

# GREAT TORRINGTON SCHOOL



## *Parent / Carer Handbook* (September 2024)



**"Very positive relationships underpin the harmonious and supportive community of the school"**

Ofsted

## WELCOME TO GREAT TORRINGTON SCHOOL

Dear Parents and Carers,

I'd like to offer a warm welcome to all members of the GTS family whether new or returning for another academic year!

I hope that your child settles well into their new tutor group and classes, forging new friendships, which will encourage them to seize every opportunity offered to them whilst here at Great Torrington School.

I look forward to working with you and your child over the years ahead. Key people for you to contact will be your child's Tutor, Pupil Coach and their Head of Learning, as they will play central roles in your child's school life.

As your son or daughter becomes settled into their new routines, I hope they will be able to take part in some of the wide-ranging extracurricular activities that we hope to be able to offer as the year progresses. We believe that our youngsters develop and learn so much more when they experience a breadth of opportunities. Details of these activities and forthcoming events can be obtained through the daily Pupil Bulletin, which is provided to all pupils. Details are also placed on our school website, emailed via Parentmail or through separate letters from the organisers of the various events. I look forward to hearing of your child's involvement.

We cannot do this incredible job without you. We need your support in encouraging all children to apply 100% effort in all subjects, both in lessons and through home learning. We also expect high standards of uniform and respectful behaviour.

You will be able to follow your child's progress via SIMS Parent, Classcharts and Parentmail.

It is important that you remain in contact with the school and make us aware of any concerns you may have. The sooner we are aware there may be an issue the sooner we can resolve it and prevent the situation escalating. The school, pupils and parents should always work together to reach the best outcomes for the young person.

We all look forward to working with you over the coming years.

Best wishes

Mr A Bloodworth  
Headteacher

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## KEY DATES

These dates are indicative only and may be subject to change but we hope that they will help in planning your family diary. Please refer to our website for the latest information.

### Autumn Term 2024

Term Begins: 5<sup>th</sup> September  
Half Term: 28<sup>th</sup> October – 1<sup>st</sup> November  
Last Day of Term: 20<sup>th</sup> December  
Training Days: 3<sup>rd</sup> and 4<sup>th</sup> September

### Spring Term 2025

Term Begins: 7<sup>th</sup> January  
Half Term: 17<sup>th</sup> – 21<sup>st</sup> February  
Last Day of Term: 4<sup>th</sup> April  
Training Day: 6<sup>th</sup> January

### Summer Term 2025

Term Begins: 22<sup>nd</sup> April  
Half Term: 26<sup>th</sup> May – 30<sup>th</sup> May  
Last Day of Term: 23<sup>rd</sup> July

Mayfair Day – Occasional Days : 1<sup>st</sup> and 2<sup>nd</sup> May  
May Bank Holiday: 5<sup>th</sup> May  
Training Days: 24<sup>th</sup> and 25<sup>th</sup> July

### 2024

Year 7 & 9 Tempest Photography	Wednesday 11 <sup>th</sup> September	09.00am onwards
Year 7 Settling in Evening	Monday 23 <sup>rd</sup> September	3.30pm – 4.30pm
Appledore Book Festival – School Program	Monday 23 <sup>rd</sup> – Friday 27 <sup>th</sup> September	09.00 – 12.30pm
Year 7 to 11 Future Opportunities Evening	Tuesday 12 <sup>th</sup> November	5.30pm – 7.30pm
Year 9 Parents' Evening	Monday 18 <sup>th</sup> November	3.45pm to 7.00pm
Christmas Concert, St Michael & All Angels	Thursday 19 <sup>th</sup> December	6.00pm – 8.00pm

### 2025

Year 11 Parents' Evening	Monday 20 <sup>th</sup> January	3.45pm – 7.00pm
Year 9 Guided Choices Evening	Thursday 6 <sup>th</sup> March	5.30pm – 7.30pm
Year 11 Leavers Photos	Monday 3 <sup>rd</sup> March	9.00am – 11.00am
Year 10 Parents' Evening	Monday 10 <sup>th</sup> March	3.45pm – 7.00pm
National Theatre Connections Play	Tuesday 11 <sup>th</sup> and Wednesday 12 <sup>th</sup> March	7.00pm start
Year 10 Work Experience Week 1(G band)	Monday 24 <sup>th</sup> March – Friday 28 <sup>th</sup> March	All week
Year 10 Work Experience Week 2(T band)	Monday 31 <sup>st</sup> March – Friday 4 <sup>th</sup> April	All week
Year 8 Parents' Evening	Monday 28 <sup>th</sup> April	3.45pm – 7.00pm
Year 7 Parents' Evening	Monday 12 <sup>th</sup> May	3.45pm – 7.00pm
School Musical – Mary Poppins	Tuesday 18 <sup>th</sup> to Thursday 20 <sup>th</sup> March	7.00pm – 9.00pm
GTS Aquathlon	Friday 23 <sup>rd</sup> May	All Day
GTS Sports Awards Evening	Thursday 17 <sup>th</sup> July	6.30pm – 10.00pm
GTS Sports Day	Thursday 10 <sup>th</sup> July	All Day
Summer Concert	Date to be confirmed	4.00pm – 7.00pm
GTS Prom, RHS Rosemoor	Friday 11 <sup>th</sup> July	6.30pm – 11.30pm

### GTS Open Days, Tours and events for Year 5 & 6

Year 5 & 6 Open Morning Tours	Monday 23 <sup>rd</sup> – Friday 27 <sup>th</sup> September	9.15am – 10.45am
Year 5 & 6 Open Evening	Monday 30 <sup>th</sup> September	6.00pm – 8.00pm
Year 6 Parents Information Evening	TBC (Sports Hall)	6.00pm – 7.30pm
Year 6 Transition Week	Monday 23 <sup>rd</sup> to Thursday 27 <sup>th</sup> June	All week
Year 6 New Entrants Evening	Monday 14 <sup>th</sup> July 2025 (Sports Hall)	6.00pm – 8.00pm
Year 5 Open Day	Friday 4 <sup>th</sup> July 2025	All day

***For the most current dates please refer to the school website.***

## OUR MISSION STATEMENT

All the staff at GTS want our pupils to: Have their **Dreams, Believe** in themselves and **Achieve**.

## DREAM BELIEVE ACHIEVE

## OUR VISION

GTS is committed to being a fully inclusive, safe school that educates in a holistic manner and promotes the wider personal development of every young person, equipping them to be global citizens. It will maximise pupil potential through providing opportunities, raising aspirations, and driving academic attainment.

## OUR VALUES

The core purpose of Great Torrington School is to create an inclusive community of successful learners. Our school community is built around a set of core values that shape our decisions and interactions.

- **Respect** - To enable pupils to establish social and personal relationships based on respect, understanding and co-operation.
- **Relationships** – To foster in our pupils an awareness to show tolerance and care towards others and develop the ability to create and sustain healthy relationships throughout their lives.
- **Resilience** – To encourage resilience in our pupils, through challenge, support, opportunities, and guidance. Giving meaning and enjoyment to the pupils' present learning experience and to encourage self-motivation, a passion for learning and the ability to adapt to change throughout life.
- **Health** - To encourage all pupils to adopt a healthy lifestyle through the many activities offered at GTS.
- **Opportunity** - To provide equal opportunities for development for all members of the school community that will develop their skills and personal qualities.
- **Responsibility** - To prepare pupils to be responsible citizens within the community and to give them the flexibility and skills to meet the demands of a rapidly changing society.



## CONTACTING US



**Address:** Calvesford Road, Torrington, Devon, EX38 7DJ

**Telephone:** 01805 623531

**Email for general enquiries:** [admin@gts.devon.sch.uk](mailto:admin@gts.devon.sch.uk)

**Website:** [www.gts.devon.sch.uk](http://www.gts.devon.sch.uk)

Finance Enquiries – [finance@gts.devon.sch.uk](mailto:finance@gts.devon.sch.uk)

First Aid Enquiries – [FirstAid@gts.devon.sch.uk](mailto:FirstAid@gts.devon.sch.uk)

ICT Assistance – [help@gts.devon.sch.uk](mailto:help@gts.devon.sch.uk)

Pupil Absence – [absence@gts.devon.sch.uk](mailto:absence@gts.devon.sch.uk)

Your telephone call will be answered by an auto-attendant giving you options, this is to ensure you speak to the best person possible regarding your query. If no-one is available, please do leave a message – it will be responded to as soon as possible. If you need to speak to your child's Tutor, please dial their extension number at the prompt and leave a message. They will be aware that you have left a voicemail.

The school is a large and complex organisation and sometimes it is not immediately clear whom you should contact about any particular problem. As a general rule, the most important contact is your child's Tutor, who has a daily responsibility for their welfare. They will be able to pass on any academic queries to the appropriate subject teacher or arrange a meeting with you to discuss any on-going concerns. Contact details for Tutors are available on the school website. In some cases, you may prefer to talk to the Pupil Coach or Head of Learning for your child's House who will be happy to help. Just call 01805 623531 followed by their extension number and leave a message.

## ATTENDANCE AND PUNCTUALITY



Your child should be seated in their tutor room by 8:45 am at the latest; a warning bell rings at 8:40 am.

Registers are taken at 8:45 am. Pupils are regarded as late from 8:57am onwards. **If your child arrives after 9:30 am, this is classed as an unauthorised absence for the morning session and it will affect their attendance record, unless it is for a medical appointment for which an appointment card/letter can be produced.** The school regards an attendance figure of 95% as good and a figure of below 90% will result in action from the Educational Welfare Officer and school Attendance Officer. Attendance below 90% is considered by the government as persistent absence.

