

# Tutor Time Information

For starting in September 2022

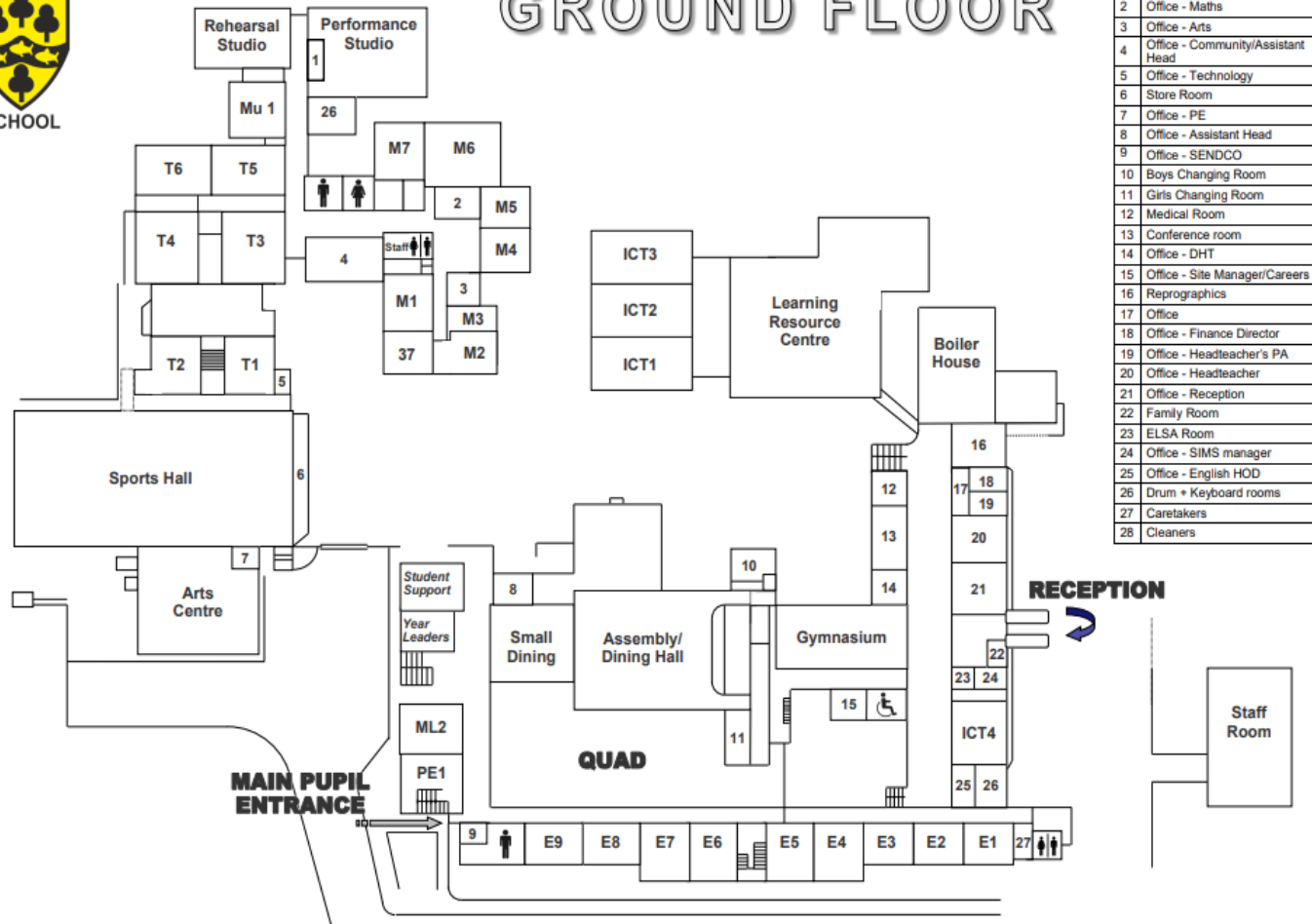
# Student Planner



# School Map



## GROUND FLOOR



# Timetable Example

	1Mon	1Tue	1Wed	1Thu	1Fri
1	7x/Tel Mrs R Brown T6	7xy/Fr5 Ms M Kingsbur ML4	7x/Ma2 Mr D Murphy M2	7xy/Mu5 Mr C Byrne MU1	7xy/Dr5 Mrs A Barnes Performance St
2	7x/En2 Mrs E A Hansfo E6	7xy/Ar5 Mrs R Hickman A3	7x/Sc2 Miss M Chadwi S1	7xy/Hi5 Mrs T Leyman H2	7x/Pe2 Miss K Barbour Sports Hall 1
3	7x/Sc2 Miss M Chadwi S1	7x/Pe2 Mrs R Brown Sports Hall 1	7x/It1 Mr J J W Locky IT2	7x/Ma2 Mr A Hindle M1	7xy/Hi5 Mr N Gilbert H3
4	7x/Ma2 Mr A Hindle M1	7x/Ma2 Mr A Hindle M1	7xy/Fr5 Ms M Kingsbur ML4	7x/En2 Mrs J A Pitman LIBB	7xy/Ge5 Mr R J Gale G2
5	7x/En2 Mrs E A Hansfo E6	7x/Sc2 Miss M Chadwi S1	7xy/Ge5 Mr R J Gale G2	7xy/Ep5 Mr J Booker RE2	7x/En2 Mrs M Fox E6

# Tutor Time Morning Rota

Monday	Silent Reading Student Planner	Silent Reading Student Planner	Silent Reading Student Planner	Silent Reading Student Planner	Silent Reading Student Planner	Silent Reading Student Planner
Room	M3	E2	S8	M5	M2	T6
Tuesday	Weekly Points	Weekly Points	Weekly Points	Weekly Points	Weekly Points	Weekly Points
Room	M3	E2	S8	M5	M2	T6
Wednesday	Literacy Numeracy	Literacy Numeracy	Literacy Numeracy	Literacy Numeracy	Literacy Numeracy	Literacy Numeracy
Room	M3	E2	S8	M5	M2	T6
Thursday	Discussion	Discussion	Discussion	Discussion	Discussion	Discussion
Room	M3	E2	S8	M5	M2	T6
Friday	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly
Room	Main Hall	Main Hall	Main Hall	Main Hall	Main Hall	Main Hall

# Equipment

Pen



Green Pen



Pencil



Ruler

Scientific Calculator



Planner

Reading Book



