

Tomlinscote School &
Sixth Form College



Welcome To Year 7 Parents

2016-2017

Communicating and Working Together

The School, its students and their parents are partners, as the young people develop and learn. The School provides the following to support the process.

Reception	Open from 8.00am to 4.00pm every day providing information and support.
Information Centre	Located next to the Reception, provides leaflets and policy documents.
Telephone Service	Directs your message to the relevant section of the School.
Website	Provides a full range of information, ie. School Policies, copies of letters sent home, school calendar, homework help sheets. A means of communicating information regarding school closure, eg. in cases of extreme weather.
Head of Year	First point of contact regarding students. Able to discuss matters concerning students and parents of both academic and pastoral nature.
Senior Staff	Able to discuss matters concerning students and parents if this is felt appropriate.
Academic Review Meetings	For Year 9&11 students to discuss progress and plan for the future.
Parents' Evenings	Parents are invited to attend to address concerns with individual subject teachers.
Reports	These are sent home regularly to parents to indicate how well your child is doing against target grades.
The Planner	Allows regular contact between staff and parents regarding homework, behaviour, letters and assessment results. A wealth of information for students, including 'What to do if...'
Letters home	Sent electronically by 'SIMS Intouch'. It is important that we have an email address to enable us to do this. Parents who are not able to receive SIMS Intouch can request a paper copy.
Parental Forum	An Open Meeting held three times a year for parents to discuss issues relevant to the development of the school.
Weekly Newsletter	An in-house newsletter, reporting on the full range of activities taking place at Tomlinscote and celebrating our successes.

Attendance

At Tomlinscote we have high levels of expectations in all aspects of school life including attendance. Obviously a child may become ill during their time at school, but the greater their time in lessons, the greater their opportunity for reaching their full potential. If it is necessary to keep your child away from school, please report the absence (on the first day of absence and on consecutive days) by either:

- telephoning on the day that your child is ill. You can access a direct absence line when you ring the school (ext 253), or
- emailing: attendance@tomlinscoteschool.com
- texting the absence to 07860 027277

Please provide a letter to the form tutor on the day your child returns to school.

Absence Call

We operate an absence call system for unexplained absences. This will be in the way of a text message to the first priority contact that we have for your child. If we contact you, the text will be from 07860 027277. It will not give the Tomlinscote name so you may wish to save the number into your phone.

When you receive this text, please contact the school as soon as possible, by either texting back, emailing to attendance@tomlinscoteschool.com or by leaving a message on the absence line (ext 253). In all cases, please provide the reason for absence.

It is our intention to send out this absence call by 10.30am each day. Therefore, if your son or daughter is unwell, please could you contact the school to report the absence by 9.30am. If you change your mobile number, please can you ensure that the school is informed.

If, for any reason, a student is late to school there is a 'Signing In and Out' book located at the Main Office. The student must sign in BEFORE they go to any lessons.

No student is allowed to leave the site without permission from the School. If they do need to leave School, they must sign out at the Main Office. An appointment offsite must be confirmed with a letter from home. This must be signed by the form tutor and then shown to a member of the office staff before signing out.

Should you need to request an absence (other than for medical appointments) during term time for exceptional circumstances, please refer to documentation on the school website under 'Attendance and Absences'. You will need to complete a Leave of Absence Form.

At lunchtime, all students, apart from Sixth Formers, are to remain on site.

Autumn Term 2016**Start of Term:** 5th September 2016 (Inset Day)

6th September 2016: Year 7 arrive at 8.40am
Years 8, 9, 10 and 11 arrive at 12.00pm

7th September 2016: Normal school day (8.40am start) (No 6F)

Half Term: 24th October –28th October 2016 (inclusive)

End of Term: 21st December 2016 (early closure, approx. 12.30pm)

Spring Term 2017

Start of Term: 3rd January 2017

Half Term: 13th –17th February 2017 (inclusive)

End of Term: 31st March 2017 (STANDARD finish time, 3.35pm)

Summer Term 2017

Start of Term: 19th April 2017

Half Term: 29th May –2nd June 2017 (29th is also a Bank Holiday)

End of Term: 21st July 2016 (early closure, approx. 12.30pm)

INSET Days 2016/17

5 th September 2016	20 th February 2017	18 th April 2017
16 th September 2016	21 st February 2017	

There will be no partial inset days at Tomlinscote School during the Academic Year 2016/17.

