

Year 6 Transition Booklet

September 2024



Illustration by Ben in Year 7

Contents

Introduction	Page 3
Welcome from the Headteacher	Page 4
Safeguarding at Thornden School	Page 5
Meet the Transition Team	Page 6
Contacting Thornden School	Page 7
Transition and transition timeline	Page 8
Important transition events	Page 9

Additional Useful Information

Absence reporting	Page 10
Lateness/punctuality	Page 11
Cashless canteen	Page 12
Extra-curricular clubs	Page 13
Home Learning – Satchel One	Page 14 and 15
Example of Y7 home learning timetable 2023/2024	Page 16
Home School Agreement	Page 17
Languages, link Primary/Junior Schools, Lost property	Page 18
Student Pastoral support at Thornden School	Page 19
School Nurse	Page 20 and 21
Student Acceptable Use Policy	Page 22 and 23
Use of mobile phones, Air pods, Smart watches or similar devices	Page 24
Twins and Multiple births	Page 25

Are You Ready for School? Useful Information

Thornden School uniform	Page 26 and 27
Physical education uniform	Page 28
Acceptable shoes guidance	Page 29
Your first day at Thornden	Page 30
FOTS	Page 31
School map	Page 32

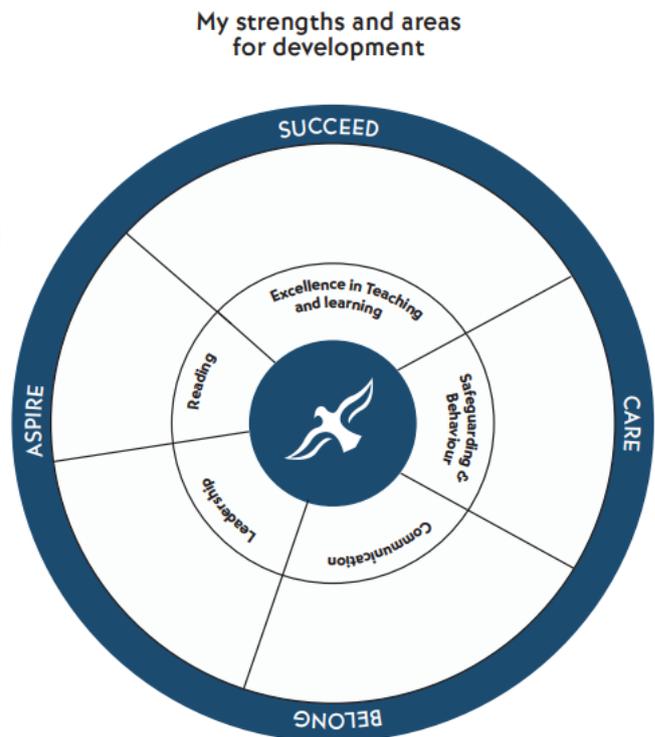
Introduction

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

We are 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.

This academic year I will continue to be the Head of School with Mr Earnshaw as Executive Headteacher but from September 2024 I will be the substantive Headteacher.

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 our new students and their parents/carers over the next term and introducing the students to their new classmates and school friends, especially on the Year 6 'Welcome to Thornden day'. In the meantime, if you have any questions, please contact either Ms E. Parker (Head of Year 7) or the SEN department (sen@thornden.hants.sch.uk), who will have visited all linked primary/junior schools, as well as engaging with students who do not live in catchment.

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
Assistant Headteacher
Designated Safeguarding Lead



Ms C Lowing
Headteacher
Deputy DSL Lead



Mrs S Kingsley Smith
Pastoral Support Manager
Deputy DSL



Mr R Collar
Deputy Headteacher
Deputy DSL



Mr P Balmond
Assistant Headteacher
Deputy DSL



Mrs L Kehoe
Assistant Headteacher
Deputy DSL



Mrs L Peaston
Assistant Headteacher
Deputy DSL



Mrs J Fuller
Assistant Headteacher
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 Transition Team



Ms E. Parker
Head of Year 7



Mrs W. Prince
School Nurse



Mr A. Thomas
Assistant Headteacher
& Designated
Safeguarding Lead



Mrs L. Kehoe
Assistant Headteacher



Mrs S. Kingsley-Smith
Pastoral Support
Manager



Mrs H. Byrne
Pastoral Support



Mrs H. Malhi
Pastoral Support



Mrs J. Beckingham
Learning Support
Co-ordinator



Mrs S. Little
SENCO



Ms R. Roadnight
SENCO

Contacting Thornden School

Please note that our policy response time is 48 hours.