The Head of Learning or the Attendance Officer will follow up unexplained absences or concerns of low attendance. The school's attendance target is 95.5% for 2024/25. In the absence of a daily telephone call from home, our Attendance Officer will text the parent/carer, via Parentmail, to ask them to contact school to confirm why their child is absent. For safeguarding reasons, we will continue to try and make contact via phone to establish the whereabouts of any pupils who are unaccounted for.

If your child is unexpectedly late to school, it is vital that they register. If they arrive after 8:45 am but before lessons begin at 9:00 am, they should go to their tutor group and ensure that their Tutor is aware of their arrival and amends the register. If they arrive after 9:00 am, please remind them that they **must** sign in at Pupil Services, which is located next door to Reception.

Please note that punctuality is rewarded and persistent lateness will not be tolerated. Statistics show that punctual pupils with high attendance arrive better prepared for work and are more likely to be high achievers.

**Unless we have received advance notification of any intended absence, a written note (including your signature) is required each time your child needs to sign out for medical/dental appointments etc. This is to be shown first to the class teacher to allow your child to be excused from their lesson before being handed in to Pupil Services as they sign out.**

## TIMES OF THE DAY

Time	Activity	
08:40 am	Warning Bell	
08:45 am – 09:00 am	Registration in Tutor group or Assembly	
09:00 am – 09:50 am	Period 1	Lesson one
09:50 am – 10:40 am	Period 2	
<b>10:40 am – 11:00 am</b>	<b>Break</b>	
11:00 am – 11:50 pm	Period 3	Lesson two
11:50 pm – 12:40 pm	Period 4	
12:40 pm – 12:55 pm	Read Aloud	
<b>12:55 pm – 1:35 pm</b>	<b>Lunch</b>	
1:35 pm – 2:25 pm	Period 5	Lesson three
2:25 pm – 3:15 pm	Period 6	
<b>3:15 pm</b>	<b>End of School</b>	

Three bells will be rung in close succession to indicate wet break or wet lunchtime. Pupils should **not** be on the school site before 8:25 am, unless they are going to study in the Library, which is open from 8:15 am. Pupils are not allowed off the school site at break time. Pupils are only allowed off site at lunch time with a consent letter from their parents / carers, or with a lunch time pass. *(Forms for lunch time passes are available from the Data Office.)*

## SICKNESS, ABSENCE AND ACCIDENT PROCEDURES

Pupils who feel unwell during the school day should, in the first instance, report to their Pupil Coach. If they are feeling mildly unwell, they will be encouraged, in a sympathetic way, to remain in the classroom and follow the lessons as well as they can. If they are feeling too ill to remain in lessons, they should go to see their Pupil Coach. If he/she is satisfied that the child is too ill to remain in school, they will make every effort to contact the child's parents/ carers. It is then the parents'/carers' responsibility to arrange collection of the pupil as soon as possible. The pupil **MUST** be collected by a nominated person over the age of 18, otherwise they will not be allowed to go home.

We will always inform you if your child has received a knock to the head during the day. If there is any visible bruising or swelling, or if your child is displaying any other symptoms, i.e. a headache, dizziness or feeling sick, parents/carers will be contacted and asked to collect their child immediately. If your child sustains a head injury outside school you must inform us, particularly if your child has been diagnosed with concussion.

We are only required to provide emergency First Aid as we do not have staff available at all times who can care for sick pupils. As such, if your child appears to be unwell before setting off for school, we would recommend that they are kept at home until they are better. If your child is contagious or infectious they **MUST** remain at home until well – please see your GP in this instance. The school will only provide First Aid treatment for accidents which occur in school and parents should not send their child in to have injuries treated which occurred out of school.

**If your child is not coming to school due to illness, or will be absent for any other reason, parents/carers MUST ring the school Attendance Officer on each and every day of the absence to advise the exact reason for non-attendance, on 01805 623531, then select option 1. Alternatively, you can email the details of your child's absence to: [absence@gts.devon.sch.uk](mailto:absence@gts.devon.sch.uk)**

**Please DO NOT call Reception to report your child's absence. Please DO NOT email your child's Tutor, Pupil Coach or any other member of staff directly to advise of your child's absence – please only use the methods above.**

*Headlice: in the case of a pupil being identified as having headlice, the school will contact parents/carers to inform them and give advice on treatments.*



## MEDICATION

If your child requires regular medicine, is on a course of medication or you wish to keep pain relieving medication in school, you **must** complete a consent form to allow either the First Aider to administer the medicine or for your child to self-medicate whilst at school. (*Consent forms are available from Reception.*) All medicines kept in school **MUST** be clearly labelled with your child's name and be in the original packaging. These medicines will be stored in a locked cabinet in our medical room for use when required.

## TRANSPORT



In March, when parents are advised by the admissions team of the school where their child has been allocated a place, they will also receive a transport application form (which incorporates the Code of Conduct) with the letter of advice. Free transport is provided for children who live within the designated area of the school, if they live more than three miles away by the shortest available walking route. For children starting school in September 2024, if their family is on a low income (where they are entitled to free school meals, or the family gets the maximum level of Working Tax Credit), they will have a right to transport to one of the three nearest schools between 2 and 6 miles from their home.

All pupils that travel on school transport and their parents/carers are required to sign the Code of Conduct, agreeing that the children will behave appropriately on the transport.

- Only pupils who show a valid travel pass to the driver on every journey will be allowed to travel. Pupils must only travel on the vehicle indicated on their pass.
- Please ensure that your child has their travel pass before they leave home every day.
- Please ensure that your child knows what to do in the event they are not allowed to travel or the bus does not arrive because of breakdown, traffic conditions or severe weather. (Ability to get back into the house, ability to contact a family member/friend etc.) School attendance is very important and it is best to be prepared for any of these eventualities.
- DCC will carry out regular pass checks throughout the year.
- Drivers are not allowed to carry passengers who cannot show a valid pass.

**In the event of a pupil missing the school bus or a bus not turning up it remains the responsibility of the pupil's parents/carers to transport them to/from school.**

If your child loses their pass during the day they should go to Reception to ask for a 10 day temporary pass. Replacement passes cost £5 each and can be ordered online, or by sending a cheque with a replacement form. Further info available at: <http://new.devon.gov.uk/educationandfamilies/guide/secondary-school.transport>

If parents/carers require further details they can contact the School Transport Helpdesk on **0345 155 1019** or visit: <http://new.devon.gov.uk/educationandfamilies/guide/secondary-school.transport>

## GATES AND SECURITY



The school endeavours to achieve the safety and security of its staff, pupils and visitors. It is further committed to taking all reasonable steps to protect the physical environment in which education takes place, as well as all valuable items kept on the premises; this includes not only items of monetary value but also individual records and pupils' work.

As part of our continued commitment to the safeguarding of the pupils and staff we have added electronic locks to the external gates and doors. The secure gates will allow us to monitor exactly who is on the school site in the event of a fire or other emergency. The electronic locks on external doors automatically release if the fire alarm is activated. The gates will be locked on the roadway as soon as the buses have left the school site. The pedestrian gate in the Hatchmoor Road car park will be locked from 9:00 am and will not be opened again until 3:10 pm.

Pupils and parents must be aware that if they arrive after 9:00 am they will need to enter the school site from the front of the school via Reception and then sign in at Pupil Services. This area is controlled using limited-access doors so that pupils are able to enjoy a safe and secure environment.

## LOCKERS

Lockers are available for pupils to hire at a cost of £3 per year with a £5 deposit (£8 total). The deposit is refundable when the locker key is returned. Please visit the Finance Office (next door to Reception) to obtain a key.

## CATERING FACILITIES

The school has a biometric "cashless" catering service, operated by Chartwells, which provides a wide range of food for pupils at reasonable prices. The school is committed to encouraging healthy eating and works with our catering company to ensure that healthy options are available. We are also trying to actively encourage recycling and sustainability – we have water fountains to enable re-usable bottles to be re-filled and many recycling / composting facilities. Pupils cannot learn properly if they are not properly hydrated, so we encourage them to bring a re-usable drinks bottle and to keep it topped up throughout the day.

Pupils can buy a "meal deal" consisting of a main course and dessert, currently costing £2.65. Main courses include a choice of hot meals, vegetarian meal, paninis, salads, sandwiches and baguettes. Dining Hall and Snack Shack services are open at break time and at lunchtime. Pupils are expected to behave in a socially responsible way in the Dining Halls, sitting down to eat, talking quietly and clearing their own tables. Pupils are required to either remain in the hall to eat the food they have purchased, take it outside to one of the covered areas, or to their next timetabled classroom in the event of wet weather. **They are not permitted to eat whilst in the corridors.** Pupils bringing packed lunches are also very welcome to eat in these areas. We have two "snack shacks" within the school, allowing for greater capacity to serve hot and cold food. We recently installed two large canopies installed outside, allowing for greater capacity of undercover seating areas, as well as adding a second dining hall specifically for KS4 pupils.

Our pupils are growing adolescents and the quality of their diet is really important at this age. We are working hard to improve the quality of the food and drink which is sold in school. Please assist us by encouraging your child to select the healthy options and/or supplying well balanced packed lunches. (Please be extra vigilant when packing lunches, snacks or food products which will be brought into school – we try to be as "nut-free" as is possible, in order to provide a safe school for our pupils and staff who suffer from nut allergies). Ensure that your child has a proper breakfast each morning with a good drink.

## FREE SCHOOL MEALS

We are asked by Devon County Council to remind parents of their entitlement to Free School Meals for their children.

