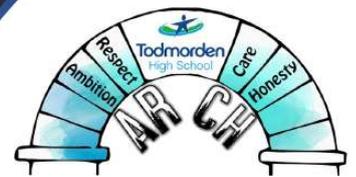




Ambition, Respect, Care and Honesty



# Moving up to High School Parent Guide 21/22

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## What we expect from our students at Todmorden High School

We have an exceptional cohort of students at Todmorden High School and, as such, we have very high expectations from all our students. These expectations are based on the four core values:

### **Ambition – High expectations for yourself, the community and wider world:**

- *Arrive on time at the start of the day and to all sessions within the day.*
- *Work to best of your ability in all lessons.*
- *Ensure all home learning is completed to the highest standard and handed in on time.*
- *Have the highest expectations for yourself now and for your future.*

### **Respect – Respect for yourself, the community and wider world:**

- *Arrive in full and correct uniform every day.*
- *Arrive with full and correct equipment every day.*
- *Follow instructions given by staff without argument or delay.*
- *Support a school environment that ensures everyone can unlock their unique potential.*

### **Care – Caring for yourself, the community and wider world:**

- *Move around the school in a calm manner, following the one-way system and walking on the left.*
- *Approach lessons silently ready for silent retrieval.*
- *Ensure we do not share actions and thoughts out of line with our values.*
- *Ensure that mobile phones / smart watches are only used outside the buildings and outside of learning time.*

### **Honesty – Be true to your unique self, the community and wider world:**

- *Remember to be honest about all our actions.*
- *Accept that where mistakes are made sanctions will be undertaken without argument.*
- *Positively contribute to an inclusive environment.*
- *Always make staff aware when others do not uphold our values.*

We also have very high expectations from our members of staff; we ensure that the students are our very first priority and we aim to provide students with an inspirational and enjoyable learning experience. Our staff are passionate about providing the very best learning opportunities for all our students.

*"In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work."* Ofsted 2020

## **Rewards**

Our exceptional students are the basis of our remarkable school community, we believe that it is very important to reward them on a regular basis for their contribution to the school and the local community.

We use an online system called Class Charts to issue positive points for students demonstrating our core values. Parents can see the points their child has received by downloading the App. Once a student reaches certain thresholds (Bronze/Silver/Gold) they are recognised in celebration assemblies where students receive certificates, badges and are entered into various prize draws. This happens alongside weekly rewards including 'Headteacher's breakfast' and 'Stars of the week'.

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# Key people at Todmorden High School

**Deputy Headteacher**  
Mrs Coates



**Headteacher**  
Miss Shirt



**Deputy Headteacher**  
Mrs Rawlinson



**Assistant Headteacher**  
Mrs Connolly



**Assistant Headteacher**  
Mr Nalborczyk



**School Business Leader**  
Mrs Todd



**Assistant Headteacher**  
Mrs Mansfield



**Associate Assistant  
Headteacher / DSL**  
Ms Wells



**Associate Assistant  
Headteacher / Head of History**  
Miss Vose



**Associate Assistant  
Headteacher / Head of English**  
Mrs Kewin



**Associate Assistant  
Headteacher / SENCO**  
Miss Cooper



**Safeguarding Manager**  
Mrs Pickles



**Chair of Governors**  
Mr Hairsine



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# How school will contact you

Here at Todmorden High School we understand that we may not see you picking your child up every day, but please be assured that we will stay in regular contact with you via the methods below.

## School contacting home

- Class Charts
- Letter posted home
- Letter sent via a student
- Text message
- Phone call home
- Website

Please ensure that you notify the school if you have any changes to your contact details (address, phone number, e-mail). You can do so by emailing

[admin@todhigh.co.uk](mailto:admin@todhigh.co.uk)

Alternatively you can call 01706813558 and inform us of these changes via the telephone.

