



Thrive · Care · Succeed



*Year 6 - 7
Transition Booklet*



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Welcome

A message from Mrs Wickham...

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.



As a community 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.

*Mrs Rachel Wickham
Headteacher*



Welcome from Mrs Wilson...



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.

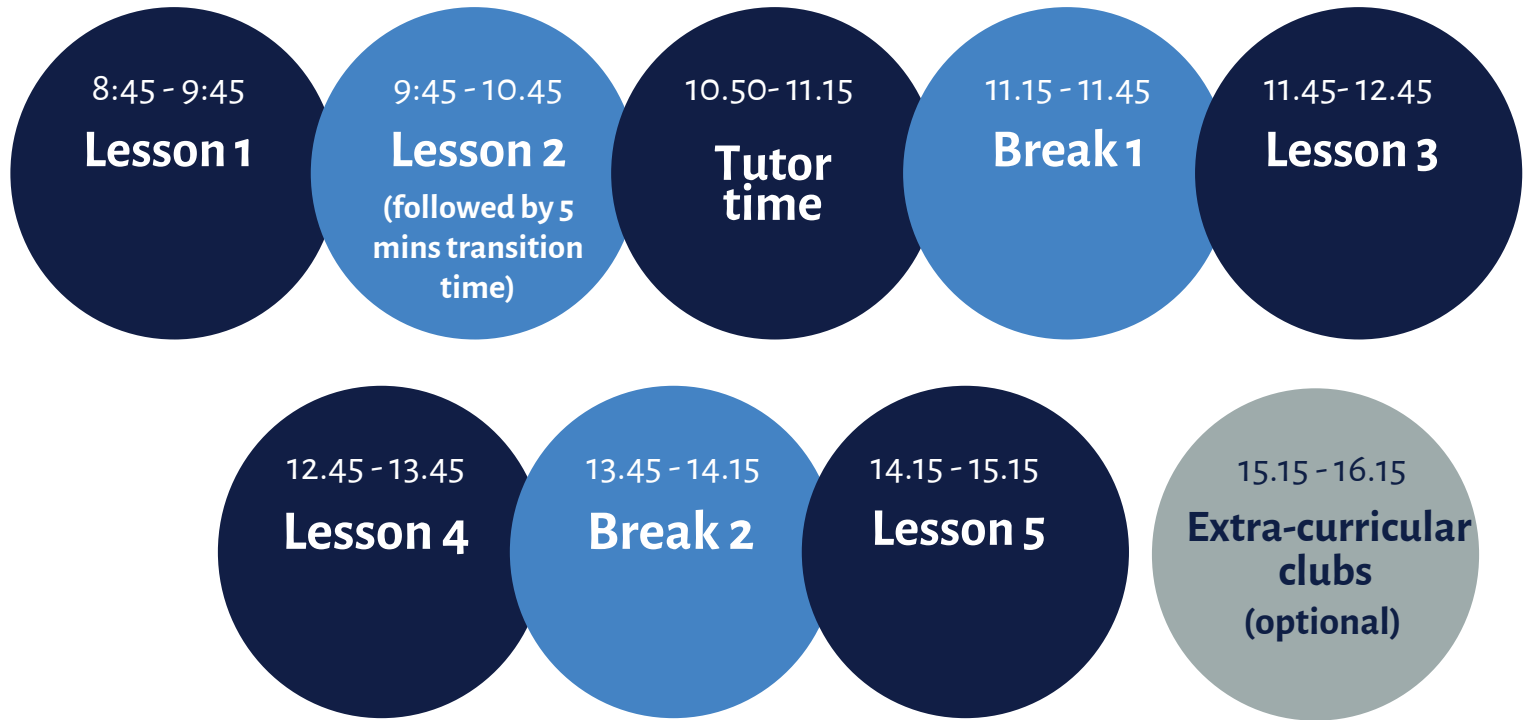
At TCS we make no apologies for insisting on the highest standards of classwork, homework, presentation and behaviour at all times. We encourage all students to follow our school values. To work hard, join in and be kind, recognising their achievements and being the best version of themselves. Upholding these values 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 Progress Leader. 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.

*Mrs Wilson
Head of Year 7*

The School Day



Our school day begins at 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.



