



Trinity School  
A Church of England Academy

# Trinity Handbook

 **Trinity School**  
Standards, Responsibility, Opportunity....for All



# Dear Parents, Carers and Students,

I am proud to serve as Headteacher of Trinity School. It is a place of high standards, where responsibility for self and others is encouraged, and where there are superb opportunities for all of our students to achieve very well indeed.

Please click the link below for information regarding the Learning Support Department:

[Learning Support](#)



We are very fortunate to have staff and governors who care passionately about our students and our school. Students are at the heart of all we do at Trinity: their achievements, their wellbeing and their wider development as well-rounded human beings. Although we are a large school we treat each person as an individual and aim to get to know them well. Our partnership with you at home will be an important one in making sure that we provide the best of educational experiences for your child.

We hope that this guide will give you the practical information you need. Please get in touch with us if you want to discuss any aspects of the school. There is usually someone on the end of a phone, in each Year Group office, and there is always the website which gives you email details for the key staff you may need to contact.

Mr Samson



## Aims of the School

Within the traditions of the Church of England, we seek to be a place which fosters the importance of faith, hope and love. Our aim is to provide an excellent education for all.

We will work in partnership with parents/carers and the community to help our students to:

- achieve their unique potential;
- develop their curiosity, creativity, knowledge, skills, understanding and appreciation of the world and human achievements;
- develop self-discipline, self-respect and an awareness and respect for moral and spiritual values and the needs and rights of others;
- understand the society in which they live and the factors which are changing it and to equip them to play a full part in society;
- appreciate that education is a life-long process and to enjoy a rewarding experience which will encourage them to pursue their interests in later life.



## Appointments with Staff

All of our staff are happy to discuss individual students provided that an arrangement has been made in advance. Because of daily commitments, we cannot promise to see parents/carers who arrive at school unexpectedly.

If you would like to discuss a specific matter in a subject you can contact the subject leader directly. Email is often the most effective means of contact.

If you wish to discuss a general matter with a member of staff, please contact your child's Form Tutor or Head of Year. The Heads of Year or Year Tutors can liaise with subject teachers and other relevant staff. Mr Charnock is in overall charge of Pastoral Care in the 11-16 School. Mr Winter is Head of Sixth Form for all post-16 students.

Please telephone or email for an appointment, explaining what the issue is. Key staff email addresses are on the website or you can use the info e-mail address. 'Same day' appointments are sometimes possible and we will do all we can to help you, but please remember that staff can often be teaching all day, with meetings, classes and extra-curricular activities after school. The Pastoral staff are the most easily contacted, but office staff will pass on your message too. Whilst we aim to reply to messages as soon as possible, it could take up to 48 hours, during office hours for staff to respond. Please be courteous in your emails and when speaking to staff over the phone.



## Archbishops' Young Leaders Award

Trinity School has a long history of participating in the Archbishops' Young Leaders Award. Year 8 pupils will be invited to complete the award as an extracurricular activity. The Award is accessed through a combination of taught modules: Faith, Hope and Action.

The Award is internally assessed, based upon a pupil's involvement in the sessions and community activities. A selection of pupils' Portfolios and Challenge Logs will be sent to the Trust.

**The Award requires that all students are involved in all three community activities - learning and volunteering outside the classroom.**

- **Group Community Project:** This could be serving in a local hospice, redecorating a local park, creating a community garden, putting on a performance for elderly residents, running sports clubs for the local primary school.
- **School Community Project:** Here students should be involved in helping/improving their School Community, for example, organising a field litter pick, painting a tired area of school, organising charity cake stalls, helping clean up or serve in the canteen.
- **Personal Volunteering Challenge:** Students need to think of three activities which they can do on their own or in small groups to help serve the community. This could be a sponsored walk/run/swim/climb, running an activity about serving others in their scouts/ guides or youth group or collecting old newspapers for the local animal refuge centre.

We expect the students to be fully involved in the classroom-based sessions and out of school activities, but what is most important is seeing what it is that the young people have done in their leadership challenges.

We provide each student with a leadership journal for them to use to plan their work and we expect them to build up a portfolio of evidence around each **leadership challenge** and especially the ones which focus on making a **positive difference** in their local community. This might include photos, diary entries, letters, planning sheets, video footage etc.

These exciting tasks help them to grow in various **leadership skills** whilst at the same time **serving and making a difference** in their communities. At the end of the course there is an Awards Ceremony where Students will be presented with a certificate and lapel badge.

## Assemblies

Trinity School has a Church of England foundation and our daily pattern of assemblies reflects our Christian ethos. Our assemblies are usually led by teachers, however local clergy, outside speakers or groups of students may also lead them. The chaplain organises the school's assemblies, which usually happen in year groups. The Thought for the Week establishes the week's theme, which is then continued through year group assemblies and form groups. The weekly theme usually focuses on Trinity's chosen Christian values such as hope, compassion, trust, endurance and community.

Parents and carers may exercise their right to withdraw their children from our assemblies and should contact the Head of Year to do so. However, we hope that everyone will recognise the importance of our gatherings in establishing our ethos and in allowing the year group to meet regularly as part of its identity as a community.

## Attendance Requirements

At Trinity School, we believe it is important to encourage good habits of attendance and punctuality to ensure that all students achieve their full potential. It is well known that 'persistently absent' students (those who are off school for 18 days or more in a school year), perform significantly less well than students with lower absence rates. The following procedures are in place:

### **Arrival at the beginning of the day**

- All students are expected to be in school by 8.30am each morning.
- Late students are likely to receive School based sanctions to encourage improvement.

### **Morning and Afternoon registration**

All students will register their morning attendance mark between 8.35am - 8.55am daily. Attendance registers will also be taken in every lesson including the afternoon registration session with Form Tutors between 14.40pm and 15.05pm. The morning and afternoon registration sessions will also include assemblies and 'Thought for the Week' activity. The normal school day ends at 15.05pm.

### **Absence from School due to Illness**

- Students should be absent from school only if they are suffering from a genuine illness.
- Contact School about absences on (01228) 403553 before 9.00am.
- On return to school from any absence the student **must** bring a note from a parent/carer, explaining the reason for and dates of the absence. A planner can be used for this.
- In the case of prolonged absence (beyond 2 consecutive days) on medical grounds, we may ask for a letter or other form of confirmation from the GP or other Health Professional confirming the medical issue and likely length of absence from school.

### **Absence from School for Other Reasons**

We realise that there may be other reasons why a student has to be absent from school. On such occasions the school should be informed as soon as possible. The absence must be confirmed by a note when the student returns to school.

Should a student have an unavoidable appointment and need to leave school during the school day, they are required to obtain an “exeat” from a relevant member of staff which will include departure and return times. This can then act as evidence that the student is off the premises with our knowledge and permission. Students should report to the Main Reception when leaving and again on their return.

Should a student need to take a longer period of time off school, and this is known in advance, there is a leave of absence request form. The form can be found on our website or collected from main reception and should only be used in exceptional circumstances. Further detail regarding what are regarded as appropriate reasons for such absences can be found in the attendance policy.

### **Authorised and Unauthorised Absences**

Since August 1991 schools need to distinguish between two types of absence when informing parents/carers. The school decides whether an absence is authorised or not.

## Attendance and Our Expectations of Parents/Carers

Trinity School appreciates the support of parents/carers regarding their children's attendance at school and all lessons. Parents/carers do, of course, have a legal duty to ensure that children attend school regularly until they reach school leaving age.

Attendance and punctuality are carefully monitored. Students who truant or arrive late can expect further sanctions from the school. Parental-support is vital at this stage to prevent further problems arising. Therefore, we routinely contact parents/carers on the first day of any absence which has not been notified. In exceptional cases school may send an Attendance Officer to the family home to investigate unexplained and/or prolonged absences that we have not been adequately notified about. Good attendance records are invariably acknowledged, on the school reports and references

## Holidays during term time

Should you wish to remove your child from school during term-time you must get permission from the Headteacher.

