



*Excellence for All*

# Thorpe St Andrew School and Sixth Form

School Matters

2023 - 2024



**Aspire**



**Respect**



**Engage**

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## Message from the Principal

Thorpe St Andrew School and Sixth Form encourages all students, parents/carers 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/carers. 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 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 2023 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 school. Like many schools we now issue photo-ID lanyards to students to wear every day. This helps everyone learn the names of others and to interact positively.

You will see the student/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.

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. (Students will have access to their Google Classroom for each subject where homework is set and explained).

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.

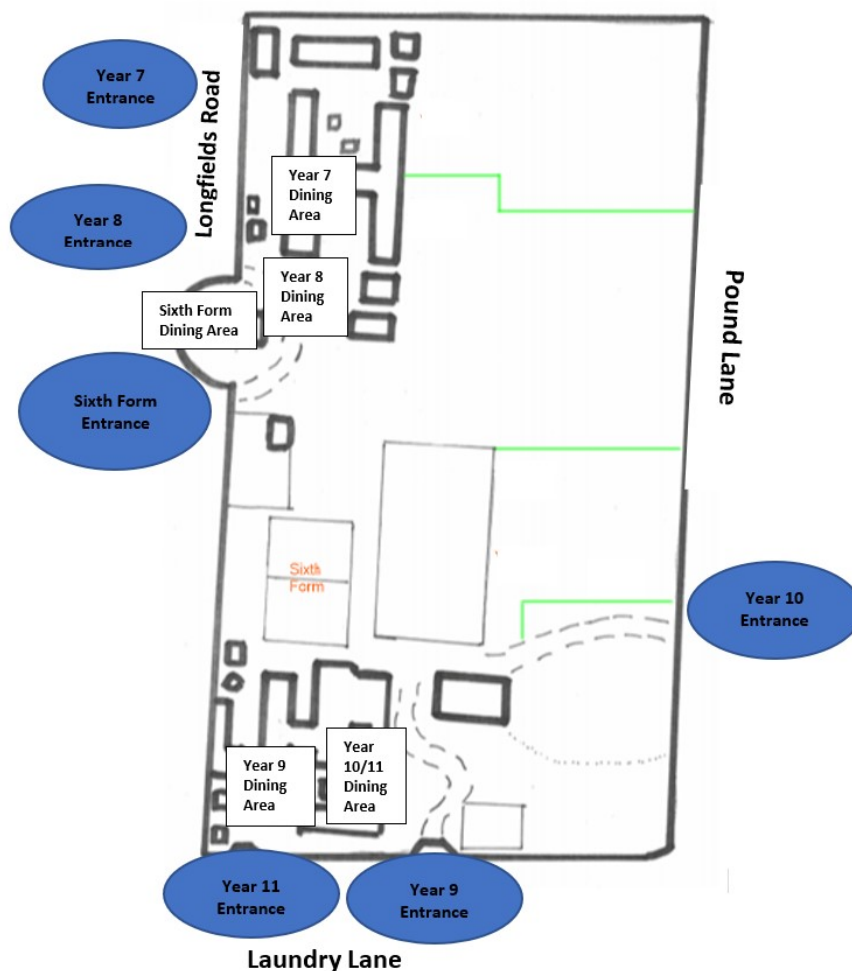
What about food? A good breakfast is vital as well as water to drink in lessons and throughout the day. Healthy food at break and lunch times is absolutely essential. Have you thought about using the school meals service? This needs to be paid for in advance via ParentPay.

## School Structure

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.

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 & 13 School
Head of School	Mr Walker	Mr Dewar	Mr Tiddy	Mrs Dunne	Mr Hookway	Ms Bernard
Head of Year	Mrs Minister	Miss Turner	Mr Bowman	Mr Coleman	Mr Woodhouse/ Ms McCloy	Year 12 - Dr Elliott Year 13 - Miss Algar
BEST Coordinator Years 7 to 11	Mrs Thetford					
BEST Lead	Mrs Watker		Mrs Thurling	Ms Larkman	Mrs Harvey	Mrs Batson
BEST Assistant	Miss Bond/ Mrs Broomfield	Mrs Norman/ Mrs Hennessey	Miss Banham	Mrs Byram	Mrs Taylor	Mrs Lincoln
Administrative Support	Mrs Allen/Mrs Williams		Miss Evans	Miss Humphrey/Mrs Miller		Mrs Ralph



## 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 **texting 07860 054048**, please include student name, Year group and reason for absence or calling the absence line, **01603 497722**.
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/carers 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.



### Regular School Attendance and Parent's Legal Responsibilities

At Thorpe St Andrew School and Sixth Form our aim is to collaborate with parents to ensure that all our students receive the most from their education and reach their full potential. This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

### The important legal information

The Local Authority operates a system where any student with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any student at Thorpe St Andrew School and Sixth Form who meets that criteria, will be referred to the Local Authority for action to be considered.

