



Moving up to High School

Parent and Student Guide 22/23



Enabling individuals to unlock their unique potential



A big ‘hello’ from Mrs Thompson to our new students

Welcome to Todmorden High School. My name is Mrs Thompson and I will be your Learning Manager from September 2022. Learning Managers take care of students' wellbeing and learning provision. I will be your key person to go to if you need anything. I will be available at the start of the day, during focus times and break times if you need to speak to me.

Starting High School is an exciting time, it will be a fantastic journey, full of new experiences and new friends. A huge part of my job is ensuring you follow our core THS values of Ambition, Respect, Care and Honesty. These ensure that everyone can access a safe environment where they can unlock their unique potential and I hope you will join me in championing these values throughout your time at THS.

We are going to have an amazing year and I can't wait to meet you all!

Take care and use the summer holidays to relax and make plans for September.

See you soon Year 7.

Our vision and values

Our school vision is:
**'Enabling
individuals to
unlock their unique
potential.'**

Our school values are;

AMBITION—High expectations for yourself,
the community and wider world.

RESPECT—High expectations for yourself, the
community and wider world.

CARE—Care for yourself, the community and the
wider world

HONESTY—Be true to your unique self, the
community and the wider world.

Our expectations

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 – Care for yourself, the community and wider world:

- *Move around the school in a calm manner, following the one-way system (where assigned) 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.*

Honesty – Be true to your unique self, the community and wider word:

- *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'. There is more information on Class Charts later in this booklet.

Warm greetings from some key staff in school



Hello , I'm Miss Shirt and I will be your new Headteacher. I can't wait to meet you and welcome you to Todmorden High School. I am sure that you will settle in well and soon feel part of our family. Don't worry, we will look after you and you will soon make plenty of friends; you will also learn lots with our great teachers in truly enjoyable lessons.



Hi, my name is Miss Cooper and I am Assistant Headteacher and SENCO. I'm looking forward to meeting you in September and getting to know you throughout your time at Todmorden High School. I am sure you will enjoy your time with us and make lots of new friends. You might be nervous at the moment but please don't worry, there'll be lots of people to help you and you'll settle in before you know it.



Hi my name is Mrs Pitchforth and I am the Deputy SENCO. I help a lot of pupils and support the work of all the Teaching Assistants in school.

I am really looking forward to meeting you all. I know you're going to have a wonderful time with us at Todmorden High School. We have heard lots of fabulous things about you from your teachers so we know you will fit in at Todmorden High School.

Useful faces to know



Deputy Headteacher
Mrs Coates



Headteacher
Miss Shirt



Deputy Headteacher/SG Lead*
Mrs Rawlinson



Attendance
Miss Dearden



**Learning Manager for
Year 7** Mrs Thompson



Safeguarding Manager
Mrs Pickles



**Assistant
Headteacher / SENCO***
Miss Cooper



Deputy SENCO*
Mrs Pitchforth



ARCH Inclusion
Mr Starr



ARCH Restoration
Mr George



Assistant Headteacher
Miss Vose



Assistant Headteacher
Mrs Mansfield



Assistant Headteacher
Mr Nalborczyk

Attendance

We are proud of the attendance of our students.

We take attendance seriously at Todmorden High School, and that's because all evidence demonstrates an inextricable 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. We know excellent attendance makes a huge difference to life chances..

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 their 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 cannot authorise regular 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 or 01706 813558.

UniForm and 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 (at least to the ankle). 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.
- 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.
- Lanyard.



Purchasing uniform

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. Students who arrive at school without the correct uniform will be required to put on uniform held in our uniform store. This uniform is clean and regularly replaced. If you are struggling to provide uniform for your child please consider using our second hand uniform shop, on school site.

- J3 & Annabelle Clothing - Standish Street, Burnley, BB11 1AP (01282831087)
- The Uniform Shop - 25 Union Street, Halifax, HX1 1PR (01422382550)
- Moses Uniform Shop - 21-23 Oldham Road, Rochdale, OL16 1UA (01706644447)
- Ann's Schoolwear - 5a Union Street, Bacup, OL13 0AA (01706875127)

PE Kit

- School PE shirt (dark blue with light blue trim and the school logo). Plain black jogging bottoms or shorts.
- NEW Long Sleeved PE Shirt available in at Ann's Schoolwear or in school (Picture featured) - **OPTIONAL**.
- Size LJ (30/32") - £20Size YTH (32/34") - £24Size S (34/36") - £24Size M (38/40") - £24Size L (42/44") - £24Size XL (46/48") - £24
- Trainers.



