



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

# **TIFFIN SCHOOL SIXTH FORM**

## **HANDBOOK**

**2011-2012**

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# WELCOME LETTER

September 2011

Dear Sixth Former

We welcome you to our Sixth Form! We are sure you have made a wise choice and we 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 us 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.

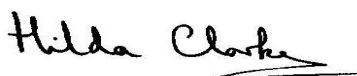
Along the way, your progress will be closely monitored by your form and subject tutors. The Dempsey Centre provides you with excellent lecture and study facilities, both of which will help in your preparations for A Levels.

In the second half of the year, we shall begin the process of focusing on Higher Education. After the AS summer exams, we will hold our Higher Education Festival, and there will be plenty of advice and guidance on university entrance, ready for making an application to university early in the Upper Sixth.

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 **Wednesday 21 September at 7.00pm.**

Finally, the Sixth Form is about work, but also very much to be enjoyed; we wish you every success in the coming two years and look forward to seeing you on **Tuesday 6 September, at 8.30am in the Judge Lecture Theatre, when term starts for the Lower Sixth.**

Yours sincerely



Hilda Clarke  
Headteacher



David Starbuck  
Head of Sixth Form

# INDUCTION LETTER – THAMES YOUNG MARINERS

August 2011

Dear Parent,

## Lower Sixth Induction - Thames Young Mariners, Wednesday 7<sup>th</sup> September 2011

We are pleased to inform you that all of the necessary arrangements have been made for the Lower Sixth Form Induction Day on Wednesday 7<sup>th</sup> September, which will form part of their overall induction programme. Boys entering the Lower Sixth start School on Tuesday 6<sup>th</sup> September, (meeting at 8.30 in the Judge Lecture Theatre) and this is followed by the Wednesday Induction Day.

The day will be spent at Thames Young Mariners, an outdoor adventure centre overseen by Surrey County Council, at Riverside Drive, Ham, Richmond. ([www.surreycc.gov.uk/mariners](http://www.surreycc.gov.uk/mariners)) Whilst there, the Lower Sixth will be engaged in a number of activities with their new form, and new form tutor. They will each do at least 2 activities from raft building, kayaking/open canoeing, problem solving exercises, dragon/bell boating, climbing, and ropes course. They will also spend part of their time attending seminars inside. The aim of the day is to provide an opportunity for boys to quickly settle in to new form groups, develop team working and leadership skills and gain a better understanding of life in Tiffin Sixth Form. All students will need to make their own way to Thames Young Mariners, for a 9.00am start. The day is expected to finish by 4.00pm. The boys will not wear suits on this day. They should instead wear loose comfortable clothing suitable for outdoor exercise, with trainers, and a spare set of clothes in case they get wet. Jeans are not appropriate. The boys will be on site all day, and will need to bring refreshments, and a packed lunch. Hats and sun protection are also advisable, depending on weather. They should not bring anything valuable with them, including mobile phones. In an emergency, please contact the centre itself on 020 8940 5550/6338, or contact the school office who will phone the staff on the school mobiles. Please also read the information overleaf about water sports.


We would very much like this day to occur, and believe it will be an excellent introduction to the Sixth Form. We would ask for a voluntary contribution of £22 to cover the costs of the day. Since no school funds exist to subsidise this trip, if any parent were unable or unwilling to make this voluntary contribution, yet were to insist on their son taking part, then this visit might not take place. All Lower Sixth boys are expected to take part.

Please complete and detach the attached form and return it to the school with a cheque (payable to "Tiffin School"), or cash, for £22 representing the voluntary contribution. Forms and cheques **must** be returned on Tuesday 6<sup>th</sup> September, when your son starts at Tiffin.

It is envisaged that the day will consist of approximately 180 Lower Sixth students led by myself, and accompanied by the form tutors. Thames Young Mariners are licensed by the Adventurous Activities Licensing Authority (AALA). All the outdoor activities will be run by 14-16 qualified instructors. Whilst there, only two-thirds of the boys will be engaged in outdoor activities at any one time. Needless to say, the school, as the organiser of the trip, expects the highest standards of behaviour and consideration for others from all who take part. Please ensure that your son understands that for safety reasons among others, instructions must be obeyed at all times. We reserve the right to send a pupil home in the unlikely event of misconduct. Please feel free to contact me at school by phone if you have any questions.

We do hope your son will be able to join us on this day and look forward to receiving your completed Parental Approval Form and cheque. **Please ensure you return the form and money on Tuesday 6<sup>th</sup> September, when your son starts at Tiffin.**

Yours sincerely,



D. Starbuck  
Head of Sixth Form

**Parental Approval Form** (please detach and return to the School)

**Sixth form Induction Day, Wednesday 7<sup>th</sup> September 2011**

I enclose a cheque for £22 payable to 'Tiffin School'

**1. General Consent**

*(please delete where appropriate)*

I agree to my son (name).....

taking part in the above mentioned day and agree to his participation in any or all of the activities proposed.

I have ensured that my son understands that it is most important for his safety and the safety of the group that rules and instructions given by the staff in charge are obeyed.

