



**THURSTABLE SCHOOL
PARENTS' HANDBOOK
2009**

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SCHOOL YEAR 2009-2010

Autumn Term 2009

Wednesday 2 September – Friday 18 December

(Half term 26-30 October)

Spring Term 2010

Monday 4 January – Thursday 1 April

(Half term 15-19 February)

Summer Term 2010

Monday 19 April – Thursday 22 July

(Half term 31 May – 4 June)

Bank Holiday 3 May

Non-Student Days

Wednesday 2, Thursday 3 and Friday 4 September 2009

Monday 2 November 2009

Monday 22 February 2010

CONTACT INFORMATION

Thurstable School Sports College and Sixth form Centre

Maypole Road

Tiptree

Essex

CO5 0EW

Telephone 01621 816526

Fax 01621 815409

School Email thurstable@thurstable.essex.sch.uk

Website www.thurstable.essex.sch.uk

If you wish to contact a specific member of staff this can be done by:

- emailing them directly by using their surname and their first initial followed by @thurstable.essex.sch.uk. eg baileyp@thurstable.essex.sch.uk
- writing a note in your child's planner and asking them to show the member of staff
- phoning the school on the above number.

School Organisation & Making Contact

The teaching staff are organised into Faculties (sometimes a single subject and sometimes a group of subjects) based on their specialist areas of knowledge, with a Head of Faculty

who is in charge of learning and teaching in that subject. Your child will normally have a different teacher for each subject who is specialist in that subject.

If you have a question or concern about your child's work or learning in a subject the best person to address it to is your child's teacher in that subject. If for any reason you are not happy with the answers you receive, you should contact the head of that subject or faculty.

Students are organised into Year Groups according to their age. Each year group has eight tutor groups. Each tutor group has a Form Tutor, who is the teacher responsible for the learning and development of each child across all the subjects the child takes. Each Year Group has a Head of Year, who is the teacher who manages the work of the Form Tutors, and works with them in supporting the learning and development of students in the Year Group. Each Year Group also has a Learning Relationships Coordinator, who focuses particularly on the social and emotional needs of children in the year group and has no teaching timetable.

If you have a question or concern about your child's general learning or development you should contact your child's form tutor. If for any reason you are not happy with the answers you receive, you should contact the Head of Year.

If you have a question or concern regarding your child's social or emotional needs in school (including friendship issues or incidents of bullying), or you want to pass on information about your child's situation or experiences outside school that you think may affect their learning and development in school, you should contact the Learning relationship Co-ordinator for your child's year. If for any reason you are not happy with the answers or response you receive, you should contact the Head of Year.

All staff are best contacted using email. You may communicate with staff by email and they will acknowledge your email and get back to you as soon as they can. There is a strict code followed by all staff regarding emails and this includes not engaging in long debates about problematic issues: these should be dealt with by arranging a meeting. The purpose is mainly to exchange information.

Learning Relationships Coordinator

Year 7	– Mrs N Redfern	redfern@thurstable.essex.sch.uk
Year 8	– Mrs P Jacobs	jacobs@thurstable.essex.sch.uk
Year 9	– Miss L Collins	collinsl@thurstable.essex.sch.uk
Year 10	– Mrs E Featherstone	featherstonee@thurstable.essex.sch.uk
Year 11	– Mrs T Smith	smitht@thurstable.essex.sch.uk

