

'A leading creative community; an enduring love of learning'

TIFFIN SCHOOL SIXTH FORM

HANDBOOK

2009-2010

CONTENTS

Welcome from Head	3
Welcome from Head of Sixth Form.....	4
GENERAL INFORMATION.....	5
AIMS	5
THE CURRICULUM.....	5
SIXTH FORM CONTRACT	5
MONITORING AND ASSESSMENT.....	5
PRIVATE STUDY	5
GAMES.....	5
GENERAL STUDIES	5
ARTS COLLEGE	5
RESPONSIBILITY	5
POSITIONS OF RESPONSIBILITY	6
LUNCHTIME ARRANGEMENTS	6
EMAs.....	6
FREE SCHOOL MEALS.....	6
ILLNESS.....	6
PUPIL ABSENCE AND HOLIDAYS.....	6
CAR PARKING.....	6
MOBILE PHONES.....	7
CLUBS AND SOCIETIES.....	7
SIXTH FORM REPRESENTATIVES' GROUP.....	7
EMPLOYMENT OF PUPILS POLICY.....	7
ISIC AND NUS CARDS.....	7
CODE OF CONDUCT.....	8
GENERAL	8
ATTENDANCE	8
SCHOOL GROUNDS AND BUILDINGS.....	9
CARS, MOTOR CYCLES AND CYCLES.....	9
PERSONAL BELONGINGS.....	9
DRESS AND APPEARANCE REGULATIONS	10
TIFFIN SCHOOL SIXTH FORM CONTRACT	11
KINGSTON SCHOOLS AND KINGSTON COLLEGE WILL EXPECT YOU AS A STUDENT TO:	12
MUSIC LETTER.....	13
MUSIC TUITION AND MUSIC GROUPS	13
THE DEMPSEY CENTRE.....	14
LEARNING RESOURCE CENTRE.....	14
OPENING TIMES	14
TIFFIN NETWORK	16
Re: HOME – SCHOOL COMMUNICATION	16
TIFFIN SCHOOL NETWORK CONTRACT	17
L6 FORMS AND TUTORS.....	18
GAMES VENUES	19
THE SCHOOL DAY	20
TERM AND HOLIDAY DATES	21
STAFF AND DEPARTMENTS 2009 - 2010	22
GENERAL STUDIES AT TIFFIN GIRLS' SCHOOL.....	25
TIFFIN PARENTS' ASSOCIATION (TPA).....	26
WHAT IF?	27
SOME QUESTIONS ANSWERED	27

Welcome from Head

September 2009

Dear Sixth Former

We welcome you to our Sixth Form! I am sure you have made a wise choice and I wish you every success over the next two years. That success should come in the academic subjects you have chosen and in our wide range of activities. Whilst sport, music, Duke of Edinburgh and drama are obvious examples of these activities, there are many other opportunities from bridge to chess; from assisting in your House to Young Enterprise; from helping with a club to being a Form Prefect with Years 7-10, from being an Assistant Prefect to visiting people with disabilities. They are all part of the total education we offer, and contribute to that feeling of personal fulfilment that is so necessary in order to make progress.

In the subjects themselves it is vitally important not to get behind, especially during the Lower Sixth, and we hope our monitoring system will alert you early on to any potential problems. There is no doubt that the work is much more demanding than GCSE. Our research with past pupils reveal that they want me to emphasise in this letter what a large intellectual jump there is from GCSE to AS and A2s and how this must be addressed fully in the early part of the Lower Sixth. Getting the most from the Sixth Form requires a mature and responsible approach, and as part of that we ask you to sign, and adhere to, a contract, laying down our expectations of Sixth Form students.

Along the way, your progress will be closely monitored by your form and subject tutors. The new Dempsey Centre provides you with excellent lecture and study facilities, both of which will help in your preparations for A Levels.

I am confident that you will achieve a productive balance between academic work and the wider opportunities available whilst in the Sixth Form. Finally, I hope that you will enjoy the two years here, both in and out of lessons, and gain the University place of your choice.

Yours sincerely

Hilda Clarke
Headteacher

Welcome from Head of Sixth Form

September 2009

Dear Sixth Former

Welcome to the Tiffin Sixth Form! The next two years will be exciting and important ones for you, and it will help to have the best start you can. This Handbook is intended to make your first few days and weeks in the Sixth Form as smooth as possible, whether you are new to the School or coming up from our Year 11.

The contents of this Handbook are mainly for you, but there are sections which are for your parents. Please show them the whole Handbook. There will be a meeting for them about the Sixth Form on **Monday 21 September at 7.00pm**.

As you may know, the results, both academic and sporting, and other achievements of our Sixth Formers are at a very high level. I hope you will play your part in maintaining them in the coming two years. The purpose of the Sixth Form, after all, is to help you develop yourself to the full. It is about obtaining the best results you can in the AS and A2 exams as a passport to Higher Education or employment, and also about involving yourself fully in various aspects of school life. Games, music, drama, societies, taking responsibility within your House or in the School (perhaps as an Assistant Prefect): all of these will help you develop as an all-round Sixth Former. You may also have similar involvements outside School.

In the second half of the year, we shall begin the process of focusing on Higher Education; in the second half of the Summer Term we will put on a day of Higher Education advice and a University visit. Early in the Upper Sixth you will probably make an application to University (submit a UCAS form) and there will be plenty of advice and guidance on how to do this.

Finally, let me say that the Sixth Form is about work, but also very much to be enjoyed; I wish you every success in the coming two years and look forward to getting to know those of you I have not yet met.

Yours sincerely



M D Gascoigne
Head of Sixth Form

AIMS

Tiffin School aims to create a caring, stimulating and secure environment where you will develop personally, socially and academically.

THE CURRICULUM

Your curriculum will comprise AS and next year A2 courses, General Studies, Games and Tutorial periods. You will also work towards an AS in Critical Thinking, and the European Computer Driving Licence (ECDL), if you do not have an appropriate ICT qualification.

There will be Private Study periods which will include independent learning in each of your subjects and the ECDL, based in the new Learning Resources Centre in the Dempsey Centre.