I accept that, if he does not meet the requirements as to conduct, he may be returned home before the end of the journey and also that I may be required to bear the cost of any loss or damage caused by my son which is not covered by the School's insurance.

*Please delete where appropriate:* I do/do not confirm that my son is able to swim and consequently can/cannot participate in the water based activities. Please indicate his swimming ability e.g. distance

Please indicate other activities in which your son may **not** participate .....

**2. Medical Information**

a) Does your son suffer from any conditions requiring medical treatment, including medication?  
YES/NO

If YES, please give brief details including dosage of any medication and whether it can be self-administered .....

b) To the best of your knowledge has your son been in contact with any contagious or infectious diseases or suffered from anything in the last three months that may become contagious or infectious? YES/NO

If YES, please give brief details .....

c) Please provide details of any other recent illnesses .....

d) Is your son allergic to any medication? YES/NO  
Does he suffer from any other allergies? YES/NO

If YES to either, please specify .....

e) Has your son received a tetanus injection in the last five years? YES/NO

Please provide any other information which you feel the school might find helpful

.....  
.....  
.....

**3. DECLARATION**

I undertake to inform the Headteacher as soon as possible of any change in the medical circumstances between the date signed and the commencement of the journey.

I agree to my son receiving medical treatment including anaesthetic as considered necessary by the medical authorities present.

I do not agree to my son receiving the following medical treatment (please specify if any) .....

.....  
.....

Signed ..... (Parent/Guardian) Date.....

-----

I may be contacted by telephoning the following numbers:

Father Work : ..... Mother Work.....

Father Home: ..... Mother Home. ....

Father's mobile..... Mother's mobile.....

Father's working hours: ..... Mother's working hours. ....

My home address is: .....

.....

If not available at above, please contact:

Name: ..... Relationship to student.....

Telephone number: .....

Address: .....

## HEALTH INFORMATION FOR THOSE INVOLVED IN WATER SPORTS

Weils Disease – **is an illness that is very rare.** It is carried in the urine of infected animals, particularly rats.

The main danger from the illness is that it is so rare that doctors may not immediately recognise it.

If you suffer for symptoms such as flu, jaundice or conjunctivitis after you have participated in water sports, so straight to your doctor and say that you have been involved in water sports. You should insist that the doctor places you on a course of penicillin or similar antibiotic, as this form of medication effectively deals with the bacteria causing the illness.

### EARLY IDENTIFICATION OF THE DISEASE IS THE KEY TO RECOVERY

To avoid illness and reduce the risk of catching diseases:

#### REMEMBER TO –

- 1 Cover with waterproof plasters ALL scratches, cuts, sores and skin affected by eczema, etc.
- 2 Wash your hands BEFORE you eat and always shower after water sports.
- 3 Avoid capsizing canoes etc. If necessary use a mask or a nose clip.
- 4 See your doctor if you feel ill following involvement in water sports.

#### DO NOT

- 1 Put wet washing line, ropes or other objects in your mouth.
- 2 Go in or near the water without wearing footwear.
- 3 Pick up or touch dead animals especially rats.
- 4 Leave food, bait or ground bait on river banks.

#### PLEASE TAKE YOUR RUBBISH HOME

We are giving this information out in the hope that people will not over-react. All activities have some risk. The most dangerous part being the road journey to Thames Young Mariners.

If you require further information, please contact either your Doctor, Local Environmental Health Department or the Office of Thames Young Mariners (020 8940 5550).

# TIFFIN SIXTH FORM: CORE VALUES AND EXPECTATIONS

## VISION STATEMENT:

*“Tiffin Sixth Formers are accomplished in their specialisms and passionate about their future; they flourish in the pursuit of excellence.”*

## AIMS

Tiffin School aims to create a caring, stimulating and secure environment where you will develop personally, socially and academically, and achieve your potential. Everything we do in the Sixth Form is centred on the above vision statement.

## ETHOS

All students are expected to do their very best. There is a strong emphasis on self-improvement, active enthusiasm for your studies beyond the classroom, and taking personal responsibility for your progress.

### “ACCOMPLISHED IN THEIR SPECIALISMS AND PASSIONATE ABOUT THEIR FUTURE”

Universities expect students to demonstrate an active interest in their academic studies beyond lessons and we cannot recommend enough reading journals, books, blogs and websites, going to lectures, talks, performances and exhibitions, and involvement in organisations that represent your potential degree aspirations.

In short, universities want students who love their specialisms and are one step ahead of students who have solely done what the curriculum required of them.

### “THEY FLOURISH IN THE PURSUIT OF EXCELLENCE”

Universities and employers do not want automatons that know about their subjects, but do not know about life and learning. You need to go beyond the boundaries of your subjects to be fully aware of the world around you, to be aware of the context of your studies, and to be culturally rounded. Einstein was an excellent scientist because he was also interested in the whole world, with philosophy and music being particular examples. A person can only really flourish if they broaden their horizons and form a healthy relationship with the world around them.

This is not simply achieved by taking part in sport, music or a club, this is achieved through how you conduct yourself – from participating well in lessons and forming a good relationship with your teachers, to aspiring towards certain careers and life choices that will make you happy.

