



HANDBOOK FOR NEW PARENTS OF YEAR 7 – 2011 ENTRY

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LETTER FROM THE HEAD OF YEAR 7

April 2011

Dear Parent/Guardian

For the next few months your son will be looking forward to joining us at Tiffin School in September. We too will be looking forward to welcoming him here and to nurturing his academic and personal development over the next seven years. Transferring from his present school to us will undoubtedly be met with a mixture of excitement and apprehension. Whatever his feelings may be, it is my priority to ensure he settles in quickly and successfully, feels secure and confident, and understands what we expect of him and what he may expect of us.

In the Summer Term we will visit our main feeder schools which might provide your son with the opportunity to meet either me or a colleague. However, as our pupils are drawn from well over seventy schools, the most important part of our settling-in programme is New Boys' Day, our induction day.

Your son is invited to attend Tiffin for a whole day on Wednesday 6th July, arriving in the School Hall at 8.30am to meet his Form Tutor, the Headteacher Miss Clarke, and me. He will see his form room, meet the rest of his form, learn which House he will be in and begin to find his way round the school. He will be introduced to some of the subjects he will be studying as of September and he will have the opportunity to meet his new current Year 7 'buddy' and quiz other current Year 7 boys on their experience of their first year at Tiffin. He will also meet, and be able to chat to, the Sixth Form pupils who will be attached to his form as prefects.

He will need to bring with him either a packed lunch or £2.50 to buy lunch from the school canteen. He should wear the clothes that he would normally wear for school and bring pens and pencils. He must also bring PE kit and trainers as he will be involved in some physical activity. He will be dismissed from the Headteacher's Garden at 3.10pm.

On the same evening (6th July), I would like to invite parents and guardians to Tiffin. (I am afraid I must ask you not to bring children as we are unable to make suitable provision for them.) Parking will be available on site (London Road entrance). During the course of the evening, you will meet your son's Form Tutor, senior members of staff, representatives of the Parents' Association, the form prefects, and me. Miss Clarke will address all parents in the School Hall at 7.30pm.

In the meantime, it is helpful to know of any circumstances which may affect your son's happiness and progress during the settling-in phase and throughout his Tiffin career. We would also appreciate it if you would share with us any information regarding his academic or social progress at his current school, any specific learning difficulties encountered, issues that you feel we should be aware of or any health or family matters. Please write to me in advance of New Boys' Day; all information will be kept in strictest confidence. Similarly, I would encourage you to contact either me or your son's Form Tutor at any time, should your son experience difficulties or problems during his first year at Tiffin. It would of course be lovely to hear of positive comments from time to time too!

The Autumn Term begins on Tuesday 6th September at 8.30am. Your son should report to the Walden Hall wearing full school uniform. He will be required until 3.30pm. Wednesday 7th September will be an induction day out of school. We will send you details of this day in due course. Thursday 8th September will be a normal timetable for all pupils, with the start of the day at 9.20am.

On an additional note, I would like you to jot in your diary the Year 7 'Settling In' evening which will take place on Thursday 10th November at 7pm. This will provide another opportunity to meet with me and your son's Form Tutor, and to compare notes with other parents!

I am confident that your son's time at Tiffin will be happy and successful, and I look forward to meeting you on 6th July.

Yours sincerely

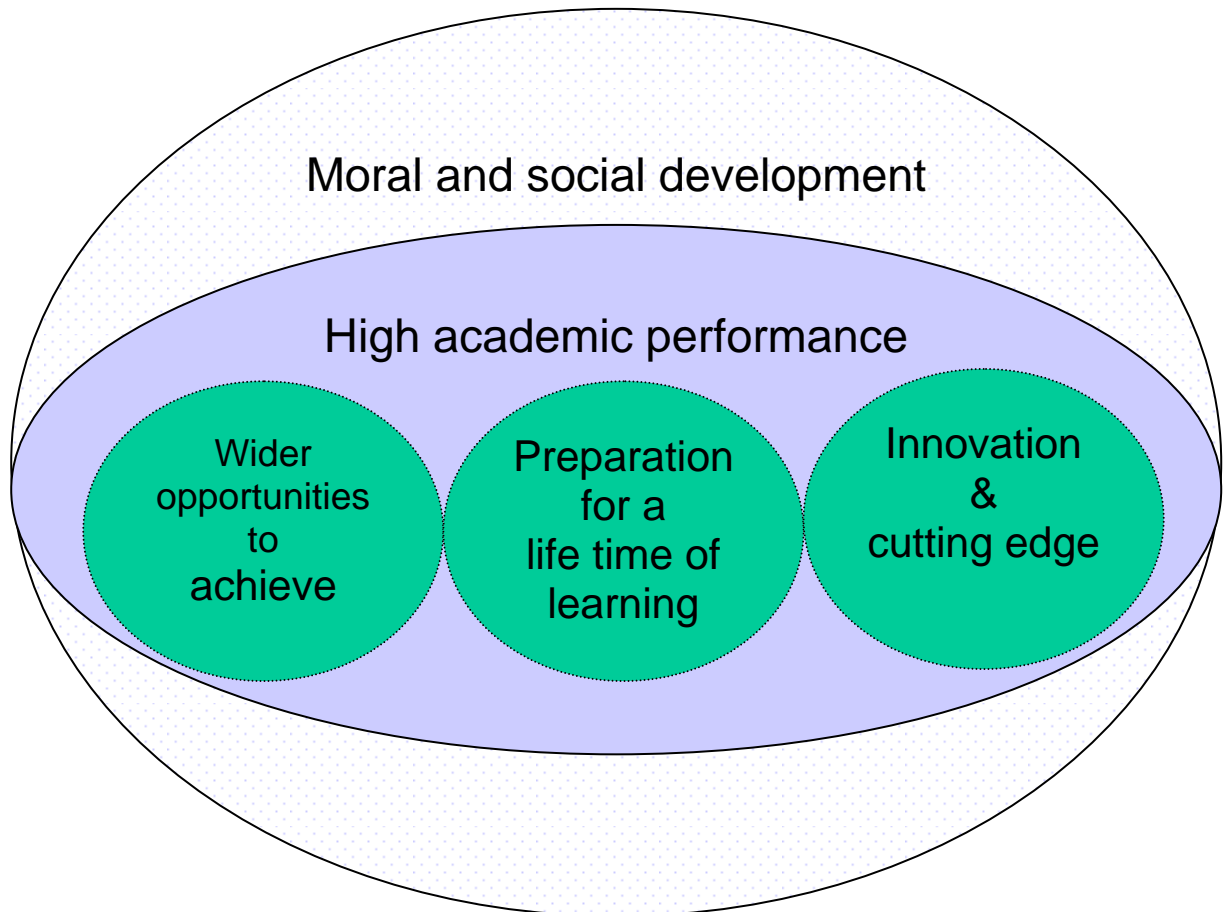


Wayne Martin
Head of Year 7

The Tiffin Vision

A leading creative community; an enduring love of learning

Aims



CODE OF CONDUCT

Last updated July 2010

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.