If issued, the penalty notice is £60 when paid within the 21 days, rising to £120 if paid after 21 days but within 28 days. When penalty notices are issued, each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than one child who has been absent. Failure to pay the total amount within the timescale will result in legal action being taken. There is no right of appeal against a fixed penalty notice.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

### Requests for Leave of Absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the student can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

I hope we can count on your support in this matter. Please do not hesitate to contact the school if you have any questions.



Parent/Carer events will take place throughout the year for all year groups, in person and all dates will be published in advance on the school calendar which is available to view on the school website [thorpestandrewschool.org.uk](http://thorpestandrewschool.org.uk)

The school is using electronic communication with parents/carers as, for many, this is a quicker and more efficient way to keep you informed. We will be emailing letters, newsletters, parent/carers 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. This will be an in-person event for our new Year 7 cohort.

**Working Together Evenings** - These will take place in person for all year groups, throughout the year.

**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, email addresses are available on My Child at School.

### Who To Contact

**A full and up to date Staff Contact List will be available in the Announcement Area of My Child at School from Monday 4 September 2023.**

If you have any questions or concerns in the first instance contact the relevant person, by email. 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 (details on MCAS from 4 September)** or the **Specialist Curriculum Leader - SCL (please see list below)**:

#### Specialist Curriculum Leaders

Mrs Clarke <i>Business &amp; Economics/Leisure &amp; Tourism</i>	- <a href="mailto:rclakre9nrl@yare-edu.org.uk">rclakre9nrl@yare-edu.org.uk</a>	Ms Robinson <i>History</i>	- <a href="mailto:crobinson1km@yare-edu.org">crobinson1km@yare-edu.org</a>
Mr Eaves <i>Religion, Philosophy &amp; Ethics</i>	- <a href="mailto:deaves6km@yare-edu.org.uk">deaves6km@yare-edu.org.uk</a>	Mr Shearer <i>Physical Education</i>	- <a href="mailto:ashearer2nre@yare-edu.org.uk">ashearer2nre@yare-edu.org.uk</a>
Mrs Fletcher <i>Art</i>	- <a href="mailto:afletcher6jrw@yare-edu.org.uk">afletcher6jrw@yare-edu.org.uk</a>	Mr Sparkes <i>Performing Arts</i>	- <a href="mailto:tsparkes79rs@yare-edu.org.uk">tsparkes79rs@yare-edu.org.uk</a>
Mr Higgins <i>IT &amp; Computing</i>	- <a href="mailto:jhiggins5nr5@yare-edu.org.uk">jhiggins5nr5@yare-edu.org.uk</a>	Miss Thorpe <i>Geography</i>	- <a href="mailto:cthorne7ky@yare-edu.org.uk">cthorne7ky@yare-edu.org.uk</a>
Mrs McDonnell <i>Social Studies</i>	- <a href="mailto:gmcdonnell7ky@yare-edu.org.uk">gmcdonnell7ky@yare-edu.org.uk</a>	Mr Whall <i>Technology</i>	- <a href="mailto:cwhall2kh@yare-edu.org.uk">cwhall2kh@yare-edu.org.uk</a>
Mrs Pickering <i>Health &amp; Social Care</i>	- <a href="mailto:apickering9nrw@yare-edu.org.uk">apickering9nrw@yare-edu.org.uk</a>	Mr Meston <i>Maths</i>	- <a href="mailto:dmeston9urq@yare-edu.org.uk">dmeston9urq@yare-edu.org.uk</a>
Mrs Mears <i>Science</i>	- <a href="mailto:hmeas7kl@yare-edu.org.uk">hmeas7kl@yare-edu.org.uk</a>	Mr Walker <i>English</i>	- <a href="mailto:gwalker5nrv@yare-edu.org.uk">gwalker5nrv@yare-edu.org.uk</a>

Our Year 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. Head of Year details are shown below:

