Welcome to Haileybury Turnford

An Information Guide for Parents and Students

Year 11

Mill Lane
Cheshunt
Hertfordshire
EN8 0JU
01992 308333
http://www.haileyburyturnford.com
https://twitter.com/Hailey_Turnford

AMBITION • PRIDE • SUCCESS

Welcome from the Principal

Welcome to Haileybury Turnford. Our vision is to be the best school we can be, developing every aspect of our students to ensure that they can thrive, flourish and succeed. We are delighted that your child will be joining our Haileybury Turnford community in September and hope they are excited about their time ahead at secondary school.

We believe that excellent teaching, academic success, the best pastoral care and enriching co-curricular opportunities are the hallmarks of an excellent school. By drawing on Haileybury's 150 years of outstanding achievement, combined with Turnford's strong sense of community, we aim to create an exceptional school. Since working with Haileybury, our students have already benefited in very many ways and these opportunities will grow in the coming years.

- We use Haileybury's facilities, including climbing wall and swimming pool
- Our annual carol service for Year 7 and Year 8 students is held at Haileybury's chapel
- Our Year 10 and Year 11 Cadets have weekly training with Haileybury Cadets
- Our Year 11 triple scientists have sessions with Haileybury science staff to provide additional specialist teaching in biology, chemistry and physics
- Haileybury Spanish, and Maths staff have worked with our Year 11 students to support their GCSE preparations
- Haileybury holds sessions for our Year 12 students to support them with applying to competitive universities
- Haileybury provides support for Year 13 students applying for medicine, dentistry or veterinary science including Cambridge and Oxford

At Haileybury Turnford we expect our students to respect each other and all adults in the school, and do everything with pride and ambition. We recognise that our success is dependent on a good and strong partnership with the parents and carers of our students, and we therefore look forward to working with you to provide your son or daughter with the best possible preparation for their adult life.

If parents and carers have a query about any aspect of your child's education please contact us at the earliest opportunity.

With my best wishes

Robin Newman
Principal

Term Dates for 2019-20

AUTUMN TERM
Monday 2nd September to Friday 20th December 2019
Wednesday 4th September – Year 7 and Year 12 students only
Thursday 5th September – All students return

Half-term (2 weeks)
Monday 21st October to Friday 1st November 2019

SPRING TERM
Monday 6th January to Friday 3rd April 2020

Half-term
Monday 17th February to Friday 21st February 2020

One week Easter break & Easter Monday on Monday 13th April 2020
SUMMER TERM
Tuesday 14th April to Friday 17th July 2020
Tuesday 14th April – Year 11 and 13 students only
Wednesday 15th April – All students return

Half-term
Monday 25th May to Friday 29th May 2020

STAFF TRAINING
Staff Training Day 1 – Monday 2nd September 2019
Staff Training Day 2 – Tuesday 3rd September 2019
Staff Training Day 3 – Following Year 6 Open Evening – date tbc
Staff Training Day 4 – Monday 6th January 2020

AUTUMN TERM 2020-21 will start no earlier than Monday 31st August 2020 (6 full weeks summer holiday) – start date for academic year 2020-21 to be confirmed as soon as Herts release dates for 2020-21.

Our School Values

At Haileybury Turnford we expect and enable our students to be **Ready, Respectful and Safe.**

READY	RESPECTFUL	SAFE
• Full school uniform, worn properly • Attend on time with all equipment including Planner • No gum, fluid or food other than water • All headphones, phones and other electronic equipment out of sight and switched off	• Do as you are asked by all members of staff • Listen to others, use appropriate language and a polite tone • Look after each other, the building, displays and equipment	• Follow rules and routines for health and safety • Keep hands, feet, objects and personal comments to yourself • Be in the right place, in the right time and not in unsupervised areas

The staff and governors of Haileybury Turnford believe that students are entitled to an education of the highest quality which is relevant and challenging; set in a safe, secure, nurturing environment.

We aim to promote positive behaviour and early intervention to support students in their learning.
We believe a whole school positive behaviour management approach is essential for effective teaching and learning. At Haileybury Turnford our aim is to create a learning community where:

- we all have the right to learn and work in a safe environment and to be treated fairly with respect; we are all responsible for supporting the rights of others and ourselves;
- we should create a climate where everyone can learn and achieve;
- rewards and sanctions should be used to help us to take responsibility for our mistakes and support us to make the right choices in future;
- it is our collective responsibility to build confidence among children to show empathy and understanding;
- we have clear and agreed methods of reporting and responding to incidents of both positive and negative behaviour.

"The school's work to promote pupils' personal development and welfare is good"

(Ofsted, 2018)

Haileybury Turnford Pastoral Care

Tutor

In each year group, students are divided into mixed ability forms, who are looked after by a tutor. It is the role of the tutors to get to know individual members of their tutor group and to consult with other staff about their welfare as well as academic progress and behaviour. If you have any concerns or worries, the tutor should be the first point of contact. Contact details are available on the school website.

Year Achievement Coordinator and Assistant Year Achievement Coordinator

The Year Achievement Coordinator will oversee your child's welfare and academic progress. Each year group has a designated Year Achievement Coordinator who is responsible for tracking and monitoring progress as well as behaviour. Parents' Evening will enable you to meet with your child's individual subject teachers. Appointments for Parents' Evening are made via the online parents booking system - https://haileyburyturnford.parentseveningsystem.co.uk/

Year Achievement Coordinator

Mr Macaulay

Year 11

Assistant Year Achievement Coordinator

Mrs Amatruda

Assistant Principal

Mr Megaw

Student Attendance

Good attendance and punctuality is vital to ensure your child reaches their full potential. It is anticipated and expected that every student will aim to achieve at least 96% attendance. We monitor attendance to every lesson on a daily basis. As a parent you can monitor your child's attendance and punctuality by accessing the Insight website— https://insight.turnford.herts.sch.uk/INSIGHT

If your child is unwell and not fit to attend school, please ensure you ring the school's absence line (01992 308 333 and press 1) or log it 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 that 4 days away from the school due to illness. Our Attendance Officer will contact you if we have not received information about the absence of your child.

Repeated non- attendance or lateness to school will be treated very seriously and if your child is repeatedly absent or late to school without a valid reason parents will receive a letter, warning about the legal consequences of persistent absence. Persistent absence to school will result in parents/carers being warned and then issued with a Fixed Penalty Notice involving a fine.

