

# TRINITY CHRISTIAN SCHOOL

‘Bringing the love of God into the classroom.’  
‘Enabling each pupil to achieve their God given potential.’

## Parents and Carers HANDBOOK



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Website: [www.trinityschool.org.uk](http://www.trinityschool.org.uk)

# **Welcome to Trinity Christian School**

Dear Parents and Carers,

We are delighted that you have decided to send your child to Trinity Christian School and we look forward to working alongside you in the education of your wonderful child/ren.

Trinity Christian School is a very special place: visitors are often struck by the peaceful, purposeful atmosphere and the calm, positive learning environment. It is a place where we bring the love of God into the classroom.

This handbook is designed to help you understand some important aspects of school life. We ask that you read it, so that you can partner with us here.

If you are unsure about anything, please ring the School Office: who will be more than happy to discuss any issues with you or put you on to someone who can help.

Thank you for your support.

## **Before School Club**

The Before School club provides supervision before school starts (term time only for children attending Trinity Christian School).

### **When is it?**

7:45am-Start of School

### **Where does it take place?**

In the Primary School building.

### **How often can you attend?**

We do ask that for regular attendance, you complete the advanced booking form which can be obtained from the office. This helps the School Club Leader to plan for the activities and refreshments.

### **What happens in the club?**

Children can read a book, play a game or draw.

### **What does it cost?**

Contact the office for details

NB: Any amounts still unpaid following two reminders will incur a surcharge of £20 to cover additional administration costs.

Refer to the Club booklet for more details.

## **Car Parking Request**

Please observe the following 'dropping off' / collecting, parking instructions.

The school is situated on a busy main road and we do not want to cause any obstruction to the road.

Please **refrain** from dropping off, waiting or parking in front of school **either in the bus lay-by or on the opposite side of the**

**road** which is a significant hazard and please **do not park** on the residential side street (**Hob Hill**) in respect of the neighbourhood.

**All school pupils must be dropped off on Quarry Street.** We do understand that this causes an inconvenience to some parents/carers, however, the safety of our pupils is paramount and your cooperation in this matter is expected.

**Primary School pupils** (Nursery–Year 6) are to be dropped off in the Primary playground area on Quarry Street, where they will be met by their respective class teacher. Dropping off time is between 8.30am and 8.40am.

Where possible please park on **Quarry Rise Car Park** (which belongs to the school) or along road on the side of the school. Please do not double park or park on the corners near the main road as this can cause obstructions and put others in danger.

In addition, can we point out that the car parking area in the front of school is **only for staff** members with an exception being made for disabled parents, carers or children. Please request access if you need this.

For the safety of our pupils the main gate will be closed from 8.20am.

**NO DOUBLE PARKING** – please just park on the school side of the road – we know it gets quite full at the bottom end but it is the safer option

**NO PARKING ON THE CORNER QUARRY STREET**– this corner is dangerous if someone is parked right on it on either side, for cars turning in or for pedestrians crossing

**BE MINDFUL OF TRAFFIC** – this road can become quite busy so think about how you park and be considerate to the residents and other road users accessing the road

**NO PARKING IN BUS LANE or NEAR SCHOOL GATES** – this includes the grass verge as it causes traffic issues on the main road and access issues to the school as well as being illegal.

## Health Care Needs (IHCP)

In order for us to look after your children with regards to health & medical needs we require parents to complete a Health form (**IHCP**) for their child/children on a yearly basis.

These forms help us to respond quickly and correctly to any injuries or illness at school. It is essential that you inform school of any changes to a pupil's condition and medication at any point.

Where possible it is preferred that medication is taken outside of school hours. However, if your child needs to take any short or long term medication in school times, we will require you to do the following:

- Complete a **Medication Consent Form** which can be obtained via the office.  
This form then gives your permission for us to administer or supervise medication being taken as set out in the form. Please ensure you give us accurate and clear details and directions of medication needed/given or we will have to refuse where not listed.
- All medication must be sent in a **named labelled container** which will be held in the school office as long as necessary.  
NB: if you already have a container at school just provide the medication in its **original box** and we will put it in the named container.