#### Heads of Year

<b>Year 7</b>	- Mrs Minister	<a href="mailto:rminister9kp@yare-edu.org.uk">rminister9kp@yare-edu.org.uk</a>
<b>Year 8</b>	- Miss Turner	<a href="mailto:fturner1kh@yare-edu.org.uk">fturner1kh@yare-edu.org.uk</a>
<b>Year 9</b>	- Mr Tiddy	<a href="mailto:ntiddy7kn@yare-edu.org.uk">ntiddy7kn@yare-edu.org.uk</a>
<b>Year 10</b>	- Mr Coleman	<a href="mailto:scoleman4lrv@yare-edu.org.uk">scoleman4lrv@yare-edu.org.uk</a>
<b>Year 11</b>	- Mr Woodhouse/Miss McCloy	<a href="mailto:mwoodhouse5nrd@yare-edu.org.uk">mwoodhouse5nrd@yare-edu.org.uk</a> / <a href="mailto:jmccloy7nr9@yare-edu.org.uk">jmccloy7nr9@yare-edu.org.uk</a>
<b>Year 12</b>	- Dr Elliott	<a href="mailto:gelliott5jr2@yare-edu.org.uk">gelliott5jr2@yare-edu.org.uk</a>
<b>Year 13</b>	- Miss Algar	<a href="mailto:ealgar7kn@yare-edu.org.uk">ealgar7kn@yare-edu.org.uk</a>

## Who To Contact- Continued

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

<b>BEST Co-ordinator</b>	-	Mrs Thetford	gthetford9ka@yare-edu.org.uk
<b>Year 7 &amp; 8</b>	-	Mrs Watker	cwatker3kn@yare-edu.org.uk
<b>Year 9</b>	-	Mrs Thurling	jthurling4kf@yare-edu.org.uk
<b>Year 10</b>	-	Ms Larkman	glarkman4hrp@yare-edu.org.uk
<b>Year 11</b>	-	Mrs Harvey	lharvey3kb@yare-edu.org.uk
<b>Sixth Form</b>	-	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. All students are issued photo-ID lanyards that are worn at all times. In addition to helping create a positive community, they are also helpful regarding safeguarding, assisting us in rapidly identifying individuals if we have a concern.

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 contact information 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 Senior Designated Safeguarding Lead.

If you have a concern about a child(ren) 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

<b>Assistant Principal/ Senior DSL</b>	-	Mr Dewar	-	gdewar5nr6@yare-edu.org.uk	<b>BEST Lead Year 7 &amp; 8</b>	-	Mrs Watker	-	cwatker3kn@yare-edu.org.uk
<b>Student Counsellor/ASDSL</b>	-	Mr Byram	-	abyram9nrp@yare-edu.org.uk	<b>BEST Lead Year 9</b>	-	Mrs Thurling	-	jthurling4kf@yare-edu.org.uk
<b>Deputy Principal</b>	-	Miss Allen	-	nallen8nrg@yare-edu.org.uk	<b>BEST Lead Year 10</b>	-	Ms Larkman	-	glarkman4hrp@yare-edu.org.uk
<b>SENCo</b>	-	Mr Salgado	-	psalgado7xry@yare-edu.org.uk	<b>BEST Lead Year 11</b>	-	Mrs Harvey	-	lharvey3kb@yare-edu.org.uk
<b>Lettings Manager</b>	-	Mr Hart	-	khart2nrk@yare-edu.org.uk	<b>PSHEE Leader</b>	-	Ms Middleton	-	scircuit53rw@yare-edu.org.uk
<b>Sixth Form Support</b>	-	Mrs Batson	-	jbatson3tr8@yare-edu.org.uk	<b>Student Wellbeing</b>	-	Mrs Fray	-	sfray3kb@yare-edu.org.uk
<b>BEST Safeguarding &amp; Attendance</b>	-	Mrs Hennessey	-	hhennessey3kv@yare-edu.org.uk	<b>BASE Manager</b>	-	Mrs Howes	-	showes4nr5@yare-edu.org.uk
<b>BEST Co-ordinator</b>	-	Mrs Thetford	-	gthetford9ka@yare-edu.org.uk		-	01603 497707	-	



## Views of Parents/Carers

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](mailto:office-tsa@yare-edu.org.uk)

## School Website/Twitter

Our website [www.thorpestandrewschool.org.uk](http://www.thorpestandrewschool.org.uk) carries a great deal of information for parents/carers along with our newsletter **Thorpe Life** which is emailed weekly to parents/carers.



**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).

## 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 and Bluetooth ear pods 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. 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/emails 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.



## Travelling To and From School

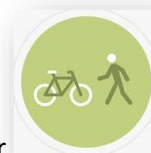
Students will only be able to enter the site by their Year School entrance (see map on **Page 2**). The gates will **not** be open until 8.00 am and staff will be on duty at the gates every day from 8.00 am.

### Travel to School

We encourage students to walk or cycle to school if at all possible.

### 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.



**Please note that if any student behaves inappropriately on any school transport, Norfolk County Council have the right to revoke the use of a bus pass for a period of time or permanently.**

## 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.
- 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, vape, 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.**
- Stay seated until the vehicle stops.

### At the end of the journey students should:

- 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.
- Not use mobile phones or other electronic devices for taking photos or videos.

