

# Tarporley High School & Sixth Form College

Starting at Tarporley  
September 2024





# Starting at Tarporley

## September 2024



We are delighted to welcome your child to Tarporley in September 2024, although we are sure that both you and your child will be anxious about the transition to high school. We hope that this transition information will go some way to reassure you, and to answer any questions or concerns that you may have.

Conversations with our Primary partners are also underway to ensure that your child is supported in the best way possible throughout this experience. We will also be visiting Primary Schools over the next few weeks to speak to the children and look forward to our transition residential next month.

In the meantime, please find enclosed some further information about Tarporley High School, which we hope will answer some of the questions that you may have.

Aspire



Learn



Achieve





## Starting at Tarporley booklet

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## Starting at Tarporley High School & Sixth Form College

### Transport

If your child is getting a school bus, you need to make sure they always have their bus pass with them (or money as appropriate). Please ensure they arrive at the bus stop early so that they do not miss the bus. During the first few weeks at school please advise them to sit at the front of the bus so that they can clearly see when they need to get off, or the bus driver can tell them. **Students must only travel on the bus for which they have been issued a bus pass.** The number on their pass corresponds with the number displayed on the front window of the bus, so your child will know they are on the correct bus. If they wish to go to a friend's house who does not travel on the same route, **they are not allowed to change buses.** It is the parent's responsibility in this instance to make alternative arrangements.

During the first two weeks at Tarporley, all Year 7 students finish their last lesson ten minutes early, at 3:05pm. They will be escorted to the buses by their class teacher so that they have more time to find their bus and get settled before the rest of the school arrives. There will be lots of staff around to help so if they are unsure, please encourage them to ask a teacher for help.

If your child experiences any problems with the school bus, please report this to their form tutor in the first instance. Their tutor will be able to give you some advice or report the problem to a senior member of staff.

If you need to contact **Transport Co-ordination** directly with regards to bus routes, problems with bus passes etc the numbers are below:

**Cheshire West:** 0300 1237039

**Cheshire East:** 0300 1235012

### Attendance Information

If your child is going to be absent from school because of illness, please ring school before 8.30am, and leave a message for the Attendance Office on the 1<sup>st</sup> day of absence and each day thereafter; (select option 1 on the school telephone number - 01829 732558). If your child is absent and we have not been notified of a reason, you will be contacted by the school directly from 9.30am onwards.

**Leave of Absence Requests:** These must be submitted in advance of the leave using the request form available on the school website (link below & email to [attendance@tarporleyhigh.co.uk](mailto:attendance@tarporleyhigh.co.uk)) <https://www.tarporleyhigh.co.uk/ckfinder/userfiles/files/LeaveofAbsenceRequestForm.pdf>

Please see the attached letter at the end of this booklet sent to all parents/carers at the start of each school year.

**Medical/dental appointments:** Please write a note in your child's planner if they need to leave school for an appointment, send the date, time & details to [attendance@tarporleyhigh.co.uk](mailto:attendance@tarporleyhigh.co.uk)

All students must sign out at **Attendance and must be collected by an adult if they are leaving the school site.** Unfortunately, we are not able to let children walk up the High Street unaccompanied.

## Organising Books and Equipment

### School Uniform

Please make sure your child has **all** items of school uniform, including their PE kit, **clearly labelled** with their name. This helps with uniform being returned to your child if it gets handed in to 'Lost Property'. If something does get lost or misplaced e.g. a blazer or a coat, your child needs to go to Student Services and ask if any items have been handed in. The staff in Reception and Student Services will be there to help.

Jewellery: Follow the principle of "one plain". One pair of earrings: plain stud or small loop earrings in the lobe of the ear. One plain ring. One plain bracelet.

Facial piercings are not part of school uniform.

Make-up: **No** make-up is allowed for students in Year 7.

***All school uniform badged items (blazers, skirts, ties, technology aprons and PE kit) can be purchased from Uniformity Clothing's on-line shop ( [www.uniformityschools.com](http://www.uniformityschools.com)).***

Telephone: 01244 566486

Generic items can be bought from other outlets.

