



TANFIELD
SCHOOL

HARD WORK | TRUST | FAIRNESS

FAMILY HANDBOOK
2020/2021



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:

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.

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.

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 are creating 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



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SCHOOL HOLIDAY & TERM DATES 2020/2021

HOLIDAY	CLOSING DATE	DATE RE-OPEN FOR PUPILS
Summer 2020	Friday 17th July 2020	Wednesday 2nd September 2020
Autumn Half Term 2020	Friday 23rd October 2020	Monday 2nd November 2020
Teacher Training Day (Friday 13th November 2020)	Thursday 12th November 2020	Monday 16th November 2020
Christmas 2020	Friday 18th December 2020	Monday 4th January 2021
Spring Half Term 2021	Friday 12th February 2021	Monday 22nd February 2021
Teacher Training Day (Friday 5th March)	Thursday 4th March 2021	Monday 8th March 2021
Easter 2021	Friday 26th March 2021	Monday 12th April 2021
May Day 2021	Friday 30th April 2021	Tuesday 4th May 2021
Summer Half Term	Friday 28th May 2021	Monday 7th June 2021
Summer 2021	Friday 16th July 2021	To be determined

KEY STAFF

SENIOR LEADERSHIP TEAM		
Mr Clough	Headteacher	sclough@tanfieldschool.co.uk
Mr Jones	Deputy Headteacher	cjones@tanfieldschool.co.uk
Mr Allan	Assistant Headteacher	jallan@tanfieldschool.co.uk
Dr Walton	Assistant Headteacher	cwalton@tanfieldschool.co.uk
Mrs Johnson	Assistant Headteacher & SENDCO	sjohnson@tanfieldschool.co.uk
Mrs Gibson	Assistant Headteacher	vgibson@tanfieldschool.co.uk
Mrs Stephenson	Assistant Headteacher	nstephenson@tanfieldschool.co.uk
Mr Coates	Director of Business & Finance	jcoates@tanfieldschool.co.uk
YEAR MANAGERS		
Mr Creegan	Head of Student Progress – Lower School	mcreegan@tanfieldschool.co.uk
Mr Heffernan	Head of Student Progress – Upper School	mheffernan@tanfieldschool.co.uk
Mr Smith	Year 7	msmith@tanfieldschool.co.uk
Mr Davison	Year 8	gdavison@tanfieldschool.co.uk
Mrs Bell	Year 9	lbell@tanfieldschool.co.uk
Mr Parker	Year 10	gparker@tanfieldschool.co.uk
Mrs Farrell	Year 11	mfarrell@tanfieldschool.co.uk
Mrs Steven	Head of Alternative Provision	asteven@tanfieldschool.co.uk
For all other contacts		help@tanfieldschool.co.uk

THE SCHOOL DAY

08.00	School Opens
08.10 - 08.40	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 (Lower School)
12:15 - 13:15	Period 4 (Upper School)
12:45 - 13:45	Period 4 (Lower School)
13:15 - 13:45	Lunch (Upper School)
13:45 - 14:45	Period 5
14:45 - 15:05	Afternoon Meeting
15:05 - 16:00	Afternoon Mastery Get Exam Ready (Year 11)

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 Monday to Friday to attend a 6th lesson in preparation for their GCSE exams.

UNIFORM

ALL PUPILS	DETAILS	HOW TO WEAR THE SCHOOL UNIFORM
Blazer	Black school blazer with pre-embroidered school badge – purchase from Sehgal's (website on next page).	Sleeves must be worn at full length. (not pushed back or folded up)
Sleeveless jumper (optional)	Black school jumper with pre-embroidered badge – purchase from Sehgal's.	No hooded tops, sweatshirts, cardigans or tracksuit tops. Hooded tops should not be worn under blazers.
Shirt	Plain white traditional school shirt with collar.	Ensure that collar button is fastened at all times. No coloured vests / underwear beneath shirts. No fashion shirts / blouses. Shirts must be tucked into trousers or skirt.
Tie	Clip-on school tie – purchase from Sehgal's. Y11 tie – purchase from Sehgal's.	Ties must show at least 15 stripes. Ties must show at least 5 badges.
Trousers	Formal. Plain black, tailored school trousers that cover the ankles.	No jeans, flares, baggy, bootleg, hipsters, leggings, low slung, skinny, capri / cropped pants or tight-fitting trousers. No accessories such as buckles or laces etc.
Skirt	Tanfield tartan skirt - purchase from Sehgal's.	No other skirt can be worn. Skirt should be worn at knee length.
Tights	Plain black.	No pattern.
Socks	Plain black ankle socks.	No trainer socks are allowed.
Shoes	Plain black leather (or leather in appearance) formal, sensible school shoes. Must not be two toned, striped, fashioned or overtly branded.	Heels of 1 inch max. No trainers or trainer style shoes. No flip flops, sandals, plimsolls, backless shoes, 'Uggs' or similar. Trousers should be worn over boots.
School bag	Essential, minimum size to hold an A4 folder.	
Makeup & Hair	Non-natural hair colours and extreme haircuts / hairstyles (such as patterns, lines, mohawks) are not allowed. Years 7 – 9: No makeup of any description should be worn in school. Years 10 – 11: Light make up only. Hair accessories should be plain black.	No nail varnish. No false nails. No false eyelashes. No coloured hair accessories (bobbles, scrunchies or hair bands).
Jewellery & Accessories	A watch is allowed. No smart watches/fitbits. Absolutely no other jewellery is to be worn. Plain black hairbands / accessories only with no colours.	No earrings. No expanders. No other visible piercings (retainers or sticky plasters are not acceptable). Piercings should be done at the beginning of the six week Summer Holiday and removed for school. No rings. No bracelets, including charity bands, festival bracelets or friendship bands.