This requires:

- 1 Making an application to the Headteacher in advance (as a parent/carer the child normally lives with)
- 2 Demonstration that there are exceptional circumstances

Any holidays taken during term-time without approval from school will be recorded as unauthorised absence and may trigger other actions should the child's overall absence from school reach a trigger threshold at some point during the school year. The Local Authority reserve the right to fine the parents and carers who remove their child from school during term time for a holiday without the school's permission.

## Biometrics Data Processing: Information and Consent

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

**Biometric information and how it will be used:**

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The school would like to take and use information from your child's fingerprint and use this information to provide your child with secure and easy access to services at the school such as Cashless Catering, Printing, Library services and door security.

The automated biometric recognition system will take measurements of your child's finger and convert these measurements into a unique template to be stored on the system. A physical image of your child's finger is not stored, neither can the fingerprint be reconstructed from the template. When your child used the system to access services, the measurements of their fingerprint will be matched to their unique template and access to the service will be granted.

The law places specific requirements on schools when using personal information, such as biometric information about pupils for an automated recognition system. For example:

- a) the school cannot use the biometric data for any purpose other than those for which it was originally obtained and made known to the parent(s), without further notification of the purpose and specific consent being sought.
- b) the school must ensure that the information is stored securely.
- c) the school must tell you what it intends to do with the information.
- d) unless the law allows it, the school cannot disclose personal information to another person/body.

You should note that the only organisation the school will share the information with is CRB Cunninghams Ltd, our contracted service provider. This is necessary to allow the company to support the software used to process the biometric information.

**Providing your consent/objecting:**

As stated above, to be able to use your child's biometric information, the written consent of at least one parent is required.

However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information.

Similarly, if your child objects to the processing of their biometric data, the school cannot collect or use their biometric information for inclusion on the automated biometric recognition system.

You may also object to the processing of your child's biometric information at a later stage or withdraw any consent you have previously given at any time. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.



Even if you have consented to the processing, your child can object to or refuse to engage with the processing of their biometric data at any time. A child's objection does not need to be in writing. It may be verbal or non-verbal (e.g., refusal to engage with the data gathering process).

To ensure your child is aware of their rights we would appreciate it if you would discuss this with your child and explain to them that they may object if they wish to do so.

The school is also happy to answer any questions you or your child may have.

**Alternative access to service provision:**

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative access arrangement. The alternative is that your child will be issued with a card to access these services.

**Data Retention:**

Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

**Further information and guidance:**

We hope that by introducing biometric systems it will be much easier for both students and staff to go about their daily business in school.

*Further information and guidance regarding the use of Biometric data in schools can be found via the following links:*

*Department for Education's 'Protection of Biometric Information of Children in Schools - Advice for proprietors, governing bodies, headteachers, principals and school staff': <http://www.education.gov.uk/schools/adminandfinance/schooladmin>*

*ICO guide to data protection for organisations: <https://ico.org.uk/for-organisations/guide-to-data-protection/>*

*ICO guidance on data protection for education establishments: <https://ico.org.uk/for-organisations/education>*



## Books and Equipment

All students need to bring equipment for the day. Pens (black, blue, red and green), pencils, ruler, scientific calculator and rubber are the minimum requirements, with all school items being kept in a suitable school bag.

The following may also prove useful items which students may like to have for themselves:

- English Dictionary
- Maths Set including pair of compasses and a protractor.
- Coloured pencils, felt tips

## Bullying

We believe that all our students have the right to live and work in a positive and safe environment. We recognise that bullying becomes a problem when it is not reported. At Trinity we strive for a climate of openness and trust, actively encouraging students to tell a member of staff should they (or their peers) feel physically or verbally intimidated at any time or if they have suffered any form of prejudice related bullying. We are constantly working to make our procedures more rigorous and effective. Referrals are encouraged from staff, with relevant support and intervention initiated in all cases. Self and parent referrals are also encouraged to ensure similar outcomes, by simply contacting one of our Designated Safeguarding Leaders, Mr Charnock, Mrs Studholme, Mrs Davidson or your child's Head of Year, by telephone or email. Students, parents/carers may also wish to report anonymously and can do so by e-mailing Bob at [Bob@trinity.cumbria.sch.uk](mailto:Bob@trinity.cumbria.sch.uk). Bob is on hand to offer advice and guidance.

The support of parents/carers is essential in alerting us to problems about which we may be unaware. Please do not hesitate to get in touch without delay. We cannot support positive outcomes if we don't know of issues. All such reports are treated seriously and with discretion.

## Careers Information Advice and Guidance

Trinity School is committed to providing its students with a varied programme of Careers Education and Guidance activities to equip and enable them to make informed subject and career decisions and choices at key transition points; both during School and Post 16.

Provision aims to help students develop, identify and add to their employability skills throughout their school life. It also contributes to the school's key values of standards, responsibility and opportunity for all, raising aspirations and enabling students to acquire social and vocational skills, manage risk and to develop their decision making, their ability to contribute to a team and individual problem-solving skills. Importantly Careers Education and guidance at Trinity School seeks to help students understand and be prepared for the ever changing and challenging work and career environment.

## Statutory Careers Work in School

Trinity School has always recognised that high quality impartial *careers guidance* can make a major contribution to the whole school vision. The aim of our vision is to provide an educational environment that enables every person to achieve their full potential within a supportive, caring and aspirational setting so that they leave the school fully equipped to be a rounded citizen who can make a full contribution to a dynamic modern Britain and world community.

The school employs a Level 6 qualified careers guidance and development practitioner and buys in additional services from Inspira Level 6 qualified career advisers we support students in making well-informed decisions by providing access to differentiated impartial and independent advice and guidance about a range of options that are most likely to help them to achieve their goals and aspirations

New and updated requirements for *careers guidance* reflect the fast-changing nature of the world of work and we are fully committed to meeting these requirements. Trinity School continually reviews and enhances *careers guidance* processes to ensure that our students will leave school informed, competent and able to make a positive contribution and be successful in their working lives. We have the support of many local businesses and works with a range of other external sources and providers including education providers, employers and local enterprise support networks.

Trinity School began working towards the Gatsby Charitable Foundation's Benchmarks in the 2018- 19 academic year. The Gatsby Foundation provides a clear rationale for careers guidance which is in line with our school vision and aims. We believe that the benchmarks provide demanding standards for *careers guidance* whilst being refreshingly well written and straightforward to interpret. We see the benchmarks as a way of developing the content and assessment, of our current *careers guidance* provision, and as a method of measuring our progression. We therefore welcome the January 2018 DFE Statutory Guidance (for governing bodies, school leaders and school staff) and its recommendation for schools to use the Gatsby Benchmarks.

*Gatsby Charitable Foundation* <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

To this end, we endeavour to monitor both the attainment and the destinations of our students and do all that we can to support increasing numbers progressing to apprenticeships, universities (including selective universities), traineeships, and other positive destinations. It is also our aim to work closely with

our Local Authority to support more vulnerable young people, including those with special educational needs and those who are disengaged or at risk of disengaging.

### **Implementation of Careers Education and Guidance**

Careers education will take many different forms at Trinity School, including designated drop - down days, information evenings, outside speakers in the Personal Development curriculum activities and assemblies. It will also take place during Parents' Evenings, and on days when there may be career conferences, university visits and talks, workshops and employer's visits as well as transition meetings, where advice will be given on work experience programmes. Face-to-face interviews are a regular feature of School provision emphasising a highly personalised approach.

