TEIGNMOUTH
Community School

Thrive • Care • Succeed

FAMILIES HANDBOOK

Welcome to Teignmouth Community School

Message from the Principal

Welcome to your year group handbook.

This is a new initiative from TCS as we seek to ensure that you are as well prepared as you can be for this academic year and are clear on our expectations and priorities. We want you to succeed and in order to do this we need to work as one team – staff, students and parents and carers. We also need to be clear on what we expect, to have high aspirations and to be as fair and consistent as we can be.

Our whole school priorities for this year are:

1. **To create a positive culture across the school**
2. **To develop the best quality TCS teaching**
3. **To develop leadership across the school**

A positive culture and ethos comes from recognising the huge majority of students who get things right most of the time. We want to get better at recognising and rewarding the positives. The best quality teaching will ensure that all students make progress and are engaged in their learning. It will be interesting and challenge you. Your role is to always do your best and this starts by being equipped and on time. You need to persevere when you meet challenges and you need to take responsibility for your own learning. This means being organised and using Class Charts to ensure you complete homework as well as working hard in lessons.

Finally, we also want to involve you more in taking on responsibilities to work with other students to improve our school in terms of both the school environment and learning. Look out for the opportunities that are there to get involved and make a difference. Ultimately, if we work together on the same team as students and staff, school is both a happier and a far more successful place!

Mr O'Connell

Message from Miss Brown, Head of Year 8

Welcome to TCS!

Year 8 is a pivotal year for all students. Having had the opportunity to settle into secondary school last year, the focus now is to develop confidence, maturity and independence in pupils' learning. It is crucial for Year 8 students to enhance their strengths, which will allow them to start considering which option subjects they will choose at the end of Year 9. Every student in Year 8 is seen as a young adult, capable of making the right decisions about their learning as well as their behaviour.

As a year group, I have been so impressed with the way you have all handled changing schools, learning from home and then picking up new routines in secondary school; all during times of such uncertainty. Although this may have been hard, I really feel this will have made you more resilient and independent young people.

At TCS we make no apologies for insisting on the highest standards of classwork, homework, presentation and behaviour at all times. Every student must follow the school rules of 'Be respectful, be kind and be prepared.' Upholding these rules ensures that school is somewhere you can thrive; building academic and social skills that will help you to succeed in the future.

I look forward to working with you all this year.

Miss Brown

Contact details	
james.oconnell@teignmouthschool.co.uk	Principal
phil.humphrey@teignmouthschool.co.uk	Senior Leadership Link – Year 8
danielle.brown@teignmouthschool.co.uk	Head of Year 8

Year 8 Tutors

Miss Graham

Mr Mearns

Mrs Moloney

Mrs Pedder

Miss Waters

Ms Brett

Contact details	
ellen.graham@teignmouthschool.co.uk	8 EEG
graeme.mearns@teignmouthschool.co.uk	8 GDM
kelly.moloney@teignmouthschool.co.uk	8 KPM
rosalind.pedder@teignmouthschool.co.uk	8 RHP
stephanie.waters@teignmouthschool.co.uk	8 RHP
natasha.brett@teignmouthschool.co.uk	8 NLB

Times of the school day

At TCS Students must be in their Tutor rooms by 8.45am where the register is taken and morning activities will begin, this is also a time when they can talk to their Tutor and peers.

All Timetables work on a rota of A and B week, keeping to the times you see below.