## EXPECTATIONS

- At **home**, we expect you to spend around 15 hours a week. This time should be spent on homework, digesting and organising your notes, revising, and developing your interest in your subjects beyond the curriculum.
- In **school**, we expect full engagement with lessons, excellent attendance and punctuality, and high quality work that is handed in on time.
- 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.
- When you do not have lessons 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). The LRC is a silent working area; if you wish to discuss work, use the Sixth Form cafeteria.
- We expect you to **fully participate** in the wider life of the school. Details of what is available are in the next section of this Handbook.

- We expect you to keep to the **sixth form contract**, which appears later in the handbook.

## **GENERAL INFORMATION**

### **CURRICULUM ISSUES**

#### **ATTENDANCE**

In the morning, Sixth Formers must be present from 8.30am for all lessons, including Private Study periods. In the afternoon, Sixth Form students may leave the school if they have no more lessons. If progress is good, privileges and freedoms are generally extended to Sixth Formers over the two years.

#### **THE CURRICULUM**

Your curriculum will comprise AS and next year A2 courses, General Studies in Lower Sixth, Critical Thinking in the Upper Sixth, Games and Tutorial periods. You will normally do 4 AS subjects in Lower Sixth, and continue with three subjects to A2. You will also work towards the European Computer Driving Licence (ECDL), if you do not have an appropriate ICT qualification.

#### **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 Ms Hughes; if you have queries, please see her.

#### **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 at the end of each half term. You will receive a report at Easter.

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 monitoring, to help you set yourself targets. In the summer of Lower Sixth you will sit most AS exams, some modules are sat in January of Lower Sixth.

**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.**

### **LOOKING BEYOND SCHOOL**

#### **CAREERS CENTRE**

The opening times of the Careers Centre are posted on their door. You can sign up for appointments with the Careers Adviser, and you can use the facilities and resources of the Careers Centre whenever it is open. Advice on Careers and Higher Education is given to students throughout the year, as part of the tutorial programme, and especially after AS exams in June.

#### **WORK EXPERIENCE AND SUMMER PROGRAMME**

In the summer term, after AS exams, the Lower Sixth follow a special programme, focussed on starting A2 studies, and applying for university. During this time there is also an opportunity to do work experience if students so choose. If a student wants to do work experience, he may do this between the dates of 2–13 July. Permission for work experience will only be given if all relevant forms are handed in to Mrs Pierce in the Main Office by 16 March. This enables all relevant health and safety and insurance checks to be done. There is a charge for this service.

### **PARTICIPATION IN THE WIDER LIFE OF THE SCHOOL**

#### **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.

#### **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.

### **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.

### **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.

### **CONDUCT**

#### **CAR PARKING AND MOTORBIKES/MOPEDS**

**No sixth former is permitted to bring a car, motorbike or moped 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. Driving into, and parking on, the school grounds from 8.00 am – 8.45 am and 3.15 pm – 4.00 pm is not permitted under any circumstances.

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

#### **CYCLING**

Cycling to school or to the Grist's ground is not encouraged in the Lower School because of the serious traffic problems around the school and through Kingston. For boys who do cycle the following rules apply:

- The boy must have passed his Cycling Proficiency Test
- Boys must wear the appropriate safety head gear
- Bicycle must be in a roadworthy condition
- The cycle must be registered with the school office. (The cycle sheds are locked and boys can obtain a key (£5) from the school office.)
- They must also provide padlocks to secure their cycles
- The School is not liable for loss or damage to pupils' cycles.

Any pupils bringing a bicycle to school do so entirely at their own risk. For safety, we advise parents to obtain adequate insurance cover and to have their postcode stamped on the cycle.

#### **E-MAIL AND INTERNET**

All students have a school e-mail address and their own log on password, which enables them to access their own work folders, the shared area, and the internet. Many notices in the Sixth Form, especially on Careers and Higher Education opportunities, are sent via e-mail; it is important to regularly check your e-mails, and ensure your e-mail box is not full, otherwise you will miss out on important information. All students must abide by the Network Contract found elsewhere in this booklet.

#### **MOBILE PHONES**

Mobile phones must be switched off or kept on silent at all times. Whilst we recognise the value of phones for work, mobile phones can be a nuisance if used inappropriately. Phones may be used in the Sixth Form Cafeteria only. Any student using their phone outside of the cafeteria will have their phone confiscated. If a parent needs to contact their son in school in an emergency, they should do so via the Main Office.

#### **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.

## **PRACTICAL ARRANGEMENTS**

### **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. 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.

### **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 DURING THE DAY**

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.

### **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.

### **LUNCHTIME ARRANGEMENTS**

The self-service Sixth Form cafeteria, offers a full range of hot and cold meals. It is open from 8am – 2pm. It can be used at any time, including during Private Study and break. You may choose to bring a packed lunch. In the Lower Sixth, students are allowed off the site at lunchtime (but not during morning break or private study periods).