Trinity School will ensure that high attaining students are supported to make an informed choice about whether to aim for university, including the very best universities and courses, or an apprenticeship as an equally high calibre and demanding route into employment and higher education. We shall continue to provide a learning environment which will motivate students to think beyond their immediate experiences and encourage them to consider a broader and more ambitious range of future education and career opportunities.

### **Careers Programme**

The school publishes its careers programme on the school website <https://trinity.cumbria.sch.uk/careers-information-advice-guidance/>

This school website contains a careers guidance page which is accessible to students and to parents, employers, education and training providers via the information tab on the Trinity School website. This page contains a link to the school careers programme and information on the careers support available in school and how to access it. It also provides an access point to licensed careers guidance packages, a number of other recommended careers information websites, the government apprenticeship search website, college websites and details of local open events. The school values the support which parents and carers can offer and recommends that they look at this page.

### **INSPIRA**

Inspira is the leading career management and personal development organisation in Cumbria. The Company delivers targeted services for a range of young people.

To find out how Inspira can help your son/daughter please visit [www.inspira.org.uk](http://www.inspira.org.uk), or search @inspiraforlife. Advisors are also available in school for targeted groups, please talk to tutors for more information.

## Catering services

Mellors provide catering services at Trinity School and work closely with the school staff and students to provide a high quality of food and service on site. Mellors Catering Services is part of Mellors Food Group and operates some 200 catering contracts in the North of England, mainly within Primary and Secondary schools.

### **Opening times**

There are two meal services a day. A morning break (for those on later lunches) and a lunch time service are also provided.

Each morning at Break (10.55am – 11.10am) a catering service operates in the Dining Hall, selling a wide variety of snacks plus cold drinks for those on later lunches. Many students from all year groups enjoy spending part of their break sitting with friends over a drink or a snack. You may provide a snack for your child to have at breaktime if you wish.

Each lunch time (12.10pm – 1.40pm) there is a full range of meals available in the dining halls. To ensure a pleasant lunch-time dining experience in the 7 - 11 school, at any one time, there will only be one year using each dining hall. This ensures that queuing time is minimised, and recreational time is maximised during this important part of the day.

We also provide an additional service in The Bistro for the Sixth Form only. This starts at 8am and is open until 2.30pm.

We do ask that food and drinks are not taken out of the dining rooms, or eaten anywhere else on the premises, in order to minimise litter and spillage.

### **Frequently asked questions**

What if there are insufficient funds in the school meal account?

If there are insufficient funds on the students account, the student will be given credit to the value of a Free School meal (£2.50 to a maximum of £12.50).

Parent/Carers will be aware of the debt from iPayimpact messages. If the debt is not cleared, pastoral teams will contact you and students will need to bring a packed lunch until the debt is cleared.

### **Feedback**

The onsite catering team welcome any suggestions you may have regarding menu choice, and we invite you to come and speak to us about any specific dietary requirements your child may have. Please speak directly to the school, fill in a comments slip, send an email to [catering@trinity.cumbria.sch.uk](mailto:catering@trinity.cumbria.sch.uk), or alternatively call the Mellors Customer Hotline on 07947 730620.

Please refer to the Payment section for information regarding payment options.

## Cathedral Links

Trinity School's Church of England foundation is associated with Carlisle Cathedral. Members of the Cathedral clergy, including the Dean, are members of the Governing Body.

We use the cathedral for our special occasions. There is a special service during the first term to welcome Year 7. Trinity School Carol Service usually fills the cathedral with people and music, and we hope that you will join us for that. Year 11 and Year 13 leaving events also happen in the cathedral and Year 9 have an end of Key Stage 3 celebration event.

## Chaplaincy

Our school chaplain, Mr Burdon, provides pastoral and spiritual guidance for our school community and leads our collective worship. Our school chapel was opened by the Bishop of Carlisle in 2021. It is a place of peace and sanctuary where everyone is welcome. The chapel provides a physical space within school for prayer, reflection and worship. It is a visible sign of our Christian identity, a place of encounter and spirituality at the heart of our school. The chapel is open most days at breaktime and lunchtime. Sometimes there are set activities (Christian Union, discussion groups, meditation, games), at other times students are free to drop-in as they wish. There are interactive prayer stations, and a place to leave prayer requests. Cards with set prayers and Bible verses are available for students to take away. A simple weekly service of prayer and worship is held every Monday after school. Next to the chapel is the 'Living Room' – an informal and sociable space for discussion and other activities.

## Child Protection

Parents and carers should be aware that the school will take any reasonable action to ensure the safety of its students. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the County Child Protection Procedures and inform Social Services of their concern, via Senior and Pastoral staff. Mr Charnock is the school Designated Safeguarding Leader (DSL) who has the responsibility for Child Protection issues in school and is usually the person to decide whether Social Services involvement is appropriate. In his absence, this role passes to Mrs Studholme or Mrs Davidson (Deputy DSL's) and the Headteacher.

## Christian Ethos, Vision and Values

Our vision is inspired by the words of Jesus in John's gospel: "I came so that they could have life, and have it full to overflowing" (John 10:10)

We believe that every young person in our care is uniquely valuable, important and deserves the chance to flourish. Our vision is of a hopeful, compassionate community which provides every student with the knowledge, skills and opportunities to enable them to lead a full and fulfilling life.

Our vision is built upon our five Christian values:

- Community
- Compassion
- Endurance
- Trust
- Hope



At the heart of our Christian identity is the belief that each of our young people is uniquely made in the image of God. We take seriously our responsibility to nurture them as they grow in heart, mind, soul and strength.

We describe ourselves to students, staff and parents as a family, Team Trinity. This ethos of care affects all we do to support students with their academic education, their personal learning and future ambitions. We are full of hope that we can make a profound difference to the lives of young people.

Recognising the importance of our calling to care for the marginalised and vulnerable, we pride ourselves on our exemplary pastoral support and invest both time and resources into this area of our work.

We believe that every member of our community is 'fearfully and wonderfully made' (Ps. 139:14). As a result, we are unashamedly inclusive.

We understand the transformative power of grace and forgiveness. Relationships between staff and students are key to providing a good atmosphere for learning. We treat each other with compassion but take a firm line when needed, restoring relationships and making sure that lost sheep are returned to the fold.



## Classroom Removal

Despite our best efforts, occasionally a student behaves such that normal continuation of the lesson is not possible. At these times the teacher may direct the student in question to an alternative environment. This is known as a 'C4', (the C representing 'consequence') and is part of the schools C system, which is in place to ensure that we manage behaviour consistently across the school. The C4 action is only taken after multiple positive interventions have been ignored. Students are sent with their learning material and the key referral information to a designated member of the Pastoral team, who will work with them to ensure a successful return to their timetabled classes. All class removal incidents will be recorded, and students will receive a 60-minute Senior Leadership hold back detention at the end of the school day, where it is hoped they will catch up with lost learning, as well as take appropriate opportunity to reflect and, in most cases, discuss issues with linked staff. Separately, those parents/carers who are signed up to 'Classcharts' will receive a notification to ensure that you are fully informed. The classroom removal system ensures that we remove students from escalating difficulties and re-focus them on their learning as quickly as possible and with no opportunity for additional distraction. Occasionally, for more serious cases, students will be placed in our Zone provision, which is a separate working area supervised by specialist staff. Access to the Zone provision in these circumstances is a very serious matter and will bring about additional sanctions. We take a similarly firm approach to students who are repeatedly removed from class. In some cases, students might attend the Zone for longer periods. This may be in response to persistent breaches of school rules or as part of an agreed learning package. Zone provision is tailored for the individual according to circumstances informing the placement.

In all cases, parents/carers will be notified of the application of the more serious Zone based sanctions.

We depend on parents/carers to reinforce the message that school is a place for learning, and that anti-social behaviour is unacceptable. Usually, one Classroom removal detention is enough to prevent more serious matters developing.