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 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. In years 7-10 you must remain on the school site unless you are travelling to rowing. In Year 11, you must remain on school site except on Wednesdays if you are travelling to Games.
- 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. If a student in Years 7-11 is to leave school for an appointment on his own, he must have a parental letter of permission with him that he can show the office staff
- 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
- Follow the 'Rules of the Classroom'
- 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.
- 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 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.

DRESS AND APPEARANCE REGULATIONS

Last updated – January 2011

All boys are required to wear school uniform as prescribed by the Governors, whilst in School and whilst travelling to and from School. Most of the uniform, including blazers, is available from Tiffin School Shop.

Blazers: Boys in the Sixth Form wear a dark plain suit with blue or white shirt and school tie
Boys in Year 11 wear a navy blue blazer with the three fishes badge.
Boys in Years 7, 8, 9 & 10 wear the Tiffin Striped blazer.
(Patches on the elbows and wrists are recommended to preserve the life of the blazer)

Shirts: Plain white.

Ties: School, House, Colour, Sixth Form or School Club tie. A tie must be worn for School, correctly tied at the collar.

Trousers: Long charcoal grey.

Pullovers: This must be V-necked and either one of the Tiffin pullovers (navy blue embroidered with the emblem of three fishes, or navy blue with a red stripe at the V-neck, both of which are available from Tiffin School Shop), or plain navy blue.

Footwear: Black leather shoes. Trainers are not permitted.

Socks: Dark blue, dark grey or black.

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.

Summer term only: The summer term school uniform will consist of the following:

- A Tiffin-badged navy blue polo shirt available from the school shop (no other polo shirt can be substituted);
- Long charcoal grey trousers;
- Black leather shoes. Trainers are not permitted;
- Dark blue, dark grey or black socks.

During the summer term, the summer term uniform is compulsory for all boys in Years 7-10. Boys in Year 11 may choose to either wear the summer uniform or continue to wear the winter uniform.

On cooler days boys can wear the polo shirt with the school pullover or blazer as appropriate. For away sport fixtures the school blazer must be worn.

On Founders' Day (usually the last Thursday of the school year) all students to revert to the full school uniform of blazer, tie and shirt.

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.

Badges: Badges of outside organisations are not permitted. Badges representing awards may be worn, subject to the Headteacher's approval.

Specialist Clothing: Boys riding cycles to School should conform to safety precautions which recommend the wearing of light-reflecting objects. Cyclists must wear helmets.

PE and Games Kit is available from Tiffin School Shop (see relevant page). Boys do rugby and cross country in the winter and cricket and athletics in the summer.

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.

Equipment: Each boy should have a bag for exercise and text books. A separate bag is recommended for PE and Games kit. He should also have a laboratory/art coat.

Valuables: The boys are responsible for their own belongings in School. Valuable items should not be brought to School. During PE and Games lessons valuables (eg money/ watches/phones) should be placed in the secure lockers provided in the Sports Hall and at Grist's (using a special padlock available from the School Shop).

It must be strictly understood that there can be *no* departure from this uniform.

ALL UNIFORM *MUST BE CLEARLY MARKED WITH THE BOY'S NAME*

The following Games Kit is required (available from Tiffin School Shop)

Rugby

Red and blue reversible rugby jersey
Dark blue cotton rugby shorts
Red and blue hooped rugby socks
Rugby boots
Gum guard (consult your dentist)
School tracksuit (optional for cold/wet weather wear)

Athletics

School athletics vest (navy with scarlet and white horizontal bands). This is also used for PE. (Year 7-9)
A Tiffin-badged red polo shirt (from Year 10 onwards)
White shorts as in PE
School tracksuit (as above)
Spiked shoes – if doing cross-country or Athletics

Physical Education

School athletics vest (Years 7-9)
A Tiffin-badged red polo shirt (from Year 10 onwards)
White PE cotton shorts
White socks
White training/gym shoes (non-marking sole)

Cricket

Long white cricket trousers
White cricket shirt
White sweater
Abdominal guard/cricket box
White (cricket) shoes/boots

ALL KIT *MUST BE CLEARLY MARKED WITH THE BOY'S NAME*

“TRADING POST” is run by the Parents' Association and sells second-hand uniform.

Last updated January 2011

GENERAL INFORMATION

THE CURRICULUM

On entering the School pupils are placed at random in five equal forms. The course of study for Year 7 comprises English, Drama, History, Geography, Latin, French or German, Mathematics, Physics, Chemistry, Biology, Art, Music, Dance, Technology, Information Technology, Religion & Philosophy, Physical Education, Games, Social & Moral Development and Learning2Learn.

GAMES

Year 7 pupils have games on Friday afternoons. Coaches take the boys to Grist's ground at Hampton Court. They make their own way home. See website for map.

MONITORING AND ASSESSMENT OF YEAR 7 PUPILS

Your son's first term with us is an exciting and, for some, awesome challenge. His success depends upon his happiness and Year 7 tutors carefully monitor the way boys settle, make friends and take up new activities.

His work will be monitored just after half-term in the Autumn Term, by means of a Progress Review. In the Spring term you will have the opportunity to meet many of his subject teachers to discuss his progress.

Year 7 tutors hold a "settling in" evening for parents in November, at which difficulties in settling or coping are principally addressed. This is very much a social occasion, with the emphasis on becoming part of a team with tutoring staff.

After half-term in the Summer Term, progress in most subjects will be assessed by formal examinations. An Assessment Record, including a tutor report and individual subject will be sent home at the end of this term.

If, at any time during the year, there are any concerns you wish to bring to our attention, you can write, telephone or email, or make an appointment with your son's tutor or, if you prefer, the Head of Year 7.

HOMEWORK/INDEPENDENT STUDY

Homework is part of every pupil's learning experience. It is regarded as an integral and indispensable part of the curriculum. It is designed to extend and reinforce the work done in lessons, to promote further understanding of this work, and to develop the pupil's ability to work on his own. The homework set may consist of a wide variety of assignments e.g. writing, reading, research, learning, revising, projects, drawing, diagrams, collecting resources, etc. and is expected to take up to 30 minutes per subject. It is usual for two subjects to be set each night. The work set should not be regarded as exclusive, for each pupil should be reading widely and conducting independent study as well. Every evening the pupil should spend 20-30 minutes reviewing the day's learning as part of independent study in addition to set homework.

