

Tarporley High School & Sixth Form College

Starting at Tarporley
September 2025



Starting at Tarporley

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We are delighted to welcome your child to Tarporley in September 2025. We understand that both you and your child may feel anxious about the transition to high school, and we hope this transition information will help reassure you and answer any questions or concerns you may have.

Conversations with our primary school partners are already underway to ensure your child receives the best possible support during this experience. We will also be visiting primary schools over the next few weeks to speak with the children and look forward to our transition residential next month.

In the meantime, please find enclosed additional information about Tarporley High School.

Aspire



Learn



Achieve



Starting at Tarporley booklet

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Transport

If your child is taking the school bus, please ensure they always have their bus pass with them. Make sure they arrive at the bus stop early so they do not miss the bus. During the first few weeks at school, advise them to sit at the front of the bus so they can clearly see when they need to get off, or the bus driver can assist 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. In this case, it is the parent's responsibility to make alternative arrangements.

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

If your child experiences any problems with the school bus, please report the issue to their form tutor first. The tutor will either provide advice or escalate the problem to a senior member of staff.

If you need to contact Transport Coordination directly regarding bus routes, bus passes, etc., the contact numbers are as follows:

- Cheshire West: 0300 1237039
- Cheshire East: 0300 1235012

Attendance Information

If your child is going to be absent from school due to illness, please call the school before 8:30 am and leave a message for the Attendance Office on the first day of absence and each day thereafter (School telephone number: 01829 732558). If your child is absent and we have not been notified of a reason, the school will contact you directly from 9:30 am onwards.

Leave of Absence Requests

These must be submitted in advance using the request form available on the school website (link below) and emailed to attendance@tarporleyhigh.co.uk:
[Leave of Absence Request Form](#)

Please refer to the attached letter at the end of this booklet, which is 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, and send the date, time, and details to attendance@tarporleyhigh.co.uk.

All students must sign out at the Attendance Office and must be collected by an authorised adult if they are leaving the school site. Unfortunately, we are unable to allow children to leave the school premises unaccompanied.

Organising Books and Equipment School Uniform

Please ensure your child has all items of school uniform, including their PE kit, clearly labelled with their name. This helps with returning uniform to your child if it gets handed in to 'Lost Property'. If something is lost or misplaced, your child should 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" item. One pair of earrings: plain stud or small hoop earrings in the lobe of the ear. One plain ring. One plain bracelet.
Facial piercings are not part of the school uniform.

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

All school uniform items with the school badge (blazers, skirts, ties, technology aprons, and PE kit) can be purchased from Uniformity Clothing's online shop (www.uniformityschools.com).
Telephone: 01244 566486

Generic items can be bought from other outlets.

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

School Shop

Stationery is available to buy online and collect from Student Services (please note, we do not have facilities for cash payments at school). Students can purchase pens, pencils, erasers, calculators, folders, and more, so there are no 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 available items is included later in the booklet.

Mobile Phones

MOBILE PHONE DEVICES: Never USED, SEEN OR HEARD



We follow the government's recommended policy that mobile devices are **never used, seen, or heard from arrival on site until 3.15pm**. This extends to use of earbuds and excessive use of smart watches, both of which indicate a device is being used.

If students have a valid reason to contact home, they must go to Student Services who will support them.

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 their first day, Tuesday 2nd September 2025, all Year 7 students will be met by their form tutor and Year Leader upon arrival at school and will be taken to their tutor base.

During the time spent 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 operate on a two-week timetable. The timetable shows which subject is being taught, when, and the room location.

The room number starts with a letter, indicating the block it is in, followed by a number (1 or 2), which indicates the floor the room is on. Please encourage your child to ask the nearest member of staff if they are lost or unsure of which lesson, they should be in; there are always people around to help. If your child needs a replacement timetable at any time, they can obtain one 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, homework, and assessment results. Planners are actively used within the assessment cycle, so it is very important that students look after them and treat them with respect. School planners should not have graffiti on them, nor should any pages be ripped out. If they are treated in this way, a student may be asked to purchase 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 serves as a guide for when homework will be set. Students should write all their homework in their planner, including time frames for when the work is due. If no homework is

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 students are involved in clubs and activities at lunchtime, they can buy 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 placed 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 midday assistants. Any students wishing to eat their lunch in the dining room (including those who have brought sandwiches

Lunchtime Clubs and Activities

A large number of sporting clubs and other activities 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 lunchtime, while fixtures are scheduled after school. Parents are often required to arrange for their children to be collected after school once events are over.

Student Services – Sick Bay/First Aid

If your child needs First Aid, they should go to Student Services. Prescribed medication can be stored there once we receive written permission from home. Please note, we do not keep a supply of Calpol or paracetamol in school. If you would like to provide this for your child, a medical authorisation form must be completed, with the medication supplied.

If it is necessary for a student to go home, a member of staff will contact parents. Students must be collected by an authorised adult, as we are unable to permit students to leave the school premises unaccompanied. Students should not contact home directly.

Student Services provide a variety of period products, available to students if needed.