## Code of Conduct

Listed below is a summary of Trinity School's Code of Conduct. It is designed to make the school day pleasant and effective for all concerned:

- 1 All students have the right to learn.
- 2 Teachers have the right to teach.
- 3 Be fully equipped and ready to learn.
- 4 Participate and allow others to listen.
- 5 Cooperate; be polite and kind to others.



All students of Trinity School are expected to comply with these guidelines, and we look to parents/carers to support us in matters of good manners and civilised, unselfish behaviour. Please also refer to your child's Home School Agreement which we trust you have already read, signed, and returned to school.

## **Courageous Advocacy**

We encourage students to be advocates for others in that they speak out against an issue of injustice, often on behalf of those whose voice is not heard. This often means that students get involved in charity work, raising funds for causes close to their heart. We also raise funds at Christmas through our Christmas Fayre, Christmas jumper day and at other times in the year we have 'wear a colour' days for good causes.

## **Complaints**

We hope that your family's association with Trinity School will be a happy one and that you will have no cause to complain about the curriculum offered or the ways in which your daughter or son is being looked after. However, even in the best run establishments, from time to time things do go wrong or concerns are felt. Should you feel the need to make a complaint or express a concern we will do our best to address the issue involved. Established complaints procedures exist and are available on the school website but in the first instance it is usually better to consult your child's Form Tutor, Subject Teacher or Year Tutor. Your concern will then be dealt with and advice given on more formal complaints procedures should the need arise. More formal complaints should be addressed to the Headteacher, although investigation of complaints may be delegated using the school's line management system.

## **Correspondence**

If you do not live with your children, but still have parental responsibility, you can request copies of all correspondence to be sent to you. Please let the school know in writing.

We use a system called SIMS InTouch to send messages to both parents and students. Please ensure school has up to date contact information for you, including an email address and mobile phone numbers.

## Detention

Short detentions may be issued by teaching staff (often called a 'hold back'), subject or pastoral leaders during breaks and after school and typically in response to patterns of negative behaviour. Parents/carers are expected to support the school's action, in the best interests of maintaining positive attitudes to learning. Failure to attend such a detention without genuine reason is considered to be a serious matter and will lead to further, more serious sanctions such as a longer after school detention or fixed term exclusion for example.

## Drugs Education

Drugs Education is an integral part of the Personal Development programme which is delivered to all year groups. Our approach is to ensure that all students have up to date knowledge about the dangers linked to drugs, smoking, vaping and alcohol. Students also receive information on what to do if there is a medical emergency linked to drugs or alcohol and who to contact if they need advice or guidance. Our stance will be that students should never smoke, vape or take drugs and that alcohol should be consumed only by adults in moderation.

## Drugs Incidents

Obviously **no** illegal drugs are allowed on school premises at any time. Any student involved in the use of or possession of drugs could be permanently excluded. It is our policy to inform police and parents/carers of any illegal actions involving drugs in school. In addition to this, if we are made aware of concerns involving drugs out of school, we will pass this information to parents/carers. We aim to keep all members of the school safe and healthy, and a drug-free school is an important part of this.

## Duke of Edinburgh Award

Trinity School has a well-established **DofE** programme. We run a Bronze programme for students in Year 10 and a Gold programme for students in Sixth Form. Entry into the **DofE** takes place at the start of the Autumn term in Years 10 and 12 but sometimes has to be restricted on the grounds of safety when numbers are too high.

Ventures on foot use a wide area across the Pennine, Howgill and Lakeland fells. The programme for the Bronze award involves students completing three of the award sections; physical, skills and volunteering during Year 10, with the expedition module being offered in during the spring and summer terms. The

D of E co-ordinator in school trains, plans and supports the students with their expeditions. For the expedition section, practice ventures are undertaken at weekends in the period March – May. A qualifying expedition is run during the summer term.

The DofE offers students an outstanding opportunity to discover themselves, make new friends and experience adventure as well as give service to others. It also offers the challenge to get fit and learn new skills or improve existing ones – providing they are up to the challenge.

## Equality

We emphasise our commitment to ensuring equality for students regardless of ethnic origin, gender, sexual orientation, disability or special educational need. This relates to all aspects of school life. We seek to promote equality, respect and tolerance in the way in which we treat each other as members of this community. The school's Equality Policy has been thoroughly revised following the Equality Act (2010). It is available on our website. We have an active staff/student Equality group, who meet on a regular basis and work according to a whole school strategic equality action plan. This is designed taking into consideration regular staff, student, and parental feedback. Student Leaders are also recruited and trained to support the work we do in school to remove all forms of discriminatory behaviour. We believe that by working in partnership, we will create an inclusive community that all students are proud to call their school.

## Examination Requirements

Students are entered for external assessments at appropriate times in each Key Stage.

At Key Stage 3 (Years 7 to 9) a range of teacher assessment and formal (internal) tests take place. At Key Stage 4 (Years 10 and 11) GCSE and BTEC qualifications are assessed. At Key Stage 5 (Years 12 and 13), there are A levels and BTEC qualifications.

If at any stage during the exam courses, a student has concerns about the procedures used in assessing the internally marked work for public exams (e.g. controlled assessments/portfolios/projects), they should see their subject teacher.

When students are entered for external examinations the school gives all possible support. Students are themselves responsible for checking the timetable, arriving in good time and having the right equipment, including calculators when appropriate.

## Exclusion/Suspension

Students who do not respond to other sanctions or who are involved in serious incidents may be suspended from school. We look for the support of parents and carers when this occurs. Students must be kept at home and may not come onto the school premises during a suspension, nor be in a public place. Very occasionally the Headteacher asks the Governors to exclude a student permanently, for what will always be a serious incident or series of events.

## Extra-Curricular Activities

Many students take part in activities at lunchtime and after school on a voluntary basis. Currently these include numerous sports practices and team games, dance and gymnastics. Musical groups work most days, including choirs, orchestras and ensembles. Other regular clubs include the Duke of Edinburgh Award Scheme, Trinity School Theatre Company, the Art Club and the Dance Club, to name but a few. Each term delivers a different programme ensuring that an array of interests are catered for.

Taking part in an extra-curricular activity is usually a very good way to make new friends and to develop particular skills. We hope that all parents/carers will encourage their children to grasp the opportunities on offer.

Students are responsible for informing parents/carers that they will be late home when attending practices, matches or meetings and in normal circumstances students should make their own transport arrangements. Termly programmes are shared via Tutors, affording students the opportunity to plan individual schedules around wider commitments.

## Form Groups

Before students join us in Year 7 there are extensive discussions with Primary School colleagues, and we work hard to ensure that each form has a similar range of ability. Each student will usually be in the same form with at least one other person from the same Primary School, unless we feel it is in the student's best interests to be in a form away from former friends. We hope that all students will make the most of a new beginning and extend their circle of friends.

Each form group can normally expect to stay together for the full five years of compulsory schooling and remain with members of their initial Pastoral team. However, despite our best endeavours, sometimes change is appropriate, and we reserve the right to make minor adjustments in our form groups when there is a particular need. These changes are not lightly undertaken, and parents/carers are usually consulted.

## Free School Meals

Any parent/carer who is on Income Support or income based Job Seekers Allowance is entitled to claim free school meals for their child(ren).

By registering your child(ren) additional funding is generated to support the education of your child(ren), through Pupil Premium Grant. It therefore helps the school, as well as parents/carers, if all students who are eligible for Free School Meals do register with Cumbria County Council – (even if they decide not to use the allowance).

You can apply online on <http://www.cumbria.gov.uk/doitonline> or an application form for Free School Meals can be obtained from the school office or apply online at <https://www.cumberland.gov.uk/schools-and-education/free-school-meals-and-clothing-vouchers> or Telephone No. 01228 606060.

