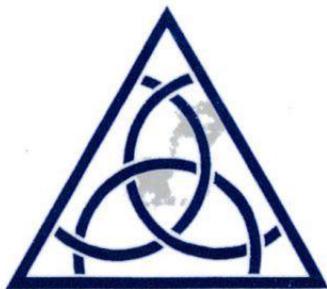


Trinity Christian School Secondary

Student Handbook



TRINITY
CHRISTIAN SCHOOL

Welcome to Trinity

Know that God loves you (as do we) and that He has a plan and a purpose that only you can fulfil – being you! We want you be safe, happy and to thrive during your time here. So, if you have any concerns at all, **speak** to someone: your Form Tutor; a Staff member or trusted adult. (Other contacts are listed at the back of this book).

At Trinity, we **t**rust and **r**espect one another; we work **i**ndependently when we can and **c**ollaborate too. We show **k**indness and whether you are just joining us or been here a while, use this handbook as a '**t**rick' to remembering how to achieve all that you are capable of.

Key Areas to show 'Behaviour' for Learning

Attendance / Absence

Avoid being absent.

However, if you cannot avoid it, you **MUST** provide a note/email to the Office from your parent/carer, which states why and when you will be absent. Even a partial absence will require a note/email.

If you have to leave school early you **MUST** sign out and, if returning, sign in again at the Office.

If you are feeling ill you must see your Form Tutor who will need to give you a **PERMISSIONS PASS** if you are to be sent home, and the Office or available staff member will contact home.

Term-time holidays or other outside activities (piano exam / sporting activities) are to be avoided, but they can be requested via a form from the Office or on the School's website.

Punctuality

Arrive **BEFORE** 8.40am for Morning Registration and **BEFORE** 12.50pm for the Afternoon one.

If you arrive AFTER 8.45am, you MUST sign in at the Office and you will be marked 'Late'.

Arrive promptly for lessons and move safely but swiftly around the site between classes. Avoid going to the bathroom between lessons (go in breaks). Without a medical reason, permission to use the bathroom in lessons will be granted at Staff's discretion.

Uniform (Dress Code)

Long, black formal trousers OR black school skirt	skirt max. 2" above knee. No denim or skinny trousers nor jogging pants
White, formal shirt (Blue shirt in Summer)	fully buttoned & tucked in
Trinity tie	wear at all times
Black Trinity logo jumper	OR may be omitted in hot weather
Black Trinity logo blazer	wear at all times
Flat black leather-type shoes	NO trainers/boots/canvas etc*
White, grey, navy, black socks	OR black opaque tights

**except if there's a medical need – parents to notify school*

PE school day (please arrive in PE kits on the set day)

Mainly plain navy or black jogging / tracksuit bottoms	NO leggings
Black sports shorts	NO cycling shorts
Plain white polo shirt or T-shirt	

Navy Trinity logo sweatshirt	From the supplier
Mainly plain black trainers	
White, grey, blue, black socks	

Showers are available, but you must provide your own towel and soap.

If you are unable to participate in PE, you should still wear your PE uniform on the set day.

You **MUST** also provide a note/email to the Office from your parent/carer, explaining why you are not able to do PE and for how long.

Other things:

- NO fake tan; lipstick, nail polish or filled eyebrows, thanks
- Make up: natural-looking make-up is permitted but **ONLY** in Year 10 and 11
- Piercings: **ONLY** 1 pair of plain stud **EARRINGS**; other piercings are **NOT** permitted
- Hair: natural-looking colours **ONLY**; tied back (if long); NO 'extreme' styles
- Jewellery: **ONLY** wristwatches and medical bracelets
- Coats: **REQUIRED** in all weathers (it changes fast!); to be worn outside at breaks; to be worn over blazers. (Other garments, e.g. hoodies worn under blazers are **NOT** permitted)

In case of an unavoidable uniform issue, you **MUST** provide a note/email to the Office from your parent/carer explaining the issue and when it will be resolved.

Equipment

ALWAYS have easily and quickly accessible in a suitable case:

- black biros (& spares)
- ruler
- pencil

Updated: 19 April 2021

- rubber
- scientific calculator
- set of coloured pencils
- set of highlighters;
- academic planner
- Spanish bilingual dictionary (recommended: Oxford First Learner's Spanish Dictionary)
- glue
- art Pencils

Classwork

Your work is expected to be of appropriate quantity and quality. Staff work hard to prepare and plan lessons that are *right for you* - to help you achieve your full potential in every way. You are expected to work hard too. Your work will be different to everyone else's.

Remember: you will make mistakes (and so will everyone else) from time to time. We never stop learning and you are expected to always give 100% even if you don't always get 100%.

Homework

This is set for lots of different reasons

- to consolidate learning (make it stick); stretch your skills (get to the next level); challenge you (to see just how far you can go)

It might involve

- researching & note-taking; practicing & memorizing; reading & summarizing

You will be given clear instructions and enough time to complete your homework. You are expected to COMPLETE it to the BEST of your ability and to hand it in ON TIME. If there is an issue with your homework, you MUST speak to your teacher BEFORE it is due or have a note/email to the Office from your parent/carer to explain.

Behaviour or ‘SCARF’ principles:

Behaviour is how you conduct yourself on a daily basis. We cannot make rules for every situation. So we have ‘SCARF’ principles instead.