Time	Activity
08:30am	Students arrive
08:50am	AM registration with tutor
09:10am	Lesson 1
10:10am	Lesson 2
11:10am - 11:35am	Breaktime
11:35am - 12:35pm	Lesson 3
12:35pm - 1:35pm	Lesson 4
1:35pm - 2:15pm	Lunchtime
2:15pm - 3:15pm	Lesson 5
3:15pm - 4:15pm	Extra-curricular clubs (optional)

AMon	ATue	AWed	AThu	AFri	BMon	BTue	BWed	BThu	BFri
AMon:1 **EPR** IHS U48	ATue:1 **Spanish** DB W11	AWed:1 **Mathematic** TMB W9	AThu:1 **English** MAM U33	AFri:1 **Physical E** PPC SF1	BMon:1 **Drama** GDM A2	BTue:1 **Geography** PPC U41	BWed:1 **English** DEB U7	BThu:1 **Science** AST U21	BFri:1 **Mathematic** RMP W5
AMon:2 **Mathematic** TMB W9	ATue:2 **Informatio** KVC W44	AWed:2 **Science** AST U21	AThu:2 **Mathematic** TMB W9	AFri:2 **Physical E** PPC SF1	BMon:2 **Science** GSR U27	BTue:2 **English** DEB U7	BWed:2 **French** SLD W11	BThu:2 **Mathematic** RMP W5	BFri:2 **English** LEC U8
AMon:3 **Physical E** TPL SF3	ATue:3 **PSHE** KPM A14	AWed:3 **English** LEC U8	AThu:3 **Technology** DTR U49	AFri:3 **Geography** DPH U43	BMon:3 **Music** PS A10	BTue:3 **Mathematic** TMB W9	BWed:3 **Mathematic** RMP W5	BThu:3 **Reading** EEG U4	BFri:3 **Technology** DTR U49
AMon:4 **Physical E** TPL SF3	ATue:4 **Music** EEG A11	AWed:4 **French** SLD W11	AThu:4 **Technology** DTR U49	AFri:4 **Informatio** KVC W44	BMon:4 **Spanish** DB W11	BTue:4 **EPR** IHS U48	BWed:4 **Drama** GDM A2	BThu:4 **French** SLD W12	BFri:4 **Technology** DTR U49
AMon:5 **Art** DTR U19	ATue:5 **Science** GSR U27	AWed:5 **History** AHC U42	AThu:5 **History** KHP U47	AFri:5 **Reading** MAM U4	BMon:5 **Geography** PPC U41	BTue:5 **History** KHP U47	BWed:5 **Art** EAW U39	BThu:5 **English** DEB U7	BFri:5 **Science** SSK U26

Teaching and Learning at Teignmouth Community School

At TCS, we want our students to achieve more and be happier here than at any other school. We aim to achieve this through delivering an exceptional and flexible curriculum which meets the needs of all our students.

Lessons: Our lessons are 1 hour long – see table for a typical structure

Create a positive learning culture Be prepared Be respectful Be kind	Part	Focus	Adaptive teaching and regular learning checks to take place throughout the lesson
	Beginning	All lessons will begin with a 'Do Now' task encouraging students to engage with learning immediately and demonstrate students' positive attitude to learning at TCS	
	Middle	1) Direct instruction - introduction to the topic and focused instruction.	
		2) Subject consolidation. Modelling, guided practice and learning review. I do, we do, you do model.	
		3) Independent Practice and review.	
		4) Repetition of steps 2 and 3 as appropriate.	
	End	Assessment and feedback - summary of learning, final review and next steps.	

Home Learning: At TCS all students are expected to engage in home learning through Class Charts. Frequency of work set will be age appropriate and subject dependent. Please use the 'Home Learning' tab on the school website to access your child's home learning schedule.

Assessment arrangements: Students across the entire school will have an assessment week at the end of term in every subject followed by a 're-teach week' to help with areas they may need help with. Some subject will also have other assessments during the term to keep students up-to-date.

Progress reports: Families will receive a progress report 3 times during the year.

Parents' evenings: Families will be invited to one evening every year in which you can meet with each of your child's teachers. Alternatively, please contact the staff member concerned via student services, Head of Year or Head of Faculty and they will be happy to organise a meeting to discuss any issues.

Library & Accelerated Reader

We expect pupils to read every day at home.

An important part of ensuring pupils are successful is making sure they can read fluently and in context. This gives pupils the background knowledge and vocabulary they need to be successful in their lessons and get the best possible grades in their GCSE exams.