Medication in School

Students are not permitted to carry medication around with them in the school unless it is an Epipen, asthma pump or diabetic insulin kit.

The school does not have a supply of medication to be given to students with or without consent of a parent/ carer. Any medication required by a student must be supplied by parent/carer. It must be brought in, in its original packaging including instructions from the prescriber and handed to the medical office. A parent/carer Consent Form must also be completed and kept with the medication.

All medications are stored in a secure medical cabinet in the Medical Office. You will be notified at any time if the expiry date is due and will be required to bring in new medication.

All medication taken in school by a student is recorded. If you no longer wish for your student to have medication kept in school, or the medication needs to be changed please inform the Medical Office immediately.
We also do have a fridge to enable us to store insulin and any medication that requires to be stored in a cool place. Please do not hesitate to contact Student Medical Office on 01992 308333 ext205 if you have any issues or concerns.

Other support—Special Educational Needs & Disabilities
Assistance is provided by the SEND department who work with students needing additional support for a SEND need. If you need to discuss your child's individual needs please contact the SENCO in the SEND department on ext. 231.

The English as an Additional Language (EAL) Centre at Haileybury Turnford
What we offer
The EAL Centre works in our school to support, teach and monitor the progress and achievement of bilingual, refugee and newly immigrated students at Haileybury Turnford. These students are categorised as English as an Additional Language (EAL) and often have varying levels of either home language or English language fluency.

Of the present students and staff, about 14% are bilingual, that is, they speak, read and write at least one other language. Haileybury Turnford believes that home languages are an important skill to support and develop. Opportunities are being developed for the next academic year which include the bilingual mentoring of new students by older students, home language GCSEs and community language events. Parents can be assured that the languages spoken at home are just as valued and valuable as learning good academic English. It is best if parents let the school know which languages are spoken.

My child doesn't speak much English
Your child will be assessed for how much English they speak when they come to Haileybury Turnford. They will be put in contact with a peer mentor, hopefully one who speaks their language. They will also be carefully placed in a form where there are children who can help them by translating or with staff who can translate.

An EAL Profile will be written based on their English and teachers will be given suggestions as to how to improve your child's English during their lessons. They will also have ESOL once a week as well as extra homework and reading in addition to their subject homework. The EAL Centre will also run lunchtime and afterschool clubs to help your child with their homework.

We recommend that you download the Duolingo app on your child's phone to help them learn some basic English. Duolingo has English lessons for speakers of other languages. Just scroll down to the bottom of the list of languages to choose.

Should I continue to read and write with my child in my language?
Haileybury Turnford encourages parents and carers to read and write in their home language with their child. Bilingual books are available from most local libraries and can be requested in over 50 languages. This will enable students to prepare themselves over time for an extra GCSE exam in their home language as well as improving their overall literacy skills.

Home Language GCSEs and the English Baccalaureate
Supporting and encouraging bilingualism is a key part of the EAL Centre ethos. The EAL Centre will work with the Modern Foreign Languages Department to identify bi-literate students who can achieve home language GCSEs or other qualifications either as extra GCSEs or as part of the English Baccalaureate qualification. Students who could take such qualifications but may not have strong literacy in their home language are encouraged to study their own language with their families, where possible.

All bilingual students are encouraged to use any community language skills they have in a positive way to help fellow community-language peers in their classes or tutor groups where a new student's English proficiency is still developing.

For further information, please contact: Mrs L Tarantini-Amor, Lead Practitioner for EAL and Spanish Teacher by email on tarantini-amorl@haileyburyturnford.com.

Positive Relationships Policy

Anti-Bullying Procedures

Bullying may be verbal, physical or indirect. In fact any action, which **repeatedly** makes a child feel uncomfortable, insecure or threatened, may be defined as bullying. The school disapproves of bullying in all its forms and considers it a most serious offence. Students should be aware that bullying is completely unacceptable at Haileybury Turnford and they will be treated sympathetically if they tell someone if it has happened to them. The Principal and senior staff take the lead in creating a climate in which students will be encouraged to report immediately any bullying incident in the expectation that it will be dealt with urgently and fairly. All staff are required to report incidents of bullying to the form tutor and Year Achievement Coordinator of both bullies and victims. Year Achievement Co-ordinators must then report the incident to senior staff. Please see our school website for our full Positive Relationships Policy. http://www.haileyburyturnford.com/information/policies/

Advice for your child

What helps?

- Tell your child: "If you're being bullied it's not your fault";
- Let your child give their account in their own words if they can;
- Be clear, it is important that the bullying stops and that school will have to be involved;
- Find out which teacher your child would like you to talk to;
- Give lots of love and reassurance to your child;
- Contact school as soon as possible.

Talking to the school

- Be aware that teachers may have no idea your child is being bullied or may have another account of the incident;
- If you can – give names, places, times and dates;
- Give the school time to thoroughly follow up your concerns;
- Ask to be kept well informed.

The school is there to help you and your child, please try to work with the school at all times.

Useful websites and contacts:

Bully Free Zone: www.bullyfreezone.co.uk

Childline: www.childline.org.uk

Childnet: www.childnet.com

www.kooth.com

Safeguarding at Haileybury Turnford

Haileybury Turnford is fully committed to safeguarding and promoting the welfare of all our students and young people and expect all staff, volunteers and visitors to share this commitment.

On occasion, a student may disclose information of a sensitive nature to a member of staff or an adult. When this happens, they must listen and explain clearly and calmly that information about their safety may mean other people have to be informed in order to support and safeguard them. They cannot promise to keep such information confidential.

When a member of staff, volunteer or visitor has any child protection or welfare concerns about a student, they have a duty to report these concerns to the designated teacher in the school.

If you have any concerns about a child's welfare, please contact a member of the Safeguarding Team.

Designated Safeguarding Person for Child Protection

Mr R Newman (Principal)

Lead Designated Safeguarding Person for Child Protection

Mrs M Goodes (Vice Principal)

Designated Safeguarding Person for Child Protection

Mrs V Elliott (Child Protection Lead and Intervention Coordinator)

Designated Safeguarding Person for Child Protection

Mr B Walsh (Assistant Principal)

Designated Safeguarding Person for Child Protection for Sixth Form

Mrs N Shivalkar (Assistant Principal)

Nominated Governor for Child Protection

Mr R Matcham (Chairman of Governors)

Nominated Governor for Child Protection

Mr S Campbell (Member of Governing Body)

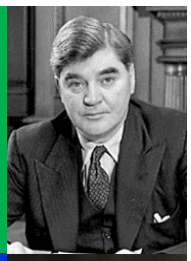
Haileybury Turnford House System

The Haileybury Turnford House system comprises of six houses; Bevan, Pankhurst, Shackleton, Turing, Austen and Bader. Each form group, including the form tutor, will all belong to the same house to encourage collaboration and a team ethos within the form.