**(Please see full uniform list later in the booklet)**

### School Shop

Stationery is available to buy online and collect from Student Services (please note we have no facilities for any cash payments at school). Students can buy pens, pencils, rubbers, calculators, folders, art books etc – therefore students do not have any excuses for not having the correct equipment. Please encourage your child to always arrive at their lessons with a pen, pencil and ruler. A full list of items available is included later in the booklet.

### Mobile Phones

We are currently updating our student mobile phone policy – further details will be provided in due course.

## The School Day

The school day starts at 8:50am and finishes at 3:15pm; except for Wednesday when school lessons finish at 2:15pm and students have the option of different enrichment activities or can go home.

Start	End	Y8, 9, 10	Y7, 11, 6th
8.45		Movement bell	Movement bell
8:50	9:50	Period 1	Period 1
9:50	10:50	Period 2	Period 2
10:50	11:10	Tutor	Break
11:10	11:30	Break	Tutor
11:30	12:30	Period 3	Period 3
12:30	13:05	Period 4a	lunch
13:05	13:40	lunch	Period 4
13:40	14:15	Period 4b	
14:15	15:15	Period 5 *	Period 5 *

### \* Enrichment on Wednesdays

On the first day in September (Tuesday 3<sup>rd</sup> September 2024) all Year 7 students will be met by their form tutor and their Year Leader upon arrival to school and be taken to their tutor base.

During the time they spend with their form tutor, they will be issued with the following: a school planner, a timetable and a homework timetable.

### Timetable

Your child will be issued with a timetable on their first day. We have a two-week timetable therefore it is always important to keep track of which week it is. If we finish on Week 1 prior to a holiday, then we will return on Week 2.

The timetable informs you which subject is being taught, when and the room location. The room number starts with a letter, this tells you which block it is in, followed by a number 1 or 2, which indicates which floor the room is on. Please encourage your child to ask the nearest member of staff if they are lost or unsure what lesson they should be in, there are always people around to help. If your child needs a replacement timetable at any time, then these can be obtained from Student Services.



## **School Planner**

The school planner is one of our key forms of home-school communication. Students should have their planners with them in every lesson as they are used to record their timetable, their homework and assessment results. Planners are actively used within the assessment cycle, so it is very important that children look after them and treat them with respect. School planners should not have graffiti on them nor have any pages ripped out. If they are treated in this way then a student may be asked to buy a new one.

Teachers will write notes in planners if they wish to inform parents about something – whether this is for praise or to let you know that homework has not been completed etc. Likewise, if you need to pass a message on to your child's form tutor, or one of their subject teachers, please write a comment on the appropriate day.

## **Homework Timetable**

Your child will be issued with a homework timetable which they will be asked to copy into their planner. This timetable is given as a guide as to when homework will be set. Students should write all their homework in their planner, with time frames as to when work is due. If no homework is set then this should also be recorded.

## **Break Time**

Students have break after Period 2 (Year 7 & Year 11) or after tutor time (Years 8, 9 & 10). During this time students can go to the dining room or spend time outside. If children are involved in clubs and activities at lunchtime, they can buy themselves something to eat for later during break. They are allowed to take food out of the dining room as long as they ensure that all rubbish is put in the bins.

## **Lunchtime – Example Menus Follow**

For the first few weeks at Tarporley Year 7 students are dismissed from lesson 3 ten minutes early so that they can go to lunch first and get used to the dining room systems. Students queue up outside the dining room and are supervised by their subject teachers and the mid-day assistants. Any students wishing to eat their lunch in the dining room (including those who have brought in sandwiches from home) need to queue up in this way.

## **Lunchtime Clubs and Activities**

There are a large number of sporting clubs and other activities which take place at lunchtimes. These are advertised in tutor bases and through student notices each day. Most practices for sports activities, dance, drama etc take place at lunch times and fixtures take place after school. Parents are often needed to arrange for children to be collected after school once events are over.