NB: Please ensure you provide the original medication box for any tablets, medicines or inhalers, as we also need to check expiry dates and refer to guidance on them.

Each time any medication is administered we will complete a slip to send home with the child at the end of the day, where possible, to confirm times etc., so please check bags.

Please also note that pain relief is **not** provided by the school. Any child requiring pain relief must **not** carry medication in their bags but first must have parental consent (as above) and must bring it to be stored in the office until required.

Secondary School pupils who have Asthma are allowed to self-medicate and keep their inhaler with them. Children can forget their inhalers so we are happy to store a spare inhaler in the office if you can provide one.

Medication/asthma relief for Primary School pupils will be held in a designated place within the Primary building.

Just to summarize:

- Every child/pupil needs a **IHCP form** completing - even where there are NO medical/health needs (refer to the form in the family pack).
- Where there is a Health/Medical need – whether physical or mental, the form needs to be fully completed on both sides with clear details and instruction for the school to be able to best help pupil when needed and in case of any emergency.
- ALL medication, whether its short term or long term - ALL must have a **consent form** with them as well as a **clear instructions** and in clearly **labelled container** in their original box – do not send in part packets of tablets where possible etc.

## Snow days

In the event of the school being closed for snow (or any other reason) the procedure will be that you will receive a message via text/ Stuybugs/ email to let you know about the closure of school.

This is the means by which we will communicate with all parents. If we decide to close during school hours due to weather or other reasons we will also communicate this by text/ Stuybugs/ email and we urge parents not to phone school unless you have a major concern or any problems.

As a secondary communication method we will endeavour to put a message on the school webpage and Facebook page.

Therefore, if it is possible that the school may be closed due to bad weather, parents should ensure that mobile phones are turned on and checked first thing. Parents need to make sure that we have up to date details on school records. A message will be sent for each day that the school is closed.

If you **do not** receive a text or see any messages on the website account **SCHOOL IS OPEN!!**

## Attendance and Absence from school

In the event of any pupil being absent from school whether due illness or for appointment/medical reason it is your responsibility to **inform the school in advance or as soon as possible – see below for the different procedures.** For other reasons see below.

We have a legal responsibility to know that your child is safe and accounted for. The Office deal with absences in registers and therefore need all absences & lateness, with reasons, reporting. This is done via the Studybugs app or Studybugs website only. Please only email the Office if either of these is unavailable.

### ***Pupil Illness***

We put a high emphasis on attendance but we would appreciate if pupils are not well, that you give serious consideration as to whether they are fit to attend, or whether it is wise for them to come in and possibly spread the illness among their classmates.

We ask that pupils are kept at home for at least 48 hours after any sickness or diarrhoea bug.

<https://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

If your child is **unwell** please use our **Studybugs** app either the night before or **before 9am** in the morning and this can be then viewed by all Staff and the Office.

If your child has been **sent home ill** from school, you must still use Studybugs to advise the next day, **by 9am**, if you are keeping them at home.

### ***Appointments***

For arranged **appointments** (medical, dental, etc.) please use our **Studybugs** app to report these in advance or at least **before** the day of the appointment.

For **other leave requests** (holidays, funerals or ad hoc events in school time) we require an **Absence request form** completing first for approval. Please request one by email or pop into the school Office. This will then need to be authorised beforehand. The office will confirm either way if it has been approved or rejected.

Any leave taken without authorisation, or any absences not reported will receive an unauthorised absence mark. 5 days of unauthorised absence or under 90% attendance in a term will be followed up using our Attendance procedure for children missing from education.

Following these procedures is a very positive indicator to your children that attendance is important, and that you as parents are working with the school to ensure regular attendance and that good habits of communication are encouraged. This becomes much



more important as the pupils get older. It also ensures the safety of the pupil by enabling the school to be aware of where a pupil is or should be.