Address: Thornden School, Winchester Road, Chandlers Ford, Eastleigh SO53 2DW.

Telephone: 023 8026 9722 (open 8:00 - 16:00). Reception will direct your call to an appropriate member of staff.

Email: info@thornden.hants.sch.uk

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 P. Balmond, Mrs. J Fuller, Mrs L. Peaston, Mr A. Thomas and Mrs L. Kehoe.
- Designated Safeguarding Lead: Mr A. Thomas - a.thomas@thornden.hants.sch.uk
- Heads of Year, for issues concerning students
- SENCO: Miss R. Roadnight & Mrs S. Little, for SEN information or advice - r.roadnight@thornden.hants.sch.uk or s.little@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

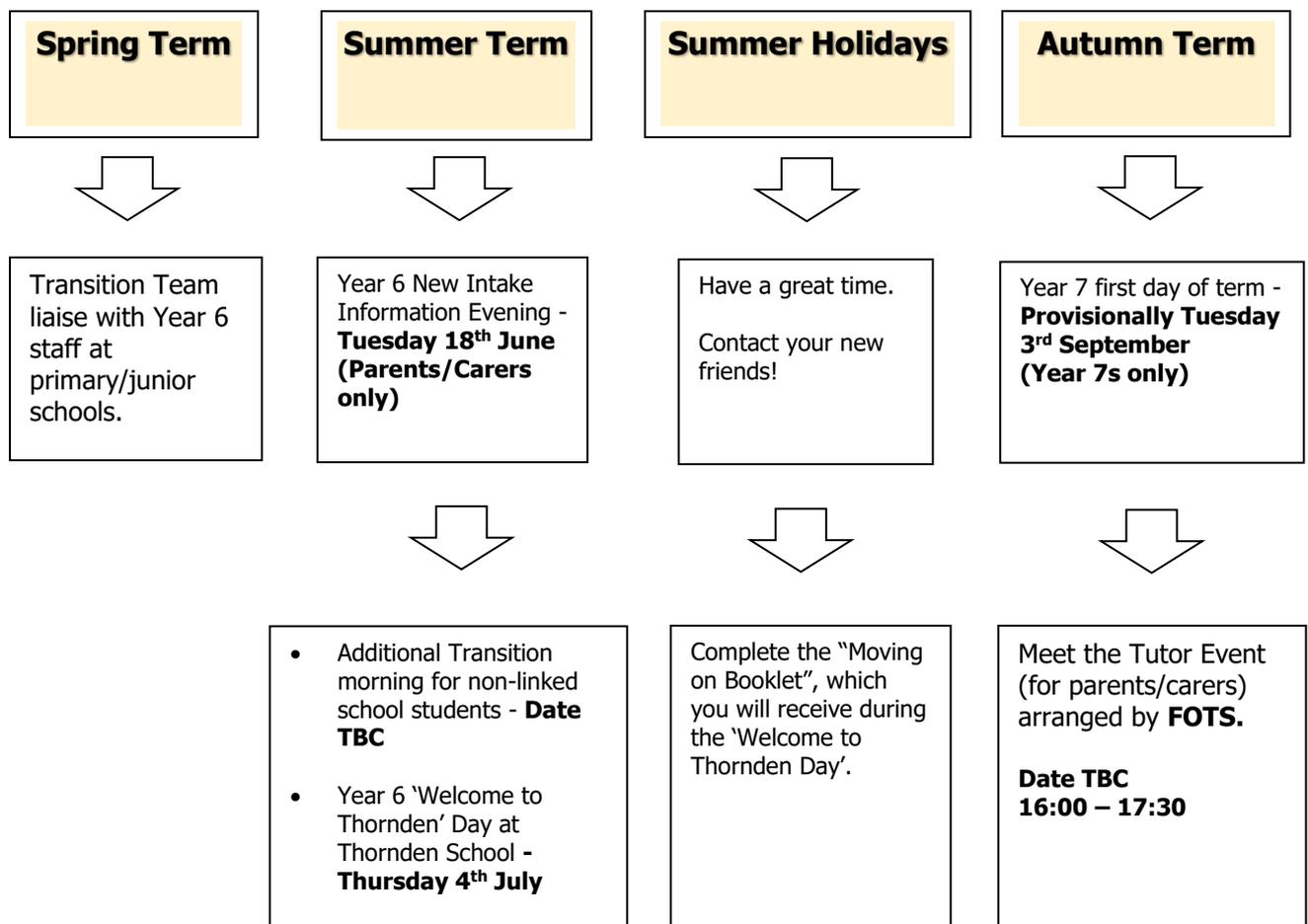
Transition

Transition is a part of life we all deal with in our own ways. To make transition easier for students, parents and carers alike, communication is vital. At Thornden we understand the importance of keeping everyone involved in the transition process and we aim to make this a positive experience for all involved. Some of our aims during transition are:

- Preparing for change
- Building confidence
- Working as a team
- Assisting learning, social and intellectual development

Transition Timeline

The timeline below lists all the events that will take place between now and when your child joins us in September.



Important transition events

FOR PARENTS AND CARERS: **Year 6 New Intake Information Evening** **Tuesday 18th June 2024**

We would like to invite **parents and carers only** to a session in Thornden Hall on **Tuesday 18th June 2024 at 19:00**. We aim to complete the formal part of the meeting in an hour and there will then be an opportunity for questions. You will also be able to purchase/order school uniform before the meeting from 18:00 – 7.00pm and afterwards from Koolskools, ethical school clothing and through FOTS (Friends of Thornden School Group).

The meeting will cover:

- How we wish to work in partnership with you as parents/carers, our expectations and procedures concerning such matters as home learning, learning behaviours and extra-curricular activities.
- The process of children transferring to Thornden, including the formation of tutor groups, the arrangements for the Year 6 'Welcome to Thornden' Day and the arrangements for the start of next term.

FOR STUDENTS: **Year 6 'Welcome to Thornden' Day** **Thursday 4th July 2024**

The Aims of the Year 6 'Welcome to Thornden' Day:

- Get to know your way around the school.
- Meet some of the key staff in the school including your Head of Year.