### **PUPIL ABSENCE AND HOLIDAYS**

In the event of absence, parents should ideally inform the school first thing in the morning. Parents can either phone the school or email their son's personal tutor. If an e-mail is sent, please also copy it to [attendance@tiffin.kingston.sch.uk](mailto:attendance@tiffin.kingston.sch.uk). Failing that, a letter should be given to the personal tutor upon the student's return. The Personal Tutor and Deputy 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**. If you return to school the same day, please sign back in at the Main Office. In the event of a serious issue, a medical note will be required for our records.

Sixth formers should not take time off to attend Open Days, or any other courses, unless they have permission from the Head of Year, or the Head of Sixth Form.

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.

### **EMA/16-19 BURSARY FUND**

The government have now closed the EMA (Educational Maintenance Allowance) scheme to new sixth formers. It has been replaced by the 16-19 Bursary Scheme. Any sixth former who is in care, leaving care, in receipt of income support, or is disabled and receiving Employment Support Allowance and Disability Living Allowance, will be entitled to a bursary. On top of this, the School may make discretionary bursary awards to sixth formers facing financial hardship, to help with their costs towards transport, books, equipment or other course requirements. If you think that you fall into either of these categories, then please speak to or write to the Deputy Head, Mr Gascoigne. Please do this by the end of September.

Some local councils also operate schemes to assist sixth formers facing financial hardship with travel and other costs. Students should contact their borough directly to see what help may be available.

# CODE OF CONDUCT (SUMMARY)

Updated July 2010

## 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 COMMON SENSE 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.
- Food and drink must not be consumed whilst walking about the school buildings or in classrooms.
- 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.
- Demerits are the record of a sanction given to a student for infringing the expectations the School has of his behaviour. 10 demerits will result in a Senior Leadership Detention
- Detentions – Senior Leadership Detentions take place on Fridays in Room 2 between 3.40pm – 4.40pm. Department and Head of Year Detentions are arranged by the relevant teachers and take place both at lunchtimes and after School. At least one day's notice will be given for detentions after school. (Teachers may detain a student for up to 10 minutes after school, without notice). You will not be excused detention without the permission of the teacher setting the detention. The third Senior Leadership Detention will be an internal exclusion and the sixth leads to fixed term 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.
- An e-mail should be sent to your form tutor and to [attendance@tiffin.kingston.sch.uk](mailto:attendance@tiffin.kingston.sch.uk) from your parent/guardian, to explain any absences or occasions when you miss part of the School day. If this is not possible, a letter should be sent to the form tutor.
- Lunch break is from 12.40pm – 1.50pm. If you are in the Sixth Form, you may leave the school grounds during 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.
- Any student leaving school during the day for an appointment must sign out at the School Office. If he returns to school the same day he must sign in at the office.
- Students in the Sixth Form, may leave School after their teaching has finished in the afternoon. Students in the Upper Sixth do not need to attend school for periods 1 or 2 if they have no timetabled lessons then. These are privileges which may be withdrawn in certain circumstances. You must attend rehearsals or practices, if required.

## **BEHAVIOUR**

Pupils should:

- Be co-operative at all times
- Obey instructions of all Tiffin staff
- Behave with politeness and courtesy to others including staff, fellow pupils, and guests
- Never disrupt learning
- Never use threatening language or behaviour, (including name calling, verbal abuse, intimidation, physical abuse, bullying and harassment, including racist, religious, cultural, sexist and homophobic abuse.)
- Bring all relevant kit and equipment to the lesson
- Always remember the 5 key principles of Appearance, Politeness, Promptness, Learning and Environment (A.P.P.L.E.)
- Always be prepared to welcome and assist visitors to the School. They should be escorted to the Main Office.
- Form an orderly queue at the bus stop and station, and on buses and other public transport you should behave courteously. Beyond the school grounds you should obey the Highway Code.

## **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.
- 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. Boys are not allowed on the field or in the cricket nets unless specifically supervised by a member of staff.
- 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.
- Cycles must be registered with the school office.
- Your cycle must be left in the facilities provided and must be securely padlocked. A key to the cycle shed (£5) can be obtained from the office.
- All cycles must be security tagged using a recognised system such as that offered by the police.
- You must not leave cycles on the premises overnight.
- Boys riding cycles to School should conform to safety precautions which recommend the wearing of light-reflecting objects. Cyclists must wear helmets.
- No student is to bring a car, moped or motor cycle onto the school premises.

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 any goods, 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 before 3.30, (except by sixth formers in the Sixth Form Canteen.) These items will be confiscated if used,

and parents will be required to collect them. Use of this type of equipment by students may be possible where directed by a member of staff as part of the content of a lesson.

- You must not bring anything to School that is actually or potentially dangerous to others.

No insurance is held by the Governors or Headteacher 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.

## **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. 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**

Last updated March 2009

# 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 contact the school if I am absent; 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 Deputy Head of Sixth Form 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 Deputy Head of Sixth Form and Head of Sixth Form will contact the parents to discuss the situation and how it may be remedied. The student will be interviewed by the Deputy Head of Sixth Form and Head of Sixth Form, 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; contact the school 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.

# MUSIC LETTER

September 2011

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 is currently £16.00 (reviewable each summer) for individual 30 minutes lessons. If you are interested, please contact the Music Secretary, Carmelina Critcher, for further details at [ccritcher@tiffin.kingston.sch.uk](mailto:ccritcher@tiffin.kingston.sch.uk) or 020 8546 4638 ext 133.

