measures to reduce risk of illness and infection of **any kind**.
- Hand sanitiser **must** be used on arrival to school at Year School entrances.
- Sanitiser available to use in any building.
- Handwashing/sanitiser use encouraged before and after breaks, going to the toilet and before and after eating. Facilities are available in all dining areas.
- Promote good respiratory hygiene - '**Catch It, Bin It, Kill It**'.
- High touch areas and toilet facilities cleaned in the middle of the day.
- Maximise ventilation in classrooms and all indoor areas.
- Utilise outdoor spaces for learning where possible.
- Students using school buses or transport **must** wear a face covering for the duration of the journey, unless exempt.



Physical Measures

- Students travel across school for lessons only.
- Reduce mixing of students without compromising opportunities for social times.
- School gates open at 8.00 am with access via Year School gates only and students remain outside until first bell.
- Students stay in their Year School for break and lunchtimes, in their dining room and outdoor spaces including their fields. This means students do not mix with other schools, reducing the risk of catching the virus.
- Seven minute changeover time allows ventilation of rooms (cleaning if necessary of desks by students before next group) and travel time to lessons. Students to wait outside until warning bell to enter building.
- All Year Schools and buildings (where possible) have one entrance and one exit.
- Corridors are **movement only** spaces with students accessing classrooms on arrival.
- Main school assemblies and other form activities continue as video based activities, except weekly Year School assemblies (to be reviewed in September 2021).
- No lockers are available on site as these cause congestion, unnecessary contact and health and safety hazards.
- Students leave school at the end of the day by their nearest exits (except Pound Lane) after their last lesson or after school activities to avoid unnecessary travel and mixing.
- School buses will drop off by Year School gates. Bus students leave by Pound Lane exit gate **ONLY**.
- After school extra-curricular clubs continue in Year School groups until further notice.
- Staff will continue to observe social distancing where possible in classrooms across the site and exclusion zones for students will remain at the front of classrooms.
- Visitors to school to adopt good hygiene measures, carrying out testing before entering, only attending if fully well and use Year School bases wherever possible.
- Students to attend in PE kit on PE days. Please follow the [LINK](#) for Stevensons website where the PE kit can be purchased.
- Changing facilities remain closed due to close contact issues in these spaces.
- Library to be restricted to Year Group use daily.



Efficiency and Practical Measures

- Ongoing use of email communication with Parents and Students.
- Ongoing use of video conferencing with Parents for meetings when possible.
- ParentPay to continue for school meal purchases and trips.
- Parent Consultation Evenings will continue online.

Emergency Measures

Outbreak Management Plan to be drawn up in the case of high levels of COVID-19 related absence. Please follow this [LINK](#) for the Governments COVID-19 Contingency Framework: Education and Childcare June 2021 document.

The Department for Education guidance for what parents and carers need to know about Early Year's Providers, Schools and Colleges can be viewed via this [LINK](#)

If you have any questions or concerns please email office-tsa@yare-edu.org.uk.



Attendance at Thorpe St Andrew School and Sixth Form

Our students learn best when they are in class, with their fellow students, learning from their teacher. The vast majority of Thorpe St Andrew School and Sixth Form students have an excellent attendance record and we celebrate those students every half term.

Our **Attendance Policy** is published on the school website, alongside some important information (and some 'FAQs') about the way that we monitor attendance. Here are some key elements:

1. You have a legal responsibility to make sure that your child attends school every day.
2. Students should arrive at their respective Year School gate no later than 8.20 am.
3. If your child is too ill to attend school, you should report this to our Attendance Officer by calling the absence line, **01603 497722**. Contact details are on the website.
4. You should contact us every day that your child is going to be away from school.
5. If your child is absent from school for **three days** in a half term, we will contact you to discuss any barriers to learning that might exist, and to encourage an improved attendance pattern.
6. If your child misses **five days** of school in a half term, we will invite you to attend a meeting with BEST (Behaviour for Educational Support Team) to discuss appropriate steps to improve attendance.
7. We will request medical evidence for absences where necessary. Details of what constitutes medical evidence is on the website.
8. More than **five days** of unauthorised absence may result in our referring parents to the County Council for possible Court Action.
9. We do not authorise holidays during school time.
10. Appointments need to be made outside of school time where possible. If students have to leave school early for appointments or for any other reason, they must go to their Year School office to sign out. A note of explanation must be shown and the letter also presented to the office staff, requesting to leave school early.

Please refer to the school website for full details of the Attendance Policy and of your responsibility in the process.

Attendance at Thorpe St Andrew School and Sixth Form - Continued

Student Absence - Children are not to attend school:

- when they have symptoms of any illness.
- after a positive LFD test (in place until end of September 2021 at least for all) and PCR test when period of isolation completed dependent on NHS Track and Trace requirements.

We will continue to provide remote online learning for all students who are self-isolating due to COVID-19.

Attendance at School and Legal Intervention



Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Thorpe St Andrew School and Sixth Form our aim is to work with parents to ensure that all our students receive the most from their education and reach their full potential.

The Government remains very clear that no child should miss school, apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where any student will meet the criteria for legal intervention where they have:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September); or
2. 15% unauthorised absence over a period of six school weeks for reasons other than unauthorised term time holiday.

The intervention could be in the form of a Fixed Penalty Notice. Any student at Thorpe St Andrew School and Sixth Form who meets either of the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Attendance at school is very important. Please ensure your child's attendance remains as close to 100% as possible.

Communication With Parents



The school is using electronic communication with parents as, for many, this is a quicker and more efficient way to keep you informed. We will be emailing letters, newsletters, parent briefings and sending text alerts. **Therefore, it is critical that you keep us informed of any changes to your personal details.**

Parent Consultation Events - these will be online meetings so you can discuss successes and how to improve.

Meet Your Tutor Events - there will be an opportunity to meet your child's tutor, online in September to discuss how they are settling back in to school.

Reports - ongoing Behaviour, Attitude and Attendance is available via Class Charts and My Child at School. Interim reports are issued throughout the year. A full explanation will be issued with the first report of what is included.

Email - emailing staff with any question or concern is the easiest way of contacting your child's teachers. Please see our website for email addresses.

Views of Parents

Your views are very important in setting the future priorities for the school. We use surveys completed through Parent Consultation Events and follow up on the majority of comments. However, we want to encourage you to share your thoughts with the school. We are pleased to receive suggestions for improvement but we are also keen to hear about aspects of the school that you are happy with. Please email your thoughts, at any time of the year to office-tsa@yare-edu.org.uk

School Website\Twitter

Our website www.thorpestandrewschool.org.uk carries a great deal of information for parents along with our newsletter **Thorpe Life** which is emailed weekly to parents.



Twitter - follow us on Twitter @tsas_norwich where you can find out about events and activities the school community are involved in.

Involvement

At Thorpe St Andrew School and Sixth Form, you can still get involved. The more involved you are, the better you can understand your child's education and the school. You could join the Friends of Thorpe St Andrew School (FOTSAS).

In September we ask each family for a voluntary contribution of £15 towards our school fund. This is not for resources needed for teaching but to provide the 'extras' to make our school better.

Other Issues

We will not accept bullying in any form, nor the disruption of the learning of others. When things go wrong, please support the school with any behaviour consequences required (you have signed up for this in choosing Thorpe St Andrew School and Sixth Form). Students may make mistakes as they grow up and our discipline system is based around this. **Key Message – TALK.** Talk to your child about their schooling. Talk to the school to understand what is happening and to help us support your child in the best possible manner. Talk an issue through before making a decision. Contact emails are included in this booklet for your student's Year School staff. Please use these to make initial contact.

Some Simple Reminders

Ensure all clothing and equipment is clearly marked. Mobile phones are not allowed to be used in school and they need to be switched off and put in bags on arrival. If they are seen out in school they will be confiscated. Parents will then be asked to collect the item at the end of the day. Equally, the school can take no responsibility if a student brings a mobile phone into school and it is lost, stolen or damaged.