- Find out which tutor group you have been allocated and meet your tutor (*if they already work in the school*).
- Meet the other students in your tutor group.
- Participate in a range of activities.
- Most importantly, have fun.

Please arrive at Thornden at **08:30** wearing your current school uniform. You will be met outside the front of the school by staff and current students. You will be directed the drama courtyard before going to Thornden Hall.

School will finish at **14:45pm** and you can wait for older brothers or sisters if you wish. If a parent is collecting you, please ask them to park in the overflow car park located on the tennis courts and you can meet them there.

YEAR 6 'WELCOME TO THORNDEN' DAY CATERING:

Please bring a **packed lunch** and drink with you. There is a morning break when a bottle of water or fair-trade juice will be supplied to you free of charge.

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.

- Complete the online absence form and submit.
- Complete the online absence form and submit on each subsequent day of absence.
- For students who are late in, please complete the online absence form and ensure the student signs in at reception.
- As a Safeguarding procedure we will text parents/carers requesting a phone call if a student does not register in the morning
- A medical note is required 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 complete the online absence form and submit before 8:35am every day that the student is absent.
- For students who are going to be late, please also report this on the online absence form before 8:35am.
- 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 completing the online form or call 02380 246577."
- 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 complete the online absence form and make sure that they 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 this form:

[Request to Authorise Absence Form \(PDF\)](#)

[Request to Authorise Absence Form \(WORD\)](#)

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 08:30am with the first bell and registers are formally completed at 08:35am
- All lateness is recorded daily.
- For arrival after 9.05am, 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 9.05am in the morning and after 1.40pm 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 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	3 LATES	60 MINUTE SENIOR STAFF DETENTION
PERSISTENT LATENESS TO LESSONS	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.