### ***Late Arrival***

- a. All pupils can arrive at school by 8.30am and wait in the playground area but no later than 8.40am.
- b. Registration will take place for Secondary pupils in their tutor rooms at 8.40am and for Primary pupils, in their classroom at 8.45am prompt.
- c. If you are running late and are able to send a quick Studybugs message, email or call, that would be most helpful.
- d. Primary Pupils **arriving late for registration must be signed in** at the Office by the Parent/Carer on the **Late Signing in** sheet. You can drop them off at class first to avoid further delays, and then come to the Office. A reason and time **must** be given as we have to report on tardiness.
- d) Secondary Pupils **arriving late must sign themselves in first** at the Office on the **Late Signing in** sheet and then go to their respective room/class. A reason and time **must** be given as we have to report on tardiness.

A late mark can only be given up to 9.15am – after this it will be classed as an unauthorised absence if no other reason given (i.e. medical).

### ***Signing Out sheets***

It is essential that for health and safety, we know which pupils are on the premises. Thus we need pupils to be accounted for using our sign in / out sheets or as above for absence.

- a) It may be necessary for pupils to leave the premises (temporarily or permanently) during school hours. As above, in absences, a **Studybugs note**, from the Parent/Carer will be **required** to approve any appointments or other reasons to leave during school hours.
- b) All notes must be sent using **Studybugs app** or website. Please do not verbally inform teachers or give notes direct to teachers – the office deals with all absences via Studybugs or email.
- c) Pupils leaving during school times, as notified by Parents, must go to the office and wait for collection, or, if given permission to leave on their own, they must sign out. Parents should have informed the school beforehand. Parents should come to the office and sign them out unless a previous arrangement has been agreed. If they return to the school, they must sign in by indicating what time they returned.
- d) Pupils who are ill must have permission from their Tutor for arrangements to be made for them to go home. A member of staff can then contact parents and relay the reason. Parents must agree to the pupil leaving, and inform the Office of who will be coming to pick them up or whether they are able to make their own way home – depending on whether they are fit to do so.

Pupils must be signed out either by the person collecting them or if by themselves, under the supervision of a Staff member.

## Accidents in School

While serious accidents and emergencies are rare, if they do occur it may be necessary to make immediate contact with parents.

You will have been asked to give us a minimum of two **emergency contact** numbers. Please try to ensure that this number is kept up-

to-date, and that other contacts are made aware, so as to minimise problems if we need to contact someone else.

Where there is a minor accident or incident, a trained first aider will assess the pupil and situation and decide whether a call home is needed or not. A first aid form will be completed each time and a copy sent home. Where a child has bumped their head or something serious parents will be contacted.

## Changes to contact details or information

The school office should be informed of any change of address, telephone number or email as soon as possible. This also includes emergency contacts, name changes or family situation changes that the school needs to be made aware of – i.e. Separation of parents.

On a yearly basis the Office will send a reminder to Parents to ensure we have up to date information in place, however, if you have any changes beforehand please get in touch. It will be parents responsibility to ensure we have up to date information such as emails, numbers, addresses, changes to family situations.

## Child Abuse

Schools have an important part to play in the Safeguarding of children. Parents should be aware, therefore, that where it appears to a member of staff that a child may be at risk of or has been abused or neglected, the school is **legally required** to report the matter to the Tameside Safeguarding Children's Partnership **immediately**. In such situations, it is likely that a social worker will contact parents, and not the school.

## Communications with parents

We will seek to keep you informed of school events through general letters. Such mailings are either by email or the Studybugs app. If

requested a paper copy can be given to one pupil from each family. As most communication will be electronic, please ensure you check your email including spam/junk folders.

We would encourage you to ask your children if they have been given any letters and check their bags regularly.

Please can you keep the School Office updated with any changes to email addresses for the above reasons, or if it is necessary, ask to obtain a hard copy instead.

We also have an outgoing only **text system** (bulksms) which may be used at various times – so again, if any contact details change please can you notify the office so we can make sure you are receiving the important information.

Staff also use the Studybugs app to send messages home so please check regularly.

NB: Please note that we do require your contact information for legal and legitimate reasons – please refer to our Data Protection policy on the webpage or request a copy.

