



Year 6-7 Transition Booklet







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Welcome

A message from Mrs Wickham...

On behalf of all who belong to our community, welcome to Teignmouth Community School (TCS). Everything that we do here at Teignmouth Community School is driven by our belief that we are all always capable of being a slightly better version of ourselves tomorrow than we are today. This is underpinned by the values that, we believe, will ensure that we are all always working to be the **best version of ourselves**. By **working hard** and **never giving up** we remain open to limitless opportunities for progress. I firmly believe that you have not failed until you stop trying.

We have a responsibility to **be kind** and **care for each other**. We don't need to agree with everyone, we don't even need to understand everyone but there is absolutely nothing, other than our own fear and weakness, that stops us from accepting everyone.

And only by **joining in** can we **develop and grow**. Our characters are like muscles: if we don't exercise

them, if we never push ourselves beyond that which is comfortable then we will never grow.

My unwavering commitment as Headteacher at Teignmouth Community School is to challenge and support every young person in our community to be the best version of themselves.





Welcome from our Head of Year 7, Mr Ballantyne...

Starting secondary school is an exciting time but we also understand that it can be a little daunting. There is a lot to get used to at secondary school with new lessons and teachers, a big school site and lots more students, however with an organised approach and positive attitude you should find that you soon settle well into our school community.



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.

As you get to know the school, you will find that there are lots of people to help you settle in and succeed: tutors, teachers, support staff, leadership and of course me as your Head of Year. Remember that help is always here if you need it; we might be a bigger school than you're used to, but we're very friendly and welcoming and community is at the heart of what we do.

I hope that you all have a very enjoyable start to TCS and make the most of all the opportunities we have on offer. I look forward to working with you all this year.

