



Tunbridge Wells Girls' Grammar School



Year 7 Parent Induction Booklet September 2020



"A place to grow, explore, learn and express"

Useful Dates



Term Dates:

Autumn Term	
First Day of Term	2 nd September 2020 – Year 7 start at 8.40am
Half Term	26 th October – 30 th October 2020
Last Day of Term	18 th December 2020

Spring Term	
First Day of Term	4 th January 2021
Half Term	12 th February – 19 th February 2021
Last Day of Term	1 st April 2021

Summer Term	
First Day of Term	19 th April 2021
Half Term	31 st May – 4 th June 2021
Last Day of Term	16 th July 2021

Other Key Dates throughout the Year:

Team Building Day – Bewl Water	Friday 18 th September 2020
Open Evening	Thursday 24 th September 2020
Sponsored Walk	Friday 25 th September 2020
Tutor Evening	
CAT Tests	
Interim Grade sheets to parents	
Christmas Carol Service	Friday 4 th December 2020
Parents' Evenings:	
Year 7 Examination Week	
Full School Reports to parents	End of April 2021

The whole of Year 7 will visit Bewl Water on Friday 18th September. They will do various activities to encourage team work and self-confidence. If your child is nervous about taking part then please reassure them that whilst they are encouraged to join in, they will not be forced to do anything they do not feel comfortable with. More information will be given about this in September.

The School Day and Curriculum



The School Day:

Warning Bell	8.40 a.m.
Morning Registration and Tutor Time / Registration	8.45 a.m.
Lesson 1	9.10 am – 10.10 am
BREAK	10.10 am – 10.30 am
Lesson 2	10.30 am – 11.30 am
Lesson 3	11.35 am – 12.35 am
LUNCH	12.35 pm
End of Lunch Warning Bell	1.30 pm
Afternoon Registration	1.35 pm
Lesson 4	1.40 pm – 2.40 pm
Lesson 5 (End of School on Friday)	2.40 pm – 3.40 pm
End of School (Monday to Thursday)	3.40 pm

The Curriculum:

At TWGGS we offer a broad and balanced curriculum, with the aim of fostering a lifelong love of learning. A range of teaching styles and approaches are employed to ensure that all pupils receive a rich academic diet, whilst fuelling their creativity. They are encouraged actively to learn within the classroom, as well as being offered a wide range of extra-curricular experiences to enhance their passion for their subjects. Every effort is made to ensure the TWGGS curriculum stimulates and challenges the bright pupils of today's society, preparing them for their successful futures as happy, resilient and responsible individuals.

In Year 7, pupils have 5 1-hour subject lessons every day, except on Friday when they have 4. Timetables are spread out over two weeks, making a total of 48 lessons. Each subject is completed in form groups, and allocated the following number of lessons across two weeks:

Subject	No. of Lessons
English	6
Maths	7
Science	6
P.E	4
History	3
Geography	3
R.S	2
P.S.H.E	1

Subject	No. of Lessons
Music	3
Art	2
Drama	1
Spanish	3
German	3
Design and Technology	1
Computing	2

Senior Leadership Team

Headteacher	Mrs L Wybar
Deputy Headteacher	Miss J Parkinson
Assistant Headteacher	Mr J Corse
Assistant Headteacher	Mr R Smith
Bursar	Mrs H Ralph

Year 7 and Pastoral Support

Pastoral care is at the heart of TWGGS. We firmly believe that if pupils are happy and individually valued and supported they will thrive.

It is not unusual for pupils to feel anxious at some point during their first term at TWGGS. However, if your child is repeatedly upset, or her anxiety increases then please contact us.

We offer a variety of support and assistance for pupils who may find things difficult at times. In addition to the caring nature of tutor groups, we have two full-time members of staff responsible for pastoral support and we also employ a qualified counsellor who comes in to school every week to offer sessions by appointment for pupils who need more professional support or advice.

Your child's Form Tutor is your first point of contact if you have an enquiry about any aspect of school life or wish to discuss anything of concern. All staff can be reached by phone on 01892 520902, or by emailing admin@twggs.kent.sch.uk and your email will be forwarded to the appropriate person.

Additional pastoral support is available through the Year 7 Transition Co-ordinator, the Director of Key Stage 3, and the Pastoral Support Assistant.

Year 6/7 Transition Lead	Miss R Fenn	transition@twggs.kent.sch.uk
KS3 Director of Achievement	Mr J Walker	keystage3@twggs.kent.sch.uk
Pastoral Support	Mrs N Barclay & Mrs A Rogers	pastoralsupport@twggs.kent.sch.uk

Who should I contact?



