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Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

Information for Families Joining
Archbishop Tenison's CE High School
2023/2024

Academic excellence for each person in a Christian community

Contents

Aims of the School
Code of Conduct
Attendance and Punctuality
School Rules
School Uniform
Equipment Required by each Pupil
Anti-Bullying Policy
Routine Matters
Off-Site Activities
Medical Matters
School Gateway Communication System
School Meals and ParentPay
Homework
Office 365 Microsoft Teams – Useful Information
School Pastoral System
Rewards and Sanctions
Reports
Additional Educational Needs
Gifted and Talented
Relationship and Sex Education (RSE)
Religious Education
Assemblies and Church Services
Charging and Remissions Policy
Privacy Notice – Use of your Child's Personal Data
ICT Services
ICT Agreement
Photography and Video Image Consent
Home School Agreement
Term Dates 2023-2024

Welcome from Mr Parrish, Headteacher

March 2023

Dear Parents and Carers
I am delighted to welcome you and your child to Archbishop Tenison's School.

I hope that your son or daughter will embrace the ethos of the school and maximise the educational, co-educational, spiritual and social opportunities available to them. We want to see them progress as individuals academically but also grow spiritually and contribute to the school now and to society later.

Our school motto is 'Academic excellence for each person in a Christian community' and we aim to instil these values in everything that goes on at Tenison's.

This is a school with an interesting history – but also with an exciting future. I have no doubt that your child is at the beginning of an enriching experience at Archbishop Tenison's. We want their teaching to be disciplined and well supported but also rewarding and enjoyable.

Good communication between home and school is very important to us. I hope you find the information in this booklet useful to familiarise yourself with school routines. Throughout your child's journey at the school, the School Gateway App and the Archbishop Tenison's website will be invaluable points of reference for comprehensive and up to date information. If you have any queries or concerns at any point, please contact us at the earliest opportunity.

We look forward to getting to know you and your child and welcoming them on their first day at Archbishop Tenison's Church of England High School.

Richard Parrish

Richard Parrish
Headteacher

Please note that the information contained in this booklet reflects the school's usual routines. Some routines and timings may be subject to change.

Aims of the School

Archbishop Tenison's Church of England High School is an 11 to 18 mixed comprehensive delivering academic excellence in a Christian community.
Specifically, the school aims:

- to uphold Christian belief through worship and daily life and enable students to grow in a living faith;

- to develop the habit and skills of academic enquiry, intellectual integrity, and a love of learning for its own sake;

- to broaden the students' cultural experience by active involvement in and appreciation of the expressive arts and by examining the role that culture, including science and technology, plays in creating civilised societies;

- to develop students' awareness and understanding of their physical capabilities through curricular and extra-curricular activities and foster positive attitudes to health and safety and sportsmanship;

- to promote an understanding of different religions and ethnic origins and cultures in order to reduce intolerance and prejudice; to promote the integration into the community of people of all ethnic backgrounds; and to foster and develop a strong sense of moral values which are given practical expression in all aspects of the lives of those who make up the school community;

- to create in students an awareness of their abilities and enable them to realise their potential and play their full part, as Christians, in the wider community in this country and overseas; to prepare them for the world of work and to develop in them interests they will find enriching and fulfilling;

- to encourage pupils towards an understanding of their own feelings and the feelings of others, thus developing a friendly, supportive and caring community, in which every student is equally valued.

The school aims to be a centre of excellence in all that it does. It is a partnership involving students, staff, governors, parents and carers, based on mutual respect and a common purpose. Everybody at the school is committed to these aims and is expected to play a full part in their realisation. More recently this has been expressed slightly differently in a statement of **our Christian educational vision:**

- The purpose of Christian education is to reach our full stature as human beings, no longer children "tossed to and fro by the waves", but rather "growing up in every way into Christ" as members of his body, in which each part makes a vital contribution to the whole (Ephesians 4: 14-16).

- Our school motto is "*Tenaciter* – Academic excellence for each person as part of a Christian community."

Our curriculum vision is:

- To learn together as a Christian learning community
- To educate the whole person
- To provide the whole curriculum
- To teach with understanding – of the subject and the person learning it
- To learn with tenacity, humility and hope.

We value five things in particular:
Courtesy, calmness, concentration, confidence and consideration.

Code of Conduct

'I have come that you may have life and have it to the full'. (John 10 v 10)

In our Christian context, the Code of Conduct is underpinned by the 5 C's of:

Courtesy - whatever the circumstances
Calmness - and self-control around the school
Concentration - fully on the task in hand
Confidence - that we all have the ability to fulfil our calling as pupil or student
Consideration - of others. Show faith, hope and love.

The code of conduct is seen in the Home/School agreement, which highlights the relationship, the rights and the responsibilities of pupil, parent/carer and the school.

School Rules

The rules of the school are kept to a minimum and are based on common sense. Parents/carers are asked to co-operate with the school in making sure that the rules are kept.

- Mobile phones, headphones and earphones are to be kept out of sight on site and are brought in at pupils' own risk (see Mobile Phone Policy).
- No items of value are to be brought to school; the Governors will not accept responsibility for personal property that is lost or damaged.
- Staff and Sixth Form students only use the main entrance to school.
- Movement around the school follows the one-way system; everyone walks on the left-hand side of corridors and stairs.
- Pupils may only drink water in lessons; other drinks are kept for break and lunch, however, energy and carbonated drinks are banned in school.

Appearance and Uniform

Uniform is compulsory for all pupils in Years 7 to 11. Full school uniform should be worn to and from school and on all school visits and occasions unless instructions are given to the contrary. In particular:

- Blazers and ties are worn at all times and on the way to and from school. You should obtain permission from the teacher before removing your blazer during a lesson.
- Shirts are tucked in and (where applicable) the top button should be fastened.
- No trainers. Shoes are black, traditional in appearance, made of leather, with sensible heels and not of a Vans/Converse/trainer type.
- No denim
- Jewellery, except for a watch, is not permitted. Pupils who have pierced ears may wear only one small plain gold stud per ear in the ear lobe. Nose piercing and other body piercing is unacceptable.
- Make-up, acrylic nails or coloured nail varnish are not acceptable in school. Offenders will be required to remove make-up and nails at school. Persistent offenders will be subject to detention.
- Extreme haircuts are not permitted. Hair must be of natural colour and without lines shaved into a pattern. Long hair (boys/girls) should be tied back for practical lessons, including PE.
- All articles of clothing **must** be clearly marked with the pupil's name. Pupils may not borrow or lend clothing, particularly P.E. kit.
- No hats except for a plain woolly hat (small logo allowed), during winter months.
- Coats, scarves, gloves and hats should not be worn in the school buildings.
- Earphones should not be on display during the school day, otherwise these will be confiscated.
- Any appearance which would go against the ethos in a Christian school will be judged inappropriate.
- In the second half of the summer term a summer uniform code may apply.