SHOES



PE KIT

ALL PUPILS	DETAILS	HOW TO WEAR THE SCHOOL UNIFORM
Tanfield short sleeved polo shirt	Embroidered badge. Boys and Girls, for indoor and outdoor use – purchase from Sehgals.	Collar must be worn down.
Plain black shorts, leggings or training pants	Boys and Girls, for indoor and outdoor use – any plain black can be worn.	
Trainers	Trainers (not plimsolls) for indoor and outdoor use. These must have non marking soles (sports hall).	Trainers must be fastened correctly (tie shoelaces) to provide feet with the correct support.
Tanfield long sleeved training top 1/4 zip	Embroidered badge. Boys and Girls, for outdoor use – purchase from Sehgals.	

Please note that no watches should be worn during PE. These should be removed and put in a safe place during all PE lessons.

PURCHASING OPTIONS

Sehgals aims to make purchasing uniforms as easy and accessible as possible for everyone and has therefore designed a variety of purchasing options:

Online: <http://www.michaelsehgal.co.uk/tanfield-school-school-uniforms/s46>

You can buy uniforms online at your convenience. You can make purchases using your PC, tablet or phone and select delivery to your home or work, or free click and collect service from store.

In Store: You can buy uniforms in store at the Uniform Shop at: Michael Sehgal & Sons Ltd, 28/40 Scotswood Road, Newcastle upon Tyne, NE4 7JB

CORE PRINCIPLES

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:

1 - 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.

2 - 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.

3 - 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.

4 - 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.

5 - 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.

6 - 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.

KEY DRIVER - 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.

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 8.

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?

In 2020/21, the Key Stage 3 curriculum will consist of the following subjects and hours offered throughout a two-week timetable:

	No. of hours			No. of hours			No. of hours	
	Year 7	Year 8		Year 7	Year 8		Year 7	Year 8
Art	2	2	IT	2	2	PE	3	3
English	9	9	Maths	9	9	RE	1	1
Geography	5	4	MFL	4	4	Science	6	6
History	4	5	Music	2	2	Technology	3	3

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.

In 2020/21, the Key Stage 4 curriculum will consist of the following subjects and hours offered throughout a two-week timetable:

	No. of hours				No. of hours		
	Year 9	Year 10	Year 11		Year 9	Year 10	Year 11
English	9	9	9	Option Subject 1	5	5	5
Maths	9	9	9	Option Subject 2	5	5	5
PE (Core)	2	2	2	Option Subject 3	5	5	5
RE	2	2	1	Option Subject 4	5	5	5
Science	8	8	9				

TIMETABLES

We operate a two-week timetable at Tanfield School; Week A and Week B. The weeks alternate throughout the year regardless of holidays in-between i.e. if you break up for a holiday on Friday Week A, you will return after the holiday on Monday Week B.

All students receive a copy of their timetables on their first day at school which looks like this:

	AMon	ATue	AWed	AThu	AFri
1	English CWA S205	English CWA S204	Geography RRI S203	Computing CHU N209	Computing CHU N209
2	Geography RRI S203	French PMA S202	English CWA S203	History MHI S111	Geography RRI S203
3	Mathematic CBA N123	Mathematic CBA N123	Mathematic CBA N123	Mathematic CBA N123	Science ADO N142
4	History MHI S111	Science ADO N142	Science ADO N142	English CWA S203	Mathematic CBA N123
5	Music JST N139	Music JST N139	French PMA S202	French PMA S202	English CWA S203

The subject of the lesson

The initials of the Class Teacher

The room where the lesson will take place

	BMon	BTue	BWed	BThu	BFri
1	Science ADO N142	Technology HED N119	Mathematic CBA N123	Geography RRI S203	Mathematic CBA N123
2	French PMA S202	P.E. KHU Gym.	Computing CHU S103	P.E. KHU Gym.	History MHI S111
3	Mathematic CBA N123	English CWA S203	English AWO N205	Science ADO N142	Art SKE S108
4	P.E. KHU Gym.	Geography RRI S203	Religious DFI S204	English CWA S203	Science ADO N142
5	History MHI S111	Mathematic CBA N123	Technology HED N119	Technology HED N119	English CWA S205

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:

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

Tanfield is proud to offer a wide range of extra-curricular activities. Students not only develop academically, they also develop their character while they are with us. Taking part in the wider activities of the school helps students to thrive in all aspects of their life. Our aim is for students to enjoy the experiences, developing their interests and trying out things that they wouldn't otherwise. They will be ready and equipped for life after Tanfield and have strategies to keep them physically and mentally healthy and safe, ready to contribute positively to the world. Our clubs and activities help our students to be the very best version of themselves. They are on offer before school, at breaks, lunchtimes and after school. Many offer free food and there is transport available after clubs finish. There's something for everyone. Have a look at our school website for the latest details.

EDUCATIONAL VISITS & OUTDOOR EDUCATION

During the year, there are a wide variety of educational visits available to 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 standard weekly homework in the EBacc subjects, Year 7 students are expected to complete an independent 'stretch project' in cycles 1 and 2 (13 weeks). Students should spend around 1½ hours on their stretch project each week. Projects are assessed through a student exhibition at the end of each cycle.

HOMework TIMETABLE

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 a range of websites for low stakes testing of material that students have learned in lessons.

Additional homework may be set by subject teachers where appropriate.

GOOGLE CLASSROOM

All homework will be issued through Google Classroom and provides both students and parents with up to date homework information.

This is accessed via the internet with shortcuts available from our school website. An information guide and frequently asked questions page is available at the back of this handbook.

STRETCH PROJECTS

Students will complete two stretch projects over Year 7.

The themes for the stretch projects are:

Who am I? – Year 7 Cycle 1

Aspirations – Year 7 Cycle 2

Stretch projects are part of the National Curriculum and are backed up with discussions on relationships and moral values in PDS lessons.

