

New Beginnings

A booklet for students
and parents to share

Article 29 (Goals of education):

Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people.



Trafalgar
SCHOOL

Welcome

Dear Parent/carer,

I am incredibly proud to be the Executive Headteacher of Trafalgar School.

I am relentlessly ambitious about ensuring the school provides an exceptional learning experience for all students, providing them with the knowledge and skills they need to be successful here and in the wider world.



As a relational school, we pride ourselves on our calm, friendly and nurturing learning environment and the positive relationships that are fostered between students, staff and parents. We work hard to ensure our students' experience is founded on our five core values which were identified and defined by students and are also linked to the articles of the United Nations Convention of the Rights of the Child (UNCRC): aspiration, community, inclusion, resilience and respect.

Our curriculum is ambitious, personalised and inclusive. Our teaching is consistently strong across all subject areas as a result of an unrelenting focus on high quality teaching and learning every lesson, every day. Our expectations are high of every member of our community within an embedded culture of high challenge and high support. We value the contributions everyone makes at all levels and embrace regular opportunities to celebrate our students' success and achievements within and outside the classroom.

Trafalgar School is a very special community where relationships are at the core of everything we do. We are continually striving for excellence in all aspects of what we do as we fulfil our motto; 'learning today, leading tomorrow'.

I look forward to meeting you and working with you and your family over the coming years.

Yours sincerely,

Claire Copeland, Executive Headteacher

Contents

3	-----	SLT at Trafalgar
4	-----	Contacting School
5	-----	Pastoral Care
6	-----	Curriculum
7	-----	Appearance
8	-----	School uniform code
9	-----	Equipment
11	-----	Trafalgar 5
12	-----	Whole school expectations
13	-----	Behaviour and rewards
14	-----	Safeguarding: Who can I ask?
15	-----	Safety and wellbeing
16	-----	Anti - bullying
17	-----	ICT policy
18	-----	Presentation standards
19	-----	Attendance
20	-----	Home Learning

Who's in the SLT at Trafalgar School?

The team of staff who directly assist Mrs Copeland in running the school are called the Senior Leadership Team (SLT) and is made up of a Head of School, Deputy Headteacher and 5 Assistant Headteachers. They have significant whole School responsibilities and help to shape Trafalgar School.

This is obviously very different from Junior and Primary schools. Below is a guide of who is in the SLT and what their roles are. If you need to contact the school, please use the guide on the following page of who to contact and when.