...which was situated in the bottom of the...
...out three girls and a boy who had been...
...playing cards at another table...
...come with us...
...consulted one of the towers after Kyle who explained...
...going on as they went...
...about an hour ago. It was quite far away and...
...tell what was going on...
...thousand?"
...ever have a reasonable chance?"
...definitely kids. Kyle went on, "I was...
...so they sent for me..."
...they stayed?"

Just one kid. A whole mass of them, though. The kid was running from a gang of them."
They had arrived at Middle Tower where they clattered up the spiral stairs to the roof. Four kids were waiting for them. He took a pair of binoculars off one of them.
"What direction?" he asked, putting the glasses to his face.
"When did they come from?"
"No idea," said the boy, Macie, who had grown big like the boy.
"Since then they've moved northwards, up by Trinity House. Macie had a screwed up face and was always sticking up about, but he had good eyes.
He switched direction, swinging the glasses round to the right, up past the tower offices to the main road that ran along the north side of the Tower. They were in the bus when they were going up that way and, despite the fact that it was only a couple of minutes, he could see the direction they were going, though. A noise calling to him would be the sound of it or a...
...he look over his shoulder...
...of Hamilton."

Uniform & 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 products, however we suggest having 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.



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
rosemary.martin@teignmouthschool.co.uk

Our curriculum

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.

YONDR POUCHES

These are available to purchase through Arbor and available to store mobile phones throughout the day. Our aim is to create a device free learning environment. This is not an essential purchase but without one we expect all devices to remain at home.

JEWELLERY, HAIR, NAILS & 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 – but 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

COMPULSORY KIT FOR ALL STUDENTS

- Black Sports short (not lycra), Black tracksuit bottoms or leggings
- Black long sports socks
- Shin Pads (compulsory for football)
- Gum shields (required for rugby)
- Football boots with round moulded studs (for Rugby on the field and all sports on the 3G)
- Sports trainers (worn indoors and for athletics on the field in the summer)

Blue Reversible TCS games shirt



Blue TCS T-shirt or Blue TCS Polo Shirt



OPTIONAL KIT FOR STUDENTS



Blue TCS Hoodie or Blue TCS ¼ zip



Arbor School Shop



Arbor school shop is our chosen online payment system which takes away the need for pupils to carry cash in school. You will be able to use Arbor 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.

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



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 QR code card payment system which links to Arbor so pupils do not need to bring cash to school: this is the only payment method available in the canteen. Students will be required to bring their card into school every day and is personal to them. 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: free school meals.

- Universal Credit;
- Child Tax Credit;
- Income Support (IS);
- Income-based Jobseekers Allowance (IBJ-SA);
- 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

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.

Engagement Team

Engagement Support Team

We believe that effective engagement management is at the hearts of a successful and thriving school; good engagement 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 other.

We want all pupils to '**Work Hard**', '**Join in**' and '**Be Kind**' during their time at TCS and this is enabled by our classroom expectations of pupils which are summarised by the acronym RESPECT;

Respond to all reasonable instructions;

Equipped to learn;

Smartly presented;

Punctual at all times;

Effort 100%;

Considerate to all;

Talking 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



Mrs Gibbs



Mrs Harte

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.

Important Information

NSPCC-RUN HELPLINE FOR VICTIMS OF SEXUAL ABUSE IN SCHOOLS

0800 136 663



NSPCC
CHILD PROTECTION
HELPLINE
0808 800 5000

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 believe that all learners have the right to a full and rounded curriculum which enables them to achieve independence and success in their future lives.

Students with Special Educational needs are no exception to this. We are passionate about supporting students to build resilience, to develop self-regulatory strategies, and to learn to take responsibility for their own learning and development. This includes a graduated response which is coordinated across professionals within the school and includes teaching and leadership teams and pastoral, welfare, safeguarding and conduct professionals. Some students may work directly with teams in the SEN Hub and Bridge, others may be supported in class and through multi-disciplinary intervention or support work.