Every year we will issue the **School Calendar** and a **Parent Planner** so you are aware of term time dates and in-school events. These may change at times so we ask you to check for letters, emails or texts sent home. The calendar and planner can also be found on our website.

We do also ask that Parents only **email the Office** rather than individual staff members as Teaching Staff and the Head cannot regularly check emails in a normal school day. The Office checks emails daily and can action or forward them as applicable.

We can also take calls in normal Office hours 8.15am-3.15pm but please be aware that the phone switches to an internal voicemail service before and after these hours so you can leave a message but it won't be received until the next working day.

## **Data Protection**

The school is registered with the Data Protection Agency. All information held will be treated lawfully for specifically stated purposes in a way that is adequate, relevant and not excessive. We endeavour to keep all information accurate with your help and handled according to people's data protection rights in safe and secure way.

Please refer to our Data Protection policy and Privacy Notice for more details. These are available to view on our webpage, or in the School office.

## **Eating Arrangements**

Trinity Christian School does not have the facilities to provide hot food for pupils at lunch time and so pupils are required to bring a cold packed lunch with them.

We recognise the importance of a balanced diet and healthy eating and as such we encourage parents to limit the inclusion of cakes, chocolate and sweets in the packed lunch.

### **Healthy Lunchbox example**

- Fruit or vegetables
- Sandwich with a savoury filling
- Starchy foods e.g. pasta
- Dairy food e.g. cheese, yoghurt, fromage frais, yoghurt drink
- A bottle of water
- One sweet / savoury treat e.g. small biscuit or cake or crisps
- Seeds, savoury crackers or breadsticks

All pupils are provided with a room in which to eat lunch. They are not allowed to eat and drink as they walk along the corridor and they are expected to make sure that they put any litter into a bin.

**Food Allergies**

In regards to food / snacks provided for break and lunch; as we have some pupils or Staff with food allergies, which can be life-threatening, we are requesting that parents/carers do not allow their child/children to bring any snacks / food items containing any nuts / peanuts onto the school premises.

**E-Safety****We believe that:**

- The internet provides instant access to a wealth of up to the minute information and resources from across the world, which would not ordinarily be available.
- Virtual Learning Environments (VLEs) provide students with a platform for personalised and independent learning.
- Provides students with up to date learning and factual information from around the world.
- The internet and social networking sites enable students to research information outside of ordinary school hours and thus accelerate the potential for learning.
- Electronic learning equips students with the necessary skills that they need for future employment and other life skills.

**However, we recognise:**

- Students might inadvertently access content of an unsavoury, distressing or offensive nature on the internet or receive distasteful or offensive electronic messages.
- Students might receive unwanted or inappropriate emails from unknown senders or may be exposed to Cyber bullying.
- Students may be groomed online and make themselves susceptible to abuse – this includes students being made the victim of extremist or radicalisation content.

We believe that the advantages of the internet and electronic learning outweighs the risks involved so long as users are made aware of the issues and concerns and receive guidance and education in choosing and adopting safe practices and behaviour.

We also ensure that online access is filtered in order to safeguard all pupils.

At the start of a child's education we will issue an **E-Safety School form – one for Primary and one for Secondary** to be read, understood and signed.

## Finance

On enrolment of your child/ren at Trinity Christian School, you have undertaken to pay fees, as they are due. They are set each year by the Governors.

On acceptance to the school you will be advised of the forthcoming fees and given a contract outlining the commitment offered by the school and the commitment asked of you as parents.

For the payment of school fees, the terms run as follows:

<b><i>Autumn term</i></b>	August to November
<b><i>Spring term</i></b>	December to March
<b><i>Summer term</i></b>	April to July

It is helpful to the school if the fees can be paid termly or further in advance. If this is a struggle, a system of paying by monthly standing order is available, with payments to be made on the first of each month, with the first payment due in August.

We would ask that you make every effort to ensure that the Standing Order with your bank is altered as required. Significant time is spent by the *Finance Secretary* chasing parents to ensure the Standing Order is changed.