## **First Aid**

If your child feels unwell or needs any First Aid, they need to go to Student Services. If students need to go home from school, parents will be notified by a staff member and an adult named as a contact on our system will need to collect them from school. **Students should not contact parents themselves.**

## DINERS REPUBLIC – WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>*Grab &amp; Go Main</b> <i>Part of £2.40 Meal Deal</i>	Cajun Chicken Burger with Rainbow Slaw, Salad & Relish	Mexican Chilli Beef, Braised Rice & Bell Pepper Burrito	British Toad in a Fold, Sage & Onion Stuffing, Roasted Vegetables & Roast Gravy	Authentic Chicken Balti made with Baby Spinach, Peppers & served with Bombay Potatoes	Fish Finger Butty served on a Brioche Bun with Salad & Tartar Sauce
<b>*Grab &amp; Go Vegetarian</b> <i>Part of £2.40 Meal Deal</i>	Tofu, Thai Sweet Chilli Stir Fried Vegetable Pot Noodle	Puff Pastry Cheese & Onion Pie with Garden Peas	Italian Bolognaise Penne Pasta Pot	Quorn & Cajun Roasted Vegetable Quesadilla with Melted Mozzarella	Sour Cream & Chive Spaghetti Pasta Pot
<b>*Neo Pizza</b> <i>Part of £2.40 Meal Deal</i>	Ham & Cheese/ Margherita	Pepperoni/ Margherita	Ham & Pineapple/ Margherita	Smokey Bacon/ Margherita	Meat Feast/ Margherita

### Available Daily options include!

\*Baked Potatoes with a choice of a variety of fillings

\*Panini Bar – A selection of Homemade tasty hot Paninis

\*Choice of Pre-Packed Sandwiches & Baguettes on Whole meal & White Bread

Desserts - A selection of large and \*small Dessert Pots, Fruit, Home bakes & Cookies



\* Selected items are available as part of £2.50 Meal Deal (e.g., Main meal + 330ml water or juice carton + small home bake)

Gluten free, vegan, halal & other dietary requirement options available daily, for further information please speak to pupil services or a member of the Catering Team.

All our recipes are allergen tested, further allergen information is available upon request.

## DINERS REPUBLIC – WEEK 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>*Grab &amp; Go Main</b> <i>Part of £2.40 Meal Deal</i>	Sausage Meat & Onion Puff Pastry Roll with Creamy Mashed Potatoes, Peas & Gravy	Classic Pasta Bolognaise with Garlic Bread	Creamy Chicken Tikka Masala with Braised Rice & Naan Bread	Piri Piri Chicken & Roasted Chilli Pepper Tortilla Wrap	Thai Salmon Burger served on a Brioche Bun with Chilli Mint Yoghurt and a Coriander Slaw
<b>*Grab &amp; Go Vegetarian</b> <i>Part of £2.40 Meal Deal</i>	Authentic Tomato & Basil Penne Pasta	Veggie Mince Balti with Braised Rice & Poppadom	Shanghai Style Tofu & Stir-Fried Crispy Vegetable Noodles	Veggie Mince Chilli Nachos topped with Homemade Tomato Salsa & Melted Mozzarella	Butternut Squash Baked Mac & Cheese with Spring Onions
<b>*Neo Pizza</b> <i>Part of £2.40 Meal Deal</i>	Ham & Cheese/ Margherita	Pepperoni/ Margherita	Ham & Pineapple/ Margherita	Smokey Bacon/ Margherita	Meat Feast/ Margherita

### Available Daily options include!

\*Baked Potatoes with a choice of a variety of fillings

\*Panini Bar – A selection of Homemade tasty hot Paninis

\*Choice of Pre-Packed Sandwiches & Baguettes on Whole meal & White Bread

Desserts - A selection of large and \*small Dessert Pots, Fruit, Home bakes & Cookies



\* Selected items are available as part of £2.50 Meal Deal (e.g., Main meal + 330ml water or juice carton + small home bake)

Gluten free, vegan, halal & other dietary requirement options available daily, for further information please speak to pupil services or a member of the Catering Team.

All our recipes are allergen tested, further allergen information is available upon request.



