

The Telford Park School



**The Telford
Park School**

Information for Parents





Welcome from the Headteacher

On behalf of the Directors, Staff and most importantly our students, we would like to welcome you to The Telford Park School. We are proud to be located at the heart of our community and committed to “Ensuring Excellence” in everything we do.

We firmly believe that all students should feel safe, happy and secure in an environment where they can strive for success and enjoy their learning. Every student must be effectively challenged and supported to maximise their achievement and make the very best progress possible. All of our students must receive a challenging and appropriate curriculum, with high quality teaching in a calm, well-ordered learning environment. We aim to ensure that they achieve their potential and gain the most relevant qualifications possible to secure a bright future.

We believe in the importance of developing well rounded individuals with sound morals and values, ready to make positive contributions to their local and wide communities. Fundamental to our philosophy is a commitment to raise the aspirations of young people whilst equipping them with the knowledge, skills, and qualities to help them achieve more than they ever dreamed possible.

Mrs Holly Rigby BA (Hons) NPQH

School Uniform

At the Telford Park School we pride ourselves on the high standards of dress of our students. However, we also know that uniform does not remain at a high standard by chance and students often need reminders of our expectations in order to continue to meet them.

It has always been our school policy that all children wear school uniform when attending school or when participating in a school organised event outside normal school hours. Our uniform policy is based on the notion that school uniform:

- Promotes a sense of pride in the school in line with our ethos
- Engenders a sense of community and belonging towards the school
- Supports positive behaviour and discipline
- Is practical and smart
- Identifies the children with the school and encourages identity with the school
- Makes children feel equal to their peers in terms of appearance and helps nurture cohesion between different groups of students
- Is regarded as suitable wear for school and good value for money by most parents

Compulsory Uniform

- Black Blazer with school logo and trim
- Black Trousers (not shorts, ¾ length trousers or miniskirts)
- White Shirt or Blouse (must be able to button up to the collar)
- School Tie – House Specific (clip on only)
- Black Socks or Tights (not white or coloured socks)
- Black Shoes (no trainers or pumps – shoes need to be black leather type shoes suitable for safety in school and provide a good level of protection in wet weather).

Optional

- Plain black V-neck Jumper (only required from October half term until Easter, and these are not permitted to be worn without a blazer or instead of a blazer).

PE Kit Compulsory

- School Gold trim shorts
- School Gold trim Skort (girls have the option to wear either short or skort)
- School Socks
- School Gold trim Polo Shirt

PE Kit Desirable

- School Reversible Sport Shirt with logo
- School Black Track Bottoms (plain)

Children participating in football, hockey or rugby will also require a gum shield and shin pads.

Jewellery and Make-Up

- 1 Ring
- 1 Pair of single studs or sleepers (no larger than 10mm/1cm worn in the ears only) – No facial piercings are permitted. Nose studs and other facial piercings are NOT permitted and no other visible body piercings are allowed; this includes tongue piercings.
- 1 Kara (Sikh bracelet)
- No blatant make-up
- No patterns shaved into hair or hair colours other than normal blond, brown or natural red.
- There should be no visible body art
- Fashion belts and brightly coloured belts are not permitted

PLEASE NOTE: No form of facial piercing other than the ear is permitted.

All School uniform can be purchased from our supplier Baker & Sons Schoolwear. We do not keep any stock on the school premises.

Contact: Baker & Sons Schoolwear, 29 New Street, Wellington, Telford, TF1 1LU

Email: sales@bakerandsonschoolwear.co.uk

Telephone: 01952 641897.

Acceptable and Unacceptable Uniform

While it is easy to ensure that specific uniform items such as the blazer, jumper and tie which carry logos are as expected, items that can be purchased from a range of high street stores are more difficult to standardise. All too often students arrive in school wearing inappropriate skirts, trousers or shoes which they have purchased from uniform sections of high street stores but which are not in line with our uniform policy. Clearly we want to avoid parents having to replace these items to meet our expectations and the following document has therefore been produced to assist parents in making appropriate choices first time.

Prior to shopping for uniform, please take time to look through the following pictures to clarify what is acceptable and unacceptable in terms of styles of shoes, trousers and skirts before making purchases. While this list does not cover every possible style, hopefully it will be of help in providing a better idea of what is acceptable. If in any doubt, please contact your child's Head of House to clarify before making purchases.

Shoes

The following examples show what types of shoe styles are acceptable and suitable to be worn with school uniform. They should be entirely black and leather or a leather style in appearance. They should not have any logos or writing on them.



Trousers

Trousers should be smart in appearance. Hipsters, cargo style, skin tight trousers and leggings are not permitted. They must not be denim or have any coloured external labelling.