SIXTH FORM CONTRACT

All Sixth form students will be required to sign and keep to a contract, a copy of which is included with this booklet. As a Sixth Former in the Borough of Kingston you will also be expected to keep to the Borough's Sixth Form contract, a copy of which is elsewhere in this booklet.

MONITORING AND ASSESSMENT

Your progress as you go through the Sixth Form will be monitored at a number of stages. There will be target setting discussions with your tutor, and progress reviews containing grades from your teachers. You will receive a report at the end of Lower Sixth.

In the summer of Lower Sixth you will sit AS exams. If, after the progress reviews, we feel that all is not going as it should be, we may agree with you to do some further progress reviews, to help you set yourself targets. **Moving from Lower into Upper Sixth depends on a satisfactory standard being achieved in the AS exams at the end of Lower Sixth. It will not be possible to repeat a year in the Sixth Form.**

PRIVATE STUDY

When you do not have lessons (as detailed under The Curriculum above) you will have Private Study on your timetable. You are expected to use the Learning Resources Centre (LRC) during these periods. (There is a separate section in this Handbook about the Learning Resources Centre).

GAMES

Games will take place on Wednesday afternoon for all Sixth Formers. Where you will be depends on the choices you make for winter and summer games. (A separate section of this Handbook details the venues for games.) Please read the separate letter on games options.

GENERAL STUDIES

This takes place on Tuesday afternoon in Lower Sixth and is joint with Tiffin Girls' School. This means that you may find yourself in a group that meets at the Girls' School, Richmond Road. Lists will be available on the board in the corridor of the Main School Building. The Head of General Studies is Mr Starbuck; if you have queries, please see him.

ARTS COLLEGE

The school has Performing Arts College status and we would encourage you to involve yourself in its activities in some way during your time in the Sixth Form. This might be performances at school or House level, participating in classes or helping backstage or front of house.

RESPONSIBILITY

As a senior member of the Tiffin community, you are in a position of responsibility. We shall assume that your behaviour and conduct, the example you set to younger boys, the way you relate to others and how you look after property are all of a high standard. The School Code of Conduct and Sixth Form Dress and Appearance Regulations are elsewhere in this booklet; they are part of Sixth Form life and it is your responsibility to keep to them.

POSITIONS OF RESPONSIBILITY

You will have the opportunity to take on a number of positions of responsibility while you are in the Sixth Form. Please do volunteer to be an Assistant Prefect; see Mr Rennie for further details and application forms. It is from Assistant Prefects that Prefects are selected to take office early in the Summer Term of Lower Sixth. The Prefects are then invited to apply for the positions of Head Boy and Deputy Head Boy; interviews are held for these positions.

In addition to School Prefect, forty Form Prefects (who work with forms in Years 7, 8, 9 and 10), and some department Prefects (working with Art, Music, Drama, Maths and ICT) are also appointed during the Summer Term of Lower Sixth to serve for a year.

You will also have plenty of opportunity to take responsibilities in the leadership of your House.

LUNCHTIME ARRANGEMENTS

The Dining Hall provides a self-service cafeteria, which offers a full range of hot and cold meals. You may choose to bring a packed lunch. Sixth Formers are allowed off the site at lunchtime (but not during morning break or private study periods).

EMAs

Any student who has applied for an EMA and received a notice of entitlement should see Mrs Pitts in the Exams Office to register within the first week of the Autumn Term. Students will be required to sign the EMA Contract parts 1 and 2.

FREE SCHOOL MEALS

If your parents are in receipt of Income Support/Job Seeker's Allowance and therefore entitled to free school meals for you, please telephone the School Office. Your entitlement remains confidential.

ILLNESS

If you feel unwell during the day you should report to the Main School Office. Your parents will be contacted if illness necessitates you going home or if an accident has occurred.

PUPIL ABSENCE AND HOLIDAYS

In the event of absence, parents should inform the school as soon as possible. All absences must be covered by a letter from home explaining the reason for absence. The Form Tutor and Head of Sixth Form monitor absences closely.

Where possible dental and medical appointments should be made out of school hours. Requests for such absence in school time should be submitted to the Form Tutor. When leaving School, please sign out in the Main Office.

Parents do have the right to ask for their son's release from school for family holidays but such holidays can be very disruptive to a student's work. All such requests should be submitted to the Head teacher.

CAR PARKING

DRIVING INTO AND PARKING ON THE SCHOOL GROUNDS IS NOT PERMITTED AT THE BEGINNING AND END OF THE SCHOOL DAY. NO SIXTH FORMER IS PERMITTED TO BRING A CAR ON TO THE SITE.

Parents may only park on the School Grounds when attending Open Evenings, music and drama performances, when collecting sick boys from the medical room etc. If attending the School for any other reason parents should sign in at the Main Office.

Please see also the School Code of Conduct elsewhere in this Handbook.

MOBILE PHONES

Mobile phones must be switched off. If a phone goes off or is used whilst in school it will be confiscated. If a parent needs to contact their son in school in an emergency, they should do so via the Main Office

CLUBS AND SOCIETIES

A wide range of activities takes place during lunchtime and/or after school. Many of these are led by Sixth Formers so there is ample opportunity for you to become involved. The choice includes:- Chess, Young Enterprise, Debating, Bridge, Christian Union, Film Club, Photographic Society, Duke of Edinburgh Award Scheme, Computers, Swing Band and Orchestra, Brass Band, Choirs, Oratorio Choir, Model Club, and Art Design, as well as the usual sports.

SIXTH FORM REPRESENTATIVES' GROUP

Each form in the Lower and Upper Sixth will elect a representative for the Reps. Group, which discusses matters of concern to the Sixth Form and School as a whole. Some of the Reps. will in turn serve on the School Council. If you have matters you wish to be discussed, contact your Form Rep., or be one yourself.