We encourage all students to participate in house competitions throughout the academic year. These will be run by individual faculties/departments or year teams. All academic achievements, achievement points and attendance will also feed into the House system.

By the conclusion of the academic year, we want students to have had numerous opportunities to represent their

Bevan



Aneurin Bevan was a Welsh Labour Party politician who was the Minister for Health in the UK from 1945 to 1951. Bevan was a lifelong champion of social justice, the rights of working people and democratic socialism.

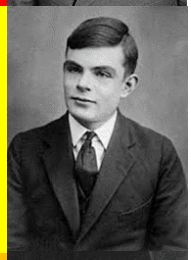
Pankhurst

Emmeline Pankhurst was a British political activist and organizer of the British suffragette movement who helped women win the right to vote.

Shackleton

Sir Ernest Henry Shackleton CVO OBE FRGS was a British polar explorer who led three British expeditions to the Antarctic. He was one of the principal figures of the period known as the Heroic Age of Antarctic Exploration.

Turing



Alan Mathison Turing OBE FRS was a British mathematician, computer scientist, logician, cryptanalyst, philosopher and theoretical biologist.

Austen

Jane Austen was an English novelist known primarily for her six major novels, which interpret, critique and comment upon the British landed gentry at the end of the 18th century.

Bader

Lilian Bader was one of the first black women to join the British armed forces.

Haileybury Turnford School Day

The School Day/Week

Timings of Lessons

Students must arrive at school by 8.30am.

Form Time including AM registration	8.35am-8.55am
Period 1	8.55am-9.55am
Period 2	9.55am-10.55am
Break	10.55am-11.15am
Period 3	11.15am-12.15pm
Period 4 including PM registration	12.15pm-1.15pm
Lunch	1.15pm-2.00pm
Period 5	2.00pm-3.00pm

Before the start of the school day

Being punctual and arriving on time is important and it is expected that your child arrives promptly to school by 8.30am and we expect them to their tutor room by 8.35am. Any student that arrives late will be marked in the Late book and enter via School Reception. If your child does not have a valid reason for arriving late they will be expected to serve a payback with their Year Achievement Coordinator at break time. If they are late on more than one occasion in a week, your child will attend a payback.

Lunchtime Arrangements

All students are required to stay on the school site at lunchtime. If you send your child with a packed lunch please consider making the contents "healthy". For further guidance on what is considered a healthy packed lunch, please refer to www.schoolfoodtrust.org.uk

Communication and Contact

You are always welcome to make an appointment to see specific members of staff if required. Similarly, staff may wish to contact you about your child should they have a query or concern. As a school, we try to address issues as they arise; so please do not hesitate to contact the school should you have a concern. Staff contact details can be found via the following link http://www.haileyburyturnford.com/contact-us/staff/

Appointments can be made by telephone, email or letter. You are required to make an appointment with staff as teaching staff are not available to see parents for impromptu visits due to their teaching commitments.

As a school we aim to return your call or email within 24 hours (during term time only). However please respect the fact that staff may genuinely be absent from school or not available to return your call or email straight away, but will endeavour to return your call at their earliest convenience. We are keen to listen to your suggestions in order to continue to improve all aspects of communications with you.

Haileybury Turnford Website

Please check our school website regularly for updates, newsletters, important notices, dates of up and coming events and parent newsletters.

Our website address is:

http://www.haileyburyturnford.com/ https://twitter.com/Hailey_Turnford

ParentPay

We are pleased to inform you that Haileybury Turnford is able to accept payments online for school meals and other items such as school trips, music lessons, before and after school clubs etc. Using a secure website called **ParentPay®** (https://www.parentpay.com/) you can pay online using your credit or debit card.

Please note that ParentPay is our preferred method of payment.

The more parents who decide to use ParentPay, the greater the benefit to the school. It also ensures that all money transactions are safe and secure, your child no longer has to take responsibility for carrying money into school. Details of your child's ParentPay account will be forwarded to you before the start of the Autumn Term.

Cashless Catering

The school operates a cashless catering system. Each student is biometrically identified using an algorithm taken from an electronic finger imprint, allowing them to pay for meals. As each child pays the same way no one knows who has or has not got a Free School Meal (FSM) allowance which obviously removes any associated stigma.

You can pay between one week and one year's dinner money onto your child's account. The school automatically sets an upper limit of **£5** on the amount of money that can be spent in one day. If you would like this amount changed, please call the school to amend the amount either to increase or decrease their daily allowance.

For those students receiving Free School Meals (FSMs) the allowance is loaded onto the account daily. You are welcome to 'top up' the FSM allowance at any time, particularly if your child plans to use the Dining Hall at any other time apart from lunchtime.

As mentioned above, the primary method of payment is through ParentPay. Payments made from ParentPay will be automatically credited to your child's balance. Otherwise, payment can be made by cheque at the school Finance Office. There is a wall mounted coin and note loader in school. Students can then load their account and monitor their own balances on a daily basis. **Please note: cash will not be accepted at the food counter till points.**

Promoting a healthy environment for your child

We are committed to promoting healthy food and drinks and therefore the following drinks and foods are banned from the school. Please help to support us in supporting your child in making the right choices by ensuring your child does not bring fizzy drinks, energy drinks, lucozade, etc. into the school as we are promoting a healthy environment for your child. We thank you for your support.

Insight Parent Portal – User Guide

Logging On
Go to https://http://85.92.181.237/INSIGHT and enter the username and password provided. You will be prompted to create your own password the first time you log in.
Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your children.
You can also access the Insight link via the Haileybury Turnford website, within the 'Parent' links.

Please note, we can only create an Insight account for someone with parental responsibility for a child, for data protection reasons. Please contact the school if you have any questions about this or to update our records if necessary.

Personal Details
This screen allows you to update the contact details that the school holds for you. You will only see your own details here. The school's main system holds the information of any other contacts you have advised of us on your admission form. Please make sure that we have your correct telephone numbers, postal and email addresses. If you need to update any of your details, please click on the links to let us know. All updates are passed on to our support staff who will make the relevant changes. If you want to add new contacts or change information for other existing contacts, please contact the school.