Appearance

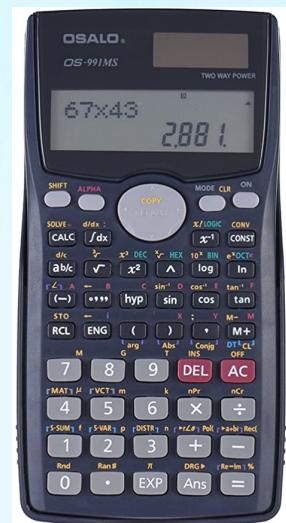
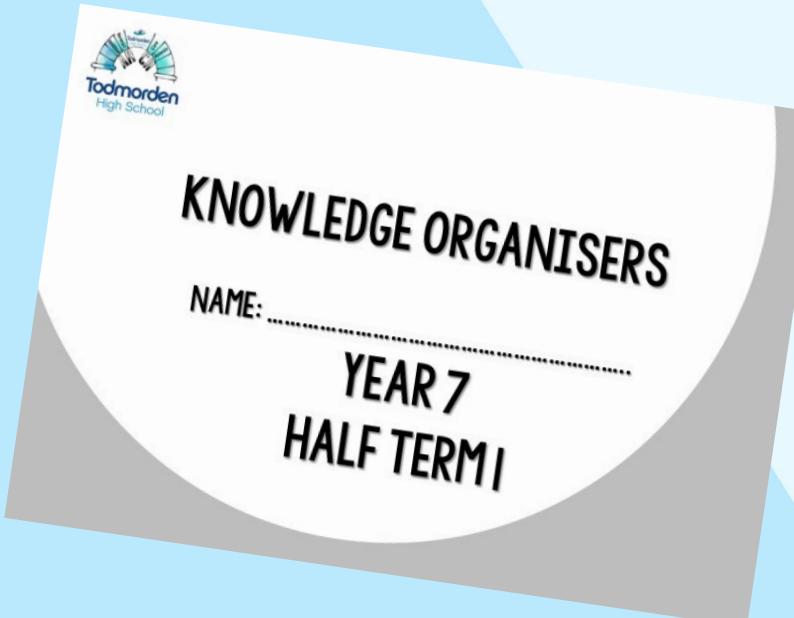
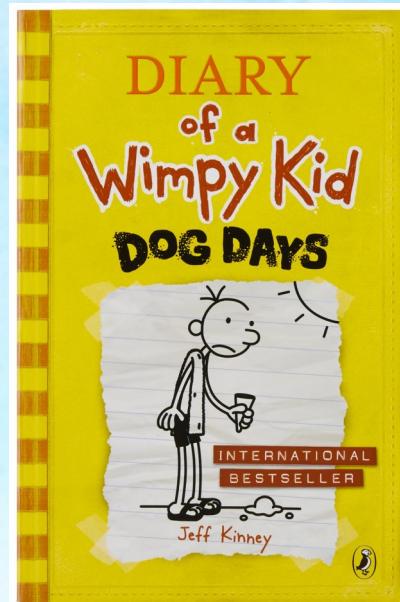
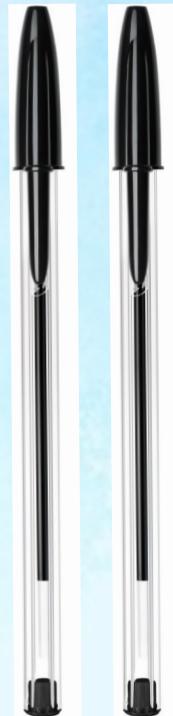
- Single, plain ear studs are permitted but must be removed for PE. No other piercings or jewellery are allowed.
- No excessive make-up.
- No nail varnish, gel nails or false eyelashes.
- Students who use henna in their cultural celebrations should avoid applying it to their nails as it looks like nail varnish and cannot be removed. Henna patterns on hands, which fade quite quickly, are acceptable.
- No hoodies or other non-uniform jumpers.

Mobile phones and smartwatches are not allowed to be seen, heard or used during the school day, from dismissal in the morning until dismissal in the afternoon. If a mobile phone is seen or heard it will be confiscated.



