

## **TOWNSEND CHURCH OF ENGLAND SCHOOL INTAKE 2020**

The following information provides general information about procedures and expectations at Townsend. There will be further updates that we will send you once the government has issued further guidance to schools about September opening. The guidance we receive is likely to impact on many areas of this 'general information' including the organisation and arrangements of events. We do thank you for your patience and will endeavor to get any updated information to you as soon as we can.

### **COMMUNICATION**

#### **Who do you contact with any queries or concerns?**

In Year 7 your child will be in the care of a Form Tutor and a Director of Learning (Head of Year). Miss Gordon is your child's Director of Learning for Year 7. These two people are the people with whom you should first make contact if you have general enquiries about settling in. If you have a specific enquiry about a subject area, you should contact either your child's subject teacher or the Director of Learning (Subject Leader) for that subject area. Miss Lingwood, the Deputy Headteacher, will continue to oversee the induction process through the first term and one of her responsibilities is teaching all of Year 7 for one hour a week for a subject titled; 'Townsend Learning Community'. It covers key areas that will help students settle in, feel safe and develop a good understanding of being an active citizen here at Townsend.

#### **What about the start of term and other important dates?**

We do not yet know the start date for year 7 but it will be during our first week of the new term week. Currently we are planning on 'return' events for all years from Wednesday September 2<sup>nd</sup> to Friday September 4<sup>th</sup> but details have yet to be confirmed because of possible restrictions on group sizes due to social distancing. When year 7 start they will have their first day on their own in school so they can have time to familiarize themselves with the new environment. The current circumstances around their transition to Townsend make the need to give them some time, space and additional support even more important.

Term ends on **Thursday 17<sup>th</sup> December 2020** and half term is **26<sup>th</sup>-30<sup>th</sup> October 2020**.

We would normally have two Services at St Albans Cathedral through this first term; the Dedication Service which is calendared for Thursday September 17<sup>th</sup> and the Christingle Cathedral Service, currently calendared for Wednesday 16<sup>th</sup> December. You will receive further information about arrangements (if these two services still take place) but it is worth noting that students will need to be collected at 3.00pm from the Cathedral on both occasions.

During September we also host an early event for Year 7 parents /carers to provide you with more information about your child's learning and to explain more about how you can support your child with home study. This event also gives parents/carers the opportunity of meeting others parents/carers from your child's form. Currently it is planned for Thursday October 1<sup>st</sup> at 5pm. The Year 7 Drop ins we would normally hold weekly through September will be offered remotely and more details will be sent nearer the time. These sessions give you a chance to touch base with form tutors and to have answered any further queries you may have.

### **ATTENDANCE AND PUNCTUALITY (Please read the Attendance page)**

#### **What happens if your child is absent from school?**

In the event of absence, you do need to contact the school on the **first day of absence** with a legitimate reason for the absence. Please call the school on 01727 853047 the office is open from 8.30 am.

On your child's return your child should provide a written note for their form tutor. If the explanation involves confidential information, please mark this on the envelope and address it to the Director of Learning, a Deputy Headteacher or the Headteacher. Absence from school can raise safeguarding issues so it is really important you

are in contact with the school around any absence. The school will be adopting a texting service that will notify you of your child's absence unless you have already called in to report this.

It is the school that ultimately makes a decision to authorize an absence or not. Where there is ongoing absence or a risk of persistent absence (under 90%), the school will seek evidence from you to support the reason you are giving. It is even more important now than ever before that your child attends every school day possible.

### **What about absences through term time?**

If at all possible, try to arrange medical/health appointments in the school holidays or after school. The school does not support holidays being taken in term time (unless there are exceptional circumstances and a request has been made prior to the absence to the Director of Learning for Year 7). We do ask that you note the term dates carefully and consider the 14 weeks of school holiday time before arrangements are made. Any absence not covered by a note will be recorded as unauthorized absence and statistics have to be published locally and nationally. The figures are also used in compiling student references.

### **What happens if your child arrives late or needs to leave the school before 3.25?**

Punctuality and good time keeping is a life skill and we do have high expectations for this. The traffic in St Albans and around the school is heavy in the mornings so we do ask you to allow plenty of time for travel. Students arriving after registration but before 9.15 should go straight to their first lesson and ensure the teacher marks them present in the register. If a student arrives after 9.15 but before 10.55, the child should sign into the Late book at the school office with a reason for the lateness. If a child arrives after 10.55am a written note from the parent/carer will be required to explain the absence. Where a child is persistently late, the form tutor will contact parents/carers. If in an exceptional circumstance a child needs to leave the school before 3.25pm, he/she should sign out at the school office. A parent/carer will then need to collect the child at reception. No child is allowed to leave the school during the day unless they are accompanied by a parent/carer or close extended family member. This is a safeguarding issue so please do respect us with it.