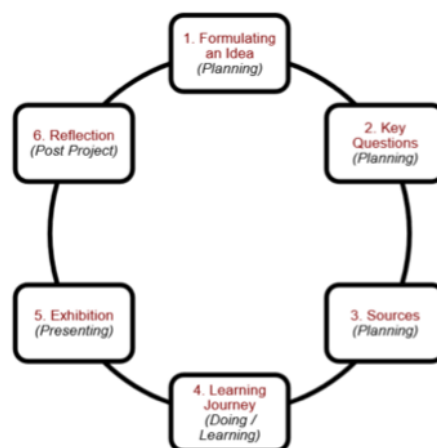
DREAM TEAM

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 a pencil case containing:

2 x Black Pens	Rubber
2 x Blue Pens	Ruler
2 x Green Pens	Glue Stick
Pencil	

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 Packet coloured pencils
1 x 4B Pencil	1 x Nylon paint brush Size 5 & / or 8
1 x Packet water-colour paint	

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
- A French dictionary

KEY DRIVER - 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

We will insist on these habits, 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 lesson. Every child should be ready for line up and morning meeting, with all of the equipment they will need, by 8.35am 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 bedtimes and preparation time in the morning before school. Your child will worry about this at first, but he / she 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 he / she 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 second 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 three 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.

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

As part of our school approach to maintaining high 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.

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.

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

Tanfield School runs split lunches. Lunch 1 is for Years 7 and 8 and takes place between 12.15 – 12.45. Lunch 2 is for Years 9, 10 and 11 and takes place between 13:15 - 13:45.

Students can bring in packed lunches or purchase from our canteen. We run a 3-week menu in the canteen and a sample of our menu is below:

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
1st 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 Deep fried Fish in Batter
2nd Choice	Chicken Enchiladas with Savoury Rice	Spicy Meatball Pasta with Garlic Bread	(V) Quorn Shepherd's Pie	Smokey Paprika Sausage & Bean Casserole with Baked Potato	(V) Quorn Dippers Fish Fingers Chicken Nuggets
3rd Choice	(V) Creamy Cheese Cauliflower & Pasta Bake	(V) Slow Roasted Vegetable Moussaka & Baby Potatoes	Gammon & Leek Lattice Bake	(V) 3 Bean Chilli with Steamed Wholemeal Rice	(V) Thai Green Vegetable Curry with Noodles
Vegetable	Broccoli Florets Fresh Carrots	Green Beans Roast Seasonal Vegetables	Fresh Cauliflower Fresh Carrots Roast Potatoes	Buttered Cabbage Sweetcorn	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

ALSO AVAILABLE DAILY

Fresh garden salad and homemade coleslaw as an alternative to vegetables

Salads - crisp and fresh, including carrots, peppers, chickpeas, spinach, mixed beans, beetroot, cucumber etc.

Sandwiches - made fresh on site every day

Freshly made pizza, hot wraps, toasted Paninis and hot baked potatoes. Hot and cold pasta pots with meat and vegetarian options

Fresh fruit, fresh fruit pots, fresh fruit salad, sugar free jelly and yogurt. Chilled plain and flavoured waters and milk

A two course meal deal is available every day, please see separate meal deal poster

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.

KEY DRIVER - 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 issued 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:

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.

Social Media: we use our Facebook, Instagram and Twitter pages as a place to post "Good News". We like to promote all the good things the school has been a part of e.g. exciting lessons; trips; activities taking place within school and sporting achievements. We will also post on this page important dates and information that would be of interest to our Parents/ Students. Please note that students should be over 13 before using social media.

Letters: Letters are emailed to parents and are also posted on the school website. Paper based versions are available on request

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 ensure that all 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 contact 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. If a student is caught with their phone a second time the same procedures will apply but a parent/carer will have to collect the phone.

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

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.

All such instances will be recorded.

Where there is a cause for concern, details will be forwarded to the appropriate senior member of staff for their urgent attention and investigation.

Parents will be kept fully informed of the situation and the final outcome.

Please Note: 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. 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.

TIPS FOR PARENTS/CARERS

Moving from another school to Tanfield is an exciting and significant event in the life of your child. It is an important milestone, which marks a significant change regarding crucial life-skills, such as independent working and self-organisation.

When your child starts at Tanfield, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before. The problem is that these skills do not spontaneously develop in children during the summer before they start at Tanfield; just like reading and writing, they have to be taught and children need support in developing them. All of you will want to reassure your child, prepare them for these changes and support them in developing the skills they need; however, some of you may feel you lack the information and expertise to do so. For many of us, our own experience of secondary school is all we have to go on.

At Tanfield, we always ask students what they are most worried about before they start. Most of these are social concerns. Fortunately, most students report that they are no longer worried about these after just one or two weeks at school.

If your child expresses these worries, it can be useful to tell them this and to reassure them that almost everyone else will be just as anxious. The number of students may be much larger than your child is used to, so your child will have a chance to make many more friends.

The other worries listed are to do with organisation. The aim of this information is to reassure and support you and your child and, ultimately, to help your child achieve independence. Time spent early on in establishing routines and work habits will save endless time, battles and heartache in the end. The habits and routines that your child picks up in their first year often stay with them right through their time at Tanfield.

WHAT IS DIFFERENT ABOUT LIFE AT TANFIELD?

- Your child may have to travel further – some independently for the first time.
- The uniform is different. At Tanfield a blazer, shirt and tie, black trousers/skirt and shoes (not trainers) must be worn
- Instead of just one teacher, your child may have 10 or 11 different teachers, and have to get to know a whole range of adults in different roles within the school.
- Tanfield is a big school. They will have to make their way to morning meetings and from classroom to classroom; often having to carry their bags and belongings with them.
- They will have a more complex timetable.
- They will be fully responsible for having the correct equipment for each lesson, including books, P.E. kit and stationery.
- Teaching styles may be very different from other schools. Students will be expected to read and write more frequently and for longer periods.
- Break time and lunchtime will be organised differently.

In general, we expect students to become more independent and self-organised during their time at Tanfield.

GETTING TO TANFIELD AND BACK

When your child gets their timetable, ensure you learn who teaches them. It can also help you to know who teaches what.