EMPLOYMENT OF PUPILS POLICY

Students must not accept employment during the school day or before 5.00pm on schooldays. You should not accept employment for more than the equivalent of 8 hours per week. You are reminded that a minimum of 15 hours per week of study at home is recommended. If you are selected to participate in a School activity, you must avoid employment which clashes with sports fixtures, rehearsals and performances. You are required to attend on the Leavers' Celebration Evening. It is your responsibility to manage your time so that you do not become over-committed. If we have reason to believe that your academic work is suffering because of outside commitments, your tutor or the Head of Sixth Form will discuss this with you. We will also consult your parents where appropriate.

ISIC AND NUS CARDS

Application forms for Proof of Age cards, International Student Identity Cards and NUS cards can be obtained from the Main Office as they become available. They will enable you to obtain discounts in this country and abroad.

The Main School Office can provide letters as proof that you are a Tiffin Sixth Form student.

CODE OF CONDUCT

GENERAL

This Code provides the minimum framework necessary for the School to live, work and play together in harmony, efficiency and safety. Within the framework it is expected that each one of you will conduct yourself with a regard for the feelings and reasonable interests of others.

You are reminded that you must:-

- OBSERVE THE PRINCIPLES OF COMMONSENSE AND COURTESY AT ALL TIMES, WHETHER AT SCHOOL OR ELSEWHERE;
- RESPECT PEOPLE AND PROPERTY;
- MAINTAIN THE GOOD ORDER AND TIDINESS OF THE SCHOOL GROUNDS AND PREMISES;
- TRY TO ENHANCE THE SCHOOL'S REPUTATION AND HELP OTHERS TO DO SO.

This Code applies to you whenever you are wearing school uniform - or are otherwise associated with the School. As you would expect, you are subject to the Law of the Land on the school premises.

- You must wear the prescribed school uniform when travelling to and from School, and at School. This uniform must also be worn when representing the School in matches against other schools. School uniform need not be worn when attending School functions as a spectator, as part of an audience or at other specified occasions. Common sense and discretion in the choice of dress must be exercised on these occasions.
- Beyond the school grounds you should obey the Highway Code. At the bus stop you should form an orderly queue, and on buses and other public transport you should behave courteously.
- Always be prepared to welcome and assist visitors to the School. They should be escorted to the Main Office.
- Food and drink must not be consumed whilst walking about the school buildings or in classrooms.
- Any food or drink purchased in the school Dining Hall must be eaten there.
- On the School premises, or when in school uniform, you are not permitted to smoke, consume alcohol or gamble. Materials intended for these purposes are not to be brought on the premises.
- Chemical or natural substances given the legal title "narcotic substances" are not permitted for use, consumption or sale on the school grounds or school properties at any time of the day or night.
- Detentions – Senior Leadership detentions take place on Fridays in Room 2 between 3.40pm – 4.40pm. Department detentions are arranged by subject teachers and take place both at lunchtimes and after School. At least one day's notice will be given. You will not be excused detention without the permission of the teacher setting the detention, or a letter from your parent/guardian to the Duty Teacher. The third senior leadership detention will be held at the weekend and the sixth leads to exclusion.
- Exclusions will also be used for serious breaches of this Code of Conduct including theft or possession of drugs. In the case of drugs, permanent exclusion will be used for trafficking or repeated use.

ATTENDANCE

- The School day begins at 8.30am. The School Governors are not able to undertake responsibility for your well-being and safety before 8.10am (9.10am on Thursdays).
- You must be punctual at all times. If you arrive late you must explain to your class teacher, who will record you as late. A note or email, sent to your form tutor, is required from parent/guardian to explain any absences or occasions when you miss part of the School day.
- Lunch break is from 12.40pm – 1.50pm. If you are in the 6th Form, you may leave the school grounds during lunch-break. In years 7-11 you must remain on the school site unless a letter from your parent/guardian has been shown to the Director of Learning and, as a result, permission has been granted for you to go out for a specified lunch-break.
- Your attendance is required on Sports Day, Founders' Day and other school events. Your attendance is also required when you are selected to represent the School, or your House, in any activity, and this must take priority over other arrangements.

As a student in the 6th Form, with permission from parent or guardian, you may leave School after your teaching has finished in the afternoon. This is a privilege which may be withdrawn in certain circumstances. You must attend rehearsals or practices, if required.

SCHOOL GROUNDS AND BUILDINGS

The preservation and care of the school grounds, buildings and all property are your responsibility. All damage should be reported immediately to a member of staff.

- Furniture and other fittings must not be removed from rooms or their normal siting for unauthorised use (e.g. as football goal posts).
- You must move from place to place in the School quietly and with care; think of others; take your turn through door-ways; for safety reasons bags should not be carried at shoulder level.
- Some areas of the School have obvious risks associated with them, in particular the stage and balcony of the School Hall, the kitchen and where cars are parked; please keep away from these areas. Laboratories, Computer rooms, Design Technology, Art and store rooms may be entered only when a member of staff is present.
- No games may be played on the path between Elmfield and the Sports Hall.
- No ball games may be played on the School premises before morning school.
- Only 'Air-flow' balls may be used for games in the playground. (These may be purchased from the School Shop).
- Use paths wherever possible in the school grounds, avoiding the use of grass and the school field. The school field is for organised practices and Games only.
- The central staircase in Elmfield is available for emergency use only.

CARS, MOTOR CYCLES AND CYCLES

If you cycle to school:

- Once in the school grounds you must dismount and walk, pushing your cycle.
- Your cycle must be left in the place provided.
- You must not leave cycles on the premises overnight.
- You are not allowed to bring a car or motor cycle onto the school premises. Any pupil found doing so will be fined £10.00.

The School has no insurance to cover loss or theft of bicycles. This must remain the responsibility of the owners.

PERSONAL BELONGINGS

The safeguarding of personal property is your concern.

- You must have all personal belongings clearly marked with your name. You should not bring valuable articles to School. If you require safe-keeping for anything you must deposit it with the teacher i/c the activity at the time. (This action does not change the eventual position held on loss or damage).
- You must not sell or exchange personal property, nor should you be in the possession of property belonging to others.
- Personal audio, audio visual systems and mobile phones may not be used or worn on school premises.
- You must not bring anything to School that is actually or potentially dangerous to others.

