



A parent information pack for Year 6 Transition



Learn Together. Grow Together. Succeed Together.

Thank you for attending the Welcome Evening tonight. We hope you find the information during the presentation helpful and informative. We appreciate that we give out lots of information at these events and it can be a lot to take in.

We have created this booklet to help parents understand the different systems and processes we use here at THS and it will provide a handy guide for you. It will be particularly helpful once your child starts in September.

Included in this pack you will find an S11/1 Data Collection on Admission Form. The deadline for return of this form is Tuesday 6th May.

This form should be returned to Tiverton High School reception, which is open from 8am – 4pm, if you let Reception know at the security gate that you're dropping off a year 6 transition form they will open the gate for you.



In June, just before the Transition Days your child will receive a booklet too, this will contain lots of information about what to expect at THS and also a variety of activities that will be completed during the Transition Days. They will need to bring the booklet with them on these days.

Term Dates:

Autumn Term 2025:

First Day of Term – Thursday 4th September 2025

Last Day of Term – Friday 19th December 2025

Half term – Monday 27th – Friday 31st October 2025

Spring Term 2026

First Day of Term – Monday 5th January 2026

Last Day of Term – Thursday 2nd April 2026

Half Term – Monday 15th – Friday 20th February 2026

Summer Term:

First Day of Term – Monday 20th April 2026

Last Day of Term – Friday 17th July 2026

Half Term – Monday 25th – Friday 29th May 2026

Times of the school day

From	To	
08:35	09:00	Tutor
09:00	10:00	Lesson 1
10:00	11:00	Lesson 2
11:00	11:30	Break 1
11:30	12:30	Lesson 3
12:30	13:30	Lesson 4
13:30	14:00	Break 2
14:00	15:00	Lesson 5

There are 5 lessons in the school day and a tutor time at the start of the day. Tutor time will be in the tutor room or in assembly once a week.

School starts at 8.30am and all students are expected to be on site and making their way to their tutor bases ready for 8.35am. The school gates are shut at 8.30am and staff will be on the gate to note anyone who is late.

If students arrive to school after 8.30am and no one is on the gate there is a button and intercom that will let them in. Students must then sign in at attendance.

Contacting School by Phone, Text or Email

As you might imagine with approx. 1200 students and nearly 200 staff our switchboard is incredibly busy. To help direct calls we have a menu of choices to direct your call as quickly and efficiently as possible.

Please note that the ONLY phone number for incoming calls is 01884 256655.

The answerphone options are as follows:

Choose Option Number	Name of Department/Purpose of Call	Extension Number to direct dial
1	Student Absences (Attendance Officer)	255
2	For staff use only	N/A
3	Accounts Office (trip payments etc.)	278
4	SEN Admin	252

How do I contact staff during the day?

When phoning school please be aware that teachers are not always available for much of the day due to teaching commitments. **Consequently, we would suggest that the most effective way for you to contact staff is via email.**

Emailing a subject teacher

All of our Subject Leaders can be reached via email if you have any queries or concerns relating to a particular subject.

A full list of all Subject Leaders email addresses are shown on the website in the contact area of the site under Departments. This can be found here

<https://tiverton.devon.sch.uk/contact/>

Emailing a tutor

A full list of all our tutor groups email addresses are shown on the website in the contacts area of the site under Tutors. This can be found here

<https://tiverton.devon.sch.uk/contact/>

Sending a text to school

To send a text to the school please use our text delivery service number which is 07507271551. This can be used to advise of absence and general enquiries.

Meeting All Students' Educational Needs in the Learning Environment (SEND)

Students with a wide and varying range of needs may need that little bit of extra support to achieve their potential, *and this isn't just about students with learning difficulties*. This is about supporting the full range from mild learning difficulties all the way through to our More Able and Talented students (MAT).

Special Educational Needs and Disability (SEND)

The definition of Special Educational Needs and Disability is a child or young person with a learning difficulty or disability which calls for special educational provision to be made for them. Clause 20 of the "Children and Families Act" (June 2014) states that:

"A young person has a learning difficulty or disability if he/she has (a) a significantly greater difficulty in learning than the majority of others of the same age or (b) has a disability which prevents or hinders him/her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools".