Encourage your child to learn what lessons they have on which days so they can become more independent.

Key tasks for your child:

- Getting up on time.
- Getting dressed and washed and ready to get to school without forgetting anything.
- Leaving the house on time to catch the bus.
- Going straight home .
- Knowing what to do and who to contact if they are delayed for any reason.
- Students must be aware that they are representing school during all travel to and from school.

Tips for parents/carers:

- Work out what time your child will need to get up to be at school on time.
- Make sure your child knows what to do if they are delayed for any reason.
- Make sure they have your contact numbers and that you update them with the main office as you upgrade.
- Check school bus routes.

BEING IN THE RIGHT PLACE AT THE RIGHT TIME

Almost all students get lost, but reassure your child that this is common, and after a very short time, they will have mastered it.

When your child gets their timetable, ensure you learn who teaches them. It can also help you to know who teaches what.

Encourage your child to learn what lessons they have on which days so they can become more independent.

ORGANISING BOOKS AND EQUIPMENT**Before your child starts:**

- Make sure they have a space set aside at home, with some sort of filing system for school equipment.
- Make sure they have all the tools they will need so they can learn effectively (see the equipment list from earlier).
- A school bag is required daily to carry everything.

When your child has started:

- Try to get your child to empty their bag at the end of each day. This will help them to be organised for the next day. You might also find important letters which have been forgotten.
- Encourage your child to check every night for homework or messages from staff.

HOMEWORK

Homework that is issued to students and returned is recorded by staff.

Each year group has a timetable to avoid an overload of work.

Tips for your child:

- Make sure you bring home everything you will need to do the homework.
- Make sure you know what you are required to do before you leave the lesson. Do not be afraid to ask for help! See your teacher at break or lunchtime if there is a problem.
- Be independent and try to work by yourself to complete tasks, doing the best you can.
- Try to complete homework on the night it is set, not the night before it is due.
- Make sure you have the correct homework for the correct day.
- Put it in your bag the night before (if applicable).

Tips for parents:

- Agree, and try to ensure, a routine with your child; homework becomes increasingly important as your child moves through school. What your child starts off doing is what they will do when they leave.
- Try to ensure homework is done on the night it is set to avoid a 'build-up'.
- If you feel your child is struggling with homework for longer than you think they should, then write a note to your child's Year Manager stating this.
- By all means offer support if your child is stuck, but please don't do it for them.
- Encourage your child to make sure they understand what to do before leaving school. It is too late when they have arrived home.

Read the following excuses for not doing homework. Talk about them with your child and discuss solutions.

"We didn't get any."

"It doesn't have to be in for ages."

"I left it at school."

"I did it on the computer and the computer wouldn't print it out/and I forgot to save it/and can't remember what file I saved it under."

"I'm going to do it with my friend on the bus/at break."

WHAT DOES THE ORGANISATION OF TANFIELD SCHOOL LOOK LIKE?

In smaller schools, you usually have a Head Teacher, Deputy Head, several Class teachers, Secretaries, Teaching Assistants and a Caretaker. All these roles are clearly defined; therefore, you know exactly who to approach when an issue arises.

In larger schools like Tanfield the structure of staff can seem rather complex. At Tanfield, we have a Head Teacher, a Deputy Head, Five Assistant Head Teachers, Subject Leaders, Teachers, Heads of Lower & Upper School, Year Managers for Y7, Y8, Y9, Y10 & Y11, Head of Alternative Provision, a SENDCO, Learning Support Staff and office staff to name but a few.

On the pastoral side of things, students are split in to 'Advisory Groups' within each Year Group. During Morning and Afternoon Meetings these groups of students will have a designated Advisor. For Years 7 and 8, this group is who they will have most of their lessons with. In the other Year Groups, the classes will be mixed with other Advisory Groups.

TANFIELD HOUSE SYSTEM

The House System is designed to embody the values and ethos of the school and aims to be an integral part of our school community. House Captains and the School Council will work together, creating a stronger student voice to motivate students and further the community spirit of the school.

AIMS

Our core values are based on hard work, trust and fairness and our aim is to provide every student in each house the opportunity to demonstrate these values with the following:

- A sense of belonging within the school community and increase community spirit.
- An opportunity to encourage and develop social, intellectual, physical and practical skills.
- A sense of achievement for all, both inside and outside of the classroom.
- Fun and excitement through competition.
- An opportunity for leadership and teamwork.
- An awareness of individual and collective responsibility.

HOUSE STRUCTURE AND ORGANISATION

Students are assigned to one of the four houses on entrance to the school in Year 7 where they remain until the end of Year 11.

Our mission at Tanfield is to get students to attend the best university, or real alternative in their dream job and thrive in all aspects of their life. Therefore, our 4 houses are based on British Universities. Sunderland University, Durham University, Newcastle University & Northumbria University.

Each house has it's own logo and colour:



SUNDERLAND
HOUSE



DURHAM
HOUSE



NEWCASTLE
HOUSE



NORTHUMBRIA
HOUSE

Each house is overseen by two members of staff who are Heads of House.

Each house is led by 8 student representatives:

- A male and female House Captain from Year 10.
- A male and female Vice Captain from Year 9.
- House leaders from Year 7 and 8.

Each member of staff and governors will also be attached to a house.

House Captains act as representatives for all the students in their house throughout the year by helping to co-ordinate house teams, organising activities and events and representing their house at relevant meetings.

HOUSE COMPETITIONS

Competitions will run each half term and will include students and staff. We will be running activities such as Dodgeball, Quizzes, MasterChef and, at the end of the year, Sports Day.

PARENTS' EVENING

Because of the large number of students, and the fact that your child will have several teachers, parents' evenings are organised differently at Tanfield. You will be given the date of the evening well in advance and the event usually takes place between 3.30 and 6.30pm. There are no bookable appointment times during the evening, you are invited to speak to any member of staff you like and can drop in to see them whenever they are free.

