

# Haileybury Turnford

Ambition · Pride · Success

10<sup>th</sup> September 2018

Dear Parents/Carers

## Year 11

Firstly, I hope that you have all had an enjoyable summer and I would like to welcome you and your child to Haileybury Turnford this year. I am delighted to be the students' Year Achievement Coordinator again and look forward to overseeing their progression in this important year. On Wednesday 12<sup>th</sup> September at 6.00pm we would like to welcome all Year 11 Parents/Carers to attend a **Key to Success** meeting at Haileybury Turnford. This meeting will be an important opportunity to meet with a number of key members of staff. There will be important information from: Mr Harding (Director of English), Ms Saleem (Director of Maths) and Mr Williams (Director of Science).

As it is the start of the new academic year, I am writing to remind you of some of our procedures and inform you of some changes.

If you would like to discuss any issues relating to your son/daughter, **the first point of contact must be made through their tutor**. I have listed below tutors and tutor groups and have included their e-mail addresses for you.

11CSI Ms Simeou	<a href="mailto:simeouc@haileyburyturnford.com">simeouc@haileyburyturnford.com</a>
11SAS Ms Ashby	<a href="mailto:ashbys@haileyburyturnford.com">ashbys@haileyburyturnford.com</a>
11RDU Mr Duncan	<a href="mailto:duncanr@haileyburyturnford.com">duncanr@haileyburyturnford.com</a>
11LTA Ms Tarantini-Amorl	<a href="mailto:tarantini-amorl@haileyburyturnford.com">tarantini-amorl@haileyburyturnford.com</a>
11WAR Ms Ward	<a href="mailto:wardk@haileyburyturnford.com">wardk@haileyburyturnford.com</a>
11TOW Ms Town	<a href="mailto:towna@haileyburyturnford.com">towna@haileyburyturnford.com</a>

If you wish to see your child's tutor or a member of staff, you will need to contact reception on (01992) 303888 and make an appointment. All staff have teaching commitments and will not be available unless an appointment has been made.

## Attendance

Students should aim for 100% attendance. As a parent/carer you can monitor your child's attendance and punctuality by accessing the Insight website. If your child is unwell and not fit to attend school please ensure you ring the school's absence number on **01992 308333 option 1**, alternatively send an email to [attendance@haileyburyturnford.com](mailto:attendance@haileyburyturnford.com) you can also log the absence on Insight. Please notify us of your child's absence on the first day, we then ask you to keep us informed of their progress and provide medical notes from a GP if your child requires more than 4 days away from school due to illness. *Students falling below 90% attendance in the preceding 6 weeks and ten or more unauthorised absences could well be subject to Education External Agencies involvement and awarded a Fixed Penalty Notice.*



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 [enquiries@haileyburyturnford.com](mailto:enquiries@haileyburyturnford.com)  
Principal: Robin Newman MSc MBA

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Any absence means that your child will miss out on work, fall behind and perhaps miss important deadlines. Students need to catch up on any work missed. I urge you **not** to take your child out of school for holidays or for appointments where possible. Please try and ensure that if your child needs to be absent from school for a medical appointment, they do not lose a whole school day for this appointment. Your child should return to school following the appointment if at all possible.

## **Punctuality**

Students need to arrive at school promptly for registration at 8:35am. I suggest that they arrive no later than 8:25am. The gate will close at 8:30am. Late arrivals are monitored and students who arrive late in the morning will receive a same day break time payback. Repeated lates will mean the student will receive a 1 or 2-hour payback with a Senior Leader.

## **Uniform Expectations**

Students must wear their blazers and their shirts must be tucked in. In addition, students' top buttons must be done up. Boys must wear their ties at all times. Girls must have the Haileybury Turnford skirt (or trousers) and this should fall two inches below the knee. The grey Haileybury Turnford jumper is optional until October half-term. After half-term all students will be expected to wear to grey Haileybury Turnford jumper. Trainers should not be worn to and from school and students need to wear black leather/leather-look shoes. Canvas shoes are not permitted. If female students choose to wear trousers they must have the Haileybury Turnford logo. Students must only wear one earring per ear and these must be either a plain gold or silver stud. As the colder weather approaches, please ensure your child wears a suitable jacket or coat. Hair styles must be suitable for school and hair should be natural in colour. Further details on our Uniform Policy can be found on our school website.

## **Student Planners**

Student planners have been issued to all students and I would be grateful if you would spend a few minutes looking through these with your child. Planners should be signed by parents/carers on a weekly basis.