Equipment

- Knowledge Organiser (provided)
 - Black pen + 1 spare
 - Green pen + 1 spare
 - Pencil + 1 spare
 - Ruler
 - Scientific calculator (Casio recommended)
 - Reading book
 - Sturdy Bag



A highlighter and glue stick are not part of essential equipment, but they do come in handy!



Class Charts and ARCH points



At THS we reward students who uphold our values regularly. We do this by awarding ARCH points using an online programme called Class Charts. Staff in school award ARCH points to students who demonstrate our values of Ambition, Respect, Care and Honesty both in lessons and in other aspects of school life. These points are used to dictate weekly and termly rewards throughout the school year. Parents can see the points awarded to their child by downloading the Class Charts App to their smart phone or computer. A parent's guide to Class Charts can be found on the transition section of our school website www.todhigh.co.uk/primary-transition-2022-23.

Negative ARCH points are awarded to students who fail to uphold our core values. These points impact upon a student's overall ARCH percentage which is used to decide eligibility for certain rewards. If a detention is issued in relation to a negative ARCH point, this can be seen by parents on the Class Charts app. We expect parents to support attendance at detentions by being kept up to date using the app and arranging alternative transport for their child on the day the detention is issued if required. This is a fundamental part of our school behaviour policy and when students join us, we expect this to be fully understood by both students and parents. **By sending your child to Todmorden High School you are agreeing to adhere to our home school agreement which can be viewed on our school website and is also included in your transition pack.** At Todmorden High School we believe that one of the biggest contributors to student success is positive relationships. When there is the potential for a relationship to suffer between peers or staff, we encourage restorative practice. This provides the opportunity for both parties to share their difficulties in a calm manner so that the relationship can be rebuilt, hopefully resulting in the next interaction between the two parties being much more positive. Detentions may be used to facilitate this between staff and students, hence the importance of attending any awarded.

Learning, teaching and the 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 and 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, Separate Sciences, 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 also attend ARCH days throughout the 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 [Curriculum - Todmorden High School \(todhigh.co.uk\)](http://Curriculum - Todmorden High School (todhigh.co.uk)).

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

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 [Extra-Curricular Activities - Todmorden High School \(todhigh.co.uk\)](http://Extra-Curricular Activities - Todmorden High School (todhigh.co.uk)).

Catering Facilities

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 their child's lunch account if they 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 you in September. Lunchtime is a lovely part of the school day.

My team and I offer a wide variety of lunch options. Full menus are available on our website. We run regular Student Voice exercises to ensure we have something for everyone and often change our menus to reflect."

Take a look at our menus at [Catering - Todmorden High School \(todhigh.co.uk\)](http://Catering - Todmorden High School (todhigh.co.uk)).

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. 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.

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.



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.

Timings of the school day

Students must arrive from 8.35am ready to be in their period 1 lesson on time at 8.40am.

| 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 Focus Time : Y8, 10 | 11.50 | 12.20 |
| Lunch 2: Y8, 10 Focus time : Y7, 9, 11 | 12.20 | 12.50 |
| 4 | 12.50 | 13.50 |
| 5 | 13.50 | 14.50 |

Example timetable - For students

Staff code

Your timetable will include
a list of your teachers'
names and codes!

Subject

| | Mon | Tue | Wed | Thu | Fri |
|---|--|---------------------------------------|---|---|---|
| 1 | Hi SIA Rm 83 Whirlaw (ground) | Ar ROW 46 Art | Ge TKI Rm 84 Whirlaw (ground) | Sp FAB Rm 92 Whirlaw 1st floor | Hi CVO Rm 83 Whirlaw (ground) |
| 2 | Sp FAB 48 EPR (Top floor art) | Er KMC 52 EPR | En PEM Rm 96 Whirlaw 1st floor | Ma ANC 18 Maths Annex | Ma KMU 15 Maths (2nd Floor) |
| Break for 10 minutes | | | | | |
| 3 | Ma ANC 18 Maths Annex | Dt SLD 25 Design Tech Room | Dr GMO Hall | Sc LXM 38 Science main corridor | En PEM Rm 96 Whirlaw 1st floor |
| Lunch time / Focus time (split 30mins each) | | | | | |
| 4 | Cm DMC 21 PC (2nd room) | Ma ANC 18 Maths Annex | En PEM Rm 96 Whirlaw 1st floor | Sp JSC Rm 82 Whirlaw (ground) | Pe IBA GYM2 |
| 5 | Ge TKI Rm 84 Whirlaw (ground) | Sc LXM 38 Science main corridor | Sc LXM 38 Science main corridor | En PEM Rm 96 Whirlaw 1st floor | Sc LXM 38 Science main corridor |

Period

School area

Room number

A key on your timetable will explain what your lesson codes are e.g. MA—Maths

Useful things to know about the school day - for students

- You **must** arrive at school for 8.35am.
- You will have five lessons a day and Focus time (Form) in the middle of the day.
- Year 7 form rooms are within the Art, Technology and EPR department.
- There is a Year 7 assembly once a week.
- 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.