## School contacting groups of parents

This applies to a communication that is sent to a whole form/year group/school (where information is not sensitive)

- Letter sent home via a student
- Text sent home to notify you of a letter
- Letter posted on Class Charts

### School will contact individual parents if:

- Your child is absent
- Your child has received a detention
- Your child has been put into ARCH Restoration
- Your child has been given a fixed term exclusion
- Your child is unwell
- We have a specific concern about your child

## Parents contacting school

*Who to contact:*

Student absence and Reception line: 01706 813558

Everyday issues– Form Tutor

Persistent/Serious issues– Learning Manager

Safeguarding– Ms Wells or Mrs Pickles

Regarding a specific subject– Head of Faculty

If you e-mail or leave a message for a member of staff who is unavailable, they will contact you within 5 working days.

## Website

You can use the website to find out a lot of information about the school including;

- Letters
- News
- Calendar
- School policies
- Emergency closures

## Class Charts

Class Charts is the method we use to communicate rewards and sanctions in school. We also upload letters and notices to this platform. When your child starts you will receive a Class Charts code. You will need to download the Class Charts app to your mobile phone and then use this code to access your child's information. More details on how to do this will be issued at the start of term in September.

Visit our website at: [www.todhigh.co.uk](http://www.todhigh.co.uk)

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## Other administrative information

### ParentPay

To pay for school meals, trips, after school clubs and much more, we use a secure online service called ParentPay. We do not accept cash or cheque payments, the school is a cash-free environment. Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores. ParentPay offers you the freedom to make payments whenever and wherever you like. Once you have received your activation letter from school with your activation login details you will be able to activate your account.

If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children. **For more information please visit [www.parentpay.com](http://www.parentpay.com).**

### School Communications with ParentMail

We now send communications home through ParentMail including features such as forms, permissions and surveys, and Parents' Evening bookings as well as a free, secure mobile App for you to pick up school communications on the go!

ParentMail will be beneficial to you because you can:

- Use a free, secure mobile app on Android and iOS to pick up school messages instantly.
- Have an account simply for school messages (away from your busy email inbox!)
- Connect to other schools, nurseries or clubs that use ParentMail.
- Highlight important messages or archive old messages to make life easier.
- Messages can be sent directly to mums, dads and carers – even grandparents!
- Update your contact details within the secure mobile app.

Registering with ParentMail is very easy! When your child starts at Todmorden High School, you will be sent an email and/or text message from ParentMail, when you receive this please just follow the instructions in the message. Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

### Data Protection

From 25th May 2018, Data Protection requires that public authorities and businesses identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

Due to this, it is important that we keep comprehensive and up to date records on our students and their contact information. This is particularly essential in times of an emergency or where a school wide message requires your attention.

We have also enclosed a form asking for your direct consent to process your child's biometric data and to use photographic images of your child. It is important that we receive a response from all parents. Our privacy notice is available to view on [www.todhigh.co.uk](http://www.todhigh.co.uk).

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# Attendance

We are proud of the attendance of our students. Last year, we achieved 95.7% attendance overall, this figure was higher than the national average for attendance across the country.

We take attendance seriously at Todmorden High School, and that's because report after report has shown a really clear and tangible link between attendance in school and good outcomes. For students to do well in their exams they need to be in school habitually, and ready to learn. The most successful adults are those with resilience and grit and so we reward good attendance regularly, These are the children who might feel a little bit under the weather but battle through it in order not to miss valuable contact time and excellent learning opportunities with their teachers.

Excellent attendance is one of our clear targets for each and every student here at Todmorden High School. Excellent attendance makes a massive difference to life chances, both now and in the future.

**If your child is going to be absent, please call the absence line before 8.40am on 01706 813558.**

You may be contacted should your child be absent without notification to the school. We contact you in order to establish the safety/whereabouts of your child. Should you receive a communication, please respond to the automated system. You will not receive this if you have called the absence line and notified us of his/her absence.