Children whose parents are receiving any of the following are entitled to Free School Meals:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you think you are entitled or require further information, please contact the Devon Citizens Portal, which can be reached via <https://www.devon.gov.uk/educationandfamilies/school-information/school-meals>. This is the quickest and easiest way to apply and will result in you getting an instant decision. Alternatively, you can call the Education Helpline on 0345 155 1019.

Parents and carers are encouraged to apply for free school meals, if eligible, as this can also help their child's school attract additional 'pupil premium' funding to support learning.

From 1 April 2018, all children currently getting free school meals will continue to do so while Universal Credit is rolled out. This will apply even if their parents' earnings rise above the new threshold during that time. In addition, any child who becomes eligible for free school meals after 1 April 2018 will be protected against losing these during the Universal Credit rollout period.

Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because their earnings are above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (such as primary or secondary).

The Universal Credit rollout is currently expected to complete in March 2023.

## ICT PROVISION



The school's vision for ICT is for technology to support pupils with their learning whilst operating in an efficient and sustainable manner.

The school is well equipped with ICT; all our classrooms have digital projectors and sound with many being complemented with visualisers. This aids high quality teaching and learning materials being shared with pupils. Many of our classrooms also have interactive white boards, which help pupils to actively engage with their lessons. We are also well equipped with our computer to pupil ratio, which is a mix of desktops and laptops to allow pupils to have access to ICT with safe internet access throughout the school.

Our core provision is via three dedicated ICT suites and three class sets of laptops, which can be used in any room as required. There are also other smaller, dedicated provisions, such as an Apple Mac suite in Performing Arts. We continually invest in technology to ensure it supports the curriculum effectively whilst keeping our pupils safe online.

## ESSENTIAL (READY TO LEARN) EQUIPMENT

This is what the school regards as **essential** equipment and is referred to as the 'Ready to Learn' requirement, which will be checked regularly by Tutors. All pupils will need the following as basic equipment every day:

- Pencil case
- 2 x pens, (blue or black)
- Purple pen (for AFL)
- 2 x pencils
- Rubber
- Ruler (ideally 30cm long, at least 15cm long)
- Scientific calculator
- Wired Headphones with 3.5mm or USB A/C connector
- Highlighter pen
- Water bottle

All the prescribed Maths equipment can be bought from the Maths Department at preferential prices. The Art Department has art supplies for GCSE pupils, which can be bought at preferential prices – please see Mrs Witney, our Art Technician, if you would like to purchase any materials.

If you have difficulty in acquiring any of this equipment, please contact your House Pastoral Team.

## SCHOOL UNIFORM

*The School Uniform and Dress Code make an important contribution to creating a positive and purposeful School ethos. We rely upon parents to uphold our expectations in maintaining a smart and appropriate appearance.*

**If you are in doubt, rather than purchase items of uniform that are incorrect and therefore cannot be worn, please contact the School first.**

Item	Uniform
<b>Shirts and Ties</b>	Plain white shirt with stiff collar, long enough to be tucked into trousers / skirts at all times House colour clip-on tie
<b>Jumpers – Years 7-9</b> <i>Yrs 10 &amp; 11 only</i>	Black V-neck, long sleeved jumper with school logo <i>School jumpers may be worn underneath the jacket but are <b>optional</b></i>
<b>Trousers</b>	Plain black trousers appropriate for school wear ( <i>suitable trousers are available to order through our uniform supplier, Price &amp; Buckland</i> ) Trousers should be plain with no embellishments, such as decorative buttons / zips or labels No coloured / decorated belts – black only No skinny-leg pants or trousers that are tight fitting throughout their length, leggings or jeans <b><i>Please see photos overleaf for examples of acceptable and unacceptable trousers</i></b>
<b>Skirts</b>	The <b><u>only</u></b> skirt permitted is a plain black, knee-length, pleated skirt, available to order from Instant Images, Torrington.
<b>Shorts</b>	The <b><u>only</u></b> shorts permitted are plain black, knee-length and tailored. They are available to order via Price & Buckland or from Instant Images, Torrington
<b>Socks</b>	Plain, neutral, grey or black socks, to be worn with trousers or skirts. Alternatively, plain black or flesh coloured tights may be worn with the skirt
<b>Jackets</b> <i>Yrs 10 &amp; 11 only</i>	Black jacket with school logo
<b>Shoes</b>	Plain, black shoes of a sensible and safe style – the shoe must cover the bridge of the foot Boots may be worn <b>if covered by trousers</b> Shoes must be of a leather appearance <b>No</b> canvas style shoes, leather look Vans style shoes, trainers (including leather look), skate shoes, open-toed, pumps, ballet, dolly, high-heeled, sling-back shoes or UGG boots are allowed <b><i>Please see photos overleaf for examples of acceptable and unacceptable footwear</i></b>
<b>Bags</b>	All pupils must carry an appropriate bag / rucksack, which is capable of holding A4 folders and text books. Handbags or sling bags are <b>not</b> permitted for school

All clothing should be clearly named to ensure we can return it to the rightful owner if it becomes lost. Any unmarked lost property is held by the Pupil Coaches until the end of each half term, at which point, if still unclaimed, it is taken to a local charity shop or disposed of.

**We have a second hand /pre-loved uniform page available on Facebook**

<https://www.facebook.com/groups/GTS2ndHandUniform>

### Examples of school shoes that are appropriate

**COVERED**  
+  
**LEATHER /**  
**EQUIVALENT**  
+  
**SUPPORTIVE**  
+  
**PROTECTIVE**



### Examples of school shoes that are NOT appropriate

These shoes are **NOT** suitable due to the lack of protection to the foot and the ability for them to slip off. No skate, ballet, pump or boat shoes



### Examples of trousers that are appropriate

**BOYS**

**GIRLS**



### Examples of trousers that are NOT appropriate

**BOYS**

**GIRLS**





## BANNED ITEMS

- Mobile phones are **NOT** allowed in school. If parents/carers feel that they may be required, the phone must be given to the Pupil Coaches or handed in at Pupil Services for safe keeping until the end of the day. If banned items are brought into school, e.g. mobile phones, they will be confiscated and must be collected by parents. The school takes **no responsibility** for banned items if they are lost or damaged.
- Chewing gum, items of make-up, computer games, laser pens, MP3 players, iPods, skateboards, aerosols, knives or other potentially dangerous items.
- Jewellery should **NOT** be worn because it can be dangerous, is easily lost and is not insured at school, although a watch and medi-alert items are allowed. Bracelets, other than those worn for medical reasons, are not to be worn. A pair of small studs or sleepers is permitted for pupils with pierced ears, maximum of one earring per ear. **No** stretcher-type earrings are to be worn. **No other body piercing is allowed** – this includes metal or clear nose studs. Our school policy is that ALL jewellery **MUST** be removed for PE. **This includes earrings – there are NO exceptions. If you are planning ear piercing, please ensure that it is done within a timescale that allows for this.**
- Coloured nail varnish and false nails are **NOT** permitted. Make-up should be minimal.
- Only suitable, **PLAIN** coats are allowed to be worn to school – in the SUMMER term coats should be removed once you have arrived at registration time or once you have arrived at your lesson immediately after break time or lunch time. **NO** hoodies should be worn to or from school.
- Trainers should only be worn for PE and at **no other time in school.**
- A scarf may be worn to and from school during cold weather. However, it is **NOT** to be worn inside school.
- Hair should be clean, tidy and if long, ideally tied back. Bizarre styles, tramlines, letters or patterns shaved into hair or extremes of length are **not** allowed. Colouring, other than with natural hair colours, is not permitted – combinations of colouring (unless subtle and natural in appearance) is not permitted.
- Whilst we are not currently banning smart watches, if they are found to be connected to a mobile phone, both of the devices will be confiscated. The devices will then have to be collected by a parent / carer at the end of the school day. Whilst we will endeavour to keep them safe, the school cannot take responsibility for these devices as they are not covered by our insurance and should therefore not be on the school site.
- **All** smart devices **must** be handed in before any exams. If a pupil is found with a smart device during an exam their grade will not count for that exam or any other exams from the same exam board.

***ALL smoking equipment (lighters, matches, cigarettes) and supplies (including e-cigarettes) are strictly banned. Smoking is not permitted anywhere on the school site, during school activities or in school vehicles / coaches.***

## ENFORCEMENT

If uniform is incorrect, parents will be contacted. The pupil may also be issued with a suitable replacement for that day. Pupils will be issued with an after school detention if they refuse to co-operate or continue to wear the incorrect item of uniform to school. Uniform infringements that are deemed to be inappropriate may result in a period of internal suspension, either for all or part of the day or breaktime/lunchtime.

## ORDERING / SUPPLIERS

Uniform can be purchased direct from our suppliers, Price and Buckland, via their online shop: [www.pbuniform-online.co.uk/gtsacademy](http://www.pbuniform-online.co.uk/gtsacademy). Price and Buckland will deliver the uniform either direct to your home (for a small fee) **or alternatively to school where it may be collected.** (Not available at the present time.) In addition, uniform is available to purchase from Instant Images in South Street, Torrington, Devon EX38 8AB. Tel: - 01805 938002; Email [instantimages.devon@btinternet.com](mailto:instantimages.devon@btinternet.com)

We will also hold a small stock of the most requested items (ties and socks) in school, which will cover emergency situations. These may be bought direct from the Finance Office or via the Parentmail portal.