In September pupils are given a student planner which they are expected to use to record their homework. Parents are sent a copy of the homework timetable at the beginning of the year via ParentMail.

Parents can make an important contribution to successful study habits by ensuring that their son has a quiet room in which to work and by helping to establish a regular pattern of study. Pupils need to be encouraged to adopt a routine in order to develop positive study habits. An active interest on the part of parents in establishing such a routine and keeping a watching brief on the amount of work being done will be of considerable value. Parents are asked to view and sign the planner weekly.

The Form Tutor keeps a check on the work that is set. The Head of Year monitors the overall pattern. If pupils fail to complete work, the subject teacher will investigate and report to the Curriculum Leader, Form Tutor or Head of Year, as appropriate. Parents are asked to monitor actively their son's homework/independent study by checking the amount of work and time spent on each subject as well as signing the diary entries weekly.

Pupils are given advice on how best to tackle the various types of homework/independent study and the conditions in which they should work. Since each pupil does a large amount of work at home, continuing guidance and advice is given through the Social & Moral Development and L2L programmes to ensure that successful study habits are established.

It is important that a pupil establishes a positive attitude to work at home in Year 7, which will lay the foundations necessary for the extended nature of work higher up the school.

HOMEWORK/INDEPENDENT STUDY CLUB/LIBRARY

Club runs from Monday to Friday until 4.30pm in the LRC (Library), providing pupils with a space to work or read. Staff might also be available to assist pupils in their study.

The lower school have priority on the computers at lunchtime.

The LRC (Library) opens at 8.00am every morning except Thursday and closes at 4.30pm each evening.

CLUBS AND SOCIETIES

Boys are encouraged from the beginning of Year 7 to become involved in one of the many clubs and societies which are held during the lunchtimes and after school. The choice includes: Art, Athletics, Cards, Chess, Badminton, Basketball, Birdwatching, Bridge, Film Club, Reading Group, Cross-Country, Photography, Computers, String Orchestra, Second Orchestra, Concert Band, Choirs, Table Tennis, and Dance, as well as the usual sports.

DISCIPLINE PROCEDURES

Only in an ordered environment can pupils learn effectively and develop personal responsibility. We require high standards of behaviour, punctuality, attendance and dress. Great importance is attached to discipline in the sense of self-respect, common sense, courtesy and a proper respect for others and their property, and the welfare of the community.

If a pupil misbehaves, his tutor and/or teacher will be involved in discussion with the pupil. There are clear disciplinary procedures which will be followed, leading ultimately to a School Detention. This is viewed as an extremely serious sanction and is held for one hour on a Friday, by a member of the Senior Leadership Team. More serious sanctions are available in the School's disciplinary procedures should they prove necessary.

If a pupil's behaviour or work is giving cause for concern, parents will be contacted at the first opportunity and may be invited to the school in an effort to resolve the situation and to arrive at a mutually satisfactory decision about the pupil's future.

A pupil may be put on a target sheet should work or behaviour prove to be unsatisfactory - a procedure which is fully explained to the pupils.

When pupils are having difficulties keeping up with work, work recovery is available after School in the Library. In addition, a pupil can be placed in compulsory work recovery when other strategies have not succeeded.

EQUIPMENT

Your son should have a fountain pen, a geometry set, a rough book and an adequately stocked pencil case, including coloured pencils. A scientific calculator is also required. This can be purchased from the Tiffin Shop - please include on your order. A laboratory/art coat is needed. Advice will be given by staff on any further specialist equipment necessary. It is considered important that each pupil has a small dictionary with him for all his subjects (available from Tiffin Shop). We expect pupils to take particular care of textbooks issued to them and in all subjects they will be asked to cover their textbooks. All exercise books must be covered with plastic covers, which are available from the Tiffin Shop.

LUNCHTIME ARRANGEMENTS

There are three choices offered to the pupils for their lunch arrangements:

1. Using our self-service cafeteria, which provides a full range of hot and cold meals, and is very popular with the boys. Further details will be issued in July.
2. Bringing a packed lunch from home eaten in the indoor facilities which are very limited, or in the grounds, unless cold or wet.
3. Going home to lunch. Obviously, this arrangement is dependent on there being sufficient time during the lunchtime for pupils to go home and return punctually for afternoon registration. We strongly advise parents not to give permission for their son to go home unless a parent or other adult is there.

NB Pupils are not allowed to leave the school grounds during the school day to go into Kingston except in special circumstances in which case permission is given by the Head of Year 7 only after receipt of a letter from parents.

Please also note that the Canteen serves breakfasts from 7.45am each day.

FREE SCHOOL MEALS

If you are in receipt of Income Based Job Seekers' Allowance or Income Support and are therefore entitled to free school meals, please ensure you complete the appropriate section on the Admission Form. We need to know if you are currently entitled to them even if you choose not to claim them, or if you have ever claimed.. It affects the money that is put in the school budget by the government for your son at school. If your situation changes,

please inform us. Your entitlement remains confidential information. Should you require further information please contact Mrs Cox (hcox@tiffin.kingston.sch.uk).

LOCKERS

Lockers are available if you wish your son to be able to store books, games kit, etc. There is no obligation to have a locker as this is an optional extra, and a pupil who has not got a locker will not be placed at any disadvantage. There is a charge of £20 for the use of a locker, which will cover the whole of the time he is at the school. Further details will be available in July.

Lockers will be available for the storage of valuable items, in the Sports Hall and at Grist's. Please ask your son to purchase a combination padlock from the School Shop so he may take advantage of one of these lockers.

ILLNESS

The school has a medical room. If a boy feels ill during lesson time, the teacher will send him to the Office so that the secretarial/First Aid staff are aware that a boy needs medical attention. On no account should boys ring parents direct to arrange to be collected. Should boys do so anyway, please ask them to report to the Main Office. No tablets or medicines are given by the school. Parents are contacted immediately if illness necessitates a boy going home or if an accident has occurred. In the case of boys going home because they are too ill for lessons, they must be collected by a responsible adult.

Parents are asked to inform the Head of Year 7 of any matters which might affect their son's learning performance in school, as well as of any medical difficulties, allergies, asthma, etc.

EMERGENCY CONTACT NUMBERS

It is important that the school has up-to-date details of parents' home, work and emergency contact telephone numbers. We also need 3 different individuals to contact in the event of illness/emergency.