Non-Resident Parents

It is our aim to maintain a good level of communication with all parents/guardians. Therefore, it is the school's policy that we will send letters regarding behaviour concerns, achievements, trips/visits, concert dates and Parent Consultation Evenings, to the natural parents listed on our database via email. Natural parents will be placed as priority 1 and 2 regardless of residency arrangements. All generic letters and further information will also be uploaded to the website.

Legal Names

It is the school's policy that all communication is produced in a student's legal first name and surname. If for any reason you would like to amend either name, we will require legal documentation before any changes can be made. A copy of the policy is available from the school.

Who To Contact

If you have any questions or concerns and you wish to call in person to the school, the person you want to speak to may not be immediately available. In most cases, you will speak to a member of the **Behaviour for Education Support Team (BEST)** first. They will speak to you, take details and ensure that you are contacted later. We are sure that you understand why this process may be required.

For general enquiries, start with your child's **Form Tutor** who will either deal with the matter personally, advise you who to approach or redirect you, as appropriate.

If your enquiry is about a particular subject, you should approach either your child's **Subject Teacher** or the **Curriculum Leader**.

Enquiries regarding public examinations should be addressed to Miss Turley, our **Examinations Officer** at exams-tsa@yare-edu.org.uk.

Our new schools are supported and led by a dedicated team of Teachers and Associate Staff. If you wish to discuss overall academic concerns, the **Head of Year** should be your first point of contact. The school teams are shown below:

Head of Year	Year 7	- Mr Robb/Miss Turner	arobb3nrl@yare-edu.org.uk fturner1kh@yare-edu.org.uk
	Year 8	- Mr Asker	dasker6nrq@yare-edu.org.uk
	Year 9	- Mr S Coleman	scoleman4lrv@yare-edu.org.uk
	Year 10	- Mr S Bowman	sbowman5nry@yare-edu.org.uk
	Year 11	- Ms McCloy	jmccloy7nr9@yare-edu.org.uk
	Year 12	- Miss Sadler	nsadler1kn@yare-edu.org.uk
	Year 13	- Miss Woodcock	kwoodcock3nrq@yare-edu.org.uk
Assistant Head of Year	Year 7	- Miss Webb	lwebb6ere@yare-edu.org.uk
	Year 8	- Miss Cassam	acassam7kj@yare-edu.org.uk
	Year 9	- Mr Mickleburgh	jmickleburg7kw@yare-edu.org.uk
	Year 10	- Mr Finch	rfinch6kr@yare-edu.org.uk
	Year 11	- Mr Woodhouse	mwoodhouse5nrd@yare-edu.org.uk
	Year 12	- Dr Elliott	gelliott5jr2@yare-edu.org.uk
	Year 13	- Miss Algar	ealgar7kn@yare-edu.org.uk

Who To Contact- Continued

If you wish to discuss pastoral issues, **BEST** will be your first point of contact:

Behaviour for Education Support Team (BEST)

Year 7	- Mrs Howes	showes4nr5@yare-edu.org.uk
Year 8	- Mr Winter	iwinter7kr@yare-edu.org.uk
Year 9	- Mrs Thetford	gthetford9ka@yare-edu.org.uk
Year 10	- Ms Larkman	glarkman4hrp@yare-edu.org.uk
Year 11	- Ms Bond	lbond2kz1@yare-edu.org.uk
Sixth Form	- Mrs Batson	jbatson3tr8@yare-edu.org.uk

Safeguarding



At Thorpe St Andrew School and Sixth Form, we recognise that each day we are entrusted with the most precious members of your families. There is nothing more important to us than the physical and emotional health and well-being of our students and staff alike. As such, we have worked hard to create and maintain a climate in which staff, students, parents and Governors feel able to articulate concerns, safe in the knowledge that effective action will be taken as appropriate.

Our Safeguarding and Child Protection Policies apply to all adults working in or on behalf of our school. We expect everyone working in, for or visiting our School to share responsibility for keeping children safe from harm and abuse and to report any concerns either via CPOMS (school staff) or directly to one of our Designated Safeguarding Leads (DSL) (visitors and contractors) via the extension numbers below.

Together we must ensure that all children, their families and our staff, feel safe, valued and cared for at all times and are nurtured to thrive and achieve to be the best they can be.

We always maintain an 'it could happen here' approach and in addition to the statutory training that all staff undertake, there is weekly training on contextual issues provided by the Designated Safeguarding Lead.

If you have a concern about a child then the contact details of our DSL's are listed below. Further details around reporting concerns including what to do out of term time, can be found via this [LINK](#) and on our school website.

Designated Safeguarding Leads

Assistant Principal	- Mrs Veeren - 01603 497747 Ext 246	- lveeren45rp@yare-edu.org.uk
Student Counsellor	- Mr Byram - 01603 497725 Ext 225	- abyram9nrp@yare-edu.org.uk
BEST Lead	- Mr Winter - 01603 497713 Ext 113	- iwinter7kr@yare-edu.org.uk
BEST Lead	- Mrs Batson - 01603 497769 Ext 269	- jbatson3tr8@yare-edu.org.uk

Travelling To and From School

Students will only be able to enter the site by their Year School entrance (see map on **Page 2**). The gates will **not** be open until 8.00 am. As they arrive, students must use the hand sanitiser provided. Students will not be allowed entry unless they do so. Staff will be on duty at the gates every day from 8.00 am.

Travel to School

We encourage students to walk or cycle to school if at all possible. Health and Safety advises that for those travelling on Public transport it is recommended that face coverings are worn for the duration of the journey.



School Transport

Norfolk County Council will be contacting all those who travel by school transport to set out arrangements for September. Please follow the Code of Conduct when using school transport.

School Transport - Code of Conduct

Before the journey students should:

- Be at the pick-up point in good time, at least ten minutes before the stated time.
- Wait in an orderly manner, away from the road side if possible.
- Keep clear of the vehicle until it has stopped.
- Allow other passengers to get off the vehicle before boarding.
- Students should continue to wear face coverings on dedicated school transport unless exempt from doing so.
- Get on the vehicle one at a time, without pushing and have their travel pass ready to show the driver.
- Wait for 30 minutes, if transport is running late, before returning home. Please make sure you have arrangements in place in case this should happen.

During the journey students should:

- Remain seated, facing forward at all times, whilst wearing the seat belts if provided.
- Keep the gangway clear of bags and equipment.
- Do as the driver says if there is an emergency or breakdown.
- Not speak to or distract the driver, except in an emergency.
- Not throw things in or out of the vehicle.
- Not smoke, eat or drink.
- Not shout or use foul and abusive language.
- Not try to operate the doors.
- Not damage the vehicle in any way. Parents will be invoiced for the repair of any damage caused.
- Not use mobile phones or other electronic devices for taking photos or videos.



At the end of the journey students should:

- Stay seated until the vehicle stops.
- Ensure they take all their belongings with them.
- Use the proper exit and wait until the driver opens the door.
- Students should get off the vehicle in an orderly manner.
- Not cross the road in front of, or behind, the vehicle but wait until the vehicle has moved off.
- Stay well clear while the vehicle is moving off.

Be sensible and have a safe journey

Please remember that your children are your responsibility before they get on the vehicle in the morning and after they alight at the end of the day.

School transport will be stopping at all school gates to drop off at relevant to Year Schools. Pick up will be from Pound Lane.

