

In-Year Information Booklet

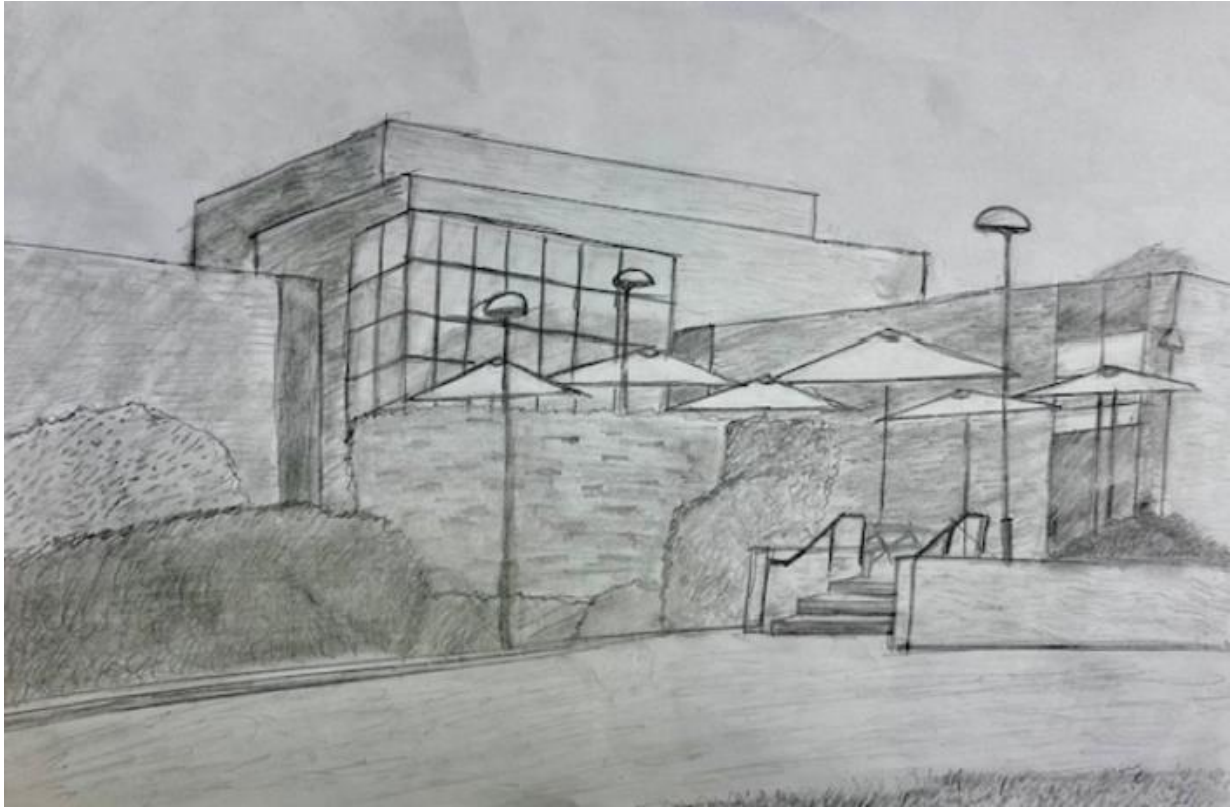


Illustration by Melek in Year 7

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Introduction

This booklet has been put together to provide students, parents and carers with information and advice about moving to Thornden.

We are an oversubscribed school with almost 1500 students in Chandler's Ford and are proud to welcome students of all abilities and interests, helping them to move forward and achieve success.

We take pride in the high academic standards attained by our students, expecting young people to work hard and do their best in everything that they pursue. Both examination results and the progress students make during their time at Thornden are consistently very high when compared to national standards.

Alongside excellent academic outcomes, our ethos extends to the wider enrichment opportunities that are on offer to young people, helping them to work together on effectively building the skills they need for their future through a range of activities during and beyond the school day.



Welcome from the Headteacher

Dear Parents and Carers,

Welcome to Thornden School.

Thank you so much for choosing Thornden School for your child. We feel hugely privileged that you have entrusted us with the job of helping them to realise their full potential and be the very best version of themselves.

The next five years are key times in a child's education and development. They will need to develop skills that set them up for the future, to focus on problem solving and learning new topics and material during this time. At Thornden, we feel that all students make better progress if they are happy, settled, secure, with strong friendships and an ability to discuss their work with their peers and teachers.

We set and encourage high standards for all students but aim to do this in an environment of mutual respect and through strong communication channels, between students, parents/carers, and teachers. We take pride in watching our students develop and grow during their time here, with the intention of providing experiences and opportunities that may last a lifetime.

We look forward to meeting you and your family and welcoming you to the Thornden community. In the meantime, if you have any questions, please email info@thornden.hants.sch.uk

With best wishes,

Ms. C. Lowing
Headteacher



SAFEGUARDING

at Thornden School is everyone's responsibility

If you don't feel safe or you're worried about the safety of another student, our safeguarding team are here to help. Come and find us at any time. Alternatively, call Childline on 0800 1111 or use the QR code.



Mr A Thomas
Deputy Headteacher
Designated Safeguarding Lead



Ms C Lowing
Headteacher
Deputy DSL



Mrs S Kingsley-Smith
Pastoral Support Manager
Deputy DSL



Mr R Collar
Deputy Headteacher
Deputy DSL



Mr P Balmond
Assistant Headteacher
Deputy DSL



Mrs J Fuller
Assistant Headteacher
Deputy DSL



Mrs L Peaston
Assistant Headteacher
Deputy DSL



Mrs L Kehoe
Assistant Headteacher
Deputy DSL



Ms E Parker
HOY 7
Deputy DSL



Mrs L McGreal-Watson
HOY 8
Deputy DSL



Miss C Jones
HOY 9
Deputy DSL



Ms V Georgiou
HOY 10
Deputy DSL



Mr M Jewell
HOY 11
Deputy DSL



Mrs A Murray
PA to Headteacher / Office Manager
Deputy DSL



Miss H Malhi
Pastoral Support
Deputy DSL

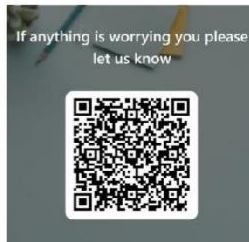


Miss H Byrne
Pastoral Support
Deputy DSL

Member of staff or a visitor to school?