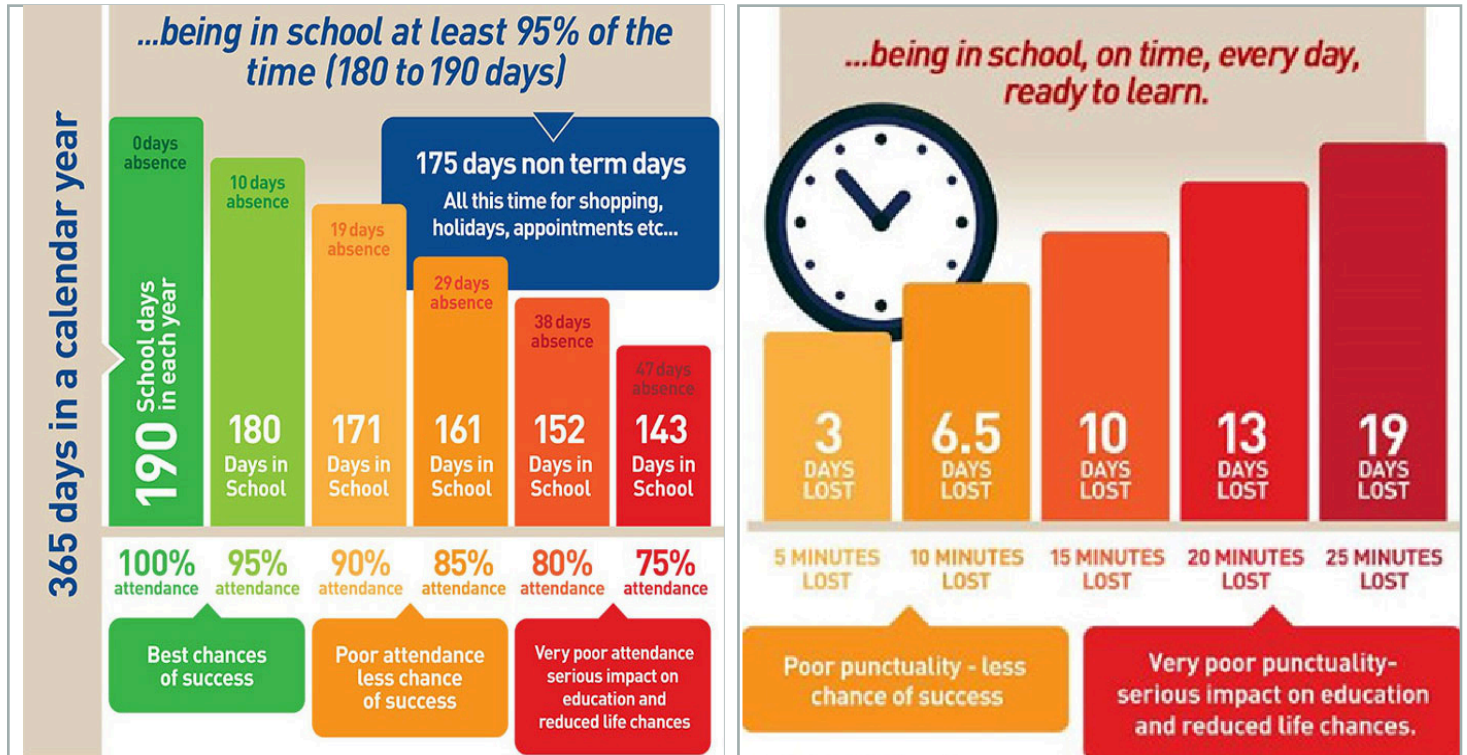
Mrs Townsend -
SENCO



Mrs Kirkwood -
Assistant SENCO

Student Expectations

Attendance and Punctuality - It is so important!



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.

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 8.45am where we begin with their first lesson of the day. Students should be at their first lesson at 8.40am ready for learning to start promptly at 8.45am. Students who arrive after 8.50am will receive a late mark and those who arrive after 9.15am (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. Persistent absence will be referred to the Attendance Improvement Officer at Devon County Council.