Car Travel

Where possible, students travelling by car should do so only with family members. As a result of buses picking up and dropping off on the roads around the site and reducing parking on the school site due to the creation of 'hard' play areas for all Year Schools, parents are not allowed to drop off or pick up at any school entrances. These areas are already unsafe mainly as a result of cars stopping to drop or collect students and this will be even worse in September with the additional transport. In agreement with the Police and the Town Council, designated parking areas have been made available at:



- ◆ **The Fitzmaurice Pavilion - Pound Lane**
- ◆ **Thorpe Recreational Centre - Laundry Lane.**

These are in sight of the school and less than a five minute walk away. Please park safely in these areas and then your child can walk the last few metres into school. Your consideration and support is appreciated.

The Police and our local community have been informed of these arrangements for September.

Educational Visits

Recommendation is not to go on any international visits up to and including 5 September 2021, when further guidance will follow.

Extra-Curricular Provision

Our extra-curricular provision will restart from Monday 20 September 2021 in Year Schools only until the end of September 2021.



Behaviour Expectations

At Thorpe St Andrew School and Sixth Form we set the highest expectations of our students; they are to aim for **excellence every day**. However, we know that some children might, from time to time, fall short of these expectations. Every time this happens we will take this as an opportunity for growth. Students will be challenged on their behaviour, asked to reflect on it and commit to improve. In most cases, this simple process is enough to avoid any further issues.

To help reinforce our expectations further we may issue consequences such as giving a warning, allowing 'time-out' or, if necessary, give an opportunity for reflection (either at break, lunch or after school). Someone will speak to your child about their behaviour as a result. We expect students to listen carefully to what is said, be able to calmly have their say, reflect on their actions and commit to improve. For more serious issues or repeated transgressions a student may be sent to Referral in order to reflect more deeply on the situation. A similar follow-up will occur. There may also be times when your support is needed, especially if expectations are inconsistently met. You will be contacted by the school so that you can help us, to help your child to consistently aim for excellence.

In our pursuit of **excellence for all**, we believe that student attitude is crucial. We believe that three behaviours lead to excellence. We want all our students to be able to answer the question: What are students at Thorpe St Andrew like? By saying: we **ARE Aspirational, Respectful and Engaged**.



Aspire

Excellence is the result of Aspiration.

consistently:

To **Aspire** means to aim ambitiously for something great. We believe all students should aim high and dream big. To demonstrate this, students need to

- Be presentable in their work and be wearing their uniform as expected.
- Be eager to learn and punctual, have the correct equipment and try their best in all tasks given.
- Listen intently, ask questions to develop understanding and look for ways to improve their work.
- Remain calm and be purposeful by aiming to be the best they can be.



Respect

Excellence is built by Respect.

To **Respect** means to admire others because of their achievements and to be mindful of the feelings of others. We believe all students should be respectful. To demonstrate this, students need to consistently:

- Follow routines around the school and heed instructions quickly, be polite and celebrate difference and diversity.
- Be kind and considerate by listening carefully and using appropriate language at all times.
- Care for themselves and the people and environment.



Engage

Excellence is the outcome of Engagement.

To **Engage** means to participate and join-in wholeheartedly with focus and commitment. We believe all students should be fully dedicated to their studies. To demonstrate this, students need to consistently:

- Attend every day and be on time to all lessons.
- Start tasks straight away, stay focused, ask for help if needed, act on feedback given and learn from mistakes.
- Join in at form time, attend extra-curricular activities and support the wider school community.

Behaviour Expectations

In order to support students to reflect on and improve their behaviour our system will focus what we **ARE: Aspirational, Respectful and Engaged**. If a student struggles to meet expectations for these characteristics the teacher will use a series of **warnings, resets and consequences**. This system will allow students time to learn from their mistakes and be provided with the opportunity to grow. You will be able to see what **Consequences** your child has received on **Class Charts**. We will use this information to support the development of your child at school. On this page is an explanation of the system and an example of how it might be used.



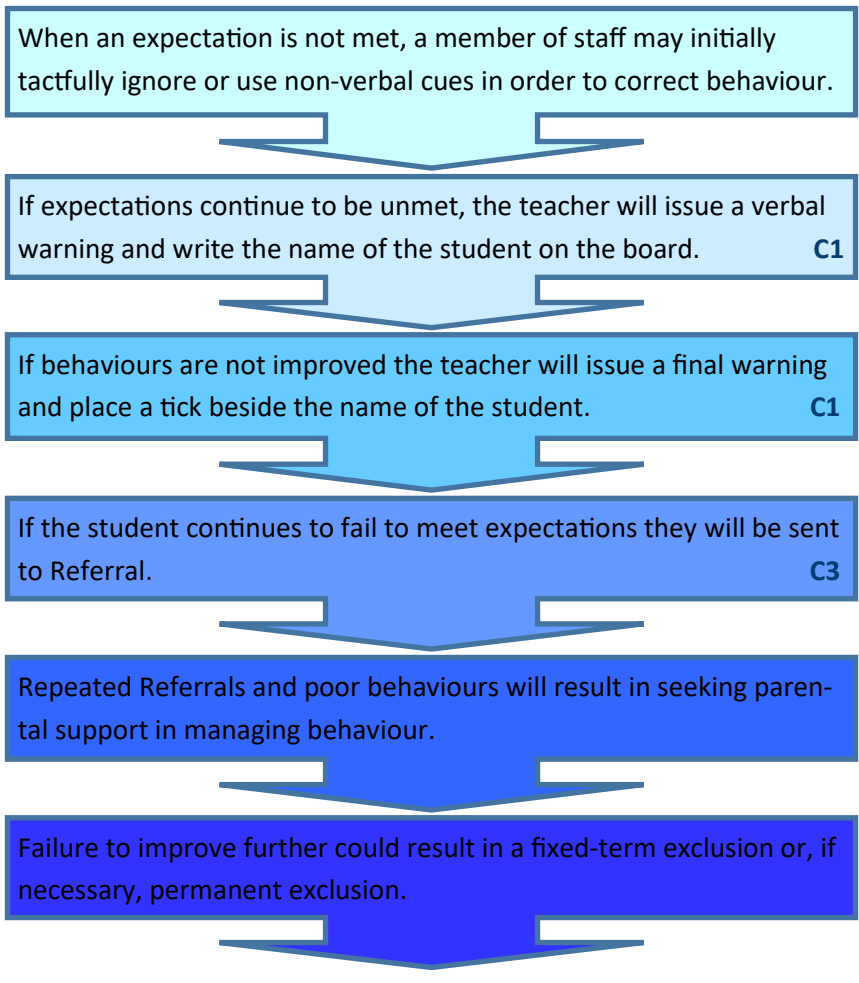
Respect

A student starts to touch and 'fiddle' with their neighbour's pencil case. The teacher looks at the student, makes eye-contact and shakes their head. This is the **first Warning** and **first Reset**.

The student continues to pull items from the pencil case. The teacher asks them to stop as they are not showing respect for someone else's property and that this is not kind. They write their name on the board and record this as a **CR1 (Consequence 1: Respect) second Warning, second Reset, first Consequence**.

The behaviour continues, the teacher reminds them of the importance of respect and that leaving others and their property alone is respectful and kind. The teacher will place a cross beside their name and record this as another **CR1 (Consequence 1:Respect) on Class Charts. Third and final Warning, third Reset, second Consequence**.

The student once again interferes with the pencil case. The teacher states this is demonstrating a lack of respect and disrupting the learning of others. The student is sent to Referral to reflect on their behaviour and will remain there for the next 3 hours. The teacher will log this on Class Charts as a **CR3 (Consequence 3:Respect) on Class Charts fourth Reset and third Consequence**.



Warning	Reset	Consequence
A warning is either a verbal or nonverbal action by the teacher that indicate that behaviours are not meeting expectations and that behaviour needs to stop.	A reset is a conversation between the student and teacher that identifies which characteristic is not being met and how the student can change their behaviour so that it is meeting expectations.	A consequence is an action that is taken if the initial warning about behaviour is not met. These range from a name being placed on the board to Referral and beyond.