## **Prep**

Prep (homework) will be set this using an online system called Class Charts. Students and parents will receive a personal user code in the next few days. Students will also be expected to keep a written record of any Prep in their Planners. Please can we ask all Parents/Carers to regularly check and sign student Planners on a weekly basis, if you have any queries or concerns regarding your child's Prep, please do not hesitate to contact your child's Tutor.

## **Insight Parent Portal**

The Parent Portal enables you to see lots of up to date information about your son or daughter. This includes your son or daughter's timetable and teachers, up to date attendance information including lesson by lesson attendance.

You can access the Insight link via the Haileybury Turnford website within the parent links.

<http://www.haileyburyturnford.com/parents/>



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## Cycling to School

Due to a number of cycling related incidents in Cheshunt and Turnford, the busy main road near to our school and our responsibility to safeguard and protect our students, we are planning to introduce an expectation that every student riding a bike to school will need to wear a cycle helmet. Therefore, please make sure your child has a helmet that fits correctly and can be stored safely with the bike in the bike shed. (Most cycle locks can be threaded through the holes in the cycle helmet). If your child does not wear the helmet, we will be locking their bike securely and asking for either you to collect their bike or bring in a cycle helmet, before the bike is released.

## The School Day

<b>08:35 – 08:55</b>	<b>Tutor Time &amp; AM registration</b>
<b>08:55 – 09:55</b>	Period 1
<b>09:55 – 10:55</b>	Period 2
<b>10:55 – 11:15</b>	Break
<b>11:15 – 12:15</b>	Period 3
<b>12:15 – 13:15</b>	Period 4
<b>13:15 – 14:00</b>	Lunch
<b>14:00 – 15:00</b>	Period 5

Finally, I have attached to this letter, for your information, a list of important Year 11 dates for the next academic year. I hope that, with your support, it will be an enjoyable, successful and happy experience for your son/daughter.

Yours faithfully,

**Mr E Macaulay**

Year Achievement Coordinator - Year 11

**Mr A Duligall**

Assistant Year Achievement Coordinator - Key Stage 4



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## Key Dates for Year 11 Haileybury Turnford Key Calendar Dates – 2018-19

Date	Event
Monday 3 <sup>rd</sup> September	Staff Training Day 1
Tuesday 4 <sup>th</sup> September	Staff Training Day 2
Wednesday 5 <sup>th</sup> September	School starts for Year 7 and Year 11 students
Thursday 6 <sup>th</sup> September	School starts for Year 8, 9, 10, 12 and 13 students
Wednesday 12 <sup>th</sup> September	Year 11 Key to Success Evening 6.00pm
Tuesday 25 <sup>th</sup> September	Open Evening 5.30pm-8.00pm (students finish at 1.00pm)
Wednesday 26 <sup>th</sup> September	Staff Training Day 3
Monday 8 <sup>th</sup> October	Parents' Forum 5.30pm-6.30pm
Wednesday 17 <sup>th</sup> October	Year 8-11 and 13 Awards Evening 6.00pm-7.00pm
<b>Half-Term</b>	
Monday 3 <sup>rd</sup> December – Friday 14 <sup>th</sup> December	Year 11 Mocks
Wednesday 14 <sup>th</sup> December	Year 11 Parents' Evening 4.00pm-7.00pm
Monday 17 <sup>th</sup> December	Year 11 & Year 13 Certificates Evening 6.00pm-7.00pm
Wednesday 19 <sup>th</sup> December	School Production
Thursday 20 <sup>th</sup> December	School Production
<b>Christmas Holiday</b>	
Monday 7 <sup>th</sup> January	Staff Training Day 4 Vocational Public Exams this week
Monday 11 <sup>th</sup> February	Parents' Forum 5.30pm-6.30pm
<b>Half-Term</b>	
Monday 11 <sup>th</sup> March – Friday 22 <sup>nd</sup> March	Year 11 Mocks
Thursday 11 <sup>th</sup> April	Year 11 Parents' Evening 4.00pm-7.00pm
<b>Easter Holiday</b>	
Tuesday 23 <sup>rd</sup> April	Year 11 and Year 13 students only
Wednesday 24 <sup>th</sup> April	All other year groups return to school
Monday 13 <sup>th</sup> May – 26 <sup>th</sup> June	<b>GCSE's Public Exams</b>
<b>Half-Term</b>	
Monday 17 <sup>th</sup> June	Parents' Forum 5.30pm
Friday 28 <sup>th</sup> June	Year 11 Leavers' Assembly 9.00am-10.00am
Friday 5 <sup>th</sup> July	Year 11 Prom
<b>Summer Holiday</b>	
Thursday 22 <sup>nd</sup> August	GCSE Results Day 9.00am



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