TEACHING STAFF DETAILS

Mr	M BACON	Head Teacher	Mr	M HIGGINS	Head of Science
Mr	P BAILEY	Head of Bus. Studies	Miss	SC HILL	English Teacher
Mr	M BAINES	Drama Teacher	Miss	K HODDY	Head of Textiles/Food
Mrs	A BAMONTE	Health & Social Care	Mr	R HOWARD	PE Teacher & D of E
Ms E	BARROWCLOUGH	Head of Art	Mr	C JOB	Head of Chemistry
Mrs	E BATT	Head of Drama/Assistant Head	Mr	M JOHNSON	Head of Maths
Mrs	L BIBBY	PE/Gifted & Talented	Mrs	A JONES	Art Teacher
Mr	A BLUCK	English Teacher	Mr	S JORDAN	Deputy Head Science
Mr	D BLYTH	Science Teacher	Mrs	K KAUFMAN	Head of ICT
Ms	T BOWER	History Teacher	Mr	N LADD	Humanities Teacher
Mrs	J BOXELL	Geography/HOY 11	Mrs	J LAFFERTY	English Teacher
Miss	E BRIDGER	Head of RE	Dr	W MAHARAJH	Science/HOY 8
Mrs	T BRIGHT	Food Technology	Mr	J LEE	RE/Deputy Head
Miss	K BROOKS	Geography Teacher	Mrs	K LEWIS	SENCO Teacher
Mrs	L BROWN	Head of Biology	Mr	M LLOYD	MFL/Assistant Head
Miss	K BULLEN	Science Teacher	Mr	D LUMSDEN	Psychology Teacher
Mr	R BUNDY	Maths Teacher	Mrs	J MACKEY	English Teacher
Mr	S BURMAN	Maths Teacher	Miss	R MACRO	PE Teacher & PE KS5
Mr	M BUXTON	History/RE Teacher	Mr	K MCMULLIN	Head of English
Mrs	S CARDER	Art Teacher	Miss	A MITCHELL	Drama Teacher
Miss	K CLARK	Deputy Head PE	Miss	MOLDRAM	ICT Teacher
Mr	A COLEY	Head of MFL	Miss	E MORRIS	Science Teacher
Mr	M CONNELL	English/Assist. Head	Miss	S MOTHERSOLE	MFL Teacher
Mrs	S COWEN	Deputy Head Maths	Ms	K NEILAN	English Teacher
Mrs	K COWLING	Head of Sixth Form/ Assistant Head	Miss	P NORRINGTON	Head of Music
Mrs	C DOE	Food Teacher	Mrs	R OMAR	Science Teacher
Ms	L DOHERTY	English Teacher	Miss	V OSBORNE	English /HOY 7
Ms	S DUNN	Maths Teacher	Miss	C OWEN	Head of Art
Mr	T EVANS	PE Teacher	Mr	L PARK	MFL Teacher
Ms	J FAILEY	RE Teacher	Miss	L PHILLIPS	PE Teacher
Mr	D FARAM	Maths Teacher	Mr	D RALEIGH	Head of Technology
Miss	L FISHER	Head of Music	Mr	K SERVANTES	PE Teacher/ HOY 9
Mr	S FOX	Head of Humanities	Mr	I TAYLOR	Science Teacher
Miss	T GOODWIN	Technology Teacher	Miss	R THOMPSON	PE Teacher
Ms	H GRAHAM	Science/HOY 10	Mr	G TURNER	Maths Teacher
Miss	M GREENWOLD	Science Teacher	Mrs	A VIEIRA	Resistant Materials
Mr	P HADDON	PE/Assistant Head	Mr	S WELLS	Head of Geography
Mr	L HARTLEY	Hums & ICT Teacher	Mr	R WOMBWELL	History Teacher
			Mr	A WOODCOCK	Head of PE

SCHOOL DAY

Monday – Friday

8.45	-	8.50	Registration
8.50	-	9.50	Period 1
9.50	-	10.50	Period 2
10.50	-	11.10	Break
11.10	-	12.10	Period 3
12.10	-	1.10	Period 4
1.10	-	2.00	Lunch
2.00	-	2.20	Registration/Tutorial
2.20	-	3.20	Period 5

ABSENCE

If your child is sick or unable to attend school:

- Telephone the school before 9am on 01621 816526 and select the option 1 for the attendance officer
- Leave a message confirming your child's name, tutor group and reason for absence
- If the period of absence is prolonged arrangements can be made for work to be sent home if appropriate via the form tutor.

