

TRINITY CHRISTIAN SCHOOL

'Bringing the love of God into the classroom'

Parents and Carers HANDBOOK



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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 hope that you will 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.

Thank you for your support.

A handwritten signature in black ink that reads "Michael Stewart". The signature is written in a cursive style with a large, sweeping flourish at the end.

Michael Stewart,
Headteacher

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Before and After School Club

The scheme is organised to provide fun and supervision during out of school hours (term time only for children attending Trinity Christian School).

When is it?

Morning 7:45am-Start of School
After School End of School-5:30pm

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 Finance Secretary. This helps the BASC Leader to plan for the day's activities and snacks.

If in an emergency situation (same day) you need to book your child into after school club please contact the school, but this will incur an increased fee of £10 per child.

What happens in the club?

Children will be offered a variety of activities over the week. The aim is fun with the Leader joining in or directing as needed. A light breakfast is available in the morning and a snack is included after school.

What does it cost?

Current fees are set out below:

Morning £2.50 per child
After School £6 per child

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

In order for the scheme to run effectively we must ask parents to accept the following conditions:

Before a child can attend care, a Contract form and an Initial Booking form must be completed and returned. These can be obtained from the Office.

The School Office should already hold up to date contact information and we ask that you keep us up to date with any changes.

In the mornings - Children must be brought into school to be formally 'handed over' to the Club staff. They must not be left unattended in school.

In the afternoons - Children from Nursery to Y2 will be taken to club by one of the Staff and children in Y3-6 should make their own way

Parents are responsible for collecting their child/ren, on time, and must sign them out at the end of the afternoon session. Children will not be allowed to leave the premises without specific authority from the parent or guardian. This includes other people collecting your child – you must notify the Club Leader or School Office.

Late collection of children

Children should be collected NO LATER THAN 5:30pm. This is the official closing time of the scheme and the school.

If children are collected late, the school will incur unavoidable costs relating to staff, premises and administration.

In order to recover these costs late collection will incur a financial penalty of £20 payable as soon as.

CHILD PROTECTION

NB: All BASC staff are DBS checked.

If a child has not been collected by 5.45pm and no contact has been possible with any of the names given, the child will be deemed to be abandoned. In these circumstances Social Services and the Police will be informed.

It is the school's policy that any child NOT collected at the normal school close time (3pm) they will be put into After School Club and parent/carer to be contacted. This will incur a £10 charge.

After the duration of 60 minutes, if we are unable to contact the family/emergency contact person, we will contact the Police and Social Services and act on their advice. (Schools Uncollected Child policy)

The Club Leader must be notified as soon as possible if a child is not going to attend the provision as planned or if a child is to be collected by someone different. Children will not be allowed to leave with unauthorised people.

There will be no refunds for occasional days' absence due to sickness or last minute cancellations. Refunds for longer absences will be negotiated.

It is the parent/carers' responsibility to inform the Club Leader directly of any absences.

We cannot guarantee a place. Once the maximum number of places has been booked, we will be unable to accept any further bookings for that session. Places are allocated on a first come first served basis.

Before and After School Club number: 07523 985 400

Uncollected Child Policy: EYFS and Primary

Policy statement

In the event that a child is not collected by an authorised adult at the end of a school day, we will put into practice the following procedures. These are to ensure that all children are cared for safely by an experienced and qualified practitioner.

The Primary Gate opens at 2.55pm and Primary School Children (inc those in the EYFS) are dismissed from school at 3.00pm. We ask that parents of Primary School Children arrive at school in time to collect their children at 3.00pm.

In the event of a parent being detained and unable to collect their children at 3.00pm Primary School Teachers will supervise children until 3.10pm.

After 3.10pm children will then be sent to the After School Club where they will be cared for and supervised until the parent arrives to collect them. Parents are entitled to leave children in the club up until 5.30pm latest.

We are happy to provide this service but parents should understand that an Uncollected Child Cost of £10 per child will be levied.

Bookings for After school club must be booked in advanced – any emergencies/last minute bookings (i.e. on the day) will incur the above charge of £10 per child.