Mrs Copeland
Executive Headteacher



Miss Pearse
Head of School



Miss Raeburn
Deputy Headteacher:
Quality of Education



Ms Clark
Assistant
Headteacher:
Curriculum



Mr Dudley
Assistant
Headteacher:
Behaviour &
Attitudes



Miss Ghose
Assistant
Headteacher:
Progress &
Outcomes

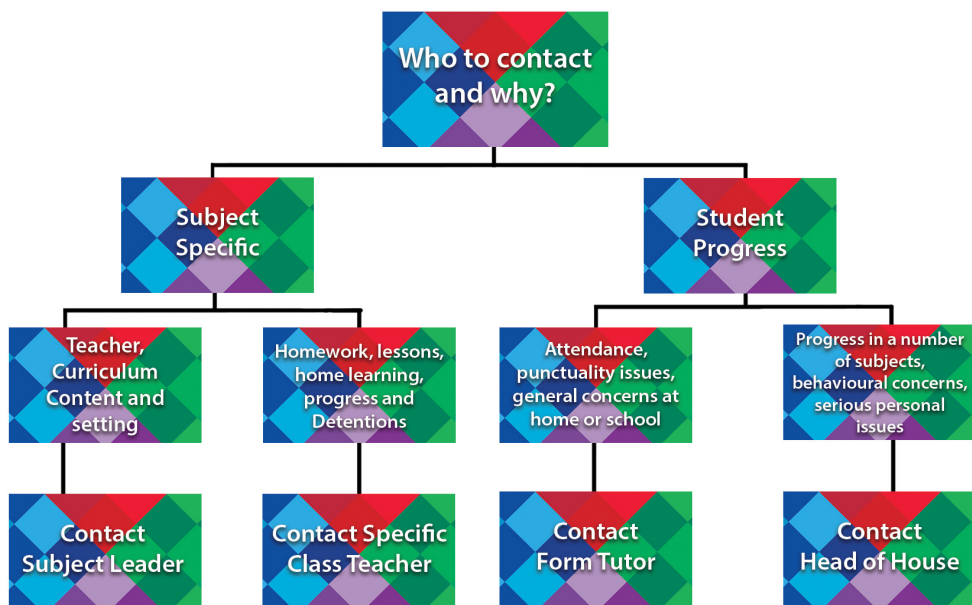


Mrs Dudman
Assistant
Headteacher:
Teaching and
Learning



Mrs Seal
Assistant
Headteacher:
Inclusion

Contacting School



General Contact

Parents are encouraged to communicate directly with staff on all matters which concern them. Parents are always welcome at school, although we ask that you always make an appointment beforehand. The first point of contact for many issues will be your child's Form Tutors, then the House Leader.

We always aim to return calls to parents within **48 hours**.

There will be a host of events which parents are invited to attend over the course of the year. Prior notice will be given and information is always available on the school's website.

Classcharts

Parents will be able to access up-to-date information about their child's attendance, progress, home learning assignments and behaviour online through Classcharts, our parent portal.

Get your log in details by emailing studentservices@trafalgarschool.org.uk.

Pastoral Care

What is the Role of the House Leader and Form Tutor?

The Head of House:

- Is responsible for the overall well-being of students, including overseeing their progress and development.
- Is responsible for the support and guidance of your child, and where necessary will liaise with parents, external agencies, the Inclusion Department, Special Educational Needs Co-ordinator (SENCO) and all teaching staff.



The Form Tutor:

- Will be your first point of contact for any matters arising and will meet you within the first term to reassure you about your child's successful transition to secondary school.

Our House Leaders:



Mr Morris
Head of House
Britannia



Mr Gronow
Head of House
Sovereign



Mr Furnell
Head of House
Temeraire



Mrs Henshaw
Head of House
Victory

Curriculum

At Trafalgar School we hold high expectations of every member of our community. We aspire to provide all students with an outstanding education placing a sharp focus on academic aspiration and progress alongside developing the core values students will live their adult lives by.

Our school values each student as an individual and we offer an inclusive approach to curriculum planning, teaching and learning. Every decision we make is centred on the development and progress of the students and community we serve and we are committed to ensuring the best outcomes for every child.



KS3 Curriculum

Throughout Years 7, 8 and 9 students follow a variety of subjects as specified by the National Curriculum. These should extend and challenge students as well as linking closely with what they have learnt in Key Stage 2. Students are taught using a variety of approaches explicitly linked to our Trust T&L Principles and it is our intention that this will motivate students to achieve their very best as well as preparing them for college and life beyond school.

KS4 Curriculum

We aim to offer a personalised curriculum for all our students so that it continues to be broad, balanced, progressive and relevant to students of all abilities.

In years 10 and 11 students follow a personal programme of study following the options process in year 9. The majority of students are strongly encouraged to take the EBACC but for the most vulnerable students a literacy and numeracy intervention is offered in place of a modern foreign language. Additional numeracy and literacy will run these blocks for students on the orange pathway. For students on the pink pathways, preference 1 will be a selection of French or Spanish.

Our curriculum offer is reviewed annually to ensure we are meeting the needs of our learners whilst also satisfying government performance measures.

Appearance

General Appearance

- For many reasons, including safety, we do not allow children to wear jewellery. The exceptions to this rule are stud earrings in pierced ears / nose.
- Children are required to remove any items during P.E. lessons to prevent them from causing injury.
- Makeup is not permitted in lower school and should be discreet in upper school. Nail varnish should be neutral.
- Hairstyles should be moderate (extreme styles such as tramlines or unnatural hair colours are not permitted).
- Coats should be weatherproof and plain in design. Hoodies, tracksuit tops, denim jackets and gilets are not permitted in school.
- Sandals and high heels are not permitted.
- Hats and caps should not be worn inside the school building and outdoor items such as gloves and scarves must be removed in lessons.

Parents should provide a signed and dated note where a non-uniform item is being worn. Even with a note, students will be expected to borrow uniform and may still be sent home to change, or kept out of normal lessons, if they are not in correct uniform.