As there are no bookable slots, we will limit the amount of time staff have to speak to parents. This will usually last for approximately 5 minutes and you are advised to see as many teachers as possible, especially if there are issues you would like to raise. It may be a good idea to see your child's Tutor or Year Manager, as they will be able to give you a good overview of how your child is getting on.

It may help to jot down any questions you have before the meeting. Your appointment with the teachers will provide an opportunity for them to tell you how your child is getting on and for you to ask any questions or raise any concerns you have. At Tanfield, all staff will be situated in the main hall with their names displayed. There will be school family representatives from Year 11 available to guide you to where you need to be.

On the night, if you do not get to see who you wanted, or would like to discuss things further, then you can always make alternative arrangements for another meeting. It is a good idea to have your child with you as well – to hear what we have to say about them and also to guide you and find teachers.

Sometime before the parents' evening, you will receive a written report detailing your son/daughter's progress. If you cannot attend and have any queries about what is written on the report, please don't hesitate to contact the school and we will arrange for the relevant teacher to speak to you, or organise a more suitable time for you to come and have a meeting.

Finally, please do not feel daunted – see it as an opportunity to learn more about your child.

SAFEGUARDING & KEEPING CHILDREN SAFE IN EDUCATION

Everyone who encounters children and their families at Tanfield School has a role to play in safeguarding children. School staff are particularly important as they are able to identify concerns early and provide help for children, to prevent concerns from escalating. Our school and staff form part of the wider safeguarding system for children by working with our 3 safeguarding partners in Durham Safeguarding Children Partnership – Durham County Council, Durham Constabulary and the Clinical Commissioning Groups to promote the welfare of children and protect them from harm. Safeguarding children permeates all aspects of our work as a school, with a preventative role to inform and boost the resilience of all students by enhancing protective factors in their lives. (further information can be found in our safeguarding policy)

Our staff are regularly trained, vigilant for signs of harm, and are confident about applying our policies to any potential safeguarding issues. Our safeguarding and child protection work is led by our Deputy Headteacher (Designated Safeguarding Lead -DSL) and a deputy. Our Designated Safeguarding Leads are:

- Mr Jones, Deputy Headteacher (Designated Safeguarding Lead - DSL)
- Mrs Johnson (Deputy Designated Safeguarding Lead, SENDCo and Designated Teacher for Looked After Children)
- Year Managers
- Consultants from Clennell Education

BEHAVIOUR POLICY

In the Classroom and at morning/afternoon meetings students are expected to follow these rules at all times:

- Be punctual to lessons and school.
- Do not talk during whole class explanations.
- Respond promptly to the signal for attention.
- Follow instructions from staff when given.
- Attempt all the work set.
- Remain on task and complete work to the best of your ability.
- Do not disrupt the learning of others through inappropriate behaviour.
- Do not speak out of turn or cause low-level disruption.
- Do not respond inappropriately when asked to do something.
- Do not swear or use racist, homophobic or derogatory language.
- Actively listen and track others when they are talking.
- Have full equipment ready.
- Observe uniform rules at all times (see guidance at beginning of handbook).
- Be at your own desk and face forward.
- Always sit where you are asked to be a member of staff without arguing.
- Do not use mobile phones, smart watches or other electronic devices.
- Do not chew or drink. No fizzy or energy drinks are allowed in school.
- Co-operate and help out with classroom tasks (e.g. handing books out).

Teaching staff can use verbal reminders, break and after school detentions sanctions if students do not follow these rules. Teaching staff will explain their signal for attention to their students by raising their hand. Teachers will make it clear what each task is as the lessons progress.

If students break the following rules, they will receive an automatic detention the same day either at break time or after school. This is non-negotiable.

Arrive on time:

This means being exactly on time for school, morning/afternoon meetings, advisory time and lessons after break or after lunch.

Additional rules to note:

No toilet breaks are allowed during lessons unless a student has been issued with a toilet pass by prior agreement between home and school. However, staff will use their professional judgement if the student is unwell or genuinely needs to go to the toilet.

No water breaks are allowed during lessons, except as directed in PE. Water is freely available during break time and lunchtime.

No use of electronic devices such as mobile phones or smart watches on the school site during the school day. Mobile phones should be turned off and out of sight in a school bag. The school accepts no responsibility for the damage or loss of any electronic devices. Students bring these into school at their own risk. The consequence for using phones and other devices is an after-school detention and confiscation of the item. We will only return the items to parents. If students choose to break this rule, they have made a choice to cause their parents the inconvenience of attending school to collect the item. Refusal to cooperate with a confiscation will result in internal exclusion and a lifetime ban from bringing electronic equipment into school. If given a lifetime ban, students will be spot checked with the use of a handheld metal detector.

IN THE CORRIDORS

In the corridors, any member of staff has the authority to enforce the rules by giving students an automatic break time or after school detention.

These are the rules:

- Wear full uniform correctly including ties, shirts and shoes.
- Follow the one-way system.
- Walk purposefully on the left without running.
- Use private voices without shouting.
- No eating, drinking or chewing.
- No physical contact or games.
- No electronic devices or headphones visible inside the building at any time.
- No disturbance to lessons through windows or doors.
- No swearing or use of inappropriate language.
- If a member of staff has to challenge a student then it is because they have drawn attention to themselves by behaving in a way that is unsafe or inappropriate.
- If an incident occurs outside of a lesson a member of staff can still issue a same day detention providing the above protocols regarding home contact have been made. In cases where the behaviour is very serious, then this should be referred to Year Managers or SLT.

IN THE DINING HALL, ASSEMBLY HALL AND OUTSIDE THE SCHOOL

Again, the consequence for breaking these rules is a break or after school detention:

- Food & drink is only to be consumed in the dining hall.
- No littering. Place all litter in the bins provided.
- Clear away all debris, plates and cutlery after using them.
- No pushing-in, in the lunch queues. Stand sensibly and wait your turn.
- Follow all instructions from ANY adult or member of staff without argument.
- Crossing the roads in a safe, disciplined manner.
- No spitting.
- No smoking or E-cigarettes.
- Do not record anyone on your phone or mobile device without their permission.
- Do not share images of anyone without their permission.
- Do not be unkind to anyone or bring the school's reputation in to disrepute on social media.

