



TOTTINGTON HIGH SCHOOL

# EXCELLENCE THROUGH PARTNERSHIP



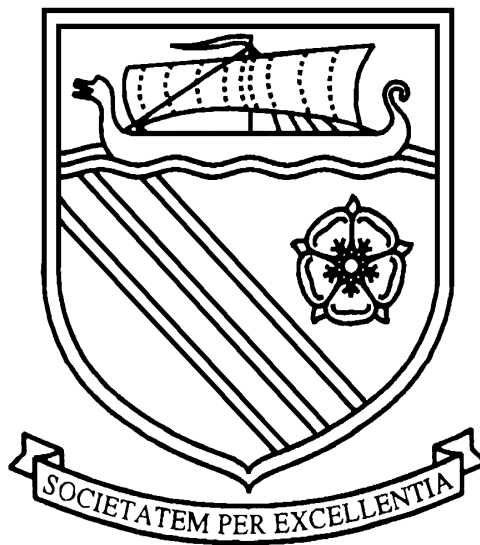
## New Parents' Guide 2021-22

-  Tottington High School  
Laurel Street, Tottington  
Bury. BL8 3LY
-  01204 88 2327
-  [information@tottington.shaw-education.org.uk](mailto:information@tottington.shaw-education.org.uk)
-  [tottington.bury.sch.uk](http://tottington.bury.sch.uk)
-  [facebook.com/tottyhigh](https://facebook.com/tottyhigh)
-  [@tottingtonhigh](https://twitter.com/tottingtonhigh)

**\*Please note:** The term *parent* will be used to denote *parent/carer* throughout the main body of this booklet.

# Tottington High School

## New Parents' Guide 2021-22



### School Mission Statement

"We pledge, through respectful relationships, to ensure all members of our community are supported in taking responsibility for their own learning, to become 'well-rounded' and caring individuals, with skills, attributes, qualifications and experiences to prepare them for their and our futures."

*"Excellence through Partnership"*

*Dear Parent/Carer*

I am delighted to be welcoming you to Tottington High School.

We know that the transition from primary to secondary School can be an exciting but daunting experience. Rest assured, we will do all we can to make sure that your child settles well; thrives; makes good progress and is happy at our school. These next five years are extremely important for your child's future and, together, we will ensure that they are truly successful.

At Tottington, we work hard to ensure that there is a positive, calm and focused environment and that learning is high on the agenda. We place an emphasis on mutual respect and we insist on good behaviour. We also recognize the value of good communication between school and home, and we have many routines which ensure that parent liaison is embedded.

Your child's future is really important to us and we will do all we can to ensure that they develop into a well-rounded, articulate and capable young adult.

This booklet should give you all the information you need as you support your child in their transition to us. If, however, you are unsure about anything, please do give us a call at school or email us. We will be delighted to help.

I look forward to meeting you, and your child, very soon.