Wherever possible please can medical and dental appointments be made out of school time. We do appreciate that there are exceptions and if your child needs to come out of school for an appointment, please can you send a copy of their appointment card or letter into school for our records.

Please note that the school can no longer legally authorise holidays taken during the school term time. If your child is absent from school without advance permission (except where he or she is unwell), you can be fined or even prosecuted, this could involve a fixed penalty notice of £60 within 21 days, or £120 within 28 days. Failure to pay can result in prosecution in the Magistrates Court.

Missing two weeks of school for a holiday might not seem like very much, but it can have a big impact on your child's education. For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school.

For any attendance related queries, please contact Mrs Dearden, Learning Manager for Community Engagement [c.dearden@todhigh.co.uk](mailto:c.dearden@todhigh.co.uk) or 01706 813558.

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# Uniform & Appearance

We are privileged that our students are an exceptional group of young people and we have very high expectations of the way in which they wear their uniform.

## Uniform

- A white tailored shirt, with a proper shirt collar, which can be tucked into your waistband and has a top button you can fasten.
- School Tie (Royal blue striped tie) worn so that it reaches the waistband.
- Black school blazer with the school logo on it.
- Black V-neck jumper (optional) to wear under your blazer.
- Plain tailored trousers, full length. No leggings, jeans, tracksuit bottoms or jersey fabrics.
- Plain tailored knee length pleated or A-line style skirt. Knee length means the skirt should be touching the crease of the back of the knee and the knee cap at the front. The skirt should not be tight fitting or made from stretchy fabrics. If wearing a skirt, socks or tights must be worn (not both together).
- Socks must be plain, not patterned, and either black, white or grey. They must also be either knee or ankle length.
- Tights must be plain, black and opaque.
- Plain black, leather or leather look (not canvas) flat shoes or ankle boots with black laces. No sandals, trainers, logos or branding. For example, any 'Kickers' tabs should be cut off.
- A black kameez can be worn in addition to the rest of the uniform, where required. A hijab can also be worn.
- Sturdy bag.
- Outdoor coat for cold/wet weather. No cardigans, body warmers or non-uniform jumpers including sweatshirts or hoodies.



## PE Kit

- School PE shirt (dark blue with light blue trim and the school logo). Plain black jogging bottoms or shorts.
- Trainers
- Optional School PE tracksuit top

## Appearance

- Single ear studs are permitted but must be removed for PE. No other piercings allowed.
- No excessive make-up.
- No nail varnish, gel nails or false eyelashes.
- Chewing gum is not allowed to be consumed or brought onto school site.
- Students who use henna in their cultural celebrations should avoid applying it to their nails as it looks like nail varnish and cannot be removed. Henna patterns on hands, which fade quite quickly, are acceptable.



# Where can I buy my uniform from?

We want you to look so smart, and we encourage all of our students to wear their Todmorden High School uniform with pride!

The Todmorden High School uniform can be purchased from the suppliers listed below. Please note that all plain items of clothing (such as the shirt, skirts, trousers and jumpers), can be bought from any retailer. It is your responsibility to ensure that these items meet the specified requirements as shown on the previous page. If you have any questions then please do not hesitate to contact the school. We expect uniform to be worn correctly to and from school, representing our school with pride in our community. Students who arrive at school without the correct uniform will be required to put on uniform held in our uniform store without exception. This uniform is clean and regularly replaced. If you are struggling to provide uniform for your child please contact their Learning Manager who will be able to offer support.