### **BEHAVIOUR AND DRESS (Please read the Uniform pages)**

#### **Is there a behaviour code?**

Our behavior procedures have been designed to provide a safe and secure environment for all the people in school. Looking to September all parties will be provided with clear guidance around any social distancing measures the school deems appropriate. **We do ask that you read through all the relevant pages about behaviour and uniform with your child.** The Respect for All statement on our website is also a fundamental part of the school. It forms the basis of how we expect all members of the Townsend community to behave towards each other.

#### **Is there anything in particular that you should know about uniform or attire?**

Students are expected to look smart at all times and take a pride in their appearance. The school uniform lists are very clear about requirements and the school is strict about its enforcement. Any temporary, unavoidable lapse of uniform, must be supported by an explanatory note from a parent/carer on the day that it occurs.

We would ask that you check the Uniform sheet in your pack carefully for more details and if you do have any queries about aspects of uniform, do ask before purchase. If you face problems in obtaining the uniform, please contact the school in confidence so that we can try to help. We do have a small amount of 'used' uniforms in good condition that are available for families at a small cost that have been donated by parents/carers. This will be available from school on Tuesday 14<sup>th</sup> July 2-4pm and Wednesday July 15<sup>th</sup> 10-12noon. Please be aware that there will be a queuing system outside the reception area with 2m distancing in place.

## **SCHOOL EQUIPMENT AND PERSONAL PROPERTY**

### **What basic equipment does your child need for school?**

A pencil case containing several good pens, pencils, ruler, eraser, sharpener, colouring pencils/felt tips, protractor, set-square, compass and calculator. (In Year 7 although the calculator can be a 'basic model', from Year 9 most students will need a scientific model). Students will also need to bring in their Planner/Diary, rough book (supplied by the school) and a reading book every day. The bags that students use to carry equipment should be navy blue or black and should be designed to offer some support for students' backs and necks. Excessive logos or writing is not allowed. Fashion bags are also not acceptable. Physical Education kit and a special apron for Technology is also required. **Under the current circumstances no equipment will be loaned or be allowed to be passed between students so it is vital your child comes fully prepared to learn.**

### **What about personal property?**

Students should not bring in valuable items of personal property and the school is unable to accept liability for them. Mobile phones wherever possible should not be brought into school. The school believes mobile phones are an easy tool for 'bullying' and although it accepts that parent/carers would like to have contact with their children during travel time to and from school, we do ask you to talk to your child about safe mobile phone use. **Any phone that is heard seen or used from 8.45 to 3.25 will be confiscated by the teacher and will need to be collected by a parent/carer.** The school does not accept any responsibility or liability over a lost or damaged phone. Where items of PE kit or uniform are mislaid, students should check with the school office and the Physical Education Rooms for any lost items. All property should be clearly marked with the student's name.

### **What about lockers?**

When we issue lockers each child will need to bring in £5.00 (returnable deposit) for a locker key. They will then be issued with a key and allocated a locker. *On our return in September children will be initially encouraged to bring in a minimum amount of school equipment so lockers may not be issued immediately*

## **LEARNING AND ACADEMIC PROGRESS (Please read the Learning Expectations page)**

### **How do you know what progress your child is making?**

We are keen to encourage regular and open communication between home and school to discuss your child's progress. The school provides parents/carers with a Consultation Evening and an end of year written report. You may of course, also initiate contact with school at any time to arrange an appointment to discuss your child's progress. Teachers are encouraged to contact you directly by telephone or letter with any concerns or news of pleasing progress. If you do have any particular concerns with specific subjects it is important that you contact the particular teacher or the Subject Leader for that subject area rather than your child's Form Tutor. A list of subject teachers and Subject Leaders will be issued to students in September.

## **BEHAVIOUR FOR LEARNING (Please read the related pages about Behaviour at Townsend)**

We expect all our students to behave respectfully towards others at all times so that all children feel safe and all students are allowed to benefit from quality learning in the classroom.

The school is very keen to reward all its students for special attainment, effort, progress, attendance and service. Students can earn House Points from staff which are received and recorded on the school achievement system and in the Planner/Diary by the student. These points can then be exchanged for prizes at various points throughout the year– the more merits, the better the prize! *Students receive bronze, silver, gold and platinum certificates at the end of each term depending on how many merits they have received.* Home Reward cards are also sent home by teachers to inform you of good work or effort. Some departments also award special certificates/stickers for effort and attainment. Students can be nominated for Headteacher's Commendations by teachers for work that goes significantly above and beyond what is expected. Each month departments award 'Student of the Month' to one student from each year group. This is displayed within each department area. At the end of the year, each year group has a Celebration of Achievements Ceremony to which you are invited. Certificates will be awarded for Effort, Progress, Attainment, Service and Attendance. We very much believe all children can succeed.

If your child does not adhere to behaviour or learning expectations, the school will then implement the strategies included in the 'Sanction Framework'. We do ask for your support in this area of school life and although there may be occasions school and home disagree with the details of an incident, please do engage with us in a respectful and constructive way. We would remind parents and carers that by accepting a place for your child at the school you are accepting our behaviour discipline and detention policy. There are no exceptions to after school detentions where distance from school is cited as a reason not to attend. We strongly believe that all students have the right to a positive learning environment.