SENDCo and Teacher Mr Andrew Humberstone

Assistant SENDCos Miss Hannah Eaves and Mrs Ruth Roberts

CAIRB CAIRB is short for Communication And Interaction Resources Base

Teaching staff across the school will support students at a level appropriate to their needs through effective differentiation in the classroom (Quality First Teaching). This is constantly reviewed as the child develops and makes progress. Students requiring more specific intervention to access the curriculum may be supported in a range of ways; for example through individual or small group "interventions" such as:

- Literacy programmes
- Social and emotional development programmes
- Communication and interaction programmes
- Shared in-class support from a teaching assistant
- Individual programmes to meet specific need
- Access to assistive technology such as texthelp



For SEND Support:

Please refer to our SEND information report on the school website for more information or, if you wish to discuss your child's SEND needs in more detail, please email sendadmin@tiverton.devon.sch.uk

Ethnic Minority and Traveller Achievement Service (EMTAS) and English as an Additional Language (EAL) Students

We take success for all seriously at the High School and this includes those from ethnic minority backgrounds and cultures including those for whom English is an Additional Language (EAL). We have a member of staff who co-ordinates support for these students including the use of bilingual support workers and access to interpreters. Please contact the EAL coordinator Teresa Perry for further information. Email: tperry@tiverton.devon.sch.uk

More Able and Talented (MAT) provision at Tiverton High School

As a school, we understand that our most able students also need additional support to ensure they are stretched and challenged in order to achieve in line with the top 20% nationally. We have an excellent record of top achieving students gaining grades 8 and 9 in their GCSEs across the curriculum.

If you think your child has the potential to be on our More Able and Talented programme, please speak to their tutor, to their Head of Year or Mrs Rae Parker, Assistant Head.

Information about our food and refectories

We have two refectories on site and one outside food cabin that serves food during the two break sessions. Year 7 students are able to use Refectory 1 and the outside cabin. Breakfast items are also available before school from Refectory 1.

Students can choose to bring a packed lunch and are able to eat this in Refectory 1 or outside. There are under cover outside tables and seating in various parts of the school.

Menus for the week

We have a 3 weekly revolving menu which is set each term.

Biometrics (fingerprint purchasing in the Refectory)

Full details about this are supplied with our “Biometric Consent Form” which is included on your S11/1 data collection form.

Details are also available on the school’s website: <https://tiverton.devon.sch.uk/school-payments-systems-cashless-payments/>

Is there an alternative payment method for students?

Yes there is! If you do not consent to the fingerprint scanning option then money can be added to your child’s school ID card (sometimes called a Refectory card).

Topping-up your child’s thumb/finger (or ID card)

Please see the information supplied with the admission forms or on our website. If you look on our website then you will find all of this information on the same page as the one referred to above.

Online payments can be made via the School Gateway app. There is also a coin machine in the Refectory lobby area to make smaller top-up payments to either the thumb or ID card.

Water Outlets in School

We have two water taps supplying fresh drinking water from which students may top up their water bottles. These are located in the back-car park near the caretaker’s office and outside the sports hall. There is also drinking water in the refectories.

Free School Meals (FSM) and Pupil Premium (PP)

Are you claiming for free school meals? Should you be claiming? Your child could be missing out on extra financial support if you are entitled to free school meals but not claiming for them.

What to do if you are already claiming free school meals

If you are already claiming free school meals in another school, we will receive this information from Devon County Council. You do not need to do anything further, if you are unsure you can contact the admin office.

What to do if you think you qualify but are not currently claiming Free School Meals

If you think you may qualify for free school meals but are not currently in receipt of them, then you will need to make a new application. To do this, then you will need to send proof to the admin office on the main school number 01884 256655 or emailing admin@tiverton.devon.sch.uk.

Can you claim? Does your child qualify for an extra £985?

If you get any of the following support payments your child may be entitled to receive free school meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,480)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals. Follow this link http://www.devon.gov.uk/free_school_meals.htm if you think your child is entitled to free school meals.



Attendance at School/Absence Reporting (ext. 255/Option 1)

or email attendance@tiverton.devon.sch.uk

- Our attendance office can be reached using Option 1 when you phone the school. Please leave a message if the attendance officer is unavailable.
- Absence should be reported **every day** that your child is unwell/unable to come to school by 8.30am
- Please do not send your child in if they are being sick or have been sick within the last 48 hours
- If a student becomes unwell during the school day they must not leave the school site; instead they must get a note from their teacher and go to First Aid. Our qualified first aiders will assess whether or not the student should be sent home.
- If a student needs to leave school during the school day (medical appointment etc.) it is essential that they sign out at Attendance BEFORE they leave site and sign in AFTER they come back on site.