### 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 Year Schools. Pick up will be from Pound Lane only.



## Car Travel



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. 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

The school has a strong commitment to the added value of learning outside of the classroom and beyond the school premises. It will seek to provide a broad and balanced range of Learning Outside of the Classroom (LOtC) opportunities for all its students. Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school.

## Extra-Curricular Provision



A range of clubs will run after school and the timetable will be shared in Thorpe Life and via Class Charts and My Child at School. This will also be available on the schools website: <https://thorpestandrewschool.org.uk/>.

**In 2024 the school will be running a Curriculum Enhancement Week from 18 to 20 June 2024.**

## Health and Safety Guidelines - 2023 - 2024

School gates open at 8:00am with access for students via their Year School gates only and students remain outside until the first bell. Students stay in their Year School for break and lunchtimes, in their dining room and outdoor spaces. Corridors are **movement only** spaces with students accessing classrooms on arrival.

Students leave school at the end of the day by their nearest exit (except Pound Lane) after their last lesson or after school activities. School buses will drop off by Year School gates and bus students should leave school at the end of the day by the Pound Lane exit gate **only**.



# Our Social Curriculum

At Thorpe St Andrew School and Sixth Form we set the highest expectations of our students; they are to aim for **excellence every day**. To 'aim for excellence' encompasses a focus on learning but also the adoption of certain behaviours and the development of a specific, essential social skills. Our Social Curriculum is a detailed and strategic body of positive behaviours, routines, attitudes and skills that we carefully teach our students - and insist that they adopt. 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.

## Social Routines

To ensure that all members of the school community are clear about core expectations and standards, we are articulating a suite of '**Social Routines**'. In-line with the DfE (2022) publication ***Behaviour in Schools***, our Social Routines are designed to support the maintenance of a culture based upon good focus, the display of positive social behaviours and respectful discourse. These are taught, re-taught and universally applied across the school, for example at the beginning and ends of lessons, or during classroom activities.

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 the Hub 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. Three behaviours in particular promote excellence. We want all our students to reply to the question '*What makes students at Thorpe St Andrew School and Sixth Form successful?*' by saying: we **ARE** Aspirational, Respectful and Engaged.



### Aspire

**Excellence is the result of Aspiration.** 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 consistently:

- To complete their work with full effort and to the best of their ability.
- Always look for the 'most tricky' part of a piece of work - and tackle it!
- Remain calm and be purposeful at all times - even if they are stuck.
- Present their work (and themselves) as smartly as possible.



### 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 in choosing what we say or do. We believe all students should be respectful. To demonstrate this, students need to consistently:

- Care for themselves and the people around them and their environment.
- Be kind and considerate by listening carefully and using appropriate language at all times.
- Follow routines around the school and heed instructions quickly.



### Engage

**Excellence requires 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 and stay focused throughout lessons, ASAP!
- Make a positive contribution to wider school life by asking and answering questions in lessons, attending extra-curricular activities and by supporting 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 reminder, and if this is not sufficient a consequence through class charts. 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

### Social Routines

Our social routines are the foundation of our behaviour expectations at Thorpe St Andrew School and Sixth Form.

These routines help us all to know exactly what to do in lessons and as we move around the school.

The social routines are used by all staff and all students - they are for everyone to apply and follow. These will help us all to aim high, be kind and work hard.

They are designed to make our school a calm and focussed place to be - both in lessons and in public areas.

We know that sometimes we might forget some of the Social Routines - that is when we will re-teach them to remind us all.

Ignoring a Social Routine though may result in a consequence for not meeting our expectations.

Being brilliant at following all of our Social Routines will earn positive points but more importantly make students successful.

Our core social routines focus on -

- ⇒ Starting a lesson
- ⇒ During a lesson
- ⇒ End of lessons
- ⇒ Moving around the school

If expectations are unmet, the teacher will issue a verbal warning to the student on the board.

If behaviours are not improved the teacher will issue a negative on Class charts (for disrupting learning for example)

If the student continues to fail to meet expectations they will be sent to the Hub.

Repeated "Hubs" and poor behaviours will result in seeking parental support in managing behaviour and implementing our "tier system"

Failure to improve further could result in an external internal suspension, a suspension or, if necessary, permanent exclusion.

Routines	Reset	Consequence
Teacher will share social routines with students so that our expectations are clear and that good conduct in school becomes habitual.	Teachers and adults will speak to students and will explain which social routine or behaviour expectations are not being met. This verbal warning will act as a reset and reminder.	A consequence is an action that is taken if the warning about our expectations are not met. Our tariff procedures provide consistent approaches to these consequences.

# 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 a



Meeting our school expectations and following our social routines will result in rewards and celebrations.

Students will receive positive points on class charts and these will go to populate the rewards assemblies, the Head of year nominations and other termly events in school.