With very best wishes,



Ella Brett - Headteacher

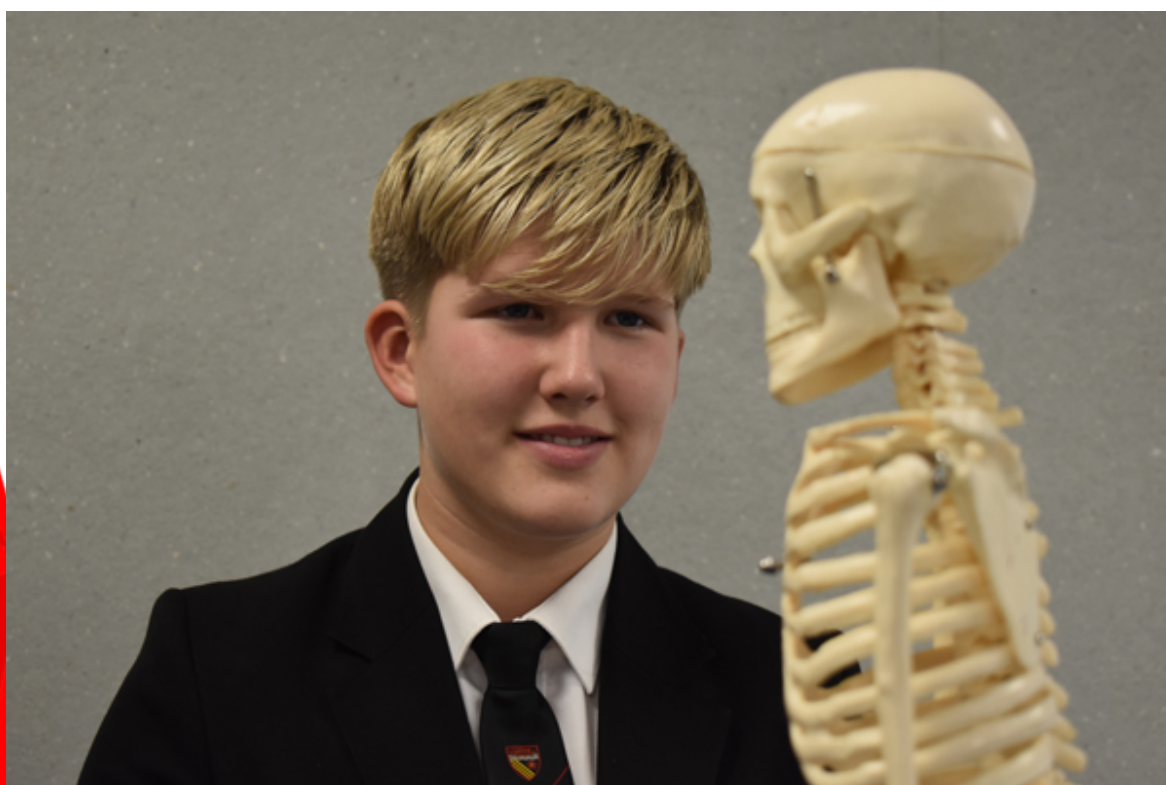


*Ella Brett, Headteacher*

## WELCOME TO TOTTINGTON HIGH SCHOOL

We are very pleased you have chosen us for your child's secondary education and would like to extend a warm welcome to you and your family into our school community. We pride ourselves on developing our students so that they are happy, mature and confident young adults. So please, rest assured that we will strive to ensure your child achieves the very best outcomes possible.

We hope you will find this booklet useful in informing you about Tottington's systems which will enable us to create effective home-school links with you.



## CARE, GUIDANCE AND SUPPORT

Every student is assigned to a Form Tutor who they register with once each day for Form Tutor time. Additionally, each year group is assigned a Head of Year who oversees the progress and wellbeing of all students in that Year group. The Head of Year 7 is Mr C Scholes. If you wish to contact school to discuss any aspect relating to your child, please contact their Form Tutor or Mr Scholes in the first instance.

A note in the Planner is the easiest way, but if you wish to ring school, the office staff will take a message. You are, of course, also welcome to call in, but we would ask that, wherever possible, you try to make an arrangement via the School Office first, as Form Tutors and Head of Year have a teaching commitment and may not be instantly available. You may also email the Form Tutor or Head of Year

*Remember - no problem is too trivial. If it is worrying you, we want to know.*

The school day is structured with two lessons then a break, two further lessons then lunch and one lesson after lunch. Students move around the school to different classrooms and lessons are delivered by subject specialist teachers.

## PLANNERS

To help students with their organisation, they are issued with a Planner. This contains important aids to their learning, which are often used in lessons along with their individual timetable. Additionally, it is used to record homework. Parents are therefore able to check on homework given. The Planner is a means of recording useful information for the student, parent and teacher. It needs to be filled in accurately. It should contain information about classwork and homework, books and equipment loaned and personal details. It can also be used by parents and teachers to convey matters of concern. Planners must be signed by parents each week.

Teachers will let you know of any problems that your son or daughter may be facing in school. It is fair to say that, in Year 7, most children adapt quickly to the different structure and demands of Secondary Education. The time demands and organisational skills involved in doing and presenting homework can, however, be a problem for some students. If, as a parent, you have any concerns please do not hesitate to contact your child's Form Tutor.

## **HOMEWORK AND REVISION**

School policy is that all students do homework on a regular basis. Students will receive homework for the core subjects (Maths, English, Science) on a weekly basis and for all the other foundation subjects' homework will be on a fortnightly basis.

