



23rd August 2019

J:4aPupil/Pupil/Letters/Beginning of Year ltrs/New Yr 8,9, 10 Aug 19

HOY/JGR/File

Dear Parent(s)/Carer(s)

I would like to offer an early welcome back and I hope you are all managing to find time to relax and enjoy the summer. It seems like a good time to communicate with you about our expectations for the new school year as we look forward to a successful and busy 2019/2020.

1. **Term dates:**

Years 8, 9 and 10 return to school on Tuesday 3rd September. October half term will start on Monday 28<sup>th</sup> October, returning to school on Monday 4<sup>th</sup> November. Term will end for students on Friday 13<sup>th</sup> December, returning on Monday 6<sup>th</sup> January 2020.

2. **Tutor Review Day: Tuesday 24<sup>th</sup> September 2019**

Tutor review day will be held on Tuesday 24<sup>th</sup> September 2019. **Normal lessons will be suspended and pupils are only required to attend school for the interviews and meetings at the given times.** Details of how to book your son/daughter's appointment will be given in a separate letter during the first week of school, this year we are moving to an online booking system on Insight. Parents will also be able to feed back to staff their views and experiences of the school during tutor review day. These days do not replace traditional Parents' Evenings and it is the expectation that all parents/carers will attend.

Evidently, it will not be an easy task for tutors to coordinate their time and the demands of parents and carers, given their own work and home commitments. But this opportunity for a personalized meeting about your child has proved very helpful, especially in supporting them in their transition to secondary school, and we are grateful for your flexibility and understanding.

3. **Electronic Items:-** Please note that the use of mobile phones is not permitted on the school site. If they are used in school time, they will be confiscated until an appropriate adult can collect the phone after school.

4. **Illness and Absences:-** Please be aware that all communication about absences from school should go via our Attendance Officers in Student Services. You can phone them on the Student Services dedicated absence line 01949 863063, Student Services Direct Dial 01949 863040 or email them at [studentservices@toothillschool.co.uk](mailto:studentservices@toothillschool.co.uk)

5. **Uniform**

Please find attached the school dress code which all students are expected to follow.

6. **Equipment:** In order to be ready to learn, all students are expected to have a planner, fully equipped pencil case and knowledge organiser (organiser supplied by the school).

Toot Hill School | The Banks, Bingham, Nottingham NG13 8BL  
Telephone: 01949 875550 | Email: [contact@toothillschool.co.uk](mailto:contact@toothillschool.co.uk) | Website: [www.toothillschool.co.uk](http://www.toothillschool.co.uk)

Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: **Sandra Paley** BSc (Hons), PGCE, MEd

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Finally, a reminder about the importance of sensible and safe behaviour on the way to and from school, whether this is on foot, by car, by bike or by bus. There is frequently congestion around the entry point to school on The Banks as well as the car park, so I would therefore ask parents to consider dropping children off at a more appropriate place to reduce the build-up of traffic, therefore creating a safer route to school. Those children who travel on buses will already be aware of the possibility of being removed from the service if behaviour is not of the highest standard.

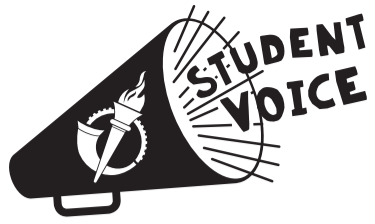
I very much look forward to welcoming your child back to School in September. In the meanwhile I hope that you enjoy the remainder of the summer and thank you for your continued support.