Students who have received multiple positive points will also receive invitations to “hot chocolate with the principal” and even our “rewards trips” at the end of the academic year.

In addition to this there is a rewards celebration day at the end of the year where all successes and achievements are celebrated across the school.

We want our students to be aspirational, respectful and to engage and we will reward those that meet these expectations.

When expectations continue to be met, the teacher will issue verbal praise and positive points on class charts

When behaviours significantly exceed expectations, the teacher will further praise the student and reward with positive points.

If the student continues to perform at and beyond expectations this will be recognised by a **Certificate** issued in celebration.

Consistently meeting the expectations set will be further recognised by the Head of Year and our rewards systems such as our rewards “hot chocolate” with the school Principal

Recognition of exceptional consistency will be further rewarded with positions of responsibility such as **Captaincy** and **Student Leadership**.

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.



**Aspire**



**Respect**



**Engage**

## AT HOME, WE PLEDGE:

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

- Encouraging them to aim high, to try to do tricky stuff in lessons and to 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 be kind to others and to look after their environment.

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 Evenings, communicating with the school and supporting us in meeting behaviour expectations.

## AS A STUDENT, I PLEDGE:

To **Aspire** every day by :

- Aiming to do my very best, to try tricky tasks in lessons and to do work that I feel proud about.
- 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.

## 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.





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, you should report this to our Attendance Officer by **texting 07860 054048**, please include student name, Year group and reason for absence or calling the absence line, **01603 497722**. 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.

### 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 relevant Year school BEST. 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 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 and you would like the school to hold medication for your child this can be held in the BEST office in their Year 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 BEST 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 BEST 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.**

**Text Absence Line - 07860 054048**

**Absence Line - (01603) 497722**



## Student Well-being and Support

Our aim is to address the needs of all our students through a tiered approach to supporting their mental well-being. We work closely with parents and carers to provide support to students, so 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

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

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.

## 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

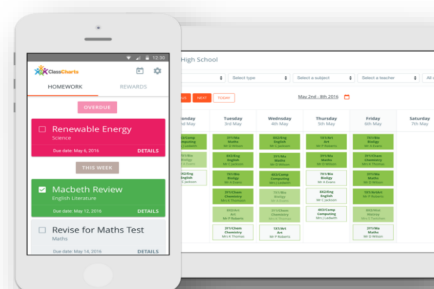
There are never enough hours in the day or minutes in the lessons, so it is important to make sure that we make the most of our home learning programme as possible. It is also important that we build good habits of learning at home in our students, so that they take these routines forward, learn well,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

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.



### Key Stage 3 - Years 7 to 9

Home learning will be through Key Knowledge work and independent study.

The Key Knowledge books that students use must be outside class so that teachers can check (not mark) the Key Knowledge home learning has been completed. Students will be taught how to use Key Knowledge sheets to reuse effectively and build a revision culture. Key Knowledge work is led by the Key Knowledge sheets that are shared by the teacher in their lessons and on the Google Classroom.

## Home Learning - (Homework) Continued

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. For many subjects Key Knowledge homework will be set via an online platform, e.g. **Seneca** or **My Maths**. The completion of this will be monitored by teachers. The main purpose of independent study is to allow students to consolidate learning that takes place in the classroom, supporting long term memory. This is essential preparation for examinations to reduce cognitive load. Teachers will use low stakes testing too ensure students complete home learning.

### 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

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

### 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.

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



## The School Day

### Timings of the School Day - 2023 - 2024

8.24am	Form Time Begins
8.47am	Go to Lesson 1
9.54am	Go to Lesson 2
11.00am	Break
11.15am	Go to Lesson 3
12.21pm	Go to Lesson 4
1.35pm	LUNCH
2.00pm	Leave your lunch area on the bell and go to you last lesson
<i>By 2.05 pm you <b>must</b> be in lesson and on your Do Now task</i>	
3.05pm	End of School

**We have simplified things so that when a bell rings students move, either to their timetabled lesson or to break and lunch. There are no warning bells - so when a bell rings students move to their destination. Students are late if they arrive after the majority of the class.**

\*\*\*\*\*

### How Have the Students Been Placed in Form Groups

We look at a range of information from feeder primary schools. We also consider the language choice that a student has made. We try to ensure that students know someone in their new form - this may not be their best friend but could be students from the same school.

### How are Students Taught in Year 7

Students are placed into 2 bands in the school, North or South. The labels are historic and are a way of grouping students for timetabling purposes. Within each Band there are form groups. There are 5 on North and 6 on South, 11 forms in total.

Students are taught in mixed ability groups in Year 7. We have used guidance from the Education Endowment Foundation (EEF) to inform this decision. The current evidence base suggests that setting or streaming is not an effective way to raise attainment of most students. We operate a flexible approach to student teaching groups and regularly monitor learning to ensure that students are in a group that best supports their learning.