Notices
This panel provides a reminder of key dates from the school calendar.

Timetable
The timetable screen shows the current day and whether it is week 1 or week 2 in our ten-day timetable cycle. Use the double arrows at the top corner of each screen to look at the week ahead or week past.

SEND Details
This screen shows any identified and recorded special educational needs. If you have any queries about SEND records, please contact the SENCO, Flexible Learning Department – senco@haileyburyturnford.com.

Attendance
Clicking on the attendance tab gives you access to detailed analysis of your child's attendance at school to date.
Attendance Summary: gives a daily record of attendance along with a weekly percentage.
Attendance Comparison: gives a graphical view of your child's attendance compared with the overall attendance of his/her tutor group and year group for reference.
Attendance Career: gives a graphical view of your child's attendance in each term during their time at Haileybury Turnford.

High attendance is a key factor in academic success. We monitor attendance carefully and will follow up students whose attendance falls below acceptable levels.

Behaviour
The behaviour tab provides details of school rewards and sanctions issued:
Yellow/Red Cards: a list of yellow cards which are issued in cases of serious poor behaviour or failure to meet school standards.
Exclusions: a record of any internal and external fixed term exclusions from school.

Insight Parent Portal – User Guide continued...

Exams and Results
This tab provides information about current examination entries, results to date (including results from statutory Key Stage 2 and 3 assessments), and examination timetables.

Siblings and Parental Responsibility
Insight accounts have been set up for all contacts with parental responsibility listed in our records. You should see siblings already linked at the bottom of each page. If that is not the case and you have received multiple usernames and passwords for your children, please use the "Merge Accounts" tool (the icon resembles a sellotape dispenser) to connect two accounts together under a single login.

ClassCharts

At Haileybury Turnford, we use Class Charts as an online management system to support behaviour for learning. This is a system used by teachers to track achievement and behaviour throughout the school day. It also records the homework that teachers have set for your child.

Every student is issued with a Class Charts login so that they can track their own achievement/behaviour and homework. A parent login is also provided by the school for every parent/carer. The benefit of using Class Charts is that a parent or carer will be able to access live data and information about whether a student has received an Achievement Point or Behaviour Point.

There is also a Class Charts free app for smartphones.

Conduct Cards
Each half-term, students are given a conduct card. All students are expected to be **Ready, Respectful and Safe**. This card is used to record any times when a student is not **Ready, Respectful or Safe** outside of lessons. This can include uniform infringements , such as having an untucked shirt, wearing jewellery or wearing trainers without a valid reason and permission. Out of lesson infringements can be recorded on the cards by any member of staff. Six infringements in any one term will result in a one hour payback. If your child were to reach 18 signatures we will organise a school based meeting to discuss concerns and ask you to work with us to support your child in being Ready for School, Respectful to all staff and other students and in ensuring they are always acting in a Safe way – they should aim to have no signatures at the end of the term. Students can also receive Achievement points for going over and above in showing they are **Ready, Respectful and Safe**. For example a student who is polite and courteous and cooperative with others can receive a Achievement point on their card.

Achievement System

Your child will earn one Achievement Point for every time they exceed our minimum standards of being Ready, Respectful and Safe

	Category	Detail
Ready	**Excellence within the lesson**	**Consistently go above the expectations of members of staff, demonstrating the Haileybury Turnford Habits, during the lesson.**
Respectful	**Citizenship**	**Demonstrate a positive attitude towards others, demonstrating strong citizenship qualities.**
Ready	**Personal development**	**Attend a co-curricular activity for its duration.**
Respectful	**Representation of the school**	**Represent the school positively in an external event e.g. sporting fixture, art display, and charitable event.**
Respectful	**Commitment outside of school**	**Commit & achieve in any personal aspect outside of school. For example taking part in a charity event or representing the school positively.**

Behaviour and Discipline: Ready, Respectful and Safe

We have high expectations as an school and expect every student to follow and maintain these expectations to ensure every child is valued and is able to achieve their potential and learn in an orderly and secure environment.

Haileybury Turnford
Behaviour Points System

- The behaviour card system is used consistently across all subjects by staff. The purpose of the system is to ensure your child succeeds at Haileybury Turnford.
- Failure to meet these expectations could result in the following:

Ready, Respectful and Safe	
Ready **Respectful and** **Safe**	Our core expectations of all students: **Ready:** I will make sure I am ready by: • Full school uniform, worn properly • Attend on time with all equipment including planner • No gum, fluid or food other than water. • All headphones, phones and other electronic equipment out of sight and switched off. **Respectful**: I will make sure I am respectful by: • Do as you are asked by all members of staff • Listen to others, use appropriate language and a polite tone. • Look after each other, the building, displays and equipment. **Safe**: I will make sure I am safe by: • Follow rules and routines for health and safety. • Keep hands, feet, objects and personal comments to yourself. • Be in the right place, in the right time and not in unsupervised areas.
1st Yellow Card	**1st Yellow Card 1 Point** This means that your teacher has already tried to encourage you to make the right choice after verbally reminding you to be **Ready, Respectful and Safe.** Your Teacher and Form Tutor will follow up this issue with you.
2nd Yellow Card	**2nd Yellow Card 2 Points** You are not following our expectations of being **Ready, Respectful or Safe** and as a result you will be sent to work in another classroom. You will receive a Payback at break or the end of the day to discuss an action plan and resolve the issue. Your Form Tutor will follow up this issue with you. **Your Parents/Carers will be informed about your behaviour.** **If you continue to receive Yellow Cards you will receive a Faculty or Subject Leader Payback.**
Red Card	**Red Card 6 Points** You will be given a Red Card if there is a one off serious behaviour incident where you have not followed our expectations of being **Ready, Respectful or Safe**—for example fighting or making racist comments. You will be removed by a staff member and taken to the Reflection Room. You will work in silence until your resolve meeting. A Resolve meeting will be held at the earliest opportunity. **Your Parents/Carers will be informed.**

Praise and Recognition
Going Above and Beyond...

Our praise and recognition system is designed to celebrate the success of all our students. It is underpinned by the belief that continual praise of each students personal best behaviour and attitude to work is fundamental to establishing and reinforcing appropriate behaviour and work patterns.

Verbal praise, telephone calls home and positive postcards are used routinely to create and reinforce positive relationships at all times. They are recorded by the teacher on SIMS.