Why good attendance is important:

- 1 School year at 90% attendance – 4 whole weeks of school missed.
- 90% Attendance – ½ day missed every week
- 90% Attendance every year during secondary school = ½ school year missed.
- Research shows that 17 missed school days in a year will result in at least one whole GCSE grade drop in achievement.

Top tips

- Attendance can be viewed in ClassCharts (this will be ready for September)
- Medical appointments should, ideally, be after school.
- If a medical appointment can only be arranged during the school day, then an appointment for 2pm or later ensures students get their afternoon registration mark.
- If you bring in medical evidence then the absence can be authorised.

Punctuality

All students are expected to be in lessons on time. Lateness will be picked up and sanctions put in place.

Penalty Notices

If you allow your child to miss school during term time for an avoidable reason without obtaining the prior approval of the school, you may be issued with a Penalty Notice (£80/£160) per parent per child, or made the subject of court proceedings under section 443 Education Act 1996.

It is important for parents to demonstrate their commitment to their child's education by not allowing them to miss school for anything other than exceptional, and unavoidable, reasons.

Severe Weather Closures

We aim to text you as near to 7am as possible in the event of a school closure e.g. a snow closure day. The information will also be on the Devon County website, on Radio Devon and Heart Radio. There is also generally an announcement on the Home page of our website and on our Facebook page.

How we communicate with Home

PosiTIV is our termly magazine and it is one of the ways we celebrate our students and their success. We also have a busy Facebook page where we share regular information, notices and school success.

Our website provides lots of the information that you may want to know including all of our policies, clubs and curriculum information. There is also a list of contact details for staff including teachers and tutors.

We communicate with parents via email and school comms which is a text message. Letters are emailed and can be found on the 'Letters To Parents' page of the website. We also have an active Facebook account where we post our news and important information including reminders. Please note that questions or messages for staff should not be put on Facebook. Communication with the school should be emailed or parents can call reception.

Our website is: www.tiverton.devon.sch.uk

Our Facebook is: @TivertonHighSchoolDevon

Sending Information Home

We are very much trying to improve our "green" credentials and reduce unnecessary costs. We use electronic means of communicating with home wherever possible. However, we realise that this may not be workable for some parents. If you are unable to receive emails we will always send a hard copy home. If we receive a delivery receipt for an email we will assume that the email has reached you.

Emails

- Our emails are sometimes mistaken for bulk email and marked as SPAM or it goes to your Junk folder.
- Please make sure that you add Tiverton High School (THS) to your email "white list" (safe senders list).
- Please make sure you let the school know if you update your contact details.
- As mentioned above – if we receive a delivery receipt for our emails then we will assume our email has reached you so please check your inbox regularly.

Texts

- Please add our number to your contacts. This way if you have younger children at a Primary school you can distinguish between their text messages and ours.
- School Gateway App. When you download the School Gateway App, text messages sent from the school will automatically go to the App as this is the free method of communication. So please make sure you have your notifications turned on!

Letters

If you do not have access to the internet or an email address we will send hard copies home. Most letters will also be available on the 'Letters To Parents' page on the website.

Do I have to print anything off at home??

Nothing we email home needs to be printed. If you need a hard copy version of anything that we have emailed home then please let us know and a printed version will be supplied.



The Curriculum

Students will study the following subjects. We add details of the curriculum for each subject to the website. There you'll also find names of the department staff members.

Subject	Art
English (Language only)	Design and Technology
English Language and Literature	Food and Nutrition
Maths	Dance
Science	Drama
Religious Studies	Music
PE	French and German
History	Computing
Geography	PSHE

A few of our curriculum areas in more detail

Religious and Philosophical Studies

A programme of Religious Education is offered to everyone in Years 7, 8 and 9. Our curriculum is designed as a multi-disciplinary approach to the scholarly study of religious and non-religious worldviews, which is in line the Devon Agreed Syllabus, providing a broad outline for the teaching of the subject.

AQA Religious Studies GCSE is offered as an option choice in Years 10 and 11 with all students also having the Short Course GCSE delivered as Core RE as part of the legal requirement for statutory RE.