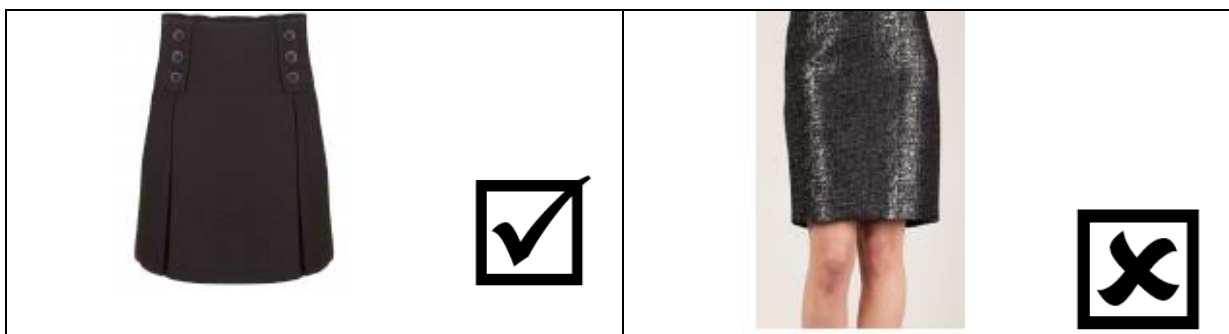


Skirts

Skirts should be knee length and certainly no more than 5cm above the knee. They should be loose fitting and plain in design.



As always, we cannot maintain such a high standard for our students without the help of parents and we are very grateful for your on-going support in ensuring our students come to school every day looking smart and ready to learn.

New School Day

8.30-8.55am	Tutor time and registration
8.55-9.55am	Lesson 1
9.55-10.55am	Lesson 2
10.55-11.15am	Breaktime – All Pupils
11.15-12.15pm	Lesson 3
12.15-13.45pm	Lesson 4 and staggered lunch
13.45-14.45pm	Lesson 5
14.45-15.00pm	Tutor Reading Programme
15.00pm-15.30pm	Period 6 (intervention)

*When not in lesson 4 pupils will take lunch:

Years 7, 9 and 11	12.15-12.45pm
Years 8 and 10	13.15-13.45pm

Term Dates 2023 - 24

Holiday Type	Break Up/Return	Dates
Autumn Term	PD Day	Monday 4th September 2023
	Return – Year 7 Pupils Only	Tuesday 5th September 2023
	Return – Year 7 and 11 Pupils Only	Wednesday 6th September 2023
	Return – All Year Groups	Thursday 7th September 2023
Autumn Half Term	Pupils Break Up	Friday 27 th October 2023
	PD Day	Monday 6 th November 2023
	Return	Tuesday 7 th November 2023
Christmas	Break Up	Friday 22 nd December 2023
	PD Day	Monday 8 th January 2024
	Pupils Return	Tuesday 9 th January 2024
Spring Half Term	Break Up	Friday 9 th February 2024
	Return	Monday 19 th February 2024
Easter	Break Up	Friday 22 nd March 2024
	PD Day	Monday 8 th April 2024
	Return	Tuesday 9 th April 2024
May Day		Monday 6 th May 2024
Summer Half Term	Break Up	Friday 24 th May 2024
	Return	Monday 3 rd June 2024
Summer Holiday	Break Up	Friday 19 th July 2024

The Behaviour Policy

The behaviour policy aims to:

- Create a positive culture that promotes and achieves excellent behaviour, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment.
- Establish a whole school approach to maintaining high standards of behaviour that reflect the values of the school.
- Define what we consider to be unacceptable behaviour, including bullying and discrimination.
- Outline the expectations and consequences of behaviour.
- Provide a consistent approach to behaviour management that is equally applied to all pupils.

Rewards

At The Telford Park School we believe that pupils deserve rewarding when they are 'getting it right'.

Telford Park 'Reward Points'

To allow consistency with the consequence system, we have adopted a 5-tier reward points system.

R1 (1 reward point) – Every student will receive an R1 for every lesson / tutor / reading / intervention session where they have demonstrated good behaviour for learning (ready, respectful, resilient, responsible, and safe)

R2 (2 reward points) – Students who have demonstrated behaviour that exceeds minimum expectation will receive an R2; teachers in each lesson/session will be actively looking to award R2s for those students whose behaviour is outstanding. This can be for great work in a group, great effort, great participation in the class, etc. An R2 can also be given for great behaviour outside of the classroom and during social times, such as: being helpful, tidying away after themselves, etc. Students who receive an R2 will also receive a **Star card** posted home, encouraging further praise from home.

R3 (3 reward points) - Every week, each teacher will award a '**Star student**' (S – Successful, T – Tries hard, A – great attitude, R – Respectful) award for students that they think have worked especially hard. Students receiving an R3 will be entered into termly department draws to win a prize.

R4 (4 reward points) - These rewards will be given out by Directors of Learning, members of SLT and Heads of year for exemplary behaviour and attitude towards their learning. These can also be awarded for representing the school at events outside of school and achievements and contributions outside of school. Students who receive an R4 will also receive a golden ticket to enter into a draw to win a free VIP ticket for the end of year rewards celebrations.

R5 (5 reward points) - These rewards will be given out by Mrs Rigby, our Headteacher, once every term. Students who receive an R5 will be entered into a yearly draw for a VIP prize.

Pupils will receive rewards and prizes throughout the academic year when they reach a reward milestone. This will refresh at the start of each new academic year.