## Governors

The role of the governing body is to:

- Ensure clarity of vision, ethos and strategic direction;
- Hold the school leadership team to account for the educational performance of the school and its pupils;
- Oversee the financial performance of the school and make sure the money is well spent.

The School's Governors are listed on the school website. The Chairman is Mr D Brian Armstrong. In addition to the Church-appointed Governors there are Parent Governors and Staff Governors. The Governing Body is the employer of the staff of the school. If you wish to get in touch with the Clerk to the Governors, she can be contacted at the School.

## Health Matters

We have a dedicated medical unit and a team of staff members with a first aid qualification on duty during the entire school day. Our dedicated medical facility is open during breaks and lunch times.

A student who is so unwell that they cannot continue with their lesson should approach their teacher who will assess the situation and decide whether a first aider should be called to the classroom. For emergencies that may occur in lessons, teaching staff are able to access emergency back up using our IT facilities so help is always on hand in the rare circumstances it is needed. Students may go themselves to the medical unit at break or at lunchtime; if this is not staffed, they are to go to Main Reception. Our First Aiders will either deal with the situation directly or request Emergency Services if needed and make sure that parents/carers are notified when necessary.

If hospital attention is required, the school will contact a parent/carer to arrange this with them. In an emergency situation the school will arrange to transfer the student to the Accident and Emergency Department at the Cumberland Infirmary, accompanied by a school First Aider and parents/carers will be asked to meet that person and their child there. In all other instances when the school considers the health needs of the student are best served by going home to recover, parents/ carers or a designated person will be contacted. We do expect that parents/carers will comply with this request and must point out that the school cannot be held responsible for the subsequent health of the student if this advice is not taken. In the best interests of your child we do ask that at least two emergency contact numbers are made available to the school and kept updated so that someone can be contacted swiftly and easily if necessary.

### **Medication**

If a student needs medication during the school day it should be brought to the medical unit labelled with the student's name and form and accompanied by a letter giving written instruction of the name and dosage of the medication, the frequency it is to be given and the reason the child is taking it. No medication of any sort can be given without parental permission. First Aiders will issue paracetamol provided that written parental permission has been given, during prescribed hours of the school day. Inhalers for asthma should be kept with the student at all times and they should be clearly labelled with the student's name. It is a good idea to lodge a spare inhaler with the medical unit. Additionally, asthmatic students can be given access to school inhalers provided written parental permission has been given. If it is necessary for a student to carry any medication personally for emergency use, please discuss this initially with the student's Year Office or Sixth Form Student Manager so that an appropriate healthcare plan can be put in place.

Trinity School keeps its own stock of paracetamol tablets or suspension fluid. This reduces the risk of students carrying medicines and avoids confusion over what may and may not be administered. Children should not bring paracetamol to school to self-administer. Paracetamol must be stored securely as all the medicines are stored and should not be kept in first-aid boxes.

Medical Room in Trinity School can only accept prescribed medicines if they are in-date, labelled, provided in the original container as dispensed by a pharmacist with clear instructions for administration, dosage and storage.

### **First Aid Equipment and School Excursions**

First Aid boxes are situated in key areas within the school. A basic First Aid box always accompanies school excursions for use in emergencies. Parents/carers should ensure that teachers taking students out of school are informed in writing about any specific medical conditions, and any medication needed (other than inhalers for asthma) is given to the teacher in charge with written instructions.

### **Health Protection**

To protect the health of students we have a firm school rule which forbids smoking and vaping (**including the possession of any vaping equipment**), alcoholic drinks and drugs on the school premises. The rule extends to the vicinity of the school and to occasions when students are under the jurisdiction of the school.

This includes travelling to school and going home after school. Any pupil bringing drugs into school is likely to be excluded permanently. Any tobacco or vaping paraphernalia found on site, regardless of who it belongs to, will be confiscated and either destroyed or handed to the police.

### **Medical Information**

It is important that the school is aware of any medical condition a child has which may affect him or her in school. A medical form is issued to all parents/carers of Year 7 and Year 12 students and to any newcomers throughout the school. The information is kept confidentially within the school. It is important that the information is kept updated and parents/carers are asked to inform or discuss with the Head of Year or Student Manager either in writing, by telephone or in person, if there are any changes over the years, or if they have concerns about any aspects of their child's health in school. In conjunction with parents/carers and the student, school will put in place Individual Healthcare Plans (IHP's) for specific conditions (e.g. diabetes)

### **Health and Safety**

Occasionally a student is advised by his or her doctor to use crutches around the school. For Health and Safety reasons this must be discussed with the Head of Year or Student Manager before the child comes in on crutches and a form, available from Main Reception, must be signed by the parent taking responsibility for this.

### **School Health Service**

We liaise with the School Health Service via Central Clinic. These include, but not exclusively, for Year 8 girls the HPV immunisation to protect against cervical cancer and Diphtheria/Tetanus/Polio immunisations for Year 10 students.

### **School Policy on Toilet Passes**

Since the passing of the Children and Families Act in 2014, education settings have a statutory duty to support children with health conditions, including bowel and bladder problems

#### How do you get a toilet pass at school?

Trinity School adopts a personalised approach to meeting children's needs. If a child has an identified, ongoing or historic, incontinence or bowel issue that the school is aware of, a personalised 'Medical Card' will be issued that allows them to go to the toilet when they need to. If your child requires a Medical Card on an occasional basis, we will be able to issue them with a Temporary Medical Card at the time of need. These cards expire weekly. Parental requests for a Temporary Medical Card should be directed to the Medical Room via the school email: [Medical@trinity.cumbria.sch.uk](mailto:Medical@trinity.cumbria.sch.uk). Temporary Medical cards will be issued immediately on receipt of an email request. Please seek medical advice if the need for a Temporary Medical Card exceeds initial expectation.



## Home-School Agreement

Parents/carers of all incoming students will be asked to sign a copy of our Home-School Agreement which sets out clearly the obligations of school, students and parents/carers to each other. We expect everyone who joins Trinity School to respect this agreement, so that we can work well together.



## Homework

Homework is set to help students with their learning. It is designed to help them understand, develop and extend the work that they cover in lesson time.

We use an online platform to set and monitor homework completion called ClassCharts. This allows staff to set the task and the resources needed all in one convenient space online. Students can obviously access this but the real benefit is that parents have a separate log in so they can see what tasks have been set, what has been done and any tasks that are outstanding. The online system also allows teachers to communicate positive messages to parents and to let them know if homework isn't being done. This allows you to support us in ensuring that no learning is lost through lack of homework completion. Also, to help students organise themselves, they are given student planners in September each year. Students can record homework details in them, and parents/carers are expected to check the planner and sign weekly to indicate that they are aware of what homework has been set. Form teachers also monitor student planners, to ensure students are remembering to use them properly.

Homework can take the form of short reinforcement tasks, extended pieces of work which can take a number of weeks to complete, or tasks which prepare students for forthcoming lessons. If students are struggling to complete homework we may be able to help; students are free to use the library when not in lessons. In the library students may do their homework together, get assistance with reference materials and use the computers, as well as taking advantage of the quiet studious atmosphere. If a student is ever struggling to complete the work then they should ask for help from the teacher who has set it, as soon as possible, as the aim is for all students to complete the work successfully.

As students get older the type of homework they are set changes. In some subjects like Maths the tasks are normally short and are set over a few days; in other areas like Technology students start to do long projects that can stretch over several months. At this age students should be able to organise their own time and they need to make sure that they do not leave all the work to the last minute.

Individual subject homework policies are available on the school website. Queries from parents/carers about homework should normally be addressed in the first instance to the subject teacher.



## Insurance

Trinity School's insurance provides cover for accidents occurring during school time and during school related activities, but only where the school is found to be negligent. The school's insurance does not cover sports injuries or students' personal belongings, equipment or clothing.