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

Extra-Curricular 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 programmes 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 programme 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, **these are highlighted in yellow**)

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime					
Sports Hall	Year 7/8 Basketball Mr Hall	All Years Badminton Miss Hall	Year 9/10/11 Basketball Mr Hall	Year 7/8 Basketball Miss Jones	GCSE PE Mr Hall
Gym		Year 7/8 Table Tennis Mr Lax		Year 9/10/11 Table Tennis Mr Lax	
After School (3:00pm – 4:00pm)					
Field		Year 9/10/11 Boys Rugby Mr Hall & Mr Gibbs			
Astro	Year 7/8 Boys & Girls Hockey Mr Lax & Miss Clayton	All Years Girls Football Miss Jones, Miss Hall, Mr Goodall & Miss Clayton Year 9/10/11 Boys Football Mr Osben & Mr Lax	Year 7/8 Boys Football Mr Osben & Mr Lax All Years Girls Rugby Mr Hall & Mr Gibbs	Year 7/8 Boys Rugby Mr Hall, Mr Gibbs	Year 9/10/11 Boys & Girls Hockey Miss Jones
Sports Hall	All Years Badminton Mr Osben				All Years Boys & Girls Trampolining Club Jo James (External Coach)
Courts	Year 8/9 Girls Netball Miss Hall & Mr Gibbs		Year 10/11 Girls Netball Miss Hall & Miss Clayton	Year 7 Girls Netball Miss Hall & Miss Clayton	
Gym	GCSE PE Revision (invitation only) Room TBC – Meet in Gym Mr Hall				

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:

In order 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 a 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 task. If there are any concerns regarding 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're 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 Year 7 Home Learning Timetable 2023/2024

Group	Monday	Tuesday	Wednesday	Thursday	Friday
7FGH	English, Maths, Tech	Science, Geography,	English, RE, Maths	History, IT, Art, Music	Science, French, Performing Arts
7FGHE	Science, Maths, Tech	IT, Music, French, Geography	English, Maths	Art, RE, Science, English	History, Drama/Dance
7FHA	Drama/Dance, Maths, Tech	Music, IT	RE, Science, Maths, English	Art, Science, History, Geography	French, Maths, English
7FLS	Drama/Dance, French, Maths	RE, Maths, Science	IT, English, Maths	Art, Geography, History, Tech	English, Music, Science
7FRP	IT, Science, Maths	English, Music, Dance/Drama	French, RE, Maths	Geography, History, Technology	Science, Art, English
7SES	Tech, Spanish, Maths	Science, History, Drama/Dance	Science, English	Geography, Music, English	RE, IT, Art
7SHS	Tech, Art, Spanish	Maths, Science, IT	English, Music, Maths	Geography, RE, Science	English, History, Drama/Dance
7SST	English, Tech, Geography, Art	IT, Maths, Spanish	Science, English	Science, History, Music	RE, Maths, Drama/Dance
7GMB	History, Tech, Art, Science	Geography, Drama/Dance Maths	RE IT	Science, German, English	Music, Maths, English
7GSN	Drama/Dance, Tech, Music, History	Science, English, German	IT, Maths	RE, English, Art	Science, Maths, Geography

	Target number of Home Learning activities per week	Home learning will be set in a term (%)
English, Maths, 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 40-60mins). 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 extra-curricular 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 safely travelling to and from school.
- Wear school uniform and be tidy in appearance.
- Do their school work 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 yr6transition@thornden.hants.sch.uk by **Friday 26th April 2024**. 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.