## DINERS REPUBLIC – WEEK 3

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>*Grab &amp; Go Main</b> <i>Part of £2.40 Meal Deal</i>	Creamy Chicken Korma made with Coconut Milk, fresh Coriander served with Pilau Rice & Poppadoms	Mexican style Spicy Beef with Tortilla Chips & Steamed Rice	Neapolitan Penne Carbonara with Homemade Focaccia Bread	Lebanese Chicken Shawarma with Homemade Slaw served on a warm Khobez Bread	Oven Baked Crispy Cod with Salt & Pepper Potato Wedges & Garden Peas
<b>*Grab &amp; Go Vegetarian</b> <i>Part of £2.40 Meal Deal</i>	Greek style Falafel Flatbread with Tabbouleh Salad, Mint & Chilli Yoghurt Dressing	Arrabbiata Potato Gnocchi topped with Mozzarella	Tandoori style Roasted Vegetable Naan Bread Pizza	Buffalo Cauliflower and Chickpea Tacos with a Rainbow Slaw	Chinese style Quorn & Crispy Vegetable & Egg fried Rice
<b>*Neo Pizza</b> <i>Part of £2.40 Meal Deal</i>	Ham & Cheese/ Margherita	Pepperoni/ Margherita	Ham & Pineapple/ Margherita	Smokey Bacon/ Margherita	Meat Feast/ Margherita

### Available Daily options include!

\*Baked Potatoes with a choice of a variety of fillings

\*Panini Bar – A selection of Homemade tasty hot Paninis

\*Choice of Pre-Packed Sandwiches & Baguettes on Whole meal & White Bread

Desserts - A selection of large and \*small Dessert Pots, Fruit, Home bakes & Cookies

\* Selected items are available as part of £2.50 Meal Deal (e.g., Main meal + 330ml water or juice carton + small home bake)

Gluten free, vegan, halal & other dietary requirement options available daily, for further information please speak to pupil services or a member of the Catering Team.

All our recipes are allergen tested, further allergen information is available upon request.



## DINERS REPUBLIC BREAKFAST/BREAK MENU

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Breakfast</b>	Sausage Barm / Toast/ Baked Beans	Bacon Barm / Toast/ Baked Beans	Sausage Roll/ Toast/ Baked Beans	Bacon Barm/ Toast/ Baked Beans	Sausage Barm / Toast/ Baked Beans
<b>Break</b>	Sausage Barm/ Toast/ Baked Beans	Bacon Barm/ Crumpets/ Toast	Sausage Roll/ Toast/ Baked Beans	Chicken Burger/ Crumpets/ Baked Beans	Sausage Barm/ Toast/ Baked Beans
<b>Light Break</b>	Nachos & Salsa	Pizza Muffin	Hash Browns	American Pancakes	Pitta Pizza

### Available Daily options include!

• \* A selection of Drinks

• \* A selection of Fruit & Yoghurts

\* Gluten free, vegan, halal & other dietary requirement options available daily, for further information please speak to pupil services or a member of the Catering Team.

\* All our recipes are allergen tested, further allergen information is available upon request.



## Contacting the School

If you need to get in touch with the school for any reason, the contact number is **01829 732558**. Depending on the nature of your call, the following information may be of assistance to you.

For all **general enquiries** – speak to one of the Administration Team in Student Services.  
For **absence notifications** – speak to one of the Attendance Team.

For a specific concern/enquiry about your child, then there are two different routes depending on whether it is a pastoral issue, or a subject based issue. In the first instance, speak to the first contact as detailed below. Our Administration Team will be able to put you through to the appropriate member of staff, or take a message and ask someone to call you back.

	<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>3<sup>rd</sup> Contact</b>
<b>PASTORAL</b>	Form Tutor	Year Leader	Deputy Headteacher Mr Martin: Y7 & Y11 Mrs Eaton: Y8 Mr Nuttall: Y9 & Y10 Headteacher Mr Deakin: <i>Sixth Form</i>
<b>CURRICULUM</b>	Subject Teacher	Curriculum Leader	Deputy Headteacher Mr Martin

If you feel there is an issue that is more serious, or is difficult to discuss with the first contact, then please do not hesitate to contact the Year Leader or the appropriate Curriculum Leader directly. Names of all members of staff are available on the school website.

## Other forms of Communication

Tarporley High School & Sixth Form College email: [contact@tarporleyhigh.co.uk](mailto:contact@tarporleyhigh.co.uk)

Tarporley High School & Sixth Form College website: [www.tarporleyhigh.co.uk](http://www.tarporleyhigh.co.uk)

The school website contains key information for parents and our local community. Here you can access items such as recent home-school communications, letters, newsletters and information about key events.