Attendance

In order to maximise your child's attainment at GCSE and A-Level, it is essential that from Years 7 to 13 they attend school regularly and should aim for a percentage attendance of above 95% each year.

Home-School Agreement

Please refer to the Home School Agreement detailed at the back of this booklet.

School Uniform

Girls' School Uniform	Boys' School Uniform
School blazer with school crest*	School blazer with school crest*
Blue blouse (optional: short sleeves, revere-neckline) If not revere the top button must be fastened)	White shirt (long or short sleeves optional - the top button must be fastened)
House tie – clip on* to be worn with top buttoned shirts Tie not required with a revere-neckline shirt	House tie – clip on*
Mid-grey skirt or mid-grey trousers	Mid-grey trousers
Blue V-neck pullover or cardigan with school crest* (optional item)	Blue v-neck pullover with school rest*(optional item)
White or black socks **or** beige or black tights Please note that white socks **should not** be worn over black tights	Grey, navy or black socks
Black shoes with sensible low heel (4cm heel max) No trainers e.g. Vans or Converse	Black shoes No trainers e.g. Vans or Converse
Outdoor coat light colour suggested for safety during winter months Not denim	Outdoor coat light colour suggested for safety during winter months. Not denim
Girls' Physical Education	**Boys' Physical Education**
Polo shirt, white with school crest*	Polo shirt, white with school crest*
¼ Zip Tracksuit Top, navy with school crest*	¼ Zip Tracksuit Top, navy with school crest*
Tracksuit Bottoms, navy with school crest* (optional) or Plain navy jogging bottoms	Tracksuit Bottoms, navy with school crest* (optional) or Plain navy jogging bottoms
Gym shorts, royal blue	Football shirt blue/red (reversible)*
Games Skort, royal blue with school crest*	Gym shorts, plain white
Games socks, royal blue	Games socks, royal blue
Sports socks, white	Sports socks, white
Trainers	Trainers
Football boots, moulded or studded not Astro turfs	Football boots, moulded or studded not Astro turfs
Plimsolls, white or black for gymnastics (optional)	Plimsolls, white or black for gymnastics (optional)
Shin pads	Shin pads
Mouth guard	Mouth guard
Sports Bra	
Optional Extras:	**Optional Extras:**
Plain blue/black woolly hat/gloves (Winter)	Plain blue/black woolly hat/gloves (Winter)

The items marked with * have the school crest and therefore can only be purchased from our School Outfitters: Hewitts of Croydon, Church Street, Croydon / www.hewittsofcroydon.com
All other items may be purchased from other retailers.

Please note that school blazers are a compulsory uniform item and must be worn at all times.
Jumpers/cardigans are optional items.

All uniform and non-uniform items must be clearly marked with pupils' names.
Lockers are not provided in school. All pupils should ensure that they have a suitable, labelled school bag to carry books and other equipment to and from school and a separate labelled bag for PE kit.

Second-Hand Uniform
Second-hand uniform items may be purchased from the school.
£1.00 per item, £3.00 for Tracksuit Tops and £5.00 for school blazers.
Please ask at reception for further information or email reception@archten.croydon.sch.uk.

Equipment required by each Pupil

Basic

- A handwriting pen with either blue or black washable ink should be used for all work in exercise books. Handwriting pens can be purchased from school Reception at a cost of 20p each.
- HB pencil, pencil sharpener.
- Colouring pencils (minimum of red, blue, green, yellow, brown, black) – NOT felt tip or gel pens.
- Ruler, eraser, glue stick and round ended scissors.
- Maths Equipment: compass, protractor and calculator – all pupils will be able to purchase a calculator at school via ParentPay at a reasonable price.
- Bible (New International Version) – the RS Department can advise on purchase, if necessary.
- One of the following dictionaries – The Pocket Oxford Dictionary, Heinemann English Dictionary or Chambers Compact English Dictionary.

Specific Equipment Required by the Art Department

- An old shirt to use as a coverall with the pupil's name written in large letters across the back.
- Range of drawing pencils – any B pencils, **absolutely no H or F pencils**, hard eraser
- Coloured pencils – Aquarelle if possible
- Felt tipped pens – assorted colours.

Items of Value

- No money or any articles of value, including musical instruments, are to be left in the cloakroom, changing rooms or classrooms. Musical instruments may be stored in the school's instrument cupboard. The Governors will not accept responsibility for personal property that is lost or damaged. If necessary, articles of value may be left at the school office during the day and should be collected and taken home at the end of the school day.

Mobile Phones

- Parents/carers are advised not to allow your child to have a mobile phone worth more than £50.
- Please refer to the school's **Mobile Phone Policy** available to view on the school website.
  In summary, all pupils in Year 7-11 are not allowed to use their phones or have them on display at any point during the school day and while they are on the school site. This includes headphones/earphones, which should also not be in use or visible. Any pupil found using a phone or music player at any time on site during the school day will have the item **immediately confiscated**.

Use of School Buildings, Playground, Sports Hall and Playing Fields

- Pupils are allowed into the school from 7.45am only if using the Breakfast Club. They may enter by the side door (next to the canteen), collect their food (porridge is provided free of charge, other food is charged via ParentPay) and proceed to the dining area to eat, but no further. Other pupils are not allowed in school before 8.10am (Y7). The only exception is on wet mornings when the caretaker unlocks the pupils' entrances: pupils are then allowed into the dining area but no further until 8.15am. Certain pupils, by prior arrangement with the teacher involved, may come in early to undertake particular tasks.
- Staff and Sixth Form Students **only** may use the main entrance.
- Pupils in Years 7 - 11 are to use the pupils' entrance at the beginning and end of the day. A pupil leaving school during the day should use the main entrance.
- Football should be confined to the courts and playground (only whilst wearing trainers). Any damage to windows or other property should be reported immediately.
- Staff car parks are not a social space for pupils or students.
- The Sports Hall can only be used under supervision and for scheduled lessons.

