

Family Handbook

2018/19



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1 Introduction

Welcome to Tanfield School. We guarantee that we will do whatever it takes to make sure that every student at Tanfield achieves their full potential. We have extremely high expectations and, just as there are no shortcuts, there are no excuses.

At Tanfield, we all have a sentence that states the lasting impression we want to leave on the world. Our school sentence is: "The school ensured that all students attended the best university, or real alternative, succeeded in their dream job and thrived in all aspects of their life."

In order to achieve our mission, Tanfield focuses on three key drivers: **Mastery**, which is the urge to get better and better at something that matters; **Autonomy**, or our desire to direct our own lives; and **Purpose**, which is our yearning to do what we do in the service of something larger than ourselves.

Our practice is thoroughly rooted in this approach and in the following three core values:

1. Hard Work

We never give up. We remain positive so that we have the strength to persevere with even the hardest work. We do what it takes for as long as it takes.

2. Trust

We are honest. We do what we say we'll do and do not make excuses. We are loyal and have the courage to do the right thing.

3. Fairness

We play by the rules. We are respectful, polite and courteous at all times. We don't take advantage of others and helping a member of our team is helping ourselves.

At Tanfield, we have created an impressive culture of success through the operation of strict routines and protocols, an unwavering focus on results, and by offering the very best teaching and support. Students learn, behave and are well mannered. Teachers teach with skill and rigour, showing great courtesy. Staff and students enjoy what they do together.

Working with parents, and presenting young people with common expectations at home and at the school, will be the key to our success. Therefore, this booklet is an essential document in helping you understand our standards and approach, so we can ensure that your child gets the most out of the opportunities we will provide. We rely on your interest in what your child is doing each school day; on your support and encouragement for their work; and on your attendance at consultation evenings and school events. Together, we will make a success of your child's education.

Finally, although we will always do our best to provide an outstanding all-round education, we cannot be perfect and occasionally we will get things wrong. So, if you have any reason for concern, please do not hesitate to contact the school; you will always find someone who is able and willing to help.

Steven Clough, Headteacher

Tanfield School

Our mission is to challenge educational and social disadvantage in the Stanley area.

By the age of 18, we want every student to have the choice of university or a high quality apprenticeship.

To achieve this, Tanfield has a set of Six Core Principles:

High Expectations of All

Tanfield School has high expectations for all students, and our governors set ambitious targets for academic achievement and conduct that make no excuses based on the students' backgrounds. Students, parents, teachers and staff create and reinforce a culture of achievement and support through formal and informal recognition and consequences for academic performance and behaviour. There are no shortcuts, and we do not make excuses. All students are expected to make outstanding progress that will enable them to succeed in further or higher education and in the world of work.

Empowered to Lead

We empower our people in every area and at every level of the organisation, and hold them accountable for their outcomes. We develop a strong culture of student leadership.

Relentless Focus on Learning

Students and their learning are at the heart of Tanfield School. We prioritise student learning above all else when we choose where to focus funding and how to spend our time.

Highly Professionalised Staff

Learning and progress at Tanfield are rooted in professional, positive and caring relationships based on mutual respect between adult and student. All staff at Tanfield School act in the best interests of students and adhere to the high standards of professionalism laid out in our Code of Conduct. Teachers know their subjects well, understand how children learn and work to update their skills through professional enquiry. We invest in staff and leadership development across our learning community.

Choice and Commitment

Success at Tanfield is built on a three-way partnership between students, parents and the School. To attend and work at Tanfield School is a choice. Each of us must make and uphold a commitment to the school and to each other, to put in the time and effort required to achieve success. We do not tailor our curriculum to the diverse communities we serve, but expect our students to share and engage in common learning experiences which maximise the achievement of all.

Values-Driven

Tanfield is a school with a strong sense of moral purpose. The interests of students and their learning are at the heart of all we do. It is built around a clear set of values which demand and nurture personal responsibility, integrity and respect for others.

SCHOOL HOLIDAY AND TERM DATES 2018/2019

Holiday	Closing Date	Date Re-Open for Pupils
Summer 2018 (6 weeks 1 days)	Friday 20 th July 2018	Tuesday 4 th September 2018
Autumn Half Term 2018 (1 week)	Friday 19 th October 2018	Monday 29 th October 2018
Teacher Training Day (Friday 23 rd November)	Thursday 22 nd November 2018	Monday 26 th November 2018
Christmas 2018 (2 weeks)	Friday 21 st December 2018	Monday 7 th January 2019
Spring Half-Term 2019 (1 week)	Friday 15 th February 2019	Monday 25 th February 2019
Teacher Training Day (Friday 15 th March)	Thursday 14 th March 2019	Monday 18 th March 2019
Easter 2019 (2 weeks 1 day)	Friday 5 th April 2019	Tuesday 23 rd April 2019
May Day 2019 (1 day)	Friday 3 th May 2019	Tuesday 7 th May 2019
Summer Half Term 2018 (1 week)	Friday 24 th May 2019	Monday 3 rd June 2019
Summer 2019	Friday 19 th July 2019	To be determined

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 Telephone: 01207 232 881 E-mail: enquiries@tanfieldschool.co.uk Website:
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Key Staff