Early Closures:

Careers Day: 7th February 2017 Years 7, 8 and 10 leave at 12.10pm

Year 11 Celebration Assembly: (May 2017, date tbc): Years 7-10 leave at 12.10pm

Whole-day Closures:

Academic Interview Day: 2nd February 2017

School Day

Monday, Tuesday, Wednesday and Friday

8.00	Building open to students
8.40 – 9.00	Morning Registration/Tutorial
9.05 – 9.55	Period 1
10.00 – 10.50	Period 2
	Morning Break
11.20 – 12.10	Period 3
12.15 – 1.05	Period 4
1.05 – 1.20	Lower School Lunch/ Upper School Assembly or Tutorial time (pm registration)
1.20 – 1.35	Core Lunch
1.35 – 1.50	Upper School Lunch/ Lower School Assembly or Tutorial time (pm registration)
1.50 – 2.40	Period 5
2.45 – 3.35	Period 6 Friday only Yr 7 & 8 leave at 2.40pm

Thursday only

8.00	Building open to students
8.55 – 9.00	Morning Registration/Tutorial
9.05 – 9.55	Period 1
10.00 – 10.50	Period 2
	Morning Break
11.20 – 12.10	Period 3
12.15 – 1.05	Period 4
1.05 – 1.20	Lower School Lunch/ Upper School Assembly or Tutorial time (pm registration)
1.20 – 1.35	Core Lunch
1.35 – 1.50	Upper School Lunch/ Lower School Assembly or Tutorial time (pm registration)
1.50 – 2.40	Period 5
2.45 – 3.35	Period 6

Sample Homework Timetable

Yr 7 Class	Monday	Tuesday	Wednesday	Thursday	Friday
R	SCIENCE RS FRENCH	MATHS ENGLISH READING	TECHNOLOGY GEOGRAPHY READING	SCIENCE ENGLISH HISTORY	FRENCH MATHS READING
H	SCIENCE RS GERMAN	MATHS ENGLISH READING	TECHNOLOGY HISTORY READING	SCIENCE ENGLISH GEOGRAPHY	GERMAN MATHS READING
Q	SCIENCE HISTORY READING	RS MATHS ENGLISH	TECHNOLOGY GEOGRAPHY READING	SCIENCE FRENCH ENGLISH	FRENCH MATHS READING
G	SCIENCE ENGLISH READING	GERMAN MATHS READING	ENGLISH GEOGRAPHY READING	MATHS TECHNOLOGY HISTORY	SCIENCE RS GERMAN
P	SCIENCE ENGLISH READING	RS MATHS HISTORY	FRENCH ENGLISH READING	MATHS TECHNOLOGY READING	SCIENCE FRENCH GEOGRAPHY
K	RS ENGLISH GEOGRAPHY	GERMAN MATHS READING	GERMAN ENGLISH READING	SCIENCE MATHS TECHNOLOGY	SCIENCE HISTORY READING
X	MATHS GEOGRAPHY READING	RS ENGLISH TECHNOLOGY	FRENCH MATHS HISTORY	SCIENCE ENGLISH READING	SCIENCE FRENCH READING
Y	SCIENCE MATHS GEOGRAPHY	RS ENGLISH TECHNOLOGY	GERMAN MATHS READING	ENGLISH HISTORY READING	SCIENCE GERMAN READING
M	SCIENCE MATHS HISTORY	GERMAN ENGLISH TECHNOLOGY	RS MATHS READING	ENGLISH GEOGRAPHY READING	GERMAN SCIENCE READING

Music Department

We believe that every one of our students should be given the opportunity of beginning, or continuing, lessons on a musical instrument. Private lessons on a range of instruments are currently provided by well qualified staff through Tomlinscote's Music Department as well as the Surrey Arts music service. *If your child is already learning an instrument through Surrey Arts, please ensure that arrangements have been made to continue their tuition when they transfer to Tomlinscote.*