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 Handel's *Saul*, to be performed on November 20<sup>th</sup> at the Rose Theatre in Kingston. (If you enjoy singing, the first rehearsal for the adult choir is on Tuesday 13<sup>th</sup> 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 Australia in July and August 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), two Swing Bands, the chamber orchestra, the Concert Band and the Concert 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](mailto:stoyne@tiffin.kingston.sch.uk).

Yours sincerely

Simon Toyne  
Director of Music

## THE DEMPSEY CENTRE

The Dempsey Centre consists of the Judge Lecture Theatre and the Main Learning Resource Centre, the Textbook Library, the Careers Department and an MFL classroom (Room 35).

### Learning Resource Centre

#### Opening Times

Monday, Tuesday, Wednesday and Friday 8.00 until 4.30  
Thursday 9.20- 4.30

There is a selection of over 26,000 non-fiction and fiction books, text books revision books linked to the curriculum and interests: reference books; audio books; AV equipment, CD's and DVD's. There is also a range of periodicals including back issues and newspapers (some foreign). Passwords for periodical archives are available.

There are 66 computers available for student use, 30 of which are available for teachers to book for a class during lesson and tutor time, the rest are available all day. There are 2 A3 Scanners and 2 A4 scanners, one of each available on both floors. If the computers are booked for a lesson they will always be the ones on the left of the upstairs door so students who wish to do private study should sit by the window to avoid being moved. The bookings are advertised at the top of the stairs and in front of the door upstairs.

There are laptop points available in the floor downstairs at the independent study tables; network and internet access will only be available to students who have been to see Mr Budgen, Mr Keary or Mrs Weller.

The resources in the LRC are catalogued under the Dewey Decimal System and are searchable on the dedicated Catalogue computer downstairs, or any computer in the school, the software used is called OLIVER. Following the implementation of the VLE the catalogue will also be available over the internet.

There are printers on both floors that will print A3 & A4; colour printing needs to be taken to the desk as there is a small charge for printing. There is a photocopier on the ground floor, please ask a member of staff if you wish to use it. Students are allocated a number of printer credits per week on a Monday morning, 10 for the lower school and 20 for the sixth form; these are for black and white printing only. A4 is one printer credit and A3 is 2.

It should be noted that the LRC is for private study and therefore must be quiet. All discussion should be undertaken elsewhere. The canteen is available for the 6<sup>th</sup> form to work in groups.

No food or drink is allowed to be consumed in the Dempsey Centre at any time, this includes sweets. Chewing gum is not allowed in school at all.

All bags should be left outside the LRC in the shelves provided outside the ground floor or on the balcony.

The small staircase in the centre of the LRC is for one person use only therefore is an "up" only staircase for all students. Students are not allowed to use the staircase during break, lunchtime or first thing in the morning to avoid confusion in queuing and congestion. Resources moved from the ground floor to the first may be left on the shelf at the door for the LRC staff or with the member of the LRC staff on duty upstairs.

If students wish take any resources out of the LRC, they must take it to the central desk on the ground floor to be scanned out to them. Resources are generally loaned for three weeks unless there is a sticker on it saying otherwise. No reference books are allowed to leave the LRC.

There is currently no fine system, unlike universities, however students are encouraged to return resources when they are due as a matter of best practice and in fairness to other students. It is possible to renew anything borrowed, this can be done by e-mailing Mrs Foden or the LRC and they will e-mail you back with the next due date. Nothing can be renewed more than twice. Reminders are sent by e-mail and students are expected to reply to the e-mail or return the item. Anything lost or not returned will be charged for to facilitate a replacement.

Any resource can be reserved by asking the Librarian on duty, the system will send an automatic e-mail when the resource becomes available.

Students are welcome to apply to become a student Librarian; this is a useful addition to any UCAS form or for a reference to any part time employment and there is a possibility of becoming a Library Prefect. Please see Mrs Foden or the Library Prefects if interested.

N.B.

- No food or drink at all at any time in the Dempsey Centre.
- Chewing gum is banned from the entire building and school in general.
- Bags are to be left in the shelves outside the LRC on the ground floor or on the balcony upstairs.
- Be considerate to other LRC users, this is a quiet place to study.
- Personal stereos may only be used at a level that doesn't disturb anyone else.
- Anything loaned on the Oliver system to a student is the students responsibility, everything loaned has its own unique barcode.

Do not hesitate to ask if you need help.

### **The Textbook Library**

Students loan all their text books through the LRC, they are stored in the Textbook Library and can be loaned either from there or the desk in the Main LRC. Students are given a dedicated day either at the end of the summer term or the beginning of the autumn term when they will be loaned the majority of their text books.

### **The Judge Lecture Theatre**

This area is used for teaching purposes and is booked with the LRC or timetabled for lessons. The theatre can be divided into two rooms or used as one, seating 180 and can be booked outside school hours for community events.

### **The Careers Department**

This is a separate department to the LRC; the opening hours are posted on the door.