Senior Leadership Team		
Mr Clough	Headteacher	sclough@tanfieldschool.co.uk
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Mrs Johnson	SENDCO	johnsons@tanfieldschool.co.uk
Teaching Staff		
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Mrs Tones	Head of Department Art	tonesA@tanfieldschool.co.uk
Mrs Wall	Teacher of ICT	wallK@tanfieldschool.co.uk
Miss Woonton	Teacher of English	awoonton@tanfieldschool.co.uk

Year Managers		
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Mr Parker	Year 8	gparker@tanfieldschool.co.uk
Mrs Farrell	Year 9	mfarrell@tanfieldschool.co.uk
Mr Smith	Year 10	msmith@tanfieldschool.co.uk
Mr Davison	Year 11	gdavison@tanfieldschool.co.uk

Support Staff		
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Mrs Drake	PA to the Headteacher	drakej@tanfieldschool.co.uk
Mrs Dobson	Exams Officer	dobsonm@tanfieldschool.co.uk
Mr Thompson	Site Manager	athompson@tanfieldschool.co.uk

The School Day

08.00 School Opens

08.00 – 08.40 Breakfast / Morning Mastery

08.40 – 09.00 Morning Meeting

09.00 – 10.00 Period 1

10.00 – 11.00 Period 2

11.00 – 11.15 Break

11.15 – 12.15 Period 3

12.15 – 12.45 Lunch 1 / Afternoon Meeting

12.45 – 13.15 Lunch 2 / Afternoon Meeting

13.15 – 14.10 Period 4

14.10 – 15.05 Period 5

15.05 – 16.00 Afternoon mastery

All students must arrive at the school by 8.35am at the latest.

Some students will be expected to arrive at the school as early as 8.00am or stay until 4.00pm for catch-up in the EBacc (e.g. Lexia, Morning Maths).

All students begin their day with Morning Meeting which includes: retrieval practice (focused on critical knowledge); literacy and numeracy development; strengthening of school culture; value expectations reset; and appreciations / recognition.

Year 11 will be expected to stay until 4.00pm Tuesday to Friday to attend a 6th lesson in preparation for their GCSE exams.

2 Mastery

Mastery is the urge to get better and better at something that matters. This key driver will help ensure that we set and maintain the highest standards of achievement, progress, learning and teaching.

Teaching & Learning

We celebrate diversity and relentlessly focus on the highest standards of student achievement.

We achieve this through an unwavering focus on results, and by offering the very best teaching and support. Our practice is thoroughly rooted in our three core values: hard work, trust and fairness.

At Tanfield, we build a partnership between parents, students, and teachers that puts learning first. We help our students to value learning by activating them as owners of their own learning.

Our teachers have real respect for their learners as people with ideas of their own. They are passionate about teaching and learning, and able to present challenging learning tasks. Their expertise allows them to 'read' their classrooms and to be more responsive to learners. They are extremely flexible and take every opportunity to maximise learning. They are great seekers and users of feedback.

In our classrooms, schemes of work and lesson plans, we value knowledge, skills and understanding.

We insist on good learning habits day-in and day-out with high expectations and no excuses. The mantra is an important part of the teaching and sets the tone for the learning that follows. It should always be upbeat and enthusiastic, setting the scene at the start of each lesson.

We expect all students to make outstanding progress over a key stage. This will result in nearly every student succeeding in achieving, at least, eight good GCSEs including English and mathematics; the majority will achieve the English Baccalaureate.

Curriculum at Key Stage 3

The start of Key Stage 3 marks an exciting phase in the lives of our students. It is the period when they build on their primary education and prepare for their Key Stage 4 choices, most of which will be made in Year 9.

We believe that students need a knowledge-rich curriculum to ensure they have solid foundations across a range of subject areas. We feel that a structured, well-planned curriculum, which offers appropriate progression and builds on prior learning, is the best way to prepare students for success in public examinations and equip them for their future careers.

The focus on imparting knowledge does not mean that we dismiss the value of pupils acquiring skills. However, we recognise that pupils cannot be taught skills in a vacuum and benefit from expert, teacher-led instruction in order to acquire secure subject knowledge as a platform for their learning.

At Tanfield we define 'curriculum' as what is to be learnt. The full implications of this are that teachers are professionals and are hence responsible for debating and challenging what is learnt – and in what order it is learnt. To ensure that the curriculum is not limited to the narrow view handed down by the National Curriculum or by the specifications of GCSE qualifications, we start by asking our subject specialists:

What are pupils entitled to know in your subject?

Which sequence of knowledge best supports pupils' acquisition of that knowledge?

We have avoided extending our Key Stage 4 into Year 9, because we believe that even in subjects that pupils do not take for GCSE, there is knowledge they are entitled to, and that three years is the absolute minimum entitlement in these subjects.