This Policy does not affect Secondary Age Pupils as they are allowed to make their own way home at the end of the School day

Contact details

Parents of children starting at Trinity Christian School must provide the following specific information which is recorded on our Registration Form:

- Home address and home telephone number - if the parents do not have a home telephone number, an alternative number or emergency contact number must be given.
- Place of work and work telephone number for each parent (if applicable)
- Mobile telephone number for each parent (if applicable)
- E-mail address for each parent (if applicable)
- Name and address of another person who may be contacted in the event of an emergency (this is normally a Grandparent or other relative)
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they must provide us with written details of the name, address and telephone number of the person who will be collecting their child.

*We will only let children go home with parents, or with a person whom parents have named, giving information and written permission for that person to collect their child. OFSTED guidance states that this should be a person over the age of 17 years who is deemed to be responsible by the parents.

*In exceptional circumstances we will accept verbal permission (over the telephone) from a parent for another person to collect their child. We ensure that children do not leave the school premises unsupervised.

Parents should be aware that:

- After the duration of 60 minutes, if we are unable to contact the family/emergency contact person, we will contact the Police and Social Services and act on their advice.
- Under no circumstances will staff go to look for the late parents, nor will they take the child home with them.
- Parents will be required to meet with the Head Teacher if the Uncollected Child Policy is implemented more than five times in any term.
- In the event of the above costs not being paid in full and on time the matter will be referred to the Governing Body for their attention

Car Parking Request

Please observe the following 'dropping off', waiting or 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. I 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 playground area on Quarry Street side, where they will be met by their respective class teacher. Dropping off time is between 8.30 and 8.40am.

Therefore, due to health and safety reasons please park on Quarry Rise Car Park (which belongs to the school) or along the side of the school on the school side. Please do not double park or park 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.

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 BY THE HOUSES – this corner is dangerous if someone is parked right on it, 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 ACROSS SCHOOL GATES – it causes traffic issues on the main road and access issues to the school

Parents Complaints Procedure

We trust that your children are happy at Trinity Christian School; however, in the event of a complaint being raised we ask all parents and carers to follow the procedure below (we also have a Complaints policy you can read on our website or you can request a copy from the Office):

Trinity Christian School recognises that a parent might have a concern about something that occurred in school and there are a number of ways to bring the concern to the relevant staff member:

- a. Should the parent wish to meet with the staff member and discuss the concern in person they should contact the school office. The office will then pass on the request to the staff member related to that concern. The staff member will then set up a meeting within 2 working days of receiving the request.

- b. Alternatively, a parent might not wish to meet with the staff member. In this instance they should communicate their concern by writing directly to the staff member (an email is the usual form of communication but a letter from home is equally acceptable).
- c. Parents can also choose to raise a concern by phoning the school and asking to speak with the relevant staff member. However, this must always be done outside of lessons **times and between 3.00 p.m. and 4.00 p.m.** Parents should never report concerns by ringing staff on their personal mobiles or home phone numbers
- d. Parents (and particularly those parents of younger children) might raise their concern with the staff member by speaking directly to them at school (for instance when parents are dropping younger children off at school in the morning or collecting in the evening) However, we do ask that this is done discreetly and always away from all children and other parents.

Trinity Christian School keeps a written copy of all Concerns – whether the concern was upheld or not and any action that was taken to resolve the concern.

Stage One Complaint

In the event of a parent/person wishing to make a Stage One Complaint the complainant should contact the School Office to arrange a meeting with the relevant staff member . For example, a parent might want to discuss a complaint with the class/subject teacher regarding an incident that happened in class. The primary purpose of this meeting is to clarify the situation/establish the facts and give the staff member an opportunity to resolve the complaint promptly. As stated above, we value working with parents and seek to resolve all complaints at an early stage. As such, the staff member will arrange to meet with the complainant within five working days of Stage One being initiated.

Trinity Christian School is required to keep a written copy of all Stage One Complaints – whether the complaint was upheld or not and any action that was taken to resolve the complaint.

