

# Year 6 Parent Induction Booklet 2022



## Welcome from the Headteacher

As Headteacher, my team and I would like to welcome you to Toynbee. Toynbee is a popular and successful school. Our vision of 'Personal Best' means that we are constantly striving for the highest standards of work and behaviour; we simply want you to be "An Incredible You"!

We are a caring and inclusive school, and have high expectations of students, staff, and parents. We pride ourselves on the importance of traditional values and the importance of academic success whilst embracing the future. Toynbee Governors work closely with us to ensure that standards are monitored and identify ways to improve.

Our pupils' aspirations & dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them both within and beyond the classroom. Our pupils can enjoy exceptional teaching, friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre, which supports VI pupils across Hampshire.

When pupils join Toynbee, they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which celebrate the gifts and talents of our pupils.

We are a 'talking school' and we believe in proactive partnerships with our parents to deliver the best education. We want our parents to join us on this incredible journey of nurturing our pupils everyday school experiences into the reality of personal achievement. We are proud to be a holistic and inclusive school whilst also promoting the highest expectations of our pupils.

Our OFSTED reports clearly show the quality and high standard of education at the school. We look forward to an exciting and successful relationship over the next five years. Below is an extract from our last report. We are never complacent as a school and always consider how to further improve.

## Latest OFSTED highlights

“Your principled and determined leadership has created a caring and stimulating ethos in the school that enables pupils to make strong progress and achieve well. You and your highly effective leadership team are ambitious for pupils and carefully consider their best interests in everything you do. Your planning goes beyond ensuring that pupils leave with good examination results. Pupils’ well-being and personal development, including their mental health, have a high priority and are catered for well at your inclusive school.

You balance effectively your drive for high standards with the well-being of staff and pupils. Therefore, staff at the school trust and respect you and the leadership team. Morale is high at your school, and everyone shares your determination to provide the best for each pupil. At the time of your last inspection, you were asked to secure high standards of behaviour for all pupils. Pupils now behave well at the school. They are kind and respectful towards each other and their teachers. Pupils are proud of the school and told inspectors that they enjoy the wide range of clubs and other activities on offer. Older pupils appreciate the extra support that is available to help them to prepare for public examinations. Most pupils attend very regularly, and leaders are determined in supporting the few pupils whose attendance needs to improve. A pupil, voicing the opinions of a group of pupils, said, ‘Pupils are happy here. The teachers are great and really want to help us.’”

All that is left to say is, I hope you have had an enjoyable end to your time at Primary School. We are very excited that you are joining us, and preparations are taking place to welcome you to your new school.

I hope you have a lovely summer.

Mr Longden

## Year 6 Transition Programme

At Toynbee, we understand that the transition from primary to secondary school is an exciting time but that it can also be daunting for pupils. Our transition programme is designed to give your child the best possible start to secondary school life.

### Key Contacts:

#### **Mrs M Compton**

Year 7 Guidance Manager

[m.compton@toynbee.hants.sch.uk](mailto:m.compton@toynbee.hants.sch.uk)

#### **Miss E Butler**

Lower School Progress Director

[e.butler@toynbee.hants.sch.uk](mailto:e.butler@toynbee.hants.sch.uk)

#### **Mrs E Hill**

SENCO

[e.hill@toynbee.hants.sch.uk](mailto:e.hill@toynbee.hants.sch.uk)

#### **Mrs G Taylor**

Manager of the Toynbee School Resource for pupils with Visual Impairment

[g.taylor@toynbee.hants.sch.uk](mailto:g.taylor@toynbee.hants.sch.uk)

### The Year 7 Tutor Team:

**7BL Mr Boulton**

**7EL Mrs Early**

**7HR Miss Horn**

**7WT Miss Westley**

**7PD Mr Paddington**

**7TD Mr Teasdale**

**7WL Mr Williams**

**7WK Miss Wakeford**

Our school website will also contain all the Transition updates:

<https://www.toynbee.hants.sch.uk/yr-6-transition>

General enquires:

[admin@toynbee.hants.sch.uk](mailto:admin@toynbee.hants.sch.uk)

Issues relating to Safeguarding:

[safeguarding@toynbee.hants.sch.uk](mailto:safeguarding@toynbee.hants.sch.uk)

Attendance and reporting an Absence:

[attendance@toynbee.hants.sch.uk](mailto:attendance@toynbee.hants.sch.uk)

## Safeguarding

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school we are committed to safeguarding and promoting the welfare of all our pupils.