Year 7	Year 8	Year 9
Maths 8	Maths 8	Maths 8
Art/Technology 3	Technology 3	English 8
PE 3	PE 3	Science 7
Computing 3	MFL 5	MFL 5
RE 1	Art 2	Technology 3
English 8	Computing 3	PE 3
MFL 5	RE 1	Art 1
Geography 6	English 8	Computing 2
History 5	Geography 5	RE 1
Music 2	History 6	Geography 5
Science 6	Music 1	History 5
	Science 5	Music 2

Curriculum at Key Stage 4

Our Key Stage 4 curriculum is broad and balanced with a strong core in the EBacc (English, mathematics, science, one language and history / geography) and a range of high value subject options such as computing, design and technology, music and PE. We have limited the number of GCSE subjects to be studied by our students to a maximum of eight. This will reduce the number of exams and ensure that our students are given the time and opportunity to develop intellectually.

Year 10	Year 11
Maths 8	Maths 8
English 10	English 8
Science 10	Science 10
3 Option Subjects 6	Technology 4
PE 3	Computing 2
RE 1	PE 2
	RE 1
	3 Option Subjects 5

Literacy

Our duty is to develop students who are confident readers, writers, speakers and listeners, who value these life skills and strive to improve them. We recognise that it is the responsibility of all staff from all subject areas to teach literacy skills, as reading, writing, speaking and listening are integral to all subjects.

Reading is integral to all lessons. Teachers will select challenging texts to read with students. They will help student comprehension through defining key tier 2 and 3 terminology. (Tier 2 words are often in written text but not that common in spoken language. Tier 3 words are subject specific words.)

In order to raise the profile of literacy across the curriculum, to support students with their learning and to raise standards across the curriculum, there are three 'literacy' expectations of all students at all times:

1. Reading book in their possession (reading)
2. Speak in full sentences and no slang (speaking)
3. Track the speaker/s (listening)

It is expected that all students will read for, at least, 30 minutes each evening.

Modern Foreign Languages

All students will study a modern foreign language at Key Stage 3. As the study of a foreign language becomes more prevalent in primary schools, some parents and students may be concerned about the continuity of their language study. The aim of primary phase foreign languages is actually not for students to study one language to a particular level at primary school and then to proceed to a higher level in that same language at secondary school, but that effective primary phase language teaching should lay the foundations for successful language learning, focusing on the development of transferable skills.

The focus should be on the development of listening, speaking, reading and writing skills, on the development of cultural awareness and understanding, and on language awareness. It therefore does not matter which language is studied at secondary school; those who have experienced effective primary language teaching and learning should experience accelerated progress in their secondary language studies.

Personal Development Studies (PDS)

We are committed to ensuring that our students develop into young adults with the knowledge, understanding and skills to make informed decisions in their future life. We have designed Personal Development Studies (PDS) around DfE Guidance for Personal, Social and Health Education (PSHE). Students receive one afternoon meeting a week on PDS.

Health and Sex Education

This is covered during Science and PDS lessons. Outside speakers will come into the school to talk about diet, hygiene, exercise, and relationships and sex. The facts of life are taught in Science lessons as part of the National Curriculum, and backed up with discussions on relationships and moral values in PDS lessons.

Extra-Curricular

All students have the option of extra-curricular opportunities after school. These optional sessions mainly focus on subject clubs, student-led societies and team practice for those representing the school in sport. The library is open to students both during break times, lunchtimes and after the normal school day. Other rooms are also available for some students, such as the Link.

Educational Visits & Outdoor Education

During the year, there are a wide variety of educational visits available to the students. These range from local visits within lesson time to nearby places of interest, including regional universities and residential activities further afield.

Parents will always be given reasonable advance notice of visits and will be informed as to which visits are compulsory and those that are optional. If a visit takes place within the normal school day and within a 1-mile radius of the school, then we will inform parents / carers of the visit by text or email.

As part of the school life and the National Curriculum, all students must take part in and experience a variety of outdoor activities.

Homework

In addition to their standard weekly homework in the EBacc subjects, Year 7 and 8 students are expected to complete an independent 'stretch project' in cycles 1 and 2 (13 weeks). Students should spend around 1½ hour on their stretch project each week. Projects are assessed through a student exhibition at the end of each cycle.

Homework timetable

Night	Subject
Monday	English
Tuesday	Humanities (Geography and History)
Wednesday	Maths
Thursday	Languages
Friday	Science

All students in the school are given homework in the EBacc subjects every week (i.e. English, mathematics, science, humanities and MFL). Key Stage 4 students will also receive homework in RE and their option subjects. Occasionally Key Stage 3 students may receive homework in Art, DT, PE, Computing and RE.

Types of homework

Weekly homework uses the latest research in cognitive science. Low stakes testing has been proven to be the best way for students to improve their long term memory. We use Quizlet and Socrative for low stakes testing of material that students have learned in lessons.

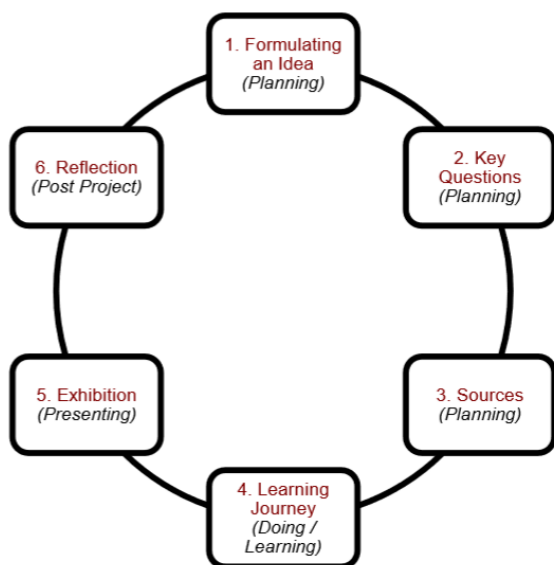
Additional homework may be set by subject teachers where appropriate.