## **WELL BEING AND MEDICAL CARE**

### **What are the lunch arrangements and any other arrangements for food and drink?**

*These are currently subject to change depending on government guidance*

Your child may i) Bring a packed lunch, and eat it in the small canteen. ii) Use the cafeteria system by using their 'thumb scan school account'. "Meal of the Day" is priced at £2.60. This provides a hot meal and a dessert for the student. We do not encourage children to bring cash into school although a small amount of change may be useful in case of an emergency. No cash is accepted at the canteen tills. Money can be loaded onto your child's school account either by School Gateway. Children will be encouraged to bring in their own drink in September with in sports top water bottle. Food should only be consumed in the designated areas of the school. This includes the canteens and picnic tables outside. Chewing gum is not allowed at any time and should not be brought into school. We would appreciate your support with this as discarded chewing gum causes considerable damage to property and clothing.

### **What happens if my child is ill or involved in an accident in school?**

Students feeling very poorly should report to the main office at a break time or to the teacher concerned at lesson time. From September the school has special arrangements in place to isolate any child or adult with Covid- 19 symptoms. It is following government and Local Authority guidance with regards procedures around any suspected Covid-19 illness including immediate response and notification of all parents/carers.

In the present circumstances it is likely that a parent/carer will be asked to collect any child who presents as unwell. **The school is not prepared to determine the nature of the illness or indeed the validity of a claim to be ill. It is important you talk to your child about this issue before they start school in September.** For this reason, it is crucial that your child's medical records are up-to-date and that we have up-to-date and accurate emergency contact numbers. For complex medical needs the school health service will work with the school and parents/carers by arranging an individual Care Plan.

## **Child Protection and Safeguarding**

Should you or your child have any concerns or queries about Child Protection issues the school's Designated Senior Person (DSP) is Miss Lingwood (Deputy Head). She can be contacted through the school office and as well as fulfilling her statutory duties, is available to advise, support or signpost parents/carers and students to a range of external agencies. If Miss Lingwood is absent and the issue is urgent please ask to speak to Mr Buckland, Miss Gibbons Mrs Brooks or Miss Gordon who are all trained Child Protection staff. We are here to support and care for all our community members.

## **EXTRA CURRICULAR ACTIVITIES AND TRIPS**

*This section is also waiting guidance and may well change in terms of what we can offer students from September*

### **Does the school organise clubs for students?**

The school is keen to run a comprehensive range of extra curricular activities, both through the lunch times and also after school. Students will be given a list of these activities in September and may then choose which they wish to attend. There are normally a range of out of school trips and visit but under the present circumstances there are no external trips or visits organised for the Autumn Term. This will be reviewed in December.

Trips or visits planned for later in the year that are able to take place, particularly those involving coach journeys or overnight accommodation will involve a cost for you as parents/carers. In special circumstances, with prior notification to the Director of Learning or the Headteacher the school may be able to access special funds to support families in financial difficulty. No child should be deprived of an educational opportunity because of financial problems.

### **What about insurance?**

Parents/Carers are asked to sign the 'Consent Form' that includes permission for local trips (day outings and sporting fixtures) but for activities/ trips of a longer duration further details will be provided to those participating. The school has its own insurance for students but you may wish to take out additional insurance if you feel you want extra cover.

### **TRAVEL**

**All students are expected to follow the government guidance about using public transport or school buses.**

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak>

This advice includes public transport, walking, cycling and car travel.

**Currently we strongly advise you contact the bus provider (public or school) about September arrangements.**

### **If dedicated buses are running in September**

The dedicated school buses will drop students off in the school grounds and we do ask that you remind your child that once they are on the school site they should not leave the site and should go to the back of the school site. High standards of behavior are expected on the buses. If a child behaves in an unsafe or inappropriate manner the bus company may consider withdrawing their bus pass.

If your child walks to school, is dropped off/collected by car or catches a public bus (High Oaks or Harpenden Road) we do ask that you talk to your child about safe and responsible behaviour. This applies to your child's entire journey to and from school. We do expect our students to behavior respectfully and courteously to members of the public they come into contact with including our local residents. We also ask that the drop off/collection point is Toulmin Drive Public car park not outside the school gates where there is little space to maneuver and residents can get quite agitated by parking that prevents them from leaving or arriving at their houses. Finally – the local shops in High Oaks **SHOULD NOT BE USED AS A MEETING POINT** either before or after school. It is an unsupervised area and as such would be deemed unsafe and unsuitable for young people to congregate around.

### **Can my child cycle to school?**

Students can cycle to school with prior permission from the Director of Learning. This is normally only given if your child has passed a road cycling test. A helmet and a fluorescent vest or band are also compulsory. Cycles must be left in the designated racks and must be locked when left unattended. The school is unable to accept responsibility for cycles or accessories.