A Data Checking Sheet will be sent home during the Autumn Term so that you can check that the information we have for your son is accurate. Please return it to your son's Form Tutor immediately. Any changes during the academic year should also be emailed / sent in to the School Office and Form Tutor as soon as possible.

PUPIL ABSENCE AND HOLIDAYS

Please let us know if your son is going to be absent, by email. All absences must be covered by a letter or email to the Form Tutor explaining the reason for absence. If emailing, please send copy to attendance@tiffin.kingston.sch.uk. The Form Tutor, the Head of Year 7 and the Education Welfare Officer monitor absences closely. If you experience any difficulties regarding your son's attendance at school, please contact the Head of Year 7. We find that problems can be resolved more quickly when parents and staff work together.

We would ask that, where possible, dental and medical appointments be made out of school hours. Requests for such absence during school time should be submitted to the Form Tutor. Boys should keep the note on them to show at the Office at the time of signing out.

Parents have the right to ask for their son's release from school for family holidays, but we would ask you to remember that such absences can have a detrimental effect on the regular work patterns we try to establish. These absences also have an impact on activities which we regard as a vital part of the education provided for your son. We would ask you to be as sparing as possible in the days on which you request absence for your son. All such requests should be submitted for consideration to the Headteacher.

PHOTOGRAPHY AND FILMING OF STUDENTS

We have launched a new website and would like to populate this with as many photographs as possible to illustrate the successes and achievements of the Tiffin community. We are truly proud of the extent of involvement in the wider opportunities on offer and wish to show, through photographs, the enthusiasm with which we are sure your sons will participate.

There is a possibility that your son may be included in a photograph appearing on the website in future. Although photographs will never be published accompanied by the student's name we would like to know that we have your consent to publish photographs on the internet. Some of these photographs may also appear in the school prospectus and other school publications.

ROAD SAFETY AND CAR PARKING

As we are an island site in the centre of busy Kingston, it is essential that boys are aware of basic road safety before they start at the School. Parents are asked to point out the dangers of crossing the main roads around the School, except at the recognised points. Parents are also requested not to park near the entrances to the School at any time and to adhere to the parking restrictions. Accidents could easily occur when vision is restricted.

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.

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.

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, their bicycle must be in a roadworthy condition and the boy must have passed his Cycling Proficiency Test. Any pupils bringing a bicycle to school do so entirely at their own risk. The cycle must be registered with the school office. Boys must wear the appropriate safety head gear. They must also provide padlocks to secure their cycles. The School is not liable for loss or damage to pupils' cycles. For safety we advise parents to obtain adequate insurance cover and to have their postcode stamped on the cycle.

These outline statements of Principles, Behaviour, Discipline and Ethos at Tiffin are taken from School policies and guidelines, and are expressed specifically for pupils. Many of the policies are to be found in full on the website.

AIM OF SCHOOL

Tiffin School aims to create a caring, stimulating and secure environment for able pupils in which they will develop personally, socially and academically through involvement in the wide range of opportunities the School has to offer, so that they may be well prepared for further learning and able to take a responsible place in society.

1. CODE OF CONDUCT (Summary)

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.

2. ATTENDANCE

You are expected to attend school punctually every day in term time and when required to represent the School in sport and the arts at weekends and in the evening.

3. PUPIL DISCIPLINE POLICY (Summary)

The School believes that praise and encouragement are the best motivators and that coupled with good teaching they will enable pupils to achieve their potentials. Nevertheless to create the caring and secure environment needed for learning to flourish, some simple and clear rules are required. These rules are based on common sense, courtesy and a commitment to being proud to be part of the institution. The rules are designed to promote good behaviour; self esteem; self discipline; respect for authority; positive relationships; a safe environment; and freedom from discrimination or bullying.

In implementing the rules the School will ensure consistency of response; early intervention; and early involvement of parents.

You will be expected to take responsibility for your own behaviour and will be made fully aware of the School's procedures and expectations.

The clear disciplinary procedures start with the role of the classroom teacher and lead to, in serious cases, the role of the Head. The aim will always be to find a solution to help the pupil. Sanctions, including detention and exclusion, will be used if necessary.

4. ANTI-BULLYING POLICY (Summary)

All of us by our actions and attitudes must make it clear that:

- We will not tolerate Bullying;
- We will immediately inform a teacher or an adult of any Bullying known to us;
- We will give support to victims of Bullying whenever we can.

5. EQUAL OPPORTUNITIES POLICY (Summary)

Tiffin School is firmly committed to pursuing equality of opportunity for all of you. It consciously works to avoid discrimination against any member of the community – students, teachers and the associate staff – on the grounds of race or ethnic origin, gender, disability, religion, marital status or sexual orientation. It embraces a policy of promoting equal opportunities in all aspects of School life and work.

6. DRESS AND APPEARANCE REGULATIONS

You are required to wear school uniform as prescribed by the Governors, whilst in School and travelling to and from School, including Games and sporting fixtures.

7. HEALTH & SAFETY AT WORK ACT

Your attention is drawn to the fact that schools are covered by this Act of Parliament and that, according to Governors' documents, you are expected to:

- Exercise personal responsibility for safety of self and classmates;
- Observe standards of dress consistent with safety and/or hygiene; (this would preclude unsuitable footwear, knives and other items considered dangerous);

- Observe all the safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- Use, and not wilfully misuse, neglect or interfere with things provided for your safety.

8. ICT

You must ensure the confidentiality of your password, and are expected to use the Internet for sensible and appropriate work in School. You will also ensure that you regularly check and tidy your area of the Tiffin Network, and conform to the School's Network Contract in using both e-mail and the Internet.

9. HOMEWORK / INDEPENDENT STUDY POLICY (Summary)

- Homework and Independent study are important parts of every student's learning experience.
- In KS3 and KS4 there will normally be 2 subject homeworks per night, except occasionally when there will be 3. At KS3 each homework should take around 20 minutes to complete. At KS4 each homework should take about 40 minutes to complete. Modern Languages will also set vocabulary and grammar work up to 10 minutes at the teacher's discretion, every lesson.
- You are expected to record the details of your homework, together with the date for completion/handing in of work in your planner. It is your responsibility to ensure that work is completed and handed in on time.
- The set homework should not be regarded as exclusive, but each student should also be undertaking independent study.
- Independent study tasks, as well as reviewing the day's learning, can include activities such as:
 - questions • research • thinking • reading•extended writing
 - past papers • notes • learning/revision
- Independent study activities also consist of music practice, sports practice and other related activities, for example watching a relevant television programme.
- Students are expected to spend about 20 to 30 minutes each evening on their Independent study.
- Parents can make an important contribution by ensuring a quiet room for study and encouraging positive study habits.