The fees cover tuition, stationery and school costs. While we try to minimise extra costs, there will be requests for monies for trips during the year, and maybe a more substantial request if a field trip involving overnight stays is organised.

Should a pupil need to be withdrawn from school please inform us as soon as possible. It is required that fees be paid for three months from the receipt of notice. We would remind you that the budget is drawn up for the year on the basis of the fees being paid.

### ***Money sent into school***

During the year there will be times when you will be asked to contribute to certain activities. We ask that all monies are paid online generally (unless otherwise stated), clearly referenced from whom and what for so we can allocate it, i.e. SMITHAltonTowers.

We are trying to stay cashless in the Office. **PLEASE DO NOT SEND CASH IN** and **refer to the payment details** on the letters sent. i.e. Fee are paid into Schools account.

In exceptional circumstances only, if cash is to be given, it must be in an envelope with clear details of what it is for and who from, i.e. Student planner SMITH

### **Homework**

From our experience at Trinity Christian School, we are satisfied that we make good progress on work set with the pupils and we want to ensure that there is time available for you to spend time with your children in the evenings, or to take them to activities without the added pressure of a heavy homework commitment. However, as they progress through the school, they are expected to complete homework tasks which are increasingly challenging in order to help them to develop self-discipline and independence as learners.



Homework is planned as part of the pupil's set work. In some subjects, it is given regularly and in others it is given as a support to the current work being studied, to provide the necessary practice or a deeper understanding of the subject. The amount of homework will normally increase as the pupil gets older. Pupils are responsible for managing their homework, they are expected to keep track of it and complete it on time.

The Secondary School will endeavour to provide an after-school homework club once a week for an hour, where pupils can independently and quietly complete their homework.

## Loss of Personal Belongings

All personal belongings brought to school should be **clearly marked** with the pupil's name, and carefully looked after. Please put the pupil's name on the sweatshirt, and on any items that the pupil may take off in school. We regularly end up with items of clothing unclaimed, despite attempts to ask pupils if they have lost items.

Pupils **should not** bring valuables or large sums of money to school. In exceptional circumstances, if it is essential for money or an item to be brought in, then it should be handed in to the school office immediately for safekeeping.

*Please note that Trinity Christian School takes no responsibility for the loss or damage of a pupil's personal belongings except where it is directly the schools fault. In this case this will be reviewed and agreed by the Head teacher.*

*Please ensure your child is aware of this, and that they are responsible for taking care of any items they bring to school.*

## Parents in School

Parents are always welcome in school, whether it is for formal discussion with members of staff on their child's progress or for special occasions like school productions. We would ask that you arrange a convenient time / day with whomever you wish to see, so we can ensure they are available.

Parents' Evenings will be arranged, when members of the staff will give advice and an up-to-date appraisal of the progress of pupils. Dates of these events will be issued in advance via email and on the Parent planner.

### ***Parental involvement***

One of the special features over the years at Trinity Christian School has been the involvement of parents and friends.

Good schools have always looked to the support of parents, but Trinity seeks your committed support in the following ways – at regular school meetings and with practical help.

Below are just a few of the types of events we have put on for Parent / Family involvement.

### ***Parents, Governors and Teachers Association (PGTA)***

We have a wonderful Parent, Governor and Teacher Association at Trinity Christian School. They raise money for projects and help at all our school events. All parents, teachers and governors are welcome to join by sending a request to the Office who will forward to the PGTA team. We do also value adhoc help when you can offer.

### ***Volunteering***

It is great when parents want to help out at school, whether that is coming on a school trip, helping in the classroom or offering any other skills. Please be mindful that we also have to ensure the

safeguarding of our pupils and so there is a more robust process for anyone volunteering at the school. Outside of school hours is different and does not require all the checks and processes. If you want to help our by volunteering at school, please send a request to the Office first specify what and which year group if applicable. This will be put to our SLT to discuss.

## Reports

### ***Secondary School***

There are opportunities to come into school to meet the teachers and tutors at our arranged Parents Evenings as well as at other times convenient both to parents and teachers. Each term you will receive your child's report which we encourage you to talk through with them. You may be asked to attend a meeting by any of your child's teachers if there are any issues to address.

