

# Haileybury Turnford

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3<sup>rd</sup> September 2021

Dear Parent/Carer

## Year 10

We hope that you have had a restful and relaxing summer break. We would like to welcome your child back to Haileybury Turnford. We very much look forward to overseeing your child's education with us over the forthcoming year and are hopeful for a more normal return to school this year.

As it is the start of the new academic year, we are writing to clarify and explain some of our procedures to help in ensuring your child settles quickly into our routines. We ask you to read this letter carefully and take time to discuss the information below with your child so they can be fully prepared for their return to school.

If you would like to discuss any issues relating to your child, **the first point of contact must be made through your child's tutor**. Listed below is the Year Achievement Coordinator, and tutors e-mail addresses.

Year Achievement Coordinator: **Miss E Kaposi** [kaposie@haileyburyturnford.com](mailto:kaposie@haileyburyturnford.com)

House /Form	Austin	Bevan	Pankhurst	Shackleton	Turing
Form Tutor	Miss A Jethmalani	Miss I Parveen/Mrs M Lukeman	Mrs D Sharp/Mrs H Wells	Mrs C Gamby/Mrs E Rockliffe	Mrs J Morgan
EMail	<a href="mailto:jethmalania@haileyburyturnford.com">jethmalania@haileyburyturnford.com</a>	<a href="mailto:parveeni@haileyburyturnford.com">parveeni@haileyburyturnford.com</a>	<a href="mailto:sharpd@haileyburyturnford.com">sharpd@haileyburyturnford.com</a>	<a href="mailto:gambyc@haileyburyturnford.com">gambyc@haileyburyturnford.com</a>	<a href="mailto:morganj@haileyburyturnford.com">morganj@haileyburyturnford.com</a>

### Contacting your child's pastoral staff

If you wish to speak to your child's tutor or another member of staff, you will need to contact reception on (01992) 308333 or email them directly stating the reason for contacting the member of staff. All staff have teaching commitments and will endeavour to return your call or respond to your email as soon as possible and within 48 hours. Staff will respond more quickly if there are urgent safeguarding issues.

### Dropping off and collecting your child from school

Please drive slowly and carefully in Mill Lane to ensure the safety of all members of the HT community, and our local residents. Parents should not drive onto the school site to drop off or pick up students at the start or end of the school day unless there is a necessity to use a disabled space, or there is a prior arrangement to do so, made with the school.

No traffic can enter or leave the school car park at the following times, to ensure safety for our students at these times. Please note, students may be walking through the car park at these times. The only exception made will be for emergency vehicles.

**AM: From 8.35am to 8.45am**

**PM: From 3.00pm to 3.10pm**

Thank you for your help with ensuring our school environment is as safe as possible for our students and all members of the HT community.

### Face Coverings

The government has removed the requirement to wear face coverings in law but recommends that they are worn



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in enclosed and crowded spaces where you may encounter people you don't normally meet. This includes public transport and dedicated transport to school. If there is an outbreak at HT or we are placed in an enhanced response area, we might advise that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt).

## Medication

If your child needs non-prescribed medication during the school day, can we ask this to be placed in a named and sealed envelope and given into the Reception and Medical Office. Prescribed medication will be kept in the Medical Office in a secure location. If your child has a medical condition and you wish to discuss any issue about your child's medical condition, please contact Miss Nethercott at [nethercottl@haileyburyturnford.com](mailto:nethercottl@haileyburyturnford.com) to arrange an appointment.

## Safeguarding

Safeguarding our students is of crucial importance to us at HT. Teaching our students to keep safe and recognise what they must do if they are not safe is routinely addressed through our curriculum, particularly in Personal and Social Development lessons, assemblies, tutor time and organised external events. At HT we have 6 members of staff trained to meet the standards expected by Hertfordshire Safeguarding Children's Partnership for Level 2 Safeguarding. In addition, every member of staff at HT has achieved Level 1 Safeguarding training, as a minimum requirement. If any parent/carer, families or visitors have concerns about the safety and welfare of any of our students, please contact, without delay any of our Safeguarding Leads listed below or use the link provided [here](#) to report your concern.

**Mr R Newman**, Principal, Deputy Designated Safeguarding Lead

**Mrs M Goodes**, Vice Principal, **Designated Safeguarding Lead**

**Mrs V Elliott**, Deputy Designated Safeguarding Lead

**Miss D Newman**, Assistant Principal for Y7, Deputy Designated Safeguarding Lead

**Mrs N Shivalkar**, Assistant Principal for Sixth Form, Deputy Designated Safeguarding Lead

**Mr B Walsh**, Assistant Principal for Y9, Deputy Designated Safeguarding Lead

If any adult is worried about the safety and welfare of a child, it can be reported to Hertfordshire Safeguarding Children's Partnership [here](#) or contact by telephone on 0300 123 4043.

## Attendance

Attendance to school is compulsory and parents and carers have a legal duty to ensure their child attends school regularly.

In line with current legislation, students who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a student tests negative and if they feel well, they can stop self-isolating and return to school. If a student tests positive, they should continue to self-isolate in line with public health guidance. Students who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. We strongly advise they should get a PCR test and should only self-isolate if they test positive.

As usual, we ask that parents should plan their holidays within school breaks and avoid taking students out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless advised by their clinician not to attend.



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Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Students should aim for 100% attendance. 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). Please let us know of your child's absence on the first day, we then ask you to keep us informed of their progress and supply medical notes from a GP if your child needs 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.*

## Uniform Expectations

Students are expected to be in full school uniform. Boys must always wear their ties. 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. Trainers should not be worn to and from school and students need to wear black leather or polishable shoes. Canvas shoes are not allowed. If female students choose to wear trousers, they must have the Haileybury Turnford logo or are smart tailored trousers. 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, no nail varnish, fake nails, or excessive make-up is allowed. Further details on our Uniform Policy can be found on our school website and [here](#). If there are any issues concerning uniform, please send an email with your child's Year Achievement Coordinator before the start of the term.

## Cleaning and Hygiene

We will continue to promote good hygiene measures with all students, including effective handwashing techniques, maintaining cleaning regimes and keeping occupied spaces well ventilated. All students will use hand sanitiser when they arrive at school, and before eating. Contactless sanitiser units will be in place in every teaching block in addition to sanitiser points at entrances, in catering areas and all classrooms. During the school day, should a student display any COVID-19 related symptoms, they will be immediately isolated in a designated area, and the parent/carer will be asked to collect them.

## Equipment

Students are reminded to bring the listed equipment items as a minimum, including 2 pens, a pencil, a ruler, a red pen, a protractor, an eraser, a sharpener, and a suitable reading book. This will minimise the need to share equipment. In addition, we ask all students to bring in the following items: **a full re-useable water bottle to school every day**. As a reminder we do not permit students to bring energy drinks or carbonated sugary, soft drinks to school and will confiscate such items if brought onto the school premises.

## Homework

Homework will be set this using Class Charts. Students who are provided with a school planner are also encouraged to keep a written record of their homework details. Please can we ask all parents/carers to regularly check and sign student planners (if they have been issued a planner) on a weekly basis. If you have any queries or concerns about your child's Homework, please do not hesitate to contact your child's Tutor.

## Class Charts

At HT we use an online system known as Class Charts. You will be able to use Class Charts to keep track of your child's behaviour and view their assigned homework and view announcements from the school. Class Charts for parents can be accessed via the Class Charts website or through an iOS and Android App. New students and parents will be allocated a Parent Code and instructions on how to access your account. We ask all parents/carers, where



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possible, to set up a Class Charts account as it is an important communication tool and helpful to monitor your child's progress at school.

## Cycling to School

Due to several cycling related incidents in the local area, the busy main road around our school and our responsibility to safeguard and protect our students, we have an expectation that every student riding a bike to school will need to wear a cycle helmet. Every student wishing to ride their bike to school needs to agree and complete a cycle rider agreement found [here](#). 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 bike sheds will be available for use. There are clear, separate and designated bike racks for all Year groups to store bikes during the day. Students are not permitted to ride scooters to school and parents may be asked to collect any scooters which are brought to school.

## Punctuality and Arrival to School

**It is important** that your child arrives at the time stated below. Students will be expected to attend a break or lunchtime payback (detention) with a member of their pastoral team if they do not attend school on time and do not have a valid reason for being late to school.

## A reminder of the start of term arrangements

Date	Details for the day
Thursday 2 <sup>nd</sup> September	Staff Training Day
Friday 3 <sup>rd</sup> September	Staff Training Day
Monday 6 <sup>th</sup> September	Y7 arrive to school for 8.40am (following the timetable) Y12 attend school (9.30am), Y13 attend school (11.30am)
Tuesday 7 <sup>th</sup> September	<b>All year groups attend school</b> as per the timetable.

## Timings for the School Day

The school day runs as follows:

Arrive at school by: <b>School gates close at 8.40am promptly</b>	8.40am
Tutor time/Assembly starts	8.45am
Period 1	9.05am-10.05am
Period 2	10.05am-11.05am
Break	11.05am-11.25am
Period 3	11.25am-12.25pm
Period 4 (and Lunch)	12.25pm-2.00pm
Lunch sitting 1: Year 7, 9	12.25pm-1.00pm
Lunch sitting 2: Year 8,10, 11, 12, 13	1.25pm-2.00pm
Period 5	2.00pm-3.00pm
After school activities	3.00pm-4.00pm
Period 6 Monday for some Y12, Y13 classes	3.00pm-4.00pm



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We are looking forward to welcoming all students back to school and want to reassure parents and carers that the school environment has been organised to create the necessary conditions to make sure your child is safe, happy and able to focus on their learning. We are confident your child will enjoy being in our school environment and look forward to working with our parents and carers to continue to ensure our students' safety and wellbeing.

Yours faithfully

**Mr N Megaw**

Assistant Principal for Year 10

**Mis E Kaposi**

Year Achievement Coordinator for Year 10

**Miss R Robinson**

Assistant Year Achievement Coordinator for Year 10



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