# TIFFIN NETWORK

## Tiffin Network - Use of E-Mail and the Internet

Every student at Tiffin has his own email address, access to a personal documents area and the internet (through a filtered service). The school also provides the students with access to a Learning Platform, hosted by the school, which can be accessed anywhere that has an internet connection.

Since its launch in December 2010, the Learning Platform has proved to be a great success in supporting learning inside the classroom and also at home. It provides students with safe and secure access to: email, their personal documents area, department websites and learning materials, homework, careers information and other information relevant to the broader Tiffin community.

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 Acceptable Use Policy (AUP). Your son will be required to sign a copy of this at the start of his time at Tiffin. In addition, every time your son logs on to the Tiffin Network he will be asked to accept the AUP before being allowed access.

## Home – School Communication

In March 2011 Tiffin School launched a Parent Portal, which provides parents with a one stop shop for information relevant to the school and their son, such as: attendance data, behaviour (Merits & Demerits), exam information, music lessons times, wider opportunities details, student timetables, staff lists etc. This, like the Learning Platform, can be accessed anywhere that has an internet connection. New parents to the school will be issued with a username and password at the start of the term.

In addition to the Parent Portal the school also uses a service called ParentMail™, which enables us to send out information direct to parents by email. As a parent you can choose which groups you wish to receive messages from to ensure the communications you receive are relevant. You will also 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 email addresses will be kept completely private. There is also NO advertising associated with the scheme.

The email address that you provide on your son's registration form is the one that we will use to initially set up your ParentMail access. Should you wish to change this or have any further questions regarding ParentMail, please contact Mrs Pippa Weller - [pweller@tiffin.kingston.sch.uk](mailto:pweller@tiffin.kingston.sch.uk)

## Tiffin School Acceptable Use Policy

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.
- You are not allowed to use computers in classrooms or the computer rooms without a member of staff present.

## L6 FORMS AND TUTORS

**Mr D E Starbuck**      **Head of Sixth Form**    ([dstarbuck@tiffin.kingston.sch.uk](mailto:dstarbuck@tiffin.kingston.sch.uk))  
**Miss L Hughes**      **Deputy Head of Sixth Form**   ([lhughes@tiffin.kingston.sch.uk](mailto:lhughes@tiffin.kingston.sch.uk))

<b>Form</b>	<b>Tutor</b>	<b>Room</b>
L6HH	MR H HAMEED <a href="mailto:hhameed@tiffin.kingston.sch.uk">hhameed@tiffin.kingston.sch.uk</a>	47
L6AI	MR A INGALL <a href="mailto:aingall@tiffin.kingston.sch.uk">aingall@tiffin.kingston.sch.uk</a>	41
L6CR	MR C ROSS <a href="mailto:cross@tiffin.kingston.sch.uk">cross@tiffin.kingston.sch.uk</a>	3
L6EA	MR R EARL <a href="mailto:rearl@tiffin.kingston.sch.uk">rearl@tiffin.kingston.sch.uk</a>	76
L6MH	MR M HORWOOD <a href="mailto:mhorwood@tiffin.kingston.sch.uk">mhorwood@tiffin.kingston.sch.uk</a>	28
L6ML	MR M LIDDY <a href="mailto:mliddy@tiffin.kingston.sch.uk">mliddy@tiffin.kingston.sch.uk</a>	71
L6NS	MR N SKERTEN <a href="mailto:nskerten@tiffin.kingston.sch.uk">nskerten@tiffin.kingston.sch.uk</a>	52
L6TA	MR M TAYLOR <a href="mailto:mtaylor@tiffin.kingston.sch.uk">mtaylor@tiffin.kingston.sch.uk</a>	66
L6WI	DR J WILSON <a href="mailto:jwilson@tiffin.kingston.sch.uk">jwilson@tiffin.kingston.sch.uk</a>	25

# GAMES LETTER

July 2011

Dear Parents,

## Senior Games Options

All sixth form students are expected to participate in sports or some form of physical activity. This is provided for in the Sixth Form on Wednesday afternoons. The School provides a number of options, and of course runs very successful teams in many of these options. Some students want to do sports and activities which we do not offer, and some are actively involved in other sports clubs and teams outside of school; some are more casually involved in other sports.

- We want students to take part in sports because of what they get from it – both in terms of intrinsic satisfaction and extrinsic rewards – not because they are forced to.
- Many students want to participate in perfectly acceptable forms of sport/physical activity, but not in one of the options offered by the school, or not necessarily at the time (Wednesday afternoon) offered by the school
- We want to encourage our sixth form students to be independent and exercise the responsibility which comes with freedom of choice

Therefore the Sixth Form Games options will operate as follows:

- **All students will be expected to do some form of sporting/physical activity. Students will be encouraged to undertake either a school provided option or an option of their own choice.**

### **The School based options for the winter term will be:**

- Rugby
- Rowing (there is usually a charge of about £180pa for this; details will be given to the boys who opt for rowing in September)
- Cross-country
- Basketball
- Table Tennis
- Badminton
- Tennis (Held at New Malden or Coombe Tennis Club (to be confirmed); £40 charge covering winter & spring terms)
- Hockey
- Football

### **Examples of their own choice could include:**

- Gym membership
- Swimming
- Squash
- Golf
- Martial arts
- Cycling
- Or other Sport/Leisure activity

**Please would you and your son complete and sign the form below, and return it to School when the Lower Sixth start on Tuesday 6<sup>th</sup> September.**

Yours sincerely,



David Starbuck  
Head of Sixth Form

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Name:

Form:

Please delete & fill in as appropriate:

1. I am opting for the following School Games option:.....  
(Please enclose cheque payable to 'Tiffin School' or cash for £40 for the Tennis option)

OR

2. I am opting for my own choice of option, which is.....

Signed by student: .....