We hold Parents evening where parents will have a slot to see Tutors initially and another evening to see each subject teacher.

Year 9 will have a specific Options/Transition Evening when choices for GCSE exams are discussed with staff.

### ***Primary School***

Primary School Parents also have the opportunity to speak to teachers at our arranged Parents' Afternoon/Evening. Teachers can also make themselves available to discuss any concerns on separately arranged appointment.

## Textbooks and school equipment

All school equipment should be looked after. This is especially true for any books that may be used by other pupils in the future. Misuse of equipment may lead to the pupils being held responsible and asked to reimburse the school if books need to be replaced.

Secondary School pupils should come to school with the necessary equipment to carry out the work. The lack of equipment causes a surprising amount of disruption within the class, as pupils try to find someone who might lend them what they require.

Basic equipment includes:

- A pen or biro
- A pencil, a ruler, six coloured pencil crayons and a rubber
- A scientific calculator, especially for the older pupils
- A suitable bag for carrying equipment and books

## School Uniform

Please refer to our *School Uniform policy* on the website for more details on dress code and other relevant options to abide by for Trinity Christian School

Our School Uniform, as listed below, are to be ordered via our supplier, JFC Sports.

Do not send any orders via school. Our supplier details are shown below. Other general uniform can be purchased from any shop.

**JFC Sports**  
**Unit 8A, Redfern Street Industrial Estate, Off Meadow Street,**  
**Hyde, SK14 1RD**  
**Tel: 0161 367 7700**

Secondary Uniform	
Long, black formal trousers OR black school skirt	Skirt max. 2" above knee. Box pleat. NO denim, NO leggings, NO skinnies, NO jogging/tracksuit bottoms.
White, formal shirt (OR blue in Summer)	Fully buttoned up & tucked in.
Trinity tie	Worn at all times. <b>Purchased from the supplier</b>

Black Trinity logo jumper and/or Black Trinity logo blazer	One of these MUST be <i>available</i> , even if not worn. <b>Purchased from the supplier</b>
Flat black leather-type shoes (OR flat black ankle boots)	NO trainers or canvas footwear.
<b>Plain</b> white, grey, navy, black ankle or knee high socks OR black opaque tights	No trainer socks.
<b>Secondary PE Uniform:</b>	
Mainly plain navy or black jogging / tracksuit bottoms	NO leggings
Black sports shorts (Term 3)	NO cycling shorts
Plain white polo shirt	Plain blue polo in Summer is allowed
Navy Trinity logo <b>sweatshirt</b> OR Navy Trinity logo <b>hoodie</b>	<b>Purchased from the supplier</b> (may be omitted in hot weather)
Mainly plain <b>black</b> trainers	
White, grey, blue, black ankle socks	No trainer socks
Light waterproof	Pupils will be doing P.E outdoors
Gloves	Useful for hockey and cold weather

<b>Primary Uniform</b>	
Black / Grey skirts or formal trousers or pinafore / Blue and white gingham summer dress	Skirt max. 2" above knee NO denim, NO leggings, NO jogging/tracksuit bottoms
White or blue polo shirt or shirt / blouse	Fully buttoned up & tucked in
Navy Blue School Jumper with logo Navy Blue Cardigan	<b>Purchased from the supplier</b>
Bookbag	<b>Purchased from the supplier</b>
Flat black leather-type shoes (OR flat black ankle boots) For Trinity Treasures: no buckles; Velcro only	NO trainers or canvas footwear
<b>Plain</b> white, grey, navy, black ankle or knee high socks OR black opaque tights	No trainer socks
<b>Primary PE Uniform:</b>	
Mainly plain navy or black jogging / tracksuit bottoms / Leggings	

Black / Navy sports shorts	NO cycling shorts for Juniors
Plain white or blue round neck t- shirt	
Navy Trinity logo <b>sweatshirt</b> Navy Blue Cardigan	<b>Purchased from the supplier</b> (may be omitted in hot weather) NB: NOT hoodies
Mainly plain <b>black</b> trainers	
White, grey, blue, black ankle socks	No trainer socks

***All sensory issues MUST be notified to the SENDCO and discussed.***

***Other uniform issues require a note to the Form Tutor at registration.***

A shower is available, but Pupils must bring a towel and soap. If your child/ren is/are unable to participate in PE at any point, they can still wear your PE uniform on the set day or come in normal school uniform, but we must have a note or email from home explaining why the Pupil is not able to do PE and for how long.