Stretch projects

Students will complete 2 stretch projects over Year 7. The themes for the stretch projects are:

Who am I? – Year 7 Cycle 1

Aspirations – Year 7 Cycle 2



Dream Team

During Cycle 3 each year, students write their own reports detailing their successes and next steps from the academic year. Students then deliver this in a presentation to their 'dream team': their 'belay partner' (supportive peer helping them to climb the mountain to university, or real alternative); family members; advisor and any other key adults.

How to support with your child's homework

Students should be completing 30 minutes reading each night in addition to the EBacc homework set. It is important that you encourage your child to read challenging books. Your child's Advisor will be able to help support the selection of a challenging book.

Alongside reading, your child should be revising from his / her 100% book every night. This book contains all the key knowledge your child needs to succeed in each subject. Every night, you can support your child by quizzing them on the section they have been learning. All your child needs to do is memorise the sheets in their 100% book, so you do not need to have any additional knowledge to support them with this.

Equipment

Students will be provided with:

Daily: A pencil case containing:

- 2 black pens
- 2 blue pens
- 2 green pens
- Pencil
- Rubber
- Ruler
- Glue stick

Parents should check equipment each day and replace any that is lost or broken. All items are on sale at the school office.

Students must bring to school:

Mathematics:

Calculator – preferably a Casio FX83GT but any straightforward Scientific type will be adequate (Calculators can be purchased through the Mathematics Department at a reduced price of approx. £5)

The following are optional items that may be of use to students in certain lessons:

Art and Design

- 1 x 2B pencil
- 1 x 4B pencil
- 1 x packet water-colour paints
- 1 x packet coloured pencils
- 1 x nylon paint brush Size 5 and/or 8

Design Technology

- 1 x A4 Folder suitable for loose paper
- 1 x A3 Folder suitable for loose paper

The following items will be useful to have at home:

- An English Dictionary

Languages

- A French or German Dictionary

3 Autonomy

Autonomy is the desire to direct our own lives. This key driver will help ensure we create a disciplined and joyful school culture. We will teach students about how to learn, not just what to learn.

From the first day at Tanfield School, your child will be expected to pick up and keep our six learning habits which we believe every student has the ability to demonstrate. In doing so, each student will thrive at our school and will have the skills they need to be successful at university.

We have high expectations and accept no excuses. Whilst sometimes this may be challenging, we expect our students to live by our learning habits 100% of the time. If they do this, their hard work will be recognised. However, if any of the Learning Habits are not met, a same-day detention will be issued. It is vital that this is served on the same day so that the student is given the opportunity to reflect on his / her mistake. This allows the student to take the necessary next steps to improve on the following day.

There will be no discussion of detentions in class; the learning habits must be followed in all classes and every day. This may cause you a great deal of inconvenience. It is important that we work together to ensure your child understands the inconvenience they have caused. Please ensure your child understands this as a reason for following our strict routines in the future.

Learning Habits

Here are the 6 habits that we will insist on, day-in and day-out:

NO ANSWERING BACK

Like a referee, sometimes teachers get things right and sometimes wrong, but it is totally unacceptable for a child to answer back or question the decision in front of the class. It stops others from learning and it undermines all respect for the teacher. This is a very bad learning habit to get into.

UNIFORM

We will insist on perfect uniform: not nearly perfect but perfect. This is because we want children at Tanfield to be proud members of the school. Evidence suggests that sloppy uniforms lead to sloppy behaviour and sloppy learning habits for many students.

HOMEWORK

We will insist on all homework being completed on time and to a good standard, neatly and with pride. Please see the homework timetable in your child's 100% book. The library is available every evening after school to help with homework. We also open our library at lunchtime, break time and before school. No child, therefore, has any reason not to do it. All homework must be done for the right day and time.

ON-TASK

We will insist on focused learning in class. When a teacher has carefully planned a lesson and other students are trying so hard, it would be unfair for a child to cause a distraction from learning for themselves or others.

PUNCTUALITY

We will insist on punctuality to school and to each and every lesson. Every child should be ready for line up and morning meeting, with all of the equipment they will need, by 8.35 am each day. A child will be considered late if they do not arrive within 3 minutes to the start of each lesson. Please support this by keeping to bed-times and preparation time in the morning before school. Your child will worry about this at first but s/he will soon pick up the good habit.

EQUIPMENT

We will insist that every child carries an appropriate pencil case, reading book, the right exercise books, 100% book and textbooks (where relevant) to every lesson. At first, you could help by packing bags with your child but you should expect them to check their timetable each night and learn for themselves very quickly.

Over the summer, you could help them arrange a shelf with labels so that they can always pick up the correct book at the right time for the next day. There's no time like the present to plan a good system together. Remember, they will be going from lesson to lesson, 5 times a day: they need to be taught at home now how to be organised and responsible.