Behaviour Expectations

In order to support students to reflect on and strive for excellence every day, our system focuses on what we **ARE: Aspirational, Respectful and Engaged**. If a student demonstrates these characteristics consistently, shows significant improvement or excels in one aspect the teacher will **praise, reward and celebrate** these achievements. This system will allow students the chance to learn from their successes and be provided with the opportunity to grow. You will be able to see what **Rewards** your child has received on **Class Charts**. We will use this information to support the development of your child at school.

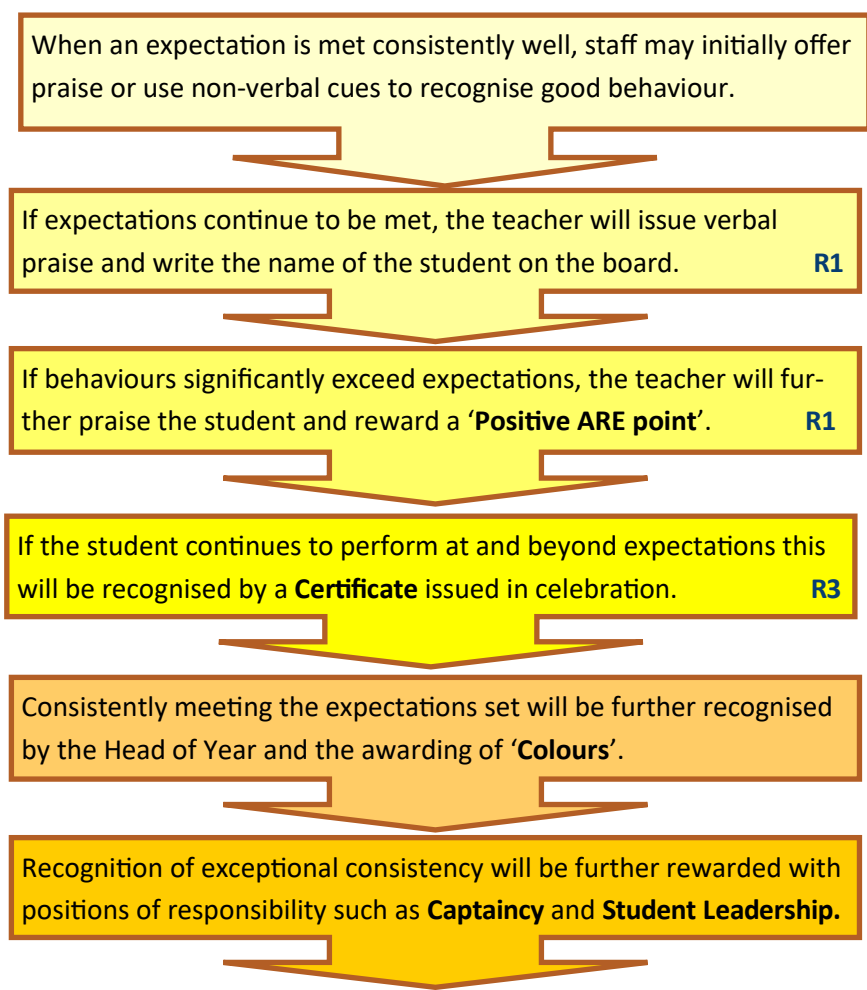


Once the teacher has set the task, a student gets started, remains focused and is engrossed in their work. The teacher looks at the student, makes eye-contact and smiles and says well done. This is the **first Praise**.

The student continues to remain focused and asks thoughtful questions about the work to help further understand. The teacher tells them that they have really engaged with the work and are trying hard to understand. They write their name on the board and record this as **RE1 (Reward 1: Engage). Second Praise, first Reward, first Celebrate**.

The behaviour continues, the teacher reminds them that excellence is an outcome of engagement and that they have engaged well. The teacher will place a tick beside their name and record this as another **RE1 (Reward 1: Engage)** on Class Charts. **Third Praise, second Reward, second Celebrate**.

The student demonstrates engagement consistently over a number of subjects and lessons and accumulates 25 Positive ARE points. The student receives a certificate in recognition of consistency. The Head of Year will log this on Class Charts as a **RE3 (Reward 3: Engage)**. **Fourth Praise, third Reward, third Celebrate**.



Praise	Reward	Celebrate
Praise is either a verbal or nonverbal action by the teacher taken to indicate that behaviours are meeting expectations and that behaviour needs to continue in that way.	A reward is issued to recognise consistently meeting expectations, acting significantly beyond expectations or demonstrating improved behaviours over time.	A celebration is publicly recognising good role models. We will celebrate consistency and excellence regularly and respond with the issuing of certificates and positions of responsibility.

Home - Student - School Pledge

At Thorpe St Andrew School and Sixth Form we fully believe that excellence is achieved through a combined effort of three parties: the student, adults at home and the adults at school. We enshrine this vital relationship as a **home-student-school pledge**. We know that if all three parties commit to the pledge, it will lead to excellence for all because all of us **ARE**, Aspirational, Respectful and Engaged. By attending school we assume all parties have signed up to this pledge.



AT HOME, WE PLEDGE:

To support our children to **Aspire** by:

- Encouraging them to aim high and do their best at all times.
- Talking to them about what they are learning and praise them when they have worked hard.
- Discussing future plans with them so they 'keep their eyes on the prize' of excellence.

To support our children to **Respect** by:

- Ensuring they leave home in the correct uniform and with the correct equipment.
- Supporting the school's discipline system, celebrating success and, if necessary, supporting any sanctions.
- Encouraging them to look after their environment and be kind to others.

To support our children to **Engage** by:

- Ensuring the best attendance possible and that they are on time.
- Encouraging them to be organised and complete homework.
- Attending Parent Consultation Evenings and reading all newsletters.

AS A STUDENT, I PLEDGE:

To **Aspire** every day by :

- Aiming to do my very best and be proud of my work
- Thinking deeply about my learning and reflecting on what I have learnt.
- Discussing with others about my future plans and ambitions and to strive for excellence, always.

To show **Respect** every day by:

- Arriving punctually to every lesson, wearing the correct uniform and having the equipment I need.
- Listening to adults, following the school rules and not stopping others from learning.
- Being kind, polite and helpful, respecting the views of others and looking after the school environment.

To **Engage** every day by:

- Attending school every day, completing the work set to the best of my ability and asking for help if needed.
- Being organised, completing my homework on time and working hard to improve my study habits.
- Talking to people at home about my learning and passing on all letters sent between home and school.

Home - Student - School Pledge

AT SCHOOL, WE PLEDGE:

To foster **Aspiration** we will:

- Provide an exciting and challenging curriculum appropriate to the needs and interests of each individual.
- Set high expectations of each student, monitor and report progress.
- Give encouragement, celebrate success and provide constructive support on how to improve.

To foster **Respect** we will:

- Set clear rules and expectations and encourage reflection when these are not met.
- Be helpful, kind and listen carefully to the views of students and parents.
- Respond promptly to issues raised and deal with matters appropriately.

To foster **Engagement** we will:

- Encourage and celebrate attendance and strive to maintain a school where we all feel safe and happy.
- Teach good study habits, be role models of organisation and make learning accessible from home.
- Keep everyone informed with regard to general issues in school and specific issues relating to your child.

Checklist of Items Required:

Required every day:

- ◆ Black pen
- ◆ Pencil
- ◆ Eraser
- ◆ Ruler
- ◆ Highlighter Pens
- ◆ Glue Stick
- ◆ A pair of scissors
- ◆ A packet of tissues

For Mathematics and Science lessons:

- ◆ Protractor
- ◆ Compass
- ◆ Calculator

Optional Equipment:

- ◆ Coloured pencils
- ◆ Coloured pens

For Technology lessons:

- ◆ Apron

On the days students have a PE lesson, their sports kit will become their uniform. Therefore, they should wear the sports kit which will be appropriate for the weather conditions on the day.