If your child has an appointment during school time:

- Telephone the school with as much notice as possible on 01621 816526 and select the option 1 for the attendance officer
- Leave a message confirming your child's name, tutor group and reason, date and time of absence
- Students attending an appointment during school time will be required to sign out at student reception and sign in on their return to school.

If your child is late on three or more occasions in one month, you will receive a letter informing you of this.

SEVERE WEATHER

In the event of severe weather during term time please visit our website or listen to Heart 96.1 or BBC Essex Radio stations for up to date information.

UNIFORM

All uniform can be purchased from the school shop, which is open every break time during term time and on a selection of evenings in July and days during the summer holiday for new students. We operate uniform sales as a service to parents. We do not make a “profit”, regularly collect estimates from alternative suppliers to keep costs to parents down, and offer 10% discount to students entitled to free school meals (5% if more than one in the family at Thurstable School).

Compulsory:

- *School Coat and Green Fleece with School badge
 - *Green Blazers with School badge
 - *Cream polo shirt with School badge (Years 7 – 10)
 - *Black polo shirt with School badge (Year 11)
- Plain black trousers – NOT cropped
Plain black skirt – knee length
Plain tights - neutral or black
Socks - black or white
Shoes (not trainers) - plain black

Additional/Optional:

- *Green V neck jumper with School badge

*Only available from the school shop.

The only coat that is acceptable school uniform anywhere on the school site is one or both parts of the Thurstable fleece and outer shell combination. Any other coats worn or seen in school will be confiscated.

The Thurstable blazer is compulsory at all times in school. The Thurstable coat/fleece cannot be worn instead of it.

Trousers and skirts purchased from other suppliers must match the items available from us. Fashion items in colours, fabrics or styles noticeably different from the items we supply are not acceptable school uniform. Please do not allow your child to convince you otherwise. If in doubt please come into school and view our items, or, to be sure, buy from us. Skirts must be worn knee length or just below.

Trainers are not school uniform – even black ones. Plain, black school shoes are required. If in doubt, look when shopping for the distinguishing marks of training shoes – logos, multiple lacing holes, soles that “wrap up” onto the upper, the lack of a distinct heel, and raised achilles tendon guards at the back of the shoe. If footwear has some or all of these features we are likely to view them as

training shoes. Shoes must be well fitted and have enclosed heels and toes. High heels and platforms are not safe in school. Metal toe caps and ankle boots are not allowed.

Vests – underwear must not be visible when worn with the school uniform! We now stock a good quality cotton vest with the necessary “scoop” arm and neckline which cannot be seen under the polo shirt. You may purchase them from the school shop at a cost of £2.40 if you find you are unable to find a suitable vest elsewhere.

If you decide to allow your child to be pierced (beyond a single pair of ear studs) please note that they are not allowed to wear anything in that piercing at any time during the school day. This applies at all times, including the “healing” period.

No jewellery other than a watch, one pair of plain gold/silver stud or small sleeper earrings, one in each ear, and one chain necklace with a religious symbol, if part of your faith, may be worn. Logos or badges are not allowed. Make-up should be discreet and exaggerated hair styles or multi-colours are not allowed. Hair should be neat and tidy.

Girls PE

Inside:

White polo shirt with school logo
Black shorts with school logo
White socks
Trainers

Outside:

White polo shirt with school logo
Black shorts with school logo
Black fleece with school logo, optional
Long black socks (for shin pads)
Trainers, Shin pads
Moulded (not metal) football boots
(optional)

Boys PE

Inside:

White polo shirt (with school logo)
Black shorts (with school logo)
Socks
Trainers

Outside:

Reversible black rugby shirt
Black sports shorts with school logo
Black fleece with school logo, optional
Long black socks (for shin pads)
Moulded (non metal) football boots
Shin pads & Gum shields for Rugby
Black Tracksuit with logo(optional)*
Waterproof jacket (optional)

*Please note that the school has its own tracksuit and this is the only tracksuit pupils will be allowed to wear in PE.