- ❖ Coats: Must be brought at all times as the weather can change fast. No personal hoodies or other garments should be worn under blazers.
- ❖ Earrings: One pair of small plain studs are permitted (gold or silver only)
- ❖ Facial and body piercings are strictly not permitted, apart from in Secondary school where a nose stud with clear retainer or plaster covering is allowed.
- ❖ Long hair is defined as being past shoulder length. Long hair can be a Health & Safety issue, especially in some lessons including Science and Food & Nutrition, PE and other sporting activities. Long hair can also increase the transmission of head lice amongst children. As such, long hair should be fully tied back and off the face, neck and shoulders. Long fringes (deemed to

be affecting eye contact) should also be clipped back. This rule applies to all pupils in Primary and Secondary school. We understand that some children with recognised sensory issues might experience discomfort when tying back hair. As such, allowances can be made for these children but this must first be actioned in conjunction / consultation with the school SENDCO and recorded on a IP.

- ❖ Hair styles: the colouring and dying of hair is not permitted (unless this is a natural hair colour). No extreme styles permitted.
- ❖ Jewellery: no jewellery other than a non-smart wrist watch is permitted (medical bracelets are permitted).
- ❖ Make-Up: In recognition of their maturity we allow our students in Y10 & Y11 to wear light make-up, of a natural effect. We reserve the right to ask a student to remove their make-up should this natural effect not be in place.
- ❖ We do not permit anyone to wear fake tan, lipstick, false nails, false eyelashes, nail varnish or filled in eyebrows.

In case of an unavoidable uniform issue, you **MUST** provide a note or email to the Tutor explaining the issue and when it will be resolved.

### **Staff Training Days (INSET Day)**

In-Service training is essential to continue to develop the Teaching staff at any school. Trinity Christian School has INSET Days which can be found on the school calendar (go to our website). On these days, school is closed, as is the Office.

Please do not contact school on these days – the phone will not be on nor manned, as these are days set aside for Teacher training and planning only.

## School Information & Performance

Every year we issue a **Parent Planner** which sets out dates of various events at the school that we hold on a regular basis. These dates are subject to change and all events will be backed up by a letter/email home.

At the beginning of the new year we produce and issue our **School Calendar** for the new school year so that parents can plan ahead and be aware of holidays and INSET dates.

The calendar can be found on our school website, [www.trinityschool.org.uk](http://www.trinityschool.org.uk) If you need a paper copy please ask the school office.

Please note that we do not follow State School Holidays completely – as an Independent school we may have more or less days off so please only use our own school calendar for reference and **not** Tameside's Schools Terms dates.

A summary of the **GCSE Results** will be published on the school website around Sept/Oct time each year.

Our latest inspection report can also be found on our website.

Please note that we are using email more as our main source of communication to save on paper waste so please ensure to check your emails frequently or where this is a difficulty, please request hard copies via the Office.

## Website

Our webpage also has lots of information on there, including a few key policies and procedures plus information about uniform, school fees, term dates and more.



## **The Staff**

Please note that on occasion we may have Outside Agency Staff, Student placements or Volunteers on site. All our staff are DBS checked and follow our safer recruitment producers. Refer to our Website – Meet the Team or our school Staff board, for details.

## **Epilogue**

We thank you for choosing Trinity Christian School and we know you will see the benefits from sending your child/ren to this wonderful and caring school as well as becoming part of the family too. We value all children both educationally and as a whole person.

If you require any further information or want to discuss anything, please feel free to contact the school office to enquire or arrange an appointment with the relevant person.