The number of Achievement Points received by students is monitored by the Form Tutor, Year Achievement Coordinator and Assistant Year Achievement Coordinator. Individual progress is reviewed weekly and used as a basis for discussion and further achievement.

Every term, students will attend academic, community and sports awards celebratory assemblies.

Specific student rewards include:

Principal's Award
The Principal's Award is given each month to one student from each year who is nominated by their Year Achievement Coordinator for outstanding personal achievement or outstanding contribution to the school community.

Principal's Book
Students are nominated by their subject teacher and invited to go along to the Principal's Office to show their excellent piece of work. The Principal then asks them to sign the Principal's Book and a mention is made in the HT News, which is published twice each half-term.

Year 7 & 8 Award
Year 7&8 Haileybury Turnford students receive awards to receiving achievement points.

There are four categories:

- Bronze (achieved when 100 points are reached)
- Silver (achieved when 200 points are reached)
- Gold (achieved when 300 points are reached as well as 1 recognised service to the school e.g representing the school in a sports fixture for example)
- HT Award (achieved when 400 points are reached as well as 2 recognised services to the school are completed and recognised by the Principal or Vice Principals)

Once a student has achieved the necessary criteria they will be awarded with their respective badges in their year assembly. Badges will be given out every half term when updated totals on achievement are calculated.

Achievement Points
Students receive Achievement and House Points from staff for school learning, homework, community and co-curricular contributions. The total of House Points are calculated on a monthly basis and they feed in to the annual House Competition.

Student(s) of the Week
One student will be nominated from each year House and congratulated in their Year Group assembly and HT News. Students are nominated for going above and beyond the normal expectations.

Phone calls home
Each week staff members will choose up to 5 students to positively recognise and praise. Staff will make a phone call home to parents.

Postcards Home
Students will have opportunities to receive a postcard home for over and above recognition and exceeding our minimum expectations of Ready, Respectful and Safe.

Hot Chocolate with the Principal
Students are nominated by their subject teacher and are sent and invitation to join the Principal for a Hot Chocolate and to discuss their outstanding achievement.

Attendance Lottery
Each week every student will have an opportunity to enter a prize draw for a £5 Love to Shop Voucher. A student's name is randomly picked from a hat and if they have 100% attendance they are eligible to receive a voucher worth £5.

House points
All students are members of one of four Houses. The Houses are competing in the academic, sporting and extra curricular competitions to win the prestigious House Cup. All House Points awarded to students count towards this competition.

Awards Evening
Every year in the Spring Term students from all years are nominated by their subject teachers for an award for outstanding work. Families are invited to join students and staff to celebrate their achievements at an Awards Evening.

Haileybury Turnford Habits

Resilience

Resilience is continuing to apply yourself when success is not immediate: the stamina to keep going when faced with setbacks.

Organisation

Organisation is being mentally and physically prepared to face any challenge.

Inquisitiveness

Inquisitiveness leads to greater wisdom by questioning, challenging and considering how information has been revealed or why it is presented in such a way. Curiosity enables a greater appreciation of alternative theories, cultures and ideals.

Resourcefulness

Resourcefulness is being able to overcome an obstacle, on your own, or with others.

Respect

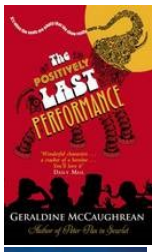
Respect is showing consideration for others. It means you act in a way that shows you care about others' feelings and wellbeing.

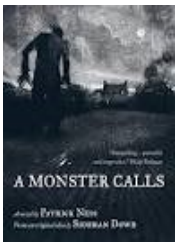
Courage

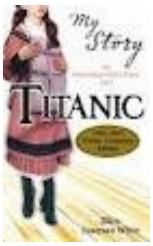
Courage means taking responsible risks. Moral courage is to be principled, and prepared to stand up to intolerance and injustice.

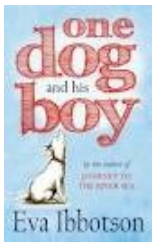
Reflection

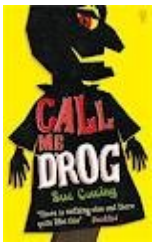
Reflection is being self-aware, thoughtful and open-minded, so you can appreciate your own and others' strengths and vulnerabilities.

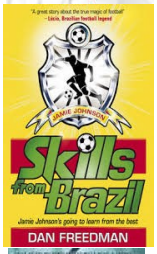












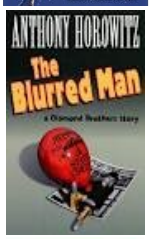
Haileybury Turnford

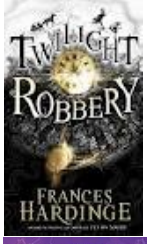
Library

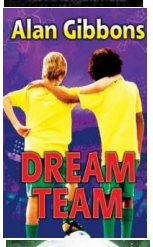
Suggested Reading List 2019

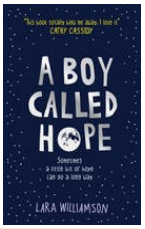
The following books are recommended to read during the summer holiday period

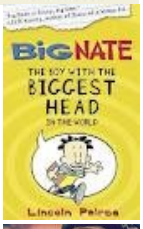
1. The Positively Last Performance/Geraldine McCaughrean
2. The Monster Calls/Patrick Ness
3. The Burning Maze/Rick Riordan
4. Call Me Drog/Sue Cowing
5. Titanic/ Ellen Emerson White
6. One Dog & His Boy/Iva Ibbotson
7. War Horse/Michael Morpurgo
8. A Waste of Good Paper/Sean Taylor
9. Skills from Brazil/Dan Freedman
10. Twilight Robbery/Francis Hardinge
11. A Hat Full of Sky/Terry Pratchett
12. Dream Team/Alan Gibbons
13. Butterfly Summer/Anne-Marie Conway
14. Secret of the Shadows/Cathy MacPhail
15. The Boy Who Could Do What He Liked/David Baddiel
16. Trash/Andy Mulligan
17. A Dark Inheritance/Chris D'Lacey
18. Bad Dad/David Walliams
19. The Meltdown/Jeff Kinney
20. Skulduggery Pleasant/Derek Landy
21. Flamingo Boy/Michael Morpurgo
22. Born to Play/Dan Freedman
23. A Year without Autumn/Liz Kessler
24. The Boy with the Biggest Head in the World/Lincoln Pierce
25. Gladiator/Simon Scarrow
26. A Boy Called Hope/Lara Williamson
27. Bad Dreams/Anne Fine
28. The Creakers/Tom Fletcher
29. The Blurred Man/Anthony Horowitz
30. Framed/Frank Cottrell Boyce