At KS4 we offer 3 subjects- Dance/GCSE PE/BTEC Sport. Each of these has appropriate kit changes to reflect the nature of the subject. Pupils can continue to wear the items in BTEC Sport and GCSE PE but we would encourage pupils to buy:

GCSE PE

Grey polo shirt.

BTEC Sport

Yellow polo shirt.

Dance

Black Dance trousers.

A Black tight sensible top
(not low cut)

Dance shoes/boots or
bare feet (no trainers)

Technology:

Food:

Yellow flame-resistant fabric apron

C.D.T. and Art:

Cotton twill navy apron

Science:

An old shirt to protect clothes.

If parents are uncertain about any item of uniform they should check with their child's Head of Year.

ESSENTIAL EQUIPMENT

School Planner (provided in school and the school shop at £3.50 each if lost)

Pens

Pencils and colouring pencils (not felt tips that soak through paper)

Rubber

Ruler

Mathematical instruments (protractor and set square, pair of compasses)

Calculator

A bag suitable for carrying books and files and keeping them in good order.

Students are responsible for the safe keeping of text books and equipment issued to them and used in lessons. They may be asked to pay for replacements if lost or damaged. Please mark all items with the child's name.

LOCKERS

Lockers are available for storage of items in School. Once issued, it is important that students do not swap without advising Student Reception. There is a one-off payment of £10 for Yr 7 students, £8 for Yr 8 students, £6 for Yr 9 students, £4 for Yr 10 students and £2 for Yr 11 students. If the key is lost there will be a charge of £5 for a replacement. £1 is refundable at the end of Year 11 on receipt of the key.

LOST PROPERTY

Lost property is handed to the School shop which is located in the Dining Hall. The shop is open daily during morning break.

LUNCH

The Canteen offers an excellent selection of healthy meals. The cost of a main meal and dessert is between £2.00 and £3.00 and the canteen operates a cashless system. Students use a finger print recognition system onto which they may load cash via the Cash Loader machine situated just off the foyer area. However, no such system is perfect and it is possible, if a child is not paying attention, for a lunch to be added to an incorrect account. Care from the student is required to check the name is correct and staff make every effort to ensure this. As an alternative option to avoid these problems, a card may be purchased for £5 and if it is lost or damaged it can be replaced at a cost of £5 each time. Cheques (made payable to Thurstable School) may be taken to Student Reception to be added to the student's account. This should be done weekly or monthly rather than daily to avoid congestion at peak times. Parents may request for a daily limit to be placed on the account to avoid overspending.

We prefer students to remain in school for lunch. However, if you wish your son or daughter to go home for lunch please forward a letter to the relevant Key Stage Manager and, if approved, a pass will be issued to them.

Students may bring sandwiches and eat them in the dining room.

You may be entitled to free school meals if you are in receipt of; Income support, Job Seekers Allowance or Family Tax Credit. Please contact Mrs Young (Finance dept) for advice. It is important that you register even if your child does not wish to take advantage of the allowance, which is put on the student's account daily. If you wish to send in extra money, this can be added to the account in the normal manner.

ACCIDENTS AND FIRST AID

If your child has an accident in School, whilst we have trained first-aiders, we can not "treat" injuries or give pain killers. Our role is to take reasonable care of the child and you will be contacted if we feel a student cannot remain in school. In the event of an emergency an ambulance may be called. Please ensure that you advise us of any changes to your emergency contact details.

MEDICATION

If your child has medication for a condition, allergy or illness such as diabetes, asthma or a nut allergy, small quantities of their medication may be brought into school and stored in the first aid room in case of emergency. These should be clearly labelled with the child's name, and care should be taken to ensure that any medication held at school is 'in-date'.

HOMEWORK

Homework is a vital part of reinforcing classroom learning. It is set regularly and recorded in the planner. Please ensure that you see this, and sign it monthly. The planner can be used for any messages, and is shown to the tutor once a week

A guide to what homework will be set.