If you have any concerns about the needs or welfare of a student, please don't hesitate to speak to Mr Thomas in the first instance or another member of the safeguarding team in his absence.

We all share a responsibility for our students' safety and wellbeing.



Meet the Head of Year Team and Support Staff



Ms. E. Parker
Head of Year 7



Mrs. L. McGreal-Watson
Head of Year 8



Miss. C. Jones
Head of Year 9



Ms. V. Georgiou
Head of Year 10



Mr. M. Jewell
Head of Year 11



Mr. A. Thomas
Deputy
Headteacher &
Designated
Safeguarding Lead



Mrs. S. Kingsley-Smith
Pastoral Support Manager
Deputy Designated
Safeguarding Lead



Mrs. H. Byrne
Pastoral
Support



Mrs. H. Malhi
Pastoral
Support



Mrs. W. Prince
School Nurse



Mrs. S. Little
SENCO



Mrs. R. Roadnight
SENCO



Mrs. J. Beckingham
Learning Support
Co-ordinator

Contacting Thornden School

Please note that our policy response time is 48 hours

Address: Thornden School, Winchester Road, Chandler's Ford, Eastleigh, SO53 2DW.

Telephone: 023 8026 9722 (open 08:00-16:00). Reception will direct your call to an appropriate member of staff.

Email: info@thornden.hants.sch.uk

Key Dates: Please follow this [link](#) for the key dates in 2025-2026, including parent and carer evenings, professional days and term holidays.

Newsletters: Please follow this [link](#) to access copies of the fortnightly newsletters.

Below is a list of some key staff who can be contacted via Thornden School reception:

- Headteacher: Ms. C. Lowing
- Senior Leadership Team (SLT): Mr. R. Collar, Mr. A. Thomas, Mr. P. Balmond, Mrs. J. Fuller, Mrs. A. Vickerage, and Mrs. L. Kehoe
- Designated Safeguarding Lead: Mr. A. Thomas - a.thomas@thornden.hants.sch.uk
- Heads of Year, for issues concerning students:
 - Year 7 – Ms. E. Parker - e.parker@thornden.hants.sch.uk
 - Year 8 – Mrs. L. McGreal-Watson - l.mcgreall@thornden.hants.sch.uk
 - Year 9 – Miss. C. Jones - c.jones@thornden.hants.sch.uk
 - Year 10 – Ms. V. Georgiou - v.georgiou@thornden.hants.sch.uk
 - Year 11 – Mr. M. Jewell - m.jewell@thornden.hants.sch.uk
- SENCO: Mrs. R. Roadnight & Mrs. S. Little, for SEN information or advice - sen@thornden.hants.sch.uk
- Pastoral: Mrs. S. Kingsley-Smith, Mrs. H. Byrne, and Mrs. H. Malhi - pastoral@thornden.hants.sch.uk
- School Nurse/Medical Team: medical@thornden.hants.sch.uk
- Attendance: attendance@thornden.hants.sch.uk
- Admissions: admissions@thornden.hants.sch.uk
- Careers Coordinator: Miss. K. Quinn - k.quinn@thornden.hants.sch.uk

Absence Reporting

Expectations

Thornden School has a duty to provide appropriate education for all students who attend. Parents/carers have a legal obligation to ensure that children receive an education by regular attendance at school.

Parents/carers must ensure that a reason for absence is reported to school every day.

- Report same day absences using the Parent Portal/Arbor App or complete the online absence form.
- Update the Parent Portal/Arbor App or complete the online absence form each subsequent day of absence.
- For students who are late in, please update the Parent Portal/Arbor App or complete the online absence form and ensure the student signs in at reception.
- As a Safeguarding procedure we will text parents/carers requesting you make contact with the school if a student does not register in the morning.
- A medical note may be requested from a registered Medical Practitioner upon regular or lengthy absence from school due to illness or surgery.

Reporting Absences

As a school, we are committed to safeguarding and promoting the welfare of students.

- Please update the Parent Portal/Arbor app or complete the online absence form and submit before 08:35 every day that the student is absent.
- For students who are going to be late, please also report this on the Parent Portal/Arbor App or the online absence form before 08:35.
- For students who have not registered and for whom we have not been notified of an absence, you will receive the following text message: "Please can you let the attendance team know why <Firstname> is absent from school today by updating the Arbor Parent Portal or call 023 8024 6577".
- Please respond to this text message straight away. If we have not received a response by lunchtime, we will contact you by telephone.
- For students leaving school early, please update the Parent Portal/Arbor App or the online absence form and ask your son/daughter to sign out at reception when you pick them up.
- You may also use the online absence form in advance to advise the school of a planned absence, e.g., for a medical appointment.
- Please also remind students that they must go to the School Nurse if they feel unwell. Students should not contact parents/carers directly. **Note: If you wish to discuss any medical issues with the School Nurse in person, please phone 023 8024 6777.**

Taking a leave of absence please complete a leave of absence form. This form can also be found on the school website, in the Parents Tab.

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (head teacher) of a maintained school granting leave of absence to a student except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note: There is no general right to authorise absence for a family holiday; if a student is taken out of school without permission the absence will be unauthorised, and we will consider legal action.

Lateness/Punctuality

It is important to be on time to tutor periods and to lessons. If a student is late, they can miss instructions, learning, time with their teacher and vital information.

- The school day begins at 08:30 with the first bell and registers are formally completed at 08:35.
- All lateness is recorded daily.
- For arrival after 09:00, students will be marked as unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but it is legally recorded as an absence.
- Late arrival before 09:00 in the morning and after 13.40 in the afternoon will be recorded as a late and coded L.
- If a student is late due to a medical appointment, they will receive an authorised absence, coded M once parents have confirmed this with the school. Please be advised that, where possible, medical, and dental appointments should be made outside of school hours or during school holidays.

Students who are consistently late disrupt not only their own learning but also that of the other students. Ongoing and repeated lateness is considered as unauthorised absence.