To read the questions on a GCSE exam paper, student need a reading age of at least 15. To gain a grade 7 to 9 pupils will need a reading age of 17. If pupils do not have a reading age of 15 or above they will find it difficult to understand the exam questions which will then limit their grades.

We employ a range of strategies and activities to develop pupil vocabulary and reading fluency.

There are also things pupils can and must do outside of school to develop their reading. The most effective way of a child improving their reading age is to read often and read widely. Therefore, we expect every parent and carer to support us in ensuring their child reads at home every day. Parents and carers should be encouraging pupils to read aloud and then engage in conversations about what the child has been reading.

Accelerated Reader (AR) is a computer system that monitors the daily practice of reading. It is increasingly being used in secondary and primary schools in the UK and internationally to assist and motivate reading. Students undertake a diagnostic test (STAR Test) which establishes their reading range, estimated reading age and assesses their literacy skills. We are then able to match the students to a range of books at the appropriate level.

We ask our students to aim to read for 20 minutes every day. They are provided with one registration time and one lesson a week in the Library. Any interest and encouragement that you can provide at home, including discussing or listening to reading, will be important for the success and improvement in students' reading. Your child will need to have their AR book protected by a plastic wallet in their bag at all times. Please encourage them to read and return books on time for the system to work. We charge £5 to replace a lost or damaged book.

FOLLOW US ON Instagram

Follow us on Instagram for book recommendations, reviews, reading challenges and much more! @tcs_library20

Library Staff
Librarian – Mrs Masterman, MA, MCLIP
tessa.masterman@teignmouthschool.co.uk
Library Assistant – Mrs Booker
rebecca.booker@teignmouthschool.co.uk
Accelerated Reader Supervisor and English Teacher – Mrs McKeeman
michelle.mckeeman@teignmouthschool.co.uk

Student Services - Here to Help!

Student Services are based in the heart of the school. They are the face at the door for pupils and the voice on the phone for parents and carers.

The team support and signpost pupils, parents and carers in all areas of school life. For example;

- Welfare
- Safeguarding
- Attendance
- Absence requests
- Medical needs
- Primary Transition
- Lost property
- School trips
- Uniform
- Free school meals enquiries
- Work experience
- Anything else you may need help with!

You can contact Student Services by phone **01626 774091**: Option 1

Or email: studentservices@teignmouthschool.co.uk

Safeguarding and Welfare

Safeguarding, Child Protection, Inclusion & Well-being

Safeguarding at TCS is considered everyone's responsibility and as such our school aims to create the safest environment within which every pupil has the opportunity to achieve their Five Outcomes. TCS recognizes the contribution it can make in ensuring that all pupils registered or who use our school feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

For more information

https://www.teignmouthsecondary.co.uk/parents/safeguarding-child-protection-inclusion-well-being/

Contact details	
martin.lewis @teignmouthschool.co.uk	Designated Safeguarding Lead
sarah.minty-dyke@teignmouthschool.co.uk	Deputy Designated Safeguarding Lead
rachel.harte@teignmouthschool.co.uk	Welfare and Safeguarding Officer

Meet the Safeguarding Team

Thrive • Care • Succeed

If you do not feel safe or you are worried about the safety of another student, our safeguarding team are here to help you.

Mr M Lewis
Designated Safeguarding Lead & Child Protection Officer

Mrs S Minty-Dyke
Deputy Safeguarding Lead & Child Protection Officer

Mrs R Harte
Welfare, Behaviour & Safeguarding

Mrs C Mayne
Behaviour, Welfare & Safeguarding

Mrs J Hellier
Behaviour, Welfare & Safeguarding

Miss D Lumb
Social, Emotional & Mental Health Support

Mrs J Housecroft
Assistant Principal & SENDCO

Mrs J Moore
Student Services Manager

Mr M Feeney
E-safety Lead

Mrs L Milsom
Sixth Form Safeguarding Lead

Mr R Weston
Premises manager

Miss M Milton
Operational SENDCO

If you are worried, tell an adult in the school or one of the adults shown above.
For advice if you are not in school, ring Child-line 0800 1111 or adults concerned about a child call the NSPCC helpline on 0808 800 5000
In an emergency dial 999

SEND Information

SEN Mission Statement

At TCS we aim to ensure that students with special educational needs are given every opportunity to experience success, achievement and fulfilment in their work. We aim to provide educational, emotional and technical support in a positive learning environment and ultimately provide an **inclusive** education for students.