All students need to develop/extend study skills and enhance work done in the classroom. This is an essential part of education today as children are prepared for the demands of formal and informal assessment and external examinations such as the GCSE.

Students will be informed that it is their responsibility to get homework done and handed in on time. If they are unable to do this for any reason, they should see the member of staff who set the work as soon as possible. They should not leave it until the start of the next lesson.

If a problem arises which prevents your child doing homework, please let the teacher concerned know in writing, using the Planner for communication.

It is important that students quickly develop good study habits. Regular revision is far more effective in embedding knowledge than cramming prior to a test. Ongoing revision is a vital component for students to be successful at GCSE.





## EQUIPMENT

To help students fully engage with all their lessons, they must bring the very minimum equipment listed below:

- Pencil case
- Pen (black)
- Pencil
- Ruler
- Rubber
- Sharpener
- Calculator
- Maths set

## REWARDS

Tottington High School operates a positive behaviour management system, which is rewards based, rather than punitive. Further information will be given about our rewards systems when your child starts at Tottington.

A minority of students sometimes do not respond to rewards. Where persistent issues arise, the school's sanctions policy will be applied. Again, further information will be given in due course.

## BEHAVIOUR

We are particularly proud of the high levels of behaviour our students display when in and around school. This culture of respect is supported by the simple guidelines outlined in our **Home School Agreement**. Please, take the time to read this with your child.

To reduce interruption to lessons and your child's learning, we have a very clear policy on mobile phones. Phones are not to be seen or used on school premises at any time. Therefore, please do not ring or text your child during the day. If you have an urgent message or emergency situation, please ring the School Office. We do encourage students to become more independent at secondary school, so please keep messages to a minimum. If students are caught using mobile phones they will be confiscated and parents will be asked to collect the phone from the school office. Please be aware that, if a phone is confiscated on a Friday, students can collect their phone at the end of the day from the main office.



## **CLASS CHARTS**

Class Charts is an online homework and behaviour system that is used at Tottington. All homework is set on Class Charts and every student and parent is given a login so that they can access the homework tasks. Positive and negative behaviours are also logged on Class Charts and these can also be seen by students and parents. Logins for both students and parents will be given to students in the first week of joining the school. Class Charts can be accessed by visiting [www.classcharts.com](http://www.classcharts.com) or by downloading the Class Charts app.

## **ABSENCES FROM SCHOOL**

The school follows the County and National Guidelines in terms of attendance. Good attendance is a key factor in terms of attainment. If students are absent from school they will fall behind in their work, and their learning will suffer as a result. Tottington High School expects that student attendance is at least 95% or above.

Absences may occur for a wide variety of reasons but the school **NEEDS TO BE INFORMED** on **EVERY** occasion. We ask parents to ring in at the beginning of every day their child is absent and to follow this up with a letter or a note in their child's planner on their return. We operate a 'first day absence' call and if you do not inform us of an absence you will receive a telephone call or text message from the school with regard to your child. An absence which cannot be accounted for is regarded as an unauthorised absence or truancy and will count against their overall attendance figure. Ten unauthorised absences will result in a Fixed Penalty Notice.

Good attendance is essential. We have a minimum expectation of 95% attendance. Attendance which drops below this level is monitored and action is taken. Absence, of any kind, obviously affects learning. Attendance letters are issued at the end of each term, so that parents can remain informed of their child's current attendance. Attendance Panel meetings are also held to support families where attendance is an issue.

If you need further advice and help with your child's attendance, the Educational Welfare Officer can be contacted via the School or the Area Education Office. We would urge you to contact us if your child already has attendance issues so that we can work with you.

### **REPORTING AN ILLNESS**

Please contact the school by telephoning the office before 8.40am on each day of absence and by completing the absence slip in the planner as confirmation on the day your child returns to school. It would help if you give your child's full name and form group over the phone and also advise the reason for the absence. Parents must make the call, not students.

### **MEDICAL AND DENTAL APPOINTMENTS**

If a student has to leave school during the day to visit the dentist, etc. please send a letter to school giving details on or before the day. Without the parents' written (or in an emergency, telephoned) permission, students cannot be allowed off the premises. Students must then be collected by a parent or an adult authorised by the parent. For safety reasons, all students must be signed out at the School Office before leaving the school site during the school day and sign in on return.