Yours sincerely,

*A Modi*

Mr A Modi  
School Leader

Enc. Respect Rules/School Dress Code/C System/Attitude to Learning





# RESPECT RULES IN LESSONS



## Everyone in the school has the right:

- To teach/learn
- To be treated respectfully
- To feel/be safe

## School expectations:

-  Positive actions
-  Negative behaviour



Be polite  
and show  
good manners

Listen silently  
when others are  
speaking



Don't swear

Focus on the  
lesson activity  
positively, do  
not disrupt  
others' work

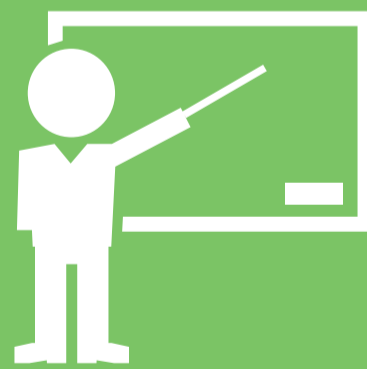


Don't shout  
out



Wear uniform  
correctly

Follow  
instructions  
from the  
teacher



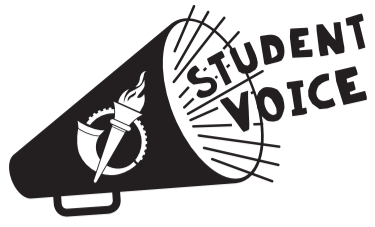
Don't use a  
mobile phone

Ensure your  
planner,  
equipment and  
knowledge  
organiser are ready



Don't chew,  
eat or  
drink





# RESPECT RULES



## OUTSIDE LESSONS



### Everyone in the school has the right:

- To teach/learn
- To be treated respectfully
- To feel/be safe

### School expectations:

-  Positive actions
-  Negative behaviour



Be polite  
and respectful to  
each other

Don't  
play-fight



Don't swear

Help others who  
may need support  
or help



Don't  
litter



Behave  
responsibly  
to and  
from  
school



Move around  
school sensibly  
and with  
purpose  
between lessons



Don't use a  
mobile phone

Be polite and  
respectful  
to staff and  
visitors



Make sure that  
you are ready for  
lessons when the  
bell rings

(smart uniform and prompt)



# School Dress Code

We pride ourselves with high standards of dress in school and therefore require the full co-operation of pupils and parents in maintaining these. A high standard of dress impacts on the working ethos both within the school and within our local community. Failure to wear correct uniform will be sanctioned.

*Blazers should be worn at all times and shirts must be tucked in. The wearing of jewellery is not permitted within the Toot Hill Dress Code.*

## Boys (Years 7-11)

<b>School Blazer</b>	School regulation green blazer, with official school badge (compulsory and must be worn at all times)
<b>School Tie</b>	Clip-on style
<b>Trousers</b>	Plain black, school regulation trousers with logo
<b>Shirt</b>	Formal white, long sleeves with stiff collar
<b>Jumper</b>	School regulation green v-neck with official school logo (non-compulsory and may not be worn without a blazer.)  <b>Please note that sweatshirt material garments and hoodies are not permitted and that jumpers and cardigans are not an alternative to a blazer but can be worn underneath the blazer, for additional warmth.</b>
<b>Socks</b>	<b>Plain black</b>
<b>Shoes</b>	Plain black lace-up or slip-on shoes in a formal style. Please note that boots, fabric/pump style shoes or trainers are not permitted.
<b>Coat</b>	Plain dark raincoat, duffel or anorak (non-compulsory.) A <b>discreet</b> logo is permissible. Coats are generally not to be worn within the school buildings during the working day. Denim and leather jackets are not permitted.
<b>Hat</b>	Plain black hat may be worn out doors, for warmth. Suitable hats for protection from the sun may be worn in the summer months. These may be agreed with the pupil's Head of Year.  <b>No hats or hoods are permitted to be worn within school buildings. Baseball caps are not permitted, including journeys to and from school.</b>

*Blazers should be worn at all times and shirts must be tucked in. The wearing of jewellery is not permitted within the Toot Hill Dress Code.*