10. MERITS (Summary)

The purpose of the merit system is to support your particular effort, achievement, behaviour, attitude or success, in any part of the life of the School, and in any year. The process is designed to reinforce the positive nature of the recognition.

11. ROLE OF FORM TUTOR (Summary)

Your tutor will monitor academic progress, attendance, punctuality, general behaviour, relationships with teachers, non-academic staff and with other pupils, encouraging you to become sensitive and responsible to the duties that will be expected of you as you grow beyond the confines of the School environment.

If you wish to see more detailed policies and procedures please enquire at the School Office.

Last updated July 2010

INTRODUCTION:**Students:**

All of us by our actions and attitudes must make it clear that:

- We will not tolerate bullying.
- We will immediately inform a teacher or other adult of any bullying known to us.
- We will give support to victims of bullying whenever we can.

Staff:

We have an important responsibility to support the development of every child in our care. It is essential that the School's ethos is positive and supportive as our behaviour and attitudes can influence those of our students. By what we say to our forms, groups and classes, students must be quite clear that:

- We will not tolerate bullying.
- We will support victims of bullying immediately.
- We will listen to all evidence surrounding the incident.

Staff Bullying:

The term 'staff bullying' relates to situations where a staff member is either the perpetrator or target of bullying. If the phenomenon of staff bullying is to be successfully addressed there is need for a two-way approach. Consequently, the target can also assist in reducing bullying by taking certain measures, which include keeping comprehensive notes of all incidents, particularly details of witnesses or participants. A complaint that alleges the bullying of a staff member by another staff member will be dealt with under the School's Grievance Policy.

DEFINITION:

Bullying is the willful, conscious desire to hurt, threaten or frighten someone. It can be physical or verbal in nature, involving for example; name calling, teasing, references to personal attributes, gestures, comments on sexuality or race, use of threat, use of fear, intimidation and the use of physical violence. It can also occur virtually through the use of e-mail, text messaging and other virtual technologies.

- Any of these can be part of behaviour found during the school day, on journeys to and from school, during non-timetabled activities, and outside the school day.
- We must do all we can to stop this from being so.
- The pastoral system led by the Head of Year will be the vehicle for combating bullying.
- As it is a caring system, it will demonstrate the School does not tolerate bullying.
- The knowledge that bullies get pleasure and satisfaction from others' pain, fear and humiliation must set them aside in the eyes and opinion of the community.
- Acts of bullying are often surrounded by secrecy; victims are 'reluctant communicators'.

Staff should be alert to signs of:

- Deterioration of work
- Spurious illness
- Isolation
- Desire to remain with adults
- Erratic attendance

Though not solely associated with bullying, these could be early warning signs.

PROCEDURES:

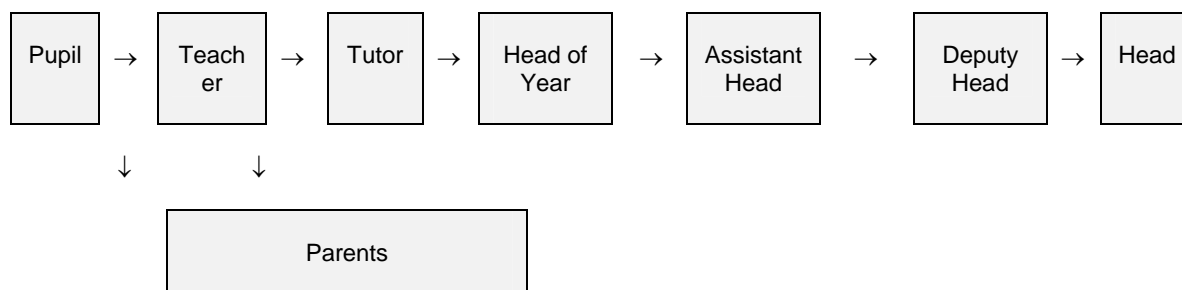
Staff and prefects should:

- Encourage students to inform adults immediately of any bullying incident
- Not tolerate bullies in any group
- Make a bully's isolation clear as a consequence of his action
- Inform the form tutor of any bullying incident

On being informed of a bullying incident:

- Always act
- Inform the tutor
- Prefects and teachers concerned should confer
- The tutor should ask for written reports from those concerned
- Discussion with the Head of Year may be advisable
- Completed written records should be filed
- Those concerned should be brought together with teacher and/or tutor, and/or Head of Year
- Parents should be informed in writing; it must be made clear what action is being taken, in some cases the parents may be requested to come to the School
- Make the unacceptable nature of the behaviour and the consequence of any repetition, clear to the bully and his parents
- Ensure all staff are kept informed of any bullying incidents in the School

Lines of communication and action:



The school nurse, doctors, support teachers, counsellor, E.W.O. and Educational Psychologist may be introduced as requested or when considered advisable.

Curriculum Support:

- The SMD programme has specific sections on bullying.
- Drama, particularly in the early years, offers support by involving pupils in role play covering bullying.
- Assemblies regularly address the issue.

Updated March 2010

THE SCHOOL DAY

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

7.45am	School Canteen opens for breakfast
8.00am	LRC (Library) open
8.30am	Period 1
9.20am	Period 2
10.10am	Assembly / Tutor Time
10.40am	BREAK – Canteen open for snacks
11.00am	Period 3
11.50am	Period 4
12.40pm	LUNCH / Wider Opportunities
1.50pm	Period 5
2.40pm	Period 6
3.30pm	End of school day
4.30pm	LRC (Library) closes

*Thursday – first teaching period at 9.20am. School ends at 3.30pm.

PRIVACY NOTICE – Data Protection Act 1998

We, Tiffin School, are the Data Controller for the purposes of the Data Protection Act.

We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

Tiffin School and its associated Tiffin organisations will share your contact details, date of birth, date of admission and date of leaving.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the school office.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

Royal Borough of Kingston
and
Teachernet

If you are unable to access these websites, please contact the LA contact.us@rbk.kingston.gov.uk or the DCSF at the following address:

Department for Education

Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.dfe.gov.uk
email: info@dfes.gov.uk
tel: 0870 000 2288

In addition,
Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions.

Please inform Mrs H Pitts (hpitts@tiffin.kingston.sch.uk) if you wish to opt-out of this arrangement. For more information about Connexions please, please contact the Local Authority as shown above.