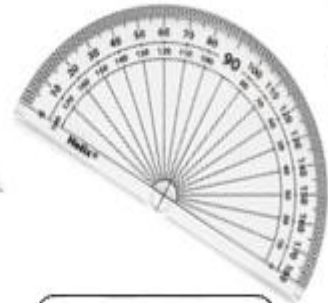
Eraser



Sharpener



Compass



Protractor



# Testwood School Uniform



## School Blazer

Plain black with School badge on top pocket (compulsory).



## School Tie

School ties in house colours must be worn and are obtainable from Skoolkit. At least six stripes should be showing. Prefect ties must show the Testwood School logo.



## Shirt/Blouse

Plain white with long sleeves and buttoned to the neck with a plain collar. (Short sleeves are acceptable in the summer) Please note: on formal occasions long sleeves are necessary.



## Skirts

Plain black pleated 24" knee length skirt. Short and/or tight skirts are not acceptable for School. Fashion, wrap-over or long skirts are not appropriate. Denim or cord are not allowed.



## Trousers

Plain black tailored School trousers. (Fashion trousers, e.g. very tight trousers are not acceptable). Denim or cord are not allowed. Leggings are not allowed.



## Shoes

Sensible, black shoes of a suitable style which must fasten securely for safety. Low heels must be worn. Trainers are not to be worn around the School. No pumps, fashion pumps or boots. Suitable footwear should be worn in snowy conditions.

# Rewards

**Students are rewarded regularly at Testwood School for a wide range of reasons, which may include:**

- Contributions to lessons
- Completing a good piece of work in class
- Completing an outstanding piece of homework
- Contributions to extra-curricular
- Helpful to staff or peers

**This could be in the form of:**

- Achievement points
- Certificate/postcard/letter/phone call home
- Subject badge
- Invitation to reward trip
- Nomination to Headteacher's Tea Party
- REWARD DAY!!!