## Schoolcomms

We have an e-mail and text messaging service from school to help improve our home-school communication. If you have registered an e-mail address with us all key correspondence will be sent out to you via e-mail, this will include letters and newsletters. If you have also registered a mobile number with us we can send you reminders about key events, and inform you to check e-mails as necessary. We use text messaging to inform parents about after school sporting activities to ensure that you know if your child is involved in a fixture and confirm times for being collected. These messaging services are for information only. If you wish to contact school, you should use the direct telephone number (01829 732558) or admin e-mail address: [contact@tarporleyhigh.co.uk](mailto:contact@tarporleyhigh.co.uk)

## **School Payments – Scopay**

We have a system where payments for school trips, revision guides, uniform and lunch money etc should be paid for online. We strongly encourage you to sign up for this as it is a very useful tool.

### **PARENT FAQ'S**

**I am being asked for an online link code; what is this?**

- A link code is a series of letters and numbers that uniquely identifies a child. The code can be used once to link a child to an online account - it cannot be re-used. A link code can be found on the access letter given to you by your child's school.

**I don't have an access letter; how do I get one?**

- Please contact your child's school and they can provide one for you. The letter will also include instructions on how to create an account.

**I have two children at the same school; can I pay for both of them using one account?**

- Yes! You can have both children linked to your account by following these steps:

If you have not set up an account yet, create your account with first child's link code. Log in, go to "Your info", and select "Link accounts". Use the second child's link code.

**I have children at two different schools; can I pay for both of them using one account?**

- If both schools use the Tucasi Online Payments system, then yes! You can do this using the two link codes given to you by each separate school (see FAQ point above).

**My partner has created an account linked to our child. I tried to create an account with the same link code they used, but it didn't work.**

- For security, the link code on the letter cannot be used more than once. Please contact your child's school and ask them for a new letter and link code.

**I used the wrong email address to sign up. Can I change it?**

- I know the email address I signed up with.  
Log in with the password you specified. If you have not verified your email address, a message will appear, and you will be able to change your email address there. If you have verified your email address, go to "Your info", and select "Login Details" to change your email address.
- I do not know the email address I signed up with.  
Please contact your child's school and ask them to unlink your child from the incorrect email address. You can then ask them for a new letter and link code. Re-register with your intended email address and use the new link code.

## **EduLink One School App**

To help support the information parents can access about their child we are launching the school information platform EduLink One for parents. Students already have access to this, although we have increased the amount of information students can access including making it the place where they can find out information about their homework.

### **What information can EduLink provide me with?**

- **Homework** - This will give you access to the homework set for your child
- **Documents** - You can view reports for your child
- **Catering** – This will show you the catering purchases your child has made and the amount of credit on the account. Unfortunately, balances cannot be topped up here, you will need to access the school payment website.
- **Attendance** - You can view statutory attendance statistics
- **Timetable** - Displays your child's lesson timetable
- **Contacts** - This screen will show you the contact information we have for yourself
- **Calendar** - Displays school key dates

### **How can I access EduLink One?**

EduLink One is a school information platform that can be accessed on any device - PC, laptop, tablet or mobile device - via the web browser or via the EduLink app.

After accessing the system, you will need to log in with the school ID which is tarporley as well as your username and password. The school will provide you with your username and password which will be sent directly to your email address by the Edulink system.

EduLink One can be found as follows:

- Website: [www.edulinkone.com](http://www.edulinkone.com),
- Mobile Apps: EduLink One is available from Google Play, Amazon App Store and the Apple App Store.

### **How do I get a log-in for EduLink One?**

Parents with parental responsibility will be provided with a log-in for EduLink by email, if you have not received an email or would like to access Edulink One, please contact us at [contact@tarporleyhigh.co.uk](mailto:contact@tarporleyhigh.co.uk)

## **EduLink One School App – continued**

Your username to access EduLink One will be in the format: p\_jbloggs

You will be sent an email allowing you to set your password.

*NOTE: This link can only be used once, and it is only valid for 14 days*

You will then be able to access EduLink One on the web at

<https://www.edulinkone.com/#!/login?code=tarporley>

You can download the App for your device

Android:

[https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en_GB)

IOS: <https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8>

Amazon Fire: <https://www.amazon.co.uk/Overnet-Data-Ltd-EduLink-One/dp/B07K6MP8KG/>

Your school ID for the app is: tarporley

Kind regards,

A handwritten signature in black ink, appearing to read 'Liam Martin'.