Link Primary/Junior Schools

Please see below Thornden School's link Primary/Junior schools:

- Hiltingbury Junior School
- Knightwood Primary School
- Merdon Junior School
- Otterbourne Church of England Primary School
- Scantabout Primary School
- St Francis Church of England Primary School

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 un-named 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 wellbeing check-ins. Our qualified Elsa can also provide Elsa support sessions. We also have trainee counsellors on-site who are able to 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 compliment 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 an Internal Pastoral Initial Referral (IPIR) form or signpost to an appropriate external agency.

Pastoral Initial Referral forms are reviewed and triaged by the Pastoral Support Manager.

Please refer to the wellbeing hub for further resources.

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.

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: **02380 246777 or 02380 246574**

Medical Team

- Wendy Prince RN – School Nurse
- Lindsay Lambourne – School Nurse Assistant
- Heather Smith – School Nurse
- Tracy Bailey – First Aider

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 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 Year 6 Transition 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, which can be administered in the case of pain or fever. Paracetamol consent was requested when completing the new year 6 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 a 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 Year 6 Transition 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; a 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 with a spare being kept in the medical room if you wish. 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 Year 6 Transition 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 one 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 Year 6 Transition 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 carry. Please make the time-frame 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 – medicalteam@thornden.hants.sch.uk
- Three types of vaccinations are offered to students through the NHS School Immunisation Team during their time at Thornden School:
 - The Flu vaccination may be offered annually depending on Government guidance.
 - The Human Papilloma Virus (HPV) vaccination – in Year 8
 - 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 or 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 recognise 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.

Students should have phones switched off and out of sight from 08:35am or the time they come onto the school site, until they leave at the end of the day. This is to ensure that phones are not used inappropriately, continuously, or dangerously.

If parents/carers wish to contact students during the school day we ask that this is done via reception who will pass messages to students. If a student has a pressing reason to contact their parent/carer during the day, they should speak to their tutor, Head of Year, or a senior member of staff, who if appropriate, will allow them to make a phone call in private.

In order to model sensible and appropriate use of "devices", teaching staff will on occasions allow students to use phones under supervision. Examples could include recording speaking in languages or taking photographs of information to support learning.

If students use a "device" for any reason without permission, it will be confiscated, taken to reception, stored securely, and logged, x3 log = 1-hour senior leadership detention. The "device" will be returned to the student at the end of the school day by a member of staff. All this will be recorded by the HoY.

If a student refuses to hand over the confiscated item, they will spend x1 day in our Isolation Room.

If a student persists in using their "device" without permission, parents/carers will be contacted by the HOY or tutor and asked to ensure that the "device" is left at home, or an alternative agreement is agreed (e.g. left at school reception).

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 parent/carer who feels 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 student/parent/carer choices for GCSE subjects, issues relating to specific requests or as a result of timetable constraints. If parents/carers have particular 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 equally be 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 a number of 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 yr6transition@thornden.hants.sch.uk

Thornden School Uniform

All uniform styles must be as those supplied by our official suppliers. Other styles of skirts, polo shirts and sweatshirts are not acceptable.

Thornden School uniform is non-gender specific.

- Black Thornden sweatshirt with school logo.
- White Thornden polo shirt with school logo; light blue in Year 11.
- Black trousers; not jeans, chinos, or tight fitting.
- Tailored black shorts, available from Skoolkit only, worn to the knee.
- Grey tartan skirt, available from Skoolkit only, worn at the knee and not rolled up or reduced in length after purchasing.
- Flesh-coloured or plain black tights.
- White or black ankle socks; no obvious patterns, not worn over tights nor knee length.
- No visible garments worn under polo shirts.
- Black and leather shoes with no motif; not trainer type shoes or boots - see acceptable shoe guidance. **(If a certain type of shoe must be worn, a note from the student's doctor is required).**
- Dark coloured outdoor coat of an appropriate style; no denim jackets, leather jackets, clothing with prominent pictures or slogans or hoodies.
- A black 'outdoor' fleece, available from our suppliers, is an option.
- Only one plain smooth ring on one finger.
- Only one pair of small plain stud earrings in the lobes of the ear (one in each ear).
- No other visible piercings*; students in breach of this will be told to remove them or wear clear retainers that they have purchased themselves.
- No obvious make-up to be worn; students in breach of this will be asked to remove it.
- Finger-length nails (for health and safety reasons) that are of a clear colour; students in breach of this will be told to cut or remove false nails within 24 hours.
- Hair styles must be appropriate for school and must not reflect any extremes of fashion (e.g. non- natural hair colours, hair tattoos or tram lines)