**Local Uniform Suppliers**

- J3 & Annabelle Clothing**  
Standish Street  
Burnley  
BB11 1AP  
01282831087
- Halifax The Uniform Shop**  
25 Union Street  
Halifax  
West Yorkshire  
01422382550
- Rochdale Moses Uniform Shop**  
21-23 Oldham Road  
Rochdale  
OL16 1UA  
01706644447
- Bacup Anns Schoolwear**  
5a Union Street  
Bacup  
OL13 0AA  
01706875127

Updates also available on social media: search 'Todmorden High School' on Twitter and Facebook

Todmorden High School

Respect, Ambition, Care, Honesty



You can also purchase uniform from our in school second– hand uniform shop. Uniform is thoroughly checked and washed before selling. If you are interested in buying second hand uniform please contact the school on 01706 813558. or email [admin@todhigh.co.uk](mailto:admin@todhigh.co.uk)

**Ambition, Respect, Care & Honesty**

# What your child will learn

## Curriculum

At Todmorden High School our core purpose is to offer an ambitious curriculum that supports learning in and out of the classroom, underpinned by our school values of Ambition, Respect, Care & Honesty (ARCH).

Through offering a wide range of subjects and opportunities, reinforced by great learning and teaching we truly believe that we will enable each individual to unlock their unique potential. We believe the success of our curriculum is measured by outcomes, progression and attendance.

In Year 7-9 we offer English, Mathematics, Science, Computer Science, Digital Literacy, Art, Drama, Music, PE, EPR (Ethics, Philosophy and Religion), Geography, History, Spanish, Food Technology, Design Technology and Latin.

When students are in Year 9 they choose four option subjects that they study alongside Mathematics, English, Science and Core PE. The current options' offer includes Business Studies, Computer Science, iMedia, Art, Photography, Performing Arts, Sport Studies, Health and Social Care, EPR (Ethics, Philosophy and Religion), Geography, History, Spanish, Hospitality and Catering, Design Technology and Child Development.

In addition to this our students have access to Focus Time daily and six ARCH days a year. Within this time the students study a PSHCE programme covering aspects such as citizenship, sexual health, sex education, British values, tolerance, extremism, mental health and preparing students for the world of work.

A detailed overview of what we offer can be found at [www.todhigh.co.uk/school-curriculum](http://www.todhigh.co.uk/school-curriculum) . If you still have further questions please contact Mrs Coates on [a.coates@todhigh.co.uk](mailto:a.coates@todhigh.co.uk).

## What your child can eat

We are committed to providing fresh, healthy meals for our students as we believe this has a positive impact on their wellbeing and their learning. The catering provisions are constantly under development and review. Your feedback is important to us. The canteen has had a full revamp for student comfort and enjoyment.

Menus include a variety of hot meals, including vegetarian & halal options.

Parents have the option to put a limit on your child's lunch account if they so desire, contact the school if you wish to do this.

Free School Meals– Confidential and anonymised by the student lanyard system, all students use their lanyards to access their lunch and must bring this to school each day.

If you are in receipt of qualifying benefits you may be entitled to free school meals for your child.



“Hello there, I'm Miss Broadbent and I'm the Catering Manager at Todmorden High School. We can't wait to meet your child in September. Lunchtime at THS is a really good part of the school day, myself and my team offer a wide variety of lunch options, full menus are available on the next page. We run regular Student Voice exercises to ensure we have something for everyone and often change our menus to reflect. School Lunches start from as little as £2.15”.

Take a look at our menus at [www.todhigh.co.uk/cateringatths](http://www.todhigh.co.uk/cateringatths)

# Other information

## **Data Check**

One of the most important things for you as a parent is to know how well your child is progressing at school. Alongside our annual parents' evening, we report home twice a year with a update on your child's progress and attitude to learning in each subject area.

## **Home Learning**

Home learning will follow a timetable and be set by each department. Your teachers will tell you what you have to do and you will be able to see your home learning on Class Charts.

## **Extra-curricular**

Here at Todmorden High School we appreciate the positive effect that additional learning and leisure activities can add to young peoples' well being and progress. As a result of this we offer a wide range of extra-curricular activities, ranging from Sport clubs to Art clubs. The extra-curricular timetable is updated regularly and displayed in the hall, as well as featuring on our school website at <http://www.todhigh.co.uk/extra-curricular/>

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# Student Leadership

Students are the heart of our school and we believe in offering all our students leadership opportunities. We have created a number of roles to suit students across the board, from whole school student voice representatives, to House Captains. Over the years, these opportunities have been heavily sought after and enjoyed by all of our pupils who have engaged with them; each year, we see a large number of students appointed into one of our many leadership roles and we hope to see this number continue to grow.