Parents and carers of students who have patterns of lateness will be contacted to discuss ways we can work together to achieve good punctuality. If lateness persists, parents and carers will be invited to attend the school to discuss the issue and any support that might be needed to improve punctuality. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10-week period, the school may issue parents with a Penalty Notice.

	NUMBER	OUTCOME
PERSISTENT LATENESS TO REGISTRATION (During any one week)	3 LATES	60 MINUTE SENIOR STAFF DETENTION
PERSISTENT LATENESS TO LESSONS (During any one week)	3 LATES	60 MINUTE SENIOR STAFF DETENTION

Cashless Canteen

The canteen's cashless system has brought several important benefits:

- A faster, more efficient service, so that queuing time is reduced.
- Parents and Carers can pay in advance via Arbor for students' meals, which cuts down the need for students to carry cash or to bring in cheques.
- Parents and carers can have confidence that dinner money is being used for the intended purpose.
- Students entitled to free meals will have a daily credit automatically applied to their account so that the entitlement remains completely confidential.
- The system can be used to encourage 'healthy eating' and parents and carers if they so wish can monitor their child's choices.
- It is a secure system, and students can only access their own account.

How are students recognised by the system?

All students will be issued with an ID card which they will use to purchase food and drink. This card will not include their photograph but will identify them at the till.

If lost, a replacement card must be purchased via Arbor. Lack of card causes delays in the canteen.

N.B. if for any reason you do not wish to use this system, the student can always bring a packed lunch to school.

Music Tuition

We are pleased to be able to offer music lessons during the school day. We ask that if you wish your child to start or continue music lessons, that you sign them up using the form that can be found on the Admissions page of our website. We then book the correct number of hours of teaching with Hampshire Music Service, who supply the teachers. We issue timetables at the start of each term and post the timetables in the practice room corridor.

Music lessons cost £300 per year, £100 paid either at the beginning of each term or in full. Lessons are 20 minutes long and we rotate the timing each week so that students do not miss the same lessons regularly.

The instruments that we offer are, Violin, Viola, Cello, Flute, Clarinet, Saxophone, Recorder, Oboe, Trumpet, Trombone, Horns, Tuba, Piano, Keyboard, Tuned Percussion, Drum Kit, Bass Guitar, Acoustic Guitar, Electric Guitar, and Vocal lessons.

Extracurricular Clubs

We encourage all members of our community to be actively engaged in their learning both within and beyond the classroom. We ensure that we offer a wide range of experiences and opportunities that support the development of each individual including Library clubs, the STEM Club, sports clubs, curriculum-based activities, and many other opportunities.

We have a large, purpose-built Performing Arts Centre on site which provides excellent facilities to promote the benefits of the arts. We encourage participation in a variety of activities ranging from musical and dance performances to drama and theatrical productions. Developing the individual through wide participation across several activities is an important aspect of Thornden life.

Our timetables range from clubs that take place both during and beyond the school day, to sporting teams that compete at a national level. We are also very proud of our well supported Duke of Edinburgh Award Scheme which runs annually.

Please note these are subject to change.

Extra-Curricular PE Timetable Half Term 3
(*Each half term there will be a new timetable that may have slight changes)

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime (TBC)					
Sports Hall	All Years Basketball Mr Hall	All Years Badminton Mrs Tucker-Blackford	All Years Basketball Mr Hall		All Years Basketball Mr Hall
Gym		Year 7/8 Table Tennis Mr Lax	All years Table Tennis Mr Lax		
After School (3:00pm – 4:00pm)					
Field					Staff Sport
Astro	Year 7 Boys Football Mr Osben Bella B – sports leader Year 9/10/11 Boys Rugby Mr Hall	All Years Girls Football Miss Jones, Mr Lax & Mr Osben Megan T – sports leader Year 10/11 Boys Football Mr Lax & Mr Osben	Year 8/9 Football Mr Osben & Mr Lax All Years Girls Rugby Mr Hall	All years Boys & Girls Hockey Miss Jones & Mr Lax Charlotte J – sports leader Year 7/8 Boys Rugby Mr Hall	
Sports Hall					
Courts	Year 7 Girls Netball Mrs Tucker-Blackford Leah M – sports leader		Year 10/11 Girls Netball Mrs Tucker-Blackford	Year 8/9 Girls Netball Mrs Tucker-Blackford	
Gym					

Home Learning - Satchel One

Thornden School's Approach to Home Learning

We feel that by being clear about the expectations of home learning then students and parents/carers can feel confident about the importance of it. We have tried to set out as clearly as possible the purpose, types of activities and expectations of home learning. We hope that you find this useful so that you can support the student to approach these activities in a way that helps them to make strong progress with their learning.

Purpose - *At Thornden, the purpose of home learning is to:*

- Prepare for learning that takes place in the classroom.
- Reinforce learning that has taken place in lessons.
- Regularly focus on knowledge retrieval and retention.
- Show increasing independence in managing learning, for example, in relation to organisation, meeting deadlines and developing positive learning habits.

Types of Home Learning - *To fulfil these purposes students may receive many different types of home learning. These may include:*

- Preparation for learning next lesson - For example, learning phrases in languages so that they can be used during the next lesson.
- Flipped learning - For example, where students are directed to read, watch, or learn new material that they will then apply and use in lessons. This allows students to focus on activities that are more complex in lesson time.
- Reinforce learning - For example, where students are set questions that test their understanding or extend their understanding of what they have studied in lessons.
- Revision - For example, where students are required to revise or revisit topics in order to help embed learning in their long-term memory.

Marking and Feedback - *The response to home learning activities will depend on the nature of the task. Responses could include:*

- Whole class feedback.
- Being marked formally by the teacher via book marking or by self or peer review.
- The activity being an integral part of the next lesson/s, for example, as a part of question-and-answer review.
- The learning is tested or used in the lesson.
- Eliciting students understanding through question and answer in class.

This is not an exhaustive list but provides some examples of how feedback will be provided to students.

Timetable and Regularity

The aim of producing the attached timetable is to establish and maintain a reasonable and regular pattern of home learning. This will help to ensure that the expectations of students are consistent across all members of the year group. You will see that the notes below the timetable outline the different allocations of home learning for each subject. It varies between subjects because of the differences in the allocated time. It also shows the percentage targets for the number of times that it should be set. This allows for times when home learning may not be set, for example, just prior to holidays or when books have been collected by the class teacher.