Our system of sanctions is very simple and we are counting on your support. If you are worried about it, the best way to avoid it is to make sure your child picks up the learning habits and sticks to them every single day. We will continually support students to self-regulate by modelling, promoting techniques and strategies that encourage good habits. Please use some of the summer to get them into the right frame of mind. There is nothing to worry about if they do.

If any of the rules are broken, we will contact you by text that day and let you know that your child has a detention. Additional sanctions may be required for persistent poor adherence to the learning habits – this would be discussed with you if it was necessary.

The evidence from the UK and abroad suggests that the sanction must be immediate (a detention three days later doesn't work with children) and it must be specific to the problem. Please make sure no one gets a detention on their first day at school!

We don't want to punish anyone. We believe that children should control themselves (it is not our job to control them). If anyone doesn't want a detention s/he simply sticks to the rules (they don't answer back, wear the wrong uniform, fail to do satisfactory homework, go off-task in lesson, arrive late or forget their equipment).

Our system is so simple and fair that students should not get a detention in the first place. If a detention is given, please do not see it as 'the end of the world'. Your child simply does the time and gets a totally fresh start the next day!

If your child fails to attend a detention (or presents with more serious behaviour) then he / she will have crossed our 'red line'. This means that your child will spend the next day in isolation. The consequences of missing a 2nd detention, quite rightly, will be very serious and could result in exclusion.

Advisory

All students have an Advisor who they see during Morning and Afternoon Meeting each day. At least 3 times each year students will meet with their Advisor to review their progress and to determine next steps in their learning.

Each cycle, you will receive feedback on your child's progress. You are also welcome to contact your child's Advisor with any issues you wish to discuss. Please telephone the school to arrange an appointment with them.

Individual Needs – The Link

The school encourages high aspirations, high motivation and high achievement for all. This vision applies equally to SEND students too. Our philosophy is to educate students as far as possible within the provision of Inclusive Quality First Teaching, targeted catch up and personalized bespoke packages. This includes a strong teaching model and early intervention with extra teaching in a smaller group provision closing the practice gap. Additional support for students is provided under the direction of the SEND team.

The Link is an area in school which is used for small group or one to one intervention. Our Nurture provision is also based in the Link (Sept-Dec), this is for some Year 7 students who require additional transition support. This provision generally runs over a twelve-week period and students access Nurture for ten hours per week. The Wellness room is used during Nurture but is also an area in school which can be accessed to promote self-regulation. Both areas are open from **8am** and often students use these areas during break, lunchtime and after school.

During Term 2 and 3 of Year 6 Rachel Rockett our transition worker has been visiting primary schools to support students and share information with our SEND team in preparation for transition in September. Our experienced team is always there to support our students. Should you require any assistance or have any queries regarding the school's provision for your child, please contact our SENDCo, Sarah Johnson who will arrange to meet with you.

Have you heard of the SEND Local Offer?

If you have a child with, or are a young person with, SEND and live in the Durham County Council area – the Local Offer is the place to look for information, services and support:

[County Durham's Families Information Service | SEND Local Offer](#)

Daily Attendance

It is essential that students arrive at the school in plenty of time to organise themselves for the start of their day. Students are allowed into the school from 8.00am to work in supervised areas only.

Students wishing to stay after school to complete homework must be in the designated areas. Alternatively, they must be registered at one of the published subject catch-up sessions. The library will remain open until 4.00pm.

Absence

When a student is absent from the school with no advance notice, for example because of illness, parents must telephone the school that same morning, and each subsequent morning, to inform us of the reason for absence before 8.30am. It is possible to leave messages on the student absence

voicemail at any time prior to 8.30am. To report an absence, please dial the main school telephone number and select the appropriate option. You will receive a call back, even if you leave a message.

All absence must be covered by a letter from a parent / carer and presented to their advisor on the student's first day back in the school.

Please note that only emergency appointments for dentists, opticians, and doctors should be during school hours. Routine appointments must be made out of school hours. When it is known in advance that an absence is to be requested for such emergency appointments, parents must write a letter to the Headteacher at least two days in advance.

Absence is monitored very carefully at the school. Every day missed is a learning opportunity wasted.

Leave of Absence

The Government states that a student may be taken out of the school during term time for exceptional circumstances only, and never for more than five days.

If exceptional circumstances occur, a Request for Leave form must be obtained from reception to request permission; this must be done one month in advance and submitted to the Headteacher. Permission will be granted only in exceptional circumstances.

Religious Leave of Absence

The school community does grant the statutory leave of absence of up to 3 days, in order that students can observe important religious festivals.

Requests for such leave of absence are obtainable directly from reception in the form of a letter with a reply slip, which parents need to complete and return.

Dress Code

The school has a dress code that all students are expected to follow. There is an emphasis on being clean, tidy and presentable. Students should recognise that conflict over the dress code is inappropriate. The dress code applies both within school and on the journey to and from school.