We do not under-estimate the importance of these roles, not just in the development of our students' confidence and skills, but also the impact they have on our student community. We believe in each and every one of our students; we want students to realise their potential as we do, and succeed in whichever path they choose in life. Roles include;

*KS4 prefects*

*Form representative (all forms, all years)*

*Head Boy/Head Girl (all years)*

*Student Voice Leadership*

*House Captains*

**As a Year 7 student, your child will have the opportunity to be a representative for their form, or their year group, and make a difference in their school.**

In addition to these key roles, each and every student will be encouraged to use their voice to contribute to discussions in class, take feedback and enter into dialogue about their educational experiences. They will be given guidance about how to best use their voice, and how to justify their opinions, as well as being supported in seeing things from another person's point of view. They will be trained in how to demonstrate respect for lifestyles and opinions different from their own, and in how to successfully communicate and collaborate with people from different backgrounds and who hold different world views. Through this, our young people will become confident young citizens, capable of empathy and understanding and with the ability to thrive in the adult world.



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# Term Dates

Please check our website regarding the Queen's Diamond jubilee as an extra Bank Holiday to accommodate this will be added shortly

Date	Event
6 <sup>th</sup> September 2021	CPD Day 1- school closed to students
7 <sup>th</sup> September 2021	CPD Day 2- school closed to students
8 <sup>th</sup> September 2021	School opens for Autumn term
22 <sup>nd</sup> October 2021	School closes for Autumn half-term
1 <sup>st</sup> November 2021	School re-opens after Autumn half-term
17 <sup>th</sup> December 2021	School closes for the end of Autumn term
3 <sup>rd</sup> January 2022	School closed: Bank Holiday
4 <sup>th</sup> January 2022	CPD Day 3- school closed to students
5 <sup>th</sup> January 2022	School opens for Spring term
18 <sup>th</sup> February 2022	School closes for Spring half-term
28 <sup>th</sup> February 2022	School re-opens after Spring half-term
8 <sup>th</sup> April 2022	School closes for the end of Spring term
25 <sup>th</sup> April 2022	School opens for Summer term
2 <sup>nd</sup> May 2022	School closed: May Day
27 <sup>th</sup> May 2022	School closes for Summer half-term
6 <sup>th</sup> June 2022	School re-opens after Summer half-term
22 <sup>nd</sup> July 2022	School closed for Summer Holiday
25 <sup>th</sup> July 2022	CPD Day 4- disaggregated
26 <sup>th</sup> July 2022	CPD Day 5- disaggregated

Please see the school website for term dates 2022/2023 in September

# The school day

Lessons start at 8.40am. Students need to be in their classroom for this time, ready to be registered. Students take part in Focus time in the middle of the day, this is with their form tutor. They will also take part in a weekly assembly at this time.

We operate a 'split' lunch which means Year 7 will go to lunch at the same time as Year 9 and 11. This is to improve the speed at which school lunches can be served by reducing the queues at the serving points. School finishes for all pupils at 14.50. Extra-curricular clubs take place after this time, detentions also operate after 14.50.

## Timing of the school day

Lesson	Start	Finish
1	8.40	9.40
2	9.40	10.40
Break	10.40	10.50
3	10.50	11.50
Lunch 1: Y7,9,11	11.50	12.20
Lunch 2: Y8,10	12.20	12.50
4	12.50	13.50
5	13.50	14.50

## Useful things to know

We are here to help. If you are worried about anything at all, see your Form Tutor, Learning Manager (Miss Crowther) or any other staff member.