**UNIFORM/PE KIT SAMPLES ARE HELD IN THE FINANCE OFFICE, FOR SIZING PURPOSES.**

### **PE Hoodies:**

Instant Images Embroidery in South Street, Torrington Devon EX38 8AB; Tel: 01805 938002;  
Email: [instantimages.devon@btinternet.com](mailto:instantimages.devon@btinternet.com)

In Stitches, Unit 1, Springfield, Littleham, Bideford, Devon EX39 5HN; Tel / Fax: 01237 478373;  
Email: [info@institchesembroidery.co.uk](mailto:info@institchesembroidery.co.uk)

## PE KIT

PE Kit is available to order direct from the [Price & Buckland](#) online shop and also [Instant Images Embroidery](#) in Torrington.

The following items are compulsory for every lesson:

- School approved PE shorts (Black with Emerald side panel);
- Sports polo shirt with logo (Emerald with Black contrast (panels);
- GTS Sports Socks (Emerald with Black tops);
- Towel for showering;
- White socks (for Summer Term only);
- Trainers; must have non-marking soles and must be suitable for sport. Converse type / fashion pumps / skater-style trainers / Air Force type are **not** acceptable.
- Hair bands for all pupils with hair length that may obstruct vision.
- Football/Rugby boots; **must have moulded or short screw in studs** – please see below for suitable examples.



The following items may be required by boys and girls; pupils will be advised at the start of each year if they will be required:

- Shin Pads;
- A gum shield for rugby / hockey – a dentally fitted one is advisable, although a “boil-and-bite” version can be purchased from the PE Office throughout the year.

### Optional PE Kit

- Rugby shirt, fully reversible for football and rugby.
- GTS grey sports hooded sweatshirt, printed with pupil's initials. **Recommended for all.** Available to order from In-Stitches and Instant Images Embroidery.
  - In Stitches, Unit 1, Springfield, Littleham, Bideford, Devon EX39 5HN Tel / Fax: 01237 478373 / Email: [info@institchesembroidery.co.uk](mailto:info@institchesembroidery.co.uk)
  - Instant Images Embroidery: <https://www.instantimagesembroidery.co.uk/store/Great-Torrington-School-c50999624>
- Plain, black tracksuit bottoms.
- Plain black sports leggings, to be worn underneath shorts.
- Winter – hats, gloves (non catching sports), black base layers and plain black sports waterproof.
- Summer – sun cream and cap.
- It is strongly advised that pupils bring a full water bottle to all PE lessons.

Our School policy is that **ALL** jewellery must be removed for PE, including earrings. There are **NO** exceptions to this.

If pupils are injured, they must bring a note signed by a parent/guardian requesting for them to be excused from fully participating in the lesson. Activities will be modified to enable pupils to still participate and therefore they will be required to change into their PE kit. We strongly advise in these scenarios that pupils bring GTS PE kit that is appropriate for the weather conditions e.g. if it is cold, pupils bring lots of warm clothing to wear.

Second-hand items, such as boots and shin pads can often be obtained at very reasonable prices from places such as Facebook Marketplace, ebay and local charity shops.

GTS Facebook page for Second-hand items: <https://www.facebook.com/groups/GTS2ndHandUniform>

If you are in doubt, rather than purchase items of uniform that are incorrect and therefore cannot be worn, please contact the school first.

## VALUABLES

Pupils should note the following:

- Do not bring valuable items into school. The school cannot be held responsible if they get lost or stolen.
- Please take any lost property you find to the Pupil Coaches' Office.

## PUPIL SUPPORT AND THE HOUSE SYSTEM

When pupils join us we aim to offer them the highest standards of personal care and individual attention.



All pupils join a tutor group, with a member of staff (their Tutor), who looks after their welfare and offers guidance and support.

The Tutor is the first link in the partnership between home and school. Contact them if you have any concerns about your child's welfare. It is the Tutor's task to ensure not only that pupils are learning to the best of their ability, but also gaining in confidence and social skills. Tutors can hold meetings with pupils and parents to discuss academic progress in all subjects.

The team of tutor groups is led by a Head of Learning, who has overall responsibility for all pupils in the House. If particular problems arise you should contact your child's Tutor in the first instance and then their Head of Learning.

Heads of Learning are supported by a Pupil Coach who provides on going daily pastoral support for members of their House. The Pupil Coach is available throughout the school day to liaise with parents, pupils, staff and other agencies.

We believe that close contact and co-operation with parents/carers is of great importance. As well as opportunities to discuss progress at Parents Evenings, parents/carers are welcome to visit the school on a more informal basis at any time, by prior arrangement.

Each House consists of around 180 – 200 pupils, from Years 7-11. Siblings will be in the same House but not usually in the same tutor group. Each tutor group meets for 20 minutes at 8:50 am each day with their Tutor, and with the rest of their House for an assembly each week. Assemblies provide opportunities for reflection on moral and ethical issues, celebration of achievement, the communication of values (which we see as very important) and for the effective passing on of information. Every other Thursday afternoon we have an extended Tutor Time 1:30 pm – 2:20 pm, with specially planned activities to enhance the bonding of the group and interaction with their peers.

## HEAD OF LEARNING AND PUPIL COACH CONTACT INFORMATION

	Head of House / Learning		Pupil Coach	
<b>Endeavour</b>	Mrs E Richards	Ext: 203	Ms C Taylor	Ext: 354
		erichards@gts.devon.sch.uk		ctaylor@gts.devon.sch.uk
<b>Resolution</b>	Mr M Bolton	Ext: 235	Ms J Phipps	Ext: 315
		mbolton@gts.devon.sch.uk		jhipps@gts.devon.sch.uk
<b>Endurance</b>	Mr M Anderson	Ext: 355	Mrs F Tolson	Ext: 307
		manderson@gts.devon.sch.uk		ftolson@gts.devon.sch.uk
<b>Discovery</b>	Mr M Rhymer	Ext: 239	Ms T Hinson	Ext: 247
		mrhymer@gts.devon.sch.uk		thinson@gts.devon.sch.uk

When phoning the school, please dial the main number 01805 623531, then when the recorded message prompts you to enter the extension number, please choose the correct one from the table above.

## BENEFITS OF THE HOUSE SYSTEM



- ❖ Develops a sense of belonging immediately on joining GTS and builds on the sense of community which starts in the family environment, as well as providing opportunities to develop positive role models.
- ❖ Provides more opportunities for our pupils to take responsibility and develop leadership skills.
- ❖ Pupils belong to a “family tutor group” and House, where older pupils begin to have a positive effect, e.g. “I can be a Humanities Ambassador”, like Sarah in Year 9.
- ❖ It mirrors social situations and the workplace where we mix with people of different ages. Communication, flexibility and resilience are essential skills for our pupils to have for their future lives.

If you have an older brother or sister at Great Torrington School they will already be part of a House group. When you start you will join the same House. Your Head of House/Learning and Pupil Coach will really get to know you and your family well and, in turn, your family will get to know them.

## HOME LEARNING

Home learning adds value in developing skills of independent enquiry and a positive attitude towards life-long learning. It contributes effectively to the learning progress made by pupils. Teachers set a range of activities for pupils where it is appropriate to help their learning. They are consistent in their approach to the marking of Home Learning. This process enables a partnership to develop between pupils, parents/carers and teachers.

As a guideline, pupils should be completing at least one piece of homework per week for the core subjects of English, Maths and Science. They should also have at least one piece per fortnight from other subjects. The time for each piece may vary but pupils should have in total around one hour of homework per night at Key Stage 3 and around two hours of homework per night at Key Stage 4. You can view the homework that your child has been set by logging into Satchel: One. If pupils complete the set work within this time then revising or spending extra time reading will always improve a child's educational outcomes.

If you feel that your child struggles to complete their homework, then we run a voluntary supportive Homework Hub after school on Tuesdays and Thursdays. Please let us know if you would like your child to attend as an ongoing supportive measure.

## CLASSCHARTS

Classcharts is an online platform that Great Torrington School uses for the setting and monitoring of homework. All staff use Satchel One to set homework; all pupils use it as a means of accessing set homework.

Classcharts allows parents and pupils to see the details of the homework tasks that have been set, as well as their submission status grades, if applicable. It also aids pupils' organisational skills, time management and helps them to keep on top of their workload.

Benefits include:

- 24/7 access
- Viewing the quantity of homework
- Apps available for iPhone, iPad, iPod Touch and Android devices
- Receive automated notifications before homework is due.

If you would like to contact the school about Classcharts, please contact the ICT department via [help@gts.devon.sch.uk](mailto:help@gts.devon.sch.uk)

## SIMS PARENT

This is a secure, online system which enables you to access details of your child's attendance, conduct, grades, targets and timetable. This system allows you to view your child's latest Progress Review online, however we also distribute paper reports to ensure parents / carers receive key information at all times. (If you require duplicate copies of Progress Reviews, or other correspondence, please inform the Data Office.)

SIMS Parent can be accessed via an app on Apple or android devices and is also accessible via a browser on any device, at any time. There is an equivalent pupil version (SIMS Student) which enables pupils to actively engage in their learning. Further information on this system can be found on the school website, including links to download the app for free.

## PARENTMAIL

We use IRIS ParentMail to communicate with parents / carers in the most efficient way. Most school messages are sent out via IRIS ParentMail, resulting in you receiving an email or a text to your registered details. We request all parents / carers activate their account once they have received an invite to register; all you need to do is verify your account. If you already have a Parentmail account you will be asked to verify your child's date of birth and follow the instructions on screen; this will enable you to view all your children via the one account.

There is also an IRIS Parentmail app for Apple and Android devices. This enables even easier contact with the school and stores all the messages you've received in one place for simpler access. We encourage all parents / carers to download the app where possible – further information can be found on the school website, including links to download the app for free.

