

**Trinity Christian School
Secondary**

**Student
Handbook**



**TRINITY
CHRISTIAN SCHOOL**

Welcome to Trinity

Know that God loves you (as do we) and that He has a plan and a purpose that only you can fulfil – being you! We want you be safe, happy and to thrive during your time here. So, if you have any concerns at all, **speak** to someone: your Form Tutor; a Staff member or trusted adult. (Other contacts are listed at the back of this book).

At Trinity, we **t**rust and **r**espect one another; we work **i**ndependently when we can and **c**ollaborate too. We show **k**indness and whether you are just joining us or been here a while, use this handbook as a '**trick**' to remembering how to achieve all that you are capable of.

Key Areas to show 'Behaviour' for Learning

Attendance / Absence

Avoid being absent.

However, if you cannot avoid it, a parent **MUST** contact the office via Studybugs or email, stating why and when you will be absent. Even a partial absence will require a notification.

If you have to leave school early you **MUST** sign out and, if returning, sign in again at the Office.

If you are feeling ill you must see your Form Tutor who will need to give you permission to be sent home, then the Office or any available staff member will contact home.

Term-time holidays or other outside activities (piano exam / sporting activities) are to be avoided, but they can be requested via a form from the Office (by email or hardcopy).

Punctuality

Arrive from **8.25am** for Morning Registration (at 8.40am) and BEFORE Afternoon Registration (at 12.50pm).

If you arrive AFTER 8.40am, you MUST sign in at the Office and you will be marked 'Late'.

Arrive promptly for lessons and move safely but swiftly around the site between classes. Avoid going to the bathroom between lessons (go in breaks). Without a medical reason, permission to use the bathroom in lessons will be granted at Staff's discretion.

School Uniform

Long, black formal trousers OR black school skirt	Skirt max. 2" above knee NO denim, NO leggings, NO skinnies, NO jogging/tracksuit bottoms
White, formal shirt (OR blue in Summer)	Fully buttoned & tucked in
Trinity tie	Wear at all times Purchased from the supplier
Black Trinity logo jumper and/or Black Trinity logo blazer	One of these MUST be <i>available</i> , even if not worn Purchased from the supplier
Flat black leather-type shoes (OR flat black ankle boots)	NO trainers or canvas footwear
Plain white / grey / navy or black ankle or knee high socks OR black opaque tights	NO trainer socks

All sensory issues MUST be notified to the SENDCO.

Other uniform issues require a note to the Form Tutor at registration.

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PE Uniform/kit

(please arrive in PE kits on your set PE day)

Mainly plain navy or black jogging / tracksuit bottoms	NO leggings
Black sports shorts	NO cycling shorts
Plain white, blue, black or grey round neck t-shirt or polo shirt	
Navy Trinity logo <u>sweatshirt OR</u> Navy Trinity logo <u>hoodie</u>	Purchased from the supplier (may be omitted in hot weather)
Mainly plain black trainers	
White, grey, blue or black ankle socks	NO trainer socks
Light waterproof jacket	Pupils will be doing PE outdoors
Gloves	Useful for hockey and cold weather

A shower is available, but you must bring your towel and soap, and ask permission to use it.

If you are unable to participate in PE, you can still wear your PE uniform on the set day or come in normal school uniform, **but** you must have a note/email from home explaining why you are not able to do PE and for how long.

Other things:

- Coats: may be required at any time (due to the weather!); to be worn when outside. (Other garments are NOT permitted, e.g. hoodies worn under blazers.) Coats should be left in Tutor rooms unless otherwise specified by a member of staff.
- Piercings: ONLY 1 pair of **plain stud** EARRINGS; nose piercings are permitted but should only have a clear retainer or be covered with a plaster. No other piercings are allowed.

- Hair: natural-looking colours ONLY; **tied back** (if shoulder length too long); long fringes must also be clipped back. NO 'extreme' styles allowed.
- Jewellery: ONLY **Non Smart** wristwatches and medical bracelets
- Make up: **natural-looking** make-up is permitted but ONLY in Year 10 and 11
- NO fake tan, lipstick, false eyelashes, nail varnish or filled eyebrows

In case of an unavoidable uniform issue, you **MUST** provide a note/email to the Tutor from your parent/carer explaining the issue and when it will be resolved.

Equipment

ALWAYS have easily and quickly accessible in a suitable case:

- black biro(s) (& spares)
- ruler
- pencil
- rubber
- glue stick
- academic planner (if wanted)
- scientific calculator
- set of coloured pencils
- set of highlighters;
- Spanish bilingual dictionary (recommended: Oxford First Learner's Spanish Dictionary)
- art pencils

Classwork

Your work is expected to be of appropriate quantity and quality. Staff work hard to prepare and plan lessons that are right *for you* - to help you achieve your full potential in every way. You are expected to work hard too. Your work will be different to everyone else's.

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Remember: you will make mistakes (and so will everyone else) from time to time. We never stop learning and you are expected to always give 100% even if you don't always get 100%.

Homework

This is set for lots of different reasons

- to consolidate learning (make it stick); stretch your skills (get to the next level); challenge you (to see just how far you can go)

It might involve:

- researching & note-taking; practicing & memorizing; reading & summarising

You will be given clear instructions and enough time to complete your homework.