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/parents/attendance/

The School Day and Late arrival AM Registration starts at 08:45 Pupils who arrive after this time but within the formal registration period will be marked as late (L Code). Reminder: The school gates will close at 8:45 and late arriving pupils will need to be buzzed in. If a child arrives after 08:45 and before 09:15 they should promptly make their way to their Period 1 lesson for registration. AM registration ends at 09:15 Pupils who arrive after the formal registration period has ended should go straight to the school office to sign in and give a reason for their lateness. In line with DfE Guidance, pupils arriving after the register closes will be marked as excessively late (U Code) and the absence will be recorded as unauthorised for the whole of the session. Persistent excessive lateness may result in a referral to the Local Authority for attendance enforcement. Reminder: The school gates will close at 8:45 and pupils will need to be buzzed in. If a child arrives after 09:15 they MUST (for Safeguarding reasons) be registered with the Attendance Hub. PM registration starts at 12:45 Pupils who arrive after this time but within the formal registration period will be marked as late (L Code). PM registration ends at 13:15 In line with DfE Guidance, pupils arriving after the register closes will be marked as excessively late (U Code) and the absence will be recorded as unauthorised for the whole of the session. Pupils who arrive after this time should go straight to the school office to sign in and give a reason for their lateness. Persistent excessive lateness may result in a referral to the Local Authority for attendance enforcement.

If after a reasonable time, no contact with the school is made or where it is not possible to establish the reason, the absence will be unauthorised. If the school has grounds to believe that the reasons for an absence given are not genuine, then the Headteacher (or their delegate) may choose to unauthorise the absence. Where there has been no contact and where there is concern over the wellbeing of the pupil, the school may make a welfare visit to the home (or where necessary may request a welfare visit from Social Care or the Police).

Methods of Reporting Absences When a child is to be absent from school without prior permission, parents/carers should inform the Attendance Team at the earliest opportunity on the morning of each day of absence (and certainly before 09:00). The school should be provided with the reasons for the absence and the expected date of return. This contact is a safeguarding requirement to protect your child. If prior school permission has been granted and a pupil has been authorised to leave the school grounds within the school day, then for safeguarding reasons the pupil must sign out with the Attendance Hub.

Log the absence on Class Charts or email absence@teignmouthschool.co.uk. In order to make informed decisions about their child's fitness to attend school, parents/carers are encouraged to refer to the NHS guidance 'is my child too ill for school?' <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Medical or dental appointments: Parents/carers should make every effort to ensure that these appointments are made outside of school hours. Where this cannot be avoided, children should attend school for as much of that day as possible.