KS3 Years 7-9

The following subjects will set one homework a week; Mathematics, Science, Modern Foreign Languages, History, Geography, Religious Education. English will set one written and one reading homework per week.

The following subjects provide an extensive programme of extra curricular activities - Art, Drama, Music and Physical Education and teachers will therefore set homework as and when necessary.

It is expected that the students will spend a minimum of 30 minutes on each subject.

KS4 Years 10-11

All subjects at KS4 will set one substantial homework per week. It is expected that the students will spend a minimum of 60 minutes on each subject.

KS5 Sixth Form

All subjects will set two homeworks per week. It is expected that the students will spend between 3-5 hours on each subject. General Studies will set homework in the form of research/coursework.

A regular routine for doing homework is important. If there is a very special reason why homework cannot be done at the right time, please write a note to explain. Otherwise, children will do a detention in School if they do not give in their work when it is expected. This detention may be at the end of the School day and it is then the parents' responsibility to arrange transport home.

REPORTS

Parents are provided with a written tutor report once a year. This report summarises academic progress but also comments on the student's social skills and other achievements. On four occasions throughout the year parents will also receive a summary report card that keeps them informed of essential issues relating to progress and attainment in all of the individual subjects.

REWARDS SYSTEM

Merits are awarded to students in years 7 – 11, and these are recognised on “well done” cards, year display boards, certificates and award evenings.

Merits can be awarded by teaching staff for:

1. Working hard in any subject.
2. High attainment in classroom and/or homework.
3. Improved attitude to/effort with work.
4. Improved attainment.
5. Showing consideration to others.
6. Participation in the wider school community.
7. Demonstrating a positive attitude to school.

THE REWARD LADDER

1. At 10 Merit Points, students will receive a “Well Done Card” from Tutor
2. At 50 Merit Points, students will receive a letter from HOY, a “Bronze” award badge and pen.
3. At 100 Merit Points, students will receive a letter from Key Stage Manager, a “Silver” award badge and a clip radio.
4. At 150 Merit Points students will receive a letter from the Head Teacher, a “Gold” badge and calculator.
5. Students with 200 or more Merit Points within one academic year will receive a “Platinum” badge and be invited to attend a trip or visit specifically for them.

TRAVEL ARRANGEMENTS

If you are entitled to free transport you will receive a blue form PT.10A included in a pack from your child's Primary School and this should be returned to Essex County Council, Passenger Transport Section, County Hall, Chelmsford, Essex CM1 1QH. Any queries relating to transport should be directed to that office. Should your child lose a bus pass they should contact main reception. There is a charge by ECC of £7.50 for a replacement. Students travelling on school transport must carry their tickets at all times as school buses operate a "no ticket, no ride" policy.

If you live in Mersea, or the Great Totham areas the school runs its own bus service. You will be contacted directly by the school or you can contact the Finance office at the school.

If you do drop your child off or collect by car to allow safe access for buses and students please do not drive on to the School site between 8am-9am and 3pm-4pm. The gate in Barbrook Lane is open in the morning before school and in the afternoons immediately after school. The Barbrook Gate will be locked for security reasons once registration time begins in the morning. When parking near the school please show consideration to local residents. If your child uses a bicycle please ensure that they use a cycle lock.

HOLIDAYS

Wherever possible, holidays should be taken during school holidays so that continuity of learning can be maintained. A two week holiday during term time means that your son or daughter would miss fifty lessons.

DCSF guidelines specify that students may apply for up to 10 days leave during term time (subject to exemplary attendance levels). Applications in excess of 10 term time days cannot be granted in view of the serious disruption to continuity of learning.

If you wish to take your child out of school during term time:

- Your child should collect a holiday request form from Student Reception for your completion.
- The form should be returned to student reception completed for consideration at least 3 weeks before the intended leave of absence.
- If permission for an authorised absence is not granted by the school and you take your child out of school the absence will be recorded as unauthorised.
- The Education Welfare Officer may contact you about unauthorised absences.