Liam Martin  
(Deputy Head)

## **SCHOOL UNIFORM**

Tarporley High School is proud of its image and reputation. Wearing your uniform with pride shows the commitment you have to the school and to giving your personal best.

Your appearance must always be smart, and only school uniform clothing can be worn.

***All school uniform badged items (blazers, skirts, ties, technology aprons and PE kit) can be purchased from Uniformity Clothing's on-line shop ([www.uniformityschools.com](http://www.uniformityschools.com)).***

Telephone: 01244 566486; generic items can be bought from other outlets.

**In addition to the standard uniform, there are a few things to remember in terms of appearance:** We accept that some students may wish to wear make-up, but this should be natural looking (no coloured lipstick or heavy eye make-up allowed). We do not accept unnatural colours of hair dye or coloured nail varnish, gel nails or false nails; jewellery is restricted to a plain stud or sleeper earring in the traditional place in each ear, and one plain finger ring; an inexpensive watch is also allowed. Trousers are to be worn at the waist.

**If you or your parents/carers are in any doubt about an item of clothing intended for school, please contact the school to speak with a member of the Senior Leadership Team.**

- **Blazer** - navy blue with a school badge.
- **Tie** – school tie.
- **Shirt** - light blue school uniform style short-sleeved or long-sleeved.
- **Jumper/Cardigan** - plain navy blue, V-neck jumper or a plain navy-blue standard school wear style cardigan underneath the blazer as an optional extra layer. These can **only** be worn under the blazer, not instead of the blazer.
- **Trousers** - grey, standard school wear only.
- **Skirt** - grey, tartan THS official school skirt. Standard length.
- **Socks** – black, grey or white ankle socks with skirts, black, grey or white ankle socks with trousers; plain design.
- **Tights** – black or grey only.
- **Shoes** – all black, flat and ankle height.

### **Outdoor Clothing – Optional**

- **School Coat** - a coat appropriate for school wear, without large logos.
- **Scarf** - optional - plain design, navy blue, black or grey.

### **Accessories – Optional**

- **Hair** - hair bands, slides or clips - plain styles, dark colours.
- **Jewellery** - Follow the principle of “one plain”. One pair of earrings: plain stud or small loop earrings in the lobe of the ear. One plain ring. One plain bracelet.

### **PE KIT (Essential Items)**

- Tarporley Polo Shirt or Rugby Shirt.
- Tarporley Shorts or Skort or Leggings.
- Tarporley Sports Socks.

### **PE KIT (Optional Items)**

- Tarporley Zip Top.

### **Technology**

- A plain or striped apron.

**IMPORTANT: PLEASE CLEARLY LABEL ALL UNIFORM WITH YOUR CHILD'S NAME**



## Shoes - all black, flat and ankle height.

								
			 Not a shoe	 Not flat	 Not all black			
			 Not all black	 Not all black	 Above ankle Not all black			
			 Not a shoe	 Not all black	 Above ankle Not all black			

# TARPORLEY HIGH SCHOOL & 6<sup>TH</sup> FORM COLLEGE

## STATIONERY SHOP

STUDENTS CAN PURCHASE ITEMS ONLINE VIA SCOPAY & COLLECT  
FROM STUDENT SERVICES AT BREAK & LUNCH

ITEM	COST	ITEM	COST
Handwriting Pen	25p	Pencil Case	£2.00
Black/Red Biro	15p	Pencil Sharpener	15p
Pencils	10p	Protractor	15p
Calculator	£6.50	Record Cards	70p
Coloured Pencils	£1.50	Ruler – 15cm	25p
Compass	30p	Ruler – 30cm	40p
Dividers – 10pt	50p	Scissors – Right Handed	50p
Dividers – 5pt	30p	Scissors – Left Handed	50p
Eraser	10p	Set Square – 45deg	15p
Glue Stick	40p	Set Square – 60deg	15p
Highlighter	30p	Gum Shields Junior	£2.50
Mini notes	15p		
Sticky notes	30p	Small Foam Football	£1.50
Notebook	70p	Blazer Badge	£5.00
A4 Exercise Book ruled and margin	50p		