Mr M Longden

Deputy Designated Safeguarding Lead  
**Head teacher**



Mr P Lawrence

Designated Safeguarding Lead  
**Deputy Head teacher**



Mr A Kerwood

Deputy Designated Safeguarding Lead  
**Deputy Head teacher**



Mrs M Taylor

Deputy Designated Safeguarding Lead  
**Assistant Head teacher**



Mrs S Kerwood

Deputy Designated Safeguarding Lead  
**Assistant Head teacher**



Mrs E Hill

Deputy Designated Safeguarding Lead  
**SENCO**



## SAFEGUARDING—KEEPING CHILDREN SAFE

Email: [safeguarding@toynbee.hants.sch.uk](mailto:safeguarding@toynbee.hants.sch.uk)

## The School Day

| Year 7 & 8  |              |
|-------------|--------------|
| 0835        | Warning Bell |
| 0840 - 0900 | Tutor Time   |
| 0900 - 1000 | Lesson 1     |
| 1000 - 1025 | Break        |
| 1025 - 1125 | Lesson 2     |
| 1125 - 1225 | Lesson 3     |
| 1225 - 1255 | Lunch        |
| 1255 - 1355 | Lesson 4     |
| 1355 - 1455 | Lesson 5     |

## The Year 7 Curriculum

| Subject   | Lessons | Subject    | Lessons |
|-----------|---------|------------|---------|
| English   | 7       | Art        | 2       |
| Maths     | 7       | Music      | 2       |
| Science   | 7       | Drama      | 2       |
| Languages | 4       | Technology | 2       |
| History   | 4       | RS         | 2       |
| Geography | 4       | Computing  | 2       |
| PE        | 4       | PSHCE      | 1       |

Two Week Timetable

Mixed Ability Tutor Groups, except for Maths which is 'set'

## Year 6 Induction Day - Monday 27<sup>th</sup> June

- Arrival:** 8.35am in the Sports Hall to meet their Tutor
- Pupils should:** Wear their Junior School uniform  
Bring a bag, pencil case and a water bottle
- Pupils will:** Have a Year Group Assembly with Mrs Compton  
Spend some time getting to know their Tutor and Tutor Group  
Attend a series of 'Taster' lessons with their peers  
Take part in a team building competition
- Lunch** All pupils will be provided with a packed lunch  
If you have any dietary requirements, please let Mrs Compton know
- End of the day** Pupils will be dismissed at 2.45pm

## First day of Year 7 - Friday 2<sup>nd</sup> September

- Arrival:** 8.35am in the Sports Hall to meet their Tutor
- Pupils should:** Wear their Toynbee School uniform  
Bring a bag, pencil case and a water bottle
- Pupils will:** Have a Year Group Assembly with Mrs Compton  
Receive their timetable and planner  
Complete the 'Toynbee Year 7 Induction' Programme
- Lunch** All pupils will be provided with a packed lunch **for their first day only**  
If you have any dietary requirements, please let Mrs Compton know
- End of the day** Pupils will be dismissed at 2.55pm

From Monday 5<sup>th</sup> September, please provide your child with either a packed lunch or money to purchase lunch from the canteen. Year 7 will be given priority for the first week and will enter the canteen early to ensure that they can feel comfortable and confident with the system. If pupils had free school meals at primary school, then we will automatically receive this information and they will have their account credited.

Year 7 Pupils should report to their Tutor Room on Monday 5<sup>th</sup> September by 8.35am



## Pastoral Care

Each pupil is placed in a tutor group and will meet with their tutor every morning for registration and tutor time. Tutors are the first point of contact for pupils requiring help, support and advice. Each tutor is part of a year team who are led by their respective guidance manager. Their guidance manager is on hand daily to support any concerns or worries they may have.

## Uniform

- Black blazer with school logo or badge
- White shirt
- Grey and black clip-on tie
- Black trousers or Grey Tartan Box Pleat skirt
- Tights if required (black or natural)
- Black school shoes – no canvas shoes, pumps or trainers
- No fake nails or nail varnish
- Only natural hair colours
- No haircuts shorter than grade 2
- No jewellery including bracelets, rings or necklaces.
- Only one stud per ear lobe



We firmly believe that our uniform promotes a sense of pride within Toynbee School and gives a strong and positive identity in the local community. The full school uniform must be worn at all times of the day. It is our policy that all pupils should wear school uniform when attending school, representing the school or when participating in a whole school organised event outside of normal school hours. Uniform is compulsory and is a condition of accepting a place at Toynbee School. Please see the school website for more information. Our main supplier is [Skoolkit](#), please contact them if you require any further assistance.