## REWARDS AND EXPECTATIONS

We strongly believe that pupils deserve recognition for effort, service, and achievement. The school, therefore, has a Rewards and Consequences framework that recognises positive and negative behaviours as well as contributions to the school community. Pupils are rewarded by staff for achievement and effort.

**Reward Points** – awarded for good work and positive contributions to the school community. Points are monitored by Tutors and Heads of Learning – recognised through a series of certificates and other rewards. Staff give recognition to pupils who have obtained good reports and have worked particularly well or who have made a significant contribution to other aspects of school life. There is an annual Awards Day and Sports Awards Evening to give full recognition to pupil achievement. We aim to ensure that every deserving pupil will gain an award at some point in their school career.

**Consequence Points** – logged when pupils fail to produce work or behave in a manner that is contrary to that which is expected at GTS. Once again, the points are monitored by the pastoral team; communication with parents and meetings in school are set up when totals reach different trigger points.

## LEADERSHIP OPPORTUNITIES

Pupils have their leadership potential developed through posts of responsibility:

- |  |   |
|--|---|
| ■ House Captains and Deputies              | ■ Sports Leaders                          |
| ■ Tutor Group Representatives              | ■ Sports Captains                         |
| ■ Transition Leaders                       | ■ Year Council                            |
| ■ STEM Ambassadors                         | ■ School Council (Junior Leadership team) |
| ■ ICT Leaders                              | ■ Literacy Leaders                        |
| ■ Youth Cultural Champions                 | ■ English Ambassadors                     |
| ■ Art Captains (Art, Dance, Drama & Music) | ■ Modern Foreign Language Ambassadors     |



## BEHAVIOUR EXPECTATIONS

From your child's very first day at Great Torrington School, sensible and considerate behaviour is expected. Good order means that everyone has the chance to progress and enjoy their learning. There is a full opportunity for pupils to discuss and learn more about the school's Behaviour Policy in the first week in their tutor group.

We do maintain a firm but fair policy of caring discipline. We expect pupils to behave responsibly and complete classwork and homework. There are several measures we may take to encourage polite and responsible behaviour. These range from short detentions or socially useful tasks to more serious steps for extreme misbehaviour. We undertake to contact parents in cases of poor behaviour.

A positive learning environment is essential if pupils are going to maximize their achievements at GTS. Therefore, behaviour, which disrupts the flow of teaching and learning will not be tolerated. If a pupil's behaviour is deemed to be affecting the flow of teaching and learning they will be removed from lessons and taken to a withdrawal room. In the event of being withdrawn, pupils will be expected to attend a detention that same evening, as this has been shown to be the most effective strategy in preventing repeated poor behaviour. We will inform parents / carers by phone that their child has been withdrawn and that they will be remaining in school until 4:00 pm – alternative transport home will need to be arranged for those pupils travelling on school designated transport.

The support of parents / carers is seen as vital to the solution of any problems of behaviour and discipline. Exclusion from school is used as a very last resort.

Pupils are expected to complete homework by the homework deadline. Homework will signposted on Classcharts. If a pupil misses a homework deadline for a subject twice in once half term they will receive two homework detentions on Tuesday and Thursday of the following week. A voluntary homework club is also available on Tuesdays and Thursdays which is staffed to assist those pupils who may like some support.



We can say with knowledge that pupils are, in the main, very happy at the school. There might, however, be occasions when a child feels that they are being targeted with unkind bullying behaviour. This situation is intolerable. In the event of your child being in this situation, we invite both you and your child to make immediate contact (and feel confident in contacting) their Tutor, Head of Learning, Pupil Coach or any member of the Senior Leadership Team, if you feel that there is a matter that has not been progressed by the school. We would not wish any pupil to be put off their studies and their general school life.



## CURRICULUM

### ETHOS

At GTS, our aim is to ensure that all pupils are able to make outstanding progress in their learning and personal development during their five years with us. We will evaluate each cohort as they join GTS and based on the academic profile and pastoral information, we will determine the best learning pathway for all the pupils.

### INTENT

The GTS curriculum will give pupils the academic knowledge, vocational skills and emotional literacy to pursue their dreams.

Through the curriculum and wider opportunities at GTS, we intend to:

- Provide pupils with rich knowledge, skills, and deep conceptual understanding of the world, so that pupils can take advantage of the opportunities, responsibilities, and experiences of later life.
- Ensure pupils are highly literate, numerate, and creative.
- Ensure disadvantaged pupils have a curriculum that enables them to make progress in line with their peers.
- Grow aspirations.
- Ensure our pupils become life-long learners by promoting their happiness and both physical and mental health.

### IMPLEMENTATION: KEY STAGE 3 (YEARS 7 – 9)



We follow a three-year Key Stage 3.

Our Key Stage 3 curriculum has the intent to ensure a smooth transition in to secondary school and then to build the knowledge and skills required to be successful at GCSE and other Level 1/2 vocational subjects. By the end of Key Stage 3, learners will have developed four key learning skills:

<b>Knowledge</b>	–	Understanding, recalling, and applying key aspects of the curriculum.
<b>Homework</b>	–	Having the skills and motivation to learn from home, including meeting deadlines for work.
<b>Effort</b>	–	Embracing challenge and persevering in the difficult task of learning.
<b>Accomplishment</b>	–	Displaying behaviour for learning, relating to others, and completing in a professional way.

**Pupils will develop the “Ethic of Excellence”.**

These skills will be taught, developed, and reported on in all subjects.

From Year 7 all subjects will be taught as independent subjects to allow pupils to fully understand and experience each subject, allowing them to make truly informed choices for their GCSE options. On entry to Year 7 pupils will choose to study either French or Spanish. This is to allow them to be fully prepared for the GCSEs in Years 10 & 11.

All pupils have a broad and balanced curriculum regardless of ability and one that meets the statutory requirements of Careers Education (Gatsby), Religious Education, PSHE and PE.

## KS3: HOW WILL I KNOW MY CHILD IS MAKING PROGRESS?

Each of the four skills will be reported on in all of their subject areas. Homework, Effort and Accomplishment are graded on a 4-point scale. 1 Excellent, 2 Good, 3 Coasting, 4 Cause for concern.

Knowledge will be reported as GDS (Greater Depth than the Standard required - at least one grade above their flightpath), EXS (At Expected Standard – at the flightpath grade), WTS (Working Towards the expected Standard – one grade below their flightpath) and BLW (Below the required standard – 2 grades below their Flightpath). These are linked to the pupils' flightpath.

Each pupil is assigned a Flightpath when they join us in Year 7. The Flightpath is based on either the pupils Key Stage 2 SAT score or the CAT (Cognitive Ability Test) if SATS were not taken. The Flightpaths are A-E.

## KS3: CURRICULUM ALLOCATION

Subject	Number of lessons per fortnight		
	Year 7	Year 8	Year 9
<b>English</b>	8	8	8
<b>Mathematics</b>	6	6	6
<b>Science (Biology 3, Chemistry 3, Physics 3)</b>	9	9	9
<b>Technology</b>	2	2	2
<b>History</b>	4	4	4
<b>Food</b>	2	2	2
<b>Geography</b>	4	4	4
<b>RPE (Religion, Philosophy &amp; Ethics)</b>	2	2	2
<b>PSHE (Personal, Social &amp; Health Education)</b>	1	1	1
<b>Citizenship &amp; Careers</b>	1	1	1
<b>Art &amp; Design</b>	2	2	2
<b>Drama</b>	2	2	2
<b>Music</b>	2	2	2
<b>Modern Foreign Languages (French or Spanish)</b>	5	5	5
<b>Information Technology</b>	2	2	2
<b>Physical Education</b>	6	6	6
<b>Life Skills/Supported learning*</b>			
<b>House Time</b>	1	1	1
<b>Enrichment &amp; Intervention</b>	2	2	2

*\*Pupils individual learning needs are considered and intervention time for those pupils who require additional support and guidance in relation to their peers is provided alongside the mainstream curriculum.*

## IMPLEMENTATION: KEY STAGE 4 (YEARS 10 – 11)



At GTS, Key Stage 4 (KS4) is taught over Years 10 and 11. The aim of the KS4 curriculum is to give the pupils the best possible chance of attaining up to 9 GCSE, or equivalent, passes. The number of qualifications entered will be dependent on the pupil's learning pathway. All pupils in Years 10 and 11 currently study up to three option subjects and have followed a 2-year Key Stage 4. The pupils will also study all of the core subjects of English, Mathematics, Science, RE, Citizenship & Careers, PSHE and practical PE. The latter four are not assessed.

At GTS, we ensure that all pupils will continue to study the courses that are most appropriate to their learning needs and will develop a curriculum to meet the needs of the GCSEs and other high value courses that we offer. Pupils are encouraged to follow the English Baccalaureate<sup>1</sup> if this is the correct pathway for them, thus ensuring that they have the best possible foundation for applying to college and university.

All pupils study GCSE English Language, GCSE English Literature and GCSE Mathematics. All pupils are being taught the Science GCSEs; either Combined Science (Trilogy) or GCSE Chemistry, GCSE Biology and GCSE Physics (Triple Award). **Triple science GCSEs at GTS were an option choice in Year 11 but in year 10 with the move to a 2-year Key stage 4 pupils will be selected to study Triple Science based on ability and interest in science.** All other pupils will follow the GCSE Combined Science (Trilogy). The Combined Science is equivalent to two GCSEs but does cover aspects of all three Sciences; Biology, Chemistry and Physics.

GCSE Mathematics and Sciences are tiered examinations. This means that pupils will be entered for the higher (9-4) or foundation (5-1) papers. These subjects are taught in ability groups, except Triple Science in Year 11, which alongside all other option subjects is taught in mixed ability groups based upon the pupils' subject choices.