DINERS REPUBLIC – WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
*Grab & Go Main <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
*Grab & Go Vegetarian <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
*Neo Pizza <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
*Grab & Go Main <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
*Grab & Go Vegetarian <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
*Neo Pizza <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

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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
*Grab & Go Main <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
*Grab & Go Vegetarian <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
*Neo Pizza <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
Breakfast	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
Break	Sausage Barm/ Toast/ Baked Beans	Bacon Barm/ Crumpets/ Toast	Sausage Roll/ Toast/ Baked Beans	Chicken Burger/ Crumpets/ Baked Beans	Sausage Barm/ Toast/ Baked Beans
Light Break	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

Contacting 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 helpful to you:

- **For all general enquiries** – Speak to a member of the Administration Team in Student Services.
- **For absence notifications** – Speak to a member of the Attendance Team.

For specific concerns or enquiries about your child, there are two different routes depending on whether it is a pastoral or subject-based issue. In the first instance, please speak to the first contact as detailed below. Our Administration Team will be able to direct you to the appropriate member of staff or take a message and arrange for someone to call you back.

	1st Contact – Form Tutor	2nd Contact – Year Leader	3rd Contact – SLT for the cohort
PASTORAL	Form Tutor	Ms Greatbanks: Year 7 Ms Blackhurst: Year 8 Mr Pryor: Year 9 Mr Morrison: Year 10 Miss Louis: Year 11 Mrs McMillan: Sixth Form	Mrs Eaton: Year 7 Mrs Spann: Year 8 Mr Martin: Years 9 and 10 Mr Nuttall: Year 11 Mr Deakin: Sixth Form
CURRICULUM	Subject Teacher	Curriculum Leader	Deputy Headteacher Mr Martin

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

Other Forms of Communication

Tarporley High School & Sixth Form College Email: contact@tarporleyhigh.co.uk

Tarporley High School & Sixth Form College Website: 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.

Schoolcomms

We have an email and text messaging service to help improve our home-school communication. If you have registered an email address with us, all key correspondence will be sent to you via email, including letters and newsletters. If you have also registered a mobile number, we can send you reminders about key events.

Please note that these messaging services are for information only and are not monitored. If you wish to contact the school, please use the direct telephone number (01829 732558) or the admin email address: contact@tarporleyhigh.co.uk

School Payments – Scopay

We use an online payment system (Scopay) for school trips, revision guides, uniform, lunch money, and other expenses. We strongly encourage you to sign up for this service, as it is a convenient and efficient way to manage school payments.

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 support the information parents can access about their child, we use the school information platform **EduLink One** for parents. Students will already have access to this platform,

What information can EduLink provide me with?

- **Homework** – View the homework set for your child.
- **Documents** – Access school reports for your child.
- **Catering** – See what your child has purchased and their current account balance. *Please note balances cannot be topped up via EduLink; you will need to use the school payment website.*
- **Attendance** – View statutory attendance statistics.
- **Timetable** – See your child's lesson timetable.
- **Contacts** – View the contact information we have on file for you.
- **Calendar** – View key school 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,
- 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 login for EduLink by email. If you have not received an email or would like to request access to EduLink One, please contact us at: contact@tarporleyhigh.co.uk

Your username for EduLink One will be in the format: **p_jbloggs**
You will receive an email allowing you to set your password.

Note: This link can only be used once and is valid for 14 days.

Once registered, you can access EduLink One on the web at:
<https://www.edulinkone.com/#!/login?code=tarporley>

Your **school ID** for the app is: **tarporley**

Kind regards,

Mr Martin (Deputy Head)

SCHOOL UNIFORM

Tarporley High School is proud of its image and reputation. Wearing your uniform with pride demonstrates your commitment to the school and to giving your personal best. Your appearance must always be smart, and only school uniform clothing may be worn.

All badged school uniform items (blazers, skirts, ties, technology aprons, and PE kit) can be purchased from Uniformity Clothing's online shop: www.uniformityschools.com
Telephone: 01244 566486
Generic items can be bought from other retailers.

In addition to the standard uniform, there are a few appearance guidelines to remember:

- Some students may wish to wear make-up; this must be natural-looking (no coloured lipstick or heavy eye make-up).
- Unnatural hair dye colours, coloured nail varnish, gel nails, or false nails are not permitted.
- Jewellery is restricted to one plain stud or sleeper earring in each ear (in the traditional position), one plain finger ring, and one plain bracelet. An inexpensive watch is also allowed.
- Trousers must be worn at the waist.

If you or your parents/carers are unsure about whether an item of clothing is suitable for school, please contact the school and speak with a member of the Senior Leadership Team.

Standard Uniform

- **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-style cardigan (optional extra layer, to be worn only under 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 or 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 in navy blue, black, or grey.

Accessories (Optional)

- **Hair** – Hair bands, slides, or clips should be plain in style and dark in colour.
- **Jewellery** – Follow the principle of “one plain”: one pair of plain stud or small loop earrings in the earlobe, one plain ring, and one plain bracelet.

PE Kit (Essential Items)

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

PE Kit (Optional Item)

- Tarporley Zip Top

Technology

- A plain or striped apron

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

Shoes - all black, flat and ankle height.