The School may discipline students for misbehaviour when taking part in any school-organised or school-related activity; travelling to or from the school; wearing school uniform or when they are in some other way identifiable as a student of Tanfield School. Also, discipline may be applied where a student's actions could have repercussions for the orderly running of the school, pose a threat to another student or member of the public or adversely affect the reputation of the School.

The school also has the right to impose sanctions if students make inappropriate use of social media or group chats that cause distress to another person in school.

Serious incidents or failure to cooperate will be dealt with via an after-school detention, internal exclusion, night school, alternative provision or fixed term exclusion.

EQUIPMENT

Again, the consequence for breaking these rules is a break or after school detention. Please ensure your child has:

- 2 black, blue and green pens, a pencil, rubber, ruler, glue, scientific calculator, 100% A4 folder.
- PE kit

Repeatedly forgetting equipment will lead to detentions.

Students can buy equipment before school, breaks or lunchtime from the office without a consequence.

Tanfield School Uniform

The way students wear their school uniform sends a clear message about their attitude to school. It shows that they want to work with the school in an effective partnership.

Tanfield School PE Uniform

All effective, successful sports performers take pride in their appearance by wearing the correct kit or uniform.

PE uniform policy is that students wear PE kit even when not participating.

SERIOUS OFFENCES

In line with the existing school Code of Conduct, there are a number of behaviours that are non-negotiable and will be dealt with by issuing an internal or a fixed term exclusion.

- Blatant defiance, including walking away when being spoken to by any member of staff.
- Leaving school without permission, leaving a detention or walking out of isolation.
- Violence of any kind.
- Abusive language to any staff member.
- Racist, sexist or homophobic language.
- Harassment or bullying (including cyber bullying).
- Any incidents that pose a risk to the health and safety of others in or outside of school.
- Anti-social behaviour (including spitting, graffiti, vandalism).
- Damage to property or serious theft of items to the value of more than £5.
- Incidents on school transport to and from school. This can result in a bus ban (time to be determined)
- Any incidents outside of school where the student is wearing school uniform or identifiable as a Tanfield School student.
- Any incidents that happen outside of school that are then brought into school and impact on the smooth running of the school (including the disruption of learning of others or health & safety).

Any incident that is a crime such as: violence, theft, drugs, sexual misconduct, sharing indecent images, arson, carrying weapons or dangerous objects, is likely to result in permanent exclusion.

Any decision regarding any behaviour will always be at the discretion of the Headteacher who has the right to take appropriate action based on the balance of probabilities and taking into account all the information provided at the time surrounding an incident.

BANNED ITEMS, SCREENING, SEARCHING AND CONFISCATION

The school follows Government advice when confiscating items from students which is outlined in their document "Screening, Searching and Confiscation – Advice for Head teachers, Staff and Governing Bodies – February 2014 (a copy of this document is available from the DfE Website).

The following items are what are termed 'Prohibited Items' and their presence on school premises or if found on an individual pupil will lead to the highest sanctions and consequences:

- Knives, blades, firearms, weapons, catapults
- Illegal drugs
- Legal highs
- Alcohol
- Fireworks
- Tobacco, e-cigarettes and cigarette papers
- Lighters or matches.
- Pornographic images
- Laser pens
- Stolen items

- Any item that impacts on the smooth running of the school, impacting on learning or the health and safety of students.
- Any article that the member of staff (or other authorised person) reasonably suspects has been, or is likely to be, used to
 1. commit an offence
 2. cause personal injury to, or damage to the property of, any person (including the student).

Head teachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The following are items can be permanently banned by the school if a student persistently breaks the rules regarding them:

- Mobile phones.
- MP3 players or similar used in class.
- Smart watches.
- Jewellery not in accordance with the school uniform policy.

If a student has a permanent ban on items, they will be spot searched from time to time to ensure they are not continuing to bring the banned items in to school.

The school will confiscate any electronic items brought on the premises such as mobile phones, MP3 players etc. Staff in this school have the right to confiscate, search and ultimately delete any media which they “reasonably suspect” is being used to bully or otherwise cause an individual harm.

Students wearing any jewellery which does not follow the school uniform policy can expect to have these items confiscated. Any confiscated items will be made available for collection at the end of the school day or collected by parents/carers.

Students found with tobacco, e-cigarettes and/or cigarette papers will have these confiscated and destroyed whether they are found to be smoking or not. They will also be issued with a sanction for bringing tobacco on to school premises. Students will also receive sanctions for smoking near the school and on their way to and from school. Staff have the power to search students with their consent for any item banned under the school rules.

This includes searching bags. Where items are ‘prohibited’ as outlined above, these will not be returned to students and will be disposed of by the school according to the DfE advice and statutory guidance ‘Screening, Searching and Confiscation – Advice for Head teachers, staff and Governing Bodies’. Students must not bring any of the items listed above on to school premises. The school will automatically confiscate any of the ‘prohibited’ items and staff have the power to search students without their consent for such items. Where a student does not co-operate, it might be necessary to call the police. There will be severe penalties for students found to have ‘prohibited’ items in school. In certain circumstances this may lead to permanent exclusion

THE CONSEQUENCES

A range of sanctions can be used in cases where students continue to display inappropriate behaviour or are not compliant.