Most option subjects taught at GTS will be DfE approved 'high value' vocational qualifications. The exception being Functional Skills (Entry Level ) and The Princes' Trust EL3/L2 in Personal Development & Employability Skills. The majority of subjects that are studied at GTS are full course, meaning that they are equivalent to one GCSE. The only exception to this being the GCSE Combined Science, which is equivalent to two GCSE passes.

We do enter some pupils for Cambridge Nationals, WJEC/EDUQAS and RSL courses if it is appropriate to their learning needs and post-16 learning pathway. These are all equivalent to one GCSE. For Citizenship & Careers pupils in Year 10 will have the opportunity to complete the Princes' Trust Aspire Award in Personal Development & Employability Skills at Entry Level or Level 1/2.

Some pupils are further supported by Functional Skills Entry Level (below GCSE level). These pupils may also study further units of the Princes Trust Level 1 or Entry Level 3 in Personal Development & Employability Skills to complete the Certificate or Diploma. These are accepted by FE Colleges and are suitable for the learning and future pathway of the pupil.

GTS does include the possibility of participating in work-based learning in Years 10 and 11; this has proven very successful for a number of pupils who have gone on to apprenticeships at the same employer. We are very proud of our links with local employers.

<sup>1</sup> The 'golden standard' of the English Baccalaureate comprises of GCSEs in English language and Literature, Mathematics, Science, Geography or History and a Modern Foreign Language

## KS4: HOW WILL I KNOW MY CHILD IS MAKING PROGRESS?

Each of the four skills will be reported on in all of their subject areas. Homework, Effort and Accomplishment are graded on a 4-point scale. 1 Excellent, 2 Good, 3 Coasting, 4 Cause for concern. Knowledge will be on a GCSE 1-9 grade or vocational learning grade of a Level 1 Pass – Level 2 Distinction\*. More details of this is published with the reports.

## KS4: CURRICULUM ALLOCATION

	Lessons per Fortnight	
	YEAR 10	YEAR 11
English	10	10
Mathematics	10	10
Science	12	10
Option A	6	5
Option B	6	5
Option C	6	5
PSHE	1	1
Citizenship & Careers	1	1
Physical Education	4	4
House Time	1	1
Enrichment & Intervention	2	2

## MY CHILD HAS A LEARNING DIFFICULTY, HOW WILL THEIR NEEDS BE MET?

Staff work in close liaison with Helen Whiterod (INCO) to understand how to meet the needs of all of our learners. Throughout, pupils' needs are identified and met through the GTS Individual Needs Framework which works in alignment with the Devon Graduated Response Framework.

All pupils receive support during the Guided Choices process. Those pupils who have an EHCP will meet with the INCO and their parent/carer to look at what pathway would be most suitable to meet their needs. We have prepared individual pathways for some pupils, ensuring that they make the best progress possible.

## POLICY STATEMENT ON SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

All teachers are teachers of special educational needs. It is the teacher's responsibility to meet the needs of all children in their class through their classroom organisation, teaching materials, teaching style and scaffolding in line with the SEND (Special Educational Needs and Disabilities) 2014 Code of Practice Policy.

## GUIDING PRINCIPLE FOR SEND

Our guiding principle is one of inclusion. We want to identify and break down possible barriers to learning.

In making provision for pupils with SEND we:

- Value all our pupils equally and are committed to enable them to experience success.
- Ensure that all pupils have equal access to a broad, balanced curriculum which is scaffolded to meet individual needs and abilities.
- Recognise that it is the responsibility of all teachers to identify and meet the SEND of pupils. SEND crosses all curriculum areas and all aspects of teaching and learning.
- Recognise that high quality teaching and learning is good practice for all pupils.
- Recognise that any pupil may encounter difficulties in school at some stage.
- Acknowledge that all special educational provision is more effective if pupils and parents are fully involved. As a result, we will seek the views of parents and pupils.

Further details of the manner in which these principles are achieved can be found in the school's Special Educational Needs and Disabilities policy document.

## DISABILITY ACCESS

We aim to cater equally for able and disabled pupils, staff and visitors.

The school's main Reception complies with DDA requirements, having wheelchair access routes and low level counters. Inside the school there are three lifts allowing access to all subject areas, disabled toilets (one with a shower) and all stairways have emergency evacuation chairs. Specialist subjects such as D & T, Food Tec and Science have specially adapted equipment allowing full, inclusive participation in practical lessons. Outside, the school has access ramps allowing access to all playgrounds, picnic areas, the sports field and the multi-use all weather pitch, allowing for safe emergency evacuation.

The school is committed to being fully inclusive and strives to make continuous improvements for the welfare of all.

## MY CHILD IS A HIGH ACHIEVER, HOW WILL THEY CONTINUE MAKING PROGRESS?

Gifted children thrive most when they are accelerated through the curriculum or given time to delve deeply into one aspect of a subject.

High achieving pupils make good progress at GTS. All teachers know who their high achievers are and they ensure their lessons are planned with enough challenge and depth for every child. A wide range of enrichment activities are offered, from University visits to national athletics competitions, choirs to robot programming - all to enable high achievers to thrive in their chosen field.

These are identified using a number of criteria: academic attainment and aptitude, outstanding ability, and performance (e.g. sport, music, drama) and teacher input. Once identified, pupils are encouraged to stretch and further their gift or talent through a variety of activities and opportunities.

## ENRICHMENT AND INTERVENTION

Every pupil at GTS has one period of Enrichment and Intervention a week and completes three 10-12 week courses a year of enrichment activities. This gives our pupils unique opportunities within North Devon to participate in a range of activities ranging from: STEM Awards (science, technology, engineering, and mathematics), Media Studies, Chess, sports academies (for football, rugby, cricket & netball), community art projects, enterprise schemes, Greek mythology, theatre productions, leadership awards and a range of languages including Latin, Italian and Cultural Studies. All pupils get to opt for their enrichment activities for the next academic year in the summer.



All activities are taught in mixed year groups except the sports academies which are key stage specific. This allows our pupils to unite over a common interest and to develop friendships across year groups.

Many of the enrichment activities are certified through national award schemes that will enhance not only the pupils' CVs but, most importantly, gives our pupils an opportunity to excel and express their skills and abilities, beyond what the curriculum allows, whether they progress to following traineeship, an apprenticeship, or an Oxbridge degree.

Pupils will also be allocated intervention in 10-12 weeks blocks, if they have been identified as not making expected progress in either the core subjects of English or Mathematics or, in Year 11, towards their option subjects.

## PSHE: PERSONAL, SOCIAL & HEALTH EDUCATION

PSHE is part of the school programme for all pupils. It is delivered to all year groups by a dedicated and enthusiastic team, following well-developed schemes of work. Links with the wider community are embraced and encouraged. Regular visitors and guest speakers deliver specific areas of the course, offering a wealth of experience to equip our pupils with the skills to be empowered and forward-thinking individuals.

The school places a strong emphasis on the proper consideration of moral and social issues as well as health, drugs, relationship and sex education and citizenship (all age appropriate). If parents have any questions about the content of PSHE lessons then in the first instance they should contact Charis Furness.

The school prides itself in responding to emerging issues within society – last year alone we discussed immigration, terrorism, knife crime, gender identity and anti-social behaviour. We are proud to address these areas and to be there for our pupils.

The following areas are covered by PSHE: drugs and alcohol education; emotional health and well-being; sex and relationships (with an emphasis on healthy relationships); nutrition and physical activity; personal finance; safety; careers education and work related/enterprise learning.

**Right of withdrawal:** the right of withdrawal from RSE (Relationship and Sex Education) stands for all parents and teachers.

## CITIZENSHIP & CAREERS EDUCATION AND GUIDANCE



The school works closely with Careers South West and Peninsula Training Ltd who, together with the school's own experienced personnel, aim to provide the very best careers education and guidance for our pupils.

Since January 2018 it has become a legal requirement for all schools to provide Careers Guidance and access to education and training providers. The DfE has set these requirements against the eight 'Gatsby Benchmarks', which have been fully in place since 2020. These Benchmarks are:

1. A stable careers programme;
2. Learning from career and labour market information;
3. Addressing the needs of each pupil;
4. Linking curriculum learning to careers;
5. Encounters with employers and employees;
6. Experiences of workplaces;
7. Encounters with further and higher education;
8. Personal guidance.

Careers Education helps young people to develop the knowledge, confidence, and skills that they need to make well-informed, thought-through choices and plans that enable them to progress smoothly into further learning and work, now and in the future.

Citizenship: Learning about your rights and responsibilities, the law, justice, and democracy. Encouraging respect for different national, religious, and ethnic identities and our role as a UK citizen, exploring the Fundamental British Values (FBV).

At Key Stages 3 and 4, Careers Education & Citizenship is taught as a separate subject to all pupils in one lesson per fortnight. GTS is guided by the GATSBY benchmarking in order to ensure our delivery is deep and meaningful in every area.



## COLLECTIVE WORSHIP & RELIGIOUS EDUCATION



Collective worship is about a school's duty to develop pupils spiritually, morally, socially and culturally. This may include learning about interesting cultural traditions and their meaning, listening to stories with a moral message and reflecting on themes such as strength, courage or loyalty. Collective worship should draw pupils' attention to the values the school wishes to develop, both as a body and in each individual. Collective worship is about the growth of the person, their character and social outlook, whatever their academic aptitudes.

All pupils have an assembly\* once per week as a House and meet in their tutor groups every morning for 20 minutes. This is time for the pupils to reflect and share suitable materials connected to collective worship.