The school expects that medical or dental appointments will be made out of school time wherever possible, or that any absence would not extend beyond a morning or afternoon session.

### **WHEN YOU KNOW YOUR CHILD WILL BE LATE**

Please phone the School Office and give an approximate time for your child's arrival. If your child arrives after registration has closed, their mark (despite being in school) will not count towards their overall attendance and will be unauthorised. For safety reasons, it is very important that your child reports to the office on arrival and can be marked as present in the register.

## **PROBLEM LATENESS**

Your child's Form Tutor may contact you where we are not informed by you about lateness and/or it becomes a persistent problem. Please be aware that ten unauthorised absences may result in a Fixed Penalty Notice being issued. Persistent lateness will result in detentions or other sanctions. It is crucial that we instil good habits for the future.

## **PARENTS' ANNUAL HOLIDAY**

Legislation does not give any entitlement to parents to take their child on holiday during term time. Any application for leave of absence must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday in term time without consent from school.



## PS CONNECT TEXT MESSAGES

PS Connect is a system that enables us to send text messages to your mobile phone. We are able to use this facility to get a message to a parent very quickly.

We may use PS Connect to advise you of the following:

- School closures
- Advise/acknowledge that your child is absent from school
- Unauthorised absence reminder notices
- Test and exam date reminders
- Changes to meetings and after school events
- Parents' Evenings
- Expected time of arrival when returning from a school visit
- When Reports have been issued to students

**Text Messages** – All text messages sent from school will have 'THS' displayed at the top of the message.

It is vital that your contact information is kept up to date. Please ensure that the School Office has all your current contact details, especially your mobile phone number, and advise us immediately if any of these numbers change. This will not replace any of the emergency numbers you have given us. For example, you may have a grandparent as the first emergency contact number in the case of illness, but we need to have your number to contact you if your child is absent.

***Please note*** – *Nothing can replace a telephone call when it is needed, and so mobile text messaging will only be used in appropriate situations.*

## **ILLNESS IN SCHOOL**

It can be very upsetting for a child to be at school when he or she is feeling ill. This is made worse if there is no one at home to be contacted. For this reason, it is important that all details e.g. addresses, telephone numbers of parents and contacts are kept up-to-date.

When a student complains of feeling unwell, the student is sent or escorted to the School Office. His/her condition is assessed and monitored. Where the symptoms persist or get worse you will be contacted and asked to collect your child or arrange for him/her to be collected by another responsible adult. If we are unable to reach you, we will contact those people you have entered as emergency contacts on the Student Information Sheet. It is, therefore, essential that we have these and that this information is kept up-to-date.

## **INJURY IN SCHOOL**

If this occurs a similar procedure is followed but in addition:

- \*a trained First Aider is involved
- \*an ambulance is called when necessary.

Where possible parents are telephoned and asked to come to school to meet the ambulance or to meet the ambulance at the hospital. Students are never sent to hospital unaccompanied.

## **MEDICATION IN SCHOOL**

It is vital that we are given detailed information if we are to deal effectively with any problems. Schools should only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Parent/Carer must complete a 'request to give medication' form, available from school, giving clear instructions regarding required dosage. This medication must be stored in the School Office.

The school can accept over the counter medications (except aspirin), along with the 'Request to give medication form'.

Changes in medical conditions must be passed on to us. This includes doctor's details, hospitals and medical advice.

**Asthma Inhalers** - The use of inhalers is very common and students are expected to be responsible for carrying and using them. If parents wish to have a 'back-up' available in school in case of an emergency it must be labelled and handed in to the School Office, along with the 'Request to give medication form'. For all school visits, two inhalers should be carried.

### **SCHOOL COUNSELLOR**

The school counsellor is available to all students who wish to use the service. Times are allocated using a booking system, through the safeguarding and pastoral team. The counselling service offered is a confidential service for students.

### **SCHOOL HEALTH SERVICE**

During your child's time at Tottington she/he may have routine medical examinations and inoculations. These will take place in school and they will be arranged via our school nurse, who makes regular visits to the school and is our link to other medical services. It is important that any enquiry letters sent out by the nurse are returned to school as soon as possible in order that agreed arrangements are made for routine injections, medicals, etc.