School trips and visits often require additional insurance cover. Any cost of this insurance is included in the overall cost of the trip.

The National Council of Parent Teacher Associations recommends to parents/carers a policy which will cover children at all times - independent of school.

Details of the school policy are available from the school's Business Manager.

## Jewellery

The wearing of jewellery is regarded as unsafe and inappropriate in the school environment. Many accidents and injuries can be caused by jewellery. Consequently, students may not wear rings, bracelets or any other jewellery, with the exception of a single pair of small studs only. These should be worn in the lower part of the earlobe. No other body jewellery is permissible, including nose and tongue studs. Parents/carers should note that all items not in line with this code could be confiscated. The school cannot take responsibility for any item of jewellery which is lost or stolen on the premises.

## Learning Support

The Learning Support (Special Needs) Department, under the leadership of the Special Educational Needs Co-ordinators, Dr Seymour and Mrs Hadley Assistant SENCo Ms Smith, work with students who need help to achieve their full potential in all areas of the curriculum and at every Key Stage. Enquiries regarding pupils in the Home Group should be directed to Mrs Hadley and regarding pupils in the Mainstream to Dr Seymour.

Usually, our colleagues in primary schools alert us to the need of individual students and we continue to provide the support which is required, in a variety of ways, which may include support in the classroom and access to small groups. For other students, the need for Learning Support may emerge for the first time during our screening procedures carried out in the Autumn Term of Year 7 or through conversations with subject staff, pastoral staff or parents.

Trinity School is a Strategic Resource Base for Hearing Impaired students, for students with Severe Learning Difficulties and for those with an Autism Spectrum Condition. Trinity is resourced to ensure that there is a good acoustic environment for students with a hearing impairment, which is suitable to their needs. This resourced provision may also benefit other students.

For maximum effectiveness we like to work closely with parents/carers, and it is our aim to keep parents/carers fully informed about any Learning Support their child may receive. The SENCo team are glad to hear from parent/carers and is happy to make individual appointments whenever necessary.

## Library Facilities

There are two libraries at Trinity - Chapman Library has been purpose-built to serve students of all abilities in Years 7– 11 and Carliol Library is for 6<sup>th</sup> Form students. The libraries are managed by a team of three librarians, who are on hand to help students find resources to support their learning and to promote reading at all levels for both academic study and for pleasure. All students receive an introduction to the library at the start of Year 7 and Year 12, and have access to the library's online catalogue, Accessit.

A link to Accessit can be found on the library page on the school's website. In addition to physical books, students have access to our eLibrary (Wheeler's eplatform) with hundreds of specially selected ebooks and audiobooks that can be viewed and listened to on most devices.

### **Chapman Library**

This library has a collection of over 12,000 resources, including a wide variety of contemporary fiction and up-to-date non-fiction to support students' curriculum studies and home learning. There is a collection of 'Quick Reads' for students who may be daunted by larger books; this includes books that are specially designed to be dyslexia and Irlen Syndrome friendly. ICT facilities are also available. All students are automatically enrolled and can borrow up to 3 books at any one time for a period of 2 weeks.

The library is open throughout the school day between 8.30am and 4.00pm (3.15pm on Fridays). Students can use the library during their morning and lunch breaks, and after school. Students may also visit the library with their class eg for reading or to carry out research. Year 7 and 8 students have regular reading lessons in the library.

### **Carliol Library**

This is a dedicated Sixth Form Resource Centre and is open throughout the school day. Students are encouraged to make use of the library during their free time and study periods. A silent area for private study is available, as well as areas for collaborative work. Laptops are available to borrow for use within school, and, in addition to the good selection of fiction and non-fiction books, there are also subscriptions for a daily newspaper, magazines and academic journals.

## Lost Property

Inevitably books and other possessions are sometimes left in classrooms, dining rooms or changing rooms. The student must retrace his or her steps and look for the lost item; to leave things until the same lesson in the following week is very unwise. The chances of retrieving lost property in the same place a week later, in rooms used by hundreds of other students are not high!

Students should ask for help from the appropriate subject teacher, form teacher, and the Year team and should report the loss to the School's Student Reception.

Items found in school are sent to the Student Reception (Zero Path entrance/exit) and kept for four weeks before being donated to charity. Every effort is made to return named articles to the owner, but students must not depend on this; they are responsible for searching for their own lost property as soon as it is realised that something has been mislaid.

We look for the help of parents/carers in ensuring that all their children's property is labelled clearly with the owner's name. Even small items such as purses and pencil cases should be so marked. Boot bags seem particularly vulnerable, so clear marking of these is especially important. We know that this is a tedious chore, but it does help prevent costly and annoying losses.

### **Valuables**

Trinity School advises that students do not bring valuable items into school. Parents should be aware that there is no statutory liability on schools for items that go missing. If an item is held in school, or is confiscated, the school will not be liable for any loss or damage to that item. When items are held on behalf of students during the day, the school will take reasonable steps to ensure their safety. We would urge parents/carers to examine their own insurance arrangements if expensive items are brought to school as the school is not liable for any loss. Similarly, no responsibility can be borne by the school for the safe keeping of bicycles (see also under Transport).

## Messages to Students

Parents/carers will appreciate that in a large school where students use rooms in every part of the site for different lessons, it is not easy for us to pass on messages from parents/carers to students during school hours. Our office staff are always helpful but please try to avoid asking us to locate your child to pass on messages. It is not our policy to remove students from lessons to receive messages. Really urgent matters, naturally, are dealt with as emergencies.

## Mobile Devices

Mobile phones are not to be brought into the school buildings beyond the morning registration venue. There are simply too many distractions when they are, and this has the potential to lead to interrupted learning and reduced success of our students. We do appreciate that mobile phones are an important safeguard for families though, who rely on them to communicate with or track students during journeys to and from school. This being the case, students who wish to have their mobile with them will be provided with a safe place to leave them for the school day. This will be in an allocated safe, located in your child's form room. The safe will be locked during the day and phones returned to students at the end of afternoon registration. It will be assumed that if a student does not take up this storage opportunity, they are not carrying a mobile phone.

If a student is seen to be carrying a mobile phone during the school day it will be confiscated by staff, for parental collection only.

## Modern Languages

All Year 7 students are given a good introduction to learning languages and to the international dimension. Students will study both French and Spanish on entry to school. Each language develops the student's reading, writing, listening and speaking skills. Language skills certainly are desirable and the importance of cultural understanding and awareness is at the heart of language learning.

Students are taught in form groups in Year 7. Courses followed are designed to meet National Curriculum requirements and motivate a wide range of learners. Students are encouraged to be creative and reflective language learners and are constantly challenged and engaged to reach their potential in their language study. We ensure that the cultural aspects of French and Spanish speaking countries are explored through authentic materials. Films, songs, poems and stories are used regularly as the vehicle for learning the language.

The school has offered trips in previous years to Barcelona, Venice, Normandy and the Rhine Valley. We plan to have further trips.

Please note: The National Curriculum for Modern Languages makes it desirable that our students have appropriate language dictionaries and learn how to use them effectively from Year 7 onwards. Since it helps considerably if they all have the same version, we recommend the Collins Pocket Dictionary in the New Colour Edition.

## News

Up to date news on current events is uploaded regularly to the website, through our social media and there are regular letters sent home to keep the community regularly informed.

## Office 365

Microsoft Office 365 is a service developed with collaboration in mind. Office 365 Teams provide a shared workspace for each class where Team members can share content, communicate, and collaborate through emails, files, and calendar events. Teams allow teachers to share documents, messages and information related to a specific subject. It works with the Office 365 tools students use already so that they can share content with their teachers when writing documents, creating spreadsheets, or sending email

## Off-Site Movement

Ours is a very open site and students are expected to stay within our boundaries and supervision is of course provided. Students in Years 7 - 11 are not to leave the school without the prior request of parents/carers and the permission of a teacher.