No insurance is held by the Governors or Head to cover loss of, or damage to, property brought to School and to all school activities. They accept no responsibility for losses or damage sustained by individuals or School Societies under any circumstances.

This Code of Conduct may be amended from time to time by staff and Governors. Its interpretation is at the discretion of the Head.

You should be familiar with this Code, and you are expected to conform to it whilst a pupil at the School.

Amended and approved by Governors March 2009

DRESS AND APPEARANCE REGULATIONS

All boys are required to abide by these dress and appearance regulations as prescribed by the Governors, whilst in school and whilst travelling to and from school.

The dress code for Sixth Form students is based upon a suit and not the current school uniform. The details are as follow:

Plain dark suit

White or blue shirt

Tiffin school tie or Sixth form tie

Black shoes

Pullovers: If a pullover is to be worn, it must be V-necked and plain.

Outdoor Coats: Plain coloured, preferably dark blue outdoor coat. Coats with large emblems, motifs or writing may not be worn. Outdoor coats are not to be worn on the school premises other than at lunch time and should be stored in lockers or bags. If a scarf is worn it should be of a plain dark colour.

Hair: Exaggerated styles are not permitted. This includes hair shaved below grade 2, dyed or bleached hair, and shaved patterns in hair. Long hair must be tied back. This is not a comprehensive list, and if in doubt, parents and students should consult the school beforehand. Boys may be sent home to have their hair changed if these regulations are breached.

Jewellery: Boys are not permitted to wear jewellery including earrings. Boys are not permitted to wear make-up

Specialist Clothing: Boys riding cycles and motor-cycles to School should conform to safety precautions which recommend the wearing of light-reflecting objects. Cyclists must wear helmets. Boys will be expected to wear the necessary protective equipment and clothing as specified by the various Departmental Heads of practical subjects at the beginning of each academic year.

Games Kit: Games kit required will depend on the choice of winter and summer games. Students will be allocated to their first choice wherever possible, but some options have limited space. PE and Games Kit is available from Tiffin School Shop.

Please note that adherence to the above dress code is at the discretion of the Head of Sixth Form.

ALL CLOTHING MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME

Order forms for name labels available from Tiffin Shop

TIFFIN SCHOOL SIXTH FORM CONTRACT

Name _____

Form _____

The aim of the Sixth Form Contract is to ensure that you achieve your best in your chosen courses and act as a positive role model at Tiffin. This is centred on the Tiffin Vision: *a leading creative community; an enduring love of learning.*

Tiffin School aims to address its vision through the following five aims:

- Social and moral development; high academic achievement; commitment to wider opportunities to achieve; preparation for a lifetime of learning; engagement in innovative approaches to teaching and learning.

Expectations of Sixth Form students

- As a member of a **subject group** I will: take an active and positive role in my learning; work hard to achieve at least my Target Minimum Grades (TMGs); work hard to demonstrate to teachers that I am capable of obtaining grades beyond my TMGs; attend and be punctual for all my lessons; meet all deadlines.
- As a member of a **tutor group** I will: attend and be punctual for all tutorials, form-related activities, General Studies and Critical Thinking sessions; work in the LRC during any study periods that I have before lunch; ensure that my parents call 020 8546 4638 if I am absent from school; embrace the ethos of the school and fully participate in the life of the sixth form and the wider Tiffin community; participate in activities, in and out of school, that will contribute towards my UCAS personal statement.
- As a member of **Tiffin Sixth Form** I will: abide by the Dress Regulation, Code of Conduct and Tiffin Network Contract, as laid out in the Sixth Form Handbook; respect the school environment; set an example to the rest of the school through behaviour, attitude and appearance; be mature and respectful of staff at all times; aim for 100% attendance; take responsibility for my actions; provide teachers with due cause to write positive statements on my UCAS reference.

Consequences

There is a four stage monitoring system in the school to ensure that all students meet the school's expectations:

- Stage 1 The Form Tutor and/or Curriculum Leader, in liaison with the Head of Year and Head of Sixth Form, will contact parents, set and monitor targets for up to six weeks, and enforce a suitable sanction.
- Stage 2 If no progress is shown at stage 1, the Head of Year will contact the parents to discuss the situation and how it may be remedied. The student will be interviewed by the Head of Year, targets will be set and monitored up to six weeks and a suitable sanction will be enforced.
- Stage 3 If no progress is shown at stage 2, the student will be monitored by the Head of Sixth Form for up to six weeks. At this point, procedures will be put in place that may result in the loss of their place at Tiffin.
- Stage 4 If no progress is shown at stage 3, the student is referred to the Headteacher. The Headteacher may choose to monitor the student further, or ask the student to leave the Sixth Form.

Parental Support

To fully support the Sixth Former, parents are expected to attend the parents' consultation afternoon and other parents' evenings; ensure that the student attends lessons and other compulsory sessions; call the school on 020 8546 4638 should their son be absent; take an interest in their son's learning and lifetime of learning skills; encourage their son to participate in Tiffin life and do things that will aid his application to university.

Tiffin School

Students can expect **subject teachers** to provide high quality lessons; mark work and give useful feedback that aids your progress; monitor your attendance and punctuality; inform your tutor and/or Head of Year of any concerns. Students can expect their **form tutor** to monitor your overall progress; discuss this progress with you on a regular basis; provide advice and guidance on a range of issues; provide enrichment activities; guide you with your UCAS application; contact your parents as required. Students can expect the **Sixth Form** to be a stimulating working environment; provide you with support and guidance; monitor your progress; encourage you to be successful in your studies.

I understand the above and agree to abide by its expectations and implementation.