When your child joins us in Year 7 they will receive information about beginning to learn to play a **wind or brass instrument** through the Music Department's **Year 7 Band Scheme**. For students who will not be complete beginners (or those who wish to learn something other than a wind or brass instrument) other lessons currently provided by the Music Department's own visiting staff include:

Flute	Electric guitar	Singing
Oboe	Bass guitar	Piano
Bassoon	Classical guitar	Music theory grades
Recorder	Electronic keyboard	

If your child wishes to have lessons on any of the instruments listed above, please read through, complete and return the attached request form and conditions. PLEASE DO NOT SEND ANY MONEY AT THIS STAGE. Once submitted, details will be passed to the relevant tutor who will then make contact with you to arrange commencement of lessons.

Music lessons for other instruments not listed above are provided through Surrey Arts. These include:

Violin	Trumpet	Piano
Viola	Trombone	Clarinet
Cello	French horn	Saxophone
Double bass	Tuba	Drum kit/Percussion

Music lessons can be provided free of charge to students eligible to receive Pupil Premium funding. Should you require any more information, please email Mr L Rayner, Head of Music, (lrayner@tomlinscoteschool.com).

As you would expect, there are a number of extra-curricular music groups for students to join which cater for a wide range of musical disciplines and abilities. Please check the extra-curricular timetable in September and attend a rehearsal.



Physical Education - How You Can Help Your Child

As a parent there are many ways in which you can support your child's progress in this subject.

'I am unable to take part in PE'....

Every student is expected to take part in PE as we have a 'full kit' policy regardless of illness/injury and expect every student to be fully equipped for PE lessons in order to appreciate the value and benefits of physical activities. If a student cannot participate in the PE lesson they **MUST** still bring in their kit and adhere to the 'change of kit for all' policy. The rationale of the 'change of kit for all' ensures that students will contribute to the lesson wherever it is taking place and by changing out of school uniform the student always has dry clothing and footwear to put on at the end of the lesson.

If they have some form of illness or injury, PE staff should be notified through a letter from the parent of the child explaining the reason for non-participation. The letter must be given to the teacher prior to the lesson. Long term injuries or illnesses, e.g. those that will affect a child for longer than six weeks, should be covered by a doctor's note. They will be with their timetabled teacher who will provide them with the opportunity of continuation and development with their knowledge and learning within the specific module but in a different capacity such as coach, official etc.

'I don't like PE'....

Sedentary lifestyles increase the risk of obesity, diabetes, heart disease and other health risks. Physical activity is an integral component of a healthy lifestyle and children need to be encouraged to participate in regular physical activities. They must also be aware of the health and fitness benefits that physical activity can bring.

Out of School Hours of Learning:

There is a varied extra-curricular programme. All information is available on the school website and VLE. The department also run a Twitter feed [@tomlinscotepe](#) where you can find updates regarding fixtures and results.

What other opportunities are available for students?

- Before and after school activities plus Active Break
- Fixtures against other schools
- Opportunities for able students to attend district and county trials
- Connections with local sports clubs to encourage students to play at a higher level.

Resources:

Correct, named PE kit is required for every lesson even if your child is not participating. See participation policy and PE Uniform page in school planner. We strongly advise students have Gum shields, shin-pads and studded boots for appropriate lessons such as Rugby, Hockey, Cross Country and Football which they will experience in Key Stage 3.

Optional resources:

Students are welcome to bring in their own named equipment and leave it in the PE office, but must collect it at the end of the day.

Baselayers are permitted for outdoor lessons – they must be black, white or yellow.

Codes of Conduct:

Codes of Conduct and Participation Policies will be issued in September for Parents, Students and Spectators.

KS3 Design & Technology - Equipment Requirements

All students in Year 7 will study D&T. Students will undertake activities in Resistant Materials, Food Technology, Electronics, Systems & Control, Textiles and Graphics. In order to facilitate these activities, students will be provided with the majority of equipment needed however, there are a few items that we would expect all Year 7 students to have themselves at every lesson, and would be grateful if you could ensure that your child has the following for September.