We ask that a parent should desist from discussing their complaint with any other persons – including pupils as this can send a message of disunity

Stage Two Complaint

If, after the Stage One meeting, a resolution is not reached, the complainant has the right to request a Stage Two meeting with the Headteacher. In this instance the complainant should make a factual written record of the complaint and send it to the Headteacher.

The Headteacher will then arrange to meet both parties (within 5 working days of the letter being received) and will aim to:

- establish the facts – leading to the complaint being upheld or not upheld
- suggest a way forward or make a decision as to what each party should do

If an investigation is required to establish the facts of the complaint, the Headteacher will inform both parties of the outcome of that investigation and will do so within five working days of the completion of the investigation.

Trinity Christian School is required to keep a written copy of all Stage Two Complaints – whether the complaint was upheld or not and any action that was taken to resolve the complaint.

Stage Three

In the event of the complainant being dissatisfied with the outcome of the Headteacher's decision at Stage Two, the complainant should write formally to the Chair of Governors outlining their complaint.

The Chair of Governors will then form a panel to investigate the complaint and the way in which the school has handled it (and will do so within 5 working days of the letter being received). This panel must consist of at least three people, none of which should have been directly involved in the matters detailed in the complaint. Furthermore, one panel member should be someone independent of the management and running of the school. Having gathered the appropriate evidence, the panel will meet and make their conclusions and will do so within twenty working days of first being contacted by the complainant.

The decision by the panel appointed by the Chair of Governors will be the School's final decision.

The panel's findings and recommendations must be recorded in writing and sent to the complainant by electronic mail or formal letter

In the event of a complaint being made against the Headteacher the complainant should carry out Stage One and then continue to Stage Three if the issue is unresolved.

This complaints policy should also be carried out in the event of a dispute or complaint between staff at Trinity Christian School

Written records

Trinity Christian School is required to keep a written record of all complaints (whether they are upheld or not) and we record every change to school practice/policy that occurs as a result of a complaint being upheld.

Child Protection issues.

ANY COMPLAINT PERTAINING TO CHILD PROTECTION ISSUES WILL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE DSL.

Confidentiality

The reader should understand that we take confidentiality very seriously and ask that staff and parents do not discuss any complaint outside of the perimeters set by this policy.

However, it should be noted that some outside agencies (including Ofsted and other inspection agencies) do need to have access to the complaints made in school.

Policy for mobile phones and other electronic devices

Mobile phones and other electronic devices are only to be used in order to provide parents and pupils with security with regard to safe travelling to and from school (**see below for definition of an electronic device**). They should not be used for any other purpose. Parents and pupils must complete a contract before a mobile phone or other device is brought onto the school site.

Mobile phones and other devices must not be used on school property. They must be switched off before a pupil enters the school site.

Mobile phones and other devices should be handed in during morning register time. Tutors will ensure that phones and other devices are collected and that they are stored in a secure location all day. Any pupils arriving late should hand in their phone and any other device at the school office when signing in.

Pupils may collect their phones and other devices from their Tutor at the end of the day.

To improve efficiency the school uses a Mobile Card system. On receipt of a mobile the card must be given to the pupil to retain for collection later.

If a pupil uses a mobile phone or other device on the school site before Morning Register or has a mobile phone or other device with them in school after Morning Register, it will be confiscated and the pupil will need to collect it from their Tutor along with a Detention Slip at the end of the day. Teachers are authorised to do spot checks to ensure that all mobile phones and other devices have been handed in.

In the event of a parent needing to contact their child in school times, this should be done through the school office. The school office will then contact the pupil and pass on the relevant communication. In the event of a pupil needing to contact a parent in school times, this should be done through the school office, with the permission of his/her Tutor. The school office will then contact the parent and pass on the relevant communication.

If a pupil leaves school during the school day for an appointment (e.g. medical, dental), they may go to the school office to collect their mobile phone or other device as they sign out. If they return to school, then the phone must be handed in at the office on their return.

All mobile phones and other devices are brought in at the owners' risk. Trinity Christian School does not accept any responsibility for the loss or damage of any such items whilst on school premises.

Electronic devices are defined as being mobile phones and all other communication and internet/music devices. Medical devices are exempt from this contract.

School Uniform Policy

Introduction

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform in our Parent Handbook.