In most cases, the first point of contact for both parents and pupils is the Form Tutor. However, there are sometimes occasions where other members of staff may need to be contacted:

Reporting an Absence	
If your child is Ill	Telephone the school number, or email reception@twggs.kent.sch.uk between 8am and 10am on the day of absence. Before 8am a message can be left. Please ensure you provide the child's details, including their form and reasons for absence. When pupils return to school after an absence, they should bring their Form Tutor a note in the planner, signed by a parent/carer.
Medical Appointments	Medical and dentist appointments should be made out of school hours. If this cannot be arranged, please advise the school of the appointment at least two days in advance, either through email or as a written note in their planner. Pupils leaving school for medical appointments must sign in and out at Reception. They are expected to catch up on wall work and homework missed.
Leave of Absence during Term Time	If absence is needed in term time then an application letter should be sent to the Headteacher, requesting permission well in advance. The absence will be recorded as unauthorised in all but exceptional circumstances.
Achievement, Progress and other concerns	
<ul style="list-style-type: none">• Achievement in a particular subject or subjects• Too much or too little homework• Overall progress• Support that can be provided at home	Mr Walker as Director of Achievement or Miss Fenn as Year 6/7 Transition Lead, who will then contact the relevant Subject Teacher.
Other Concerns	
<ul style="list-style-type: none">• Personal wellbeing of child, including at home and school• Medical Concerns• Uniform• A change of family circumstances• Confidential Information	Mr Walker as Director of Achievement or Miss Fenn as Year 6/7 Transition Lead, who may then contact their Form Tutor.
Parent Pay	
<ul style="list-style-type: none">• Payment for School Trips• 'Parent Pay' queries	Mrs Davies by emailing schoolfund@twggs.kent.sch.uk

School Rules

1. Be punctual – to school, to lessons and in giving in work.
2. Be considerate to everybody – other pupils, staff and members of the public.
3. Treat school property, other people's property and your own with care.
4. Adhere to the school uniform regulations.

Charging Policy for School Activities

Under the terms of the Education Act 1996 and the DfE Guidance 2018, schools do not have the right to charge for certain school activities, although voluntary contributions may be sought from the parents/carers of participating pupils.

This applies to activities such as day and residential trips here and abroad, museum and theatre visits, teambuilding activities and university lectures. It also applies to curriculum activities taking place within the school day.

TWGGS Governing Body has adopted Kent's policy on charging, informed by the Guidance issued by DfE:-

- i. To make charges as allowed by the Education Act 1996;
- ii. To seek voluntary contributions from parents/carers so that activities during school hours, for which charges may no longer be made, can continue

The full charging policy is available on the school website.

We are convinced of the educational value of the additional activities we offer but in practice, these can only go ahead if each family is prepared to make a voluntary contribution to cover the cost of their child's participation. Arrangements are always made in school for those pupils who do not wish to participate in an optional activity. Children in receipt of Pupil Premium have their curriculum-linked activities funded and the Southfield Fund is of course, available to assist where there is temporary or permanent financial hardship.

School Fund

'TWGGS Fund' is a registered charity that exists to support the pupils in various extra-curricular activities and provide help for families experiencing financial difficulties. The suggested annual subscription is £60 per pupil. The school is able to reclaim the tax paid on your donations, so if you are a UK taxpayer, then all donations to the Fund should be accompanied by a Gift Aid Declaration.

Further details about the Fund and its activities are enclosed in this booklet, as well as a Gift Aid Declaration and details of how to pay by standing order.

General Information



School Visits

A statement about the school's charging policy is enclosed.

ParentPay

TWGGS uses an online payment system called ParentPay to allow parents/carers to pay for school trips using debit and credit cards; this provides a more convenient method of payment for parents/carers and reduces the need for pupils to bring cash and cheques into school. Parents/carers are required to complete the on-line consent for visits on ParentPay. Your child will be provided with your logon details and password in the first week of term.

TWGGS requests that all payments for trips are made via ParentPay, but if you are unable to pay on-line, please contact Mrs Davies, School Fund Manager at the beginning of the September term, to discuss alternative arrangements.

Southfield Fund

This is a confidential fund administered by the Headteacher. It helps pupils with necessary expenses concerning curriculum-based school activities, or with purchase of uniform, where family circumstances might make these difficult. The fund never runs dry, thanks to the generosity of many parents/carers.