SEVERE ALLERGIC REACTION

A number of students join the school having severe allergies. We deal with each case by talking with parents where necessary and try to ensure each boy's needs are met.

Below is an outline of the procedures in place at school, and these apply in general to those with asthma as well.

Students who have severe allergies are listed with photographs in both the main office and the staff room.

Staff's attention is brought to this at the start of every academic year and they are asked to record the information on their class registers.

Students should carry their EpiPen or equivalent with them at all times. Spare pupil's medication will be kept in the main office. In PE, Games or similar situations where students are unable to have their medication about their person, they should leave it with the member of staff in charge of their group.

At the first sign of an allergic reaction the student should administer the EpiPen himself, inform the teacher if in a lesson or send a friend to inform the Main Office who will summon help. In all cases a member of staff with First Aid training will attend to the pupil and an ambulance will be called.

If the student is unable to apply the EpiPen, the First Aider will help.

In all cases it is important that the student's friends know that they may suffer a severe allergic reaction and if the situation does arise, they communicate this to the main office as quickly as possible.

All year 7 tutor groups which have boys with severe allergies will go through the above information early in the academic year with their form tutor.

Boys who join the school in year 7 will meet with the Head of Year 7 to ensure they know and understand what the school does in such circumstances.

Students who join in the Sixth Form, should initially discuss their situation with the Head of Sixth Form.

No responsibility is taken by the school for ensuring that students do not come into contact with the cause of their allergy, however the staff in the dining hall are always helpful and will deal with students individually to ensure that a hot meal can be provided daily, bearing in mind they cater for the whole school.

MATHS DEPARTMENT

Re: Calculators in Mathematics

A scientific calculator is not required in Mathematics in year 7 in the first two terms, but will be needed in other subjects, and will be needed from the Summer term. It will then be required for Key Stages 3, 4 and A level. The Maths Department at Tiffin intends the use of the calculator to go hand in hand with practice in mental arithmetic, rather than as a substitute for it. It is intended that boys become familiar with what all the buttons on their calculator do as they progress through the various levels of ability. Your son may already have a calculator. If so, he will need to check that it is adequate for the Maths and Science courses he expects to follow.

On the grounds of both need and price, we recommend the Casio FX83 as a basic machine, suitable for all Year Groups. It has a hard case and it is powered by penlight batteries with an average life of five years.

The prices at the Tiffin Shop are at present:

Casio fx-83ES	£7.50
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Please do not hesitate to contact me if you have any further queries on this matter.

MODERN LANGUAGES

Language Learning

When your son starts at Tiffin School in September, he will learn a modern foreign language as required by the National Curriculum. Some of our intake (not more than two forms) will take German, while the remainder will take French. The language started in September 2011 will be continued for five years (Key Stages 3 and 4 of the National Curriculum).

It is our usual practice to place our new boys more or less at random into five forms which means that it will be a matter of chance whether your son takes German or French as his first modern language. However, if you have a special reason for wanting your son to take one language in preference over the other, please email hpitts@tiffin.kingston.sch.uk. Please note that this does not include holidaying in a particular country. In our experience, an acquaintance with French at primary or preparatory school is often a good reason for taking German at this stage.

We also offer Spanish as an optional subject at GCSE and A Level.

PHOTOGRAPHY AND FILMING OF STUDENTS

We have launched a new website and would like to populate this with as many photographs as possible to illustrate the successes and achievements of the Tiffin community. We are truly proud of the extent of involvement in the wider opportunities on offer and wish to show, through photographs, the enthusiasm with which we are sure your sons will participate.

There is a possibility that your son may be included in a photograph appearing on the website in future. Although photographs will never be published accompanied by the student's name we would like to know that we have your consent to publish photographs on the internet. Some of these photographs may also appear in the school prospectus and other school publications.

TIFFIN NETWORK

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 sign a copy of this found in his planner before using the network. 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.

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. As a parent you can choose which groups you wish to receive messages from to ensure the communications you receive are relevant. We hope this will 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.

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

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>

MUSIC

I am delighted to hear that your son is coming to Tiffin in September and will be able to take advantage of the many opportunities which we offer 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-minute sessions throughout the school day, and students receive ten of these lessons every term. The school owns a large stock of instruments which the boys can borrow. Cost of tuition is currently £15.50 (reviewable each summer) per individual 30-minute lesson.

Almost all boys learn an instrument in Year 7; more information about how the system works will be given at the meeting for new parents on Wednesday 6th July.

In particular, we run a bursary scheme for promising string players (violin, viola, cello or double bass), which offers part-subsidy and full-subsidy or instrumental lessons if taken at Tiffin. In exchange, bursary holders commit to being part of school instrumental ensembles and act as lead players throughout their time at the school. If your son is currently Grade 4 or above in these instruments, please contact the Music Secretary **before the end of June**, and we will arrange an audition date and time.

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 Sunday 20th November at the Rose Theatre in Kingston. (If you enjoy singing, the first rehearsal for the adult choir is on Tuesday 13 September at 7.30 pm in the School Hall: we would love to see you there). Shortly after your son arrives at the school, he will have the opportunity to audition for the Training Choir, with this concert marking his first appearance. From the Training Choir, we pick singers for the Tiffin Boys' Choir – by the end of Year 7, around 15 boys will have made the step up, with more progressing in Year 8. The Boys' Choir (www.tiffinboyschoir.com) performs regularly with the Royal Opera and the London orchestras and tours annually (this summer, they are going to Australia).

For the instrumentalists there are many varied groups, including the Thames Youth Orchestra (a community youth orchestra, including members from 12 schools), the Concert Band, Swing Band (as well as its training band, Swing Band Two), Concert Orchestra, Chamber Orchestra, Samba Band, and many chamber and pop and rock groups.

Rehearsal times for all of these groups are available on the Parent Portal.

We hope that your son will take full opportunity of the rich musical life while he is at this school.

Simon Toyne
Director of Music



TIFFIN SCHOOL

Voluntary Aided Grammar School for Boys 11-18

offers

MUSIC BURSARIES

**to boys who play orchestral string instruments
and have been offered a place in the School.**

**The Bursaries will be awarded, after an instrumental audition, up to
100% free instrumental tuition in one instrument, reviewable annually.**

Closing date for applications: Monday 6 June 2011

For further details contact:

The Director of Music

Tiffin School

Queen Elizabeth Road

Kingston upon Thames

Surrey KT2 6RL

stoyne@tiffin.kingston.sch.uk

020 8546 4638 ext 133

STUDENTS PERMANENT DISABILITY INSURANCE SCHEME

Overleaf you will find details of a Student Permanent Disability Insurance Scheme effected through HSBC Insurance Brokers Limited Schools Division.