I am happy with my son's choice and the arrangements above, and understand that if he has chosen option 2 he will be unsupervised and that Tiffin School accepts no liability for this option.

Signed by parent: .....

Date: .....

## **GAMES VENUES**

RUGBY	Grists Ground, Summer Road, East Molesey
TENNIS	Either Coombe Wood Tennis Club or New Malden Tennis Club, Somerset Close, New Malden. (To be confirmed)
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
BASKETBALL	Sports Centre
HOCKEY	Tiffin Boys MUGA
FOOTBALL	Tiffin Boys MUGA
<b>SUMMER ONLY</b>	
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).

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 2011 – 2012

#### Autumn Term 2011

Tuesday 6 September - Thursday 20 October  
Monday 31 October - Friday 16 December

#### Spring Term 2012

Tuesday 3 January - Friday 10 February  
Monday 20 February - Friday 30 March

#### Summer Term 2012

Monday 16 April - Friday 1 June  
Monday 11 June - Friday 20 July

### Important Dates 2011 – 2012

Tuesday 6 September 2011	8.30 am L6 start Autumn Term in the Judge Lecture Theatre
Wednesday 7 September 2011	Induction Day at Thames Young Mariners
Wednesday 21 September 2011	L6 Parents' Open Forum - 7.00pm
Tuesday 3 January 2012	L6 Parents' Subject Tutor Consultation 3 – 5.30pm
Wednesday 8 February 2012	L6 Parents' Evening about Higher Education – 7.00pm
Friday 16 March 2012	All forms for work experience need to be handed in
Friday 4 May 2012	L6 study leave begins (provisional date)
Monday 11 June 2012	L6 special summer programme begins (to 20 July)
Monday 2 July 2012	Work experience opportunity begins (to 13 July)

## STAFF AND DEPARTMENTS 2011-2012

### Headteacher

Miss H Clarke

### Art and Design

**Mr R J Plummer** (International Coordinator)

Mr I P Gajowniczek

PL

IG

### Biology

**Mr P M S Rennie** (Head of Faculty of Science)

Mr A Howes (Head of Scott)

Miss R Orchard

Mr L Leeves (Head of Churchill Gordon)

PR

AH

RO

LL

### Chemistry

**Dr J Wilson**

Mr T Whittaker (Head of Year 8)

Mr R J M Shaw (SENCO; Cross Country)

Mrs M Bradnam (Maternity cover)

Mrs M Roberts

Mrs L Molyneaux

WI

TW

RS

MB

MR

LB

### Classics

**Mrs C O'Connell** (Head of Faculty of Languages)

Ms A Bolton

Miss F Cooke

CC

AB

FC

### Dance

**Miss K Czerniak**

Miss K O'Connell

KC

KO

### Drama

**Miss L Hughes** (Deputy Head of Sixth Form)

Miss K O'Connell

LH

KO

### Economics

**Mr R Earl**

Ms C Cornell

EA

CL

### English

**Mr M J Liddy** (Head of Faculty of English)

Mrs N Anson

Mr N Skerten

Miss K Ferraro

Mrs N Dixon

Mrs R Rehlon

ML

NA

NS

KF

ND

RE

### Geography

**Mr M E Horwood**

Mr I Langrish (Advanced Skills Teacher) (Head of UCAS)

Mr L Brittain (Head of Year 10, DofE Bronze Award)

MH

IL

BR

### History

**Mrs K Ross** (Head of History)

Mr M D Gascoigne (Deputy Head)

Mrs M Phillips

Mr O Bryan-Williams

Mr B Reekes

KR

MG

MP

OB

RK

## Mathematics

<b>Mr A Ingall</b>	AI
Mr C O'Connell (Head of Year 11; Head of Drake House)	CO
Mrs E E Barrett (Deputy Head)	EB
Mrs C L Henderson	CH
Mr T Narey	TN
Mr H Hameed	HH
Mr M Taylor	TA
Mr S Trutch	TR

## Modern Foreign Languages

Mr M J Williams (Head of Games Admin; Head of Livingstone)	MW
Miss L Monroe (Head of German, i/c Languages Specialism)	LM
Mr A J Marley (Head of Raleigh) (Head of Year 9)	AM
Mr R P E Courtin (Head of French)	RC
Miss L Ashby (Head of Spanish)	LA
Miss O Shirley	OS
Mrs N Gallie	NG

## Music

<b>Mr S Toyne</b> (Assistant Head: Performing Arts)	ST
Mrs S J Cadogan (Assistant Director of Music)	SJ
Mr S Ferris	SF
Mr P Viveash	PV