Signed by the student (date)

Signed by the parent (date)

On behalf of Tiffin School (date)

KINGSTON SCHOOLS AND KINGSTON COLLEGE WILL EXPECT YOU AS A STUDENT TO:

- Work to the best of your ability in order to fulfil your potential
- Attend your lessons and registration on time
- Contact your tutor if you are unable to attend and negotiate any planned absence
- Treat other students and staff with respect, setting a good example to the rest of the school
- Respect the school environment
- Discuss your problems with tutors and teachers when appropriate
- Observe the school's policies on anti-smoking and anti-drugs
- Take responsibility for organising and planning your own work
- Realistically assess your own progress in your studies
- Work to agreed targets
- Accept that you can be withdrawn from any course if you fail to attend lessons or keep to coursework deadlines
- Recognise the importance of school security and not invite unauthorised students on to the site
- Arrange holidays and appointments out of school time
- Restrict the frequency and timing of any part-time job so your studies are not affected.

September 2009

Dear Parent,

MUSIC TUITION AND MUSIC GROUPS

I am delighted that your son is joining us in the Sixth Form and hope that he will involve himself in some of the musical activities that go on here.

In particular I would like to bring to your attention the comprehensive range of music instrumental tuition which is available from a specialised staff of 25 teachers on the school premises. All musical instruments are taught in 30 minutes sessions throughout the school day. The school owns a large stock of instruments which the boys can borrow. Cost of tuition varies is currently £14.50 (reviewable each summer) for individual 30 minutes lessons. If you are interested, please contact the Music Secretary – Mrs Rebecca Bevan - for further details.

During his time at Tiffin, your son can join a wide range of musical groups which rehearse at lunchtime and after school. Many of these are nationally and internationally famous. The Oratorio choir is about 250 strong and includes parents, staff and friends, and gives a concert each Autumn Term, with this year's oratorio being the Haydn's Creation, to be performed at the end of November at the Rose Theatre in Kingston. (If you enjoy singing, the first rehearsal for the adult choir is on Tuesday 8 September at 7.30 pm in the School Hall and all are welcome.) The school choir is much smaller and undertakes foreign tours each year, including to New Zealand in February this year; the Boys' Choir performs regularly with the Royal Opera and the main London orchestras.

For the instrumentalists there are many varied groups, including the Thames Youth Orchestra (a community youth orchestra, including members from 12 schools), the brass band, the swing band, the chamber orchestra, the concert band and the second orchestra, and several chamber groups. There are string groups to suit every level of string playing.

I will be speaking to the Sixth Form at the beginning of term, but if you would like further details, please email me at stoyne@tiffin.kingston.sch.uk.

Yours sincerely

Simon Toyne
Director of Music

The Dempsey Centre consists of the Judge Lecture Theatre and Main Learning Resource Centre, the Careers room and a MFL classroom (Room 35).

Learning Resource Centre

Opening Times

Monday, Tuesday Wednesday 8.00 – 4.30
Thursday 9.20 – 4.30

You will find a selection of over 19,000 core textbooks, non-fiction and fiction books linked to the curriculum and interests, reference books, Audio Books, AV equipment, CD's & DVD's. There is also a range of periodicals including back issues and newspapers (some foreign). Many of the periodicals have back issues on the internet; the password is advertised in the LRC.

There is a large ICT area on the first floor/balcony, where students can use computers or just work at a desk. It is to be noted that half of the upstairs computers are available for teachers to book for lessons. The sixth form should sit on the window side of the room to avoid being moved for a lesson. Lessons booked are advertised at the entrance upstairs and at the top of the stairs.

On the ground floor there are laptop points for students to plug in their own to access the Internet or the intranet, provided that their equipment is compatible with the school network (please check with Mr Budgen, Mrs Foden or Mrs Weller before you use them). On the ground floor there are computers with enhanced capability for use with special equipment i.e. scanners and editing equipment. Also on the ground floor there are clear desks for private study.

The resources in the Learning Resource Centre are catalogued on library computer management system called Oliver. There is a dedicated machine only for searching the catalogue on the ground floor.

Both the ground floor and the upper floor/balcony have printers available to students; only the one on the ground floor is colour as well as black and white and both print up to A3. Students will be allocated a number of printing credits per week, colour printing needs to be e-mailed to the library to print, there is a small charge, and there is also a charge for photocopying.

Please note that the LRC is for private study and therefore must be quiet. If you need to discuss anything, please do so outside.

No food or drink is allowed in the whole of the Dempsey Centre (this includes sweets) and chewing gum is forbidden from the building altogether.

All bags should be left outside the Learning Resource Centre on the shelves outside the ground floor (not on the floor please).

The small staircase in the centre of the Learning Resource Centre is for one person only therefore is an "up" only staircase for all students. Resources moved from the ground floor to the first may be left on the shelf at the door for the library staff to return.

If students wish to borrow a resource from the Learning Resource Centre they must take it to the central desk to be allocated to them on the computer system. Resources can be borrowed; some are overnight loan, some for three days and some for three weeks. Anything that is reference does not leave the Learning Resource Centre.

Currently there is no fine system on the general stock but students are expected to return books when agreed; borrowing the resource implies that students have agreed the return date which is marked on the return slip. If students want to keep a resource for more time, they can renew the resource at the desk, they do not necessarily have to have it with them, resources however can only be renewed three times. Reminders are sent via the email, resources not returned will be charged for.

Any resource may be reserved, that are on loan, when the resource becomes available students will be notified by e-mail.

Sixth form students are able to borrow up to 10 items at any time from the LRC above those loaned as text books.

Students may apply to be a pupil librarian to help us run the library, this means that they will get a reference for their UCAS form or when applying for any outside part time employment. Priority is given to the lower sixth students; please see Mrs Foden if you are interested.

Please remember the following

1. No food or drink at all at any time
2. Chewing gum is banned from the entire building
3. Bags are to be left on the shelves outside the ground floor
4. Be considerate to other library users, this is a quiet place to study
5. Personal stereos may only be used but never so that they may disturb anyone else.

If you need any help please do not hesitate to ask Mrs Foden (The Dempsey Centre Manager) or other library staff.

The Judge Lecture Theatre

This area is used for teaching purposes and is booked with LRC or timetabled. The theatre can be divided into two rooms or used as one, seating 180 students.

The Careers Department

This is a separate department from the LRC, the opening hours will be posted on the door.