What happens if...?	What to do
I arrive at school late in the morning.	If you arrive before 8:45am, go straight to period 1 If you arrive after 8:45am report to the Student Office (opposite the canteen) and you will be issued a late slip, unless the office have been given a reason for your lateness by a parent or guardian.
I have a dental/medical appointment.	Sign out of school at the Student Office and then sign back in when you return. Don't leave school without permission.  If you have a medical appointment during the school day then you must have an appointment letter or card (the hospital/doctors/dentists can provide this for you). You must bring a your appointment letter or card to the Student Office for our records (either before the appointment or when you return to school). Without this, absences cannot be authorised.
I have lost something.	Look in the place where you last had it. If it is in a classroom ask the teacher if they have seen it. Lost property is handed in to the Student Office. Remember, all property should be marked with your name. Please do not bring expensive items like jewellery and large sums of money to school. Mobile phones and personal entertainment equipment are brought in at your own risk. The school is not insured for these valuables.
I have forgotten to bring something to school.	If it is one of the items on the uniform and equipment checklist (excluding your journal) then you will have the opportunity during focus session to either buy a new one from the Student Office or borrow items from school. You must see your Learning Manager first thing in the morning if you need to borrow an item from school.
Something is confiscated from me.	At the end of the lesson ask the member of staff who has confiscated the item, when it can be collected and what the conditions are. If it is a mobile phone, see our Behaviour Policy.
I don't feel well.	Tell your teacher, who may send you to the Student Office to see a first aider. Home will be contacted if necessary.
I am absent.	Get a parent/carer to phone the absence line each morning before 8.40am. Bring a letter on your return and catch-up on any missed work. Bring absence notes back to the Student Office.
I take medication.	Leave all medication with the Student Office, except for asthma inhalers (which you can keep with you), with a letter from parents saying when it can be taken. They will be stored in the First Aid Room and you can collect your medication from there. If your mobility is compromised, e.g. you are on crutches, your parents/carers must visit school to complete a Health Care Plan.
Someone is bullying me/I don't feel safe	Tell somebody: your Learning Manager, Form Tutor, a Teacher, a friend and your parents. Our first priority at school is to ensure you feel safe and happy. All staff are here to ensure this so

# House System

Our house system is a major pastoral/extra-curricular side of school which develops students' Social, Emotional, Team-working and Organisational skills. The house system aims to reflect the ethos and core values of the school; Ambition, Respect, Care & Honesty. We will develop this by fostering a sense of community, awareness of each other and a sense of being part of a team and belonging. A sense of belonging is a fundamental element of having good mental health and wellbeing.

We will encourage students to show respect through fair play and sporting behaviour, forming young people who are graceful in defeat and resilient to challenge. We will support everyone and teach them to take pride in their efforts. We demonstrate care by the way we interact with and treat others with dignity, respect and empathy. When we are honest we build strength of character that will allow us to be of great service and allow us to have self-respect.

We hold various house events throughout the year and these allow each child to contribute to our school community and their own personal development. We also use the house system to drive the 'character agenda'. The character agenda comprises 5 strands; sport, creativity, volunteering, volunteering and membership, the world of work. By engaging with these 5 strands, pupils can develop their character, allowing them to grow resilience, experience a wide range of opportunities and make the most of belonging to the THS family. Every student is issued with a character card which details lots of character challenges to get involved with. House points are issued to students offering proof of their involvement with these challenges and we expect every student to engage with this, in order to develop skills and aptitudes in preparation for adult citizenship.

Students will be put into houses when they arrive and will be expected to proudly wear the colour of their house in the form of a badge. Our five houses are named after the beautiful valley that we live in;

**Bridestone**

**Stoodley**

**Calder**

**Vale**

**Gaddings**

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[www.todhigh.co.uk](http://www.todhigh.co.uk)



**Todmorden High School**



**Todmordenhigh**

**01706 813558**

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