- An A4 ring binder folder or equivalent, with some plastic insert wallets for storing work booklets. (Technology ring binders can be purchased through the department at a cost of £1 at the beginning of term).
- An A4 size plastic 'Tupperware' container for transporting food. (Students need only to bring this during Food Technology sessions).
- General pencil case equipment, such as a ruler (mm), pencils, rubber, sharpener and colouring pencils.
- Hair tie for students with long hair.

Basic Rules and Health & Safety within Technology

Students should:

- Arrive correctly dressed—No trainers to be worn in the workshops.
- Line up outside your room in a quiet and orderly manner.
- Do not enter any room without a member of staff present.
- Long hair must be tied back at all times.
- Ensure that you are properly equipped for your lesson.
- All bags and coats must be hung on the racks and not brought into the workshops.
- The correct colour apron must be worn at all times during practical activities.
- Wherever possible you should sit boy/girl.
- All stools should be stacked well out of the work area when doing practical activities.
- Goggles must be worn at all times when using machinery.
- You should conduct yourself in a sensible manner at all times.
- Respect other students' work at all times.
- Always return tools to their correct place in the correct tool rack at the end of the lesson.
- Place all rubbish in bins and sweep down benches at the end of every lesson.
- Clean brushes and mixing pallets after painting.
- Hang up aprons on your departure from the room.

Keep Technology a Clean & Safe Environment!!

Mathematics equipment:

Every student in Year 7 must have the following equipment with them for all Maths lessons:

- Maths Set containing a ruler, a compass and a protractor
- Scientific Calculator
- Pen, Pencil, Sharpener and Eraser
- You can purchase a Maths pack at the beginning of the Autumn Term from the Maths office.

Mathematics Department Clubs:

- There are various numeracy clubs and extra classes, running before or after school. Full details will be available in September.

French/German Dictionaries

A bilingual dictionary is a vital part of language learning equipment and students need to be thoroughly experienced in using one on an everyday basis in foreign language lessons in order to make progress.

The MFL department at Tomlinscote no longer requires students to bring a paper dictionary to their language lessons as they are now able to access Internet-based quality material, using their iPads. We highly recommend the following online dictionary:

www.wordreference.com or the word reference app

Please note that online facilities such as Google Translate are to be avoided at all costs as they simply do not work!

Meals in School Scheme

Are you entitled to Free School Meals?

Parents/carers do not have to pay for school lunches if they receive any of the following:

- Equal Based Jobseeker's Allowance / Employment and Support Allowance
- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that you are **not** entitled to **Working Tax Credit** and have an annual gross income (as assessed by HM Revenue and Customs) that does not exceed £16,190
N.B. If you receive Working Tax Credit you do not qualify even if you receive Child Tax Credit and your income is below £16,190.
- The Guaranteed element of State Pension Credit
- Working Tax Credit 'run on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

If you think that you may qualify for free school meals for your son or daughter, please request an application form from the school office or download the form from the school website. This should be completed, signed and returned to the school office.

The application form only needs to be completed once. A new form would need to be completed if your circumstances change.

Tomlinscote School Music Department

Request form and Contract for Instrumental Tuition

Please return to Mr L. Rayner (Head of Music) via the Main Office

My son/daughter: (name) _____ (tutor group) _____
would like to receive instrumental tuition through Tomlinscote's Music Department on
(instrument) _____.

Please reserve* a place for them on the waiting list and let us know as soon as a slot on the
timetable becomes available for (*please tick*):

☐ 30 minute individual lessons (£150 per term)

☐ 30 minute paired or group lessons** (£75 per term)

*** Please note – do not send money at this stage; you will be invoiced at the start of each term by the teacher**

**** assuming that there is at least one other learner of a similar standard to make a feasible grouping.**

I confirm that I have read the conditions regarding the arrangements for instrumental
tuition at Tomlinscote School.