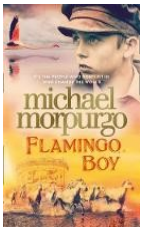


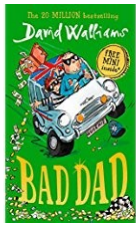


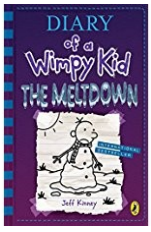


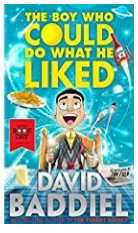












Ready for Learning: School Uniform

We insist on school uniform at Haileybury Turnford for two reasons: it enhances our reputation in the community, and makes it easier for you to insist that your child is suitably dressed. Our uniform is designed to be smart, practical, easy to obtain and reasonably priced. **Uniform may be purchased from:**
Hawkins School Outfitter – 27 The Old Pond, College Rd, Cheshunt, EN8 9LS

Boys' Uniform

Blazer	Black with school badge and Magenta Piping
School trousers	Black
Shirt	Plain white, long or short sleeved
V-neck Jumper/ Sleeveless V-neck Jumper	Grey with Magenta piping
Coat	Black or dark colour
School tie (with shirt)	Magenta striped tie
Socks	Dark grey, navy blue or black
Shoes	Black shoes which can be polished, with no coloured trimmings. Trainers, canvas shoes and boots above the ankle are not acceptable.

PE Kit List

Boys
PE Polo Shirt with Haileybury Turnford logo
PE Shorts
Girls
PE Polo Shirt with Haileybury
Turnford logo
PE Shorts or Skort

Girls' Uniform

Blazer	Black with school badge and Magenta Piping
Skirt	Specified Haileybury Turnford Black Pleated Skirt **Must be worn 2 inches below the knee**
Trousers	Tailored, black
Blouse or Shirt	Plain white, long or short sleeved
V-neck Jumper/ Sleeveless V-neck Jumper	Grey with Magenta piping
Coat	Black or dark colour
School tie (with shirt)	Optional for girls
Socks or Tights	Knee length black socks or black opaque tights. Black ankle socks can be worn from May half-term to the end of the school year.
Shoes	Black shoes which can be polished, with no coloured trimmings. Trainers, canvas shoes and boots above the ankle are not acceptable.

Ready for Learning: School Uniform

Please clearly label all items your child's uniform.

Outdoor Clothing

Blazers should be worn to and from school but can be removed during lessons with the teacher's permission. Sweatshirts and fleeces (including "hoodies") are not permitted.

We ask that coats are black or dark coloured, and that additions; such as scarves and hats in winter are kept to a minimum as they are easy to misplace. Coats, scarves, hats and gloves are not permitted inside the school building.

Jewellery

Earrings are permitted as long as only a small plain stud is worn in each ear lobe (lower lobe), no other piercings are allowed. The only other jewellery allowed is a wristwatch. If your child is wearing any other jewellery, they will be told to remove it. Should they be requested, it will be confiscated and kept safe for them to collect at the end of the day. Smart phone wristwatches are not permitted.

Shoes

Black shoes which can be polished, with no coloured trimmings. Trainers, canvas shoes and boots above the ankle are not acceptable.

Nail Polish

Nail polish, acrylic nails or gel nails are not permitted at any time. Students wearing nail polish will be asked to remove this or sent home to remove the acrylic/gel nails. Make-up if worn, must be subtle and natural in appearance.

Hairstyles

Extreme hairstyles are not permitted. Hair colour must be natural in colour. Hair beads are not permitted. Shaved patterns into the hair are not permitted.

Property

All property including articles of clothing must be clearly marked with the owner's name.

Articles of value such as an iPad, gold jewellery, expensive pens, and large sums of money should not be brought to school. We cannot accept responsibility if they your son/daughter brings an object of value into the school and this gets damaged or goes missing.

Lost property is kept in the PE Faculty. Named items are returned to the owner. All unmarked items are kept until the end of term when they are disposed of. Should your child lose an item, please ensure they check with the **PE Faculty** before contacting your child's **Form Tutor.**

Being Ready to learn: Mobile Phone Policy

At Haileybury Turnford we believe a mobile phone is a form of communication, however mobile phones must be switched off and out of sight during the school day and on the school premises at all times. If mobile phones, headphones, or earpieces are used during the school day a student will have them confiscated immediately. Students will be able to collect their phone from the Medical Office at the end of the school day. If a student has their phone confiscated on more than one occasion during a half term, we will ask parents to collect their child's phone. Smart watches are treated in exactly the same way as mobile phones.

The simple rule is a mobile phone should be switched off and out of sight . Should your son or daughter need to make an urgent call home, they are encouraged to ask their Year Achievement Coordinator and usually they will be given permission to make a call from the Medical Office or Inclusion Office.

PE Faculty

In order to support students in taking responsibility for valuable items such as mobile phones, the PE Faculty offer students the opportunity to place their valuable items in a secured valuables box. Please discuss with your child the importance of using this box to store their phone during their PE lesson.

Please note that the changing rooms are not always locked during lessons as other events are taking place - therefore students are urged to use the valuables box. The PE Faculty cannot be held responsible for valuable items that could go missing if students leave their possessions in the changing rooms. All valuables must be given in to the member of staff and kept secure in the valuables box during the PE lesson.

Physical Education

PE is an integral part of the learning experience at Haileybury Turnford. All students are expected to bring the correct PE kit to all their lessons. If a student is injured they are encouraged to take on adopted roles in the lesson, such as coach or referee and they are still expected to be in full PE kit.

Bicycles

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).

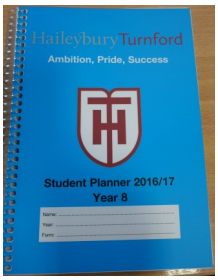
If your child does not wear the helmet, we will be locking their bike securely and asking for either you to collect their bike or bring in a cycle helmet, before the bike is released.

Please be aware if your child cycles to school they will need to ensure their bike lock is removed from the cycle shed as our site team will be cutting off and disposing of any remaining bike locks as we prepare and tidy the school site for the new year. Thank you for your cooperation in supporting our students to keep safe whilst travelling to and from school.