## Pastoral System

Students in the 11-16 School are organised into a year group structure containing 9 forms. The year groups will be led by a Head of Year and a Year Tutor. The Form Tutor will take day to day responsibility for the welfare and academic progress of assigned students. Assigned Pastoral staff in year 7 will remain with their year group for the full five years in the main school, thus ensuring a continuity of care and a sense of stability. The Form Tutor will also become a familiar face to parents/carers, providing a reassuring point of contact should problems arise.

Mr Charnock, the Deputy Headteacher (Behaviour & Welfare), is in overall charge of the Pastoral System.

## Payments

**We are now a Cashless School**

iPayimpact (a trusted cashless school payments system) is to be used for payment for school meals, trips, books etc. Parents/Carers activate a secure on-line account and credit money to the account. There are many benefits to using this system as payments can be made 24 hours a day, 7 days a week and Parents/Carers have full control over their child's account. If you already have a child in school, siblings can be added to your iPay account. iPay also gives the ability to add a secondary payer account for a student, please contact the Finance Office for details. For further information on iPay please visit <https://www.ipayimpact.co.uk/IPI/Account/LogOn> or our school website.

When a student joins Trinity School, Parents/Carers are sent an email containing an activation code to enable them to setup their iPay account. If you have not received this email, please request a copy from the school via [info@trinity.cumbria.sch.uk](mailto:info@trinity.cumbria.sch.uk) or by calling 01228 516051.

If you are unable to pay online, please contact the Finance Office on 01228 516051 to make alternative arrangements. A barcode can be issued which can be used to make payments at a PayPoint machine.

## Photographs

Early in the Autumn Term at Trinity all Year 7, 9, 11 and 12 students have their photographs taken and a tiny snapshot is retained for our records. Parents/carers are offered the usual package of pictures. There is, of course, no obligation to purchase.

## Physical Education

Students are encouraged to experience a wide range of activities throughout Years 7-11. GCSE Physical Education & TECH Award in Sport is offered in Years 10-11, and A Level Physical Education & BTEC Level 3 in Sport is offered in Years 12-13. We do not set homework for core P.E. lessons but hope that where possible students work outside of school to develop their skills and improve their level of fitness.

Practices and regular fixtures are held for most activities. These extra-curricular activities are open to all students and the school policy is to encourage as many as possible to become involved. Please impress upon your son/daughter the importance of regular attendance at clubs and training sessions. Many students then go on to represent District and County teams. Students are also given the opportunity to compete in schools' events which are not necessarily offered during curriculum time. A list of extra-Curricular activities is available on the school website.

Students are expected to wear full Trinity kit in all lessons. This kit should be clearly marked with the student's name. Showers are available for students when necessary, obviously a towel needs to be brought as part of their PE kit. This information is displayed clearly on the school website and below:

**PE Kit for Boys:**

- Plain white round-necked T-shirt
- School Rugby top
- Black shorts (no brand logo)
- Plain, long black socks
- Trainers & Football boots
- Shin pads are required for football and gum shields are recommended for rugby
- Swimming shorts (any colour) and towel

**PE Kit for Girls:**

- Plain white round-necked T-shirt
- Black skirt or shorts (no brand logo)
- Plain, long black socks
- Trainers
- Shin pads are required for football and hockey
- Swimming costume (any colour) and towel
- Trinity sweatshirt optional
- Plain black (no brand logo) tracksuit bottoms are optional
- Trinity PE leggings – (these are an optional extra and the only leggings acceptable within PE lessons). These are available from the following online shop: <https://halbros.com/product-category/your-store/trinity-school/>

(a) The majority of the above items of clothing are available from:

BE Uniforms Carlisle, 11 West Tower Street, Carlisle, CA3 8QT.

Telephone No. 01361 810304

Shop opening times 9.00 am – 5.00 pm Monday to Saturday and also Trutex Direct via their website [trutexdirect.com](http://trutexdirect.com), using the School Code LEA00667SC

(b) However, almost all of the items are available from supermarkets (such as Sainsbury's, Asda, Tesco) and from high street clothing retailers (such as Marks and Spencer's)

If a student is unable to participate for any medical reason a note should be brought from home to explain this. When a student is unable to participate actively, they still need to bring full PE kit. Sometimes students can be involved in other roles such as acting as an official or coach. Any long-term absences should be covered by a letter from a doctor or hospital clinic.

## Punctuality

All students should be on time for school every day. This means being in their first classroom by 8.35am, ready to learn. Where two lessons are not separated by a break, students are expected to report immediately to their next lesson and inappropriate lateness will be recorded. This is likely to result in linked 'hold back' detention sanctions. Morning and lunch breaks are to be used effectively with some time set aside for getting organised, in order to be both punctual and to avoid the need to disrupt learning for convenience breaks.

## Religious Education

The provision of Religious Education lessons is viewed as an important aspect of the school's fulfilment of its educational aims. Moreover, the National Curriculum includes Religious Education as an essential component in a broadly-based curriculum which aims to promote the spiritual, moral, social, and cultural development of students. All students follow a Religious Education course for at least one hour a week. We follow the Cumbrian Agreed Syllabus and Church of England guidelines. In approaching the study of beliefs and values, the aim is to inform, stimulate thought and encourage reflection - not to indoctrinate.

At Key Stage 3 we take a disciplinary approach combining theology, philosophy, and human sciences throughout our lessons. Students have the opportunity to develop their religious literacy. This means that pupils are able to hold conversations about religious and non-religious worldviews.

At Key Stage 4 all students follow the Eduqas GCSE Short Course in Religious Studies Route A. This consists of three components: Issues in Religious, Philosophical and Ethical Studies in the Modern World, a study of Christianity and a study of Islam. The Full Course Religious Studies GCSE is also available as an option choice.

A Level Philosophy is offered in Key Stage 5. We follow the AQA A Level Specification.

The Religious Education Department is staffed by experienced, well-qualified, specialist teachers. Our schemes of work are particular to our role as a Church of England school. Parents and carers have a legal right to withdraw their children from Religious Studies lessons and school worship. To exercise this right, parents and carers should contact our Headteacher.

## Reporting to Parents/Carers

One Subject Parents' Evening is held for each year group every year to discuss students' progress in subjects. We try to hold them at what we think is the best time of year. In addition there is a Form Tutors' Evening or an Information Evening for some year groups. We also call in selected students and parents/carers at various times to discuss behaviour for learning with Senior staff.

If a member of staff is unavoidably absent on that evening, requests for an update can be made via the form tutor. This will normally be in the form of a telephone call from the subject teacher or may on occasions be a written response via email.



### Reporting on progress

We send home information regarding students' progress three times each year. These contain a record of academic progress and each student's Approach to Learning in each subject area. Students are asked to review their own progress during form time. ClassCharts also sends home behaviour and achievement logs live. If you have any concerns about progress, please contact subject teachers directly and they will also endeavour to contact you if your child is doing well or if there are concerns about progress and/or behaviour.



## Safeguarding and Security

The safety and well-being of everyone in our school is very important. We have a big city centre site, but our students feel safe and are safe. We have CCTV cameras, restricted entrances, staff on duty, walkie talkies!

Good Risk Assessments are done for school activities on and off site. All our staff and volunteers have been checked through the CRB system. Mr Charnock has the responsibility for safeguarding issues in school and should be contacted if there are any concerns in this regard. In his absence, this role passes to Mrs Studholme as Deputy DSL and the Headteacher.



## Supporting Success at Trinity

Year 11 is a very demanding and challenging year for all students, and our aim at Trinity is to support each and every student in the best way possible to ensure that they reach their full potential - through the Supporting Success Initiative.