HOME/SCHOOL AGREEMENT

Thurstable School will offer an education:

- Characterised by high quality teaching and learning, ensuring high standards of achievement;
- Personalised to the intellectual, social, emotional and spiritual needs of every student;
- Based on broadly Christian values, developing sound moral principles and mutual respect for all;
- In a safe, caring, well-ordered environment where everyone is aware of their rights and their responsibilities;
- Enriched by a range of extra-curricular activities;
- In partnership with parents, providing regular information on their child's attainment and progress, and keeping parents closely informed about the life of the school.

All members of the school community enjoy six fundamental rights:

- To feel safe and comfortable;
- To be treated with respect;
- To learn and teach without interruption;
- To communicate and be listened to;
- To access the school's facilities and equipment;
- To be valued for their achievements.

It is the responsibility of all members of the school community to afford these basic rights to all others at all times. For students this means following our rules and routines, which are there to protect the rights of others. Students who fail to do this must accept that their actions will have consequences, which may be either immediate or deferred, but will follow with consistency and certainty.

We expect students to:

- Take a pride in their school, re-enforcing our high reputation and affirming our values;
- Give of their best at all times;
- Take responsibility for planning and organising their own learning outside lessons, so that they can make the most of the opportunities we offer;
- Attend school regularly and punctually in full uniform;
- Come properly equipped to cope with all the requirements of the school day;
- Behave on their journey to and from school in a manner that reflects credit upon them and upon the school.

We expect that parents will:

- Support our values, and in particular our stance on rights, responsibilities and consequences, including the imposition of after school detentions where we deem them necessary;
- Ensure that their child is supplied with full and correct school uniform, and leaves home wearing it;
- Attend parents' evenings, and any specially arranged appointments concerning the progress of their child;
- Sign the Homework Diary monthly;
- Show interest in their child's work, their school day, and their homework in hand, providing help where appropriate;
- Inform the school of any planned absence well in advance, of any unplanned absence as soon as it occurs, and supply a note to the Form Tutor after all absences.

We consider all parents to be part of our community and we hope that parents will involve themselves in the life of the school as much as possible. The PTFA always welcomes new members and the governing body require a regular supply of parent governors. Thurstable is your school too.

We recommend that your child should have the following facilities at home to facilitate his/her education:

- A suitable area for study to aid concentration and the development of good study habits;
- Access to the local library, books and if possible ICT.

CONSENT OF PARENT OR GUARDIAN FOR STUDENTS PARTICIPATING IN SCHOOL ORGANISED EDUCATIONAL OR RECREATIONAL VISITS

By signing the attached consent form it will act as consent for every trip during the time your son/daughter is at Thurstable and there should be no need to fill out a consent form with this amount of detail each time a trip is organised. Individual reply slips for any trips should therefore be sufficient and you will not have to give this detailed consent every time a trip is arranged.

- I. If a place is available on a school organised trip or visit I agree:-
- a) To pay a voluntary contribution as my share of any expenditure which is incurred.
I recognise that I do not have to pay for activities which take place partly or

wholly in school time but that without sufficient voluntary contributions the trip or visit may not take place.