Aims and objectives

Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;
- is designed with health and safety in mind

Primary School: Nursery – Year 6

Boys

- School trousers: Long black / grey tailored
(The wearing of denim and skinny black trousers is not permitted.)
- Black / Grey school shorts may be worn in summer if preferred.
- White school shirt or white polo shirt (collar outside the sweatshirt)
- Blue Trinity sweatshirt: from Supplier – see below
- Shoes: Flat black leather type (not black canvas or suede shoes.) Trainers and boots are not permitted. Shoes other than black are not permitted.

Girls

- Black / Grey school skirt: Long black / grey tailored trousers may be worn if preferred.
- White school shirt or white polo shirt (collar outside the sweatshirt)
- Blue Trinity sweatshirt: from Supplier – see below Girls may wear blue and white checked school dresses in the Summer Term.
- Shoes: Flat black leather type (not black canvas or suede shoes.) Trainers and boots are not permitted. Shoes other than black are not permitted.

Secondary School Year 7-Year 11**Boys**

- Trousers: long black tailored school trousers.
 - (N.B. The wearing of denim and skinny black trousers or jogging pants is not permitted.)
- Shirt: white school shirt, (button to the top for tie, shirt tucked in at all times)
- Blazer: Trinity logo, black (Supplier only)
- Jumper: Trinity logo, black (Supplier only)
- Tie: School tie (Supplier only)
- Shoes: Flat black leather type (not black canvas or suede shoes.) Trainers and boots are not permitted*. Shoes other than black are not permitted.

Girls

- Skirt: black school skirt, no more than 2" above the knee, or alternatively, trousers: long black tailored school trousers.
(N.B. The wearing of denim and skinny black trousers or jogging pants is not permitted.)
- Shirt: white school blouse, (button to the top for tie, shirt tucked in at all times).
- Blazer: Trinity logo, black (Supplier only)
- Jumper: Trinity logo, black (Supplier only)
- Tie: School tie (Supplier only)
- Shoes: Flat black leather type (not black canvas or suede shoes.) Trainers and boots are not permitted*. Shoes other than black are not permitted.

*except where there is a medical or other valid reason given via a note from Parent/s.

P.E Dress Code - Primary and Secondary Pupils

- Predominantly black or navy tracksuit bottoms
(Black sports shorts may be worn in the summer term if preferred. However, jogging bottoms should be worn in school prior to the P.E lesson.)
- No leggings or cycling shorts are permitted.
- White polo shirt or t-shirt
- Blue Trinity Sweatshirt (from Supplier – see below)
- Plain Black Trainers

Summer Dress Code

The school jumper is optional for Secondary pupils from the beginning of Term 3. Pupils can choose if they want to wear their school jumper or not. All other items of clothing however, must be worn.

Our supplier is:

JFC Sports, Unit 8A, Redfern Street Industrial Estate, Off Meadow Street, Hyde, SK15 1RD. 0161 367 7700.

Those items not listed as 'Supplier only' can be purchased from any clothes retailer, as long as the School Dress Code is followed.

Other relevant points:

Earrings: One pair of small studs are permitted (gold or silver only)

Facial and body piercings are strictly not permitted

Hair styles: the colouring and dying of hair is not permitted (unless this is a natural hair colour). Long hair should be tied back and off the face.

Jewellery: no jewellery other than a wrist watch is permitted (medical bracelets are permitted)

Shirts: Other than at games times, shirts must be tucked in.

Make-Up: In recognition of their maturity we allow our students in students in Y11 to wear light make up – of a natural effect. We reserve the right to ask a student to remove their make 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.

Arriving at and leaving school

Pupils must be in uniform (correctly worn) when entering and leaving the school site. Pupils may not change into other clothes before leaving school, unless a written request has been received from their parent/carers, explaining exceptional circumstances, e.g. dance exam, drama performance, sporting fixture

As a school community, we want to work together on the issue of uniform and to encourage all pupils to respect the School's policy. On the rare occasions when a pupil refuses to comply, then the following sanctions will be used:

Sanctions

On the first occasion that a pupil is found to be breaking the School Dress Code a verbal warning from the Form or Class Teacher will be administered, and a written slip will be sent home to parents to inform them that their child was inappropriately dressed. Parents will be asked to acknowledge the letter by returning a written slip to school.