The resources brought in from home by students should be kept to a minimum and are not to be shared with anyone. This includes lunch boxes, coats and stationery. Staff will be unable to lend equipment so students must bring these items every day.

Don't forget your water bottle! Water fountains will not be operational.



Health Matters

Each school has members of staff that will look after your child and administer first aid if your child becomes unwell at school.



If your child feels unwell and you feel they cannot attend school, please ring the absence line and follow the procedure giving brief details of the reason for absence. If you know the likely duration of the absence please say so, otherwise you will be asked to call for every day of absence. **Please note - If your child has had sickness and/or diarrhoea, please do not allow them to return to school for 48 hours after the last symptom.**

What happens when your child becomes unwell in school?

If your child feels unwell during the school day they should report to their teacher who may suggest they go to the allocated Operations Assistant for their school and report to the member of staff there. If we feel your child needs to be collected, we will call you to arrange for your child to be collected from the **entrance gate of their school**. Messages will be left where appropriate and we will try all numbers you provide, if necessary. Students should not contact home directly. If this occurs and they are collected without authorisation by the school, the absence will be unauthorised. If we suspect that your child is showing symptoms of coronavirus we will isolate them, in accordance with the guidance, and arrange for you to collect your child as soon as possible.

What happens if your child needs to go to hospital?

If your child has an accident, or is so unwell we feel they need to go to hospital, a 999 call will be made. We will then try to contact you so you can come to school and escort your child to hospital. If this is not possible, a member of staff will accompany your child and will wait with them until you are able to get there. We will obviously do everything we can to help and keep you informed.

Students with Care Plans

Please could you provide the school with a copy of your child's Care Plan before they start. If you require a blank Care Plan to complete, please contact the school. The school copy of each Care Plan is kept in the Year School. Information on a Care Plan is shared with relevant teaching staff to ensure the welfare of the student concerned.

Students needing to take medication at school

We encourage students, as far as possible, to be responsible for taking their own medication for short term illnesses/ conditions. They are allowed to carry one dose of medication (for example, paracetamol) and can also carry epipens and asthma inhalers. However, if medication needs to be taken on a long-term basis or you would like the school to hold medication for your child this can be held in the Operations Assistant's office in their school. This should be brought to school with the appropriate form which can be collected from the Operations Assistant's office. You can also leave a spare epipen or inhaler at the Operations Assistant's office in their school but please ensure they are clearly named.

Arrangements for students with Diabetes

We encourage students to take responsibility for their condition and expect them to have their equipment with them at all times. It would be helpful if you could provide, in a small clearly named container, some appropriate snacks/drinks and any spare equipment they may need in case they are required which will be kept in the Operations Assistant's office in their school. A Care Plan will be in place in such cases and we will therefore follow the instructions contained within it.

Please be assured that we do everything we can to ensure your child is happy, feels safe and is cared for whilst at school. If you have any concerns, contact BEST in your child's Year School.

Please keep us informed of any changes to your details - this is vital in case of emergency.

Absence Line (01603) 497722

Well-being

Student Well-being and Support

Thorpe St Andrew School and Sixth Form takes the support of the well-being of its students very seriously, particularly at the present time. We recognise that everyone has had different experiences of the school closures, lockdown and learning online. Our aim is to address the needs of all our students through a tiered approach to supporting their mental well-being. We know from the research and training that has been carried out by staff at the school, that we need to offer a balance of well-being support with a structured, consistent approach to their school day. We understand that the majority of students have had the constant of going to school taken away from them and this will have been impactful, even if school was something that they felt they didn't particularly enjoy. The constant of seeing friends, socialising and being part of clubs and activities was all part of this. We will be addressing this sense of loss by providing students with clear boundaries and support, nurturing them back to a 'new' normal. We aim to work closely with parents and carers to provide support to students, so you if you are concerned about your child's well-being please contact us.

Research has shown that a regular 'check in' with a familiar staff member each day is very important. We have changed the school day so Form Time is in the morning. Students will be welcomed at their Year School entrance by their year team. This gives opportunity for concerns or worries to be shared. Students will follow a Form Time programme that will develop resilience in order to be able to cope with all the stresses and pressures of normal teenage life. Students will learn how to recognise and avoid risk taking behaviours, how to safeguard themselves and where to go if they are worried about anything. Students will also be taught about discrimination and harassment, what is and what isn't appropriate and acceptable language and behaviour to use towards others so all in our community feel safe and respected.



Students Who Require Further Support

There will be some of our young people who will require further support to understand and address their feelings and emotions following lockdown. Your child's teacher will be able to recognise signs that they require extra support.

Through a referral process, students will be able to attend a series of well-being support sessions in a small group, run by BEST who have been specifically trained to provide support. These will be running during lesson time and will be in half term blocks, so if referred we will be requesting permission for your child to come out of one lesson a week in order to attend these.

If further support is required, we will request that you discuss this with us in terms of a bespoke package of support that may require a referral to outside agencies or signposting for more specific support. We actively promote the use of Kooth, a well-being app that many of our students find very useful. Further details and a short video can be found here: <https://www.kooth.com/video>

There is also lots of information around supporting teenagers available at **Just One Norfolk**, accessed via this [LINK](#). This is a gateway to advice and services, so please spend time reading and exploring the information.

Chat Health is another useful tool for parents and students. Further information can be found via this [LINK](#). This is a text messaging service that operates 24/7.

Parent line: 07520 631590

Advice for students: 07480 635060

The well-being pages of the school website also has a list of further places that can support with individual concerns.

Class Charts Homework Module



Students and parents can download the Class Charts app for IOS and Android. This gives a personalised screen for students and parents. Log in details will be sent out at the start of the new year for all new students.

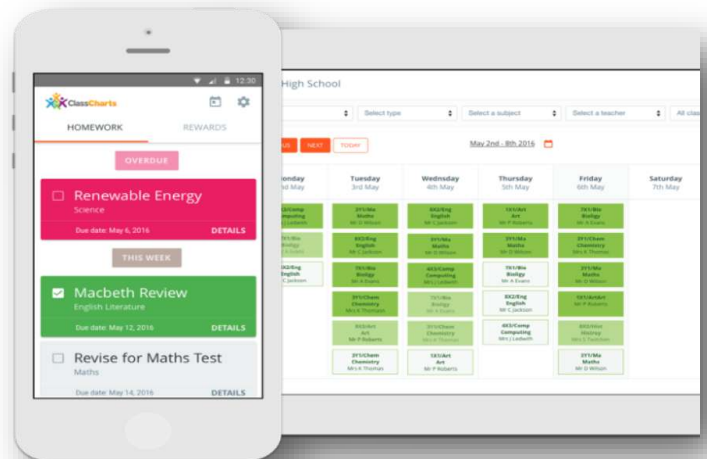
Here you can view your child's positive and negative behaviour points and read the comments around this. The points are in real time so as soon as your child is awarded a point, you will be able to view this on Class Charts. This enables us to work together to celebrate your child's successes in school. Expect to see many positive points awarded for **Aspiration**, **Respect** and **Engage**. Please support your child by sharing this in your daily discussions.

When things are not going so well you may see a negative point added by a teacher and you will see the comments and reasons for this. As with the positive points, please take the time to unpack what went wrong with your child, we are very keen to work together in order to support you.

There is a homework calendar accessible on Class Charts.

Here parents and students can filter tasks by year, subject or teacher to access the full instructions and deadlines for homework.

We recommend viewing through your personalised app.



Home Learning - (Homework)

Research

We are a research informed school for Curriculum Development. The evidence shows that the impact of home learning, on average, is **five months' additional progress**. Some studies indicate that there may be an optimum amount of homework between one and two hours per school day (slightly longer for older students), with effects diminishing as the time that students spend on homework increases. To this end, home learning will be set for all Year Groups to support the learning in school.