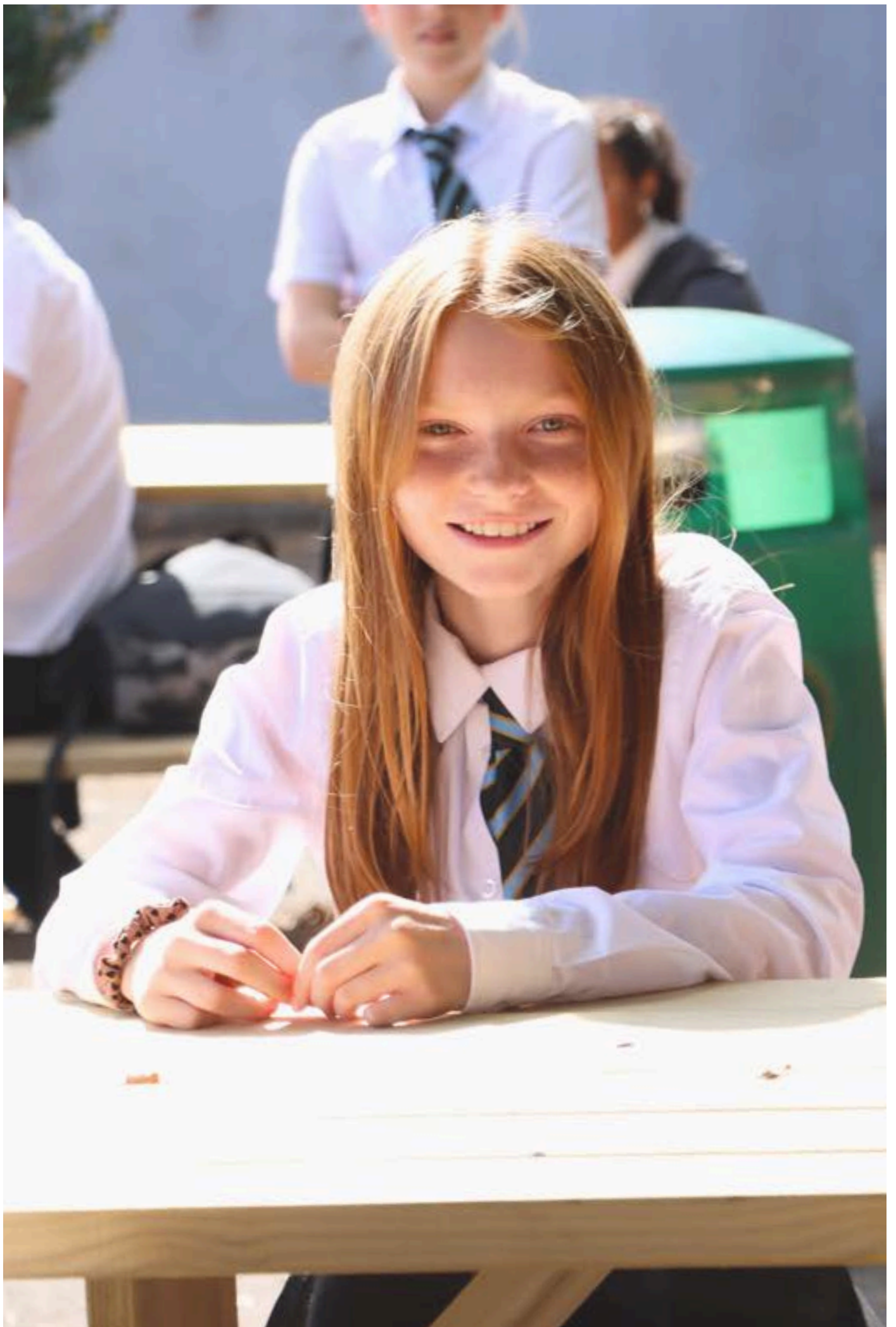


The school day

8:45-9:45	Lesson 1
9:45 - 10:45	Lesson 2 (followed by 5 minutes transition time)
10:50 - 11:15	Reading session/assembly
11:15-11:45	Break 1
11:45-12:45	Lesson 3
12:45-13:45	Lesson 4
13:45-14:15	Break 2
14:15-15:15	Lesson 5
15:15-16:15	Extra-curricular clubs (optional)

Our school day begins at 8.45am so it is advisable to arrive to site by 8.40am. The day is structured to have five 1 hour lessons, two 30 minute break times and a daily assembly or reading session. Pupils are expected to be on time to all lessons.

Our timetables work on a rota of A and B weeks, keeping to the times you see above.





Uniform and equipment

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 wear the correct uniform each day and have the right kit for PE.

We are currently working on a rebranding of the school badge. Pupils are allowed to wear existing TCS Branded uniform, however we suggest having it plain black so the new logo can be added once ready.

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 school blazer.
- 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 pleated skirt; or plain black tailored shorts. Shorts and skirts must be worn with black or white ankle length socks and correct school shoes.
- Plain black V-neck jumper or cardigan if required to be worn under the blazer.
- Plain black or dark belt if required.
- 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.
- All black shoes (no non black logos).



Uniform can be purchased from our online supplier Trutex.

School Code: LEA000946SC

If you would like to purchase pre used TCS uniform or require more help, please contact Mrs Martin via email on rosemary.martin@teignmouthschool.co.uk



Equipment

Parents/ carers should ensure their child arrives at school each day with the correct equipment in a sufficiently sized school bag/ rucksack, capable of holding all the necessary equipment listed below & school books.

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.

Jewellery, hair, nails and make up

Ear piercings: only 2 studs in total are permitted this can be 1 stud in each ear or 2 studs in 1 ear.

Hoops/ Sleepers, dangling earrings, bars or stretchers are not permitted.

No other forms of jewellery are permitted such as facial or nose piercings (which includes clear & flat nose retainers), bracelets, rings or necklaces.

A wrist watch may be worn if desired.

Hair: Hair must be of a natural colour but can be dyed – however, only natural colours are permitted. No bright coloured hair dye is permitted. Tramlines & extreme hairstyles such as Mohicans etc. are also not permitted and hair should not be cut to shorter than a grade 2. Hair accessories should be minimal and discreet.

Nails: No fake or acrylic nails are permitted. Shellac or painted/varnished nails are permitted but these must be of a clear natural colour and no other colours are permitted. Nails must be short in length.

Make-up: Must be natural & minimal.