### Aim:

The aim of the 'Supporting Success' initiative is to offer a wide-ranging number of interventions and support sessions to help your son or daughter make the most of their crucial examination year and achieve their full potential.

What is involved in the 'Supporting Success' initiative?

- Revision and catch-up sessions
- Masterclasses
- Tutor support
- Skills Carousels
- Guest speakers

- Personalised support in Maths and English
- Passport to the Prom

These interventions aim to help support **ALL** our Year 11 students as they undertake their final year and prepare for their GCSE exams, and help them reach their full potential.

## Transport

Most students arrive at school on foot. We have a shelter for bicycles, but our site remains an open one. A bicycle brought to school is on the clear understanding that Trinity School cannot accept any responsibility for its safe keeping. Bicycles should be regularly serviced and students should wear a helmet on all journeys by bike. Students must push bikes from the bike shed and along Zero Path as they leave before beginning to cycle home for safety reasons.

We are asked to remind parents/carers that, if they have not already done so, they should submit an application to the Local Authority for assistance with travel costs for those eligible under the Authority's home-to-school transport policy. Advice on transport matters can be obtained by telephoning 01228 226008, to speak to the LA's transport officer.

## Trips and Visits

Trinity School Church of England Academy recognises the positive outcomes associated with learning outside the classroom and believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Learning outside the classroom is defined as: "the use of places other than the classroom for teaching and learning." The rationale is that such learning often makes "the most memorable learning experiences" and helps young people make sense of the world by linking feelings and learning, builds bridges between theory and reality, schools and communities, young people and their futures.

The range of longer residential trips is ever widening and in previous years has included a trip to Bali (6th Form World Challenge), Italy Ski/Snowboarding (Years 7,8,9,10), Holland (PE department), Belgium, France & London (History), Iceland (Geography), Brussels (Business Studies & Computer Science), The Calvert Trust, Keswick (Learning Support), Theatre trips to Newcastle, Glasgow and Keswick. All trips rely on the goodwill of staff.

Staff organising school trips and visits must be informed of any special dietary or medical conditions or requirements. Notifications and additional consent forms where required, are issued with letters detailing the arrangements. The school relies on the voluntary support of parents/carers in making such

activities possible and a voluntary contribution will be suggested to cover the cost of the trip. For families in receipt of specified benefits please contact the Trips Administrator for more information.

## Uniform

All students in Years 7 to 11 are required to wear the school uniform and this should be worn throughout each school day, during journeys to and from school and for other formal school events as required. Students in Years 12 and 13 will be expected to adhere to a code of dress which is 'on the smart side of casual.'

We look for the support of parents/carers in ensuring that students adhere to our uniform regulations, despite the assurances that students sometimes give to families that nobody is wearing the uniform except themselves!

From time to time fashions among students emerge which are not compatible with school uniform including unorthodox styles. Students are not permitted to dye their hair with any unnatural hair colour e.g. green, yellow or pink. Parents/carers who permit their children to do so will be asked to ensure that the dye is reversed back to the original natural colour. If worn, make up should be subtle. This applies only to students in Years 10 and 11. If in doubt about any aspect of uniform or fashion it is best to contact Year team staff.

If for some unavoidable reason a student is temporarily unable to wear an item of uniform a note must be brought from a parent/carer. The student will then be issued with a uniform card by the Head of Year, which should then be shown to each subject teacher to explain the uniform breach- This uniform card will indicate an agreed deadline by which time the uniform should be corrected. Thereafter, students may be subject to school sanctions as appropriate. There may be occasions when personal circumstances make it difficult to replace items. Should this be the case we would encourage parents/carers to report this to Year offices so that appropriate support can be put in place.

Jewellery including false (acrylic) and or varnished nails and false eyelashes should not be worn, for safety and security reasons. However, one small pair of stud earrings in the lower part of the earlobe is permitted.

All items of clothing required for the school uniform are listed below:

### **Years 7-11**

Pullover - Black v-neck, with school badge, and Year group coloured flash.

White formal school shirt with collar which should be long enough to be tucked in (short/long sleeves) and school clip on tie.

Trousers - Black in a traditional, tailored style, long enough and with enough room to hide ankles, **not** jeans, or similar material, not leggings, skinny pants or track-suit bottoms – something smart please.

Skirts – If the choice of attire, is a skirt, this must be a traditional, black, lower thigh length, pleated skirt. Current ‘stretchy’ tight fitting lycra fabric is not allowed.

Shoes – black, and polishable with no contrasting logos/stripes. No large/inflated soles or high heels and no training shoes. Shoes need to provide support and protection, as there is always much coming and going, and variable weather.

Although we do not insist on a particular type of outdoor coat, we hope parents/carers will try to choose a colour which is both serviceable and in keeping with the rest of the uniform.

**PE Kit for Boys:**

- Plain white round-necked T-shirt
- School Rugby top
- Black shorts (no brand logo)
- Plain, long black socks
- Trainers & Football boots
- Shin pads are required for football and gum shields are recommended for rugby
- Swimming shorts (any colour) and towel

**PE Kit for Girls:**

- Plain white round-necked T-shirt
- Black skirt or shorts (no brand logo)
- Plain, long black socks
- Trainers
- Shin pads are required for football and hockey
- Swimming costume (any colour) and towel
- Trinity sweatshirt optional
- Plain black (no brand logo) tracksuit bottoms are optional
- Trinity PE leggings – (these are an optional extra and the only leggings acceptable within PE lessons). These are available from the following online shop: <https://halbros.com/product-category/your-store/trinity-school/>

(a) The majority of the above items of clothing are available from:

BE Uniforms Carlisle, 11 West Tower Street, Carlisle, CA3 8QT.

Telephone No. 01361 810304

Shop opening times 9.00am – 5.00pm Monday to Saturday and also Trutex Direct via their website [trutexdirect.com](http://trutexdirect.com), using the School Code LEA00667SC

- (b) However, almost all of the items are available from supermarkets (such as Sainsbury's, Asda, Tesco) and from high street clothing retailers (such as Marks and Spencer's)

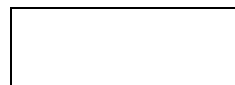
The School Cross and coloured flashes for jumpers are now sewn into sweaters purchased from the Uniform Shop. Different coloured flashes are required for each year group for the 2024-25 Academic year as follows:



Year 7



Year 8



Year 9



Year 10



Year 11

The specific coloured flash a student wears in Year 7, will be retained throughout the uniformed 11-16 School by the year group. This is to recognise the end of year sweaters may well be perfectly adequate for the September return.

Shop opening times 9.00am – 5.00pm Monday to Saturday

More information can be found on our school website here: [trinity.cumbria.sch.uk/uniform/](https://trinity.cumbria.sch.uk/uniform/) and here: [Uniform Visuals.pdf](#)



## Visitors

All visitors to the school, including parents/carers should report to the Main Reception. They will be asked to wear an official visitor's badge so that we can identify any unauthorised entrants and thereby ensure the safety of our students.

## Website

We have a large and varied school website, visit [www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk) for our latest news, student success, forthcoming events and key dates. The website includes many photographs and videos, which provides an overview of the life of the school in addition to covering the many community activities in which we participate.

At Trinity School we have continued to keep abreast of the latest web technologies and have developed an expansive and modern website, that accompanies our LMS (Learning Management Systems) and the many e-learning projects that we produce. Our digital services are constantly maintained and developed by our Web Developer who makes available online a wide array of school information, for students, parents/carers and the wider community.

## What next?

We hope that our school is a busy and happy, vibrant and successful place to be. We are glad that you are joining us and that you will have your contribution to make.

We are committed to pursuing excellence throughout the school, and for each of our students.