## Girls (Years 7-11)

<b>School Blazer</b>	School regulation green blazer, with official school badge (compulsory and must be worn at all times)
<b>School Tie</b>	Clip-on style
<b>Skirt or Trousers</b>	School regulation black knee length skirt with official school logo worn correctly, or black school regulation trousers with official school logo.
<b>Shirt</b>	Formal white, long sleeves with stiff collar

<b>Jumper/Cardigan</b>	School regulation green v-neck with official school logo (non-compulsory and may not be worn without a blazer.)  <b>Please note that sweatshirt material garments and hoodies are not permitted and that jumpers and cardigans are not an alternative to a blazer but can be worn underneath the blazer, for additional warmth.</b>
<b>Socks/tights</b>	Plain black socks or tights
<b>Shoes</b>	Plain black lace-up or slip-on formal shoes with low heels (no more than 2 inches in height). Please note that boots, trainers, fabric/pump style shoes are not permitted.
<b>Coat</b>	Plain dark raincoat, duffel or anorak (non-compulsory.) A <b>discreet</b> logo is permissible. Coats are generally not to be worn within the school buildings during the working day. Denim and leather jackets are not permitted.
<b>Hat</b>	Plain black hat may be worn out doors, for warmth. Suitable hats for protection from the sun may be worn in the summer months. These may be agreed with the pupil's Head of Year.  <b>No hats or hoods are permitted to be worn within school buildings. Baseball caps are not permitted, including journeys to and from school.</b>

## Summer Uniform

It is expected that full school uniform is worn every day to school, despite the weather. At times of extreme heat, when air conditioning is not provided, students will be informed by the Head of School when ties and blazers may be removed

## Jewellery

Students may wear a watch but **no other jewellery is permitted** due to health and safety issues and liability in case of loss. **Therefore, if students wish to have any part of their body pierced they must arrange this at the beginning of the summer holidays** so that the wound has sufficient time to heal. Plasters may not be worn to cover body jewellery. Failure to comply with this will result in a sanction.

## Hairstyles and Attire

Hairstyles should not be extreme. Parents should consult, in advance, with the Head of Year if they are unsure as to the suitability of a change of style. The school shall be the arbiter of the term 'extreme'. Failure to comply with this will result in a sanction.

## Make-up

For Health & Safety reasons make-up and nail polish are not permitted.

## PE Kit

All pupils are expected to bring appropriate kit to all PE lessons. They should pay careful attention to which activities they will be participating in. Pupils who fail to bring appropriate PE kit for their lesson will be provided with clean garments to ensure full participation in the lesson.

## Girls

<b>Shirt</b>	Plain white with collar and official school logo
<b>Shorts</b>	Plain black with official school logo (shorts must be brought to all lessons)
<b>Sports Leggings</b>	Plain black with official school logo (the wearing of sports leggings will depend on the activity and the weather conditions and will be at the teachers' discretion)
<b>Leggings</b>	Black with logo
<b>Sweatshirt</b>	Grey hooded with official school logo
<b>Socks</b>	White football socks with official Toot Hill inscription / white ankle socks
<b>Footwear</b>	Trainers (no black soles) / football boots
<b>Other</b>	One piece swimming costume / shin pads / white 'skin' top / mouth guard*

## Boys

<b>Shirt</b>	Plain white with collar and official school logo Myrtle-green rugby shirt with red band, white collar and official school logo
<b>Shorts</b>	One plain black and one plain white, both with official school logo (shorts must be brought to all lessons)
<b>Sports Leggings</b>	Plain black with official school logo (the wearing of sports leggings will depend on the activity and the weather conditions and will be at the teachers' discretion)
<b>Socks</b>	Black football socks with official Toot Hill inscription / white ankle socks
<b>Footwear</b>	Trainers (no black soles) / football boots
<b>Other</b>	Swimming trunks (mid-thigh trunks are acceptable) / shin pads / white 'skin' top / mouth guard*

\*Optional but recommended item

All pupils will also require a carrying bag for their PE kit. A plastic bag is recommended for carrying dirty football boots.