## Personal Property and Mobile Phones

Toynbee has a 'no mobile phone' policy, so please make sure that all mobile phones are switched off and put in your pupil's bag during the school day. Headphones or airpods are also not permitted at school.

Pupils may rent a locker in which to keep their personal equipment in - the cost is £20 (non-refundable) and this covers the five academic years that your child is in school. Lockers and journals will be given out on the first day of term once payment has been received. Please ensure that all clothing, PE kit, coats are all named. This will ensure that any item can be returned directly to your child should they go missing.

## Attendance and Punctuality

Attendance and punctuality are essential in ensuring that your child reaches their potential at Toynbee. Every child is expected to have at least 95% attendance, and poor punctuality is not tolerated. Pupils are expected to be in school and in their tutor room by 8.40am.

If your child is absent from school, you will need to email [attendance@toynbee.hants.sch.uk](mailto:attendance@toynbee.hants.sch.uk) stating your child's name, tutor group and reason for absence on the morning of their absence.

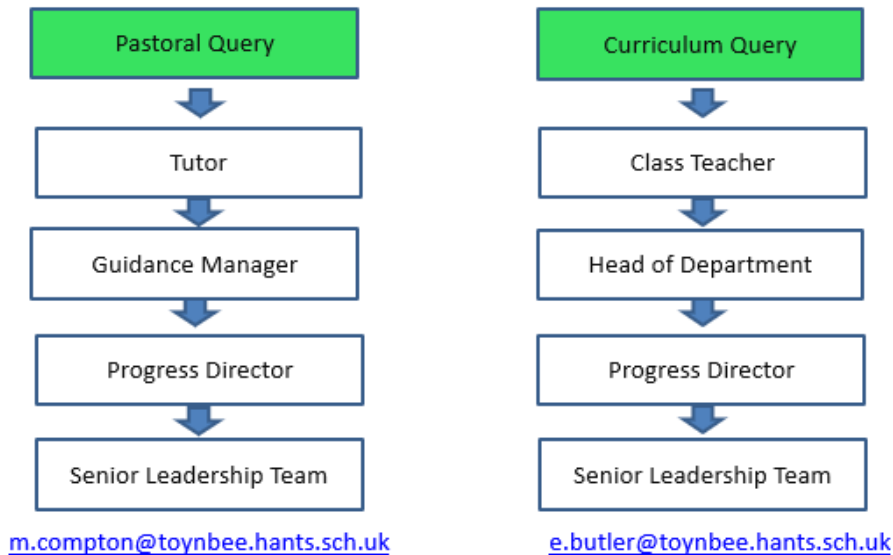
If your child needs to leave school early, or arrive late due to a medical appointment, please make the school aware and provide evidence. Pupils **MUST** sign in and out at reception. Medical evidence will be required for any absence over seven days. Please see our attendance policy on our school website.

Please be aware that no holidays are authorised except in exceptional circumstances, and a fine will be issued. Unfortunately, this is a county policy which is out of our hands.

## Medical and pupil welfare

At Toynbee, Mrs Kemp is our Student Welfare Officer (matron) who can be contacted on 02380 269026 ext 310 or [a.kemp@toynbee.hants.sch.uk](mailto:a.kemp@toynbee.hants.sch.uk). Mrs Kemp is able to treat minor injuries which inevitably happen from time to time. If your child becomes unwell at school and needs to go home, you will be contacted using the telephone number on your data collection form. Where possible, please give the school alternative numbers along with a mobile. Pupils' medication, including inhalers, can be kept in a secure storage with arrangement with Mrs Kemp. We use Medical Tracker, this means that parents will receive an email notification if their child visits the medical room during the school day.

## Communication



The school uses the following software:



### Office 365

Email, Word, Excel, Powerpoint

<https://www.office.com/>



### Satchel One

Homework, Timetable, Achievement Points

<https://www.satchelone.com/login>



### Schoolgateway

Attendance, absence

<https://login.schoolgateway.com/0/auth/register>



### Scopay

Finance, Payments

<https://www.scopay.com/login.html>

## Pupil Planners

At the beginning of the academic year, all pupils will be given a planner. The planner will have lots of useful information in it about Toynbee life and expectations. There are pages for pupils to record memories of their first year at Toynbee. Parents also have the opportunity to put notes in the planner for teachers, their tutor or Guidance Manager. The planner can also be used to record achievements and identify targets. The cost is £15 (non-refundable), and this covers the planner in Year 7 and the Show My Homework app for the five academic years that your child is in school.