At GTS we teach RE as 'Religion, Philosophy & Ethics'. During KS3, we base our curriculum upon the Devon and Torbay Agreed Syllabus for RE 2019-2024. Pupils can opt to follow a full course GCSE in RE at Key Stage 4 and all pupils have a period of RPE and follow an approved course at KS4.

**Right of withdrawal:** the right of withdrawal from collective worship, RE or any part of the RE curriculum stands for all parents and teachers.

## EXTRA-CURRICULAR OPPORTUNITIES

Additional to our Enrichment and Intervention provision, Great Torrington School has a breadth of activities which are available for pupils at lunch-time, after school and beyond. GTS believes that provision should go way beyond the taught curriculum as it is instrumental in building; character, values, relationships with peers and staff alike; as well as providing opportunities to build interests and passions that could last a life time.



Activities and events are developed in response to pupil requests/interests and identified gaps in the curriculum or community provision. Outdoor learning focuses on making the most of the local environment through surfing, orienteering, Duke of Edinburgh and Ten Tors. Events are often produced jointly with pupils, employers and community groups. Great Torrington's Got Talent, Summer and Christmas concerts, GTS Film Premiere, Junior Sports Leader programmes, Rotary Club competitions such as Young Chef, Young Musician, Photographer and Writer of the Year and of course the Youth Speaks debating competitions, are all fine examples of what is on offer across the board.

In addition, a wide range of sports, music, drama, art, dance, science, language and geography activities/clubs are available. The Library is open for pupils both before and after school and can be used for the completion of home learning.

There are numerous trips covering a broad range of activities: There are also History visits to the battlefields and Krakow, Geography field trips, language trips to France and Barcelona, skiing, trips to London and even as far afield as New York! Pupils are able to follow the Duke of Edinburgh award at Bronze and Silver level.

## HOUSE TIME

House Time takes place fortnightly and is the time when pupils can work with other pupils in their tutor group\*. These 50 minutes per week allow pupils to be mentored by their tutor or co-tutor allow time for pupils to engage in literacy and numeracy activities, alongside inter-house competitions, aspects of the PSHE curriculum, careers guidance and other relevant or current topics as they arise.

## IMPACT

The impact of the taught curriculum is measured through attainment in public examinations and associated Key Performance Indicators (KPIs). In order to maximise progress for all pupils the outcomes will be analysed at an individual, class, subject and cohort level, which allows adjustments to future planning and implementation.

Equal significance is shown when assessing the impact of the extra-curricular provision on the pupil's overall well-being, aspirations, engagement and wider development into a young adult. However, measuring this impact on social and emotional development is not as easily achieved; though factors like attendance, behaviour, contribution to the community and involvement in wider provisions is monitored.

## TEACHING AND KEY STAFF

### Senior Leadership Team

Mr Andy Bloodworth – Headteacher;  
 Ms Jacqui Royse – Deputy Headteacher;  
 Mr John Stanier, Assistant Headteacher: Teaching & Learning;  
 Mrs Helen Whiterod, Assistant Headteacher & INCO;  
 Ms Niki Miller-Marshall – Assistant Headteacher: Pastoral & Behaviour Support;  
 Mr Jon Buss – Head of Operations

Initials	Title	Forename	Surname	Subject / Role
HCA	Mr	Hywell	Abbott	<i>Subject Lead:</i> Geography
KRA	Mrs	Katherine	Abbott	English
MJA	Mr	Matt	Anderson	<i>Head of Learning:</i> Endurance; Modern Foreign Languages
SRA	Mr	Simon	Ashby	Design
DA	Mr	Dave	Atkinson	Designated Safeguarding Lead
TWB	Mr	Terry	Barton	Cover Supervisor
SB	Mr	Steven	Beams	Maths
MBL	Mr	Matt	Bolton	<i>Head of Learning:</i> Resolution; Physical Education
JAB	Mr	James	Britton	IT Technician
SHB	Miss	Shereene	Brookes	Learning Support Assistant
CHB	Mr	Colin	Bryant	<i>Subject Lead:</i> IT
HJB	Mrs	Hannah	Bryant	IT
LB	Mrs	Lisa	Buss	SIMS & Data Manager
BJC	Mr	Ben	Clarke	IT Manager
TWC	Mr	Tim	Cloke	<i>Subject Lead:</i> History
RC2	Mrs	Rachel	Coles	Design Technician
GTC	Mr	Guy	Cooke	<i>Subject Lead:</i> Physical Education
LJC	Miss	Lara	Couch	English
ELC	Miss	Elizabeth	Cox	History; Religious Education
JAC	Mrs	Jane	Cullum	Learning Support Assistant
RGC	Mrs	Rebecca	Cuthbertson	Science
APD	Mrs	Angela	Daniel	PE Technician
AVD	Mrs	Ashley	Delasalle	Catering Technician
		Becky	Dickinson	First Aid
HD	Ms	Hannah	Dodwell	English
LMD	Mrs	Lorraine	Dymond	Learning Support Assistant
LGE	Miss	Lucy	Evans	Maths
RAF	Mrs	Rosemary	Faulkner	Senior Finance Officer
FSF	Ms	Fay	Fisher	<i>Subject Lead:</i> Catering; Design & Technology
GJF	Mr	George	Forse	Performing Arts Technician
CDF	Mrs	Charlotte	Frickleton	Physical Education
CVF	Mrs	Charis	Furness	<i>Subject Lead:</i> PSHE; English
SDG	Mr	Sam	Geeson	Maths
MRG	Mrs	Maria	Gibson	First Aid
MGO	Miss	Macey	Goodman	Attendance and Data Officer
DDH	Mrs	Dee	Harman	<i>Subject Lead:</i> Art and Design
KLH	Mrs	Katie	Hill	Premises Manager
TH	Ms	Tanya	Hinson	<i>Pupil Coach:</i> Discovery
CH	Mrs	Charlene	Hoare	Learning Support Assistant
THO	Mr	Tom	Hocking	English
ELH	Mrs	Elizabeth	Holman	Science
TOJ	Miss	Tara	Jameson	Catering
JWJ	Mr	Jonathan	Jones	Maths
EAK	Mrs	Emma	Keil	Cover Supervisor
ERK	Miss	Eleni	Kiromitis	Science Technician

Initials	Title	Forename	Surname	Subject / Role
HJR	Mrs	Hannah	Knight	Science
MHL	Miss	Megan	Langmead	<i>Subject Lead:</i> English
LL	Mrs	Louise	Leonard	Careers & Employment Engagement Officer
ALL	Mr	Aled	Lloyd	Humanities
JEL	Miss	Jess	Lomax	Maths
MKL	Mrs	Matilda	Lyle	Science
LM	Mrs	Lénaïck	Miller	Modern Foreign Languages
NMM	Ms	Niki	Miller-Marshall	Physical Education
ELM	Mrs	Ellen	Morrison	Science
KVM	Mrs	Kristen	Mounce	<i>Subject Lead:</i> Modern Foreign Languages
TNS	Miss	Tara	Neve-Scott	<i>Subject Lead:</i> Science
AJN	Mr	Alex	Nicholson	Science
SLP	Miss	Sarah	Payne	Learning Support Assistant
		Clair	Pearson	Art Technician
JCP	Ms	Jo	Phipps	<i>Pupil Coach:</i> Resolution
KMP	Mrs	Katherine	Pitcher	Learning Support Assistant
AMP	Mr	Mark	Pluckrose	<i>Subject Lead:</i> Performing Arts
DCR	Mr	Dave	Rawle	Science
MAR	Mr	Matt	Rhymer	<i>Head of Learning:</i> Discovery; Physical Education
ELR	Mrs	Emma	Richards	<i>Head of Learning:</i> Endeavour; English
ERN	Mrs	Emma	Richardson	<i>Subject Lead:</i> Religious Education
MLR	Miss	Macie	Robertson	Learning Support Assistant
JRR	Mr	Jake	Rogers	Learning Support Assistant
PTR	Mr	Paul	Royl-Muir	English
JSR	Ms	Jacqui	Royse	Science; IT
LJS	Mrs	Lisa	Sands	Learning Support Assistant
CTS	Mrs	Clare	Sargeant	<i>Subject Lead:</i> Maths
MGS	Miss	Megan	Sargeant	English
MCS	Mrs	Claudine	Savage	Learning Support Assistant (Foreign Languages)
JLS	Mrs	Jacqui	Scott	Science
KAS	Miss	Kelly	Silcox	Geography
ASP	Ms	Annie	Sparrow	Religious Education
JS	Mr	John	Stanier	History
CMS	Mrs	Clancy	Stephens	Hardy Centre Manager
CET	Mrs	Carrie	Tancock	Science
CPT	Ms	Collette	Taylor	<i>Pupil Coach:</i> Endeavour
TT	Mrs	Tanya	Tillier	English
RV	Ms	Rupal	Vadher	Counsellor
GV	Mrs	Gemma	Vaggers	Learning Support Assistant
EGW	Mr	Elliott	Ward	Design
KEW	Mrs	Kate	Ward	Music
RW	Mrs	Ruth	Ward	Library Manager
FHW	Ms	Fran	Weaver	Learning Support Assistant
DMW	Mr	Derren	Webber	Learning Support Assistant
JMW	Mrs	Julie	Webber	Learning Support Assistant
JBW	Mr	Josh	Whalley	Cover Supervisor
LW	Mr	Lee	Wickenden	Music
AMW	Mrs	Michelle	Witney	Art
GWY	Mr	Gary	Young	Exams Officer

### How we use pupil information

Great Torrington School is the data controller for personal pupil information provided to us. Our primary reason for using your child's personal information is to provide him / her with their education.