ALL PUPILS	DETAILS	HOW TO WEAR THE SCHOOL UNIFORM
Blazer	Black school blazer with pre-embroidered school badge – purchase online	Sleeves must be worn at full length (not pushed back)
Jumper (optional)	Black school jumper with pre-embroidered badge only – purchase online	No hooded tops, sweatshirts, cardigans or tracksuit tops
Shirt	Plain white traditional school shirt with collar	Ensure that collar button is fastened at all times and tucked in at all times No coloured vests beneath shirts No fashion shirts/blouses Shirts must be tucked into trousers or skirt

Tie	Clip on school tie – purchase online	Ties must show at least 15 stripes
	Y11 tie – purchase online	Ties must show at least 5 badges
Trousers	Plain black, tailored school trousers	No jeans, flares, baggy, bootleg, hipsters, leggings, low slung, skinny or tight fitting trousers No accessories such as buckles or laces etc.
Skirt	Plain black tailored or pleated skirt with pre-embroidered school badge – purchase online	Skirt should be knee length.
Tights	Plain black	No pattern
Shoes	Plain black leather (or leather in appearance) sensible school shoes. Must not be two toned, striped, fashioned or overtly branded	Heels of 1 inch max No trainers or trainer style black shoes No flip flops, sandals, plimsolls , backless shoes, ‘Uggs’ or similar Trousers should be worn over shoes
School bag	Essential, minimum size to hold a folder	
Makeup	Years 7 – 9 No makeup of any description should be worn in school. Years 10 – 11 Light make up only	No nail varnish No false nails
Jewellery	A watch is allowed No other jewellery is to be worn Plain hairbands only	No earrings and no expanders No other visible piercings No rings No bracelets

Below are examples of what the uniform should look like:



Acceptable School Shoes	Non Acceptable School Shoes
<p><i>All black leather shoes only</i></p> 	<p><i>Canvas, trainers, pumps, vans</i></p> 

On days where students are not in uniform, students are expected to dress sensibly and modestly and still observe the jewellery, hats and caps code.

To avoid embarrassment or unnecessary cost, if a student or parent is in any doubt about a hairstyle, or the purchase of an item of clothing, they should speak with their Year Manager before going ahead.

Students will be asked to rectify any hairstyle, or replace any clothing at their expense, that is perceived to be unsuitable for school. All students are strongly advised to label all items of clothing.

We welcome your co-operation in maintaining the smart appearance of the school students.

Lunchtime

Lunch 1 (year 7 and 8) is 12.15 – 12.45 and lunch 2(year 9, 10 and 11) is 12.45 – 13.15.

WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 st Choice	Beef Mince & Onion Cobbler with Mashed Potato	Chinese Style Chicken Curry with Rice	Roast Beef & Yorkshire pudding	Spaghetti Bolognese & Garlic Bread	Fish Shop Day
2 nd Choice	Chicken Enchiladas with Savoury Rice	Spicy Meatball Pasta with Garlic Bread	✓ Quorn Shepherd's Pie	Smokey Paprika Sausage & Bean Casserole with Baked Potato	Deep Fried Fish in Batter ✓ Quorn Dippers Fish Fingers Chicken Nuggets
3 rd Choice	✓ Creamy Cheese Cauliflower & Pasta Bake	✓ Slow Roasted Vegetable Moussaka & Baby Potatoes	Gammon & Leek Lattice Bake	✓ 3 Bean Chilli with Steamed Wholemeal Rice	✓ Thai Green Vegetable Curry with Noodles
Vegetable	Broccoli Florets Fresh Carrots	Green Beans Roast Seasonal Vegetables	Fresh Cauliflower Fresh Carrots Roast Potatoes	Buttered Cabbage Sweet corn	Garden Peas Baked Beans Chipped Potatoes Roast Sweet Potatoes
'DESSERT'	Cherry Cake & Custard	Strawberry Cheesecake	Sticky Toffee Pudding & Custard	Chocolate Fudge Cake	Iced Carrot Cake
<p>ALSO AVAILABLE DAILY</p> <p>Fresh garden salad and homemade coleslaw as an alternative to vegetables</p> <p>Salads – crisp and fresh, including carrots, peppers, chickpeas, spinach, mixed beans, beetroot, cucumber, etc</p> <p>Sandwiches – made fresh on site every day</p> <p>Freshly made pizza, hot wraps, toasted Panini's, and hot baked potatoes. Hot and Cold pasta pots with meat and vegetarian options</p> <p>Fresh fruit, fresh fruit pots, fresh fruit salad, sugar free jelly and yoghurts. Chilled plain & flavoured waters and milk</p> <p>A two course Meal Deal is available every day, please see separate Meal Deal Poster</p>					

FOOD ALLERGIES AND INTOLERANCES - Before choosing your meal, please speak to a member of the catering staff about your requirements