100 Praise Points	Certificate in House Colour and a letter home from their tutor
250 Praise Points	Bronze certificate, badge, and a letter home from their Head of Year
500 Praise Points	Silver certificate, badge, and a letter home from the Deputy Headteacher
1000 Praise Points	Gold certificate, badge, and a letter home from the Headteacher
1200 Praise Points	Platinum certificate, badge, and a letter home from the Headteacher and Chair of the Standards Committee

The Consequence System

Consequences of Behaviour System

The behaviour management system at The Telford Park School is based on the principle that no student has the right to disrupt the learning of other students and allow the teacher to teach and deal effectively with low level disruption in the classroom. As indicated in its name, each student must face the consequences of his/her actions but will be given a chance to choose to moderate their behaviour.

The Consequences System Process

Warning	A warning is given to an individual or a group/class.
C1	<p>A first disruption linked to contravening 'be ready, be resilient, be respectful, be responsible and safe'.</p> <p>Warning issued and name goes on the board.</p>
C2	<p>A second disruption linked to contravening 'be ready, be resilient, be respectful, be responsible and safe'.</p> <p>Warning issued and name goes on the board, pupil is removed from the lesson and placed in room 5 (isolation) for the rest of the lesson. A detention is issued.</p>
C3	<p>A serious misbehaviour takes place as defined in the behaviour policy.</p> <p>The pupil spends a day or part day working in room 5 (isolation).</p>
C4	A suspension is issued by the Headteacher.

Responsible Internet Use

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms and social media sites are not allowed.
- The school ICT systems may not be used for private purposes, unless the Head of School has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

All students and parents will be asked to sign and return the Responsible Internet Use form at the back of this information pack.

Other Important School Information

Holidays

We need your child to get the most from their time at school and in line with government legislation, no holidays during term time will be authorised. This is because there is a direct link between attendance and performance in examinations.

Lateness

Just as in the workplace, arriving late is serious. Please make every effort to ensure your son/daughter arrives on time by 8.25 am (registration is 8.30 am). Failure to arrive on time will result in a one hour detention.

Reporting

We will report to you on the progress of your son/daughter at key intervals throughout the academic year. The first time we do this will be late December for KS3 (years 7-9) then termly thereafter. For KS4 (years 10 and 11) we will report to you in early November and then half termly.

Absence Reporting

To report a sickness/absence please contact school on 01952 387400. You can also report an absence via the school website under the contacts tab. If your child is absent from school and school are not informed, a text message will be sent to parents to contact school with a reason for the absence. Any absence not reported to school will result in an unauthorised absence for that day.

Chewing Gum

Chewing gum is not allowed in school. Any pupil caught chewing or caught with chewing gum in school will be required to serve a one-hour detention.

Jewellery

Jewellery should be minimal. Only one pair of small stud earrings is allowed. Rings should be limited to one ring on each hand. Bangles are not permitted. Nose studs and other facial piercings are not permitted, and no other visible body piercings are allowed; this includes tongue piercings.

Personal Property

Pupils may choose to bring items to school for personal convenience and recreational use at break or lunch time e.g. mobile phones or headphones. Students must ensure that these items do not disturb lessons; devices should be switched off and not visible during this time. Failure to comply may result in confiscation and a parent/guardian may be asked to collect the confiscated item from the school premises. Please also remember that these are valuable items and the school cannot take responsibility for any damaged or stolen property if students have not taken reasonable care.

Make up

Make up should be discrete and any decision on whether it is discreet or not lies with the Headteacher or SLT Team. If we cannot see it, then it is discreet.

Medical

To ensure the health and safety of children requiring medication during the school day, we have strict policies in place. School requires that a Parental Agreement for School to Administer Medication – Form MED A must be on file in your child's health record before we begin to give any medicine at school. The consent forms must be renewed/updated as needed and at the beginning of each academic year.

A parent or carer, or a responsible adult whom you designate should deliver medicines to the school in a pharmacy or manufacturer-labelled container. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school. Your child is not to carry any medications to or from school themselves.

If your child needs medicine to be given during the school day, please complete the Parental Agreement for School to Administer Medication – Form MED A at the back of this information pack and return to school as soon as possible. If you would like to discuss your child's medication requirements with a member of staff, please contact school.

Free School Meals

If you are in receipt of free school meals or need to apply for free school meals, please complete the Telford and Wrekin Application for Free School Meals which can be found at the back of this information pack and return it to school as soon as possible. If you have any questions regarding free school meals, please contact school on 01952 386700 or contact the Free School Meals Helpline on 01952 383983.

Breakfast Club

School operates a breakfast club in the Canteen from 7.30am. The breakfast club is supervised by a member of school staff but students are free to come and go as they please. Hot and cold breakfast is served from 7.30am until the bell rings for the start of the school day.

Essential Equipment

The Telford Park School ask that students bring all the necessary equipment needed for the school day to ensure students do not have to borrow from others. As a minimum students will need:

- An appropriate school bag
- A black or blue pen
- A pencil
- A ruler