In a school such as Tiffin, where a wide variety of sports and extra-curricular activities are offered, there is always the risk of accidental injury to pupils. If you wish to cover your son for such injuries, you will need to take out personal accident insurance for him. We have put in place the Student Permanent Disability Insurance Scheme (the 'Scheme') in order to offer you low cost personal accident insurance. This Scheme is entirely voluntary – it is for you to decide whether or not you wish to have personal accident insurance for your son while he is at School.

The Scheme is operated on a group basis through the School, which makes it possible to keep the premium to a minimum. It has the following main features:

- 1. Cover is extended to virtually all accidents, howsoever caused, whether at School or elsewhere;
- 2. Cover is worldwide;
- 3. Cover is continuous throughout the year;
- 4. Benefits are linked to a scale, graded on specific disabilities, up to a top limit of £200,000;
- 5. The premium for this year is £11.50 and includes handling charge and insurance tax.

Please note that this low-premium insurance covers only PERMANENT DISABILITY arising from an accident.

If you wish to take out this insurance, please pay your premium and complete and return the slip below to Mrs M Fagandini by the end of July, to ensure that your cover is in effect from the first day of the Autumn Term. Any premiums received at a later date will be dealt with as soon as is practicable. Our preferred method of payment for the premium is by debit or credit card through ParentPay, at www.parentpay.com. Log into your son's account and select 'Pay here' on the Home screen. You will see the insurance listed on your Payment Items on the next page. If you do not have a username and password for ParentPay please contact the Finance Office. If you do not have internet access, please send a cheque payable to Tiffin School with your application form.

The School will accept no liability if the premium fails to arrive or arrives late. An acknowledgement slip showing that the premium has been received will be sent to you, via your son, within ten school days of receipt and will show clearly the date on which your application was processed by us. Please retain the slip as proof of payment. If you wish us to send you the receipt slip through the post, please enclose a stamped addressed envelope. If you fail to receive the slip, please make enquiries to obtain written proof that your premium has been received.

.....

To: Mrs M Fagandini

I have paid £11.50 through ParentPay / enclose my cheque for £11.50 (payable to "Tiffin School") (delete as applicable). This is for the 2011 -2012 premium in respect of the Student Permanent Disability Scheme.

Name of Insured Student Form

Address
.....
.....

Signature of Parent Date

If you are paying by cheque, please put your son's name and form on the reverse.

GROUPCARE ACCIDENT SCHEME – POLICY SUMMARY

This summary does not contain the full terms and conditions of the Policy. These are contained in the Schedule and Certificate Wording, held by the School and available for inspection, which together form the Policy.

Insurers and type of insurance

This personal accident insurance is provided by ACE European Group Limited. The insurance operates under a group arrangement, with the Policy being held in the name of the school.

Cover

The insurance covers the risk of an accident happening to an Insured Person named in the Schedule to the Policy that results in death or permanent disability. It provides a lump sum payment that is calculated with reference to a specified table of benefits.

Cover applies for 12 months or otherwise as agreed and shown on the Schedule, and is renewable at expiry.

Significant features and benefits

- A tax-free lump sum of up to £200,000 is provided for each Insured Person if he/she suffers an accident that results in permanent disability. This could range from a minor incapacity to total paralysis.
- Any pupil attending the insured school can be included.
- Cover applies on a worldwide basis, 24 hours a day (ie in and out of school).
- There are no restrictions regarding amateur sporting or leisure activities.
- Payments for permanent disability are made irrespective of any other person being legally responsible for the accident.

Significant and unusual exclusions or limitations

- Permanent disability must be apparent within 104 weeks from the date of the accident.
- There is no cover for dental injury, suicide, intentionally self-inflicted injury, risks from war, pregnancy or childbirth.
- Any disability which existed prior to an accident happening will be taken into account when calculating the amount to be paid and may reduce the benefit payment.

Cancellation rights

There are no cancellation rights under this Policy.

Making a claim

If an accident happens which is likely to give rise to a personal accident claim, contact HSBC Insurance Brokers Limited, Schools Division, 9-17 Perrymount Road, Haywards Heath, West Sussex RH16 3DU. Telephone: 01444 458144. Fax: 01444 415088. Please quote the Certificate number stated on the Schedule by the school. Insurers may require the claimant to be medically examined.

Complaints procedure

If you are not satisfied with any aspect of this personal accident insurance or the service received, contact HSBC Insurance Brokers at the address shown above. In the unlikely event that you remain dissatisfied, you can put your complaint direct to the Insurers' Customer Service Manager at ACE European Group Limited, ACE Service Centre, Ashdown House, 125 High Street, Crawley, West Sussex RH10 1DQ. Telephone: 01293 726000. Fax: 01293 726271.

If your complaint is still not resolved you have the right to refer it to the Financial Ombudsman Service at South Quay Plaza, 183 Marsh Wall, London E14 9SR. Telephone 0845 600 6666.

Compensation scheme

The Insurers are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations. For claims against Insurers the first £2,000 of an insurance claim is covered in full, plus 90% of the remainder of the claim. You can get more information about compensation scheme arrangements from the FSCS



While Tiffin School welcomes your son, **Tiffin Parents' Association** would like to welcome you! All parents and guardians are automatically members of the Association, which is a registered charity formed in 1966.

We aim to help you keep in touch with what's going on at Tiffin, and to build a community of active involved parents who can support the school, financially and in other ways, across all areas of activity. We also provide a link with the School's other specialised parent groups, including:

- 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 welcome to the TPA's twice-termly committee meetings, which are a great way of finding out what's going on, and getting involved. And lots more information is available by registering on the TPA's busy website:

www.tiffinparents.co.uk

Trading Post

Second hand blazers,
other items of school uniform
and sports kit
all at
bargain prices!

Tiffin Shop

Tiffin Shop
Elmfield Enterprises Ltd.
Tiffin School
Queen Elizabeth Road
Kingston upon Thames
Surrey KT2 6RL
Tel: 020 8939 4375

E-mail: shop@tiffin.kingston.sch.uk

V.A.T. Registration No. 652 7766 06

Dear Parent or Guardian

Welcome to Tiffin Shop: your one-stop school shop.

Tiffin Shop is located on the School premises (in Elmfield building), you may have visited us when you came to look round the school. We provide for all our students' needs and offer easy, convenient one-stop shopping at very competitive prices.

Every item you buy from Tiffin Shop helps raise funds for the school, as all our profits are passed straight back to the school – and used for the benefit of the students.