The list below gives you some ideas of what is expected, but whatever you do, help yourself and everyone around you to be:

Safe –

- keep coats and bags out of the way; only eat or drink at breaks and in your assigned area or with permission from Staff; keep the school clean and tidy by not littering

Caring –

- look after your books and equipment; take care with written presentation; listen to others; hold doors open for others;

Achieving –

- follow instructions; be on task; accept correction gracefully

Responsible –

- be honest and ask for help; stay organized; volunteer in class and at open events

Friendly & Faithful -

- greet others; encourage others; avoid gossip
- take part in Bible times; share your insights; persevere!

Other Information

Personal, Valuable or Medical Items

DO NOT bring personal or valuable items into school.

You MUST give any cash to the Office immediately, if you are paying for a trip or equipment. (If you do find you have a personal/valuable item on you, you MUST hand it into the Office immediately for safe-keeping until End of Day.)

If you need medication, we MUST have consent and a clear note from your parent/carer with details. You may carry your own

asthma inhaler in your bag. ALL other medicines MUST be handed in to the Office and be clearly labelled.

Mobile Phones (& Headphones)

These are not to be seen or heard when you are INSIDE the school gates at all. Phones and devices are to be handed in to Form Tutors in Morning Registration and kept safe until End of Day. For an emergency phone call in school, Staff can give permission to use the landline in Reception by giving a PERMISSIONS PASS.

Food and Drink (Eating arrangements):

You MUST bring a packed lunch everyday (unless you have a religious or medical reason). A healthy, balanced diet helps your physical growth and your learning, so limit the unhealthy snacks and drinks (carbonated and energy drinks are NOT permitted). Food and drink is to be consumed OUTSIDE before or after school or at breaks.

It may be consumed INSIDE only at lunchtime or during a WET break (in your given area).

Hydration helps learning, so always bring a re-useable WATER bottle (re-fillable from the water fountain). It must be kept away from any work, electrical devices, and science materials or craft equipment. Therefore, ask permission BEFORE you drink in ALL lessons.

Credits & Rewards

Staff give Credits for doing lots of what is expected (e.g. good work, participating, helping), e.g. volunteering at Open Evenings, Christmas Fair or MacMillan Morning, will get 10 Credits.

Friday Morning Registration is handing in Credits time (with regular Credits for Attendance, Punctuality, Uniform and Equipment - 1 Credit for each, per week).

Stars are stuck on your House Chart and the student with the most that week gets 'Star of the Week' (with a treat)!

The House Charts are added up each Term for Individual Certificates, House Cups & Prize.

<u>Credits</u>	<u>Certificates</u>	
50 =	Bronze	
100 =	Silver	
150 =	Gold	
200 =	Head Teacher	+ Prize
400 =	Governors	+ Prize

Consequences & Sanctions

Not completing your class/homework appropriately, means you attend **Lunch Detention** the same day (or the next day if in Periods 4 or 5). A message will be sent to your parent/carer. You **MUST** attend at 12.30pm until 12.50pm and complete the work accordingly. You **MUST** find a replacement for cleaning/phone duty **BEFORE** the time of the detention.

If you do not complete Lunch Detention appropriately, you will attend **After-School Detention** on the next Thursday from 3pm until 3.30pm. A message will be sent to you parent/carer. If you choose to disrupt learning, Staff will let you know and you will have an opportunity to change your behaviour. If you don't take it, you will be put on **Referral**. This means you are sent to another class to complete your work or to consider your actions (but your work will still need to be completed in your own time). You **MUST** also attend **After-School Detention** on the next Thursday from 3pm until 3.30pm. A message will be sent to you parent/carer.

If your behaviour shows a pattern of disrupted learning, then your parent/carer will be contacted and you will be put on **Report**, which **MUST** be completed by Staff at the end of each lesson. It is your responsibility to give the Report to Staff for completion.

Prohibited Substances

Chewing Gum is **NOT** permitted on site (as it tends to end up in all the wrong places).

Staff members have the right to spot check you and your belongings if there is reason to believe that you might have something you should not.

Illegal items, such as: cigarettes, alcohol or drugs will be dealt with accordingly.

Bullying

Bullying is any kind of behaviour that is designed to hurt, threaten or frighten someone.

Bullying in any form is NOT acceptable and will NOT be tolerated, even if it occurs outside of school hours, such as can occur with Cyber Bullying on social media or messaging services.

Remember: We want you be safe, happy and thriving during your time here, so if you have ANY concerns at all, please SPEAK to someone: your Form Tutor; another Staff member or trusted adult. Or use the other listed contacts here:

Childline: 0800 1111

Tameside's Public Service Hub:

Mon-Fri 8.30am to 5.00pm - 0161 342 4101

Mon-Fri 5.00pm to 8.30am, weekends and public holidays - 0161 342 2222

Police non-emergency (local police officer): 101

Police (danger to life or violence being used or threatened): emergency 999

God bless you and may you know His love always - especially in the classroom!

As a Pupil of Trinity Christian School we ask you to adhere to the statements below:

Student Commitment

That you have read & understood the School Student Handbook
That you understand the expectations and rules and will adhere to them.

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School Dress Code

That you have read the school dress list and agree to support the dress code.

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School Ethos

That you will play your part in contributing towards the ethos of the school by:

- attending school regularly and punctually in order to benefit from the curriculum;
- to behave in a way that brings credit to yourself and to the school, whether in or out of school at all times and help to create a positive learning environment;
- completing homework to the best of your ability in the given deadline;
- making positive relationships within school and reporting any incidents of bullying and racism to a member of staff;
- ensuring information you receive, is delivered to your parent / carer in a timely manner.