- b) To pay for any damage which may be occasioned solely through the misconduct or carelessness of my child to the person or property of any other party or parties.
 - c) Not hold the School or its employees responsible for any loss of personal effects or money incurred by my child during such visits where reasonable steps have been taken to safeguard such effects and money.
 - d) To indemnify the school in respect of any expenses reasonably incurred in consequence of any accident to or illness of my child.
 - e) To my child travelling by any kind of public transport if accompanied by a member of staff and/or in a motor vehicle driven by an adult member of the party.
2. I will also agree to instruct my son/daughter to comply with rules relating to such matters as the times students will be expected to go to bed and be quiet on residential trips and the items that they will not be allowed to purchase even if these instructions are contrary to what my son/daughter is allowed to do at home. The exact nature of such rules will be explained to me at the time of the visit in question. I accept that if my son/daughter then fails to comply with these rules that they may be banned from going on school trips again.
 3. I understand that any deposit is not returnable if I cancel the place after any expenses are incurred or commitments entered into.
 4. I also agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. I set out an attached note of any medical condition from which my child is suffering together with details of the treatment required.
 5. If any amounts of money amounting to £2.00 or less per student should be remaining after the visit I consent to the money being put into a fund to support other school activities. I understand that any sums amounting to more than £2.00 per student will be returned to parents.
 6. I recognise that if a school trip involves physical activities such as canoeing, climbing or skiing that I will be asked for separate consent but that this consent form covers students taking part in school sporting fixtures and activities.
 7. I understand that when planning a school trip the School will make every effort to secure the best (and therefore not necessarily the cheapest) transport, that all vehicles will meet the required safety standards. Where seat belts have to be provided by law, the students will be instructed to wear them.

USING ICT AT THURSTABLE SCHOOL AN ICT POLICY FOR STUDENTS

All students should take responsibility for their own actions when using the School's internet and email system, and should exercise care and consideration at all times.

Downloading and sending information

For the benefit of the whole school community, you may not download, send, fax or email anything:

- a) which may be embarrassing to the school, its students, staff or Governors
- b) that is illegal, obscene, pornographic, offensive, damaging or which may be considered by others to cause distress, harassment or discrimination.

Receiving mail, fax or email

If you consider that any e-mail or mail you receive is offensive, likely to contain a virus or chain-mail, do not respond to it and report it immediately to your teacher/tutor who will inform the ICT Co-ordinator.

If any such mail has been generated and received internally, your teacher will report it immediately to the Head, with a printed copy.

Internet use

The internet should primarily be used for schoolwork related to tasks set by your teachers. Personal use (or any other use) of the internet is not permitted during lesson time. You may access the internet for personal use during lunchtime or after school activities that are supervised by a member of staff. However, you must not print anything that is for personal use and is not school related.

Downloading files, shareware or freeware may introduce viruses to the school. In addition, downloading may infringe the terms of the School's licence agreement. Therefore, approval should be sought from the ICT Co-ordinator or ICT Technicians.

Always log out of the internet when not using it. Do not minimise on the task bar as this slows the system significantly.

Privacy

Any personal use of the School facilities cannot be regarded as confidential. The school reserves the right to monitor use of its facilities and audit electronic trials as it sees fit.

INSTRUMENTAL LESSONS

As part of Thurstable School's Music department, we are fortunate enough to have a team of visiting instrumental teachers, who come to the School on a weekly basis and can offer tuition in:

- Drum Kit
- Woodwind
- Keyboard/Piano
- Guitar (Electronic and Acoustic)
- Brass
- Strings
- Voice

The fees for one term (10 lessons) are: 15 minutes per week £51.

There are subsidies available for families receiving income support or family credit and more information about this can be obtained from the Music Department. If you have two children learning, then the second child is half price.

Invoices will be sent out at the beginning of each term and should you wish to cancel lessons we ask that you notify the School in writing at the end of a term. All payments should be returned to the Finance Office or the Music Department.

For enquiries regarding booking lessons, please contact The Music Department. Alternatively, complete the reply slip enclosed.

Thurstable 50 Musical Scholarships

The purpose of the Thurstable 50 Musical Scholarships is to increase the opportunities for students to learn an orchestral musical instrument (woodwind, brass or strings) and to ensure that our musicians have rich opportunities to demonstrate their accomplishment in performance. There are 50 places on the scheme, and students who are interested should apply to the Music Department.

Tuition is provided free of charge on a weekly basis, and students are expected to attend a weekly ensemble as part of their Scholarship contract. Commitment to the scheme is yearly, and will be offered as long as the student wishes to learn. Lessons take place during the school day, and are rotated to ensure students do not miss the same lesson each week.