## Physical Education

<b>Mr S Cathcart</b> (Assistant Head) (Head Faculty of PE)	SC
Mr I Keary (Assistant Head)	IK
Mr W Martin (Head of Year 7, Head of Kingsley Montgomery)	WM
Mr G Wilson	GW
Mr I White	IW
Mr D Morris	DM
Ms C Cornell	CL
Mr T McCann	TM

## Physics

<b>Mr K J P Holt</b>	KH
Mr J Garlic	GA
Mr T McKennan	MN
Miss A Langerman	AL

## Religion and Philosophy

<b>Mr C R Ross</b>	CR
Mr D Starbuck (Head of Sixth Form)	DS
Mrs H O'Sullivan (Assistant Head)	HO
Mrs F Etherington (Maternity Cover)	FE

## Technology

<b>Mr D N Macleod</b> (Head of Faculty of Technology & ICT)	MC
Mr P A Dewstowe (NQT/BT; Assistant Curriculum Leader)	PD
Mr J Girling	JG
Mrs J Gould	GO
Mr P J McDonald	PM

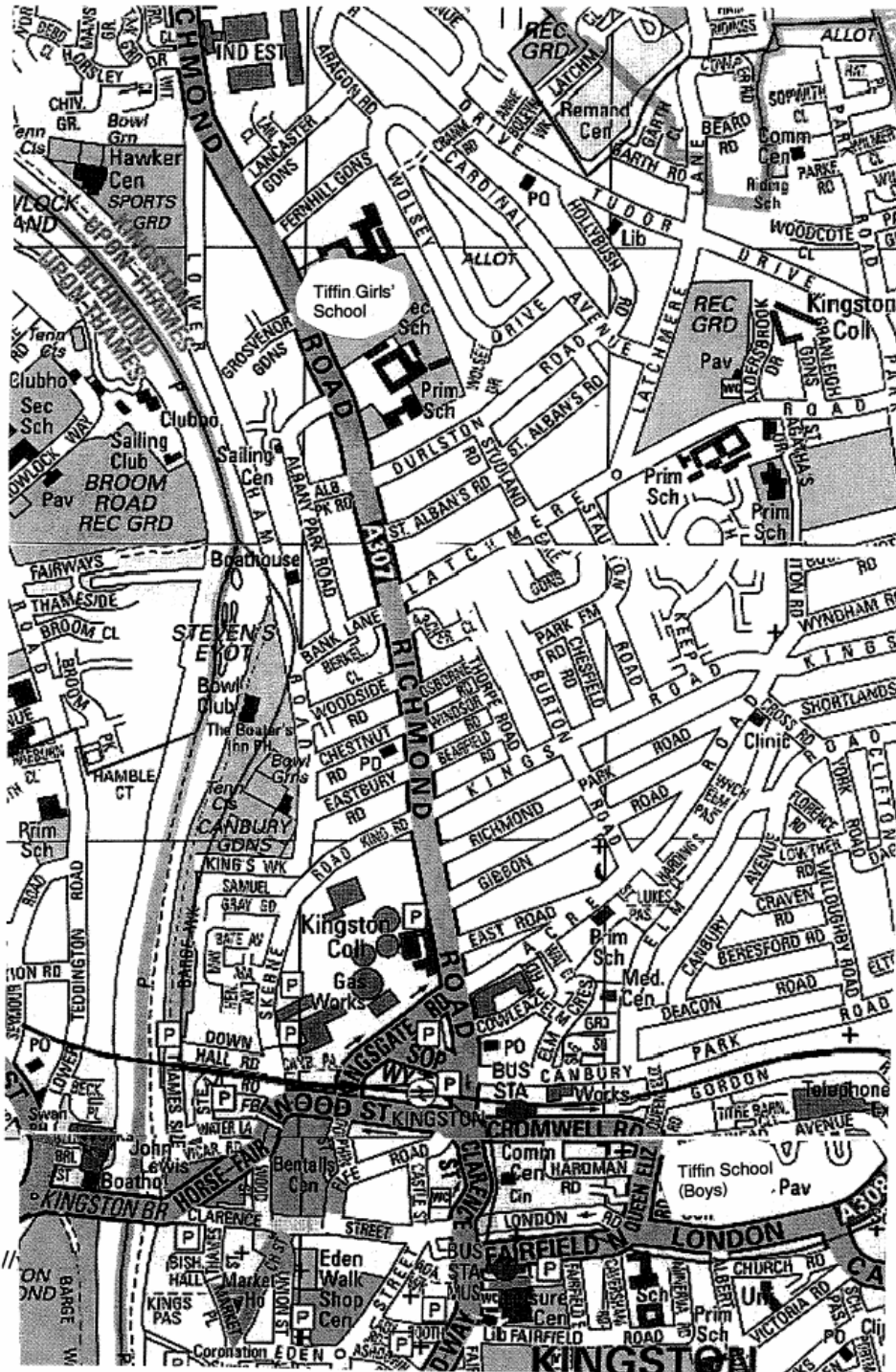
## Curriculum Support

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](http://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, or Mr Starbuck.

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