## **BIOMETRIC CASHLESS PAYMENT SYSTEM FOR SCHOOL DINNERS**

All students are allocated an account, much like a bank account. This information is held on a computer and stores details of individual cash balances, records cash spent and cash received, thorough details of when money has been spent. Individuals have their fingerprint scanned; this is then converted into a number and stored on the system against that individual. No register of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference.

The system works exactly the same for all students whether they pay or have a free school meal. The amount allocated for the free school meal will be entered into the system by the software daily and will be accessible from break time. Any under spend or missed dinner will be identified by the system, but will not be added to the next day's balance.

The student can add extra cash on to their balance in the system by using the biometric kiosk machine. All students in receipt of free school meals will retain complete anonymity. Certain data will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the Data Protection Act and only used by parties directly involved with the implementation of the system.

We are unable to give change to students for the cashless payment system. For example if you give your child £10 and ask them to bring £5 home, we are unable to do this.



## **INCOME RELATED FREE SCHOOL MEALS – (IRFSM)**

You can claim free school meals for each child who attends school if you receive one of these benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with no earned income or with net monthly earnings less than £616.67

Claiming for free school meals or pupil premium can be done by completing an application form on the Bury Council website using the following link:  
<https://www.bury.gov.uk/index.aspx?articleid=10697>

## **SCHOOL NETWORK AND INTERNET PERMISSION FORM**

As part of the school's ICT programme, we offer students supervised access to the school network and Internet. Before being allowed to use the Internet, all students must obtain parental permission and both they and you must sign and return the Home School Agreement enclosed as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. To minimise access to unsuitable material the school network uses an Internet filter. School also organises talks throughout the year and takes part in a safer internet day each year. E-safety is also covered in ICT lessons.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from the access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students' toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

## USING IMAGES OF STUDENTS CONSENT FORM

Occasionally, we may take photographs or videos of the students at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on social media, i.e. our school website, Facebook and Twitter. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high-profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

Before we take a photograph, we need written consent in order to comply with the General Data Protection Regulations 2018. Please complete all sections of the separate consent form for photographs and videos.

We hope you have found this booklet helpful and informative. Strong home-school partnerships are vital in your child's education here. Our Home School Agreement outlines the commitments the Student, Parent and School will make in aiming for the very best experience here at Tottington High School.

We look forward to communicating with you regularly to celebrate your child's achievements.

## OTHER KEY INFORMATION



## Download The My Ed App

### My School

The My Ed app allows you to view information and keep up to date with what's going on in school.

### Key Dates

If you are always missing events or just need to check that you have space in your diary for other events My Ed is able to show you all the events that school wants to share.

### News

Keep up to date with any news that school wants to share. An example could be the latest school sporting results, exam success or event or the promotion of an end of term event.

### School Information

Easily access school policies on the move allowing you solve problems or to answer important questions that you or your child may have.

**My Ed is available from the Apple App Store and Google Play**

### Computer and Internet Use Agreement

<https://www.tottington.bury.sch.uk/school-policies/ict-acceptable-use-policy-for-students-parentscarers>

### Term Dates

<https://www.tottington.bury.sch.uk/term-dates>

### Timings of The School Day

<https://www.tottington.bury.sch.uk/about-our-school/school-day>

### School Bus Services Information

<https://www.tottington.bury.sch.uk/about-our-school/transport-to-and-from-school>

### School Uniform

<https://www.tottington.bury.sch.uk/about-our-school/school-uniform>

### Privacy Notice

<https://www.tottington.bury.sch.uk/school-policies/pupil-privacy-notice>

### Parent Pay Online

<https://www.tottington.bury.sch.uk/pay-online>

---

#### OUR COMMITMENT TO YOUR CHILD'S EDUCATION

We pledge, through respectful relationships, to ensure all members of our community are supported in taking responsibility for their own learning, to become 'well-rounded' and caring individuals, with the skills, attributes, qualifications and experiences to prepare them for their and our futures.

---

LAUREL STREET, TOTTINGTON, BURY, BL8 3LY



[WWW.TOTTINGTON.BURY.SCH.UK](http://WWW.TOTTINGTON.BURY.SCH.UK)