Every teacher is responsible and accountable for all students in their class; every teacher is a teacher of Special Education Needs (SEN), providing all students with realistic learning goals in a broad-based, appropriate curriculum. Students with a SEND need have a passport which is shared with their teachers to help with strategies which will support within the classroom.

CAL (Centre for Achievement and Learning)

CAL is a base that is situated in a quiet area of the main part of the school.
The base is a calm and friendly area which helps to support students from Year 7 to 6th form.

Contact details	
justine.housecroft @teignmouthschool.co.uk	SENDCO
michelle.milton @teignmouthschool.co.uk	Deputy SENDCO

Behaviour Support Team (BST)

Behaviour for Learning

We believe that effective behaviour management is at the heart of a successful and thriving School; good behaviour creates a learning environment in which teachers can teach and students can learn - **every child has the right to learn but no child has the right to disrupt the learning of others**.

BFL is a Behaviour Policy which relies on all staff using it in a fair and consistent way.

Contact details	
danielle.brown@teignmouthschool.co.uk	Behaviour Lead
judi.hellier@teignmouthschool.co.uk	Behaviour Support Team
christine.mayne@teignmouthschool.co.uk	Behaviour Support Team
andy.scott@teignmouthschool.co.uk	Behaviour Support Team

Managing Poor Behaviour Outside of the Classroom

We expect high levels of behaviour from students both inside and outside of the classroom. The latter will include:

- Behaviour in the corridors and communal areas of the school
- Behaviour at break and lunchtimes.
- Behaviour on the way to and from school; in the community, on the train, etc.
- Behaviour outside of school if it impinges on the well-being of other students and or staff (e.g., via social networks, etc.)

If you would like to look at our behaviour policy in more detail you will be able to find it on our Website at: https://www.teignmouthsecondary.co.uk/wp-content/uploads/2021/03/TCS-ER-Behaviour-Policy-inc-Anti-Bullying-and-Exclusions-March-2021-Final-2.pdf

We aim to provide the foundation for students to flourish, based on our ten core principles and values, which we refer to daily. These are as follows:

• Honesty

• Teamwork/collaboration

• Respect

• Communication

• Responsibility

• Independence

• Consideration

• Leadership

• Resilience

• Curiosity

We operate a 'Behaviour for Learning' policy which is based on the principle of 'compassionate rigour'. We expect the highest standards of behaviour from all of our community. We seek to be consistent in our approach whilst being flexible to the needs of all. We do not accept bullying or prejudice against others in any form. Whilst we remove those who disrupt the learning of others promptly from lessons, we have a strong and proactive pastoral system and we run a system of restorative practice as things do go wrong for some young people from time to time.

Attendance and Punctuality – Everyone's Responsibility

There is a strong link between good school attendance and success in school.

- If a pupil misses more time in school then they are likely to achieve lower grades at the end of secondary school.
- Pupils with no absences are over two times more likely to achieve 5 or more GCSEs grade at 4-9 or equivalent including English and Mathematics than pupils that missed 15-20% of secondary school lessons.
- 73% of pupils who have over 95% attendance achieve 5 or more GCSEs at grades 4-9.

Aims

Our aim is to encourage, support and enable all of our students to be in school as often as they can. We recognise that almost everyone will have challenges at some point and that school is not easy for everyone. We aim to work with parents, carers and other professionals to help all of our pupils to attend and succeed.

Punctuality

Another aspect of attendance which can be overlooked but is also of critical importance is being on time – this is an important habit for life, not just school.