School Lunches

The school has a cashless canteen system with a range of hot and cold meals every day. The canteen and a 'pod' located in the courtyard are open at break and lunch times. In fine weather, packed lunches may be eaten outside, but not at the front of the school. There is also some covered outside space where pupils can eat throughout the year.

No food or drink may be consumed by pupils in any of the buildings except the canteen. Drinking water may be drunk in classrooms (but not laboratories or ICT rooms) with permission of the teacher.

Free School Meals

You may be aware that the government provides additional money to schools for every pupil who is registered for Free School Meals at the time of the annual census; this funding is called 'Pupil Premium'. The free school meals process at TWGGS is entirely confidential; pupils simply use a canteen card, as do all pupils. However, you do not need to take up the entitlement if you or your child would prefer not to have school meals, but having registered means that we will receive in excess of £900 per registered pupil, in the school's budget. This funding allows us to support these pupils by funding their curriculum trips and visits, as well as providing additional resources to support pupils, ranging from the provision of school counsellor, to small group or individual teaching support when appropriate and even IT equipment for pupils who may not have access to this. This benefits both the pupils in receipt of Pupil Premium funding and others needing additional support. Please could we urge you to apply, if you believe you are eligible?

You child may be eligible to receive free school meals if you are in receipt of any of the following:-

- Universal Credit – your household income must be less than £7,400 a year (after tax and not including any benefits you receive)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

If you think that your child may be entitled to Free School Meals, please apply on-line through Kent County Council:

<http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

Your eligibility will be checked and your application processed straight away. If your application is successful, TWGGS will be notified by email so that a Free School Meal can be provided the following day.

Please be assured that if your child is already registered for Free School Meals at their primary school, you do not need to re-apply; however, you do need to contact KCC on 03000 415123 during the summer holidays (not during the summer term) to notify them that your child is changing school.

Text Books

Are school property and any losses will need to be paid for. They should be well covered and treated carefully.

Music Fees

Costs for individual music lessons (piano, strings, wind or brass) are:

- £176 per term e.g. 10 x 30 minute lessons
- £125 per term e.g. 10 x 20 minute lessons

Lessons run on a termly basis. Five weeks' notice should be given if lessons are to stop.

Printer Credit

At the start of each academic year pupils are allocated credits to print on the school's printers and the photocopier in the Library. When these credits run out additional credit can be purchased from the IT Department. It costs 2p per black/white print, and 6p per colour print.

Property

Anything which pupils bring to school is their own responsibility. We strongly recommend that your own insurance policy covers items of value which are brought into school.

All property, kit and clothes must be clearly and permanently marked. PE kit should be clearly labelled on the outside of the garment.

Money, bus passes and keys should be secured in a purse. If large sums of money must be brought to school, they should be handed into the school office to be kept in the safe. Valuables, including purses, must never be left in cloakrooms, classrooms, unlocked lockers, desks or bags.

For PE lesson special arrangements are made for valuables. We advise securing tennis racquets with a padlock and chain when they are left in school. PE kits should be taken home if it is not kept in a locker. Borrowing is not allowed.

Mobile Phones and Online Safety

At TWGGS, we have become increasingly concerned about the risks associated with social networking sites. Therefore, as part of our commitment to good mental health and wellbeing, Year 7 pupils are **not allowed** to have their **mobile phones or electronic equipment turned on** at any point throughout the school day, including during break and lunch times. This **blanket ban** is in place during the first term from September-January, to encourage the growth of friendships and the participation in extra-curricular activities.

If mobile phones do need to be bought into school, they must be switched off and locked in pupil lockers provided. Any pupils that are caught on their phones will have them confiscated until the end of the school day, where they will need to collect it from reception. Repeated offences will result in parents having to come and collect the item. If you need to contact a pupil urgently during the day, please telephone reception and a message will be passed on.

This Year 7 ban is in line with a weekly school wide 'Phone Free Friday' policy, which has been in place since September 2019. During this time, we ask all staff and pupils in the school to refrain from using their phones during the day, including during break and lunch times.

Although pupils will be banned from using mobile phones and electronic devices during the school day during the first term, we understand that they will be used outside of school. Therefore, as part of the PSHE curriculum at TWGGS, pupils in Year 7 will be taught the importance of using them safely, as well as the associated risks that can come with social media and wider mobile phone use.

General Information



In order to try to prevent any problems from arising we also believe parents play an important role in preventing problems from arising. We therefore ask parents to ensure that any sites being used are suitable, and any profiles are kept as secure. Please also check your child's social media to monitor what they are doing is suitable.