# Reward Day



# Sanctions

**Students will receive a sanction if they are not following the school rules, which may include:**

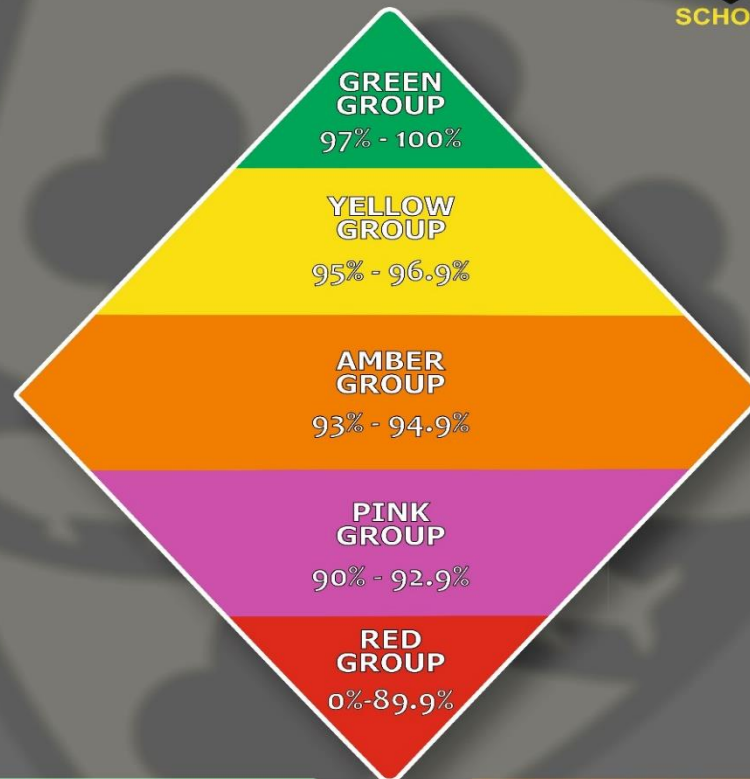
- Being late to school
- Not completing sufficient classwork or homework
- Unsafe and dangerous behaviour

**This could be in the form of:**

- Phone call or letter home
- After School Repair
- In serious cases, internal or external exclusion

**Please refer to our Behaviour for Learning Policy which is on our website for further clarification.**

# Attendance Diamond



Green No risk

Yellow Risk of underachievement

Amber Serious risk of underachievement

Pink Severe risk of underachievement

Red Extreme risk - Court action

# Punctuality and Attendance

- ▶ Children are encouraged to be in school daily by **no later than 8.20am** in preparation for a **8.30am** start to the school day
- ▶ Children are set an attendance target of **100%** when they arrive in Year 7.
- ▶ If your child's attendance drops significantly below this figure then Miss Pope (Attendance Officer) will be in contact to discuss.

# Absence Procedures

- ▶ **Child absence due to illness**
  - Phone through to the front office and inform the school before 9.00am that your child will be absent
- ▶ **Child absence due to medical**
  - If your child needs to attend a medical appointment then please inform the school via the original appointment letter, a note or phone call. Where possible make appointments outside school hours.
- ▶ **Request for leave of absence**
  - This can only be granted in exceptional circumstances by Mrs Pitman (Head Teacher)

# Truancy Call – automated phone system

1. It calls everyone on the pupils contact list, each day if the front office has not been notified of your child's absence
2. Truancy Call will call all numbers every hour until we get a response. If they respond to Truancy Call the phones calls will stop immediately.
3. If you notify the school of your child's absence we will stop the phone calls immediately.
4. If you leave a message on the school absence line then the calls will be stopped after we have listened to the message – this will not be immediately and they may get more truancy call phone calls until we have listened to the voicemail message.



# Forms

The following documents are very important and need to be completed and returned by September:

- ▶ **Data Collection Sheets**

- Personal information that we will keep on your child's file

- ▶ **Testwood School IT Agreement**

- all pupils and parents need to read and sign

- ▶ **Policy for the administration of medicines/first aid in school**

- An accurate but brief account of your child's medical condition(s)
- [jwoodruff@testwoodschool.co.uk](mailto:jwoodruff@testwoodschool.co.uk) (matron)

# Forms

- ▶ **Off-site Educational Activity Form**
  - this document ensures we are relevant contact information
- ▶ **Photo Consent Form**
  - gives school permission to use photos across a range of media
- ▶ **Peripatetic Music Lessons**
  - If your child is interested in receiving music lessons at school there is a cost of £180 approx. (10 per term) please collect a letter from your tutor.

# Transition Days

- ▶ Students will be on hand on the first day to welcome them from 8.20am on the gate and direct them to the main hall
- ▶ The attached students will chaperone their tutor group around school to all their lessons during the three days
- ▶ They will be able to go down to collect their lunch before the rest of the school

Your aim is to be:



❖ **Ready**

❖ **Respectful**

❖ **Responsible**