*If you need **extra support** for maths and English **don't worry** as this will be highlighted by your Year 6 Teacher and you may receive 1 or 2 sessions per week. We will also complete some assessments in school to identify students who may require additional support.

What else might my week look like?

Our school vision is to unlock your unique potential, and our core values, **Ambition, Respect, Care and Honesty** lend themselves perfectly to this.

You will be rewarded for your engagement with these values on a day-to-day basis by receiving positive ARCH points and these will be recognised in your assemblies.

Years 7-10 will take part in ARCH days across the year. On these days you will participate in alternative lessons which will develop your understanding of the ARCH values and help you to become successful in the future.

Did you know that we have a walk on the left system at Todmorden High School? We show respect by walking on the left and ensuring that all our peers and staff members can make their way safely down the corridor. We walk calmly and quietly on corridors and approach lessons silently ready to complete our silent retrieval tasks.

Frequently asked questions – for students

What do I do if I feel that other students are being hurtful or bullying me?

Report it straight away to your Learning Manager, any member of staff and/or your Parents / Carers. This will be dealt with as we don't tolerate any form of bullying in school.

Who can I talk to if I am struggling with my new start?

Speak to your Learning Manager and they will do all they can to help you, you can also speak to any trusted adult. We are all here to help you settle in.

When can I see my Learning Manager?

You can pay a visit to your Learning Manager if you have something to discuss, but not during lesson time. If your need is urgent, then you can see them anytime during the day.

Are the dinner queues long?

We operate a “split lunch” system. This has reduced lunchtime queues significantly. You still have to queue for a short period but will get served in plenty of time to eat your lunch.

What is there to eat in the canteen?

The canteen offers a 3 week menu, that you can view on our school website. There is a range of hot and cold options from plated meals (such as a roast dinner) through to pizza.

Can I ride my bike to school?

Yes you can, there is a bike shed to store your bike while you are in school, but you cannot ride your bike on school grounds for safety reasons. Please ensure you always wear a helmet when riding a bike.

When can I go to the toilet?

You can use the toilet facilities at break time and lunch time. Students are not allowed to go to the toilet at lesson changeover (9.40 or 1.50). You can ask your teacher if you can go to the toilet during a lesson if you are desperate, but not until you have done your silent retrieval. Do try and go to the toilet in your social time so you don't miss out on valuable learning.

What do I do before school?

Gather in your year group area (Whirlaw Yard) and your Learning Manager will dismiss you into the building.

When do I do if I lose a piece of equipment, uniform or personal property?

Let your form tutor know. It is always a good idea to retrace your steps if you lose something, you may have left it in your last classroom. Sometimes lost things get handed in to student reception, so do speak to the staff in the office too. Remember, it is wise not to bring very valuable things into school with you, it can be very upsetting if you misplace them.

Frequently asked questions - For students

What happens if I get lost?

Don't worry! We have staff on transition points around school so there are plenty of people to help you find your way.

What if I am late for lessons?

Don't worry! During the first half term we make allowances for Year 7 students who are just getting to know their way around.

What if I am late for school?

It is important that you make every effort to arrive at school on time. If you do arrive late due to an appointment or other unforeseen circumstances you must sign in at student reception before going to your lesson. If you have been to an appointment it is helpful to show staff at student reception either your appointment letter or card.

How do I make new friends?

You will meet lots of new people in form time and lessons and you'll soon make new friends. Another good idea is to join extra-curricular clubs where you can meet friends with similar interests.

What extra-curricular clubs can I join at Todmorden High School?

There are a variety of clubs you can join. For example we have Netball, Gymnastics, Football, Art, Drama and many more. If there is a club that you would be interested in starting up, you can always talk to a member of staff about it.

Can I use my phone at school?

Mobile phones are not allowed in school and should be switched off and put in your pocket during the hours of 8.40-14.50. If your phone is seen in use or heard it will be confiscated from you. Smartwatches are also prohibited.