Our day begins at 8.50am with tutor registration. Students should be in their tutor group at 8.45am ready for the register to be taken. Students who arrive after 8.50am will receive a late mark and those who arrive after 9.10am (when legal registration closes) will receive an unauthorised absence mark for the morning.

As well as monitoring lesson attendance, latecomers are also recorded and those who are repeatedly late to school or to lessons will receive an appropriate sanction such as a detention. Persistent lateness will be referred to the Education Welfare Officer.

Methods of Reporting Absences

In any case of absence, parents/carers should contact the school by 9.30am on every day of absence by one of the following methods:

1. By phone to the school (01626 774091)
2. Email from an agreed account (i.e. the registered home email address) to Student Services (studentservices@teignmouthschool.co.uk)

Encouraging Good Attendance

- If there is a problem with your child's attendance, talk to them about it - listen to the explanation and let us know. Finding out the reasons for not attending school is always important.
- Keep an eye out for patterns. Do they always want to stay at home for a particular lesson? Do they have a test?
- Don't forget, we are always happy to discuss this so please don't hesitate to contact us.

If you would like to look at our attendance policy in more detail you will be able to find it on our website https://www.teignmouthsecondary.co.uk/parents/attendance/

Uniform Information

"A school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone". (DFE May 2012)

TCS values uniform as it can instil pride, positive behaviour, a sense of belonging and acceptance of the school standards. It is our policy that all children wear uniform when attending school, on the journey to and from school and when participating in school organised events outside normal hours. We ask parents to ensure that all students in wear the uniform and have the right kit for PE.

Our policy on school uniform is based on the notion that it:

- Promotes a sense of pride in the school;
- Protects children from social pressures to dress in a particular way:
- Nurtures cohesion and promotes good relations between different groups of students;
- Creates a sense of community and belonging towards the school;
- Is practical and smart;
- Identifies the children with the school;
- Makes children feel equal to their peers in terms of appearance;
- Is regarded as suitable wear for school;
- Is designed with health and safety in mind.

STATUTORY DUTY OF SCHOOLS AND PARENTS

Parents/carers are responsible for ensuring that their children attend school in the correct uniform. The school will make every effort to promote good uniform and will support parents where needed, including part-funding when necessary.

WHAT WILL HAPPEN IF A STUDENT DOES NOT WEAR THE CORRECT UNIFORM TO SCHOOL?

If a child is unable to wear the correct uniform for any given reason, we ask that parents or carers contact the tutor to explain the reason why and agree a date by which the uniform will be corrected. In these exceptional circumstances the pupil should report to Student Services who will lend uniform temporarily.

If a child chooses to wear the incorrect uniform, they will be isolated until the correct uniform is worn and a behaviour point will be allocated. Incorrect items such as hoodies & sweatshirts will be confiscated until the end of the day.

WHERE CAN YOU PURCHASE THE UNIFORM?

All school uniform is available to purchase from our online supplier, Trutex. To purchase uniform please follow the below link. From here you will need to register a new account for 'School Specific Uniform'. Our school code is: LEA000946SC.

https://www.trutex.com/

WHAT IS OUR UNIFORM?

- Plain white formal school shirt, long or short sleeved.
- TCS tie - the point of the tie must touch the waistband of the trousers/skirt, and the knot must cover the fastened top button of the shirt.
- Black V-neck jumper/cardigan with school logo.
- Plain black full length tailored trousers (not clinging or made from stretch fabric; jeans, leggings and chinos are not appropriate school wear); or a plain, black official TCS logo skirt (logo should be visible at all times and skirts must not exceed two inches above the knee); or plain, black, official TCS logo shorts. Shorts and skirts must be worn with black or white ankle length socks and correct school shoes.
- Plain black or dark belt if required.
- Students in Years 10–11 wear the TCS blazer with logo.
- Socks: black or white socks should be worn with trousers; white or black ankle length socks can be worn with skirts or shorts. Black tights can be worn with skirts (no tights/ legging/sock combination). Socks must not be worn over tights.
- Plain black polishable school shoes of sensible design.