BEHAVIOUR & CONDUCT

- If a student is displaying negative behaviour in lessons, a verbal reminder should be given from the member of staff, with the expectation that the student will modify their behaviour.
- If the student fails to improve or modify their behaviour they should be given a second formal warning. At this point the student's name should be written on the board as a final warning. This should also be recorded formally in Class Charts
- If, after a formal warning has been given, there is still no change or a student's behaviour is unacceptable, the member of staff will request support via the "on-call" system. This will mean the on-call teacher will come to the lesson to speak to the student who is preventing learning from taking place. This should be recorded in Class Charts.
- In some cases, where a student's behaviour is dangerous or severe the verbal and written steps can be bypassed and on-call requested immediately.
- If a student receives an on-call they will be given an instant after school detention to be carried out the same day. The student will also be removed from the lesson to work in a designated room for the remainder of the lesson.
- Two on calls in one day will result in an instant isolation in The House
- In line with the Department for Education, the school has no legal obligation to inform you that your child is being kept back after school and schools do not need to provide a reason as to why a detention has been issued. Teachers have a legal power to put a student aged under 18 in detention; this includes detention outside of school hours. However, we do appreciate that parents/carers would prefer to know and the school will therefore send a text message to inform you that your child will be carrying out an after-school detention that afternoon. If your child travels by school bus, we will book them onto the after-school bus. Parents will also receive a phone call from your child's class teacher to discuss any issues that occurred in the lesson. Please ensure that we have your correct mobile telephone number. If you have recently changed your number can you please contact school as soon as possible so we can update our records. Further information on the DfE guidance, please follow the link: <https://www.gov.uk/school-discipline-exclusions/discipline>
- The on-call teacher will record the name of the student on the on-call clipboard which will be returned to the office at the end of the period. The office staff will text parents/carers to inform them their child will have a detention and that transport will be provided if they catch a bus to school.
- Students who have been given a same day detention will be collected at the end of their period 5 lesson by a member of staff. They will then be escorted to where they need to carry out their detention.
- During the detention the member of staff issuing the detention must have a restorative conversation with the student about the poor choices the student made during the lesson. The member of staff must also phone the student's parents to discuss the issues in the lesson. The student can be present during this phone call if the member of staff wishes. All phone calls should also be logged in SIMs.
- Once a restorative conversation has happened there is also an opportunity for the student to catch up on the work missed during the lesson.
- In cases where the member of staff is unable to carry out the detention, the member of staff must make arrangements within the department for the student to carry out the detention and home contact made (this could be done on a departmental rota).
- If there is a whole staff CPD alternative arrangements will be made for detentions.
- If a student receives two on calls in a day they will be isolated for the remainder of the day and in some cases the next day and appropriate further action taken.

REASONABLE ADJUSTMENTS

When taking any action staff should always take in to account all factors before acting. Staff should consider a student's background, any factors leading up to the incident, SEND factors and whether appropriate/reasonable action been taken.

RESTORATIVE JUSTICE

After any incident staff should always attempt to "start a fresh" with a student. Staff should always consider the behaviour displayed and not the student. Positive relationships are key to success in school we should always attempt to resolve any issues before the next time we come in to contact with a student. This could be done by:

- Having a quiet word during break time and talking about the student's behaviour and why it was a concern. Ask the student why the student did what they did.
- Restorative conversations must happen if an after-school detention is issued.
- Mediation with a colleague.
- A parental meeting.

NB. the school will always consider a number of factors when issuing a sanction. These can be internal and external and, in some cases, staff might need to carry out an investigation. During an investigation a student will be asked to co-operate and write a statement. The school will also attempt make any reasonable adjustments (if appropriate) for those students who have Special Educational Needs

HOMework DETENTIONS

- If homework has not been completed the class teacher can issue a warning and the student is expected to complete the homework and hand it in within 24 hours. Staff will record this in class charts.
- It is then the student's responsibility to hand the completed homework in, not the class teacher's responsibility to find the student to collect the homework from them.
- If a student has failed to complete homework, then the member of staff is to issue an after-school detention and log this in class charts. This does not have to be a same day detention but can be arranged when it is convenient for the member of staff.
- If issuing a detention for homework please ensure this is logged in class charts with the date of the detention and that parents are notified. A text will be sent to parents to inform them of when the detention will be.
- If a student fails to attend a homework detention this should be referred to the Subject Leader. If a student has still not attended, then the Year Manager should be notified.
- Year Managers will monitor students who regularly use the second, rather than original, deadline to hand in homework.
- Year Managers will contact parents/carers if a student fails to hand in 3 or more pieces of homework from across any subject area. If this is the case the student will be directed to a homework session with Year Managers.
- In cases where a student is persistently missing deadlines and refusing to complete homework, parents will be contacted as a matter of urgency and will meet with a member of SLT.

DETENTION PROTOCOLS

Detentions are carried out under strict supervision. Students will be required to work in silence and to complete the work that is set. This is a very serious sanction. It signifies that the student has made choices that are unacceptable within our school. Students who misbehave during their detention or leave without permission will receive an internal exclusion.

OTHER SANCTIONS

- Internal Exclusion: Working in isolation in the House for 1-2 days.
- School Alternative Provision: Attending a partner school for 1-2 days and working in their inclusion facility.
- Night School: Attending school outside of the normal hours & working in isolation.
- Fixed term Exclusion: Not allowed to attend school for a set number of days. This is a legal exclusion and will be recorded with the Local Authority.
- Managed Move: Transferring to another school with support in place. This is arranged with the Local Authority. The students will attend another school on a trial basis. The trial will usually be for 6 weeks with an interim way review. If successful, the student will be removed from Tanfield's School roll and transfer to the other school.
- Alternative provision: Attending another establishment but remaining on roll at Tanfield School. This can be part time or full time and be for a number of weeks or terms.
- Permanent Exclusion: No longer allowed to attend Tanfield School.

DATA PROTECTION AND PRIVACY

At Tanfield School we take the protection of data and privacy very seriously. The new General Data Protection Regulation (GDPR) came in to force on 25th May 2018. We are committed to complying with all relevant EU and Member State laws in respect of personal data, and the protection of the rights and freedoms of individuals whose information we collect and process in accordance with the GDPR.

Who is responsible for personal data?