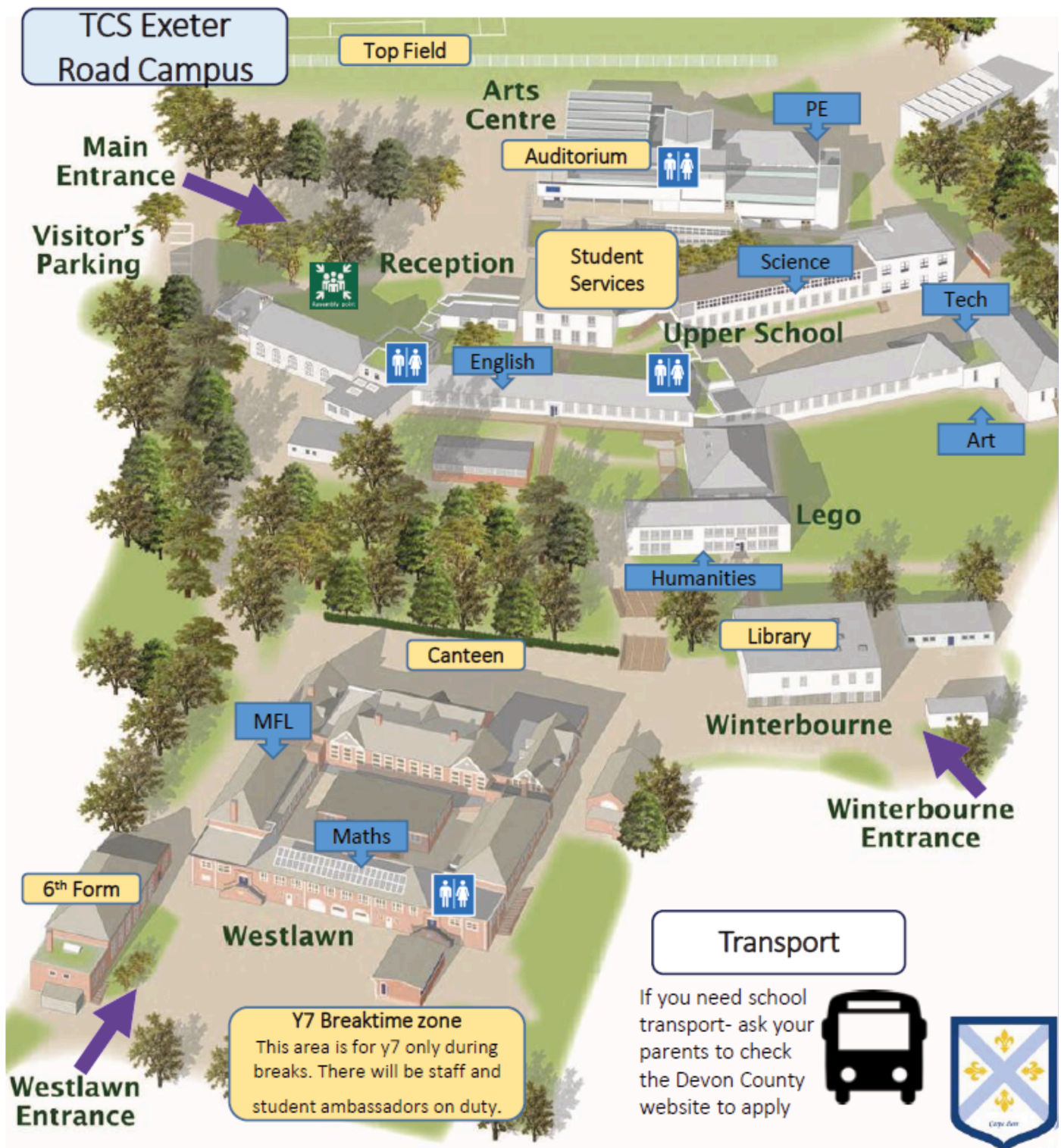
Mobile Phones

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 although these must be kept in their personal Yondr pouches. All devices should be put in these 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 make a call via the school 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

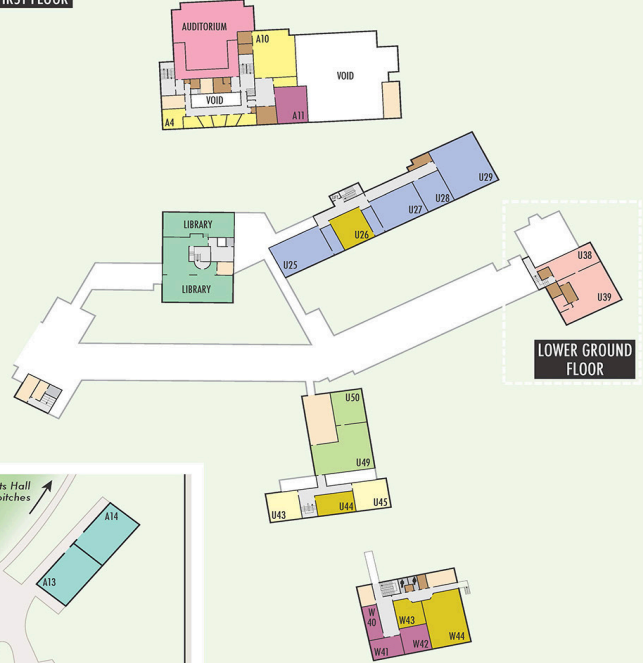
Full details of the Mobile Phone/Electronic Device policy can be found on our website.

School Maps





FIRST FLOOR



LOWER GROUND FLOOR



TEIGNMOUTH Community School

- | | |
|---------------------------------|----------------------|
| Art | Music |
| Centre for Appropriate Learning | Offices |
| Drama | Science |
| English | Sixth Form |
| Humanities | Sports facilities |
| ICT | Student Facilities |
| Kitchen/Dining rooms | Technology |
| Mathematics | Vocational Education |
| Modern Languages | School Boundary |



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

PA to Headteacher - Miss Ellie Walker - ellie.walker@teignmouthschool.co.uk