Students will be taught in mixed ability form groups for the carousel subjects which are: Art/Textiles, Computing, Drama, History, Geography, Religion, Philosophy and Ethics, English and PSHE.

Design Technology & Food Technology is taught in smaller groups derived from the main carousel.

## How are Students Taught in Year 7 (Continued)

Modern Foreign Languages - Students will be taught in mixed ability groups derived from the main band and form groups.

Science and Mathematics - Students will be taught in mixed ability groups. Initially these will be form group based while students settle into the routines of the school. Maths and Science are set together to aid timetabling.

We review teaching groups and form groups regularly and students move groups throughout the academic year. These moves are based on attainment and progress as well as considering the social mix of the group. All teaching groups will be reviewed termly as a minimum.

## How are Modern Foreign Languages Allocated in Year 7

Earlier this year we asked parents and carers of children in Year 6 (our Year 7 cohort from September 2023) to express a preference for the Modern Foreign Language their child wished to study. Thorpe St Andrew School and Sixth Form offers German, Spanish and French. For the majority of our students this is the language that they will study for GCSE. By studying one language they are able to achieve greater depth and proficiency in all aspects of the modern foreign language curriculum. We worked very hard to balance language choices and form group information in order to allocate languages. As previously communicated we are not able to meet every students first choice preference but approximately 80% were allocated their first choice and 20% their second choice.

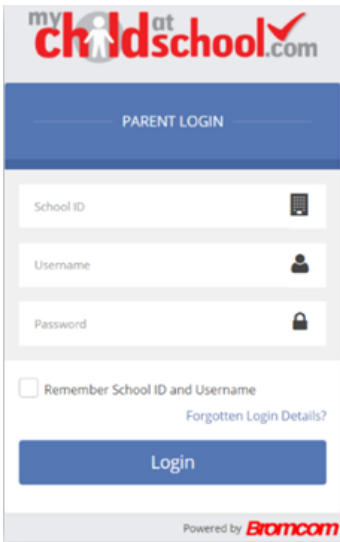
## How are Students Taught in Years 8 and 9

- Students are placed into 2 bands in the school North or South. The labels are historic and are a way of grouping students for timetabling purposes. Within each Band there are form groups.
- Students are taught in mixed ability groups in Year 8. We have used guidance from the Education Endowment Foundation (EEF) to inform this decision. The current evidence base suggests that setting or streaming is not an effective way to raise attainment of most students. We operate a flexible approach to student teaching groups and regularly monitor learning to ensure that students are in a group that best supports their learning.
- Students will be taught in mixed ability form groups for the carousel subjects which are: Art/Textiles, Computing, Drama, Music, History, Geography, Religion, Philosophy and Ethics, English and PSHE.
- Design Technology & Food Technology is taught in smaller groups derived from the main carousel.
- Modern Foreign Languages - students will be taught in mixed ability groups derived from the main band and form groups.
- Science and Mathematics - Students will be taught in mixed ability groups and are set together in Year 8 to aid timetabling.

## How are Students Taught in Years 10 and 11

- Students are placed into 2 bands in the school North or South. The labels are historic and are a way of grouping students for timetabling purposes. Within each Band there are form groups.
- In Science and Mathematics students will be grouped according to tier of paper. However, grouping is not fixed and is continually reviewed. At the end of Year 11 students will sit a tiered paper in Mathematics and Science either Foundation or Higher. This will allow access to grades 9 or 5 respectively.
- In the English Department, across all year groups, our students are taught in Mixed Ability groups, in the same way they will be taught in many of their non-core lessons.
- We continually review and adjust student teaching groups through meetings and training, review of student progress and Class Charts data to make the most of these groupings which will allow us to most effectively support students across the ability range. We make sure that the needs of all students are taken into account. Challenge and differentiation is offered through: Questioning, Feedback and Outcomes. In order to support those with Specific Educational Needs (SEND) seating plans are considered carefully alongside students' Individual Support Plans.
- All other subjects including Preference subjects and PSHE are taught in mixed ability groups. With the exception of CORE PE where groups are allocated based on ability and gender.

## My Child At School (MCAS)



### 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 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](http://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'.

- **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.

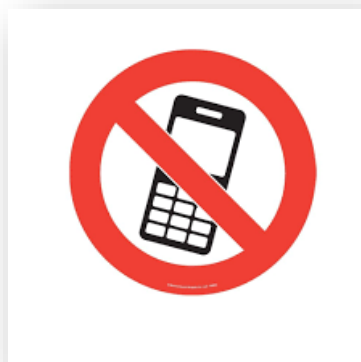
### Is It Up To Date?