As a school, we act as a data controller and as such define how and why personal data is collected, stored, and used. We also utilise data processors – third parties that process the data we control on our behalf. As a data controller we must comply with the new regulation, as well as ensuring any data processors we use also comply.

Complying with the GDPR

Here at Tanfield School we achieve compliance by ensuring personal data is processed lawfully, transparently, and for a specific purpose. Once the purpose is fulfilled and the data is no longer required it will be deleted as defined within our Record Retention Schedule.

We are registered with the Information Commissioner's Office (ICO) as a data processor under the registration number Z9863300.

We currently have a variety of security measures in place to ensure personal data is protected, including:

- Advanced network protection, such as anti-virus and firewall solutions.
- Regular data backup.
- Automated suspicious activity detection and logging.
- Tailored digital access permissions.
- Physical protection, such as door access control and secure storage facilities.
- Additionally, our staff have access to certain personal data in order to carry out their duties and we therefore provide regular data protection training to ensure policies and procedures are being followed.

HOW YOU CAN HELP

As part of our preparation for GDPR we have ascertained the legal bases for processing data, some of which relies on consent. It is important that you return any consent forms to us as a matter of urgency so that we can continue to run certain systems. We rely on consent, for example, to provide pupils access to our biometric catering system. Whilst failure to return consent will not stop your child from using our catering facilities, it will mean they will not be able to use biometrics to do so. If you need a consent form please find it in the data protection documents and policies section below.

We respect the data rights of all our pupils but appreciate this can be a confusing subject for young people. We have created a privacy notice using language tailored to meet the needs of our younger pupils, which can be found in the data protection documents and policies section below. We would like to invite you to take this opportunity to read the relevant policies and discuss these with your child to help aid their understanding.

SUBJECT ACCESS REQUESTS

If you would like to make a subject access request please view the relevant privacy notice below describing how you can do so.

GET IN TOUCH WITH US

If you have any further questions about how the GDPR affects you or your child, or how our school is working within the requirements of the GDPR, please don't hesitate to contact our DPO at info@mobile-sbm.com.

All our policies on Data Protection can be found on our school website <https://www.tanfieldschool.co.uk/gdpr>

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 its 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.

At Tanfield School we 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

As Parents/ Carers please 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.
- you treat staff with courtesy and respect when speaking to them.
- you do not use social media to raise grievances with the school.

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.

HOMWORK ON GOOGLE CLASSROOM - GUIDANCE

ALL HOMEWORK AND REVISION MATERIAL WILL BE ON GOOGLE CLASSROOM

Get set up with Google Classroom

1. On a computer go to <https://classroom.google.com>
2. If using a phone or tablet download the Google Classroom app (you can also use the website above in a browser)
3. Click 'Go to Google Classroom'
4. Log in to Google Classroom using your Tanfield School email address and password, e.g. 14Bloggsj@tanfieldschool.co.uk
5. Select 'Student'

Each of your child's lessons has their own Google Classrooms. To enter these:

1. When you are in Google Classroom click the '+' icon at the top.
2. Enter the code (this is case sensitive)
3. You should now be a member of your Google Classroom

Helping your child access their work:

1. In Google Classroom click the 'Classwork' tab at the top (it's at the bottom in the app)
2. Then click your set homework
3. Click 'view assignment'.
4. When you have finished go back to Google Classroom and click 'Mark as Done' or 'Hand in' so that your child's teacher knows you
5. have completed the work

THE STREAM

The stream tab is for students to communicate about the work. If any student communicates about anything other than the work then they will be blocked from commenting. This is a professional forum for students to help each other with the work and for teachers to communicate with students.

PARENT ACCESS

Parents and guardians can receive a weekly email summary of their child's homework for all subjects by making sure the school has their email address. The school will then sign up parents and guardians for this service.

GOOGLE CLASSROOM – FREQUENTLY ASKED QUESTIONS

Below are commonly asked questions, if you can't find what you are looking for try Google's support page <https://support.google.com/edu/classroom#topic=6020277>, failing that please contact the school.

I can't access my child's Google Classroom

Parents and guardians cannot enter Google Classrooms. Google offers a service where you will be emailed every week (or every day if you choose) a summary of their work. This includes:

- Missing work—work that's late at the time the email was sent.
- Upcoming work—work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails).
- Class activity—announcements, assignments, and questions recently posted by teachers.

In order to receive these email summaries, you must make sure the school has your email address by filling out the form on our school website.

It says I don't have permission

Google for Education will only ever give you this message if you are not signed in with your Tanfield School email address or the teacher has restricted you from viewing the work. Make sure you are signed into the app, website and/or browser with your Tanfield School email address. If you are sure you are then email your teacher and ask them to double check their permission settings.

I type in the code for my classroom but it still won't add me

Make sure you are putting the code in exactly how it is given to you. The codes are case sensitive, so if it's a 'R' don't put an 'r'. If it still won't work double check with your teacher. You could ask them to invite you into the classroom.

I did the homework but Google Classroom shows that I didn't

Make sure you hand the homework in once it is finished. You do this by going back to the homework on Google Classroom and clicking either 'Mark as Done' or 'Hand in'.

There is no deadline for my homework on Google Classroom

Your teacher must set a deadline for your homework. So, if there isn't a deadline ask your teacher to set it.

How do I know if I have homework?

Firstly, your teacher will inform you in the lesson. You can then always check in the 'To do' list section of the Google Classroom app or website. Also, if you use Google Calendar and are logged in with your school account it will appear in your calendar.

A teacher has given me homework to complete on paper, so why do I need to use Google Classroom?

Your teacher will still set the homework on Google Classroom if they have given you paper based homework, so that you get reminders about the deadline and you can tell the teacher you have completed it by clicking either 'Mark as Done' or 'Hand in'. Also, if you want your teacher to see it before next lesson you can take a photo of your work and attach it to the homework post on Google Classroom.

TANFIELD SCHOOL

HEADTEACHER **Steven Clough** BSc (Hons) NPQH

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