# 2024 – 2025 Term Dates

## Autumn Term 2024

**INSET day:** Monday 2<sup>nd</sup> September

**Term:** Tuesday 3<sup>rd</sup> September – Friday 25<sup>th</sup> October

**Half Term Holiday:** Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November

**Term:** Monday 4<sup>th</sup> November – Friday 20<sup>th</sup> December

**Christmas Holiday:** Monday 23<sup>rd</sup> December – Friday 3<sup>rd</sup> January

## Spring Term 2025

**Term:** Monday 6<sup>th</sup> January – Friday 14<sup>th</sup> February

**Half Term Holiday:** Monday 17<sup>th</sup> February – Friday 21<sup>st</sup> February

**Term:** Monday 24<sup>th</sup> February – Friday 4<sup>th</sup> April

**Spring Break:** Monday 7<sup>th</sup> April – Tuesday 22<sup>nd</sup> April

## Summer Term 2025

**Term:** Wednesday 23<sup>rd</sup> April – Friday 23<sup>rd</sup> May

**Bank Holiday:** Monday 5<sup>th</sup> May

**Half Term Holiday:** Monday 26<sup>th</sup> May – Friday 30<sup>th</sup> May

**Term:** Monday 2<sup>nd</sup> June – Friday 18<sup>th</sup> July

**Summer Holiday:** Monday 21<sup>st</sup> July – Friday 29<sup>th</sup> August

<https://www.tarporleyhigh.co.uk/school-information/calendar-term-dates>

**PLEASE SEE SCHOOL WEBSITE FOR DATES OF OTHER SCHOOL EVENTS  
(PARENTS EVENINGS ETC)**

## **TARPORLEY HIGH SCHOOL LIBRARY**

Tarporley High School benefits from having a 'dual-use' library, serving both students and staff of the high school, as well as external members of Cheshire Libraries two afternoons per week. This shared service with Cheshire West and Chester allows our students access to the following services:

- Free inter-library loans (reserve any book from any library in the county and it will be delivered to Tarporley High School free-of-charge).
- Borrow box membership for e-books and audio books.
- Libby membership for over 1000 magazines for all ages.
- News bank for access to digital editions of current newspapers.
- Online access to a large selection of reference and research websites, including Britannica, Ancestry, Oxford Reference and Issues Online.

### **SCHOOL LIBRARY OPENING TIMES:**

(TERM TIME ONLY)

Monday	9am - 1.30pm
Tuesday	9am – 3.15pm
Wednesday	9am – 2.15pm
Thursday	9am - 1.30pm
Friday	9am – 3.15pm

### **PUBLIC LIBRARY OPENING TIMES \*CURRENTLY UNDER CONSULTATION\***

(ALL YEAR ROUND)

Monday	1.30pm – 7.00pm
Tuesday	CLOSED
Wednesday	CLOSED
Thursday	1.30pm – 7.00pm
Friday	CLOSED

Students of Tarporley High School must have a **Cheshire Library** membership to borrow books or access online resources from our school library, and we strongly encourage participation. If your child already has a Cheshire Library card membership there is no need to register for this service again. If they are not already a member there is a library application form to at the end of the booklet to be completed and returned to school.

## NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Dear Parent/Carer

We have high expectations and standards for our students, and we believe that they deserve the very best catering provision to sustain them through a school day. The school's catering provider is Midshire Catering who provide a breakfast, break and lunch service.

The school wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. - This is for the purposes of paying for food in school, monitoring attendance and gaining access to secure areas around the site. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

### Biometric information and how it will be used

*Biometric information* is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of paying for food in the canteen, borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e., measurements taking from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e., as stated above).
- (b) the school must ensure that the information is stored securely.
- (c) the school must tell you what it intends to do with the information.
- (d) unless the law allows it, the school cannot disclose personal information to another person/body.