Where students have a medical condition, we will work with medical professionals but no under no circumstances will desirable branded trainers e.g. Nike, Addidas, Puma be permitted in school.

The school welcomes children from all backgrounds and faith communities. If there are genuine reasons, for example on religious grounds, why parents want their child to wear clothes that differ from the school uniform, we will consider such requests sympathetically.

The hot weather procedure permits students to leave their blazers at home and usually applies for the last half term of the school year. Parents will be notified when this comes into effect.

The final decision on all matters of uniform and personal appearance rests with the Executive Headteacher and the Senior Leadership Team.

Uniform Code

We have established a good reputation for the smartness of our students in their uniform and trust you will continue to support us in maintaining these high standards.

- Plain white shirt
- School house colour tie
- School blazer with house badge
- Plain black school trousers (leggings, jeans and jean style trousers are not permitted)
- Trafalgar School skirt
- Trafalgar School shorts (weather dependant)
- Plain black or white ankle socks
- Plain black tights
- Plain black, waterproof, fully enclosed shoes (trainers are not permitted)
- Trafalgar School jumper (optional item).



Equipment

PE Kit

You will need a complete change of clothing for all Physical Education activities. Outdoor activities take place whatever the weather.

Essential:

- All students must have a black Trafalgar PE top with House colour side panels.

Summer Kit:

- Plain black shorts/skort and/or cycling shorts.

Winter Kit:

- Plain black, non-branded, tracksuit bottoms and/or sports leggings.

Highly recommended:

- Trafalgar branded black track top
- Plain black skins (underneath PE top)

Not permitted:

- Any hoodie, tracksuit tops (even black)



Equipment

General Equipment

Students must come to school every day with the correct basic equipment in an appropriate school bag (large enough to carry your books and equipment).

Essential:

- A pencil case containing: a pen, a pencil, a ruler, an eraser, a protractor, a pair of compasses
- A scientific calculator (we recommend Casio FX-83GTPlus or Casio FX-85GTPlus)
- A reading book
- A refillable water bottle.
- Chromebook*



Highly recommended:

Colouring pencils, pencil sharpener, English pocket dictionary and thesaurus, French/Spanish pocket dictionary, headphones and IT device for sole use, access to internet at home.

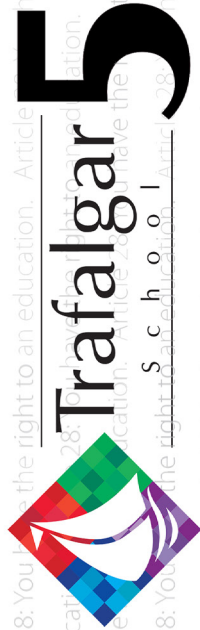
Uniform and PE Kit are available from:



www.hargreavespromotions.co.uk

*you should contact the school if you need help with this.

The Trafalgar 5



Our School Charter applies to ALL members of our school community.

RESPECT

We will respect everyone's right to learn, our school environment and the beliefs of others. We listen to each other.

Article 29 – Education must encourage your respect for human rights, parents, your own culture and the culture of others and the environment.

Article 30 – You have the right to learn and use the language, customs and religion of your family

COMMUNITY

We will be an active part of our school community, our local community and be global citizens.

Article 15 – You have the right to join groups and meet with other children.

Article 31 – You have the right to relax, play and take part in cultural activities.

RESILIENCE

We persevere in all that we do and welcome challenges that help us make progress. We will never give up so we can reach our full potential. We all support each other.

Article 6 – You have the right to develop your full potential.

Article 29 – Your education must develop your personality, talents and abilities to the full.

ASPIRATION

We will always be the best we can be. We will always try our hardest and aim high. We are lifelong learners.

Article 29 – Education must develop your personality, talents and abilities to the full.

Article 17 – You have the right to information that is reliable.

INCLUSION

We will work positively and supportively with everyone showing respect whatever their beliefs, background, race, gender, abilities sexuality or religion.

Article 23 – You have the right to a full and decent life if you have a disability.

Article 14 – You have the freedom to think and believe what you choose.