How to access their home learning - *Students are required to:*

- Log in to Satchel One to understand what they need to do for home learning and organise themselves to complete their work in a timely fashion. This can be accessed from an app on their smart phones or any internet-enabled device.

Ways to Support the Student - *The partnership between school, parents and carers is vital. You can support the student by:*

- Ensuring that they spend an appropriate amount of time on home learning (usually indicated on Satchel One).
- Provide a good working environment when they are learning at home.
- Support with organisation (where necessary), check, and sign the student planner.
- Monitoring the amount of time spent on home learning tasks. If there are any concerns regarding the time spent on home learning, please contact the tutor in the first instance.
- Satchel One has a parent and carer facility, enabling parents and carers to see/monitor the tasks that have been set.

What We Expect of the Student

- To work in a focused way and spend an appropriate amount of time on home learning activities.
- Use Satchel to plan and organise the completion of home learning.
- To alert the teacher to any problems they have experienced which has meant they have not been able to complete the home learning in a satisfactory way.
- To speak to their parents and carers if they find that they are not able to complete a piece of home learning for a valid reason, or if they find that a task is taking an excessive length of time.

We believe that regular, effective home learning completed in a focused way has a significant impact on learning. We hope that this information is useful so that students thrive and gain the maximum possible effect from developing excellent home learning habits. We also recognise that students have wider interests and activities that enrich their lives both within school and outside school time. These activities are vital so that students develop as well rounded and healthy individuals.

Satchel will

- Sum up any tasks/lessons during a closure.
- Share any files needed for learning.
- Give you reminders for when tasks are due.
- Keep up to date when you are away from school.
- Message your teacher if you need help with your work.
- Share the tasks set with parents and carers.

Satchel features

- Downloadable free app or use on a desktop or device.
- A to-do list organised by due date.
- Checklist to students to tick off when work has been completed.

Satchel (keeping in touch with teachers)

- Submit work online or in class; your teacher can decide.
- Upload documents, photos or share a written, essay style response.

Example of a Home Learning Timetable

Group	Monday	Tuesday	Wednesday	Thursday	Friday
7FJJE	English, Geography, ICT	Music, Science, Performing Arts	Art, Maths	RE, History, French, Technology	Maths, English, Science
7FJST	English, Performing Arts, Science	History, Geography, Music	Science, Art, Maths	ICT, French, Technology	Maths, English, RE
7FRM	Music, English, Technology, History	Performing Arts, Maths	ICT, RE, Science	Geography, Art, English	French, Science, Maths
7FNJS	Music, English, Technology, Geography	ICT, Maths	Performing Arts, Science, RE	Science, English	History, French, Art, Maths
7FJVI	Geography, English, ICT	Science, Music, Performing Arts	Science, Art, Maths	French, Technology	RE, Maths, English, History
7SDTU	Geography, History	Technology, Maths, RE	ICT, English, Science, Spanish	Performing Arts, Maths	English, Science, Music, Art
7SJH	ICT, Science, Technology	English, Spanish, Maths	Music, History, RE, Performing Arts	Geography, Art	English, Science, Maths
7SMAG	English, Art	Technology, Maths	ICT, Geography, Science, Spanish	History, Performing Arts, Maths	Music, RE, English, Science
7SND	Maths, ICT, Music	Technology, Science	English, History, RE, Spanish	Maths, Art	Performing Arts, English, Geography, Science
7SPBR	RE, ICT, English, Technology	Performing Arts, Maths	History, Art, Music	English, Geography, Science	Spanish, Science, Maths

	Target number of Home Learning activities per week	Home learning will be set in a term (%)
English, Math's, Science	2	75%
French, German, Spanish	1	75%
Art, ICT, Geography, History, Technology, RS, Dance, Music, (Read, Know, Grow)	1	50%

- One home learning should last approximately 20-30 minutes in Years 7, 8 and 9. In almost all cases students should be given at least two nights to complete a home learning task.
- If a subject has more than one home learning slot per week, then this may be combined into one longer home learning task (approximately 40-60 minutes). Extra time will be given to allow completion of this extended task, usually an extra two nights.
- Modern Foreign Languages may give shorter tasks of approximately 10 minutes over three nights.
- Drama will set home learning once or twice per half term/module.
- Music will set listening, research, or practice approximately 3 times per half term/module.
- There is no expectation that extra holiday learning will be set in Years 7, 8 and 9.

Home School Agreement

The school will:

- Aim to provide a safe and happy environment for all students.
- Encourage students to always do their best.
- Provide an appropriate curriculum to meet the needs of all students.
- Achieve high standards of work and behaviour by providing opportunities for students to develop positive social relationships, self-esteem, and a sense of responsibility.
- Ensure that all students are made aware that unacceptable learning behaviours will not be tolerated.
- Be open and welcoming and offer opportunities for parents/carers to be involved in the life of the school.
- Report formally on students' progress each term.
- Let parents and carers know about any concerns or problems that affect students' work or behaviour.
- Contact parents and carers if there is a problem with attendance, punctuality, or uniform.
- Provide home learning to support the curriculum.
- Keep parents and carers informed about school activities through regular emails, letters home, newsletters, and notices about special events.

The Parents and Carers will:

- Ensure that students attend throughout each school term and arrive on time.
- Ensure that students wear the correct school uniform.
- Inform the school if the student is absent by telephone on the first day of absence and each subsequent day that the student is absent.
- Make the school aware of any concerns that might affect the students' work or behaviour as soon as they become apparent.
- Support the students' home learning.
- Attend Progress Information Evenings about the students' progress and school information evenings where appropriate.
- Encourage participation in extracurricular activities.
- Support the school's guidelines for behaviour.
- Support the school approach to online safety and not deliberately upload or add any images, digital recording, sounds or text that could upset or offend any member of the school community.

The students will:

- Come to school regularly and on time.
- Abide by the school rules, travelling safely to and from school.
- Wear school uniform and be tidy in appearance.
- Do their schoolwork and home learning to the best of their ability.
- Look after their school and surroundings.
- Follow class agreements and school rules.