- **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 this online platform.

## 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.**

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.



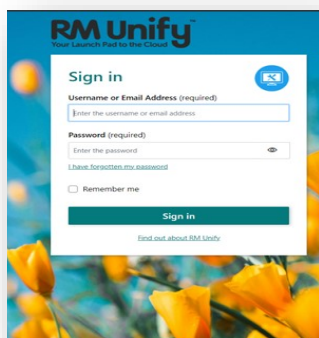
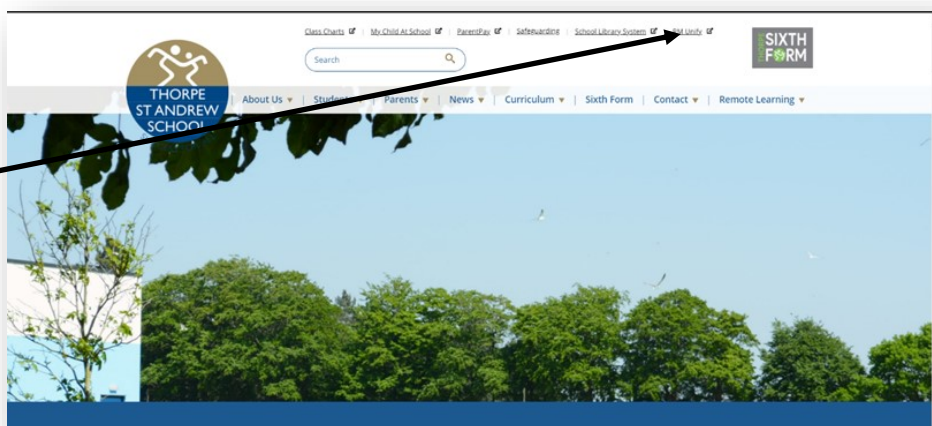


## RM Unify

### 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.

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-tsa@yare-edu.org.uk](mailto:finance-tsa@yare-edu.org.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.

We operate as a Cashless school, so please ensure there are sufficient amount of funds on you're the ParentPay account to cover your child's lunch. Students may choose to bring a packed lunch and there are many areas where students are able to sit, both inside and out, to eat their food.



## School Lanyards

We provide individual photo-ID lanyards for all students. These lanyards are a part of our mandatory school uniform and as such must be worn throughout the day. The wearing of photo-ID lanyards across the school makes recognising individuals a great deal easier and speeds up the development of positive social relationships. Lanyards are important too with regard to Safeguarding. In the first few weeks we will be sensitive towards students who forget their lanyards, but as term progresses there will be sanctions for students who forget their lanyards. A lost lanyard will require a fee of £4 in order to get a replacement.

## School Uniform - A Guide To The Rules For Students, Parents and Teachers

Broad Horizons Education Trust (BHET) 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 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, we all agree with this.

### 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, false eye lashes are not permitted.
- ◆ Rings and other jewellery are **not** considered suitable for school.
- ◆ A **maximum of one pair of plain stud earrings** (not hoops or other styles), small nose stud 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 for health and safety. Coloured nail polish is not permitted and nails must be natural in colour.
- ◆ 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 (BHET, 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

Appropriate and compliant school uniform can be purchased from a range of retailers. However, school branded items are only available from the school's main supplier. Items shown in **gold** are available from the school's main supplier. If there is an alternative generic item this is shown in black.