On the second occasion that a pupil is found to be breaking the School Dress Code the pupil will be put in detention. A letter will be sent to parents informing them of the infraction of the School Dress Code.

On the third occasion that a pupil is found to be breaking the School Dress Code in any half term, parents will be required to attend a meeting with the Headteacher. A record of this will be kept on file, and any further breaches of the uniform policy will result in an immediate detention with the possibility of further disciplinary action.

Medical Needs

Our aim is to be consistent with good practice guidelines provided by the Department of Education to all schools in regards to children with medical needs. We therefore require parents of all pupils to complete a medical needs form (IHCP) for their child/children on a yearly basis.

To respond quickly and correctly to injuries or illness at school, staffs need accurate and up-to-date medical information about each pupil. It is essential that you inform school of any changes to a pupil's condition and medication

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:

- Request a Medication Consent Form from the office and complete all areas fully giving your permission for us to administer medication as set out in the form. We will only administer medication as per the guidance given so please ensure you cover all aspects or we will have to refuse medication for reasons not listed on the forms.
- All medication is to be sent in a named 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 main box for any tablets, especially for long term conditions as we need to check expiry dates and some tablets on their own don't have a date 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 bring it to be stored in the office until required as requested by the parent. The same procedures are necessary as above in that we will need a medication form completing for ALL medication.

Secondary School pupils who have Asthma are allowed to self-medicate and keep their inhaler with them. 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. We still require medication and the consent form to firstly come via the School Office and we will then pass it to the relevant Primary Teacher for sorting and administering.

NB: It is not advisable for Primary School pupils to carry their relief inhalers in their school bags.

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 text to let you know about the closure of school.

This is the means by which we will communicate with all parents (where a mobile has been given). If we decide to close during school hours due to weather or other reasons we will also communicate this by text 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.

Please assume that school is open if you do not hear to the contrary. You can also refer to the school website for guidance and confirmation (www.trinityschool.org.uk).

Attendance and Absence from school

In the event of any pupil being absent from school (illness, other reasons etc) it is your responsibility to ring or email the school office on the first day of absence with reasons.

We would also ask that you ring each day your child is off so that we can ensure they are somewhere safe unless you have specified a period of time i.e. off for the week.

When your child returns to school, a note should be sent in to the office on the day of return, giving date of absence and the reason for it if not already done so.

For arranged **appointments** (medical, dental etc), please send a note to the school office before the date. An email is satisfactory or note via your child.

Pupil Illness

All schools 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.

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

If your child is **unwell** on the day, please call the school before 9am to inform of their absence.

For **other leave requests** (holidays, funerals or ad hoc events) we require a leave request form completing. This will then need to be authorised by the Head beforehand. The Office will confirm either way if it has been approved or rejected.

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 safety of the pupil by enabling the school to be aware of where a pupil is or should be.

Late Arrival

- a) All Pupils are required to arrive at school by 8.30am and wait in the playground area.
- 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) Primary Pupils arriving between 8.45am and 8.55am should go straight to their classrooms to register with their tutors.
- d) Primary Pupils arriving too late for registration (after 9am) **must sign in** at the Office by the Parent/Carer using the Late Signing in sheet.

Secondary Pupils arriving after 8.50am **must sign in** at the Office on the late sheet **before** going to respective room/class.

Signing out sheets & Y11 lunchtime

- a) It is essential from the perspective of our having responsibility for the pupils and from that of health and safety, that we know which pupils are on the premises.
- b) Under certain circumstances it is necessary for pupils to leave the premises (temporarily or permanently) after they have registered. A note or email from the Parent/Carer will be required to prove any appointments or need to leave during school time.
- c) All notes will need to be received by the Office who will notify the respective tutor in the register.
- d) Pupils leaving during school times, as notified by Parents, must go to the office and wait for collection or if permission given to leave – to sign out. Parents should have informed the school in writing 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 and indicate what time they returned.
- e) Pupils who are ill must have the permission from their Tutor for arrangements to be made for them to go home. A Staff member can then contact parents and relay reason. Parents must agree to the pupil leaving and inform us of who will be coming to pick them up or whether they are able to make their own way home – depending on the ill state.