Tiffin Network - Use of E-Mail and the Internet

Every boy at Tiffin has his own e-Mail address and access to the Internet through the filtered LGFL Internet Service. Students also have access to their school e-mail and work documents via the internet.

We hope that this access enhances learning at the School in all curriculum areas with, for example, access to up to date information and reference materials (eg Met Office satellite shots); virtual field trips (eg to art galleries such as the Louvre); publishing to a global audience (eg pupils' stories read world-wide); communicating and collaborating with other communities (eg school web pages from around the world).

Naturally, with these considerable opportunities also come responsibilities, and we ask every student in the school, as a condition of using the Tiffin Network, to sign our Network Contract. Your son will be required to electronically agree to abide by the Network Contract the first time he logs on each term. If you have any questions about the Tiffin Network, please do not hesitate to contact one of us, or your son's tutor, at the school.

C Henderson (Mrs)
Director of e-Learning

I Budgen (Mr)
Network Manager

Re: Home – School Communication

As you will no doubt be aware sending written information home via pupils can be rather 'hit and miss' with information often going astray or arriving late. As a school we are currently using a service called ParentMail™ which enables us to send out letters direct to parents by e-mail. We hope the result will be that you receive information from the school in a more reliable and efficient manner and that this will help to eliminate the need to trawl through the contents of your son's school bag! You will be able to login to the website to view any messages previously sent.

Please be assured, the service is registered with the Data Protection Registrar and guarantees that all e-mail addresses will be kept completely private. There is also NO advertising associated with the scheme.

If you provide us with an e-mail address you will automatically be registered unless you request not to be in writing.

Please don't hesitate to contact us should you have any questions or problems with this service.

Claire Henderson (Mrs)
Director of e-Learning
chenderson@tiffin.kingston.sch.uk

Tiffin School Network Contract

Failure to follow the rules below may result in your access to the school network being withdrawn, either fully or partially for a period of time. The school reserves the right to withdraw your access entirely if necessary to keep safe all users of the network.

- Use only your own logon ID to log on to the system. Never log on to the system under any log on ID other than the one you are given.
- Do not let anyone else know your password. If you feel that your password is known by others you should change it immediately.
- You should ensure that your password is as secure as possible by making it difficult for others to guess (using numbers and letters) and by changing it regularly (e.g. at the start of each half term). **All activity within your account, including e-mail, is your responsibility.**
- Never leave your computer unattended when you are logged on and always ensure you are fully logged off when you finish using a computer.
- You may use all the packages you can see on the menus which are presented to you. Being, or attempting to be, anywhere else in the system by whatever route is considered 'hacking' which is not allowed and illegal.
- You must not try to configure or change any settings on the School computers or attempt to bypass or defeat any School or Network security controls.
- Never touch the cables or plugs going to and from the computer or the computer connection to the network sockets. Inform a member of staff if a computer does not work – **do not attempt to fix it yourself.**
- When transferring work to and from the school network it is your responsibility to ensure that you have up-to-date virus protection so that no viruses may transfer to the network.
- Respect the expensive equipment and never try to dismantle any part of the computer – this includes mice, keyboards etc. This is viewed as vandalism, and any vandalism – graffiti on machines, damage to keyboards or mice will be punished.
- All computer equipment is provided to support your learning and should not be used for games, chat, instant messaging or any other activities not related to school work without express permission from a member of staff.
- You may download text and/or images from the Internet to help you with your work, provided they are not protected by copyright. However, you must always acknowledge where you got the information from, and never try to pass the work off as your own.
- You must not attempt to send, access or display racist, pornographic, criminal or other offensive or inappropriate material. This includes obscene or offensive language.
- You are not allowed to send junk or spam e-mails. Any e-mail sent to a group of people without permission is considered spam. Any e-mail found to be sent that harasses, insults or attacks others is considered to be bullying and will be treated as such.
- You must check your e-mail regularly, deleting all unneeded messages and ensuring that your mailbox does not get full.
- You are not allowed to use the school resources to subscribe to any goods or services, nor buy or sell using the internet.

Home Access: <https://home.tiffin.kingston.sch.uk>

L6 FORMS AND TUTORS

Mr M D Gascoigne, BA **Head of Sixth Form**

Mr D E Starbuck, MA Year 12 Director

Form	Tutor	Room
L6CL	Ms C Cornell	29
L6FD	Dr F Dilke	57
L6IL	Mr I Langrish	14
L6KR	Mrs K Ross	15
L6ML	Mr M Liddy	71
L6NF	Miss N Fenning	27
L6NS	Mr N Skerten	52
L6PB	Mr P Bridges	76
L6OC	Miss O Chizova	6

GAMES VENUES

RUGBY	Grists Ground, Summer Road, East Molesey
TENNIS	New Malden Tennis Club, Somerset Close, New Malden
ROWING	The Boat House, Lower Ham Road, Kingston
CROSS-COUNTRY	Meet in the foyer of the School Sports Centre or as per fixture list on Cross-Country notice board
BADMINTON	Sports Centre
TABLE-TENNIS	Upper Room, Sports Centre
DANCE	Upper Room, Sports Centre
HOCKEY	Tiffin Girls School, Richmond Road, Kingston
SUMMER ONLY	
CRICKET	Grists Ground
ATHLETICS	Kingsmeadow, Kingston Road, Kingston

GETTING TO GRISTS GROUND BY BUS

111	Kingston, Hampton Court, Hanworth
216	Kingston, Hampton Court, Staines
411	Kingston, Hampton Court, West Molesey
451	Kingston, Hampton Court, Staines
461	Kingston, Hampton Court, Woking
726	Kingston, Hampton Court, Heathrow Airport

THE SCHOOL DAY

The School operates a two week timetable (week A and week B). The school day* is as follows:

07.45am	School Canteen opens for breakfast
08.00am	LRC open (except on Thursday)
08.30am	Period 1
9.20am	Period 2
10.10am	Assembly / Tutor Time
10.40am – 11.00am	BREAK - Canteen open for snacks
11.00am	Period 3
11.50am	Period 4
12.40pm	LUNCH / Wider Opportunities
13.50pm	Period 5
14.40pm	Period 6
15.30pm	End of school day
16.30pm	LRC (Library) closes