Will I be with my Form group for all my lessons?

No, you will spend focus time each with your form group, but you will be in different mixed attainment classes for the rest of your timetable.

Useful things to know - For parents

| What happens if...? | What to do |
|--|---|
| My child is late to school in the morning? | If your child arrives before 8:40am they go straight to period 1. If they arrive after 8:40am they should report to the Student Office and sign in. |
| My child has a dental/medical appointment. | Your child should sign out of school at the Student Office and then sign back in when they return. Students should never leave school without permission. If they have a medical appointment during the school day then they need to bring an appointment letter or card to the Student Office for our records (either before the appointment or when they return to school). Without this, absences may not be authorised. |
| My child misplaces something. | Your child should look in the place where they last had it. If it is in a classroom they should 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 child's name. Please do not allow your child to bring expensive items like jewellery and large sums of money to school. The school is not insured for these valuables. |
| My child forgets to bring something to school. | If it is one of the items on the uniform and equipment checklist then your child will have the opportunity during focus session to either buy a new one from the Student Office or borrow items from school. Your child must see their Learning Manager first thing in the morning if they need to borrow an item from school. |
| Something is confiscated from my child. | Students should speak to the member of staff who has confiscated the item at the end of the lesson to establish when they can get this back. Mobile phones and smartwatches can be collected from the student office at the end of the day if they have been confiscated. |
| My child is unwell during the school day. | Your child should tell their teacher, who may send them to the Student Office to see a first aider. Home will be contacted if necessary. |
| My child needs to stay at home. | You must phone the absence line each morning before 8.40am to notify school of your child's absence. If your child has an absence note they can return these to the medical |
| My child takes medication. | Leave all medication with the Student Office, except for asthma inhalers (which your child can keep with them), with a letter from you saying when it can be taken. They will be stored in the First Aid Room and your child can collect their medication from there. If your child's mobility is compromised, e.g. they are on crutches, you must visit school to complete a Health Care Plan as Parent/Carer. |
| Someone is bullying my child/they don't feel safe. | Tell somebody: your child's Learning Manager, Form Tutor or a Teacher and encourage your child to do the same. Our first priority at school is to ensure our students feel safe and happy. All staff are here to ensure this so you please let us know if your child has told you that they feel unsafe or unhappy in school. |

Keeping in touch - for parents

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

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 suspended
- Your child is unwell
- We have a specific concern about your child

Website

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

Letters, News, Calendar
School policies
Emergency closures
School times and dates

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.

Parents contacting school

Who to contact:

Student absence and Reception line:
01706 813558

Everyday issues– Form Tutor
Persistent/Serious issues– Learning Manager
Safeguarding– Mrs Rawlinson 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 aim to contact you within 5 working days.

Visit our website at:
www.todhigh.co.uk

School systems - for parents

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.**

ParentMail

We now send communications home through ParentMail including features such as forms, permissions and surveys. 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

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.

Our privacy notice is available to view on www.todhigh.co.uk.

Term dates 22-23

| Date | Event |
|--------------------------------|--|
| 5 th September 2022 | CPD Day 1- school closed to students |
| 6 th September 2022 | CPD Day 2- school closed to students |
| 7 th September 2022 | School opens for Autumn term |
| 21 st October 2022 | School closes for Autumn half-term |
| 31 st October 2022 | School re-opens after Autumn half-term |
| 16 th December 2022 | School closes for the end of Autumn term |
| 2 nd January 2023 | School closed: Bank Holiday |
| 3 rd January 2023 | CPD Day 3- school closed to students |
| 4 th January 2023 | School opens for Spring term |
| 10 th February 2023 | School closes for Spring half-term |
| 20 th February 2023 | School re-opens after Spring half-term |
| 31 st March 2023 | School closes for the end of Spring term |
| 17 th April 2023 | School opens for Summer term |
| 1 st May 2023 | School closed: May Day |
| 26 th May 2023 | School closes for Summer half-term |
| 5 th June 2023 | School re-opens after Summer half-term |
| 21 st July 2023 | School closed for Summer Holiday |
| 24 th July 2023 | CPD Day 4– school closed to students |
| 25 th July 2023 | CPD Day 5- school closed to students |

Todmorden High School

Ewood Lane

Todmorden

OL14 7DG

www.todhigh.co.uk

01706 813558

@TodmordenHigh