PE Kit

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 for the 3G astro-turf and 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. (Optional but recommended, especially if attending Rugby practice and playing in the school Rugby team);

Shin pads (Compulsory for football);

Gum shield (Required for Rugby);

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 for use on the 3G astro-turf and the field;

Shin pads (Compulsory for football);

Gum Shield (Required for Rugby);

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.





Catering at Teignmouth Community School

Canteen

Our school canteen is open during both break times and serves a range of hot and cold snacks, cakes and drinks, as well as a full hot meal option.

We use a biometric payment system which links to ParentPay so pupils do not need to bring cash to school: this is the only payment method available in the canteen. 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.

There is plenty of seating available in and around the canteen and pupils with packed lunch are also very welcome to use these areas during break times

Free school meals

How do I qualify for Free School Meals?

Parents/guardians who receive any of the following support payments may be entitled to Free School Meals:

- Universal Credit;
- Child Tax Credit;
- Income Support (IS);

- Income-based Jobseekers Allowance (IBJSA);
- Income-related Employment and Support Allowance (IRESA);
- The guaranteed element of Pension Credit;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- School children living on their own (16-19 year olds) who receive a qualifying benefit in their own right can also get free school meals.

For more information

[**CLICK HERE**](#)

for the
Devon County Council website



Additional Information

ParentPay

ParentPay is our chosen online payment system which takes away the need for pupils to carry cash in school. You will be able to use Parentpay to pay for school meals, trips and more.

In July you will receive a letter from our school admin team which will contain your unique login. If you would like to find out more about ParentPay please visit the ParentPay website at www.parentpay.com

Please note that you will not be able to login until you have your unique user code.

Transport

Under the County's policy for school transport, students are entitled to a place on a school bus or to a bus pass for public transport if they live in the school's designated (catchment) area and more than the statutory distance of three miles from the school (measured using the shortest possible route). Transport can also be provided, if requested, for special reasons such as medical grounds. If there are spare seats on a school bus, these may be occupied by children not entitled to free transport by purchasing a concessionary ticket.

The Education and Inspections Act requires all new students using school transport to complete an application form and sign a Code of Conduct. This must be completed before they can travel. You can download this form and others, including leaflets about transport to secondary schools from <https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

Alternatively, you can ring direct on 0845 155 1019 to ask for a form to be posted.



Pastoral Support

Student Services



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:

- Welfare
- Safeguarding
- Attendance
- Absence requests
- Medical needs
- Lost property
- Free school meals enquiries
- Anything else you may need help with!

You can contact Student Services by phone:

01626 774091: Option 1

Or email:

studentservices@teignmouthschool.co.uk

Student Support Team

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.

We want all pupils to become the best version of themselves during their time at TCS and this is enabled by our classroom expectations of pupils which are summarised by the acronym RESPECT:

- R**espond to all reasonable instructions;
- E**quipped to learn;
- S**martly presented;
- P**unctual at all times;
- E**ffort 100%;
- C**onsiderate to all;
- T**alking only when permitted.





Safeguarding

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.



Mrs Minty-Dyke



Mr Lee



Mrs Harte



Mrs Gibbs



Mrs Wickham

TCS recognises 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.

Important Information

NSPCC-RUN HELPLINE FOR VICTIMS OF SEXUAL ABUSE IN SCHOOLS
0800 136 663

NSPCC HELPLINE
0808 800 5000
help@nspcc.org.uk

Mind Devon
01752 512 280

shout
85258

TEXT 85258 whenever you need support with your mental health.

LGBTQ+ Support
Intercom Trust
Helpline: 0800 612 3010

ChildLine
0800 1111

SEND Information

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.