Languages

Starting from September 2024, students will be taught one of two languages in Year 7 and throughout the school years: French or Spanish. On entry to the school, students will be allocated to a tutor group and subsequently to a language. Most lessons in Year 7 are taught in tutor groups and the whole tutor group will, therefore, study the same language.

The formation of the tutor groups is critical as we want to ensure a balance of genders, a mixed academic ability, and a range of students from all of our main linked schools.

Whilst wishing to engage with parents/carers to ensure students make a positive start at Thornden and are not put with students they do not work well with; we cannot accommodate requests for a specific language.

Students with siblings already at the school will be allocated the same language as an older sibling so that families and siblings can support each other. However, if a parent does not want this to be taken into consideration, please email admissions@thornden.hants.sch.uk. In this situation, a student may or may not then be allocated the same language as a sibling. Please note, if their sibling is currently studying German, they will not be allocated the same language and will be allocated either French or Spanish if they are starting in Year 7.

Lost Property

- Please could we ask that all belongings are clearly named. As you can imagine, every week a huge pile of lost property mounts up. At least half of this is not named, or the name is illegible which makes it impossible to return to its owner and in the case of uniform, students are unable to identify their own belongings.
- The lost property area is located on the top corridor. Valuable items, such as watches, jewellery, glasses etc., are locked away.
- Due to the sheer amount, any unnamed items that have remained in lost property for some time are donated to a charity or to Friends of Thornden. Students, Parents and Carers are notified before the lost property area is cleared.

Student Pastoral Support at Thornden School

General points:

Thornden school aims to be a safe and affirming place for children. We want them to develop a sense of belonging and feel able to trust and, when needed, talk openly about problems. To that end, we aim to ensure that there is good communication between staff to ensure a coordinated approach to supporting our students.

We recognise that mental health problems affect many people, and we will, therefore, have students at Thornden who need support in this area.

Our approach is as follows:

- **Tier 1** support is provided to students by the tutor and/or the Head of Year (HoY).
- **Tier 2** support is provided to some students, e.g., mentoring, the Hub, the library, Young Carers group, Pride group, Wellbeing Den, and breakfast club (bereavement club).
- **Tier 3** support is provided to students by the Pastoral Support Team who can complete well-being check-ins. Our qualified Elsa can also provide Elsa support sessions. We also have trainee counsellors on-site who can work 1:1 with our young people.

Most support is confidential unless a disclosure is made, in which case the Designated Safeguarding Lead will be contacted.

If a student is being seen by an external agency, we do not recommend that they are also seen by one of our counsellors. However, it would be useful to be made aware of this support, so we can complement this within school.

External Request: If parents/carers have a concern about a student's mental health and wellbeing, our initial advice is to take them to their GP, whilst making their HoY, tutor, or School Nurse aware. In addition, we would ask parents/carers to advise us about current and previous support that students are accessing/ have accessed and when. We believe it is vital that, following the conclusion of any support, students have an opportunity to establish new patterns of behaviour and thinking before subsequent additional support is offered. Constantly trying to access new strategies can be counterproductive for the young person.

Following communication with the family, if necessary, the HoY will complete a referral to our internal Thornden Hub to seek further support and/or signpost to an appropriate external agency.

Self-referral & Peer-referrals:

If students have a mental health or wellbeing concern about themselves or a friend they should speak to their tutor, HoY, or pastoral support team.

They can also email: pastoralsupport@thornden.hants.sch.uk Or use the 'Report a Concern' Link found on satchel, the Student Bulletin or on the Thornden Homepage.

If you have any general comments regarding the Pastoral Support offered at Thornden School, please email s.kingsley-smith@thornden.hants.sch.uk

School Nurse

Important information from the Medical Team

- Medical Room direct line: **023 8024 6777 or 023 8024 6574**

Medical Team

- Wendy Prince RN – School Nurse
- Lindsay Lambourne – School Nurse Assistant
- Tracy Bailey – School Nurse Assistant

Feeling Unwell in School

If a student feels unwell during the school day they should attend the Medical Room for assessment, care, and treatment as appropriate. However, they are encouraged to attend during break or lunchtime unless injured during a lesson or they are feeling very unwell. Students should not contact parents directly to be collected; if your child does contact you, please advise them to go to the Medical Room. You may wish to then phone the Medical Room to discuss further.

Existing Medical Conditions

If a student has a medical condition, then please ensure this is noted on the Health Information Form (***this can be found on the Admissions page on our school website***). The School Nurse will contact you to discuss further as appropriate.

Paracetamol

The only over the counter medication supplied by the school is paracetamol, this can be administered in the case of pain or fever. Paracetamol consent was requested when completing the intake form.

Medication in school

Medication in school is discouraged, however there are occasions when it is appropriate and necessary. If you wish to provide medication to be administered or supervised in school, please complete Form A 'Parental school agreement for the administration of medicines in school' which is available on the school website, at Reception or the Medical Room (***this can be found on the Admissions page on our school website***).

We discourage students from carrying medication for self-administration unless it is required in an emergency. However, if you feel it may be appropriate for your child to carry medication this can be discussed with the School Nurse; Form A still needs to be completed.

Asthma/Salbutamol (blue) Inhaler

If a student has been diagnosed with asthma and/or has been prescribed a Salbutamol (blue) inhaler for occasional use, they are encouraged to carry it on them at all times. Please ensure you have completed the 'School Asthma Card' (even if your child has only been prescribed an inhaler for occasional use) which includes consent for the use of the school's central reliver inhaler and spacer should theirs be unavailable or broken (***the school asthma card can be found on the Admissions page on our school website***).

Auto-Injector

If a student has been prescribed an adrenaline auto-injector (AAI) such as an EpiPen they are encouraged to carry two on them at all times along with some antihistamine. A spare auto-injector and antihistamine should be kept in the medical room. The school also holds a 'back-up' EpiPen kit for use in an emergency if a student's own is unusable or forgotten. Please ensure that the need for an AAI and the allergies are noted on the Health Information Form and complete a Form A 'Parental school agreement for the administration of medicines in school' (**these can be found on the Admissions page on our school website**). Please attach the Form A and a copy of the **Child's Clinic Allergy Action Plan** to the Health Information Document with the parental and carer 'spare' back-up AAI consent section signed. The School Nurse will contact you to discuss further.