Pupils must be signed out either by the person collecting them or if they are able to make own way home, by themselves under the supervisor of a Staff member.

Pupils can either remain in front office or can go back to class if well enough until parent arrive. If the pupil is very unwell i.e. sickness, diarrhoea they must stay near a toilet.
- f) Year 11 Pupils are given the privilege to leave school premises at lunch time as long as the Parent has given permission. They should sign out using the 'Y11 Lunch Time Signing In/Out' sheet when they leave and also on their return.

Accidents in School

While serious accidents and emergencies are rare, if they do occur it will 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 the contact is made aware, so as to minimise problems if we need to contact someone.

All accidents are recorded and reported to Parents.

Changes to contact details or information

The school should be informed of any change of address and 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.

We send out a yearly set of forms, towards the end of each school year, to make sure we have up to date information which we need all families to complete and return as soon as. However, if you have any changes during the year please get in touch.

Child Abuse

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware, therefore, that where it appears to a member of staff that a child might have been abused, the school is **required** to report the matter to the Social Services Department **immediately**. In such situations, it is likely that a social worker will contact parents, and not the school. This requirement is **not a matter for the discretion** of the Headteacher or members of the school staff.

Communications with parents

We will seek to keep you informed of school events through general letters. Such mailings are either email or/and given to one pupil from each family.

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

We are sending more via email as this is preferable to ensure that messages or information are getting home.

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

We also have a text system which we will use at times for reminders – so again, if any contact details change please can you notified the office so we can make sure you are receiving the information.

If you do not wish to receive information home about the School events and general info please contact the school to withdraw consent. NB: Please note that we do require your information for legal and legitimate reasons – please refer to our Data Protection policy on the webpage or request a copy.

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 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/sweets in the packed lunch.

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.

In regards to food/snacks provided for break and lunch boxes; as we have some pupils with nut 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 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 personalized and independent learning
- Provides students with up to date learning and factual information from around the world
- The internet and social net working sites enable students to research information outside of ordinary school hours and thus accelerate the potential for learning

We also believe that electronic learning:

- Equips students with the necessary skills that they need for future employment and other life skills

However, we also 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 radicalization 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

Each year we will issue an E-Safety School Agreement to be read and signed.

Finance

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

On acceptance to Trinity 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:

Autumn term	August to November
Spring term	December to March
Summer term	April to July

It is helpful to the school if the fees can be paid termly or further in advance. If this is impossible, 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 and in requesting a cheque for any arrears.

The fees cover tuition, stationery and sports fees. 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.

Gift Aid

In most cases with the changes made by the Government concerning gifts to a charity, we can benefit further from your generosity. If you pay income tax, please make sure you have filled in the appropriate form to allow the school to reclaim tax on your gift. If you have already done so we will have the form. You do NOT have to fill out new forms with each gift.

Money sent into school

During the year there will be times when you will be asked to contribute to certain activities. It would be very helpful if such monies could be put in a labelled envelope with the pupil's name and the activity on the envelope. This will help the teachers or office staff who often have money given to them at various times without a name or any details.

Homework

From our experience at Trinity, 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.

The pupils are normally expected to complete any homework outside of normal school hours, but some pupils are much better organised than others in taking opportunities during the day to get homework completed.

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 item/s 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, usually twice each year when members of the staff will be present to give advice and an up-to-date appraisal of the progress of pupils. Dates of these events will be issued in advance.

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.

We have created a School Calendar which provides information on the various events happening at Trinity Christian School. Below are just a few of the types of events we put on for Parent/Family involvement.

Family Meetings

Trinity is an amazing school. It was started by families for families and we still place great importance on partnering with families in the education of our precious pupils. We hold a Family Meeting at school and we ask for a representative of each family to be at these meetings. These meetings will be a combination of information from our Governors and workshops/discussions for parents on really relevant topics.