Mrs Lee - SENDCo

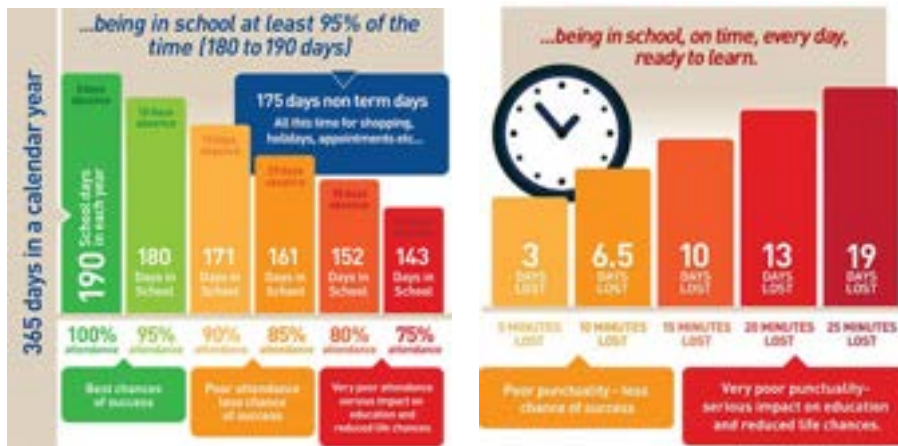
Every teacher is responsible and accountable for all students in their class; every teacher is a teacher of Special Educational Needs (SEN), providing all students with realistic learning goals in a broad-based, appropriate curriculum. Students with a SEND need have a passport which is shared with their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

CAL 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 Sixth Form.



Student Expectations

Attendance and Punctuality - It is so important!



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.

Source: gov.uk report: *The link between absence and attainment at KS2 and KS4*

Attendance

Ensuring that young people have good attendance and punctuality at school is everybody's responsibility. At Teignmouth Community School, we understand that while our students are encouraged to take responsibility for this, both school and home are important in supporting them to do so. The reason why this is important is because there is a proven link between good school attendance and success in school. The more days a student misses in school over the five years of secondary school, the more likely they are to achieve lower grades in their GCSEs. Students 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 20% of secondary school lessons. A percentage this low would mean that they would have lost as many as 190 days of education across the 5 years, equivalent to one who school year. 73% of pupils who have over 95% attendance (no more than 9 days off a year) achieve 5 or more GCSEs at grades 4-9.

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:

By phone to the school (**01626 774091**) **Option 1** Student Services

Email from an agreed account (i.e. the registered home email address) to Student Services at **studentservices@teignmouthschool.co.uk**



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 where we begin with their first lesson of the day. Students should be at their first lesson at 8.45am ready for learning to start promptly at 8.50am. 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 which will affect attendance.

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 consequence such as a detention. Persistent lateness will be referred to the Education Welfare Officer.

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 www.teignmouthsecondary.co.uk/attendance/