Covid 19

Thornden adheres closely to the latest Government guidance for secondary schools.

Other Points of Note

- There are a high number of students in school with severe nut allergies and/or asthma; Thornden therefore aims to be nut and aerosol free.
- After a sickness bug please keep the student at home for 48 hours after the last episode of vomiting/diarrhoea as per UK Health Security Agency advice.
- If a student is unable to participate in PE/Dance due to injury/illness please write, date, and sign a note for them to show the PE staff. Please make the timeframe this applies to clear.
- If a student needs to use crutches in school, please refer to the crutches guidance on the website and discuss with the School Nurse **BEFORE** your child attends school.
- Please keep health information & contact numbers up to date. Please email the Medical Team with any health updates rather than updating Arbor directly - medical@thornden.hants.sch.uk
- Three types of vaccinations are offered to students, through the NHS School Immunisation Team, during their time at Thornden School:
 1. The Flu vaccination may be offered annually depending on Government guidance.
 2. The Human Papilloma Virus (HPV) vaccination - in Year 8.
 3. The teenage booster vaccinations 'Diphtheria, Tetanus and Polio' and 'Meningitis ACWY' in Year 9.

Vaccination information and electronic consent forms are emailed in advance.

If you have any significant concerns regarding your child's health, please contact the School Nurse.

Student Acceptable Use Policy

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will not access, remove, or write files to or from any area of the network other than my designated "My Documents" or authorised Shared Area folders.
- I will not allow any other person to use my log-in username and password.
- I will not interfere with or take any action which is liable to damage the network hardware or software.
- I will only use the Internet for schoolwork or home learning and only with the permission from a member of staff.
- I will not attempt to access or download from Internet web sites where the material is likely to be unsuitable.
- I will not send e-mails that are obscene, derogatory, or liable to cause offence. Any messages/posts I do send will be polite and responsible. Emails containing obscene language will be screened and students spoken to immediately and appropriate sanctions put in place. I will not send any e-mail attachments that are irrelevant to my schoolwork.
- I will only communicate with people I know or those my teacher has approved.
- Whilst using the Internet, I will **NOT** give my home address, telephone number, or arrange to meet someone without the permission of my parents or teacher.
- I will report any unpleasant material or correspondence sent to me. I understand that this report will be managed sensitively and will help protect other students and myself.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will not take or distribute images of anyone without their permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive, or inappropriate language.

When using the internet for research or recreation, I recognize that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not attempt to make purchases of goods and services over the Internet using the school systems.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal handheld/external devices (mobile phones/USB devices, etc.) in school if I have permission and understand that Thornden School does not accept any responsibility for damage to such equipment which may be caused by connecting devices to the school network.
- If I use my own devices in school without permission, they may be confiscated.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software; however, this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation that has sent the email due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not attempt to use chat, IM, or social networking sites.
- I will not attempt to forward SPAM or chain mail using the school network.

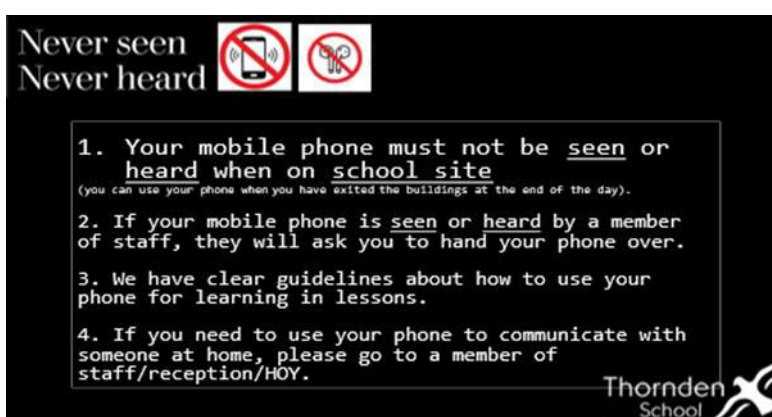
I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

Use of Mobile Phones, Air Pods, Smart Watches or Similar Devices

At Thornden we understand that parents/carers will wish for their children to have mobile phones to ensure contact can be maintained when they are not with parents/carers and on the way to and from school. As such, we accept that children will have phones with them in school.

Thornden launched 'Digital Detox' in April 2024, **Never seen, Never heard**. Students can maintain possession of their mobile phone during the school day on the strict condition that their phone is never seen or heard. Any phone seen or heard will be confiscated by the member of staff.



We ask parents/carers to support our Digital Detox campaign by not contacting your child via their mobile phone during the school day. Should you need to get in contact during school hours, please do contact the school reception.

Two exceptions:

1. **Emergency Exception:** students can ask a member of staff if they can use their phone for an emergency. If they say it is an emergency, and we think it sounds reasonable then we will of course allow them to use their phone. We would encourage students to speak to their tutor, Head of Year, or a member of SLT, who can allow them to make a phone call in private.
2. **Medical Exception:** Any student who relies on their mobile phone for medical purposes (e.g., take readings and alerts them to their glucose levels), will be issued with a blue pass.

Consequence of misusing a mobile phone/air pods in school

Behaviour	Consequence
Phone seen or heard during the school day. Student hands their phone to the member of staff. Phone collected from reception at the end of the day.	Logged on Arbor as 'Use of Phone'. X3 logs = 1 hour after school Senior Leadership detention.
Phone seen or heard during the school day. Student fails to hand their phone to the member of staff.	X1 day Internal Suspension (Reflection Room).

Twins and Multiple Births

As a school, we wish to ensure that we create environments in which children thrive, and we would wish to talk to any parents/carers who feel they have specific requests, concerns or information that would help us when placing their child in classes and supporting them through school.

With students who are twins or triplets, our starting point would be to place them in different tutor groups, meaning they would initially start secondary school not being together for the majority of their lessons. Siblings may then come together for lessons not taught in tutor groups or lessons where setting, based on academic ability, is introduced.