Home Learning at Thorpe St Andrew School and Sixth Form

There are never enough hours in the day or minutes in the lessons, so it is important to make sure that we make the most of our home learning programme as possible. It is also important that we build good habits of learning at home in our students, so that they take these routines forward, learn well, independently, resiliently and purposefully.



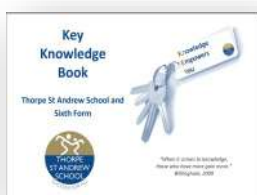
Pastoral Curriculum



Once a half term there will be a week devoted to 'home learning' in our Pastoral Curriculum, making sure that students are completing their home learning to the best of their ability. This will be supported with assemblies and Form Tutor activities. The expectation is that curriculum areas will also focus on the quality of the home learning in that week to support our students learning journey and progress in all subjects.

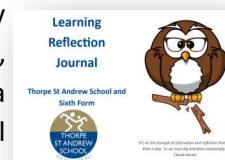
All home learning will be set on Class Charts, to aid support at home. However, all 'learning' materials will be on the Google Classroom for students, to support the learning as effectively as possible, in and out of class. If the learning for topics are all indexed in one place, this makes it easier for us all to keep track.

Key Stage 3 - Years 7 - 9



Home learning will be through Key Knowledge work and Reflective Learning. These will be completed in one book that students must look after and keep with them to help with their learning at home and in class.

Key Knowledge work is led by the Key Knowledge sheets that are shared by the teacher in their lessons and on the Google Classroom. In lessons, instructions will be given on how and what to learn. For instance, the learning may be to prepare a mind map, develop an understanding of a key term with a frayer model, or to complete a retrieval quiz. The books that students use must be out in class so that teachers can check (not mark) that the learning has been completed.



Home Learning Timetable - Examples - Key Stage 3

Students may not have the subject on that day - the purpose of this timetable is to:

- ⇒ Make sure that students have one week to complete any learning activities
- ⇒ To allow students and parents to plan their week
- ⇒ To state (particularly at Key Stage 3) that a day of rest is important for mental well-being
- ⇒ Each learning homework should last no longer than 15 minutes in Years 7 - 8 and 20 minutes in Year 9.

Example Timetable

Monday	<i>Mathematics, English and Science</i>
Tuesday	<i>History, Geography and MFL</i>
Wednesday	<i>Computing, PSHEE and RPE</i>
Thursday	<i>Music, Art and Drama</i>
Friday	<i>DT and PE</i>
Saturday	<i>Mathematics, English and Science</i>
Sunday	<i>No home learning</i>

Home Learning - (Homework) Continued

Key Stage 4 - Years 10 - 11

In Years 10 and 11 students are preparing for examination subjects so home learning will take a different approach. The home learning can continue to be Key Knowledge learning, but it also might take the form of Seneca, examination practice questions, research, preparation for an in class assessment, retrieval or preparation for coursework.

There is time set on this 'timetable' for two subjects a night. As a guide, each subject should be setting no more than 45 minutes learning and students will be given seven days to complete any home learning set.

Example Timetable

Monday	<i>English Language and Mathematics</i>
Tuesday	<i>English Literature and Science</i>
Wednesday	<i>Preference 1 and 2</i>
Thursday	<i>Preference 3 and 4</i>
Friday	<i>English Language and Mathematics</i>
Saturday	<i>English Literature and Science</i>
Sunday	<i>No home learning</i>



The School Day

Timings of the School Day - 2021 - 2022

08:20	Warning Bell
08:25	Form Time/PD Time
08:48	Transition 1
08:55	Lesson 1
09:55	Transition 2
10:02	Lesson 2
11:02	Break (18 Minutes)
11:15	Warning Bell
11:20	Lesson 3
12:20	Transition 3
12:27	Lesson 4
13:27	Lunch (38 Minutes)
13:58	Warning Bell
14:05	Lesson 5
15:05	End of School



Student Timetables

Year 7

In the Core subjects of English, Mathematics and Science, students are placed into Class Groups using guiding information from their Primary school. In the first term, students will undertake CAT4 assessments, which will then allow us to refine the groups that students have been placed in. Students may be in different classes for different Core subjects (students have to be in the same Mathematics and Science class as they are linked on the school timetable, but could be in a different English class). PE is taught in gender groups, and with the exception of the Technology subjects (Food, DT and Textiles) which are taught in smaller groups, all other subjects are initially taught in their Form Group classes.

Assessments will be used in school to track student progress. Adjustments to student groups could happen at appropriate times throughout the year. Students will receive a printed version of their timetable in their first week at school.



All Other Year Groups

Parents and carers will be able to view their child's timetable on My Child at School (MCAS) before the start of the new term (we will send out an email alert when these are available online). Students have been placed into new forms for this year, which will also be shown on their timetable. Please note that there may have been changes to the class labels for the classes that your child is in as they progress through the school.

Remote Learning

In the event of an individual or a group of students having to self-isolate, work will be set remotely. Each student has a Google Classroom account for each teacher and subject they study.

In the event of self-isolation we will:

- ◇ Set work remotely, via Google Classroom
- ◇ Ensure that the work set follows the planned curriculum in school so that students can return to school with no gaps in their learning
- ◇ Set work so that students can follow their normal timetable of lessons at home
- ◇ Arrange Google Meets for online face to face session where appropriate
- ◇ Use lessons from Oak National Academy (the online academy set up by the Government and subject experts)
- ◇ Record lessons where appropriate
- ◇ Provide pdfs, narrated lessons and worksheets to support learning where appropriate.



Dependent on the Year Group and subject, there will be a blended approach to Remote Learning and your child will receive their Remote Learning in a variety of ways. Work will be set promptly to ensure that there is no learning time lost. When your child returns to school, they should be where they should be in terms of their progress.

All students should engage fully in Remote Learning provided and communicate with their teachers through Google Classroom. All work should be submitted via Google Classroom.

Our website, www.thorpestandrew.org.uk, has further information regarding Remote Learning.



Monitor Your Child's Schooling Online Through the My Child At School Website

Thorpe St Andrew School and Sixth Form uses the My Child At School (MCAS) system to allow parents and carers access to real time attendance, behaviour and assessment information about their child.

How Do I Access the Website?

The system can be accessed through the 'Parents' section of the school website or by going directly to www.mychildatschool.com

You will be provided with your own personal log-in details to the system as a matter of course. When you have this information you will be able to connect to a secure internet site which provides information about your child at school.

What Can I See?

As the My Child At School website reads information directly from the school's Management Information System, you can see information in 'real time'.

View:

- **Attendance** history and statistics
- **Assessment** reports
- Your child's **Timetable**

Is It Easy To Use?

The website is very intuitive and user friendly. You can organise your home page as you wish by dragging the individual boxes around the screen. The tabs, located on the left side of the home page, will take you to more detailed information on each heading.

More comprehensive instructions for use are available on the school website.

Is It Up To Date?

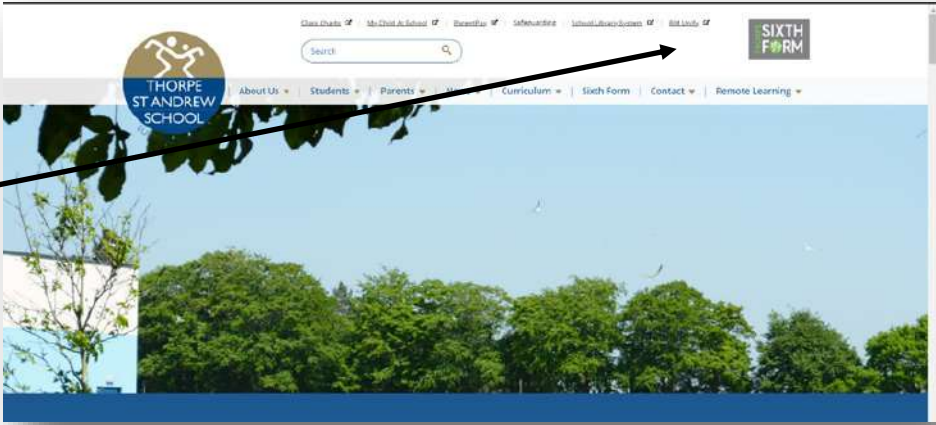
- **Attendance and Timetable** information is accessed directly from My Child at School Therefore, it is always up to date.
- **Assessment** reports are issued throughout the year and prior to Parent Consultation Evenings so you will always have access to the latest published information.
- Behaviour information will be available through Class Charts. Information will follow in September on how to access.