If a real emergency compels a temporary variation from uniform, a note from a parent or carer is always necessary and without a note the variation will be treated as a breach of school rules. This should always be presented to the tutor.

*We are aware that sometimes girls have nose piercings done for religious/cultural reasons. In such situations we would be happy to discuss this, and each case will be taken uniquely. Each family is different and may have unique reasons for a particular request.

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	

Physical education uniform

All students will be taking part in these sports from Year 7 to at least Year 9. Please endeavour to purchase these for your child as safety is the main priority in all PE lessons.

Essential kit:

- Royal blue and black panelled polo shirt with school logo
- Royal blue and black panelled shorts with or without school logo, or plain black skort
- Royal blue and black rugby/hockey/football socks
- Trainers
- Change of socks; either plain white or plain black sports socks
- Existing red PE kit is still currently acceptable.

Kit that is essential for health and safety reasons:

- Shin pads – these will be used for football and hockey. They are essential for students taking part in extracurricular activities or chosen to represent the school in these sports.
- Mouth guards – this will be used for hockey and rugby. This will be essential for students taking part in extracurricular activities or chosen to represent the school in these sports.
- Football or rugby boots (with studs/moulded studs) - these will be used for football, rugby and cross-country. They are essential for students taking part in extracurricular activities or chosen to represent the school in these sports.

Optional items (you may wish to purchase these as many PE lessons will still be outside and continue throughout the year):

- Black leggings with school logo (if worn as an alternative to shorts/skorts).
- Reversible royal blue & black rugby shirt.
- Black with white trim tracksuit trousers.
- Royal blue and black ¼ zip training top.
- Existing red PE kit is still currently acceptable.

Health and safety:

- All jewellery must be removed for PE lessons; this includes watches, bracelets, rings, earrings etc.
- Hair must be tied back for PE lessons; please bring hair bands.
- 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.
- Towels – shower facilities are available and can be used when appropriate. PE teachers will mention when they might be needed for lessons.

Please note that we updated our PE kit for September 2022. This reflects more closely the school colour theme of blue and will be made from material that is better suited for use in most sports and PE lessons. However, the current red and black kit can still be used by all students, irrespective of year group. For students that compete for school teams, they will also continue to be provided with school kit that has been purchased for these events.

If you have any queries, please do not hesitate to contact a member of the PE department, who will be happy to help.

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
	
	
	
	
	

Your First Day at Thornden

What day does school start?

Tuesday 3rd September 2024 (year 7's only) – Provisional date.
Wednesday 4th September 2024 (whole school) – Provisional date.

Where should I go?

You should make your way to the Drama Courtyard, then you will be directed to Thornden Hall.

What time should I arrive?

08:30am, ready for an 08:35am start.

What do I need to bring with me?

Please bring all items required for a normal school day; 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 timetable will work on a daily basis. You will also experience your first lessons at Thornden and meet some of your new teachers.

What happens at lunch?

You will be able to buy your lunch from the canteen or you can bring in a pack 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'd 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's 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, extra-curricular 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. If you plan to generously support the PTA in this way, choose a date in September when you wish 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. This will give the FOTS Treasurer time to process them on your behalf. We would like to 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.

Traditionally, the FOTS team sell a wide selection of **second-hand uniform** at the Y6 Intake Evening - a great opportunity to pick up some spares for the year ahead. FOTS also host a **Y7 Family Welcome Event** early in the Autumn term which provides an opportunity to meet your child's form tutor and help you and your child settle into the school. We will be in touch nearer the time with further details.

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,

Polly and The FOTS Team