WEEK 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 st Choice	Homemade Mince Pie with Mashed Potato	✓ Vegetable Sausage Toad in the Hole & New Potatoes	Roast Turkey with Yorkshire pudding	Oriental Beef Stir Fry with Honey & Soy Noodles	Fish Shop Day
2 nd Choice	Italian Style Lasagne & Garlic Bread	Sweet & Sour Pork Balls with Rice	Creamy Chicken Pasta Twists & Crusty Bread	✓ Mexican Burrito	Fish Cakes Deep Fried Fish in Batter Chicken Dippers ✓ Veggie Sausages in Batter
3 rd Choice	✓ Curried Chickpea & Butternut Squash with 50/50 Rice	Freshly Baked Baguette with Roast Beef & Gravy	✓ Homemade Crispy Vegetable Kiev	Ham & Cheese Macaroni with Garlic Bread	✓ Lentil Lasagne & Garlic Bread
Vegetable	Sweet corn Green Beans	Fresh Carrots Garden Peas	Fresh Swede Buttered Cabbage Roast Potatoes	Cauliflower Fresh Carrots	Mushy Peas Baked Beans Chipped Potatoes Herby Potatoes
'DESSERT'	Rhubarb Sponge and Custard	Chocolate Sponge & Chocolate Sauce	Iced Ginger Cake	Jam Roly Poly with Custard	Rice Pudding with Mixed Fruit Jam
<p>ALSO AVAILABLE DAILY</p> <p>Fresh garden salad and homemade coleslaw as an alternative to vegetables</p> <p>Salads – crisp and fresh, including carrots, peppers, chickpeas, spinach, mixed beans, beetroot, cucumber, etc</p> <p>Sandwiches – made fresh on site every day</p> <p>Freshly made pizza, hot wraps, toasted Panini's, and hot baked potatoes. Hot and Cold pasta pots with meat and vegetarian options</p> <p>Fresh fruit, fresh fruit pots, fresh fruit salad, sugar free jelly and yoghurts. Chilled plain & flavoured waters and milk</p> <p>A two course Meal Deal is available every day, please see separate Meal Deal Poster</p>					

FOOD ALLERGIES AND INTOLERANCES - Before choosing your meal, please speak to a member of the catering staff about your requirements

WEEK 3

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 st Choice	Chicken Tikka Massalla with Bombay Potatoes	Fiery Turkey Chilli & Rice filled Tacos	Roast Pork & Yorkshire pudding	Cajun Chicken Pasta Bake	Fish Shop Day
2 nd Choice	✓ Macaroni Cheese & Garlic Bread	Flaky Pastry Sausage Plait	Chinese Garlic Chilli Chicken with Roasted Egg Rice	Asian Style Beef Keema with Steamed Rice	Salmon Fish Fingers Deep Fried Fish in Batter ✓ Cheese Croquettes Pork Sausages in Batter
3 rd Choice	Savoury Beef Hash	✓ BBQ Bean Casserole	✓ Roasted Pepper Frittata	✓ Mild Quorn Korma with 50/50 Rice	✓ Veggie Mince Bolognese & Garlic Bread
Vegetable	Fresh Carrots Broccoli Florets	Green Beans Sweet corn Sweet Potato Wedges	Fresh Cauliflower Fresh Carrots Roast Potatoes	Roasted Squash & Parsnips Green Beans	Garden Peas Baked Beans Chipped Potatoes Baked Potato
'DESSERT'	Iced Chocolate & Banana Marble Cake	Syrup Sponge & Custard	Mixed Fruit Trifle	Toffee Apple Crumble & Custard	Lemon Meringue Pie
<p>ALSO AVAILABLE DAILY</p> <p>Fresh garden salad and homemade coleslaw as an alternative to vegetables</p> <p>Salads – crisp and fresh, including carrots, peppers, chickpeas, spinach, mixed beans, beetroot, cucumber, etc</p> <p>Sandwiches – made fresh on site every day</p> <p>Freshly made pizza, hot wraps, toasted Panini's, and hot baked potatoes. Hot and Cold pasta pots with meat and vegetarian options</p> <p>Fresh fruit, fresh fruit pots, fresh fruit salad, sugar free jelly and yoghurts. Chilled plain & flavoured waters and milk</p> <p>A two course Meal Deal is available every day, please see separate Meal Deal Poster</p>					

FOOD ALLERGIES AND INTOLERANCES - Before choosing your meal, please speak to a member of the catering staff about your requirements

Cashless Catering / ParentPay

It's simple, safe and convenient and your child no longer needs to carry cash into school. ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities. You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoint stores. Your ParentPay balance can be used immediately to pay for any of your children's items at school using ParentPay.

What are the benefits to parents and pupils?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24hrs a day 7 days a week.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- Payments can be made by credit or debit card.
- Full payment histories and statements are available to you securely online at any time.
- Your children won't have to worry about losing money at school again.
- ParentPay will soon be announcing a SmartPhone App to make payments even more convenient.

What are the benefits to our school?

When parents use ParentPay, the benefit to School is huge. You will help us to reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school. Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises.

4. Purpose

Purpose is doing something that matters, doing it well, and doing it in the service of something larger than ourselves. This key driver will help us to establish a genuine 3-way partnership between families, students and staff. A shared sense of purpose will ensure that Tanfield School becomes a truly outstanding school and that we make a success of your child's education.

Contact with Families

Parents play a crucial role in ensuring their child achieves at the highest level, meets their targets and makes the most of their opportunities at the school. We provide regular data for parents to ensure they have the latest information on their child's progress.

Advisors contact the parents of their Advisees regularly. We expect 100% attendance at parents' evenings, we have parents' evenings for each year group. Advisors should always be the first point of contact for parents.

Parents are given regular information on their child's progress in every subject. Progress reports take place 3 times in the year. They are posted at the end of each assessment cycle (13 weeks). This contains additional information including attendance, behaviour and homework.