The school determines the purpose and manner in which personal data relating to pupils and their families is processed.

In some cases, your data will be processed by a third party to further support your child's education. In these instances, the same level of data protection standards that Great Torrington School upholds is required of the processor.

Mr Jon Buss is the Head of Operations and the Data Protection Officer (DPO). His role is to oversee and monitor the schools' data protection procedures. The DPO can be contacted on 01805 623531 or via [dpo@gts.devon.sch.uk](mailto:dpo@gts.devon.sch.uk)

### What data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Information relating to SEND (including the needs)
- Medical and administration information (such as doctors information, child health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences, absence reasons and previous schools attended)
- Assessment and Attainment information
- Behavioural information (such as exclusions and any relevant alternative provisions)
- Photographs
- CCTV images
- Biometric algorithms (for access to our cashless catering system)

### Why we collect and use this information?

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, in order to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep children safe / safeguard pupils
- Meet the statutory duties placed upon us by the Department of Education
- Celebrate pupil success

### The lawful basis on which we process this information

Great Torrington School collects and uses personal data relating to pupils and their families in order to meet legal requirements and public interests set out in the GDPR and UK law, including those in relation to the following:

- The Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Article 6 – Lawfulness of Processing – under GDPR, with specific reference to Public Task and Legal Obligation
- Article 9 – Processing Special Personal Data – under GDPR, with specific reference to Legitimate Interest and Consent, in addition to those referenced above for Article 6

## Collecting pupil information

We collect pupil information via:

- Common Transfer File (CTF)
- New joiners forms (S11 parts 1 & 2)
- Secure file transfer from previous schools
- SIMs Parent
- Data Collection Sheets
- CPOMs transfers
- Direct from families
- Local Authority
- Fischer Family Trust

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Bill (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have the option to refuse.

## Storing pupil data

Personal data relating to pupils at Great Torrington School and their families is stored in line with the schools Online and Data Protection Policy.

We hold pupil data securely for the set amount of time shown in our Data Retention Policy. For more information on our data retention schedule and how to keep your data safe, please visit [www.gts.devon.sch.uk](http://www.gts.devon.sch.uk)

## Who do we share pupil information with?

We routinely share pupil information with:

- Any future educational establishments
- Future employers
- Devon County Council (our local authority)
- The Department for Education (DfE)
- School nurse / NHS
- Babcock Services / EWO
- Careers services
- Youth Support Services (pupils aged 13+)

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the DfE lawfully through data collections. This data sharing underpins school funding and informs / supports education policy monitoring and research

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

## Data collection requirements

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) please visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.



## Youth Support Services

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of Youth Support Services, as they have responsibilities in relation to the education or training of 13-19 year olds, under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisors

A parent / carer can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence regarding educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD please visit:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly one per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the DfE, please visit: <https://www.gov.uk/contact-dfe>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Officer, Mr Jon Buss via [DPO@gts.devon.sch.uk](mailto:DPO@gts.devon.sch.uk)

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record please contact our Data Protection Officer, Mr Jon Buss via [DPO@gts.devon.sch.uk](mailto:DPO@gts.devon.sch.uk)

Depending on the lawful basis above, you may also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the ICO, or through the courts

## Contact

If you have a concern about the way we are collecting or using your personal data, or if you would like to discuss anything within this privacy notice, please contact our Data Protection Officer, Mr Jon Buss via [DPO@gts.devon.sch.uk](mailto:DPO@gts.devon.sch.uk) in the first instance. Alternatively please contact the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns/>

- ***If you wish to withdraw your consent at any time, for any activity, please inform the school IN WRITING marked for the attention of the Data Office.***
- ***Please also ensure you inform the School Medical Officer of any changes in medical circumstances and the Data Office for any changes to contact details.***
- ***Under current data protection legislation, we must have your consent. NO RESPONSE MEANS NO CONSENT.***

## OPERATIONAL CONSENT

### ***Early School Closure***

If we need to close the school early due to unforeseen circumstances, i.e. heavy snow, we need consent to send your child home early, either by walking (if to a local address) or on the school / public bus. This covers any onward journey, from school to home.

Without consent, your child will stay in school as normal, until the end of the school day. They will then be able to walk home or, if your child would normally catch the school bus, it remains your responsibility to collect them from school; as the buses will have departed earlier.

### ***Trips and Sporting Fixtures***

Local trips, visits and sporting fixtures which support, or form part of, the normal education of your child do not require consent. However, in these instances, the school will inform you in advance of the event taking place.

We do require consent for sporting fixtures outside school hours. Without this consent your child will not be able to participate in these events / fixtures.

Separate consent will be obtained for any trips / visits which are considered to be high risk, adventurous or if they are residential.

## PUBLICITY CONSENT

We have a duty to provide a safe environment for pupils at school. Whilst we are aware of the risks of image misuse, we believe the school needs to balance this against the positive value of professional, high-quality images / videos of pupils celebrating and promoting the school as an enjoyable and vibrant place to learn. Good pictures of the school and its pupils help to place the school at the heart of the local community and enhance its reputation.

Images and film may be taken for educational and training purposes, such as course work evidence, classroom displays, noticeboards and lesson materials. Group photos (without names) may also be taken and used to promote group activities and / or results of sporting events.

Whilst parents / carers will not be restricted from taking their own photographs and / or videos during school performances and events, you must not upload / share images including others.

If images are to be used by third parties, for example, during trips off-site to other organisations, specific permission will be sought for consent to use these on the trip consent form.

We ask you to specify the level of consent you give, for the following categories:

- I. Permission for images / videos of your child to be published in official school marketing. This includes both printed (i.e. the prospectus) and online (i.e. the GTS Website / Facebook / Twitter pages). Other systems / printed documents may be used, but only if approved for official GTS use by the DPO
- II. Permission for images / videos of your child to be published in external press. This includes both printed (i.e. a newspaper) and online (i.e. TV / streaming / social media)

- III. Permission for your child to be named with their image in any of these mediums
- IV. Permission to share your child's name and registration details with the official school photographer (currently Tempest). **Without this consent you will be unable to purchase individual photographs of your child from Tempest**

If you do not wish for your child's image be used at all within the school (including noticeboards / group photos / performances etc.) please inform the Data Office in writing. **Please note this decision may restrict your child's involvement in productions or school events.**

## CASHLESS CATERING

We use Live Register as our cashless catering system which improves the ability to serve food quickly and efficiently, reduces the money circulating within the school and simplifies the process of obtaining Free School Meals for eligible pupils.

This system uses biometric technology to scan the pupil's finger / thumb; which generates a unique number to identify your child and allows them to spend money from their cashless account. **The fingerprint image itself is not stored and cannot be used by any other system.**

The process is:

- Registration into the Live Register system; the pupil's cashless account is set up and their finger / thumb scanned to associate the pupil with their account
- Money is loaded onto the pupil's account; either by the parent using their Parentmail +Pay account or by the pupil putting money into a 'cash loader' inside the school. They can also do this via the Finance Office.
- The pupil chooses their school lunch items and scans a finger / thumb at the till; this displays their name, photo and account balance to the till operator who enters the cost of their food items and deducts the total from the account before completing the transaction

All pupils, including those eligible for Free School Meals, have to be registered onto the system before food / drinks can be purchased from the canteen, snack shack or vending machine. **This is the only way to purchase food / drinks within the school.**

On the consent form that you receive, please provide consent for **one** of the following options **(PLEASE ONLY TICK ONE BOX):**

- For my child to be registered onto the cashless catering system, using the biometric scanning facility
- For my child to be registered onto the cashless catering system, using a PIN number
- I do not wish for my son / daughter to have access to the catering facilities. Appropriate packed lunches will be brought into school instead.

Please see the Live Register, 'Biometric Fingertip Recognition Explained' document on the website for further details, or request a paper copy from Reception.

## PARENT / CARER AGREEMENT

### As Parents / Carers I / we will:

- Ensure that my child attends regularly, on time, dressed according to the school's dress code (see website for full details) and is fully equipped for every lesson
- Support the school's policies for good behaviour including detentions / sanctions
- Contact the school promptly about any concerns or problems that might affect my child's work or behaviour
- Support my child in homework and other opportunities for home learning
- Attend Parents' Evenings and discussions about my child's progress if possible
- Become aware of the activities surrounding the life of my child at school
- Support the school's approach to online safety and not deliberately upload any images, sounds or text that could upset or offend a member of the school community
- Provide updated contact and medical information when required
- Ensure all absences are notified promptly

### Pupils will be expected to:

- Attend regularly on time; dressed according to the school's dress code (see website for full details)
- Arrive with the correct equipment, ready to learn
- Follow the school's Behaviour Policy and conduct themselves in line with the school's values
- Always attempt to give their best
- Look after the school's resources and environment. If it can be proven that waste or malicious damage has taken place, the school reserves the right to charge a reasonable amount in recompense
- Support the terms of the Student Acceptable Use policy. If these are broken the school reserves the right to withdraw internet access or apply appropriate sanctions. Pupils E-Sign the AUP each academic year

### The School will endeavour to:

- Enable all pupils to reach their full potential academically
- Set, monitor and assess work within the School's Curriculum
- Keep parents informed via regular assessment, progress checks, annual reports, Parents' Evenings, newsletters, Parentmail, Satchel One and SIMS Parent
- Contact parents promptly if any problem arises which affects their child's work, behaviour or attendance
- Be available to support parents with any problems or concerns that they may have about their child's progress and behaviour
- Set, mark and monitor homework on a regular basis
- Provide a safe and stimulating environment in which all pupils can flourish

Signed:



Headteacher



Chair of Governors