RM Unify

Logging into RM Unify

Load up the School's website [LINK](#)

Select **RM Unify** at the top



Sign in with your usual school username and password.

If you do not follow these steps correctly and try to visit RM Unify without going via the schools website it will be missing @thorpeandrew and you will then need to enter your email address (username@yare-edu.org.uk).

Cashless School



- ◆ Make secure online payments for your child's school meals without sending cash into school.
- ◆ The ability to monitor what your child purchases.
- ◆ Top up easily online using your existing ParentPay account.
- ◆ Quick and easy purchases for students during break and lunch periods.

Please Note: In response to coronavirus (COVID-19), the Cash Loaders, which have been available in the North and South Site dining areas, will no longer be available for students. Therefore, please ensure you upload a sufficient amount of funds onto the ParentPay account to cover your child's lunch requirements.

Thorpe St Andrew School and Sixth Form offers parents the facility to pay for school trips, school lunches and events using this convenient on-line system. If you do not have your login information for this facility, please email finance@thorpe-st-andrew.norfolk.sch.uk

Items can be purchased via your ParentPay account, including school ties, revision guides and calculators. Items will be delivered to students in their individual Year Schools.

Mobile Phones



Mobile phones and earphones/pods **are not allowed** to be used in school They need to be switched off and put into bags on arrival. If they are seen out in school they will be confiscated. Parents will then be asked to collect the item at the end of the day. It is appropriate:

- To ask your child to put their phone/earphones/pods away
- For a member of staff to confiscate your child's phone/earphones/pods if they do not follow a request
- For the school to lock their phone/earphones/pods safely away until you are able to collect them
- To be used sensibly to and from school.

Equally, the school can take no responsibility if a student brings a mobile phone/earphones/pods into school and they are lost, stolen or damaged.

School Uniform

A Guide To The Rules For Students, Parents and Teachers

The Governors of Thorpe St Andrew School and Sixth Form believe it is important that a School Uniform Policy exists for the main school and that it is followed by all students, enforced by their parents and the school. A uniform helps support the ethos of the school and a student's pride and commitment to being part of it. Clear guidelines must make it easy to follow; the items should be appropriate for engaging in learning activities; and there needs to be a balance between quality and cost.

At Home

The uniform policy enables parents to follow written guidelines. There are no exceptions, and parents should not waste money on items which are not identified in the policy. Please do not accept the comment 'well, everybody else wears it'. Equally, please do not send a student to school who is not in uniform unless there is very good reason and a note is written by you. We frequently hear the excuse 'It's in the wash' – an excuse which you, as parents, would not support! **Following the code can reduce conflict for parents and avoid the cost of replacing inappropriate items.**

Students

Students must take full responsibility for wearing the uniform provided for them. Many already do, but some 'push the system'. Examples include wearing hooded tops, skinny jeans, studded or large buckled belts and trainers. These items are not acceptable when in school, travelling to or from school, at break times, lunchtimes or for crossing the site.

The School

It is the job of all staff to ensure the Governors' policy on uniform is followed. The clear message from parents, in a number of forums, is that they want the policy followed by all. Obviously, Governors and staff agree with this. A student not in uniform will result in a call home asking for correct uniform to be delivered or agreement for the student to go home and change.

School Uniform Policy

Our uniform policy aims to help students learn how to present themselves in an appropriate manner and is based on common sense. It also highlights the need for safety when undertaking a range of school activities.

- ◆ Uniform should be smart and clean at all times and worn in a correct business-like manner.
- ◆ **Hairstyles should not be extreme** in either style or colour and make-up must be subtle and discreet.
- ◆ Rings and other jewellery, including nose studs, are **not** considered suitable for school due to health and safety reasons.
- ◆ A **maximum of one pair of plain stud earrings** (not hoops or other styles) can be worn, but facial and other body piercings are potentially dangerous and not permitted. Earrings must be removed for PE (please think carefully about when you allow ears to be pierced).
- ◆ **Nails** should be kept short. Coloured nail polish, gel and acrylic nails are **not** permitted.
- ◆ Ear tunnels, stretchers and plugs are **not** permitted.

Conclusion

The task of the teaching team is to teach. Breaches of the uniform policy distract from this task. However, the whole community (Governors, parents, staff and students) believe that uniform is important and expect high standards. The uniform policy is what the majority would want to see and it is achievable by all. Please let us work together to achieve this high standard. We thank the majority of parents, who, by choosing Thorpe St Andrew School and Sixth Form as the best school for their children, support the school by following the uniform policy which was clearly identified at the time of choice.

School Uniform

White long-sleeved shirts (short sleeved shirts are acceptable uniform).
Navy skirt* Navy tailored trousers* or Navy tailored Shorts (Summer term up until October half term).
Navy knitted jumper with school logo.*
Black socks or tights.
If Muslim students choose to wear the Hijab it must be plain white or plain navy in colour.
Thorpe St Andrew School and Sixth Form tie.*
Black belt with small buckle (optional).
<u>Plain black shoes only.</u> These must be 'polishable' – therefore no suede, canvas or similar are allowed.
Dark, plain coat or jacket (a hoodie is not a coat and therefore unacceptable attire).
Blue and white striped apron for Technology.

Sports Wear

We aim to give students choice in their PE wear so the following are available.
Tapered Pants* Leggings* Skort* or Shorts* all with the School logo.
Thorpe St Andrew Polo* and a Mid Layer* for cooler weather.
Trainers that are only used for PE.
Optional Items: Games Jersey* (for rugby) the purchase of a mouth guard is advised for safety when playing rugby. Sports Socks* (to be worn with shorts). Football Boots.
Students must bring appropriate footwear for Drama lessons. This can be: Plimsolls, slipper socks, trainers, dance shoes or pumps. They must be clean and have non-slip soles.
Towel, Black one-piece swimsuit or Black swimming trunks, White swimming hat.
Students can attend school in their PE kit on the days that they have PE. No changing rooms will be open.
PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY NAMED

Stevensons - School Outfitters

Items of uniform marked with an * are to be purchased from the official suppliers of
Thorpe St Andrew School and Sixth Form uniform:

Stevensons Schoolwear Outfitters

67 Ber St, Norwich NR1 3AD

<https://www.stevensons.co.uk/>

The skirt is available in three lengths.

Lost Property Procedure

Lost property points will be located in the BEST offices across the Year Schools. Unfortunately we are unable to store items due to a lack of space.



Our procedure for dealing with lost property is as follows:

- ◆ Lost property that can be identified by name will be returned to the student.
- ◆ Lost property that cannot be identified will be retained for a maximum of one half term and then sent to a Textile Recycling company to raise funds for the school.

All items should be clearly labelled with the student's name and form in order that we may return lost items to their rightful owners.

Textile Recycling Scheme

The textile recycling scheme has been developed to provide regular fundraising for schools, clubs, nurseries and various organisations within the UK. The scheme increases awareness about textile recycling and by increasing recycling rates we can help the environment by ensuring less material goes to landfill. It is estimated that approximately 1.75 million tonnes of clothing waste is produced in the UK every year. Out of this vast tonnage, around 1.2 million tonnes is unnecessarily sent to landfill sites.