## Positive Behaviour and Rewards

The school has established an effective behaviour policy which guides pupil behaviour. The policy includes clear rules and procedures for pupils and staff to follow.

The school puts great emphasis on positive behaviour and rewards effort, achievement, attitude to learning and attendance via the school's behaviour and rewards policy.

Key features of the policy are:

- A system that rewards pupils who have consistently met or have exceeded our expectations.
- Parents are able to see how many Achievement Points (APs) their child receives through the Gateway app and via Show My Homework.
- APs and subject successes are celebrated in end of term assemblies.

## Homework

We are aware that the transition from primary to secondary can be challenging, and one of the main areas is in managing homework.

To ensure our Year 7 Pupils make an extremely positive start at Toynbee we will be phasing in homework:

**Phase 1: From 26th September – English, Maths and Science only**

**Phase 2: From 17th October – All subjects (this is the week before half term)**

Homework is set via SatchelOne, further details will follow in September.

## School Meals

Pupils in all year groups can buy their lunch in the school canteen or the pod. Lunches include a selection of hot foods, sandwiches, baguettes, pasta dishes and desserts. Pupils may also bring packed lunches to school. Lunch times are staggered so only year 7 and 8 will be able to purchase food from either the canteen or the pod at one time.

## Free School Meals

How to apply:

You can check your eligibility for free school meals, and make an application by visiting the following address:

<https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary>

You will be told immediately if your application has been successful, and shortly afterwards you will appear on a list provided to the school by Hampshire County Council. Once we receive this notification, we will liaise with the canteen to make sure everything is set up for you. If you need support with completing the application, you can contact HC3S who can help you. Please call: 023 8062 9388.

We will ensure that this information is treated in the strictest confidence and handled sensitively. Pupils entitled to free school lunches automatically have their account updated by the school finance team and this appears as a credit on their account on the Tucasi cashless system.

## Scopay

This is the school online payment system that lets you make secure online payments by credit and debit card. At Toynbee School, we use Scopay to make cashless payments such as cafeteria, trips, the year 7 planner, lockers and Music lessons.

## THE TOYNBEE EXPECTATIONS

- **BE THE BEST YOU CAN BE**
  - Complete all your work to the best of your ability.
  - Strive to improve your work and always act on feedback.
  - Ask your teacher if you need help.
  
- **ALWAYS BE RESPECTFUL**
  - Follow the requests and instructions of staff.
  - Listen to and respect your peers, teachers and all members of the school community.
  - Use respectful language and tell the truth at all times.
  
- **ALWAYS BE PREPARED**
  - Wear the correct school uniform, act as an ambassador for the school.
  - Arrive on time.
  - Arrive fully equipped to learn, ensuring your Mobile Phone is off and away.
  
- **AVOID LOW LEVEL DISRUPTION**
  - Settle to your work straight away.
  - Do not talk while the teacher is talking.
  - Do not distract other pupils from their work.
  
- **ALWAYS STAY SAFE**
  - Do not engage in any form of bullying, verbally abusive, sexualised or discriminatory name-calling. Report any incidents to a member of staff straight away.
  - Ensure there are no incidents of excessive or aggressive physical contact or intimidatory behaviour towards anyone.
  - Ensure there are no incidents of sexual violence or harassment towards others.
  - Do not bring any banned items into school.
  
- **CONTRIBUTE TO THE TOYNBEE COMMUNITY**
  - Take a pride in the school, keeping it free from litter, graffiti and damage.
  - Participate in Extra Curricular activities.
  - Support Toynbee in the wider community, including on Social Media.

## A 'welcome' from Scoot

Hello! I'm Scoot and I'm the Toynbee school dog. I am based in the Resource for Visual Impairment department, but you will often see me in lessons or walking around school (with a human of course!) My job is to be a buddy to anyone who needs a little bit of support and make them feel a bit better. Humans often tell me that when they see me, I make them smile, which makes me even happier! I am quite a big dog, and I understand that some people might be a little bit nervous of dogs, but I promise you that I am very well trained and very calm - I will never jump or bark and I am super calm around some people who are a bit nervous. I am so pleased that you are coming to Toynbee and am really looking forward to meeting you soon. 🐾🐾🐾

