

Haileybury Turnford

Ambition · Pride · Success

10th September 2018

Dear Parents/Carers

Year 9

Firstly, I hope that you have all had an enjoyable summer and I would like to welcome you and your children to Haileybury Turnford. I am delighted to be the students' Year Achievement Coordinator and look forward to overseeing their progression over the years with us. 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.

9HLE Ms Ledster/Ms Lines

LedsterH@haileyburyturnford.com

9JHA Miss Keys

LinesE@haileyburyturnford.com

9BAC Ms Lutterodt-Acquah

KeysJ@haileyburyturnford.com

9GGI Ms Gibbs

Lutterodt-AcquahB@haileyburyturnford.com

9STA Mr Tagliarini

GibbsG@haileyburyturnford.com

TagliariniS@haileyburyturnford.com

If you wish to see your child's tutor or a member of staff, you will need to contact reception on (01992) 308333 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 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.*

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.



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

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

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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 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. Please can we remind all parents and carers that nail varnish, acrylic nails and gel nails are not permitted. In addition, students are not allowed to wear false eyelashes. If a student is found to be not wearing the correct uniform, the student can expect to receive a sanction. Thank you for your support in maintaining our uniform expectations. 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

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

Finally, I have attached to this letter, for your information, a list of important Year 9 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 M Barrett

Year Achievement Coordinator - Year 9

Mr A Duligall

Assistant Year Achievement Coordinator - Key Stage 4



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Key Dates for Year 9 Haileybury Turnford Key Calendar Dates – 2018-19

Date	Event
Monday 3 rd September	Staff Training Day 1
Tuesday 4 th September	Staff Training Day 2
Thursday 6 th September	School starts for Year 8, 9, 10, 12 and 13 students
Friday 7 th September	Year 7-13 Individual Student Photographs
Tuesday 11 th September	Year 9 Key to Success Evening 6.00pm
Tuesday 25 th September	Open Evening 5.30pm-8.00pm (students finish at 1.00pm)
Wednesday 26 th September	Staff Training Day 3
Monday 8 th October	Parents' Forum 5.30pm-6.30pm
Wednesday 17 th October	Year 8-11 and 13 Awards Evening 6.00pm-7.00pm
Half-Term	
Wednesday 12 th December	Carol Service at Haileybury Chapel 11.15am
Thursday 13 th December	Year 9 Parents' Evening 4.00pm-7.00pm
Wednesday 19 th December	School Production
Thursday 20 th December	School Production
Christmas Holiday	
Monday 7 th January	Staff Training Day 4 Vocational Public Exams this week
Monday 11 th February	Parents' Forum 5.30pm-6.30pm
Half-Term	
Wednesday 13 th March	Year 7-10 and 12 Awards Evening 6.00pm-7.00pm
Easter Holiday	
Tuesday 23 rd April	Year 11 and Year 13 students only
Wednesday 24 th April	All other year groups return to school
Half-Term	
Monday 17 th June	End of Year Exams – Year 7, 8, 9, 10 and 12 start this week
Monday 17 th June	Parents' Forum 5.30pm
Monday 24 th June	End of Year Exams – Year 7, 8, 9, 10 and 12 continue this week
Tuesday 25 th June	2.00pm finish for students – Staff Training
Tuesday 9 th July	2.00pm finish for students – Staff Training
Summer Holiday	



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