FAIR PROCESSING NOTICE – SCHOOL CENSUS 2009

Thurstable School processes personal data about its students and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its students’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below) All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school. ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

For students of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is

the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the student and parent, and any further information relevant to the Connexions services' role. However parents, or the students themselves if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Connexions. If as a parent, or as a student aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

Your attention is drawn to the full version (Layer 2) of the Fair Processing Notice, which gives supplementary information about the processing of student data by the organisations mentioned above, and gives greater details of how the student data is processed and the rights of parents and students. If you wish to access your personal data, or that of your child, please contact the relevant organisation in writing. Contact details for each organisation are given in the full version of this notice, which can be obtained from the following website www.essexcc.gov.uk (click on **Learning** then **Schools**). For those students/parents where this is not practical, a hard copy can be obtained from Mrs Jenny Southworth PA to The Head Teacher.

PARENT TEACHERS AND FRIENDS ASSOCIATION

The aims of the Association are to foster more extended relationships between staff, parents and others associated with the School. You are very welcome to join, please contact the following via the School

Chairman:	Mrs C Hultquist
Secretary:	Mrs J White
Treasurer:	Mrs P Manning

Mission Statement

Our mission is to develop independent learners who understand the need to contribute to meeting the challenges of a changing world.

Our aims are:

- To protect, nurture and challenge all our students to secure their physical and emotional wellbeing, and to ensure their ethical and moral development;
- To ensure that all our students have the opportunity to realise their full educational potential;
- To develop the ability of all our students to take charge of their lives through their ability to learn independently;
- To look outward to our community and beyond it to the wider world in order to be a cooperative and collaborative organisation.

At Thurstable, we all aim to

Belong More, Achieve More, Be More.

PLEASE DETACH AND RETURN PROMPTLY
TO STUDENT SERVICES

RESPONSE SHEET

Student Name (in block capitals) Tutor

Parent Name (in block capitals)

Address

Post Code Telephone Number

Section 1. We understand and support the Home/School Agreement.

Signed: For the School

For the Parents

The Student

Section 2. Consent of Parent/Guardian for students participating in School organised educational or recreational visits.

Signed: (Parent/Guardian)

Section 3. I have read and understand the School Internet Policy for students and my son/daughter will abide by the rules. I do/do not have internet access at home.

Signed: Signed:
(Student) (Parent/Guardian)

Section 4. If you wish to put a daily spend limit onto the card (✓ as appropriate)

£2 £3 £4 Other (please specify)

A good School meal can be obtained for approximately £1.90.

Please make cheques payable to Thurstable School.

Cheque/Cash enclosed: £

Free School Meals

Please tick the relevant box if you are in receipt of any of the following allowances:

- Income Support
- Job Seekers Allowance (income based)
- Family Tax Credit – where the family income is less than £15,575 and where Working Tax Credit is not also being claimed.

APPLICATIONS MUST BE MADE TO THE STUDENT SERVICES OFFICE.

Section 5. I have read and understand the School Uniform and Jewellery Regulations.

Signed: (Parent/Guardian)

Section 6. If you wish your son/daughter to learn a musical instrument, please specify the instrument for which you wish them to receive tuition:

Invoices will be addressed to the details supplied above.

Section 8. I accept that if my child is issued with a detention, he/she will attend, and I/we will arrange suitable transport home.

Signed: (Parent Guardian)

IN PRACTICE, VERY FEW PARENTS WISH TO TAKE ISSUE WITH SECTIONS 9 AND 10. HOWEVER, IF YOU WISH TO 'WITHHOLD' CONSENT, PLEASE SIGN BELOW.

Section 9. I do NOT wish my son/daughter to be photographed in school or for any such photographs to be displayed.

Signed: (Parent/Guardian)

Section 10. I do NOT wish information about my son/daughter to be disclosed to Connexions other than their Name and Address.

Signed: (Parent/Guardian)