Expectations

Whole School Expectations

At Trafalgar School we believe all staff and students have the right to achieve their best in an environment where mutual respect is evident and where all people recognise their responsibilities for the welfare of others.

We have 3 simple school rules:



We expect all parents to show a commitment to supporting and upholding our high expectations.

Behaviour and Rewards

Overview

High standards of behaviour are an essential feature of an effective learning environment. Every member of the school community has a role to play in the promotion of good behaviour. We recognise that a key to this is a consistent understanding of the expectations of the school, the rewards available and the consequences of unacceptable behaviour.

Rewards

All students have the opportunity to earn reward points. These might be achieved through hard work in class, good quality home learning assignments, contribution to class discussions, helping others around the school site, 100% attendance etc.

Students are issued with personal login details which enables them to log on to the school's 'virtual shop' to see how many points they have achieved and how they might spend them.

The full behaviour policy is available on the school website.



Sanctions

Information regarding your child's behaviour, rewards collected and detentions issued is available to parents through Class Charts, our parent portal.

SAFEGUARDING AT TRAFALGAR SCHOOL

WHO CAN I ASK FOR HELP OR ADVICE NOW?



MISS PEARSE
DSL



MR DUDLEY
DDSL



MR MORRIS
HEAD OF HOUSE -
BRITANNIA



MR GRONOW
HEAD OF HOUSE -
SOVEREIGN



MR FURNELL
HEAD OF HOUSE -
TEMERAIRE



MRS HENSHAW
HEAD OF HOUSE -
VICTORY



MRS CROUCH
PASTORAL SUPPORT WORKER -
SAFEGUARDING

ARTICLE 19

(PROTECTION FROM VIOLENCE, ABUSE AND NEGLECT)

GOVERNMENTS MUST DO ALL THEY CAN TO ENSURE THAT CHILDREN ARE PROTECTED FROM ALL FORMS OF VIOLENCE, ABUSE, NEGLECT AND BAD TREATMENT BY THEIR PARENTS OR ANYONE ELSE WHO LOOKS AFTER THEM.

RESPECT

COMMUNITY

RESILIENCE

ASPIRATION

INCLUSION

Safety and Wellbeing

The safety and wellbeing of staff and students is a priority in school and when travelling to and from school, therefore:

- Students must use common sense on the roads - any student travelling to school on a bike should wear a helmet
- Students must dismount bikes at the school gates, they are not permitted to ride them on site
- Traffic on the roads and in car parks should be considered carefully: crossing patrols must be used
- Rules for safety during practical activities must be strictly followed
- Any medicines must be given to student reception for safekeeping
- Students should move safely around the school, avoiding running at all times
- Valuables e.g. jewellery or money should be kept safely in school bags at all times
- Mobile phones are not permitted in school, nor is taking photographs of other students or staff on any other device
- In order to keep themselves and others safe, students must not bring into school knives and weapons (including replicas or any other item that can be deemed dangerous)
- Alcohol, aerosols, illegal drugs and legal highs are prohibited items
- Trafalgar School is a smoke free site, therefore cigarette papers, filters, lighters, vapes and other smoking related items are not permitted in school
- Fireworks are not permitted on the school site
- Students found in possession of pornographic or other offensive images will be interviewed by a member of the Senior Leadership Team.

Anti-Bullying

Trafalgar School is an environment in which bullying is universally regarded as totally unacceptable, so that everyone is able to come to the school free from the fear of being bullied in any way, by anyone, at any time.

We regard bullying as a very serious matter and all instances are dealt with accordingly. The safety and welfare of our students and combatting bullying is a responsibility shared equally by every adult on our staff.

Bullying is a behaviour which can be defined as the repeated attack: physical, psychological, social or verbal in nature, by another, with the intention of causing distress for their own gain or gratification. It is the wilful conscious desire to hurt or threaten or frighten someone else.

A one-off incident may not necessarily be bullying. A minor incident which is repeated however, may well be deemed as bullying.

Trafalgar School may regard any of the following as bullying:

- Verbal or physical abuse
- Threatening language or behaviour
- Sexist language and harassment
- Racist language and harassment
- Negative language or harassment regarding sexual orientation (homophobic or biphobic bullying) or gender identity (transphobic bullying)
- Demanding money, or goods and favours
- Social ostracism
- Denying someone access to their property
- Spreading rumours or gossip
- Name calling or teasing
- Cyber bullying via social media and/or digital devices including phones.