As twins/triplets move through the school they may come together for more lessons or remain apart. This will depend on students/parents/carers' choices for GCSE subjects, issues relating to specific requests or because of timetable constraints. If parents/carers have issues or concerns, we would welcome a conversation to try and ensure a smooth solution is achieved.

Our starting position would be to aim to have twins/triplets studying the same modern foreign language, something parents/carers have suggested is helpful when supporting students with home learning and ensuring opportunities are comparable. We would be equally happy to place students in different languages if requested.

We have several students of multiple births each year and have students who have not come together in lessons and others who have been in several groups together at different stages through their school career. In recent years we have seen twins study the same subjects at A level and then go on to the same universities. We have seen others move through the same sixth form college, studying different courses and progressing to separate universities. Our intention is to treat students as individuals while recognising the unique situation that occurs when someone is a twin or triplet.

If you wish to discuss anything relating to your child, please email admissions@thornden.hants.sch.uk

Thornden School Uniform

Uniform standards at Thornden School are high and our uniform code is inclusive, de-gendered and smart. We have a strict uniform policy for the simple reason that it enables every student to attend school in an equal and fair way. By maintaining this expectation, we ensure that appearance does not advantage or disadvantage any students based on fashion choice, socio-economic wealth, or body shape/size.

We strongly believe that this basic equality is a fundamental right of children in education and that this is vital to a caring and safe learning environment. For this reason, we will not spend time discussing, negotiating, or arguing personal views on uniform with parents/carers.

Top	• Black Thornden sweatshirt with school logo • White Thornden polo shirt with school logo (light blue in Year 11)
Skirt/ trousers/ shorts	• Black tailored trousers - worn at the waist, no 'sagging' • No cargo trousers or jeans • Tailored black shorts, to be worn at the knee • Grey tartan skirt, available from Skoolkit only, to be worn just above the knee (must not be rolled or shortened after purchase)
Footwear	• Flesh coloured or plain black tights • Plain socks (black or white) - no socks to be worn over tights • Plain black leather school shoes - no branding, no trainers. Shoes must not have sports logos or labels on them, such as 'Vans,' Nike,' Converse' or similar brands
Coats	• Sensible warm waterproof coat - no hoodies or tracksuit tops
Belts	• Plain black functional belt
Bags	• School bag should be fit for purpose and able to comfortably fit in an A4 exercise book and other equipment students may need on a daily basis
Jewellery	• x1 watch • x1 plain ring • x1 single plain necklace • x1 single plain bracelet • x1 pair of small stud earrings • x1 small nose stud (nose rings are not permitted)

Hair	- No non-natural hair colours - We acknowledge that afro-textured hair is an important part of our Black students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance
Make up	- Natural make-up - False eyelashes are not permitted
Nail Varnish	- Sensible length nails (for health and safety reasons) that are of a clear colour - no coloured nail polish - False nails (acrylics) are not permitted
Hijab/Headscarf	We support the wearing of head coverings for religious reasons

Physical Education Uniform

Compulsory kit	
Socks	- White sports socks (for lessons that do not require studded boots or shin pads) - Royal blue and black rugby/hockey/football socks (for lessons that require studded boots and shin pads)
Top	Royal blue and black panelled polo shirt with school logo (Skoolkit/Koolschools)
Shorts	Royal blue and black panelled shorts with/without school logo (Skoolkit/Koolschools)
Trainers	Sports Trainers (air force ones, vans etc. are not permitted for PE)
Shin Pads	Shin pads must be worn for Football and Hockey. These must also be worn for students taking part in extracurricular activities and/or chosen to represent the school in these sports
Football/rugby boots (with studs/moulded studs)	Appropriate boots must be worn for Football, Rugby, and Cross-country. These must also be worn for students taking part in extracurricular activities and/or chosen to represent the school in these sports Studded boots will only be compulsory for Year 7, 8 and 9
Optional kit	
Black leggings	Skoolkit black leggings from with the school logo may be worn as an alternative to the school shorts
Royal blue and black ¼ zip training top	This ¼ zip top may be worn as an additional layer

Reversible royal blue and black rugby shirt	This rugby shirt may be worn as an additional layer
Black with white trim tracksuit bottoms	These black and white trim Skoolkit tracksuit bottoms may be worn as an alternative to the school shorts/black leggings
Mouth guard	We highly recommend that mouth guards are worn for Hockey and Rugby. These should also be worn for students taking part in extracurricular activities and/or chosen to represent the school in these sports
Health and Safety/additional information	
Jewellery	All jewellery must be removed for PE lessons: this includes watches, rings, earrings
Hair	Hair must be tied back for all PE lessons; please bring your own hair band
Football boots	As mentioned above, we strongly advise these are purchased to ensure that students have adequate grip in wet weather and muddy conditions. This also ensures their trainers do not get ruined
Boot bag/carrier bag	It is recommended that students bring a boot bag or carrier bag that they can put their wet muddy kit in, during the winter months

On the rare occasion where for medical reasons uniform cannot be adhered to, then a note is provided clearly explaining any temporary change. Parents/carers are also expected to contact their child's Head of Year/SEND department if they want to request an amendment to the uniform policy in relation to:

- Their child's protected characteristics
- The cost of the uniform

Item		Item	
Black Thornden Sweatshirt		Royal blue and black panelled polo shirt with school logo	
White Thornden polo shirt		Black leggings with school logo (optional alternative to shorts/skort)	
Blue Year 11 Thornden polo shirt		Black with white trim tracksuit trousers	
Black Trousers		Black and royal blue panelled shorts (with or without school logo), or plain black skort (with or without school logo)	
Tailored black shorts		Reversible royal blue & black rugby shirt	
Grey tartan skirt		Royal blue and black 1/4 zip training top	

Student breaches uniform policy - item confiscated	
Behaviour type	Consequence
Uniform breach - Jewellery	Student hands item to member of staff = 20 minute Community Lunchtime Detention. Collect item from reception at 14.55. Student refused to hand item to member of staff = HOY processes x1 day in RR + same day after school Detention.
Uniform breach - Hoodie/tracksuit top	

Student breach uniform policy - item not confiscated	
Behaviour type	Consequence
Uniform breach - Shoes	20-minute Community Lunchtime Detention. Communication home from tutor/HOY about resolving the uniform issue.
Uniform breach - Skirt	
Uniform breach - Trousers/shorts	
Uniform breach - Make up/nails	
Uniform breach - Hair	

Persistent breach of uniform policy - A student who is persistently defiant by failing to wear Thornden uniform correctly.