I am aware that I need to supply an instrument for my child **and for it to be
comprehensively insured.**

I understand that invoices for lessons are to be paid for in advance to the teacher and that **I
must give a FULL half term's notice (i.e. 6 weeks) in writing to the Head of Music for
termination of tuition.**

Mr/Mrs/Ms/Dr (PRINT

NAME) _____

Signature: _____ date: _____

Contact tel. no. _____

Contact email address (please write clearly): _____

Instrumental information

Please complete this section in order to aid us in instrument security at school

Instrument make _____

Instrument model _____ Serial no. _____

Tomlinscote School – Instrumental Tuition

Instrumental tuition is provided by Tomlinscote School for students under the following conditions:

1. General conditions

1.1 This contract is between the person paying the fees and Tomlinscote School.

2. Responsibilities relating chiefly to parents

2.1 It is the responsibility of the parent to provide a suitable instrument and any accessories required for use in lessons. It is expected that each student undertaking a course of tuition will have regular access to an instrument for practising. Instruments should be kept in a suitable case with the student's name and tutor group easily identifiable.

2.2 The school cannot accept any responsibility for loss of, or damage to, instruments brought into the school (including hired instruments). A cupboard for the storage of instruments is provided next to the DM2 Music room. It is the responsibility of the parent to ensure that instruments are *comprehensively* insured. Advice on musical instruments insurance can be obtained from the Head of Music. The Head of Music should be informed of the make, model and serial number of any instrument brought regularly into the school. Instruments should not be left in school overnight if at all possible and not during school holidays.

2.3 **A FULL half a term's notice (i.e. 6 school weeks) in writing** (e.g. by email) to the Head of Music is required for termination of tuition.

3. Responsibilities relating chiefly to students

3.1 An organised scheme of regular practice is expected of students undertaking instrumental tuition. Students receiving lessons are also expected to take part in appropriate school-based music groups as guided by their tutor or other music teachers.

3.2 **It is the responsibility of the student to check the timetable board regularly to note lesson times, rooms and any changes.** This is especially relevant where INSET, public examinations, sports and other events have caused a change. Students are expected to arrive punctually and to return to academic lessons promptly at the end of their music lesson. Music tuition *may* take place when the school is closed or partially closed to students because of INSET sessions or other 'off-timetable' events. If in doubt, students should check beforehand as a charge will still be made in the event of non-attendance.

4. Responsibilities relating chiefly to Tomlinscote School, the Music Department and the tutors

4.1 Invoices are issued during the first lesson and the fees are payable in advance directly to the tutor or to Tomlinscote School, as indicated on the invoice. It is the right of the teacher to refuse tuition to a student where fees have not been paid.

4.2 Tuition fees will be reviewed on an annual basis. The Head of Music will give one term's notice in writing of any changes in the fees.

4.3 Reports covering attendance and punctuality; organisation; progress, attitude and preparation for lessons; and personal targets and achievements are issued once a year. These, together with a well-documented register and informal and formal monitoring of lessons by the Head of Music, form the basis of our appraisal scheme.

4.4 A minimum of 30 lessons, on a rotating timetable, will be scheduled and taught to each student per year. These will usually be divided into 10 per term, though circumstances such as staff illness, school closures or unusually short term dates may necessitate some flexibility. Tutors may negotiate directly with parents to teach more than 30 lessons per year; where this has been agreed a pro-rata fee will be payable and clearly shown on the invoice.

4.5 Where students are receiving shared tuition and one member of the group withdraws before the end of term, the others will continue with the full time slot until the 10 lessons are complete. Rates and times will then have to be reviewed by the tutor for the remaining members of the group.

4.6 No refunds are given for missed lessons through sickness, lateness, forgetfulness, or exclusion. Similarly, refunds are not given for school events (e.g. trips or exams) where the instrument teacher has not been notified **at least one day in advance**. Where a teacher is absent from a lesson, an attempt will be made to reschedule the lesson. If this cannot be done, then the lesson cost will be deducted from the next invoice.

4.7 The Head of Music has overall responsibility for the timetabling, rooming, monitoring and reporting of lessons, as well as the appointment and appraisal of suitably qualified staff. All enquires and correspondence relating generally to the instrumental tuition provided by Tomlinscote School should be addressed to Mr L. Rayner, Head of Music (lrayner@tomlinscoteschool.com).