ICT Acceptable Use Policy

Good Practice

All students are expected to abide by the school's ICT policy. It is our expectation that students:

- Are responsible for their own login details and do not share these with other students
- Always keep passwords secure; these should change regularly and contain a mixture of numbers and letters in capitals and lower case, making it harder for others to guess
- Organise user areas into folders for each subject and name each file with a suitable title that reflects its content so that work is not 'lost'
- Do not store material that is not required for school work such as music and pictures in their user area
- Do not play computer games on the internet during lesson times and do not download games to their user area or play them using a flash drive; there might be a virus hidden in the game that could harm the computers
- Think, 'Do I really need to print this?' They should print a draft copy in black and white, proof read it and check for errors before printing a final copy.
- PowerPoint presentations should be printed six slides to a page; this helps to reduce the cost to the school and to the environment
- Know that food and drink near a computer is a recipe for disaster! Liquid and electricity do not mix and food on a keyboard leaves it dirty with sticking keys
- Treat the ICT rooms with respect and do not tamper with the computers.
- Adhere to our specific guidance when accessing lessons remotely.

Presentation of Work

All students are expected to take pride in their work. It is our expectation that students:

- Write neatly and clearly at all times
- Write in blue or black ink
- Put the date and title at the top of each piece of work
- Underline all titles with a ruler
- Produce diagrams and drawings using a pencil
- Answer all questions using full sentences, paying attention to spelling, punctuation and grammar (SPaG)
- Keep books and folders free of graffiti and doodles
- Never tear pages out
- Cross out mistakes with a single line
- Rule off at the end of each piece of work
- Ensure an appropriate font and font size is being used for computer generated work
- Respond to teacher's comments using a green pen.



Good presentation requires students to have the correct books and equipment in school.

Attendance

- 100% **Star Attendee** - Congratulations!
- Over 97% - Well done!
- 90-97% - Immediate improvement required
- Under 90% - Cause for concern.

Look at the attendance rate—how many days will your child miss?

Attendance Rate	By End of Autumn Term	By End of Spring Term	By End of Summer Term
100%	0	0	0
97%	1	3.5	5
90%	7	13	20
85%	11	19	30
80%	14	27	40

40 days missed per year
over 5 years =
**1 entire year of
secondary school
education missed!**



Home Learning

Why is Home Learning important?

At Trafalgar School we recognise the importance of Home Learning and believe it is an integral part of a child's education that builds independence, resilience and organisation. It is fundamental to the progress that a student makes, as it allows additional time for them to deepen their knowledge, understanding and skills. Therefore, home learning activities are designed so that students, teachers and parents are all able to work together to ensure the best outcomes for learning.

What are the aims of Home Learning?

- Form an integral part of teaching and learning
- Consolidate what students are learning in the classroom
- Provide meaningful opportunities for students to deepen their understanding
- Challenge students to think for themselves and develop as independent learners
- Prepare students well for the lessons and learning to come
- Enable students to develop personal organisation, reliability and self-discipline
- Celebrate hard work and success of students
- Involve parents with learning.

What Home Learning support is available?

- Home Learning Club: 3-4pm every day
- Subject teacher advice and support
- Library, IT and printing facilities and resources.

Notes

Notes

Clarification and Rules regarding Mobile Devices

The use of mobile phones is prohibited on school premises. This is to minimise the safeguarding risks to our school community.

If your child chooses to bring a mobile phone to use on the journey to and from school, they do so at their own risk and if brought onto the school site, phones must be switched off and completely out of sight. If a child is found to be using their mobile phone on school site, it will be confiscated, and parents will be asked to collect it from the school.

If urgent contact is required with your child(ren) during the school day, you should contact the school and the message will be passed on. If a student needs to contact home, they can do this through their pastoral teams or through student services.



Trafalgar
S c h o o l

Facebook: @TrafalgarSch

Twitter: @TrafalgarSch

Instagram: @TrafalgarSch

Email: info@trafalgarschool.org.uk

Website: www.trafalgarschool.org.uk