Forbidden in School

- Smoking or the possession of cigarettes, lighter or matches, including electronic cigarettes
- Alcohol
- Illegal drugs
- Chewing gum
- Aerosols
- Piercings (other than one in each ear)

Homework

This will be set according to a homework timetable which your child will receive in September. However, no homework will be set during September to allow your child to adjust to life at TWGGS.

From October, each homework piece should not take more than 30 minutes to complete and your child will not be set more than 3-4 subjects per evening. Furthermore, in order to allow pupils to recharge over the holiday periods, there is also no additional homework that will be set at these times.

Pupils are expected to record their homework into their planners to enable parents/carers to monitor what needs to be completed.

If you have any concerns about homework or how long an individual piece takes to complete, please make a note in their planner to show the Form Tutor or Subject Teacher.

Communicating with School

The use of planners is encouraged as a main form of communication between parents/carers and staff. Parents/carers are requested to sign the planner each week. If a letter is more suitable, then it should be addressed to the Form Tutor or Director of Achievement and delivered to Reception.

Parents/carers can leave messages on the school's telephone system for some staff by voicemail. The Reception desk is very busy early in the morning. For anything other than absence or an emergency, it is appreciated if you would not telephone before 9.15am.

General Information



Detention

Detentions may be given at a teacher's discretion. This would normally be in the lunch hour. 24 hours' written notice will be given to parents/carers if it is felt necessary to detain your child after school.

There is a range of sanctions applied to pupils when they misbehave. Where possible, the punishment is appropriate for the misdemeanour, and we strive to ensure they are fair and consistently applied. Parents/carers are contacted in serious cases or where there is repetition of poor behaviour, and we very much appreciate their support.

Rewards/Merits

In order to recognise the range of pupil achievements at TWGGS, merits are rewarded based on 5 different categories:

- **Excellence** – excellent standards of classwork or homework
- **Community** – courtesy, volunteering, supporting the school, fulfilling responsibilities well
- **Effort** – recognition of significant effort towards completing a task
- **Contribution** – contribution in class, inspiring others
- **Ambition / Resilience** – readily tackling difficult tasks, rising to challenges

At the end of each year, a reward is provided for pupils that have achieved a range of these merits.

Sports Fixture Information

The teacher in charge of team training will complete a team sheet including reserves, and communicate it to players via the PE notice board. Players are encouraged to take a note of the information in their school planners and ensure that their parents/carers are aware of the details. Due to changes that may need to be made to the team, venue or date, this cannot be communicated on the school website. Pupils are expected to check the board or with their captain for the latest information. A copy of the team sheet is usually distributed to the captain, whose job it is to check that all players can play. In the event that a player selected is unable to play, they should personally see the captain and teacher in charge of the fixture. Pupils are responsible for letting parents/carers know fixture details and pick up times.

For fixtures that are during the school day or at a weekend, pupils will be given a detailed letter with all the arrangements in advance; pupils are required to return a permission form that is completed by parents/carers. These forms are crucial for providing emergency contact and medical details. For local fixtures after school, pupils are not required to fill out a permission form each time, due to the high numbers of pupils involved in fixtures each week.

There is no set day for sports fixtures. Teachers arrange fixtures with other schools and whilst every effort is made to provide notice, at times fixtures can be arranged at short notice.

General Information



Travelling to School

By car: please set down and pick up only in St. John's Road to prevent congestion at the school gates. We would prefer parents/carers to avoid the Southfield, Beltring and Whitefield Road areas and Culverden Avenue, as congestion here is very dangerous. Please **do not drive onto the school site** unless absolutely necessary.

By bicycle: Cyclists must hold a proficiency certificate. Bicycles are not to be ridden in school grounds. They must be securely padlocked and pumps and lights should be removed during the day. Bicycles are not to be left in the rack overnight. The school cannot be responsible for any loss or damage to your child's bicycle.

Walking: St. John's Road is very busy and therefore dangerous. Please insist that your child only crosses the road at a pedestrian crossing or where there are traffic islands.

A one-way system operates at the front of school. Entry is via Southfield Road, and exit, except for large vehicles, is by Beltring Road.

We expect all pupils to show consideration at all times for other members of the public, especially on trains, buses and in the street, and not to behave in any way which would bring discredit to the school.

School uniform must be correctly worn to and from school.

Withdrawal / Leaving School

Where possible, please give the school at least 6 weeks' written notice before your child leaves, and complete a 'Withdrawal' form obtainable from the Admissions Office.