Except in the case of serious injury, all pupils are expected to come to PE lessons prepared to take part in some physical activity. If pupils have minor ailments, they should bring a note from home explaining this and still bring their kit and take part appropriately.

School uniform is available to order directly from our suppliers "Academy School Uniforms" who offer an extensive and well established on-line purchasing facility. Please see their website for details. Alternatively see the details on the Toot Hill School website.

# RESPECT RULES IN LESSONS

Everyone in the school has the right:

- To teach/learn
- To be treated respectfully
- To feel/be safe

School expectations:

- Positive actions
- Negative behaviour

Be polite and show good manners

Listen silently when others are speaking

Don't swear

Focus on the lesson activity positively, do not disrupt others' work

Don't shout out

Wear uniform correctly

Follow instructions from the teacher

Don't use a mobile phone

Ensure your planner, equipment and knowledge

Don't chew, eat or drink

# RESPECT RULES OUTSIDE LESSONS

Everyone in the school has the right:

- To teach/learn
- To be treated respectfully
- To feel/be safe

School expectations:

- Positive actions
- Negative behaviour

Be polite and respectful to each other

Don't play-fight

Don't swear

Help others who may need support or help

Don't litter

Behave responsibly to and from school

Move around school sensibly and with purpose between lessons

Don't use a mobile phone

Be polite and respectful to staff and visitors

Make sure that you are ready for lessons when the bell rings (smart uniform and prompt)

## Student Action Within a Lesson

## Teacher Action

## Restorative Action

<b>C1</b>	<ul style="list-style-type: none"> <li>I am not following the Respect Rules.</li> </ul>	<ul style="list-style-type: none"> <li>My teacher will issue a clear warning and reason, which will help me to engage with the learning.</li> </ul>	<ul style="list-style-type: none"> <li>Listen and act on the advice offered</li> <li>Apologise and be respectful for the rest of the lesson.</li> </ul>
<b>C2</b>	<ul style="list-style-type: none"> <li>My attitude has not improved and I am still not complying with expectations.</li> </ul>	<ul style="list-style-type: none"> <li>My teacher will send me to Rapid Response.</li> <li>The C2 will be logged on the system.</li> <li>My teacher will contact home.</li> </ul>	<ul style="list-style-type: none"> <li>Student to complete work in Rapid Response</li> <li>Student to complete reflective task</li> <li>Demonstrate the correct behavior.</li> </ul>

## Whole School Action

<b>C3</b>	<ul style="list-style-type: none"> <li>My behaviour is disrupting my learning and that of others and is disrespectful</li> </ul>	<ul style="list-style-type: none"> <li>My teacher will send me to Rapid Response.</li> <li>Rapid Response will be logged on the system.</li> </ul>	<ul style="list-style-type: none"> <li>Student to complete work in Rapid Response</li> <li>Focus positively on the task</li> <li>Discuss behaviour with parents</li> <li>Work with Pastoral team</li> </ul>
<b>C4</b>	<ul style="list-style-type: none"> <li>My behaviour is persistently disrupting my learning and that of others and is disrespectful.</li> <li>Truancy</li> </ul>	<ul style="list-style-type: none"> <li>My teacher will send me to Rapid Response.</li> <li>Rapid Response will be logged on the system.</li> <li>Heads Detention</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate fully in ICE or Heads Detention.</li> <li>Department or Pastoral report.</li> <li>Engage positively in parent/teacher meeting.</li> </ul>
<b>C5</b>	<ul style="list-style-type: none"> <li>My behaviour is extreme and I am not taking responsibility for my actions.</li> </ul>	<ul style="list-style-type: none"> <li>ICE</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate fully in ICE, completing reflective work.</li> <li>Demonstrate required behaviour</li> </ul>
<b>C6</b>	<ul style="list-style-type: none"> <li>My behaviour is extreme and I am not engaging in any instruction.</li> </ul>	<ul style="list-style-type: none"> <li>ICE for extended period</li> <li>I may have a fixed term inclusion or exclusion</li> <li>I may be asked to attend a Governors hearing</li> <li>I may face permanent exclusion</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with inclusion work</li> <li>Reflect on behaviour and demonstrate understanding</li> <li>Be remorseful to those who have been affected</li> <li>Follow behaviour support plan to avoid further sanctions.</li> </ul>