Personalised Photo-ID Lanyard (Supplied by the school).
White formal long-sleeved shirts (short sleeved shirts are also acceptable uniform).
<b>Navy pleated skirt, Navy tailored trousers or Navy tailored shorts</b> , or Navy pleated skirt, Navy tailored trousers or Navy tailored shorts (Tailored shorts are for the Summer term up until October half term). <i><b>(Please note the skirt is available in three lengths).</b></i>
<b>Thorpe St Andrew School Navy knitted jumper with school logo.</b>
Plain black or white socks or tights.
<b>Thorpe St Andrew School and Sixth Form tie.</b>
A plain black or navy belt with small buckle (optional).
<b>Plain black shoes only.</b> These must be 'polishable' – therefore no suede, canvas or similar are allowed. No white soles or logos.
Plain dark coat or jacket (a hoodie is <b>not</b> a coat and therefore unacceptable attire).
<b>Thorpe St Andrew Butchers apron</b> or Apron for Technology.
Religious Dress Code
<p>If Muslim students choose to wear the Hijab it must be plain white or plain navy in colour.</p> <p>Jewish students may wear a kippah, it must be plain white or plain navy in colour.</p> <p>Sikh students are permitted to wear a pagri/turbans, if worn must be plain white or plain navy in colour.</p> <p>Hindu students are permitted to show Tilak markings</p> <p>Religious necklaces may be worn but must be tucked inside shirts and removed for PE.</p> <p><b><i>If you have any further questions not covered above, please contact the school for further clarification.</i></b></p>
Required for Physical Education
<b>Thorpe St Andrew Tapered Pants, Leggings, Skort or Shorts</b> or plain Navy sport leggings, jogging bottoms, shorts or skort. <b><u>Cycling shorts or short shorts are not permitted.</u></b>
<b>Thorpe St Andrew School and Sixth Form Polo</b> , or a plain Navy polo shirt.
For cooler weather - <b>Thorpe St Andrew School and Sixth Form mid layer</b> or a plain Navy sweatshirt.
Trainers that are only used for PE.
<p><b>Optional Items:</b></p> <p><b>Thorpe St Andrew Games Jersey</b> (for rugby) the purchase of a mouth guard is advised for safety when playing rugby.</p> <p><b>Thorpe St Andrew Sports Socks</b> or royal blue football socks (to be worn with shorts or skort).</p> <p>Football Boots.</p>
Students must bring appropriate footwear for Drama lessons. These can be grippy socks or dance shoes. If, for medical reasons trainers must be worn, they are to be clean and have non-slip soles and a note will be required.
Plain one-piece swimsuit, swimming trunks or shorts, White swimming hat and a towel.
<b>PLEASE ENSURE THAT ALL CLOTHING IS CLEARLY NAMED</b>

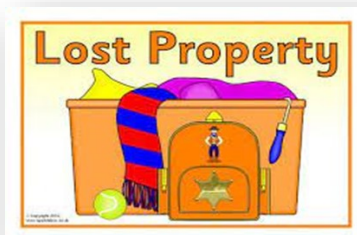


## Stevensons - School Outfitters

Items of uniform shown in **gold** can 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/>

## Lost Property Procedure



Lost property points will be located in the Operations Assistant 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.

**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.**

## Checklist of Items Required:

### Required every day:

- ◆ Chromebook
- ◆ Photo-ID Lanyard
- ◆ 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



**Don't forget your water bottle! Water dispensers are available for bottles to be refilled during transition, break and lunch times.**

**General Enquiries - [Office-tsa@yare-edu.org.uk](mailto:Office-tsa@yare-edu.org.uk)**

## 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/guardian 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. (Students will be asked their name when purchasing food and items will be deducted from the ParentPay balance, equally students will be asked their name when borrowing books from our Library).

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 ensures 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.

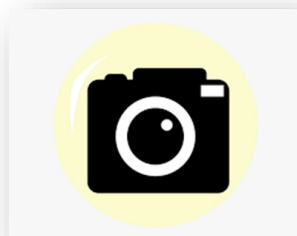
We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photographs in schools and obtaining consent.

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.



# 2023-2024 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.

Please note that the dates examination **dates are not published or confirmed as yet**, the dates detailed below are provisional windows and maybe subject to change. We will publish the dates on our website once confirmed.

## Pre Public Examination (PPEs)

Year 11 PPE Exams - 2 to 13 October 2023 and 29 January 2024 to 9 February 2024

Year 13 PPE Exams - 6 to 17 November 2023, 12 to 16 February 2024 and 26 February to 1 March 2024

Year 10 PPE Exams - 4 to 15 March 2024

Year 12 PPE Exams - 17 to 21 June 2024

## Public Examinations

7 November 2023 - Start of GCSE Resit English and Maths Window

13 November 2023 - End of GCSE Resit and English Maths Window

18 March 2024 - Summer Art and MFL Speaking Examination Window

27 March 2024 - End of Summer Art and MFL Speaking Examination Window

**and**

15 April 2024 - Summer Art and MFL Speaking Examination Window

3 May 2024 - End of Summer Art and MFL Speaking Examination Window

7 May 2024 - Start of Common A Level and GCSE Examination Window

19 June 2024 - End of Common A Level and GCSE Examination Window

*Contingency Afternoons 6 and 13 June and full day contingency 26 June 2024 - please make sure students are available for these days if they are needed as contingency.*

**PLEASE NOTE:** Non Examined Assessments and Controlled Assessments are a vital part of many qualifications. These can take place at any time of the year and due to the nature of the tasks some are time limited and cannot be completed at a later date. These potentially start from the beginning of Year 10.

**Students and parents have been informed about collection procedures regarding examination results in August 2023**

## 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**

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

**office-tsa@yare-edu.org.uk**

**01603 497711**



# 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!**



# 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.

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 2023 will be available on the school website soon.

We operate as a Cashless school, so please ensure there are sufficient amount of funds on you're the ParentPay account to cover your child's lunch. Students may choose to bring a packed lunch and there are many areas where students are able to sit, both inside and out, to eat their food.