Movement around the Building

- Keep to the left in the corridors and on the stairs.
- Walk when in the buildings.
- When waiting to enter a classroom, quietly queue in single file on the classroom side of the corridor.

Anti-Bullying Policy

Our school's anti-bullying policy states that:

Physical, verbal, psychological (including sexual or racial) harassment of any member of the school community is not acceptable at Archbishop Tenison's School.

It is the responsibility of every member of the school to prevent bullying and/or racial harassment happening and to take action if an incident occurs.

At Archbishop Tenison's School, we will:

- Deal immediately with reports of bullying and/or racial harassment
- Enable pupils to work in a safe and happy environment
- Endeavour to allow pupils to realise their education potential free from negative peer pressure.

If any pupil is a victim of bullying and/or racial abuse or sees other pupils being bullied or abused they should tell a member of staff immediately.

Archbishop Tenison's does not tolerate bullies!

Routine Matters

The School Day

The school building opens to Year 7 pupils at 8.10am and 8.20am for Year 8-11 pupils, except for pupils wishing to buy a healthy breakfast*, when they are allowed to enter the school from 7.45am. School finishes at 3.00pm for Year 7 pupils and 3.10pm on most days for Years 8-11. Unless pupils are taking part in a supervised activity, they are expected to leave the school site by 3.30pm.

One morning per week one year group will go to St Matthew's Church for Assembly. The pupils do not come into School first on that day but report to Church, where they are registered by their Form Tutors.

Timings of the School Day For Year 7

8.20am	***School day starts for the Year Group at St Matthew's Church.*** **Wednesday - Year 7**
8.20 am	Registration and Tutor Time / Assembly
9.00 am	Lesson 1
9.50 am	Lesson 2
10.40 am	Morning Break
11.05 am	Lesson 3
11.55 am	Lesson 4
12.45pm	Lunch (Years 7–9)
1.30pm	Lesson 5b
1.30pm	Lunch (Years 10–13) Toilets: West – Y10 East - Y11
2.15 pm	Lesson 6
3.00 pm	End of the school day (Y7)

Timings of the School Day For Years 8-11

8.20am	***School day starts for the Year Group at St Matthew's Church that day:*** Monday Year 8 Tuesday Year 11 Wednesday Year 7 Thursday Year 10 Friday Year 9
8.30 am	Registration and Tutor Time / Assembly
9.00 am	Lesson 1
9.50 am	Lesson 2
10.40 am	Morning Break
11.05 am	Lesson 3
11.55 am	Lesson 4
12.45pm	Lesson 5A (Years 10-13)
12.45pm	Lunch (Years 7–9)
1.30pm	Lesson 5B (Years 7-9)
1.30pm	Lunch (Years 10–13)
2.15 pm	Lesson 6
3.00 pm	Afternoon Registration and Tutor Time End of the day for the year group who began at St Matthew's Church (Apart from Tuesday when the school day ends at 3pm – no Tutor Time)
3.10pm	End of the school day unless attending a Twilight lesson.

Porridge is made available for pupils free of charge each day. Other healthy breakfast items are available to purchase via ParentPay.

Please note that the information contained in this booklet reflects the school's usual routines. Some routines and timings may be subject to change.

Appearance, Behaviour and Courtesy

School uniform requirements are listed in this booklet and the school dress code can also be found in the front of the student planner. Parents/carers are asked to help the school maintain high standards of dress and appearance. In order to keep the standard high, we want it to be clear that we will insist on any pupil not in uniform being sent home to collect their uniform or being sent to the supervision room. Parents/carers are contacted to be given the opportunity to bring in the necessary uniform, or purchase a replacement tie via ParentPay, or give consent for the pupil to return home to collect the uniform item(s).

Communication with the School – School Gateway and Contact Details

In order that parents/carers can be contacted, it is essential that you provide the school with up to date contact details for at least two parents/carers, including daytime, home and mobile telephone numbers, email and home addresses. If **any** of your contact details **change** you should notify the school immediately via School Gateway (Please also refer to the information in this booklet about School Gateway).

This is particularly important in the event of your child feeling seriously unwell or having an accident in school when we would need to contact you as a matter of urgency.

Contacting your child during the school day and forgotten items

Except in an emergency, please do not telephone the school to leave a message for your child; locating pupils during the school day in a community of nearly 800 can be very time-consuming and can disrupt classes. We also ask parents/carers to refrain from dropping in forgotten items unless there is really no alternative.

Information Evenings

There will be an Information Evening held for each year group in the first few weeks of the school year. This evening will share key information about the new year and events in the school calendar. We ask that a parent/carer from each family attends this evening.

The School Year and Term Time Absence

Term Dates for 2023/24 are detailed in this booklet and are also available to view on the school website.

In September 2013, the Department for Education (DfE) tightened guidelines to schools, and it is no longer possible for Headteachers to authorise absence during term time. If an exceptional situation arises parents/carers should write to Mr Parrish, Headteacher to seek permission ***in advance*** of the requested absence. Medical/other appointments should, where possible, be arranged either end of the school day.

Signing Out of School

If your child needs to sign out of school for any reason, parents/carers should report the absence **via School Gateway** and, where applicable, include time of leaving and returning to school. Before leaving school pupils must sign out at reception collecting a pass. If they return before the end of the day, they must sign in again.

No pupil may leave the school premises without the express permission of their Year Head, the Deputy Headteacher or the Headteacher.

Off-Site Activities

Occasionally, staff will have the opportunity to involve pupils in off-site activities such as a visit to a local primary school or a local business, site or facility. Where these take place within the school day and have no cost implications, we are asking for your general consent so that we do not need to issue and collect permission forms each time. This avoids a lot of unnecessary administration and cost. Moreover, it avoids the problem of pupils not returning the form and missing out on a visit.

In addition to this, we would ask that for sporting events (matches etc.) you give your general consent for in and after school participation including those off-site, which may involve travelling in the school minibus.

Medical Matters

Medical Conditions/Illness

Any pupil feeling unwell during the day should report to Reception. They should **not** contact parents/carers before reporting.

If your child is unwell or needs to attend a medical appointment and is unable to attend school, please report the absence via School Gateway as early as possible on each day of absence, preferably between 8.00am and 8.30am.

