



Year 6 Parent Induction Booklet 2021

Welcome from the Headteacher

As Headteacher, my team and I would like to welcome you to Toynbee. Toynbee is a popular and successful school. Our vision of 'Personal Best' means that we are constantly striving for the highest standards of work and behaviour; we simply want you to be "An Incredible You"! We are a caring and inclusive school, and have high expectations of students, staff and parents. We pride ourselves on the importance of traditional values and the importance of academic success whilst embracing the future. Toynbee Governors work closely with us to ensure that standards are monitored and identify ways to improve. To be fulfilling, education needs to be enriching, exciting, appropriate and challenging. Our vision means that we aim to be an 'outstanding' school in the local and wider community, providing a first-class education for all of our students.

Our OFSTED reports clearly show the quality and high standard of education at the school. We look forward to an exciting and successful relationship over the next five years. Below is an extract from our last report:

OFSTED 2019

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

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

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

I hope you have a lovely summer. Mr Longden

Year 6 Transition Programme

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

Contacts:

Mrs M Vallance
Year 7 Guidance Manager
m.vallance@toynbee.hants.sch.uk

Miss L Burnett
Lower School Pastoral Leader
l.burnett@toynbee.hants.sch.uk

Mrs E Hill
SENCO
e.hill@toynbee.hants.sch.uk

Mrs G Taylor
Manager of the Toynbee School Resource for pupils with Visual Impairment
g.taylor@toynbee.hants.sch.uk

Our school website will also contain all the Transition updates: [Yr 6 Transition](#)

Your child's first day at Toynbee

Date:

Friday 3rd September 2021.

Where should pupils go on their first day?

Pupils should make their way to the sports hall using the path to the right of reception by the front car park.

What time should pupils arrive for?

8.35am.

What do the pupils need to bring?

Please bring all items required for a normal school day: bag, pencil case, PE kit and trainers. A packed lunch will be provided on the **first day only**. Please notify Mrs Vallance if you have any dietary requirements. We use a cashless system in the canteen which we will get set up during the day.

What will pupils do on the first day?

Pupils will spend time with their tutor and learn about how their timetable will work on a daily basis. They will also experience their first lessons at Toynbee and meet some of their new teachers.

What happens at lunch?

A lunch will be provided for all Year 7 pupils on their first day only - Please notify Mrs Vallance if you have any dietary requirements.

From Monday 6th September, please provide your child with either a packed lunch or money to purchase lunch from the canteen. Year 7 will be given priority for the first week and will enter the canteen early to ensure that they can feel comfortable and confident with the system. If pupils had free school meals at primary school, then we will automatically receive this information and they will have their account credited.

What will pupils' study in each subject?

Please refer to the school website, using the 'Curriculum' tab. You will be able to click on each subject and the year 7 curriculum outline will be viewable. [Toynbee Curriculum](#)

Is uniform required?

Full uniform must be worn. Please see the uniform guide and more details on our website. [Year 7 Uniform](#)

The School Day

8:35am	Warning bell
8:40am – 8.55am	Tutor Time
9.00am – 10:00am	Lesson 1
10:00am – 10.25am	Break
10.25am – 11:25am	Lesson 2
11:25am – 12:25pm	Lesson 3
12:25pm – 12.55pm	Lunch
12.55pm – 1.55pm	Lesson 4
1.55pm – 2.55pm	Lesson 5

Pastoral Care

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

Personal Property and Mobile Phones

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

Pupils may rent a locker in which to keep their personal equipment in - the cost is £20 (non-refundable) and this covers the five academic years that your child is in school. Please tick 'yes' on the online admission form. Lockers and journals will be given out on the first day of term once payment has been received.

Please ensure that all clothing, PE kit, coats are all named. This will ensure that any item can be returned directly to your child should they go missing.

Attendance and Punctuality

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

If your child is absent from school, you will need to contact the school's Attendance Officer (tel: 02380 269026) or through the [School Gateway](#) App on the morning of the absence. If your child needs to leave school early, or arrive late due to a medical appointment, please make the school aware and provide evidence. Pupils **MUST** sign in and out at reception. Medical evidence will be required for any absence over seven days. Please see our attendance policy on our school website.

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

Uniform

We firmly believe that our uniform promotes a sense of pride within Toynbee School and gives a strong and positive identity in the local community. The full school uniform must be worn at all times of the day. It is our policy that all pupils should wear school uniform when attending school, representing the school or when participating in a whole school organised event outside of normal school hours. Uniform is compulsory and is a condition of accepting a place at Toynbee School. Please see the school website for more information [Year 7 Uniform](#). Our main supplier is [Skoolkit](#), please contact them if you require any further assistance.

Medical and welfare

At Toynbee, Mrs Thompson is our Student Welfare Officer (matron) who can be contacted on 02380 269026 ext 310 or h.thompson@toynbee.hants.sch.uk. Mrs Thompson is able to treat minor injuries which inevitably happen from time to time. If your child becomes unwell at school and needs to go home, you will be contacted using the telephone number on your data collection form. Where possible, please give the school alternative numbers along with a mobile. Pupils' medication, including inhalers, can be kept in a secure storage with arrangement with Mrs Thompson.

Communication with Parents

The school communicates with parents in the following ways:

- * Via tutors and guidance manager
- * E-mail and text message systems
- * School website
- * Paper letters distributed via pupils

Pupil Journals

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

Positive Behaviour and Rewards

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

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

Key features of the policy are:

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

Show My Homework

This is an online learning platform that Toynbee uses for the setting and monitoring of homework. All staff will use SMHW to set homework, all pupils will use it as a means of accessing set work and all parents will have access to see what work has been set. It allows parents and pupils to see the details of the homework tasks that have been set, as well as their submission status and grades if applicable. It will provide parents with a deeper insight into the homework your child receives. More importantly, we hope that it will improve pupils' organisational skills, time management and help them to keep on top of their workload. Show My Homework is intended to be the main source of information on homework set. Pupils will also be able to view their timetable and achievement points via this system. Further details explaining how to log onto the system will follow in September.

School Meals

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

Free School Meals

How to apply:

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

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

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

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

Tucasi

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

THE TOYNBEE EXPECTATIONS

- **BE THE BEST YOU CAN BE**
 - Complete all your work to the best of your ability.
 - Strive to improve your work and always act on feedback.
 - Ask your teacher if you need help.

- **ALWAYS BE RESPECTFUL**
 - Follow the requests and instructions of staff.
 - Listen to and respect your peers, teachers and all members of the school community.
 - Use respectful language and tell the truth at all times.

- **ALWAYS BE PREPARED**
 - Wear the correct school uniform, act as an ambassador for the school.
 - Arrive on time.
 - Arrive fully equipped to learn, ensuring your Mobile Phone is off and away.

- **AVOID LOW LEVEL DISRUPTION**
 - Settle to your work straight away.
 - Do not talk while the teacher is talking.
 - Do not distract other pupils from their work.

- **ALWAYS STAY SAFE**
 - Do not engage in any form of bullying, verbally abusive or discriminatory name-calling. Report any incidents to a member of staff straight away.
 - Ensure there are no incidents of excessive or aggressive physical contact or intimidatory behaviour towards anyone.
 - Do not bring any banned items into school.

- **CONTRIBUTE TO THE TOYNBEE COMMUNITY**
 - Take a pride in the school, keeping it free from litter, graffiti and damage.
 - Participate in Extra Curricular activities.
 - Support Toynbee in the wider community, including on Social Media.

A 'welcome' from Scoot

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