Other ways the school may communicate with you:

Texting service: used to pass information to parents about important issues such as detentions and school closures in bad weather – these do not cost you any money.

Please ensure that you update the school with any changes of mobile number or e-mail address, in case of emergency.

School website: where you will find up to date information regarding the school, including policies, and term dates as well as a link to ParentPay, our school curriculum and homework.

Newsflash: is sent to parents every two to three weeks via the students. Newsflash includes a list of upcoming events for parents to be aware of. Newsflash is also posted on our website.

Letters: Letters are posted to parents and are also posted on the school website.

Drop-in Surgery

Every Thursday, 8.30 – 9.30am, a member of the Senior Leadership Team will be available to discuss any issue regarding your child. There is no appointment required.

Lost Property

When students come to the school we do request that all their possessions, including clothing, should be named, in order to facilitate returning found articles. All lost property should be handed in at reception. If a student loses any item he / she should ask at the reception if it has been found.

Named items are returned to students via Advisors; it will clearly help us to return items to their owners much more readily if everything is named. Please, therefore, ensure that all of your child's clothing and personal belongings are named.

Items that are not named are placed in Lost Property. These are held until the end of term and then put on display for the students to look at. Any unclaimed property will then be disposed of.

Media, Film and Photographs

From time to time the school receives requests from the media to take photographs and/or films of school events and activities. In the majority of cases most parents are happy for their children to be photographed providing that appropriate safeguards are implemented which, of course, are always observed by us. Photos and images of our students remain anonymous and students are referred to as “school students”.

If you have any queries in respect of this issue please call the school.

Smart Technology

If students need to make contact with home, they are allowed to use the phone in reception. A student does not, therefore, have any need for a mobile phone in the school. If a family feels that a student needs one for the journey to and from the school, then the phone must remain, switched-off and out of sight, in his / her bag throughout the school day.

Any student found using a mobile phone during the day will have the phone confiscated. It will not be returned until the end of the day on the first time or until a parent comes into school to collect it if it is any time thereafter. The student will also receive a detention.

I-Pods and MP3 players are not required in school. Any student who brings one into school should keep it switched off and leave it in their bag.

The school accepts no responsibility for the safety or security of the above equipment.

Personal Money

There is no need for students to bring personal money into the school.

Car Parking

In the interests of the safety of children, parents are not allowed to bring their cars into the school grounds either in the morning or at the end of the school day. This is to ensure buses can access the car park and the safety of students getting on or off the bus.

Causes for Concern

1. Any parent who has any concerns about any aspect of the school, be it curriculum based, pastoral or administrative, is encouraged to contact the school at the earliest possible opportunity to register their concern.
2. All such instances will be recorded.
3. Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.
4. Parents will be kept fully informed of the situation and the final outcome.

Please Note:

1. In the case of any serious or urgent matter, should any parent wish to come into the school to directly discuss any concerns they may have, the school will endeavour to have a senior member of staff available.

2. Should this not be possible, full details will be taken and forwarded to the appropriate senior member of staff without delay.

Leaving the School

If, for any reason, you have to withdraw your child from the school, we require the information in writing to the Headteacher at least one month before the leaving date.

We also need to know which school your child is transferring to as this enables the leaving procedures to be put in place and necessary documents drawn up.

Home – School Agreement

The Tanfield Difference

The Tanfield Difference is our relentless focus on student achievement, led by highly committed and highly professional staff. By creating a can-do, independent culture with an emphasis on self-discipline, we prepare our learners for future success in an ever-changing world. Our School puts students at their heart and work in close partnership with parents. We value diversity and cultivate a happy school, based on strong relationships, mutual respect, integrity and honesty.

Tanfield School will ensure that:

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular homework
- we contact home to acknowledge students' successes
- we contact home if there are concerns about students' behaviour, progress or attendance
- we contact home immediately if students are to be retained for more than 10 minutes after the end of the school day
- we provide a wide variety of co-curricular electives, trips and residential visits

Parents / Carers will ensure that:

- your child attends every day, on time, unless they are ill
- your child does not take extended family trips or holidays during term-time
- your child has the correct learning equipment needed for the day, including PE kit when necessary
- you support the school's policies and regulations on behaviour and uniform including same day after-school detentions after communication from the school
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you attend Advisor consultations and parent / carer evenings to discuss your child's progress, and any other meetings arranged with your support
- your contact details are up-to-date and you let reception know if your contact details change
- you support your child in participating in co-curricular electives, trips and residential visits
- you pay for the replacement of any equipment or books your child loses or damages
- you help your child prepare for tests and exams

Students will ensure that they:

- work hard and follow the learning habits in every lesson and around the school
- attend regularly, arrive on time, wear the correct uniform and bring the correct equipment
- behave responsibly both at the school and travelling to and from the school
- complete all homework to the highest standard and hand it in on time
- treat all adults and students with respect

- be polite at all times and open the door to let an adult through first
- respect the school building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- take letters and messages home and deliver them to their parents / carers
- take an active part in the school life including co-curricular electives, clubs, teams, trips and residential visits

Failure to keep to the Agreement will result in disciplinary action and ultimately a loss of place at Tanfield.

Student Name:

Student Signature: Date:

Parent / Carer Signature: Date:

Headteacher Signature: Date: