

29th August 2022

Dear Parent/Carer

Year 7

We hope that you have had a restful and relaxing summer break. We would like to welcome your child 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 positive transition to secondary school.

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 Allingham

Year Group	7					
House /Form	Austen	Bader	Bevan	Pankhurst	Shackleton	Turning
Form Tutor:	Mr S Hill	Mrs K Harris	Mr T Tanner	Mrs J Matthews	Dr R Netting	Mr D Zancan
Email	hills@haileyburyturnford.com	harrisk@haileyburyturnford.com	tannert@haileyburyturnford.com	Matthewsj@haileyburyturnford.com	nettingr@haileyburyturnford.com	zancnad@haileyburyturnford.com

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 by email, 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 along Mill Lane to ensure the safety of all members of the HT (Haileybury Turnford) community, and our local residents. Parents and carers should not drive or walk 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 8.20am to 8.40am

PM: From 3.00pm to 3.10pm

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



Medication

If your child needs non-prescribed medication during the school day, please ensure your child only brings into school enough for the day and keeps it, safely in the bag. Prescribed medication will be kept in the Medical Office in a secure location on completion of a medication form available from Reception. If your child has a medical condition and you wish to discuss any issue about your child's medical requirements, please contact Miss Nethercott at 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 Y10, 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. As usual, we ask that parents should plan their holidays within school breaks and avoid taking students out of school during term time. Requests for taking students out of school during term time for holidays **will not be authorised** by the school. If you have an exceptional circumstance for requiring your child to be absent from school, please complete an application for leave of absence form available on our website and also [here](#).

Students should aim for at least 96% 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. 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 are required to always wear ties. Girls must have the Haileybury Turnford skirt (or tailored trousers), and the skirt 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 material which is polishable, shoes. Canvas shoes are not allowed. If female students



choose to wear trousers, they must have the Haileybury Turnford logo or smart tailored trousers. Students must only wear one earring per ear, and these must be either a plain 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.

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 or chewing gum to school and will confiscate such items if brought onto the school premises.

Class Charts

At HT we use an online information 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 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.

Homework

Homework will be set using Class Charts. If you have any queries or concerns about your child's Homework, please do not hesitate to contact your child's Tutor.

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 rack situated outside the Main Reception will be available for use. There are 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 1 st September	Staff Training Day



Ambition · Pride · Success

Friday 2 nd September	Staff Training Day
Monday 5 th September	Y7 arrive to school for 8:35 (following the timetable) Y12 attend school (9:45), Y13 attend school (11:45)
Tuesday 6 th September	All year groups in Y7-11 to attend school to arrive by 08:35 as per the timetable. Year 12 and Year 13 students to attend school for timetabled lessons from Period 2.

Timings for the School Day

The school day runs as follows:

Arrive at school by: School gates close at 8:35am promptly	8:35am
Tutor time/Assembly starts	8:40-9:00
Period 1	9:00-10:00
Period 2	10:00-11:00
Break	11:00-11:20
Period 3	11:20-12:20
Period 4	12:20-1:20
Lunch	1:20-2:00
Period 5	2:00-3:00
End of school day	3:00
After school activities	3:00-4:00
Period 6 Monday for some Y12, Y13 classes	3:00-4:00

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

Miss D Newman

Assistant Principal for Year 7

Miss H Allingham

Year Achievement Coordinator for Year 7

Miss D Spencer

Assistant Year Achievement Coordinator for Year 7

