

HaileyburyTurnford

Ambition · Pride · Success

Year 7

September 2019

Dear Parents/Carers

Firstly, I hope that you have had an enjoyable summer and I would like to welcome you and your child to Haileybury Turnford. I am delighted to be the students' Year Achievement Coordinator and look forward to overseeing their progression with us over the forthcoming year. As it is the start of the new academic year, I am writing to clarify and explain some of our procedures to help in ensuring your child settles quickly into our routines and their new school.

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.

7 Pankhurst Miss Bilsby	BilsbyC@haileyburyturnford.com
7 Shackleton Mrs Durso/Miss Khatiri	DursolL@haileyburyturnford.com
7 Bevan Mr Husnu	HusnuO@haileyburyturnford.com
7 Austen Mrs Lukeman	LukemanM@haileyburyturnford.com
7 Turing Mrs Ashby	AshbyS@haileyburyturnford.com
7 Bader Ms Harris	HarrisK@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 303888 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 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

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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 1or 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 the October half-term. After the October 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. Hairstyles 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.

Homework

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 Homework 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 child'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/>

Class Charts

The Class Charts App enables you to see up to date information about your child's behaviour, achievements and set homework, on a daily basis. You will be sent details of how to access the Class Charts Online App and a personal user code to set up a parent account.



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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.

Everyone Reads

A reading scheme for Year 7 called Everyone Reads will take place during tutor time on Wednesdays. Students will be required to bring a reading book (this could be their Accelerated Reading programme book) with them each Wednesday. Everyone Reads will ensure that all students and staff will read for 15 minutes.

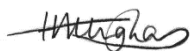
Timings for the School Day

The school day runs as follows:

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 7 dates for the next academic year. I hope that, with your support, it will be an enjoyable, successful and happy experience for your child.

Yours faithfully



Miss Allingham
Year Achievement Coordinator Year 7



Mrs Carter
Assistant Year Achievement Coordinator Year 7 & 8 (Key Stage 3)



Mr B Walsh
Assistant Principal for Year 7 & 8 (Key Stage 3)



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Key Dates for Year 7 2019-20

HAILEYBURY TURNFORD CALENDAR 2019-20 WITH KEY DATES FOR PARENTS/CARERS

Week Commencing	Event
Monday 2 nd September	<ul style="list-style-type: none"> Staff Training Day 1
Tuesday 3 rd September	<ul style="list-style-type: none"> Staff Training Day 2
Wednesday 4 th September	<ul style="list-style-type: none"> School starts for Year 7 and Year 12 students Year 7 Parents' Welcome Meeting 2.30pm-3.00pm
Friday 6 th September	<ul style="list-style-type: none"> Year 7-13 Individual Student Photographs
Thursday 19 th September	<ul style="list-style-type: none"> Year 7 Meet the Tutor Evening 5.00pm-6.00pm
Tuesday 24 th September	<ul style="list-style-type: none"> Open Evening 5.30pm-8.00pm (students finish at 1.00pm) Principal Talks at 5.45pm and 6.30pm in the Hall
Wednesday 25 th September	<ul style="list-style-type: none"> Staff Training Day 3
Friday 27 th September	<ul style="list-style-type: none"> HT News published
Tuesday 8 th October	<ul style="list-style-type: none"> Positively Mad – Parent study skills workshop 5.00pm-6.00pm (Parents' Forum)
Friday 18 th October	<ul style="list-style-type: none"> Wear Red Day – Show Racism the Red Card HT News published
Half-Term	
Friday 29 th November	<ul style="list-style-type: none"> HT News published
Tuesday 10 th December	<ul style="list-style-type: none"> Music Concert 5.00pm-6.15pm
Wednesday 11 th December	<ul style="list-style-type: none"> Carol Service at Haileybury Chapel 11.15am – Year 7 & 8
Friday 13 th December	<ul style="list-style-type: none"> Charity Non-Uniform Day, including Christmas Jumper Day
Friday 20 th December	<ul style="list-style-type: none"> HT News published School Closes at 1.30pm
Christmas Holiday	
Monday 6 th January	<ul style="list-style-type: none"> Staff Training Day 4
Tuesday 7 th January	<ul style="list-style-type: none"> All students return to school
Friday 24 th January	<ul style="list-style-type: none"> HT News published
Thursday 6 th February	<ul style="list-style-type: none"> Year 7 Parents' Evening 4.00pm-7.00pm
Monday 10 th February	<ul style="list-style-type: none"> Parents' Forum 5.30pm-6.30pm
Friday 14 th February	<ul style="list-style-type: none"> HT News published
Half-Term	
Thursday 27 th February	<ul style="list-style-type: none"> School Production
Friday 28 th February	<ul style="list-style-type: none"> School Production
Friday 13 th March	<ul style="list-style-type: none"> HT News published
Thursday 19 th March	<ul style="list-style-type: none"> Year 8 Parents' Evening 4.00pm-7.00pm
Tuesday 24 th March	<ul style="list-style-type: none"> Music Concert 5.00pm-6.15pm
Thursday 26 th March	<ul style="list-style-type: none"> Year 7-10 and 12 Awards Evening 6.00pm-7.00pm
Friday 3 rd April	<ul style="list-style-type: none"> HT News published School Closes at 1.30pm



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Easter Holiday	
Wednesday 15 th April	<ul style="list-style-type: none"> All students return to school
Thursday 23 rd April	<ul style="list-style-type: none"> Dance Show
Thursday 7 th May	<ul style="list-style-type: none"> HT News published
Friday 8 th May	<ul style="list-style-type: none"> May Bank Holiday (75th anniversary of VE Day)
Friday 22 nd May	<ul style="list-style-type: none"> HT News published
Half-Term	
Monday 8 th June	<ul style="list-style-type: none"> Year 8 HPV2 Vaccinations Parents' Forum 5.30pm
Monday 15 th June	<ul style="list-style-type: none"> Year 6 Parents' Transition Evening 5.30pm-7.00pm
Friday 19 th June	<ul style="list-style-type: none"> HT News published
Tuesday 30 th June	<ul style="list-style-type: none"> New Year 12 Induction Day 1 Music Concert 5.00pm-6.15pm
Wednesday 1 st July	<ul style="list-style-type: none"> New Year 12 Induction Day 2
Friday 3 rd July	<ul style="list-style-type: none"> Staff Training Day 5
Monday 6 th July	<ul style="list-style-type: none"> Year 10 Work Experience (all week) Year 12 Futures Week (all week)
Tuesday 7 th July	<ul style="list-style-type: none"> 2.00pm finish for students – Staff Training
Thursday 9 th July	<ul style="list-style-type: none"> Year 6 Transition Day (new Year 7 students in school)
Thursday 16 th July	<ul style="list-style-type: none"> Sports Day (no reserve day)
Friday 17 th July	<ul style="list-style-type: none"> End of term Celebration Assemblies HT News published School Closes at 12.30pm
Summer Holiday	



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