We have a wide selection of donated school uniform available. If you would like to request any items, please email your required sizes and details to: uniform@tarporleyhigh.co.uk.



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		

Prices correct Sept 2022

2025 - 2026 Term Dates

Autumn Term 2025

INSET day 1: Monday 1st September.

Students First Day: Tuesday 2nd September 2025

Term: Tuesday 2nd September – Friday 24th October

Half Term Holiday: Monday 27th October – Friday 31st October

Term: Monday 3rd November – Friday 19th December

Christmas Holiday: Monday 22nd December – Friday 2nd January

Spring Term 2026

Term: Monday 5th January – Friday 13th February

Half Term Holiday: Monday 16th February – Friday 20th February

Term: Monday 23rd February – Wednesday 1st April

Spring Break: Thursday 2nd April – Friday 17th April

Summer Term 2026

Term: Monday 20th April – Friday 22nd May

Bank Holiday: Monday 4th May

Half Term Holiday: Monday 25th May – Friday 29th May

Term: Monday 1st June – Wednesday 22nd July

Summer Holiday: Thursday 23rd July – Monday 31st August

INSET day 3: Monday 20th July.

INSET day 4: Tuesday 21st July.

INSET day 5: Wednesday 22nd July.

Return to school: Wednesday 2nd September 2026

- **INSET day 2** – To be confirmed.

<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

(ALL YEAR ROUND)

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

Library Membership

Students at 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, there is no need to register again. If they are not yet a member, a library application form is included at the end of this booklet and should be completed and returned to school. If they are not yet a member, a library application form is included at the end of this booklet and should be completed and returned to school.

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Dear Parent/Carer,

At Tarporley High School, we have high expectations and standards for our students, and we believe they deserve the very best catering provision to support them throughout the school day. Our catering provider, offers breakfast, break, and lunch services.

The school wishes to use information about your child as part of an automated (i.e., electronically operated) recognition system. This system is used for purposes such as **paying for food, monitoring attendance, and gaining access to secure areas** around the school site. The information we intend to use is referred to as **biometric information** (see below for further details).

Under the **Protection of Freedoms Act 2012** (Sections 26 to 28), we are required to notify each parent and obtain the **written consent of at least one parent** before we can use a child's biometric information in an automated system.

Biometric Information and How It Will Be Used

Biometric information refers to a person's physical or behavioural characteristics that can be used to identify them—such as fingerprint data. The school would like to collect and use your child's **fingerprint information** for the following purposes:

- Paying for food in the canteen
- Borrowing from the library
- Accessing school printers
- Monitoring attendance
- Gaining access to secure areas of the school site

The system takes measurements from your child's fingerprint and converts them into a **template** stored within the system. **No image of the fingerprint is stored**—only the numerical template generated from the measurements is retained. This template will be used to verify your child's identity when accessing services.

Please note that the law places specific requirements on schools when handling pupils' personal information, particularly when using it as part of an automated biometric recognition system. For example:

- (a) The school may not use the information for any purpose other than those originally stated and made known to parents.
- (b) The school must ensure that biometric information is stored securely.
- (c) The school must clearly explain its intended use of the information.
- (d) Unless legally required or permitted, the school must not share this personal information with any other individual or organisation.

Providing Your Consent/Objection

Please send your completed consent form back to **Tarporley High School** via post, in-person, or by email (transition@tarporleyhigh.co.uk) before your child starts in September.

As mentioned, for us to use your child's biometric information, **written consent from at least one parent** is required. However, please note 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 the use of their biometric information, the school will not collect or use it for inclusion in the automated recognition system.

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

Even if you have given consent, your child has the right to object or refuse the use of their biometric information at any time. This objection does not need to be in writing. We encourage you to discuss this with your child and explain that they can object if they wish. The school is happy to answer any questions you or your child may have regarding this matter.

If you do not wish for your child's biometric information to be processed, or if your child objects, the law requires us to provide reasonable alternative arrangements for children who do not use the automated system to pay for food, monitor attendance, or gain access to secure areas around the school site.

If you 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 they cease using the biometric system for any reason, their biometric data will be securely deleted.

Yours sincerely,
Jonathan Hayes
Director of Finance and Operations

Holidays / leave of absence during term time – Updates for September 2025

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 22nd and 28th day. If the penalty is unpaid after the 28th day, the Local Authority may instigate legal proceedings in the Magistrate's Court.

Our school website contains further details of school absence.

<https://www.tarpoleyhigh.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,



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 as part of an automated biometric recognition system at **Tarporley High School & Sixth Form College**. This biometric information will be used for the purpose of paying for food at school, monitoring attendance, and gaining access to secure areas around the site.

By signing this form, you are authorising the school to use your child's biometric information for these purposes until they either leave the school or cease to use the system. If you wish to withdraw your consent at any time, this must be done in writing.

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

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

Name of Child:
to be taken and used by **Tarporley High School & Sixth Form College** as part of an automated biometric recognition system for the purposes of purchasing school meals 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 email: 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 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-notice/libraries.aspx> for further information about how my child's data will be stored and processed.

Name of Parent/Carer: _____

Signature: _____

Date: _____