# Attitude to learning descriptors

6	<ul style="list-style-type: none"> <li>Consistently showing all of the characteristics of a 5, in every lesson. Going above and beyond!</li> </ul>
5	<ul style="list-style-type: none"> <li>I am <b>always</b> fully engaged in <b>all</b> lessons and <b>actively listen</b> at all times.</li> <li>I am <b>always determined and focused</b> during FIT activities and complete all of my work to an <b>exceptional standard</b>.</li> <li><b>I take great pride and responsibility</b> in looking how to improve my work, listening to teacher feedback and editing <b>independently</b> with my purple pen to a <b>high standard</b></li> <li>I <b>always</b> have a positive attitude in lessons and am determined to try the most challenging tasks</li> <li>I always have a <b>positive influence</b> on the learning of others, engaging in discussion, <b>showing empathy</b> to others and always adhering to the RESPECT rules</li> </ul>
4	<ul style="list-style-type: none"> <li>I am engaged in the <b>majority</b> of lessons and <b>actively listen</b> consistently</li> <li>I am <b>determined and focused</b> during FIT activities and complete my work to a <b>good standard most</b> of the time</li> <li><b>I want to improve my work</b>, and will listen to teacher feedback and use my purple pen when prompted</li> <li>I <b>usually</b> have a positive attitude in lessons and am determined even when tasks get challenging</li> <li>I am enthusiastic and have a positive influence in the classroom, most of the time. I can engage in discussion and <b>understand the importance of empathy</b>. I try to adhere to the RESPECT rules and respond quickly if I am not.</li> </ul>
3	<ul style="list-style-type: none"> <li>I am <b>sometimes disengaged</b> in lessons but do <b>try</b> to listen.</li> <li>I can focus during FIT activities but my work <b>isn't always to the best standard</b>.</li> <li><b>When prompted</b> by the teacher, I want to improve my work, and respond to feedback but this may not be in as much detail as I'm capable of, so I may be placed on report.</li> <li>I sometimes give up when tasks get hard or I get stuck</li> <li>I am polite and can engage in discussion <b>if prompted</b>. I try to adhere to the RESPECT rules but may <b>sometimes</b> show a poor response by getting a C2.</li> </ul>
2	<ul style="list-style-type: none"> <li>I am <b>regularly disengaged</b> and <b>do not take responsibility for listening in lessons</b>.</li> <li>I struggle to focus during FIT activities and may end up off task or <b>produce work of a poor standard</b>.</li> <li>The teacher has to continually prompt me to improve my work. I <b>don't always respond</b> to feedback or it may not be in as much detail as I'm capable of, so I may be placed on report.</li> <li>I can give up or go off task when tasks get challenging or I get stuck</li> <li><b>I have a negative impact on the learning of others</b> as I don't adhere to the RESPECT rules. I <b>often</b> show a poor response by getting a C2.</li> </ul>
1	<ul style="list-style-type: none"> <li>I am <b>regularly disengaged</b> and <b>do not take responsibility for my learning</b>.</li> <li>I do not focus in FIT time, am often off task or <b>do not take pride in the standard of my work</b>.</li> <li>The teacher has to continually prompt me to improve my work. I don't always respond to feedback.</li> <li><b>I am not determined in lessons and if I find a task hard or I get stuck, I often give up</b>.</li> <li>I <b>regularly</b> have a negative impact on the learning of others as I don't adhere to the RESPECT rules. I <b>often</b> show a poor response by getting a C2.</li> </ul>