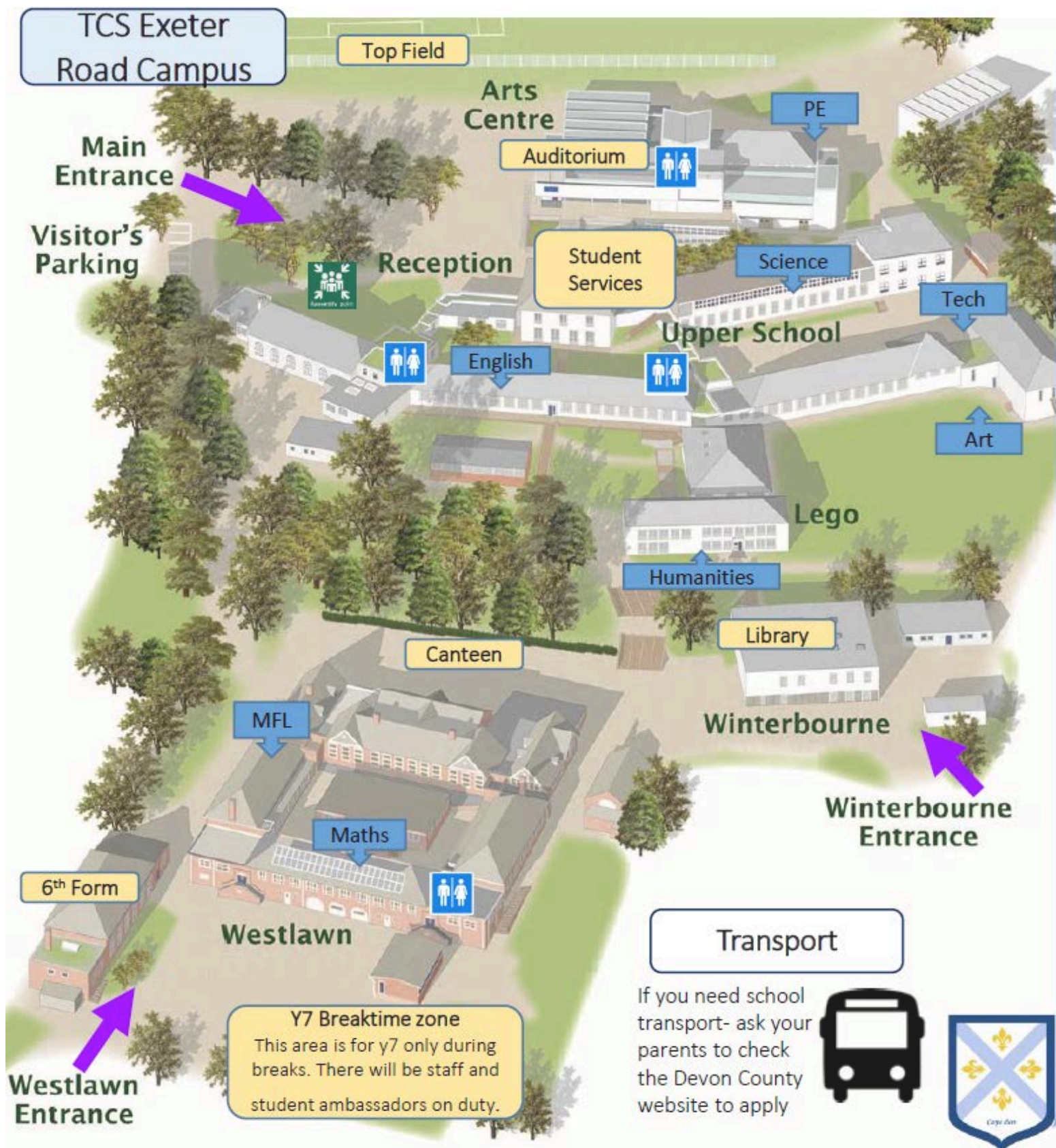
Mobile Phones

Teignmouth Community School maintains a no mobile phone general use during the school day policy. Students may have a mobile phone with them in school but these should be switched off and kept out of sight. All devices should be put in bags before entering the school site in the morning, and be kept in their bag until the end of the school day at 3.15. In exceptional circumstances, where communication between a student and family is required during the school day, a student may be given permission to use their mobile phone by a member of staff in a private area. Teachers may permit the use of mobile technology in lessons for learning reasons. If students are anxious to contact their parents/guardian, they should go to the Student Services office or ask a member of staff. Otherwise, students are not permitted to use their phone to contact family members at any time during school hours.

If a student is found to be using a mobile phone / electronic device on the school site without permission, the device will be confiscated and handed in to the Behaviour Support Team to be collected at the end of the day, at 3.30. Details of the incident will be logged, in line with the school behaviour policy.

Full details of the Mobile Phone/Electronic Device policy can be found on our website.

School Map



TCS Exeter Road Campus

Top Field

Arts Centre

Auditorium

PE

Main Entrance

Visitor's Parking

Reception

Student Services

Science

Tech

Upper School

English

Art

Lego

Humanities

Library

Canteen

Winterbourne

Winterbourne Entrance

6th Form

MFL

Maths

Westlawn

Y7 Breaktime zone
This area is for y7 only during breaks. There will be staff and student ambassadors on duty.

Transport

If you need school transport- ask your parents to check the Devon County website to apply



Westlawn Entrance





We hope you have found the information in this handbook useful.
Should you require any further information about the school or our policies, you
should be able to find it on our website.

Our 'Parents' section contains lots of valuable information including our term dates

Key School Contacts

Headteacher – Mrs Rachel Wickham | rachel.wickham@teignmouthschool.co.uk

SENCO – Mrs Nicola Lee | nicola.lee@teignmouthschool.co.uk

Headteacher: Mrs R Wickham

Tel: 01626 774091

Visit: www.teignmouthsecondary.co.uk

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