Being Ready to Learn

Are you Prepared and Ready to Learn?

What essential equipment am I expected to have for every lesson?



School bag large enough for equipment

BEING PREPARED AND READY TO LEARN

All students must have the following equipment:

Black/blue fountain or ball-point pen
Ruler (with metric divisions)
Pencil
Eraser
Protractor
Planner

It is essential that your child brings the correct equipment to school everyday

Being Ready for Learning: Attendance

Family Holidays

May we remind all parents that holidays are not allowed in school term time. The expectation is that you take family holiday outside of term time. If you take your child on holiday in term time the school may request the Local Authority to issue a Fixed Penalty Notice. The Penalty is £60 per parent per student and if not paid within 21 days this will increase to £120. Failure to pay the full amount within 21 days will result in a summons to appear in the Magistrates Court on grounds that you have failed to ensure your child's regular attendance at school.

Medical/Dental Appointments

Please make medical and dental appointments outside school hours whenever possible. We do understand that some appointments cannot be avoided and will fall during school time. We do ask that your child catches up with any work missed to ensure the continuity of their learning. It is the responsibility of your child to speak to the teachers concerned in order to ensure they have caught up on any missed work.

Absence due to Illness and Medical Appointments

If students are absent from school due to Illness or Medical appointments, please can you:

- Call **01992 308333 Option 1** and leave a message on the absence line – please send in a copy of the medical appointment letter/card on your child's return.
- Send an Email to: attendance@haileyburyturnford.com
- Or Log onto Insight and send a message.

If your child is taken ill at the school, after visiting The Medical Office and if it is felt they need to go home we will require a parent to collect the student for health and safety reasons.

Contact details for Parents/Carers

Please can you ensure that we are made aware of any change of addresses or telephone numbers for student's. It is vital that we are able to contact parents/carers should the matter arise. **Please contact Mrs R Davey, PA to the Vice Principal and Inclusion Administration Manager on 01992 3083333 ext. 236 if we need to be informed of any change to your contact details.**

Good attendance and arriving on time are essential if you are to achieve your full potential at school

You must arrive before 8.30am

The main school gates will be locked at 8.30am

If you arrive after 8.30am you will receive a Late payback and miss your break time

If you arrive late twice in one week you will receive an after school payback

YOUR PARENTS/CARERS COULD ALSO RECEIVE A FIXED PENALTY NOTICE IF YOU ARE PERSISTENTLY LATE

Hot and cold food and drinks are available

in the Dining Hall everyday

from 8.00am –8.25am

The School Curriculum

Year 11

In Years 9,10 and 11, students will be studying their GCSEs having made their choices at the end of Year 8. In addition to their option choices, all students will study:
English
Maths
Science
PSHRE
Core Physical Education

PSHRE (Personal, Social, Health and Religious Education)

PSHRE is an important area of the curriculum as this subject allows students to explore crucial questions about themselves, others and the world around them. PSHRE prepares students for the pluralistic society they are a part of and helps to develop and nurture important values such as respect, empathy and tolerance. PSHRE is not about persuading students' to be religious or to hold a particular view; it is about encouraging diversity and recognising the number of different views people have about the meaning and value of life.

In a typical KS3 lesson you can expect to find students learning about different faiths and exploring their own values and views about the big questions in life. PSHRE prepares students by teaching the foundations of different religious and non-religious views in response to ultimate questions. PSHRE is an engaging and relevant subject for all students and provides a real chance for students to reflect about their views and responses developing and justifying their own values and belief system in order to equip them for life in the 21st century in modern Britain.

Sex and Relationships Education

Topics focused on personal relationships, sexual and moral issues arise naturally in many parts of the curriculum; they are handled with sensitivity and tact, and are part of a preventative awareness education programme. Teaching about conception, birth, and some other specific aspects of sexuality also takes place either during science or PSHRE lessons or on other occasions. Parents will be notified when your child will be receiving Sex and Relationships Education.

Instrumental Lessons

Haileybury Turnford has a team of visiting instrumental teachers who between them are able to give instruction in guitar, piano, electronic keyboard, percussion (drums), violin and voice.

Instrumental lessons have to be paid at the County rate and the cost for 11 individual lessons is currently as follows; payable in advance.

Shared (2)	(30 minutes)	=	£115.50
Individual Tuition	(20 minutes)	=	£154.00
Individual Tuition	(30 minutes)	=	£231.00

We own some instruments which we shall be pleased to loan to students initially. We also have contacts with several music organisations who run a lease hire scheme.

If you wish your child to cease instrumental lessons, half a term's notice of your intention is necessary, in writing, to avoid payment for the whole term.

Instrumental tuition continues to enjoy a substantial subsidy from the County Council. The price charged to you is therefore considerably lower than the true cost. It is also lower than many other forms of tuition. However, lessons provided at school also may have additional benefits including:

- Access to a generous Remission of Fees facility for those families on low income.
- High quality tuition provided by qualified professional musicians and teachers, who are members of an award winning music service.
- Special projects and workshops that extend the opportunities offered to your child.
- Ensembles, bands, orchestras and choirs organised by a network of local music centres.

The priority of both the school and the Music Service is to maintain standards of excellence in instrumentaltuition- these will not be compromised in any way. If you have any queries please contact the school in the first instance. However, Hertfordshire Music Service will be able to offer further advice at their general enquiry line 01438 351138.

Please complete the contract form included in this pack if you are interested in your child having instrumental lessons at school. You will be contacted with further details in September.

Safe behaviour for learning: Responsible Internet Use at Haileybury Turnford

Rules for students

The school computer system provides Internet access to students and staff. This 'Responsible Internet Use Statement' will help protect students and the school by clearly stating what is acceptable and what is not.

- **Access must only 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.**
- **Copyright and intellectual property rights must be respected.**
- **Users are responsible for email they send and for contacts made.**
- **Email should be written carefully and politely, as messages may be forwarded. Email is best regarded as public property.**
- **Anonymous messages and chain letters must not be sent.**
- **Use of public chat rooms and social media is not permitted.**
- **The school ICT systems may not be used for private purposes, unless the Principal has given prior consent for that purpose.**
- **Use for personal financial gain, gambling, political or advertising is forbidden.**
- **The security of the school ICT systems must not be compromised, whether owned by the school, or by other organisations or individuals.**
- **Irresponsible use may result in the loss of internet access.**
- **Cyber bullying will result in suspension of account and possible further action by the school.**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may not be taking place, or the systems is or may be being used for criminal purposes or for storing text or imagery which is unauthorised and unlawful.