Family Action Mornings

Every term we will be holding a Family Action Day and, again, we ask for a representative of each family to come. We paint walls, pull up weeds, move desks, clean equipment, dig ditches, wipe down furniture, brew up... and have a great time together! You will receive more information nearer the times.

Prayer Meetings

Trinity runs on prayer: we are dependent on God for His help in everything we do. Please do join us to pray whenever you can!

Parents, Governors, and Teachers Association (PGTA)

We have a wonderful Parent, Governor, and Teacher Association at Trinity. They raise money for projects and help at all our school events. All parents, teachers and governors are welcome: please do come and get involved!

trinity.stalybridge.pta@gmail.com

Reports

Secondary School

There are opportunities to come into school to meet the teachers and tutors twice a year and at other times convenient to parents and teachers. Each term you will receive your child's report. When you have received and read through the report with your child, you can choose to come into school to discuss any particular concerns from your perspective. You may be asked to attend a meeting by any of your child's teachers if there are any issues to address.

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

We have a Year 11 Parents' Evening after their mock GCSE exams, as this is an important year.

In the Secondary School we encourage you to talk through the report with your child (ren) and to fill in and return an attached slip to acknowledge that you have received the report.

Primary School

Primary School staff arrange Parents' Afternoons twice a year but are always available to discuss any concerns.

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.

At 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.

The 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

Staff Training Days

In service training is essential to continue to develop the staff at any school. Apart from Administrative Days or sessions normally at the beginning of each term, Trinity also has INSET Days on the calendar.

INSET Days are used for In-Service training, updating staff on essential issues concerning school e.g. First Aid, or Safeguarding or upcoming changes.

Behaviour Management (Secondary School)

We believe that all our children are precious gifts of God and as such that they all have a right to feel respected, safe in class and have the opportunity to achieve their full "God given talents."

(We have a Behaviour policy we refer to).

The school policy for behaviour management was developed and agreed by the Secondary School staff. Our collective aim is to enable all children in school to reach their educational potential and it is vital that we maintain acceptable standards of behaviour in the classroom and around the school in order to achieve this. The implementation of this policy is the responsibility of all of the staff within the school community.

The principles which shape the behaviour of pupils within a Christian school must convey truth about God and the ways in which he wants individuals to behave personally and in community. They should reflect that God has all authority, is righteous, just, merciful, gracious, loving and slow to become angry. These principles recognise that every child is a gift from God.

The principles include:

- ✓ Establishing an understanding of God's nature;
- ✓ Developing a child's conscience and ability to discern right from wrong in order to make wise choices;
- ✓ Encouraging a respect for authority;
- ✓ Nurturing self-discipline and self-control in each child;
- ✓ Teaching each child how to form and maintain godly relationships;
- ✓ Teaching godly principles of responsible community living;
- ✓ Creating the conditions for an orderly community in which effective learning can take place;
- ✓ Establishing and maintaining a consistent and fair approach to the management of the behaviour of pupils throughout the school.

The above principles will lead to Trinity having a relaxed, pleasant atmosphere where pupils are able to give their best in the classroom. Pupils will be encouraged and stimulated to fulfil their potential. In order to achieve this, a positive policy of encouraging appropriate attitudes through praise and rewards is necessary.

Good Behaviour

At Trinity Christian School we expect pupils:

- ✓ to be polite;
- ✓ to be respectful;
- ✓ to be sensitive to the needs of others and to their property;
- ✓ not to take the law into their own hands;
- ✓ to respect and follow the school rules.

Behaviour Management (Primary School)

Our collective aim is to enable all children in school to reach their educational potential and it is vital that we maintain acceptable standards of behaviour in the classroom and around the school in order to achieve this. (We have a Behaviour policy we refer to).

The principles include:

- ✓ Establishing an understanding of God's nature;
- ✓ Developing a child's conscience and ability to discern right from wrong in order to make wise choices;
- ✓ Encouraging a respect for authority;
- ✓ Nurturing self-discipline and self-control in each child;
- ✓ Teaching each child how to form and maintain godly relationships;
- ✓ Teaching godly principles of responsible community living;
- ✓ Creating the conditions for an orderly community in which effective learning can take place;
- ✓ Establishing and maintaining a consistent and fair approach to the management of the behaviour of pupils throughout the school.