BOYS' PE KIT

• Navy and sky polo shirt with logo (for indoor activities).
• Black shorts.
• Black long sports socks.
• TCS red and white reversible rugby shirt for outside activities.
• Navy and sky hoodie with logo for outside activities (optional).
• Sports trainers for indoor use only. *
• Football boots with rounded moulded studs or astro-turf specific trainers for use on the 3G astro-turf facility. These may also be worn on the field when the ground is firm.
• Football boots with screw in plastic or metal safety studs for use on the field when the ground is soft.
• Shin pads.
• Gum shield.

• Black full length tracksuit bottoms maybe worn as an alternative to shorts for some activities, at the discretion of the teacher.

GIRLS' PE KIT

• Navy and sky polo shirt with logo (for indoor activities).

• Black shorts (not lycra).

• Black long sports socks.

• Navy and sky hoodie with logo for outside activities (optional).

• Sports trainers for indoor use only. *

• Football boots with rounded moulded studs or astro-turf specific trainers for use on the 3G astro-turf facility. These may also be worn on the field when the ground is firm.

• Shin pads.

• Black full length leggings/ tracksuit bottoms maybe worn as an alternative to shorts for some activities, at the discretion of the teacher.

* Trainers with non-marking soles are required in the school gyms but these must be clean and not used for outdoor wear. In dance and gymnastic lessons, footwear is not required.

MAKE-UP, NAILS AND JEWELLERY

• Jewellery and piercings: studs only; no hoops, bars or stretchers; 1 small ring - that must be removed for practical lessons (e.g. PE, Science, Technology); nose - clear, flat retainer is permitted; no other types are allowed; no bracelets (excluding medical reasons).

• Hair: Hair can be dyed - only natural colours.

• Nails: No acrylic nails. Shellac or painted nails are permitted.

• Make-up: Must be minimal.

EQUIPMENT

For all lessons, students need a pen (black ink), pencil, eraser, ruler, pencil sharpener, highlighter pens and a glue stick. For geography, mathematics, science and technology, a compass, protractor and scientific calculator (with sin, cos and tan keys) are necessary.

Aprons: To protect students' clothing, an apron is required for Technology.

Headphones: For reasons of hygiene, it is advisable for students to have their own headphones for the keyboards in the Music Department and some other subjects.

Pencil cases, scientific calculators and aprons are all available to buy via ParentPay.

Any books or equipment loaned to students for use at home or in school must be cared for and returned at the end of the period of loan.

Examples of **unacceptable** footwear: coloured logos, fabric/canvas/suede material, heels, bubble/air or platform soles:

Examples of **acceptable** footwear: black, polishable, not canvas and no coloured logos:

NB: This is not an exhaustive list, if in doubt, please contact the school.

Canteen

CASHLESS CATERING AND ONLINE PAYMENT SYSTEM

We are a cashless catering school which means you have the ability to control the amount your child spends on food. To achieve this, we use two different systems, ParentPay and a Nationwide Cashless Catering system.

ParentPay is the online payment system that lets you make secure online payments by credit/debit card. Thousands of parents across the country use ParentPay to make cashless payments to their school. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. Every parent/guardian has been given a secure online account. If you require any assistance with ParentPay, please email rosemary.martin@teignmouthschool.co.uk

The school operates a cashless till system in the canteens. The biometric system uses a scan of the finger to create a six digit number which is linked to an individual's account. Each time the same finger is scanned the same number is created and linked to the same account. This method means that no thumbprint information is stored at any time. Accounts can be topped up via ParentPay (debit/credit card payments from home) or through a cash top-up machine in school. If you do not have access to the internet, we can provide you with access to a computer in school; alternatively, we can provide you with a PayPoint card which can be topped up at any PayPoint retailer (the nearest to TCS is the Co-op, www.paypoint.co.uk)

ParentPay®