EACH WEEK THURSDAY BEGINS AT 9.20am period 2

TERM AND HOLIDAY DATES

DATES OF TERMS 2009 – 2010

Autumn Term 2009

Monday 7 September	-	Friday 23 October
Monday 2 November	-	Friday 18 December

Spring Term 2010

Monday 4 January	-	Friday 12 February
Monday 22 February	-	Thursday 1 April

Summer Term 2010

Monday 19 April	-	Friday 28 May
		*Bank Holiday 3 May
Monday 7 June	-	Friday 23 July

DATES OF TERMS 2010 – 2011

Autumn Term 2010

Monday 6 September	-	Friday 22 October
Monday 1 November	-	Friday 17 December

Spring Term 2011

Tuesday 4 January	-	Friday 18 February
Monday 28 February	-	Friday 8 April

Summer Term 2011

Tuesday 26 April	-	Friday 27 May
Monday 6 June	-	Friday 22 July

Important Dates 2009 - 2010

Monday 21 September 2009	L6 Parents Open Forum - 7.00pm
Tuesday 19 January 2010	L6 Parents Subject Tutor Consultation 3 – 5.30pm
Wednesday 10 February 2010	L6 parents' Evening about Higher Education – 7.00pm

STAFF AND DEPARTMENTS 2009 - 2010

Headteacher

Miss H Clarke

Art and Design

Mr R J Plummer (International Coordinator) PL
Mr I P Gajowniczek IG

Biology

Mr P M S Rennie PR
Mrs J Geluk GK
Miss V Randall RA
Mr A Howes AH

Chemistry

Miss L Bolton LB
Mr T Whittaker (Director of Learning Year 8) TW
Mr R J M Shaw (Head of K/M House; SENCO; Cross Country) RS
Dr J Wilson WI

Classics

Mrs C O'Connell CC
Mr M Seigel MS
Ms A Bolton AB

Dance

Miss K Czerniak KC

Drama

Mrs N Dixon (Director of Inclusion) NN
Mr J Stigner JS
Mr C Victory CV

Director of E-Learning

Mr C L Henderson (Director of E-Learning) CH

Economics

Mr P Bridges (Young Enterprise & DofE Gold Award) PB
Ms C Cornell CL

English

Mr M J Liddy (Head of Faculty English, History, RE) ML
Mrs N Anson (Assistant Curriculum Leader) NA
Mr N Skerten NS
Miss K Ferraro KF
Miss J Williams JW
Mrs K M Diamond KD

Geography

Mr I Langrish (Advanced Skills Teacher) IL
Mr J P King (Senior Assistant Head) JK
Mr M E Horwood (Director of Learning Year 9, Lifetime of Learning:) MH
Mr L Brittain (DofE Bronze Award) BR

History

Mrs K Ross KR
Mr M D Gascoigne (Assistant Head) MG
Mr J Haskey (Assistant Curriculum Leader) HA
Mrs H Pagnamenta PA
Miss N Fenning NF

Mathematics

Mrs R Harris (Head of Faculty Maths, Technology & Engineering)	RH
Mr C O'Connell (Associate Curric Leader; Head of Drake House)	CO
Mrs E E Barrett (Assistant Head)	EB
Mrs C L Henderson (Director of E-Learning)	CH
Mr T Narey	TN
Mrs R Whybrow	RW
Mr H Hameed	HH
Mr M Taylor	TA
Dr F Dilke	FD

Modern Foreign Languages

Mrs N Gallie (Head of Faculty, Languages)	NG
Mr M J Williams (Head of Games Admin; Head of Livingstone)	MW
Mrs L Chapman	LC
Miss L Monroe (Assistant Curriculum Leader)	LM
Mr A J Marley	AM
Mr R P E Courtin	RC
Miss L Ashby	LA

Music

Mr S Toyne (Assistant Head: Performing Arts)	ST
Mrs S J Cadogan (Assistant Director of Music)	SJ
Miss J Korzinek (Director of Learning Year 7, Innovation In Learning:)	KO
Mr S Ferris	SF

Physical Education

Mr S Cathcart (Head of PE & Games; Head of CG House)	SC
Mr I Keary (Assistant Head)	IK
Mr W Martin (Assistant Curriculum Leader)	WM
Mr D Morris	DM
Ms C Cornell	CL

Physics

Miss O Chizhova	OC
Mr J L F Chong	JC
Mr K J P Holt	KH
Mr J Garlic	GA
Dr F Dilke	FD

Religion and Philosophy

Mr D Starbuck (Director of Learning Year 12)	DS
Mrs H O'Sullivan (Assistant Head)	HO
Mr C R Ross	CR

Technology

Mr D N Macleod	MC
Mr P A Dewstowe (NQT/BT; Assistant Curriculum Leader)	PD
Mr J Girling (Director of Learning Year 13, UCAS Admin)	JG