At Trinity Christian School we expect pupils:

- ✓ to be polite;
- ✓ to be respectful;
- ✓ to be sensitive to the needs of others and to their property;
- ✓ not to take the law into their own hands;
- ✓ to respect and follow the school rules.

We will use a system of stars to encourage good behaviour and work. 'Star of the Week' certificates will be presented in the weekly Primary School assembly. These stars will equal credits in the whole school house system. The house with the most credits is presented with a trophy at the whole school assembly at the end of each term.

These guidelines will help Trinity Christian School to be an enjoyable, safe environment.

- 1) We speak to each other and treat each other with respect.
- 2) We respect all adults in our school.
- 3) We are quick to listen and to obey instructions.
- 4) We take care to be friendly and helpful to visitors.
- 5) We always walk in school.
- 6) We do not distract our friends during work or worship.
- 7) We are always truthful.
- 8) We aim to sort out any problems quickly.

In order to give the children a visual representation of their progress in following the school rules, we have developed a traffic light system to encourage the children to do what is right. We encourage the children to 'Go God's Way, Go Green' and to 'Do what is right and be rewarded.'

Green - Children who stay on green throughout the day are rewarded with a star at the end of each day.

Amber - Children are advised that if undesirable behaviour continues, then their name will be moved to amber. Teachers will then look to see that the child corrects their behaviour at which point their name can be returned to green.

Red - If being in amber does not correct behaviour, then their name will be moved to red. At this point the child would be taken to another class for the remainder of this lesson.

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.

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

A summary of the GCSE Results will be published on the school website.

We will send this information either by email or provide a hard copy to all parents by whichever way you specified.

Information can also be found on our website: www.trinityschool.org.uk

Meet the Staff

Please note that on occasion we may use Supply Staff or Volunteers. All our staff are DBS checked.

Headteacher

Mr Stewart Headteacher, Science KS3 & KS3/4 & Citizenship
Child Protection & Special Education Needs

Teaching Staff

Mrs Bamford History, Geography & World Views Y7-Y9 and
SENCO

Mr Black Class Teacher Y5 & Y6

Mrs Coupe Biology KS4, Food & Nutrition & Examinations Officer

Mrs Carson Modern Foreign Language (Spanish)

Mr Fisher Graphic Products, Art & Computing

Mrs Fisher Class Teacher Y1 & Y2 (Trinity Treasures Lead)
Primary SENCO

Mr Grimshaw Secondary Science Teacher

Mr Holowenko P.E.

Mrs Ward R.S. & Y7 Maths & Y10 Foundation Maths

Mrs Henry English Y7-Y11

Mr Mackel Y10 & 11 Higher Maths & Y9 Maths

**Miss Stafford &
Miss Howarth** EYFS Nursery/Reception (Trinity Treasures)

Mrs O’Gorman Class Teacher Y1 & Y2 (Trinity Treasures Lead)

Mr O’Gorman Class Teacher Y3 & Y4

Mrs Vaughan Music Teacher

Mrs B Deakin Secondary Classroom Assistant

**Mrs Chadwick
Mrs Black
Mrs Shorrocks** Primary Teaching Assistant
Primary Teaching Assistant
Primary Teaching Assistant

Mrs G Deakin School Office Manager

Mrs Kendrick Office Administrator

Mrs Kneen Finance Secretary

Mrs Chadwick Before School Club Leader

Mrs Shorrocks

After School Club Leader

Governors

Mr Jeffrey

Mr Chadwick

Mrs Boswell

Mr Tyler

Epilogue

We thank you for choosing Trinity Christian School and we hope 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.

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.

PARENT HANDBOOK RETURN SLIP

Please complete below, detach and return to the school office. Alternately, you can email the office with the reply: office@trinityschool.org.uk

I/We have received and acknowledge receipt of the Parent Handbook and will endeavour to read through it to familiarize myself/ourselves with the policies and information contained.

PARENT/s FULL NAME/s:

.....

SIGNED:

.....

DATE: