

# TRINITY CHRISTIAN SCHOOL

'Bringing the love of God into the classroom.'  
'Enabling each pupil to achieve their God given potential.'

## Parents and Carers HANDBOOK



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# Welcome to Trinity Christian School

Dear Parents and Carers,

We are delighted that you have decided to send your child/ren to Trinity Christian School and we look forward to working alongside you in the education of your wonderful child/ren.

Trinity Christian School is a very special place: visitors are often struck by the peaceful, purposeful atmosphere and the calm, positive learning environment. It is a place where we bring the love of God into the classroom & enable each pupil to achieve their God given potential.

This handbook is designed to help you understand some important aspects of school life. We ask that you read it, so that you can partner with us here.

If you are unsure about anything, please contact the School who will be more than happy to discuss any issues with you or put you on to someone who can help.

Thank you for your support.

## **Before School Club**

The Before School club provides supervision before school starts (term time only for children attending Trinity Christian School).

### **When is it?**

Term time only, from 7:45am-Start of School

### **Where does it take place?**

In the Primary School building.

### **Who can join the group?**

Primary children attending Trinity Christian School (Rec-Y6).

### **How often can you attend?**

Whenever you wish, subject to available places.

All we ask is that parents make arrangements in advance for their child to attend. Read on for more details.

### **What happens in the club?**

The aim is for the children to have fun with the Leader joining in or directing as needed. They will be offered a variety of activities including games and toys to play with, art activities, puzzle sheets, play doh, music and lots more!

### **What does it cost?**

£2.50 per child

For more information please request the BSC Information and Club booklet

## **Car Parking Request**

Please observe the following dropping off or collecting, parking instructions.

The school is situated on a busy main road and we do not want to cause any obstruction to the road.

Please **refrain** from dropping off, waiting or parking in front of school **either in the bus lay-by or on grass verge** which is a significant hazard.

Please **do not park** on the residential side street (**Hob Hill**) in respect of the neighbourhood.

**All school pupils must be dropped off on Quarry Street.** We do understand that this causes an inconvenience to some parents/carers, however, the safety of our pupils is paramount and your cooperation in this matter is expected.

Please **do not park in front of the Primary gate** as this needs to be kept clear for emergency access.

**Primary School pupils** (Nursery–Year 6) are to be dropped off in the Primary playground area on Quarry Street, where they will be met by a class teacher. Dropping off time is between 8.35am and 8.40am.

Where possible please park on **Quarry Rise Car Park** (which belongs to the school) or along road on the side nearest the school.

Please **do not double park or park on the corners near the main road** as this can cause obstructions and puts others in danger.

In addition, can we point out that the car parking area at the front main school gates, is **only for staff** members with an exception being made for disabled parents, carers or children. Please request access if you need this.

To summarize:

**NO DOUBLE PARKING** – please just park on the school side of the road – we know it gets quite full at the bottom end but it is the safer option.

**NO PARKING ON THE CORNER QUARRY STREET**– this corner is dangerous if someone is parked right on it on either side, for cars turning in, or for pedestrians crossing.

**BE MINDFUL OF TRAFFIC** – this road can become quite busy so think about how you park and be considerate to the residents and other road users accessing the road.

**NO PARKING IN BUS LANE, HOB HILL STREET or NEAR THE FRONT SCHOOL GATES** – as it causes traffic issues on the main road and access issues to the school.

### Health Care Needs (IHCP)

In order for us to look after your children with regards to health & medical needs we require parents to complete a Health Care form (**IHCP**) for your child/children on admission.

These forms help us to respond quickly and correctly to any injuries or illness at school. It is essential that you inform school of any changes to your child/rens condition, health and medication at any point (including any mental health concerns/diagnoses).

Where possible it is preferred that medication is taken outside of school hours. However, if your child needs to take any medication in school times, we will require you to do the following:

- Complete a **Medication Consent Form** which can be obtained via the office.  
This form gives permission for us to administer or supervise medication being taken as set out in the form. Please ensure you give us accurate and clear details and directions of medication needed/given or we will have to refuse where not noted.

- All medication must be **sent in a named container or bag** which will be held in the school office as long as necessary.

NB: Please ensure you provide the original medication box for any tablets, medicines or inhalers, so we can check expiry dates and refer to guidance on them. *Please do not send in half used packets of tablets without the original box.*

Each time any medication is administered we will inform you either via email/Studybugs or a slip sent home with the child at the end of the day, to confirm times etc.

Please also note that school does not provide any general medication for pain relief or any other medical need – you must provide your own.

Any child requiring pain relief must **not** carry medication in their bags but must bring it to be stored in the office until required (with parental consent form).

Secondary School pupils who have Asthma are allowed to self-medicate and keep their inhaler with them. Children can forget their inhalers so we are happy to store a spare inhaler in the office if you can provide one.

We do also have emergency inhalers on site which can be used with parental consent – please request a form.

Medication/asthma relief for Primary School Pupils N-Y4 will be held in a designated place within the Primary building.

Just to summarise:

- Every pupil needs a **IHCP form** completing - even where there are NO medical / health needs
- Where there is a Health / Medical need – whether physical or mental, the form needs to be fully completed on both sides with clear details and instruction for the school to be

able to best help pupils when needed and in case of any emergency.

## Snow days / School Closure

In the event of the school being closed for snow (or any other reason) the procedure will be that you will receive a message via text / Studybugs (message / email) to let you know about the closure of school.

This is the means by which we will communicate with all parents. If we decide to close during school hours due to weather or other reasons we will also communicate this by text / Studybugs and we urge parents not to phone school unless you have a major concern or problem.

As a secondary communication method we will endeavour to put a message on the school webpage and Facebook page.

Therefore, if it is possible that the school may be closed, parents should ensure that mobile phones are turned on and checked first thing or check the Facebook / website page before your child comes to school. A message will be sent for each day that the school is closed. NO message means **SCHOOL IS OPEN!!**

Parents need to make sure that we have **up to date contact details** on our records.

## Attendance and Absence from school

In the event of any pupil being absent from school whether due to illness or for appointment / medical reason or other, it is your responsibility to **inform the school in advance or as soon as possible** – see below for the different procedures.

For Safeguarding we must ensure your child is safe and accounted for. The **Office** deal with absences and lateness in registers and therefore **need** to be notified, with reasons why before morning registration or as soon as possible. We would prefer parents' to download the **Studybugs app** or go to the Studybugs website, where you can report absences or send a general message. If you have any difficulty with the app or website, please just email the Office.

PLEASE DO NOT VERBALLY TELL TEACHERS nor message them directly as they don't always get time to deal with emails first thing.

### ***Pupil Illness***

We put a high emphasis on attendance but we would appreciate if pupils are not well, that you give serious consideration as to whether they are fit to attend, or whether it is wise for them to come in and possibly spread the illness among their classmates.

We ask that pupils are kept at home for at least **48 hours after any sickness or diarrhoea bug**.

<https://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

If your child is **unwell** please use our **Studybugs** app either the night before or **before 9am** in the morning and this can be then viewed by all Staff and the Office.

If your child has been **sent home ill** from school, please use Studybugs to advise the school before **9am**, the following day, for further absence.

### ***Appointments***

For **appointments** (medical, dental, etc.) please use our **Studybugs** app or email the Office to report these in **advance** or at least **before** the day of the appointment.



For **other leave requests** (holidays, funerals or ad hoc events in school time) we require an **Absence Request form** completing in advance.

Please request one by email or pop into the school Office. This will need to be authorised by SLT beforehand. The office will confirm either way if it has been approved or rejected by email.

Any leave taken without authorisation, or any absences not reported on the day will receive an unauthorised absence mark.

**Five days of unauthorised absence** or under 90% attendance in a term will be followed up using our Attendance policy and Children Missing from Education policy.

Following our procedures is a very positive indicator to your children that attendance is important, and that you as parents are working with the school to ensure regular attendance and that good habits of communication are encouraged. This becomes much more important as the pupils get older. It also ensures the safety of the pupil by enabling the school to be aware of where a pupil is or should be.

### ***Late Arrival***

a. Secondary Pupils can arrive at school by 8.20am and wait in the playground area but no later than 8.40am.

b. Registration will take place for Secondary pupils in their tutor rooms at 8.40am and for Primary pupils, in their classroom at 8.45am prompt.

c. If you are running late and are able to send a quick Studybugs message, email or call, that would be most helpful.

d. Primary Pupils **arriving late for registration must be signed in** at the Office by the Parent / Carer on the **Late Signing in** sheet. You can drop them off at class first to avoid further delays, and then come to the Office. A reason and time **must** be given.

d) Secondary Pupils **arriving late must sign themselves in first** at the Office on the **Late Signing in** sheet and then go to their class. A **reason and time** must be given.

A late mark can only be given up to 9.15am – after this it will be classed as an unauthorised late mark U, if no other reason given (i.e. appointment).

### ***Signing Out sheets***

It is essential for Safeguarding reasons that we know which pupils are on the premises at all times.

a) It may be necessary for pupils to leave the premises (temporarily or permanently) during school hours. A **Studybugs message or email** from the Parent / Carer is **required** for any appointments or other emergency reasons to leave during school hours.

Please do not verbally inform teachers or give notes direct to teachers – the office deals with all absences.

Pupils leaving during school times must go to the office and wait for collection. Parents collecting children must come to the office and sign them out unless a previous arrangement has been agreed. If you give the school permission for your child to leave on their own, they must sign themselves out.

If they return to the school, they must sign in by indicating what time they returned.

b) Pupils who are ill must have permission from a Teacher for arrangements to be made for them to go home. Any member of staff can then contact parents and relay the reason.

Parents must arrange collection of child/ren or give permission if they are able to make their own way home – depending on whether they are fit to do so.

Pupils must be signed out either by the person collecting them or if by themselves, under the supervision of a Staff member. Where a parent is unable to come to the office due to a disability or other valid reason, the staff member can sign them out.

## Accidents in School

You will have been asked to give us a minimum of two **emergency contact** numbers. Please try to ensure that contact numbers are kept up-to-date, and that your emergency contacts are made aware, so as to minimise problems if we need to contact someone who is not the parent.

Where there is a minor accident or incident, a trained first aider will assess the pupil and situation and decide whether a call home is needed or not. A First Aid form will be completed and a copy sent home (either paper copy or by email). Where a child has bumped their head or something serious, parents will be contacted to notify them.

It is vital that we are able to get hold of someone during school hours – if there is an issue getting hold of you during the day (i.e. place of work doesn't allow phones, you work miles away etc) please ensure we have a trusted contact whom we can call in an emergency who can respond quickly and take action.

## Changes to contact details or information

The school office should be informed of any change of address, telephone number or email as soon as possible. This also includes additional emergency contacts, name changes or family situation changes that the school needs to be made aware of – i.e. separation of parents.

On an annual basis the Office will send a reminder to Parents to ensure we have up to date information in place, however, if you have any changes beforehand please get in touch.

**It is parent's responsibility to ensure we have up to date information such as emails, numbers, addresses, changes to family situations, names etc.**

## Child Abuse

Schools have an important part to play in the Safeguarding of children. Parents should be aware, therefore, that where it appears that a child may be at risk of or has been abused or neglected, the school is **legally required** to report the matter to the Tameside Safeguarding Children's Partnership **immediately**. In such situations, it is likely that a social worker will contact parents, and not the school.

*Refer to our Safeguarding policy on the school website.*

## Communications with parents

We will seek to keep you informed of school events mostly by email or using the Studybugs app. On a rare occasion a letter may be sent home with your child.

***On request a paper copy can be given – please contact the Office if this is preferred.***

As most communication will be electronic, please ensure you check your email including spam/junk folders regularly. Please also check your Studybugs app for any messages.

Please ask your children if they have been given any letters and check their bags regularly.

We also have an outgoing only **text system** (bulksms) which may be used at various times – so again, if any contact details change please can you notify the office so we can make sure you are receiving important information.

NB: Please note that we do require your contact information for legal and legitimate reasons – *please refer to our Data Protection policy on the webpage.*

Every year we will issue the **School Calendar** so you are aware of term time dates. For various school events, letters, emails or messages will be sent home that stating the details, dates and times. The calendar and school diary can also be found on our website.

***Please note that we do not follow State School Holidays completely*** – as an Independent school we may have more or less days off so please only use our own school calendar for reference and **not** Tameside's Schools' Term Dates website.

We do ask that Parents only ***email the Office*** rather than individual staff members as Teaching Staff and the Head cannot regularly check emails in a normal school day. The Office check emails regularly during the day and can action or forward them as applicable.

We can also take calls in normal Office hours 8.15am-3:15pm but please be aware that the phone switches off before and after these hours.

## Data Protection

The school is registered with the Data Protection Agency. All information held will be treated lawfully for specifically stated purposes in a way that is adequate, relevant and not excessive. We endeavour to keep all information accurate with your help and handled according to people's data protection rights in safe and secure way.

Please refer to our Data Protection policy and Privacy Notice for more details. These are available to view on our webpage.

## Eating Arrangements

Trinity Christian School does not have the facilities to provide hot food for pupils at lunch time and so pupils are required to bring a cold packed lunch with them.

We recognise the importance of a balanced diet and healthy eating and as such we encourage parents to limit the inclusion of cakes, chocolate and sweets in the packed lunch.

### Healthy Lunchbox example

- Fruit or vegetables
- Sandwich with a savoury filling
- Starchy foods e.g. pasta
- Dairy food e.g. cheese, yoghurt, fromage frais, yoghurt drink
- A bottle of water
- One sweet / savoury treat e.g. small biscuit or cake or crisps
- Seeds, savoury crackers or breadsticks

All pupils are provided with a room in which to eat lunch. They are not allowed to eat and drink as they walk along the corridor and they are expected to make sure that they put any litter into a bin and keep rooms tidy.

### Food Allergies

In regards to food / snacks provided for break and lunch; as we have some pupils with food allergies, which can be life-threatening, we are requesting that pupils **do not bring any snacks / food items containing any nuts / peanuts** onto the school premises.

## E-Safety

### We believe that:

- The internet provides instant access to a wealth of up to the minute information and resources from across the world, which would not ordinarily be available.

- Virtual Learning Environments (VLEs) provide students with a platform for personalised and independent learning.
- Provides students with up to date learning and factual information from around the world.
- The internet and social networking sites enable students to research information outside of ordinary school hours and thus accelerate the potential for learning.
- Electronic learning equips students with the necessary skills that they need for future employment and other life skills.

**However, we recognise:**

- Pupils might inadvertently access content of an unsavoury, distressing or offensive nature on the internet or receive distasteful or offensive electronic messages.
- Pupils might receive unwanted or inappropriate emails from unknown senders or may be exposed to Cyber bullying.
- Pupils may be groomed online and make themselves susceptible to abuse – this includes students being made the victim of extremist or radicalisation content.

We believe that the advantages of the internet and electronic learning outweighs the risks involved so long as users are made aware of the issues and concerns and receive guidance and education in choosing and adopting safe practices and behaviour, within a safe environment.

We also ensure that online access is filtered in order to safeguard all pupils.

*Refer to our E-Safety policy on the school website.*

At the start of a child's education we will issue an **E-Safety School form – one for Primary and one for Secondary** to be read, understood and signed.

## Finance

On enrolment of your child/ren at Trinity Christian School, you have undertaken to pay fees, as they are due. They are set each year by the Governors.

On acceptance to the school you will be advised of the forthcoming fees and given a contract outlining the commitment offered by the school and the commitment asked of you as parents.

For the payment of school fees, the terms run as follows:

<b>Autumn term</b>	August to November
<b>Spring term</b>	December to March
<b>Summer term</b>	April to July

It is helpful to the school if the fees can be paid termly or further in advance. If this is a struggle, a system of paying by monthly standing order is available, with payments to be made on the first of each month, with the first payment due in August.

We would ask that you make every effort to ensure that the Standing Order is correct with your bank. Significant time is spent by the *Finance Secretary* chasing parents to ensure the Standing Order is in line with the school system.

The fees cover tuition, Staff salaries, stationery and school running costs. While we try to minimise extra costs, there will be requests for monies for trips during the year, and maybe a more substantial request if a field trip involving overnight stays is organised.

Should you decide to **withdrawn from school** we ask for **3 months' notice**, where possible, and completion of our Parent School Transfer form.

Fees will still need be paid for the remaining three months from the receipt of notice as our budget is drawn up for the year on this basis.

### ***Money sent into school***



During the year there will be times when you will be asked to contribute to certain activities. We ask that all monies are paid online generally (unless otherwise stated), clearly referenced from whom and what for so we can allocate it, i.e. SMITH AltonTowers.

We are trying to stay cashless. **PLEASE DO NOT SEND CASH IN** and **refer to the payment details** on the letters/emails sent. i.e. Fees, resources and trips are paid into Schools account.

In **exceptional circumstances only**, if cash is to be given, it must be in an envelope with clear details of what it is for and who from, i.e. Student planner SMITH.

## Homework

From our experience at Trinity Christian School, we are satisfied that we make good progress on work set with the pupils and we want to ensure that there is time available for you to spend time with your children in the evenings, or to take them to activities without the added pressure of a heavy homework commitment.

However, as they progress through the school, they are expected to complete homework tasks which are increasingly challenging in order to help them to develop self-discipline and independence as learners.

Homework is planned as part of the pupil's set work. In some subjects, it is given regularly and in others it is given as a support to the current work being studied, to provide the necessary practice or a deeper understanding of the subject. The amount of homework will normally increase as the pupil gets older. Pupils are responsible for managing their homework, they are expected to keep track of it and complete it on time.

The Secondary School will endeavour to provide an after-school homework club once a week for an hour, where pupils can independently and quietly complete their homework if needed.

Please book a place if your child wishes to use the provision and they must attend every week.

## Loss of Personal Belongings

All personal belongings brought to school should be **clearly marked** with the pupil's name, and carefully looked after. Please put the pupil's name on sweatshirts, and any items that the pupil may take off or leave around in school. We regularly end up with items of clothing or lunch box items unclaimed, despite attempts to ask pupils if they have lost items.

Pupils **should not** bring valuables or large sums of money to school. In exceptional circumstances, if it is essential for money or an item to be brought in, then it should be handed in to the school office for safekeeping.

*Please note that Trinity Christian School takes no responsibility for the loss or damage of a pupil's personal belongings except where it is directly the schools fault. In this case this will be reviewed by the Head teacher.*

*Please ensure your child is aware of this, and that they are responsible for taking care of any items they bring to school.*

## Parents in School

Parents are always welcome in school, whether it is for formal discussion with members of staff on their child's progress or for special occasions like school productions. We would ask that you arrange a convenient time / day with whomever you wish to see, so we can ensure they are available.

Parents' Evenings will be arranged, when members of the staff will give advice and an up-to-date appraisal of the progress of pupils.

Dates of these events will be issued on the Parent planner and via email / letter.

### ***Parental involvement***

One of the special features over the years at Trinity Christian School has been the involvement of parents and friends.

Good schools have always looked to the support of parents, but Trinity seeks your committed support in the following ways – at regular school meetings and with practical help.

Below are just a few of the types of events we have put on for Parent / Family involvement.

### ***Parents, Governors and Teachers Association (PGTA)***

We have a wonderful Parent, Governor and Teacher Association at Trinity Christian School. They raise money for projects and help at all our school events. If you wish to be part of the team please speak to the PGTA. We do also value adhoc help when you can offer.

### ***Volunteering***

It is great when parents want to help out at school, whether that is coming on a school trip, helping in the classroom or offering any other skills.

Please be mindful that we also have to ensure the safeguarding of our pupils and so there is a more robust process for anyone volunteering at the school. Outside of school hours is different and does not require all the checks and processes (unless working directly with children).

If you want to help our by volunteering at school, please send a request to the Office first specify what and which year group, if applicable. This will be put to our SLT to discuss.

## Reports

### ***Secondary School***

Each term you will receive your child's report which we encourage you to talk through with them. You may be asked to attend a meeting by any of your child's teachers if there are any issues to address.

Year 9 will have a specific Options Evening when choices for GCSE exams are discussed.

Keep an eye on your emails for upcoming dates, and where it may be online or in school.

### ***Primary School***

Primary School Parents also have the opportunity to speak to teachers at our arranged Parents' Afternoon/Evening. Teachers can also make themselves available to discuss any concerns on separately arranged appointment.

## Textbooks and school equipment

All school equipment should be looked after. This is especially true for any books that may be used by other pupils in the future. Misuse of equipment may lead to the pupils being held responsible and parents being asked to reimburse the school if books need to be replaced.

Secondary School pupils should come to school with the necessary equipment to carry out the work. The lack of equipment causes a

surprising amount of disruption within the class, as pupils try to find someone who might lend them what they require.

Refer to the Student Handbook for more details on what is needed in school as well as other information for pupils.

## School Uniform

Please refer to our *School Uniform policy* on the website for more details on School Uniform and other relevant options to abide by for Trinity Christian School

Our School Uniform is to be ordered via our supplier, JFC Sports. Do not send any orders via school. Our supplier details are shown below. Other general uniform can be purchased from any shop.

**JFC Sports**  
**Unit 8A, Redfern Street Industrial Estate, Off Meadow Street,**  
**Hyde, SK14 1RD**  
**Tel: 0161 367 7700**

## Staff Training Days (INSET Day)

Trinity Christian School has INSET Days which can be found on the school calendar (go to our website). On these days, school is closed, as is the Office.

Please do not contact school on these days – the phone will not be on nor manned, as these are days set aside for Teacher training and planning only.

## School Information & Performance

Please check out our school website that contains lots of useful information, policies, and announcements.

A summary of the **GCSE Results** will be published on the school website around Sept/Oct time each year.

Our latest inspection report can also be found on our website.

Please note that we are using email more as our main source of communication to save on paper waste so please ensure to check your emails frequently or where this is a difficulty, please request hard copies via the Office.

## Website

Our webpage also has lots of information on there, including a few key policies and procedures plus information about uniform, school fees, term dates and more.

## The Staff

Please note that on occasion we may have Outside Agency Staff, Student placements or Volunteers on site. All our staff are enhanced DBS checked and follow our safer recruitment procedures. Refer to our Website – Meet the Team or our school Staff board located in the main building of school, for details.

## Epilogue

We thank you for choosing Trinity Christian School and we know you will see the benefits from sending your child/ren to this wonderful and caring school as well as becoming part of the family too. We value all children both educationally and as a whole person.

If you require any further information or want to discuss anything, please feel free to contact the school office to enquire or arrange an appointment with the relevant person.