Please ensure your child has read and understood the terms of conditions of internet use at Haileybury Turnford. Within the induction pack you will find a form for your child to sign as acceptance of the above.

Contributions and Payments

Design & Technology Contributions

In Food Technology students cook every third lesson, dividing the other two lessons up between theory and demonstrations. Students cook a range of products that emphasise the use of certain skills and equipment.

We ask that all students contribute £20 at the start of Year 7 to cover the cost of their basic ingredients for the whole of Key Stage 3—Year 7 and 8.

We have found that this has been most helpful to parents as it alleviates the stress of having to go out and buy ingredients every time their child cooks as well as working out much more cost effective as we can buy in bulk. Our preferred method of payment is via ParentPay, alternatively students can put the money into a marked envelope with their name and Food Technology on it and hand it to The Finance Office.

GOT A PROBLEM? NEED ADVICE?

FEELING LOW

WWW.KOOTH.COM

RELATIONSHIPS

Self harm

Being abused

BULLYING

Sexuality; gay, lesbian or just confused

Eating disorder

Award-winning counselling services for young people

KOOTH.COM is a FREE, ANONYMOUS, CONFIDENTIAL website where young people can go for help.

> Drop-in chats

> Booked 1:1 sessions

> Themed message forums and lots more

87% of our users prefer online counselling so visit www.kooth.com

help

KOOTH.COM

FREE ONLINE SUPPORT FOR YOUNG PEOPLE

Growing Up Online

Cyber-resource Information for Parents and Carers

www.internetmatters.org

Parent Controls film and guide: http://bit.ly/1wPcHvy

Julia's Cybersafety blog for parents and teachers:
http://www.educationalappstore.com/blog/author/julia-bateson/

Advice and guidance for parents:
https://www.thinkuknow.co.uk/parents/
https://www.ceop.police.uk/safety-centre/

To report a serious cyberbullying case:
https://www.ceop.police.uk/Ceop-Report/

Family guide to video games and ratings:
http://www.askaboutgames.com/

PEGI – checking game age ratings and content:
http://www.pegi.info/en/index/

Digiducks Big Decision:
http://www.childnet.com/resources/digiducks-big-decision

eSafety presentation for parents:
http://www.childnet.com/resources/know-it-all-for-parents/kiafp-cd

CYBERSAFE The eSafety app game for children on Google Play and iOS AppStore.

excite-ed cic @joinexciteed

excite-ed

admin@excite-ed.co.uk www.excite-ed.co.uk

V1

Family Support Services

Offering advice and support to children, young people and their families.

HABS
FAMILY SUPPORT TEAM

☎ 01992 303331 (opt 5)

www.habsfamily.co.uk

HABS
FAMILY SUPPORT TEAM

We offer advice and support to children, young people and their families on a range of issues and concerns:

- Confidence/Self Esteem
- Child Exploitation/Internet Safety
- Parenting Groups
- Debt Management/Benefits
- Separation/Divorce
- Mediation
- ADHD/ASD
- Anger and Behaviour
- Transition
- Housing
- Domestic Abuse
- Mental Health
- Bereavement
- Young Carers
- Holiday Activities
- Healthy Eating
- Nurturing

Find us on facebook
HABS Family Support Team

☎ 01992 303331
(opt 5)

www.habsfamily.co.uk

We can also signpost to many local activities, support groups, parenting programmes and information clinics.

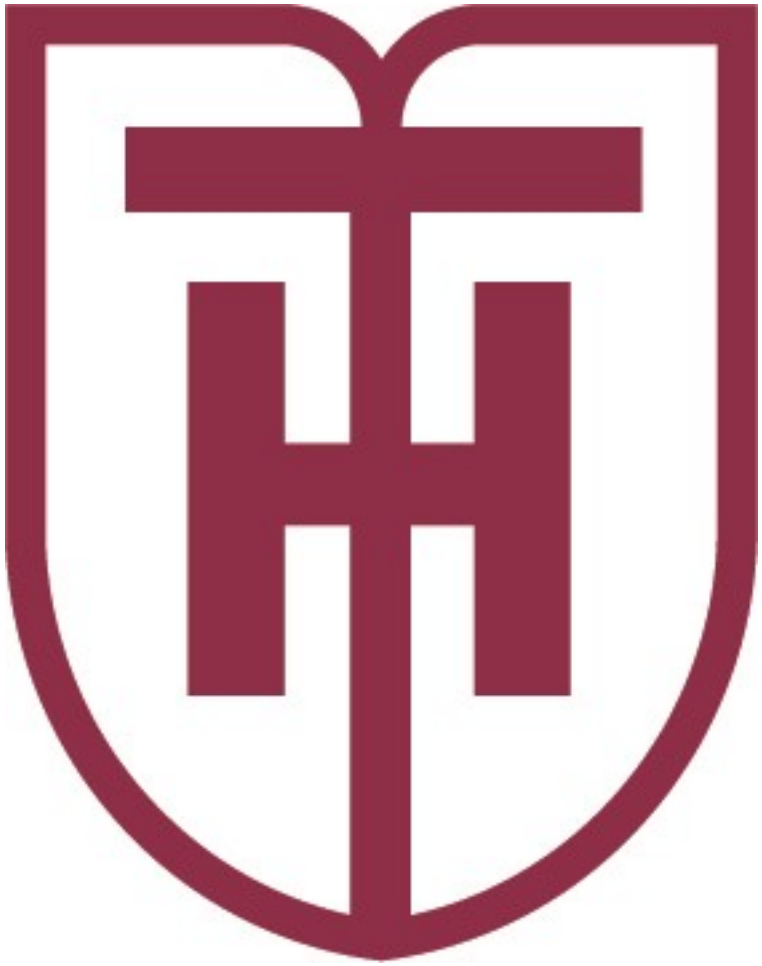
Leigh Cole
Partnership Manager
lcole@wormley.herts.sch.uk
Tel:07951 497277

Layla Morley
Family Support Worker
lmorley@wormley.herts.sch.uk
Tel:07983 483091

Gabby Connell
Senior Family Support Worker
gconnell@wormley.herts.sch.uk
Tel:07951 497278

Karen Lawrence
Family Support Worker
kllawrence@wormley.herts.sch.uk
Tel:07419 350203

We also have specialist ASD Family Support Workers - funded by DSPL4



AMBITION • PRIDE • SUCCESS