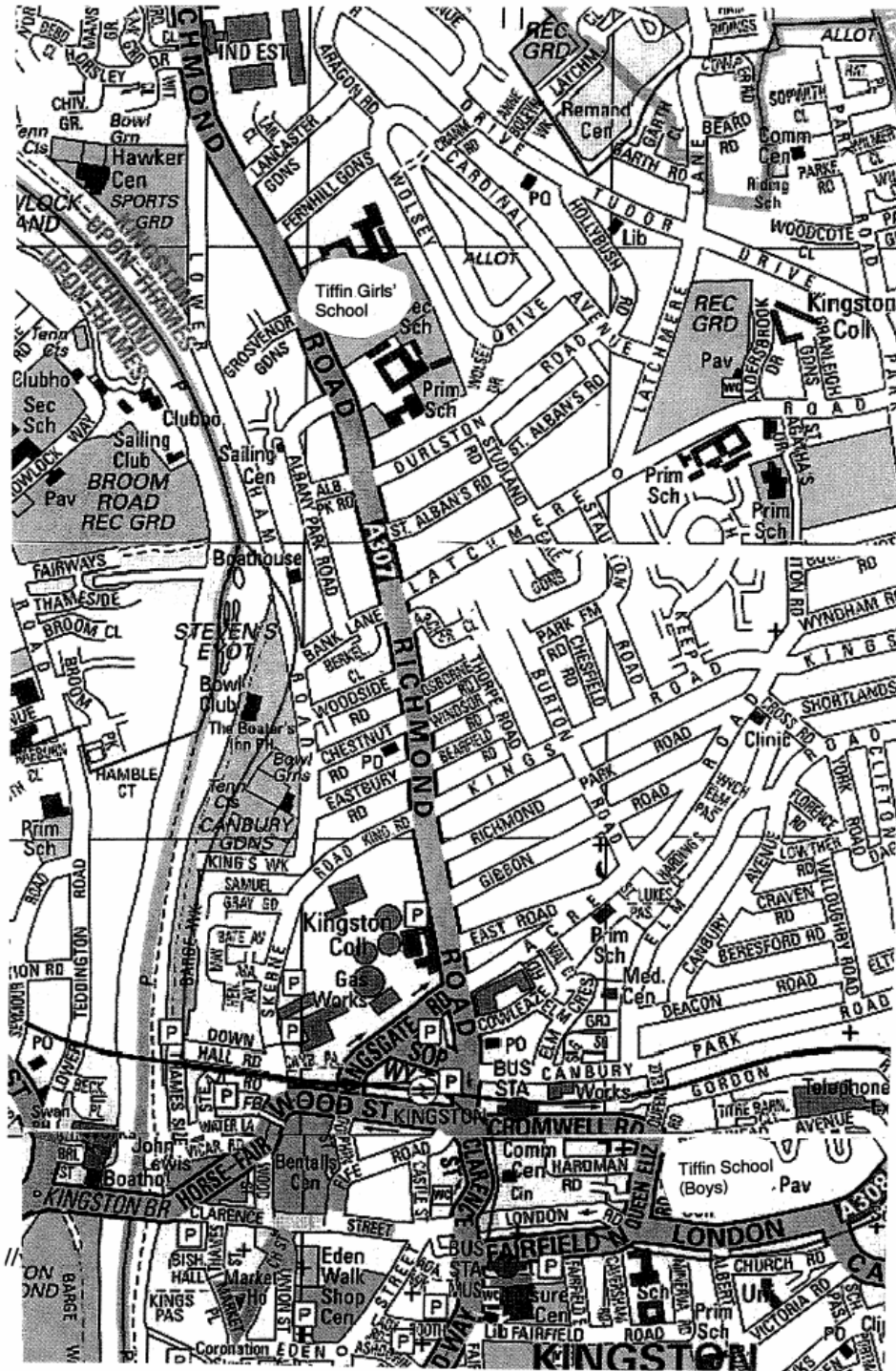
Curriculum Support

Mr I R Budgen (ICT Network Manager)	IB
Mrs P Weller (ICT Curriculum)	WE
Mrs L Foden (Dempsey Centre Manager)	LF
Mrs J Olisa (Special Educational Needs Teacher)	JO

GENERAL STUDIES AT TIFFIN GIRLS' SCHOOL

HOW TO GET TO TIFFIN GIRLS' SCHOOL FOR GENERAL STUDIES

(Allow 20 minutes to walk)





Tiffin Parents' Association (TPA)

While Tiffin School welcomes your son, **Tiffin Parents' Association** would like to welcome you! All parents and guardians are automatically members of the Association.

We aim to help you keep in touch with what's going on at Tiffin especially in your son's class/year, and to build a community of mutual support for parents. The transition from Primary School to Secondary school is a challenging one for parents and children. There is less direct day to day contact with teachers and other parents and there is often a feeling of loss of contact when compared to primary school. We are working hard to develop the Class Reps system to enable parents to get together and share their concerns, anxieties (and discoveries!) about their boys in an atmosphere of mutual support.

Other special interest organisations include:

- The Friends of Tiffin Music (FoTM), who support the School's many excellent musical activities.
- Boat Club Associates, who support Tiffin's excellent rowing teams and facilities.
- TIPRA, the Tiffin Parents' Rugby Association, who enthusiastically support the School's rugby events, buying match shirts, making tea and assisting coaches.
- The 200 Club, who raise extra finance for the School's infrastructure.
- Gardening Club, who help to maintain the School's grounds.
- Theatre Club, who raise funds by the sale of reduced-rate tickets for performances at Richmond Theatre.

The TPA's fund-raising and social calendar includes quiz nights, an International Night, car boot sales and year group parents' social evenings. A very popular recent addition has been "Head's Question Time", a chance to air your views on developments at the school. We also organise a Trading Post for the sale of good second-hand uniform and sports clothes.

Everyone is warmly welcome to the TPA's twice-termly committee meetings, which are a great way of finding out what's going on, and getting involved in a welcoming and inclusive ambience. Lots more information is available by registering on the TPA's website:

www.tiffinparents.co.uk

We look forward to welcoming you as a parent to the TPA

WHAT IF?

Some questions answered

You are 'lost' or don't know what is happening?

Ask someone – Teacher, Sixth Former, Mr Starbuck or Mr Gascoigne.

You have an appointment which means you have to miss school?

Bring a note to your Tutor.

You feel ill and need to go home?

See your Tutor, Mr Starbuck or Mr Gascoigne and sign out in the Main Office.

You have to miss School for family holidays or other reasons known in advance?

A note from a parent to the Head requesting permission.

You are late for School?

If you arrive after 8.30am sign in the Late Book in the Main Office. If you have an important commitment for which you are late (such as a trip out of school or a match), telephone the School if you can.

You have worries or concerns about your work or life in the Sixth Form?

Talk to your Tutor, Mr Starbuck, or Mr Gascoigne, or one of your teachers. Your friends might be able to help. For some matters, the School Nurse might provide useful advice.

You cannot find Mr Gascoigne?

Try to find your Form tutor or Mr Starbuck.