If we can divert some of this tonnage away from landfills, we can directly help the environment and provide good quality clothing to some of the poorest developing nations in the world.

Thorpe St Andrew School and Sixth Form receives payment for every kilogram of textiles collected. We are hoping to raise hundreds of pounds with every collection made, which will go towards achievable projects not funded by our regular/normal income stream.

We can accept the following items:

- All men's', lady's and children's clothing
- Paired shoes (tied together)
- Handbags, bags, ties and belts
- Soft toys
- Blankets
- Underwear to include socks, tights, pants and bras
- Household textiles to include towels, bed linen and curtains.

We cannot accept the following items:

- Duvets, both synthetic and feathered
- Carpets
- Rugs
- Soiled or wet clothing
- Clothing with a school logo.



Collect your unwanted items at home and simply drop them in the textile recycling collection container located in the school's South Site lower car park. Please place your items in carrier bags or dust bin bags.

Low grade textiles are made into industrial wiping cloths. Good quality clothing is transported to Africa and other developing nations where your old clothes are re-used. By recycling you can really help other people, the environment and add to your child's school funds.

Notification Of Intention To Process Students' Biometric Information

The school wishes to use information about your child as part of an automated (for example, electronically-operated) recognition system. This is for the purposes of library book management and cashless catering but may also be used for printing or door access in the future. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent/guardian before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint for the purposes detailed above.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (for example measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- A. The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s)/guardian(s) (for example as stated above);
- B. The school must ensure that the information is stored securely;
- C. The school must tell you what it intends to do with the information;
- D. Unless the law allows; the school cannot disclose personal information to another person/body - you should note that the only bodies the school wishes to share the information with is Biostore Fastrak (cashless catering) and Biostore Identikit (library management system). This is necessary to convert the fingerprint to a code unique to the student.

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/guardian is required. However, consent given by one parent/ guardian will be overridden if the other parent/guardian objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use their biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent/guardain must be in writing.

Providing Your Consent/Objecting

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. This objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access the school library or cashless catering system.

If you give consent to the processing of your child's biometric information, please sign, date and return the consent form to the school.

Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

Providing Your Consent/Objecting To Photographic Use

The General Data Protection Regulation came into force as of 25 May 2018. This has placed additional obligations which will affect how we handle data.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

As a school, we regularly use photographs to show how our students and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and students.

We are also aware that parents and students really enjoy being able to see their images and would like to give all students this opportunity. There are a number of instances when the school may take photographs of your child, specifically:

- We publish photographs on the school's website to promote the school to current and prospective parents as well as providing updates on current events.
- We publish photographs on our social media accounts (such as Facebook, Twitter and Instagram) to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photographs to followers of the school accounts (as approved by the school).
- Within our newsletters, we may provide photographs of recent events or achievements from our students.
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents.
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view.
- We may be visited by the media who will take photographs or film footage of events. Students will sometimes appear in these images, which may be published in local or national newspapers, in televised news programmes and on social media sites.
- We publish photographs in and around the school building to illustrate to current students and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school.
- In promotional materials to show the history and character of the school to future generations.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photographs in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the school to obtain this consent from the child directly. If this is not suitable, the school will consider preferences as detailed on our Management Information System (MIS). Usually students will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We sought your consent to the use of your child's images and will respect your decisions when publishing photographs moving forward.

You can withdraw your consent at any time and can do so by writing to the Data Department asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.



Free School Meals

Healthy Meals for Happy Students

FREE SCHOOL MEALS

Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal credit with an annual net income of no more than £7,400
- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with a annual income of no more than £16,190
- Working Tax credit run on (paid for the four weeks after you stop qualifying for Working Tax Credit)

Is your child entitled to Free School Meals?



How will applying help you and your child?

- School meals provide a healthy, nutritious and tasty meal.
- Research suggests that a healthy school meal may improve concentration levels.
- Menus are changed regularly and can be viewed online.

How it works:

If your child qualifies for a free school meal, £2.30 will automatically be available daily on your child's cashless account.

Any unused funds will be cleared from their cashless account at the end of each day.

If you qualify for Free School Meals, please complete an application form. Please follow the link below:

<https://www.norfolk.gov.uk/education-and-learning/schools/school->

Don't miss out, apply now!

2021-2022 Examination Dates

Please note that students should not take holidays during the following dates.

It is only possible to sit external examinations on the date set by the Examination Board.

Ofqual and exam boards are currently consulting on the summer 2022 timetable for GCSE/AS/A level, including exam dates due to the disruption in learning throughout 2021. This will be released in the Autumn. We will keep you updated and then release dates of internal Pre Public Examinations for Years 10, 11, 12 and 13. Confirmed dates are below.

AS and A level resits for students who received Centre Assessed Grades in 2020 Year 14/Year 13

4 October to 22 October 2021

GCSE level resits for students who received Centre Assessed Grades in 2020 Year 12 /Year 11 (Technology option)

1 November 2021 - 9 November 2021 - English and Mathematics only

5 November 2021 - 3 December 2021 - All other GCSEs as part of the exceptional Autumn 2021 series of examinations

PLEASE NOTE: Continual Assessments for GCSE and A Level courses will take place throughout Years 9, 10,11, 12 and 13. Dates for practical/oral examinations will be advised to students by the relevant subject teacher and will normally be outside the examination dates. Drama assessments are usually in September, October and November. Language orals, Art and PE practical examinations are usually in April. BTEC/CACHE timed assessments (externally marked examinations) are held from January to March and/or May.

Students and parents have been informed about collection procedures regarding examination results in August 2021.

CERTIFICATES

Students still at Thorpe St Andrew School and Sixth Form will be advised when their certificates are available to collect.

Communication on how students who will leave Thorpe St Andrew School and Sixth Form will be sent closer to the time. If contact cannot be made, certificates will be posted to the last registered address at the candidates own risk. Please keep us updated with any changes of address or contact details.

exams-tsa@yare-edu.org.uk

www.thorpestandrewschool.org.uk

office-tsa@yare-edu.org.uk

01603 497711

Thorpe St Andrew School and Sixth Form - Catering Service

The catering service at Thorpe St Andrew School and Sixth Form is provided by **Harrison Catering Services**, an independent, family-owned company founded in 1994.



The Harrison proposition is centred around the on-site preparation and cooking of top-quality meals made with fresh ingredients. They have over 100 clients across the UK who enjoy the Harrison food service, with more than 100,000 meals being served each day by approximately 2,000 staff across more than 270 locations.

Harrison's catering team works in partnership with Thorpe St Andrew School and Sixth Form's School Council (student voice) to tailor menus to the tastes and preferences of our students. They have introduced further interest and excitement to their menus through themed lunches ranging from holidays like Easter and Christmas to cuisines from around the world, tying these into the school curriculum and activities to further reinforce the importance of eating a balanced diet of nutritious food.



At Thorpe St Andrew School, our catering team provides nutritious, balanced meals and they aim to maximise access to fruit and vegetables by offering a choice of cooked vegetables, salads, healthier snacks and fresh fruit daily. They recognise that some students may have particular dietary requirements and they make every effort to meet them wherever possible. Their menus are also tailored for every individual school to ensure that they are the right fit culturally. Please ensure that you make the school aware of any dietary requirements for your child, this can be done via the Head of Year, BEST or their Form Tutor.



New in 2021 The past year has been challenging for all and Harrisons have worked hard to ensure that the students of Thorpe St Andrew School and Sixth Form have the best offerings throughout COVID-19 available, considering the restrictions. Harrisons are now looking to the future with their new look Sixth Form, new look Year Group service points, new menus, new grab and go offers, new theme days, loyalty schemes, many different theme days and fun days. For more information please see the school's website.



Further information and updated menus for September 2021 will be available on the school website soon.