**Providing your consent/objecting – Please send your completed consent form back to Tarporley High School via post, in-person or via email ([transition@tarporleyhigh.co.uk](mailto:transition@tarporleyhigh.co.uk)) before your child starts in September.**

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. Please note however that consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

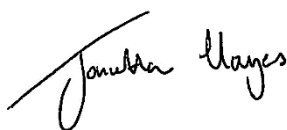
Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to pay for food in school, monitor attendance and gain access to secure areas around the site.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form\* to the school.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Yours sincerely



Jonathan Hayes  
Director of Finance and Operations

PG/DR



### **Holidays / leave of absence during term time – Updates for September 2024.**

Dear Parent/Carer,

Each year school has a statutory duty to inform parents and carers of the local authority's position on unauthorised absences during school term time.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made **at least 4 weeks in advance** of the start date of the requested absence, by completing the *Leave of Absence Request Form* which can be found on the school website - link below, or a paper copy can be requested from the attendance office. The *Leave of Absence Request Form* should be returned to the Attendance Office.

***The Headteacher cannot retrospectively authorise a planned absence.***

Parents or Carers may receive a Fixed Penalty Notice from the Local Authority for 10 sessions of unauthorised absence during a 10 week rolling school period, including for holidays in term time. A session consists of either a morning or afternoon when school is open. In this instance, each parent receives a penalty of £80 per child to be paid within 21 days. This will rise to £160 between the 22<sup>nd</sup> and 28<sup>th</sup> day. If the penalty is unpaid after the 28<sup>th</sup> day, the Local Authority may instigate legal proceedings in the Magistrate's Court.

Our school website contains further details of school absence.

<https://www.tarporleyhigh.co.uk/school-information/attendance>

Please see the link below for further information from Cheshire West and Chester on unauthorised leave of absence:

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/early-years-and-childcare/education-welfare-service/education-welfare-service/code-of-conduct-education/fixed-penalty-notice-unauthorised-leave-of-absence.pdf>

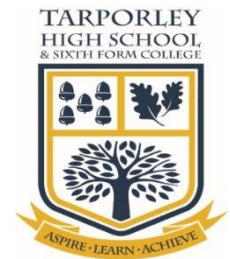
Yours sincerely,

A handwritten signature in black ink, appearing to read 'P Gildea', is positioned above the printed name.

P Gildea  
Assistant Headteacher







**PLEASE RETURN BEFORE YOUR CHILD STARTS IN SEPTEMBER**

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form if you consent to the school taking and using information from your child's fingerprint by Tarporley High School & Sixth Form College as part of an automated biometric recognition system. This biometric information will be used by Tarporley High School & Sixth Form College for the purpose of paying for food school, monitoring attendance and gaining access to secure areas around the site.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

Eaton Road, Tarporley, Cheshire CW6 0BL

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Having read guidance provided to me by Tarporley High School & Sixth Form College, I give consent to information from the fingerprint of my child:

Name of Child: .....

being taken and used by Tarporley High School & Sixth Form College for use as part of an automated biometric recognition system for purchasing school meals, registering their attendance at the school and accessing the school site through access control doors.

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer:

.....

Signature: ..... Date: .....

Please return this form to:

Student Services, Tarporley High School and Sixth Form College, Eaton Road, Tarporley, Cheshire, CW6 0BL or [transition@tarporleyhigh.co.uk](mailto:transition@tarporleyhigh.co.uk)



## TARPORLEY HIGH SCHOOL LIBRARY CARD MEMBERSHIP FORM

Students at Tarporley High School must have a Cheshire Library membership to borrow books or access online resources from our school library. We strongly encourage participation. **If your child already has a Cheshire Library card membership, then there is no need to register for this service again.**

- ☐ My child **IS** a member of a Cheshire East or Cheshire West Library
- ☐ My child **IS NOT** a member of a Cheshire East or Cheshire West Library

If your child **IS NOT** currently a member of any library in Cheshire, **you can register online using the link:** [www.cheshirewestandchester.gov.uk/libraries](http://www.cheshirewestandchester.gov.uk/libraries) and clicking on 'Join the Library'. Alternatively, you can complete the below form with your child's details:

First Name:	
Surname:	
Date of Birth:	
House Number or Name:	
Street:	
Town:	
County:	
Post Code:	
Mobile Number:	
Home Number:	
Email:	

I give consent for Tarporley High School to share my child's information detailed above with Cheshire West and Chester Library Service. I acknowledge that I can read Cheshire West and Chester Libraries Privacy Notice at <https://www.cheshirewestandchester.gov.uk/system-pages/privacy-notices/libraries.aspx> for further information about how my child's data will be stored and processed.

Name of Parent/Carer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_