Parents/Carers are required to inform the school if their child has any medical condition which may impinge in any way on their schooling. Any notifiable illness, such as chickenpox, should be reported as soon as possible. All information will be held in confidence, except where staff need to know in order to safeguard your child's interests.

Medicines in School

If a pupil needs to take medication during school hours, the medication should be named and accompanied by a letter from a parent/carer giving instructions of the required dose. As required, pupils must take their medication in the Medical Room. Medication taken daily, including antibiotics etc should be administered at home.

In the case of pupils with special needs or who require continuous medical treatment, would parents/carers please write to the Head of Year.

Asthma Inhalers and AAI Pens

Asthma inhalers and AAI's/EpiPens must be carried at all times by any pupil requiring their use and should be named.

A further supply should be left at the school office. Parents/carers should be aware of expiry dates.
Please also ensure that you complete and return the permission forms for emergency use of Inhalers and AAI Pens.

‘School Gateway’ Communication System
Communication from School to Parents and Carers

The school uses **‘School Gateway’** to communicate information to parents and carers. It is a quick and cost effective way of communication. Please ensure that you download **‘School Gateway’** to your smartphone (Android or IPhone) or tablet. Using the **‘School Gateway’** app will ensure that you receive all communication from school. It is free of charge and quick and simple to use. In addition, you will be able to reply to messages. To register/login, the school must have your current email address and mobile number **must be correct** for you to be able to use the **School Gateway app**. Therefore, please ensure that you update the school with any changes when they occur.

You can also log in via the ‘School Gateway’ website: https://login.schoolgateway.com/0/auth/login.
You can view your child’s up-to-date timetable, reports, achievements and behaviour incidents. This will give you the chance to quickly celebrate successes and respond to behaviour. All letters and Newsletters are communicated via this method of communication. Being able to view your child’s timetable will also enable you to know what lessons your child has and if they require any specific equipment i.e. sports kit, instruments or ingredients.

Absences will automatically be reported to parents and carers via **‘School Gateway’**. Parents and carers can reply with a reason for absence via the app on your phone, tablet or website.

We would like **all parents and carers** to use **‘School Gateway’** to receive information from school. Therefore, please ensure that you register with **‘School Gateway’**. You **must** use the same **email address and mobile number** that you have provided to the school on the Pupil Information Form. **Please note:** if both parents or carers share the same email address only one parent/carer will be able to register with ‘School Gateway’. You will need to update the school office with a different email address for the other parent/carer if they wish to register and receive/send information.

Once you have registered, a four-digit PIN will be sent to the mobile number which you registered to the app. **PLEASE KEEP THIS PIN IN A SAFE PLACE**, you may need to again at a later time to log in.

If you have any questions or need guidance using the **‘School Gateway’ app** please contact the school’s main office on Tel. 020 8688 4014.

School Meals and ParentPay

Archbishop Tenison's operates a "cashless" system for paying for school meals; no cash is accepted in the school canteen. Cashless catering operates by using a fob, which is linked to a photograph of each student. The first fob is provided free of charge, with any replacement fobs charged at £3 (deducted from your child's dinner account), therefore please ensure that the fob is safely placed on a keyring.

ParentPay is used for topping up dinner accounts **www.parentpay.com** and you will be given a letter containing log-in and password details before your child starts at the school.

The top-ups usually happen within an hour if done online, however, if you pay with cash at a PayPoint outlet with a barcoded letter, this will usually take two days to reflect on your account.

Students who wish to purchase food at school should always ensure that there are sufficient funds on ParentPay.

The ParentPay system is also used for payment of school trips, books, subscriptions, revision guides, and any other items that need to be paid for.

If you have any queries, please contact the Finance Office at cashlessinfo@archten.croydon.sch.uk or telephone the school to discuss the matter.

Free School Meals

If your child is entitled to Free School Meals, the system works in the same way. The amount allocated for the meal will be entered into the system at midday each day and may be accessed at **lunchtime only.** It cannot be used for breakfast or morning break. If the amount is not spent, it is removed after the lunch period. If your child wishes to spend more than the allocated amount you will need to put money onto the account via ParentPay for this purpose.

All pupils entitled to Free School Meals should exercise their right to have them. If you are entitled to Free School Meals or would like to check if you are, please complete the Free School Meals form and return it to the school or email it to: **cashlessinfo@archten.croydon.sch.uk**

Archbishop Tenison's school meals are provided by:

Independent Catering Company

Further information and menu samples can be found on the school website and at:

www.independentcatering.co.uk

Homework

Research has shown that a carefully developed programme of homework can add the equivalent of a year's education over the five-year period from Year 7 to Year 11, thus enabling the curriculum offered by the school to be broader and the level achieved higher than would otherwise be the case.

Homework is central to the school's aim of 'academic excellence' and we feel that it helps pupils and students to establish good routines as well as giving them the capacity to work independently through their time at Archbishop Tenison's and beyond. The nature of the homework may vary from subject to subject and from week to week. At Archbishop Tenison's we set homework to:·

- Foster the ability to work independently.·
- Help pupils reflect on, and consolidate, what they have learned
- Move their learning beyond the confines of the classroom.

At Tenison's we believe that homework should involve a partnership between the parents/carers and the school. All homework is set in the Assignments area of our online platform MSTeams, which shows the details of each piece of homework set for a class by each individual teacher. Parents/carers are also expected to monitor their children's undertaking of homework, since they can best tell how long is being spent on the task. If they believe their child has not produced an adequate piece of work, it is quite acceptable for them to encourage him or her to redo it. Pupils are able to complete their work via MSTeams or on paper to the relevant teacher. Should there be any questions about the homework when pupils are not in school or not able to find their teacher, pupils are able to contact each teacher via their specific class MSTeam and parents are able to email staff should they feel it necessary.

Supporting Your Child's Homework

One of the most positive effects on young people's progress happens through the engagement of parents and carers in their child's learning. For this reason, we have subscribed to the Satchel:One learning platform. This platform aims to remove any previous barriers there may have been for parents and carers accessing and understanding what homework and independent study should be completed at home. We have spent some time exploring other homework related apps and are hopeful that by using the Satchel:One learning platform you will feel more informed and involved in your child's learning.

The Satchel:One app copies homework information from the Assignments area of Teams and shares it with parents and carers via the Satchel:One app meaning that parents are able to view all of the details, deadlines and attachments that have been allocated by each teacher. Pupils should continue to access their homework tasks via MSTeams.

Homework allocation

The time allocated for completing homework may vary. Sometimes it may be the traditional half hour task for the next day; sometimes it may be a longer assignment involving research and writing up, to be undertaken over one or two or more weeks.

Currently, each homework task in Year 7 is either 30 or 45 minutes in length and this increases slightly as pupils progress through Keystage 3. In Years 10 and 11, pupils can expect at least an hour's homework per week in each subject.

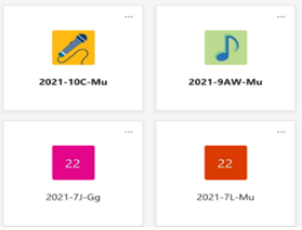
At the beginning of each school year a homework timetable is published and this timetable suggests when pupils and students should **complete** homework for each subject and the maximum amount of time they should spend on each subject. For those pupils who fail to complete homework without an acceptable reason, there is inevitably a sanction, usually a class teacher detention in the first instance. If homework is persistently not handed in, parents will be kept informed and in some cases, pupils will be put on Homework Report.

Office 365 Microsoft Teams – Useful Information

On admission to the school, pupils will be provided with their individual login details for Office 365 and will be given their Satchel:One login details and information.

It is really important that pupils know h9ow to log on to Office 365 in the correct way from any device.
Here is a link to a video which explains how to do this: https://www.loom.com/share/afeefd50b7e24e81bfcc7d7833395a2d

Codes on Teams



All Teams class codes start with the year relating to the start of the academic year followed by the Tenison's class code and then the subject abbreviation. For clarity, a list of the subject abbreviations are listed here:

Code	Description	Code	Description
Ar	Art	**Jl**	Junior Sports leaders
Bh	BTEC Health and Social C	**Jo**	Home Cooking Skills
Bi	Biology	**Le**	Leadership
Bs	Business St	**Ll**	Learning to learn
Cc	Classic Civilisation	**Lt**	Latin
Ch	Chemistry	**Ma**	Mathematics
Cs	Computer Science	**Mp**	Music Practitioners
Cy	Community	**Mu**	Music
Da	Dance	**Pe**	P.E.
De	German	**Pg**	Photography
Dr	Drama	**Ph**	Physics
Ec	Economics	**Po**	Political Studies
Ed	Duke Of Edinburgh	**Pr**	Product Design
El	English Literature	**Ps**	PSD
En	English	**Py**	Psychology
Ep	Extended project qualification	**Rg**	Registration
Fm	Further Maths	**Rs**	Religious Studies
Fn	Food and Nutrition	**Sc**	Science
Fr	French	**So**	Sociology
Fs	Film Studies	**Ss**	Study Sup
Gg	Geography	**Su**	Supervised Study
Gp	Graphics	**Th**	Theatre Studies
Hi	History	**Tp**	Tutor Period
Il	Italian	**Tr**	Leisure, Travel & Tourism
Is	Independent Study	**Ty**	Theology

School Pastoral System

Even though Archbishop Tenison's is a comparatively small school, it may be bigger than the primary schools from which its pupils come. Moreover, in the primary school the pupils will have spent most of their time with one teacher, whereas at Tenison's they will have a different teacher for each subject.

Tutor Groups

In order to provide the pupils with stability and their parents/carers with a point of contact for day-to-day matters, each pupil is placed in a tutor group with a form tutor, who is responsible for the pupils' academic and social well-being. Each tutor group meets twice a day for registration and has at least two longer sessions each week. The team of tutors in each of the years is led by a Head of Year, who deals with more serious matters which may arise involving the pupils. Where necessary the Heads of Year will consult with subject teachers, Heads of Department, Senior Pastoral Leads, the Deputy Headteacher and the Headteacher.

The House System

On entering the school, each pupil is assigned to one of five Houses – Becket, Fisher, Temple, Ramsey and Wood, named after former Archbishops of Canterbury and Bishop of Croydon, Bishop Wilfred Wood.
The school tie identifies each House.

Within the House system, there are a number of Inter-House activities and competitions throughout the year. In sport, every member of the House takes part in all the matches and so contributes to the success of the House.

Each Tutor Group elects its own House Captains, Games Captains and School Council Representative. These pupils are responsible for organising teams and activities within the Tutor Group.

At the end of Year 10 the school appoints whole school House Captains and Games Captains who stay in office until the end of Year 11. They award House certificates to the lower school each term and also help to run the School Council.

Student Leaders and House Captains

Each year the Headteacher appoints a Head Boy and Head Girl, together with their Deputies. These are supported by a team of Student Leaders drawn from the Sixth Form and House Captains. They play an important part in ensuring the smooth running of the school, and their role is seen as essentially being one of service to the school. It gives those who are appointed the opportunity to experience leadership and to exercise responsibility. Student Leaders and House Captains are seen by younger pupils as 'role models' on whom they should base their behaviour. Members of Year 12 are mentors to lower school forms.

Activities

Pupils are encouraged to become involved in a wide range of activities outside the classroom both at lunchtime and after school. They include Christian Union, football, rugby, netball, athletics, music, chess, debating and the Duke of Edinburgh Award.

Rewards and Sanctions

Good behaviour, outstanding effort and good quality work will be recognised. Staff can inform parents/carers of positive work and behaviour by writing appropriate comments in your child's planner.

The school's reward system means that pupils may be praised verbally, awarded House points, merits or a letter of commendation may be sent home. At the end of each term certificates are awarded to pupils for good work (Commendations, Headteacher's Commendations, Governors' Commendations).

In addition, at the end of each school year, certificates and prizes are given to pupils who have done particularly well, and these are awarded at presentation events, to which parents/carers are invited.

The general discipline of the school centres on the order needed for the school to run smoothly and on showing consideration for other members of the school community. Rules are based on common sense. A high standard of behaviour and courtesy is expected from pupils at all times. Pupils represent the whole school when travelling to and from school and whenever they are in school uniform.

The principal sanctions are formal notes, detention, demerits and placing a pupil "On Report" and/or in the Supervision Room when work and behaviour are monitored daily. Parents/carers are involved at an early stage when problems arise.

Occasionally a pupil will have to be suspended temporarily for a particular misdemeanour. After this parents/carers are invited in to the school to discuss the matter with the Headteacher or Deputy Headteacher at a re-integration interview, prior to a return. In extreme cases a pupil may have to be moved to another school by arrangement or permanently excluded.

Reports

Throughout the school year you will receive information on how your child is progressing and learning. This will either be in the form of a progress check or full report. The progress check is a summary report informing how the pupil is performing against their targets and also reporting on their learning behaviours. The full report, issued once a year, is a more detailed report on the pupil's achievement and targets in every subject alongside the grade summaries. There are annual parents' evenings for each year group so that parents/carers can discuss their child's work and progress with individual teachers. All parents/carers are expected to attend if at all possible.

Additional Educational Needs at Archbishop Tenison's School

Identification and Assessment

Information to identify and assess pupils with SEN, to include social, emotional, and mental health, will be obtained from the previous school as soon as possible after a pupil has accepted a place. This will include any relevant test results, e.g. SATS.

Year 7 pupils with identified SEND are given a baseline literacy assessment test (Lucid Exact) which gives us a clear and precise profile of our pupil's reading comprehension, reading speed, spelling, handwriting, and typing skills.

Subject teachers will refer a pupil to the SEN Department when he or she:-

- is not gaining access to the curriculum through normal differentiated teaching strategies and/or seems to be having problems;
- is having significantly greater difficulty in learning than the majority of children of the same age and is not making adequate progress and/or
- presents persistent emotional and/or behavioural difficulties.

As a result, the SEN team will consider the need, complete the appropriate assessment and after consultation with subject teachers/pastoral staff, individual targets will be set and key strategies suggested. The pupil and parent will also be consulted at this point and it is important to see the support as a partnership between home and school. Other subject teachers will be kept informed so that they will have regard to the information in their planning and teaching of lessons.

Provision for SEN within Archbishop Tenison's

For the most part pupils will be provided for within the normal school system by access to quality first teaching, the help of Learning Support Assistants, or Support Teacher as appropriate. Those pupils at Key Stage 3 who have been identified as having significant and long-term literacy or numeracy weaknesses are offered Literacy or Numeracy Study Support Sessions with an SEN teacher to replace one or two Modern Foreign Language sessions. There is also a computer based literacy programme offered during tutor time in the mornings and a range of interventions available for students with ASD and speech and language communication needs and social, emotional and mental health needs.

Record Keeping

Information about pupils' SEN will be stored on Edukey and filed in the school's SEN files, stored in the office of the SENCO, and made available to other staff as appropriate. Progress is monitored, tracked and reviewed termly.

Support

The school may be supported by a variety of external agencies and services including; the School Chaplain, Educational Psychologist, Mental Health Schools Team, SEN Locality, Child Adolescent Mental Health Service, Speech and Occupational Therapy, Visual Impairment Services, Social Care, Parents in Partnership, Hearing Support Unit and Early Help service.

Resources

The SENCO has oversight of all aspects of special educational needs provision and works closely with the Learning Support, Senior Leadership and Pastoral Teams. The school currently employs 10 Learning Support Assistants and one full-time specialist teacher for SEN. The SEN classroom is used for individual support programmes.

Gifted and Talented

Archbishop Tenison's School is a Christian community where every individual is valued and where we try to promote the learning and development of all our students so that their gifts and talents may be realised. Our aim is that every pupil at Tenison's should have access to a broad, balanced, and relevant curriculum and to foster a learning environment that enables all students to reach their full potential.

We aspire to improve the school life of Gifted and Talented students and to recognise their diversity and reward their achievements. The Gifted and Talented Programme aims to inspire and enthuse students with a passion for learning through workshops, trips, opportunities and experiences.

We offer pupils extra revision support and help if they need it and support for parents if they do not know how to help their children achieve their full potential.

Relationship and Sex Education (RSE)

Relationship and Sex Education (RSE) builds on Relationships and Health Education taught at primary school and extends to include aspects of sex education set out in statutory guidance. There is a parental right to request withdrawal from the sex education component of this subject. There is no right to withdrawal from other parts of secondary Relationships Education, nor from Health Education, nor from any part of the Science curriculum. Health Education refers to the wider aspects of the physical, mental and sexual health of an adolescent. This includes the physical changes, avoidance of unhealthy lifestyles and substances, adoption of healthy hobbies and physical activities and also personal hygiene regimes. Basic first aid, self-care and knowledge of screening and self-examination are also covered. The RSE policy reflects the vision and aims of Archbishop Tenison's School which understands that RSE is lifelong learning about physical, sexual, moral and emotional development set in a Christian context which appreciates the values of each human person as made in the image and likeness of God.

Careers Education and Guidance

There are taught lessons, opportunities for individual interviews, work experience and access to the careers library.

Religious Education

The teaching is in accordance with that of the Church of England and is based on the Southwark Diocesan scheme and the Croydon agreed syllabus. Pupils also learn about other major world religions. All pupils take the GCSE for which they study Mark's Gospel, Christianity and one other world religion in depth, as well as a range of contemporary moral issues.

In the Sixth Form, there are themed away-days as well as the opportunity to study A Level Theology, Philosophy and Ethics.

Assemblies and Church Services

Each year begins and each term ends with a service at St. Matthew's Church, where we also hold inter-denominational Communion Services once a year for each year group. Parents/carers are warmly invited to our Carol Service and Founder's Day Services. Our Chaplain is the Vicar of St. Matthew's. Assemblies in school are held daily and are predominantly Christian, in keeping with the school's foundation. Parents/carers have the right to withdraw their child from Religious Studies and collective worship.

One morning per week one year group will go to St Matthew's Church for Assembly. The pupils do not come into School first on that day but report to Church, where they are registered by their Form Tutors. The Service commences at 8.30am after which they return to school for Lesson 1 at 9.00am.

Charging and Remissions Policy

A copy of the school's detailed policy is available at the school, as is that of the Local Education Authority. The following is a summary of those documents:

Key Stage 3 – Technology (Food and Nutrition/Product Design)

In order to enable all pupils to have the opportunity to participate in all practical lessons, ingredients for Food lessons are ordered centrally. The cost requested is advised to parents/carers annually, in advance and contributes towards the cost of materials used in other areas of Technology.

Lockers

Lockers are not allocated to pupils in school.

Visits

For visits arranged during school time, parents will be asked to make a voluntary contribution towards the cost of the visit. In the event of there being insufficient voluntary contributions to cover the cost of the visit, it will not take place. For visits arranged out of school time, parents will be expected to pay for their children's participation. In cases of genuine hardship, the Governors will be sympathetic, and parents should discuss the matter with the Headteacher, who has access to a trust that provides help in such cases.

Individual Music Tuition

We have a team of visiting music teachers that offer instrumental lessons for either 30 or 20 minute weekly sessions. It is essential that pupils have access to their own instrument.

Because of the large number of pupils who have individual music lessons, the Governors have to charge for them. Further details regarding lessons available and charges will be made available in the Summer Term.

In cases of genuine hardship, the Governors are prepared to assist parents/carers. Application for a bursary should be made in writing to the Headteacher. If your child receives free school meals please collect a form from the Head of Music as they may qualify for a scholarship.

If you are interested in signing up for these lessons, please complete and return the relevant form to the Head of Music.

Privacy Notice - Use of your Child's Personal Data

Under Data Protection Law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**. We, Archbishop Tenison's CE High School, are the 'data controller' for the purposes of Data Protection law. You may contact our Data Protection Officer via "Contact us" (below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention policy sets out how long we keep information about pupils. This policy is available on our school website.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection Law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulators (e.g. Ofsted)*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Croydon LA Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Croydon Council by emailing the school at admissions@archten.croydon.sch.uk. This right is transferred to the child once he/she reaches the age of 16.

For more information about services for young people go to:

Http://www.croydon.gov.uk/education/adult/participation/age

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection Law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the School.

Other rights

Under Data Protection Law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection Regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to:
  Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our the school who will put you in contact with the Data Protection Officer.

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

ICT Services

Acceptable Use Policy

Networked resources, including Internet access, are potentially available to pupils and staff in the school. All users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access; monitoring and or retrospective investigation of the users use of services, and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

These networked resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. Any expression of a personal view about the school matters in any electronic form of communication must be endorsed to that effect. Any use of the network that which would damage the reputation of the school is not allowed.

The school expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of such resources. All computer systems will be regularly monitored to ensure that they are being used responsibly.

Conditions of Use

Personal Responsibility

Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. Users will accept personal responsibility for reporting any misuse of the network to the ICT Services Manager.

Acceptable Use

Users are expected to utilise the network systems in a responsible manner. It is not possible to set hard and fast rules about what is and what is not acceptable but the following list provides some guidelines on the matter:

Network Etiquette and Privacy

Users are expected to abide by the rules of network etiquette. These rules include, but are not limited to, the following:

- Users must login with their own user ID and password, where applicable, and must not share this information with other users. They must also log off after their session has finished.
- Users finding machines logged on under another user's username should log off the machine whether they intend to use it or not.
- Be polite – never send or encourage others to send abusive messages.
- Use appropriate language – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- Do not use language that could be calculated to incite hatred against anyone.
- Privacy – do not reveal any personal information (e.g. home address, telephone number) about yourself or other users. Do not trespass into other users' files or folders.
- Password – do not reveal your password to anyone. If you think someone has learned your password then contact a member of the ICT Services Team.
- Electronic mail – Is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages.
- Disruptions – do not use the network in any way that would disrupt use of the network by others.
- Pupils will not be allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.

- Staff or pupils finding unsuitable websites through the school network should report the web address to the ICT Services Team.
- Do not "pen drives" into the network without having them checked for viruses.
- Do not attempt to visit websites that might be considered inappropriate. (Such sites would include those relating to illegal activity). All sites visited leave evidence on the network, if not on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked by ICT Services.
- It is the responsibility of the User (where appropriate) to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of the Internet/Intranet does not occur.

Unacceptable Use

Examples of unacceptable use include but are not limited to the following:

- Accessing or creating, transmitting, displaying or publishing any material (e.g. images, sounds or data) that is likely to cause offence, inconvenience or needless anxiety.
- Accessing or creating, transmitting or publishing any defamatory material.
- Receiving, sending or publishing material that violates copyright law. This includes through Video Conferencing and Web Broadcasting.
- Receiving, sending or publishing material that violates Data Protection Act or breaching the security this act requires for personal data.
- Transmitting unsolicited material to other users (including those on other networks).
- Unauthorised access to data and resources on the school network system or other systems.
- User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.

Additional guidelines

- Users must comply with the acceptable use policy of any other networks that they access.
- Users must not download software without approval from ICT Services.

Services

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

Network Security

Users are expected to inform ICT Services immediately if a security problem is identified. Do not demonstrate this problem to other users. Users must login with their own user id and password, where applicable, and must not share this information with other users. Users identified as a security risk will be denied access to the network.

Wilful Damage

Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses. The use of software from unauthorised sources is prohibited.

Media Publications

Named images of pupils (e.g. photographs, videos, web broadcasting, TV presentations, web pages etc.) must not be published under any circumstances. Pupils' work will only be published (e.g. photographs, videos, TV presentations, web pages etc.) if parental consent has been given.

ICT Agreement

Your son/daughter will be a school user of the School Network and you will need to agree to follow the school rules on its use. This will include:

- Agreeing to use the network in a responsible way and observe all the restrictions explained by the school.
- Agreeing to report any misuse of the network to ICT Support.
- Agreeing to report any websites that are available on the school Internet that contain inappropriate material to ICT Support.

If my son/daughter does not follow the rules, this may result in loss of access to the Internet as well as other disciplinary action.

As the parent/carer:
You give permission for your child to access networked computer services such as the Internet, e-mail and the schools Virtual Learning Environment, Office 365.

You should understand that:

- Pupils will be held accountable for their own actions.
- Although the school will take reasonable steps to ensure that your child is appropriately supervised, according to age and responsibility, you will not hold the school or LEA responsible for inappropriate material that my child may obtain.
- The school reserves the right to apply monitoring arrangements to any student in relation to network, e-mail and Internet use where misuse is suspected.
- You accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.
- Any misuse of the network should be reported to the school.
- If selected, your child's work may be published on the Internet, including the school website and your child may take part in Internet/video conferencing between the school and another institution.

Photography and Video Image Consent

All pupils/students will automatically be included to have their photographs or video footage taken. This could be for school displays, printed publications, press and publicity items e.g. bus advertisements or posters, the school website and social media applications (including Facebook, Twitter and Instagram).

If you **DO NOT** wish for your child/children's photograph and video to be used**,** please complete the form via this link**:**

https://forms.office.com/Pages/ResponsePage.aspx?id=_53yPdvv2UaM9L2SG-sSKhGrZvok8nROstHPhp9kyOZURDRNVUo4QzBMUjlFWVYyNlNORldTWEdSSi4u

	"I have come that you may have life and have it to the full" ***John 10v10*** **Home School Agreement KS3/4**	**Year of Entry:** **September 2023**

Student Name: **Form:** **Date:**

This agreement confirms a three-way expectation that, although not a covenant, should be adhered to as a condition of being a member of the Archbishop Tenison's C of E School community. Please read through thoroughly before signing and be aware the contents may be referred to in any communication / meeting

As a student, I will:	**As a parent/carer I will:**	**The School will:**
Treat all members of the school community with tolerance, understanding and respect in: • Being kind and polite to all pupils and staff • Not causing distress or hurt to anyone in the school either verbally, physically or through internet sites • Following the requests of a teacher or other member of staff in any educational context whether on the school site or on a school external activity • Treating other people's property with care and respect **Be committed to my education by:** • Participating fully in lessons • Having self-discipline at all times, including when moving around the school, and not acting in any way which will distract others from learning • Bringing my planner, exercise books, basic equipment, and PE kit to lessons • Completing lesson tasks to the best of my ability and handing in all homework on time • Attending all lessons and assemblies on time • Remaining on the school site as required • Doing what I can to stay safe and look after my health • Doing what I can to help and support other members of the school community; speaking up on behalf of others to keep them safe **Being a good ambassador for Archbishop Tenison's C of E School by:** • Wearing the correct uniform as described in the uniform policy • Looking after the school environment, not causing damage, dropping litter, or bringing chewing gum to school • Not wearing headphones or having mobile phones out on site (*we are a no mobile phone site),* abiding by the Mobile Phone Policy • Not bringing illicit substances or weapons of any kind to school • Reading and understanding the school discipline policy and abiding by that and this agreement • Show consideration for others at the bus stop, tram stop, in the Kiosk and showing those in our local community **Consent to the use and sharing of my data as stated in the Archbishop Tenison's data protection privacy notice**	**Treat all members of the school community with tolerance, understanding and respect in:** • Any written or verbal communication with members of staff **Be committed to my child's education by:** • Being responsible for my child's behaviour in school. *(The school is responsible for managing pupils' behaviour; parents and carers must be aware that they also take responsibility for their child's behaviour)* • Contacting my child's subject teacher / Form Tutor / Head of Year whenever necessary *(e.g. any worries, change of address etc)* • Checking the pupil planner weekly • Attending Parents' Evenings • Supporting the school's detention system • Ensuring my child attends school regularly and punctually • Reporting all absences via School Gateway by 8am on each day of absence • Informing school of medical appointments at least the day before via School Gateway • Not taking holidays during term time • Monitoring my child's use of mobile phone and social networking sites • If my child suffers from any medical conditions, providing the school with all relevant information about the condition/s providing up-to-date medication and complying with the school's First Aid policy **Ensure my child is a good ambassador for Archbishop Tenison's C of E School by:** • Ensuring that my child always wears the correct uniform described in the uniform rules with the understanding that they could be sent home if they are incorrectly dressed and without a note. • Reading and understanding the school discipline policy and supporting the school in the implementation of it and the school rules • Giving permission for my child to be photographed whilst involved in school activities *(for the display purposes only)* **Consent to the use and sharing of my child's data as stated in the Archbishop Tenison's data protection privacy notice**	**Treat all members of the school community with generosity, understanding and respect in:** • Any written or verbal communication with pupils, parents, and carers **Be committed to your child's education by:** • Providing a broad and balanced curriculum and extra-curricular activities suitable for all academic levels, which develops moral and spiritual values • Providing a daily act of worship • Ensuring that all lessons are of a high standard • Ensuring that homework will be set and marked regularly • Ensuring a high standard of pastoral care whilst in the confines of the school or on an educational visit • Ensuring that parents and carers are informed of any issues through the yearly and termly reporting system and standard disciplinary procedures *(see Discipline Policy)* • Ensuring that teachers continue to be developed professionally in the area of teaching and learning • Providing first aid and support for pupils with Healthcare Plans
Student signature:	**Parent/Carer signature:**	**SLT signature:**

2023-2024 Term Dates

Start of Autumn Term 2023	***Wednesday 30th and Thursday 31st August (staff only)*** **Friday 1st September (Pupils and Students)**
End of First Half Term	Friday 20th October
Half Term Holiday	*Monday 23rd October – Wednesday 1st November* ***(staff only)*** Monday 23rd October – Friday 3rd November **(Pupils and students)**
Start of 2nd Half of Autumn Term	***Thursday 2nd and 3rd November (staff only)*** **Monday 6th November (Pupils and students)**
End of Autumn Term	Thursday 21st December
Christmas Holiday	*Friday 22nd December – Thursday 4th January* ***(staff only)*** Friday 22nd December – Friday 5th January 2023 **(Pupils and students)**
Start of Spring Term 2024	***Friday 5th January (staff only)*** **Monday 8th January (Pupils and students)**
End of first half Spring Term	Friday 9th February
Half Term Holiday	*Monday 12th February to Friday 16th February*
Start of 2nd Half of Spring Term	**Monday 19th February**
End of second half Spring Term	Thursday 28th March
Easter Holiday	Friday, 29th March to Tuesday 9th April
Start of Summer Term	**Wednesday 10th April**
Founders Day	Friday 3rd May
May Bank Holiday	Monday 6th May
End of first half Summer Term	Friday 24th May
Half Term Holiday	Monday 27th May to Friday 31st May (Spring Bank Holiday 27th May)
Start of 2nd Half of Summer Term	**Monday 3th June**
End of Summer Term	Friday 19th July
Start of Autumn Term 2024	*Monday 2nd and Tuesday 3rd September 2024* ***(Staff Only - 2 Staff development days)*** **Wednesday 4th September (Pupils and students)**

Please refer to the school website for further information about the school at:
www.archten.croydon.sch.uk

School email: reception@archten.croydon.sch.uk
School Gateway: www.schoolgateway.com
ParentPay Queries: cashlessinfo@archten.croydon.sch.uk
Private and Confidential Email: PAtoheadteacher@archten.croydon.sch.uk

Archbishop Tenison's Church of England High School
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Please note that the information contained in this booklet is correct at the time of publication, but may be subject to change.