All new parents will receive a pack of information about the uniform and equipment their son will need to start at Tiffin. As well as his Tiffin blazer and other uniform, he will need rugby kit and P.E. kit, plus art and stationery items and books. We stock everything he needs at the shop.

Every new boy has a 'one-to-one' fitting appointment at the shop, during the summer term before he starts. Our information pack contains details about this; **parents should telephone us as soon as they receive it, to book an appointment.**

We very much look forward to meeting you soon.
Yours sincerely

Deborah Welham and Linda Cox
Tel: 020 8939 4375 (Direct line with answerphone)

PLEASE NOTE TIFFIN SHOP IS CLOSED FOR THE SCHOOL HOLIDAYS FROM FRIDAY 8 APRIL. WE OPEN AGAIN ON TUESDAY 26 APRIL.

USUAL TIFFIN SHOP OPENING TIMES:

(Fitting appointments may take place other days/times)

MONDAYS: ALL DAY (8.45 to 4.15)

TUESDAYS: Lunch (12.35 to 1.45) & after school (3.30 to 4.15)

THURSDAYS: Lunch (12.35 to 1.45)

Occasional other opening times by arrangement.

NB: We are usually happy to see parents outside our opening hours during the day on Tuesdays/Thursdays, however please always call before you come, to make sure we can be available.

TIFFIN SHOP IS CLOSED DURING ALL SCHOOL HOLIDAYS

WHAT IF?

My son has an appointment at dentist/doctor/orthodontist/optician?

You should write to the form tutor requesting permission, giving the time of the appointment and stating whether you expect your son to be able to return to school. He must sign out of school in the Main Office before he leaves and also sign back in if he returns. He should keep the letter on him to show to the office staff. The letter should also state if he is to leave school on his own.

My son is sick and unable to attend School?

Email his form tutor and also attendance@tiffin.kingston.sch.uk on the first day of absence; and send in a letter with your son on his return explaining his absence.

I want to take my son on holiday in term time?

Such a request will normally be refused and if you do absent your son, his absence will be recorded as unauthorised. In exceptional circumstances you should contact the Headteacher.

My son is late for School?

Your son should go directly to his lesson and explain to his teacher why he is late.

My son is taken ill at School?

Your son should report to the Main Office where he will be looked after by a qualified First Aider. He will be taken to the Medical Room. You will be contacted, if it is deemed necessary for him to go home, and his form tutor will be advised. On no account should your son telephone you direct and ask you to collect him. Please do not send your son to school if it is obvious that he is unwell.

My son loses his coat/blazer, etc?

If, after thoroughly searching the obvious places (lesson rooms, form rooms, corridors, playgrounds, etc.) your son should go to the Main Office as Lost Property eventually makes its way there. Named articles are quickly returned to students via the school ambassador. Unnamed articles form the vast majority of Lost Property (60-70%). Items that remain unclaimed for a week or two are displayed on a table outside the Main office. If not claimed within two weeks, items are offered for sale by Trading Post (Parents' Association Second-hand Uniform), or given to charity.

My son leaves his games kit at Grist's?

Property left at Grist's is kept in the Staff Changing Room in the School Pavilion; your son should ask for it there either before or at the end of his next visit to Grist's. Named articles are returned to the Main Office at the end of each half term and then returned to the student via the school ambassador. Alternatively, should parents wish to check for lost items personally, games staff are at Grist's on weekdays from 1.50pm until 3.45pm.

Please note students are expected to leave Grist's in full school uniform and should therefore not be leaving their school shoes behind!

My son is at school but is unable to take part in Games afternoon

If your son is well enough to attend school but is injured or for another reason unable to take part in Games, he is still expected to go to Grist's. Whilst he will not take part physically, he may watch and participate in another role, such as assessing or evaluating the performance of his peers. On the very rare occasion that a pupil is at school but unable to attend Grist's due to transport difficulties at the end of the day, he will spend the afternoon undertaking Independent Study in the LRC.

My son leaves his book(s)/games kit/swimming kit/lunch at home?

The parent may bring any of the above into the Main Office for his collection.

My son loses his locker key?

He should go to the Main Office in the first instance. The lock will be cut off and he will need to replace his lock.

My son is unable to do homework through illness or family commitment?

You should write a note in his diary, for him to show his teacher

My son loses his Diary?

He should report this to his form tutor, and who will help him arrange a replacement, which will be charged for.

My son loses his timetable and does not know which lesson to attend?

He should go to the Main Office - their computer holds each individual boy's timetable.

My son misses a lower school examination due to illness? Your son should speak to the Subject Teacher concerned. You should mention any examinations missed when writing to the form tutor to explain your son's illness.

My son needs to contact me urgently?

He should go to the Main Office. Here he will be allowed to use his mobile phone, or the school phone. Please ensure we have three people to contact and up to date telephone numbers. It can be distressing when a child is

ill and no-one can be contacted. If he is unsure of your work telephone number this can be obtained from the Main Office.

My son has a work recovery/detention?

All detentions will be notified to parents either by e mail or as a note in his diary

My son is worried or upset about something at School?

Please contact the form tutor and/or the Head of Year as soon as you are aware of any problem. If he is worried about what to do, where to go, etc, in his first few weeks, please tell him that the staff in the Main Office are always willing to help and reassure the new boys.

CHECKLIST

Can you please make sure you have done the following:

- 1 Returned the Admission Form to the Admissions Department, together with one passport-sized photograph and a copy of your son's Birth Certificate. If he is not a British Citizen also enclose a copy of his passport together with any supporting visas. If appropriate enclose a copy of the Change of Name Deed.
- 2 Written (if applicable) to Mr S Toyne, Director of Music, re string instrument Bursary Scheme.
- 3 Returned the Insurance form to Mrs M Fagandini
- 4 Written to the Head of Year 7 regarding:
 - Special medical circumstances;
 - Permission to cycle to school.
- 5 If your son is entitled to receive free School Meals, completed the appropriate section on the Admission Form.
- 6 Please ensure your appointment with Tiffin Shop is booked. For information please read details sent from Tiffin Shop.
- 7 Noted important dates on your calendar –
 - 6 July - New Boys' Day (8.45am – 3.10pm)
 - 6 July - New Parents' Evening (7.00pm – 9.30pm)
 - 6 September - First day 8.30am – 3.30pm
 - 7 September - Team Building Day – off site. Details to follow
 - 8 September - School starts at 9.20am.
(Every Thursday school begins at 9.20am)

Please talk through this Booklet with your son, particularly the Code of Conduct and the Dress Appearance Regulations.