- X10 breaches = x1 day in Thornden's Reflection Room + same day detention (HOY meeting with parent).
- X10 further breaches = x1 day in Toynbee's Isolation Room (SLT meeting with parent).

Students who persistently wear uniform incorrectly (e.g., rolled skirt), will be instructed to wear an alternative item of clothing (e.g., trousers). Students who persistently breach our uniform rules may be externally suspended.

Acceptable Shoes Guidance

This guidance is intended to help parents/carers choose the most appropriate shoes for students. It is not possible to provide an exhaustive list of all the shoes that are acceptable or unacceptable but by comparing your shoes to the list below you will get a better understanding of what we accept. If you remain in any doubt, please do contact the school before making your purchase as we understand the difficulties caused by purchasing the wrong item.

Shoes must be:

Plain black leather with no motifs. Canvas shoes, boots and trainers are not acceptable.

Acceptable Shoes	Unacceptable Shoes
	
	
	
	
	

The School Day

Children should not be on school site before 08:00

The school day starts at 08:30

with a warning bell 5 minutes before the start of morning registration.

The timings of the school day are detailed below.

Lesson	Time
Registration/Tutor Period	08.35-09.00
Lesson 1	09.00-10.15
Lesson 2	10.15-11.30
Break	11.30-12.00
Lesson 3	12.00-13.10
Lunch	13.10-13.40
Lesson 4	13.40-14.50/14.55
Y7/8/9 End of day	14.50
Y10/11 End of day	14.55

Equipment List

Essential

Pens
 Pencils
 Pencil Sharpener
 Ruler
 Eraser
 Calculator
 Whiteboard pen
 Glue stick
 Compass
 Protractor
 Water Bottle
 Canteen Card (provided by the school, replacement available via Arbor Shop)

Desirable

Scissors (appropriate for school size)
 Coloured pencils
 Highlighter

Repeated lack of equipment	2 behaviour points	30-minute dept. ASDT
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Your First Day at Thornden

Where should I go?

You should make your way to Reception where you will be met by your Head of Year or tutor.

What time should I arrive?

The school day starts at 08:30 (*with a warning bell 5 minutes before the start of morning registration*), ready for morning registration at 08:35.

What do I need to bring with me?

Please bring all the items that are required for a normal school day, a bag, water bottle, pencil case, PE kit and trainers.

What will I do on my first day?

You will spend time with your tutor and learn about how your daily timetable works. You will also experience your first lessons at Thornden and meet some of your new teachers.

You will be sent to Reprographics during tutor time with your student buddy to have your student photograph taken for Arbor.

What happens at break and lunchtime?

You will be able to buy your lunch from the canteen, or you can bring in a packed lunch.

Will I need to wear school uniform?

Full Thornden school uniform must be worn.



Raising money to provide the 'extras' which enrich the experience of all Thornden students as well as building partnership and community.

Thornden has an active PTA called Friends of Thornden School (FOTS). All Thornden parents and Staff automatically are our Friends, so we would like to extend a warm welcome to you as you join us.

Over the last 12 months, FOTS are delighted to have given a record-breaking £22,000+ to resource clubs, activities, and Departments at Thornden. Instead of running events, we have the **FOTS Gift Aid Donation Scheme** as our primary source of PTA fundraising. We encourage all of our Friends, both old and new, to donate to it as it is the easiest way we could find to help busy parents support and value their child's wider education, without any additional time commitment. If it helps, I like to think of it as a 'Pay the PTA to go away' scheme!

A regular gift of say **£2, £5 or £10 a month (or an amount of your choice)** from each family in your Year Group makes a huge difference to the help that FOTS are able to offer the school and all its students going forwards. Clubs are free at Thornden, so FOTS' money supports many existing clubs, extracurricular activities as well as funding classroom resources to support learning. As a charity, FOTS claim Gift Aid on donations, increasing their value by 25%. We aim to get all PTA money out and working to benefit your child as quickly as possible.

Please fill out our Gift Aid and Standing Order forms today and, if you plan to support the PTA in this way, choose a date 4 weeks ahead for your donations to start. **Pop the two completed forms in an envelope addressed to the FOTS Treasurer and return them to Reception at Thornden as soon as possible or email them to FOTS.** This will give the FOTS Treasurer time to process them on your behalf. Though Thornden benefits, we do emphasise that the **Friends of Thornden School Gift Aid Donation Scheme is run separately from the school, has no connection with the admissions process and is entirely voluntary.**

If you would enjoy being engaged on a more practical level, there are also chances throughout the year to **help out** with our fantastic PTA team. Opportunities range from **baking and serving refreshments, sorting uniform to attending our friendly team meetings**, whether regularly or just on a one-off occasion.

We also encourage anyone who does online shopping to sign up to **thegivingmachine** and **easyfundraising** making Friends of Thornden a beneficiary. By going via these sites to major retailers, money from purchases tracks back to the school at no extra cost to you. More information about this and further details of the Donation Scheme are on the **FOTS page of the school website**. We would love to have your support (whether of time or money) as we partner with the school to enhance the opportunities available to our children.

The FOTS team have a pretty wide selection of very reasonably priced second-hand uniform which they sell at a handful of events during the year. If your child is a new starter and you would like some secondhand uniform then we will try to offer a more bespoke service, though please bear in mind that we are all parent volunteers and are not checking the FOTS email 24/7! Let us know at fots@thornden.hants.sch.uk what you require e.g., 3x34" white polos and we will aim to put together a bag for you and let you know when it is ready to collect from Thornden reception. Payment can be made in cash at reception or via the FOTS uniform tab in the Arbor shop when you get on the system.

In the meantime, if you have any questions or concerns which you think existing Thornden parents might be best placed to answer, please contact us via our **Facebook page** – Friends of Thornden School or email us at fots@thornden.hants.sch.uk and we will do our very best to respond.

We hope your child (and you!) will have a fantastic experience at Thornden.

Kind regards,

Nic and The FOTS Team