You are expected to COMPLETE it to the BEST of your ability and to hand it in ON TIME.

If there is an issue with your homework, you MUST speak to your teacher BEFORE it is due or have a note/email to the Tutor from your parent/carer to explain.

Behaviour – The 3 B's:

Behaviour is how you conduct yourself on a daily basis. We follow the '3 B's' principles:

- **Be Ready**- arrive at school on time, arrive to lessons on time having all the right equipment and wearing the correct uniform.
- **Be Respectful**- show respect to all members of the school and visitors, this includes listening to and following instructions, as well as being respectful to the school environment and equipment.

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- **Be Safe**- behave in a way that keeps yourself and others safe, both within school and off- site.

School Rules

- Aim to speak to each other and treat each other with respect, for we are all made in the image of God.
- Your respect for adults should include opening doors for them, offering to carry things, and by not answering back.
- Take particular care to be friendly and helpful to visitors.
- Do not run within the school buildings or barge past people.
- Do not shout in school.
- Do not distract anyone during worship and work.
- If something has gone wrong in a relationship with another pupil, attempt to work it out between yourselves first. If you cannot sort it out yourselves, always ask an adult to help you sort it out before the end of the school day.
- Take care of the school premises and equipment. If anything is broken, please report it immediately.
- Be quick to listen and to obey instructions.
- You must not leave the school during the school day without the permission of a teacher. When permission has been granted you **MUST** sign out in the School Office.
- Be on time for school and for your lessons and make it your aim to hand all homework in on time.
- The uniform policy must be followed at all times.
- Chewing gum, cigarettes, vapes, alcohol, drugs and any form of weaponry are not allowed on the school premises.
- The mobile phone and electronic device policy must be followed at all times.

Credits & Rewards

Staff give Credits for a variety of reasons e.g. good work, helping staff or peers, and volunteering at Open Evenings and School Fairs.

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Friday Morning Registration is when credits are handed in during Tutor time. Stars are stuck on your House Chart and the student with the most that week gets 'Star of the Week' (with a treat)!

The House Charts are added up each Term for Individual Certificates, House Cups & Prizes.

Credits Certificates

100 =	Bronze	
150 =	Silver	
200 =	Gold	
300 =	Head Teacher	+ Prize
400 =	Governors	+ Prize
500 =	Outstanding	+ Prize

Other Information

Personal, Valuable or Medical Items

DO NOT bring personal or valuable items into school.

You MUST give any cash to the Office immediately, if you are paying for a trip or equipment. If you do find you have a personal/valuable item on you, you MUST hand it into the Office immediately for safe-keeping until End of Day.

If you need medication, we MUST have consent and a clear note from your parent/carer with details. You may carry your own asthma inhaler in your bag. ALL other medicines MUST be handed in to the Office and be clearly labelled.

Mobile Phones, Smartwatches & Headphones

Phones are to be switched off when you are INSIDE the school gates. Phones and devices are to be handed in to Form Tutors in Morning Registration and kept safe until **end of day**. For an emergency phone call in school, Teachers can give permission to use the landline in Reception. Headphones must be kept in bags and not worn. Smartwatches are NOT ALLOWED.

Food and Drink (Eating arrangements)

You MUST bring a packed lunch everyday (unless you have a religious or medical reason). A healthy, balanced diet helps your physical growth and your learning, so limit the unhealthy snacks and drinks (fizzy and energy drinks are NOT permitted).

Food and drink is to be consumed OUTSIDE before or after school or at morning break-time. It may be consumed INSIDE only at lunchtime or during a wet break (in your given area).

Hydration helps learning, so always bring a re-useable WATER bottle (re-fillable from the water fountain). It must be kept away from any work, electrical devices, and science materials or craft equipment.

Consequences & Sanctions

Failing to follow the school rules may result in appropriate sanctions. See the school website for details on the Behaviour Policy.

Bullying

Bullying is any kind of behaviour that is designed to hurt, threaten or frighten someone.

Bullying in any form is NOT acceptable and will NOT be tolerated, even if it occurs outside of school hours, such as can occur with Cyber Bullying on social media or messaging services.

If you have ANY concerns at all, please SPEAK to someone: your Form Tutor; another Staff member or trusted adult. Or use the other listed contacts here:

Childline: 0800 1111

Tameside's Public Service Hub:

Mon-Fri 8.30am to 5.00pm - 0161 342 4101

Mon-Fri 5.00pm to 8.30am, weekends and public holidays - 0161 342 2222

Police non-emergency (local police officer): 101

Police (danger to life or violence being used or threatened): emergency 999

As a Pupil of Trinity Christian School we ask you to adhere to the statements below:

Student Commitment: That you have read & understood the School Student Handbook AND that you understand the expectations and rules and will adhere to them.

School Uniform: That you have read the school uniform policy and support the uniform code.

School Ethos: That you will play your part in contributing towards the ethos of the school by:

- attending school regularly and punctually in order to benefit from the curriculum;
- to behave in a way that brings credit to yourself and to the school, whether in or out of school at all times and help to create a positive learning environment;
- completing homework to the best of your ability in the given deadline;
- making positive relationships within school and reporting any incidents of bullying and racism to a member of staff;
- ensuring any information, you receive, verbal or written, is delivered to your parent / carer in a timely manner.

God bless you and may you know His love always

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