Our aim is to enable students to develop their comprehension and understanding of religious worldviews, theology and philosophy as well as exploring the impact of these worldviews on communities and individuals in the world today.

Personal, Social and Health Education (PSHE)

Our PSHE programme is driven by values, namely to create confident, resilient, respectful and cooperative young people who are treated fairly, treat others with kindness and who are given a voice.

Consequently, our PSHE curriculum is built around three core themes of the PSHE association's program:

- Health and Wellbeing
- Living in the wider world
- Relationships

The sessions are taught in such a way as to ensure all material is age appropriate and delivered sensitively. The teaching is delivered during a one hour lesson embedded in the timetable. Throughout the year we invite in external speakers, including our own alumni, we

have workshops and offsite visits to provide a broad range of stimulating and illuminating insights into the PSHE programme. These often occur during our Development days, where students come off timetable to spend the day engaging with PSHE, careers and development programme.

Sex Education

Every secondary school has to provide a programme of Relationships and Sex Education (RSE) for its students in addition to that which is delivered through the Science National Curriculum. Ours is taught through the (PSHE) curriculum and students are taught in a way that is age and stage appropriate.

The Governors have agreed a policy for the sensitive delivery of Sex Education at the school. We always teach this topic within the context of caring relationships and responsibility. We believe that parents will wish for their children to be taught such an important topic, in context, along with others in their peer group. We do not believe that it is our sole responsibility but would wish to act in partnership with responsible parents.

Withdrawing a Student from Sex Education

As part of Government policy, parents have the right to withdraw their children from the Sex education part of RSE, but not from the relationships aspect. If you wish to exercise this right please inform the Headteacher in writing, before your child starts at the school.

All parents may consult a copy of the policy at the school and online, or alternatively contact our PSHE Subject lead Mrs Emily Ferret who will be pleased to answer any questions relating to it. Email eferret@tiverton.devon.sch.uk

Annual Exams

Every year we run annual exams in all subjects for students in years 7, 8, 9 and 10. This is to help prepare students for their final GCSE exams in year 11. Results of these tests will be reported on our school system.

Our annual exams are conducted as a mix of classroom based exams and “formal” exams. We appreciate your support in ensuring students are present for all exams. We would expect parents to reschedule any medical or dental appointments during this time.

By “**formal**” annual exams we mean those which are taken in the same setting as our GCSEs. These exams are timetabled and students are given a timetable of exactly when and where these exams will be held. This information is also sent home to parents.

Classroom based annual exams are less formal and are held in the student’s normal classroom and conducted by their class teacher. These are scheduled at the teacher’s discretion but generally, they are held during the lesson in the week before the formal exams are held.

Years 7 and 8 - the formal setting exams are generally those in English, Maths and Science. Results will be supplied in the students’ last report of the year.

Learning Inside the Classroom (In-class Behaviour Management)

Almost all of our students get it right all, or most, of the time. Consequently, we have raised the profile of rewards across the school to positively support this. However, we also know that at times some of our school community find it difficult to work within, what we consider, acceptable boundaries. This impacts on their own learning as well as the learning of others. We have a comprehensive behaviour management policy which is regularly reviewed. Please see our website for details. <https://tiverton.devon.sch.uk/policies/>

Uniform

We gave details of our uniform in the welcome booklet you received in March. There you'll find a list of our uniform. You can also view the uniform list here:

<https://tiverton.devon.sch.uk/key-information/uniform/>

We have two uniform providers Thomas Moore and Stitch 2 Print. Both have an online ordering and delivery systems and both open to the public. **They will both be at our Meet The Tutor Evening on the 26th June.**

www.thomasmooretoymaster.co.uk

www.stitch2printuk.co.uk

Uniform List

- Jacket: Tiverton High School jacket with logo
- Shirt: A long or short sleeved plain white shirt with collar buttoned to the neck.
- Tie: Correct year group tie – see previous booklet sent with offer letter.
- Trousers: Riveted plain black full-length school trousers.
- Shorts: Riveted plain black school shorts, worn at an appropriate and respectable length, knee length.
- Jumpers: Plain black V-neck knitted jumper or cardigan over shirt and tie (optional). With or without THS logo. This cannot be worn as an alternative to the school jacket.
- Socks: Black or white socks.
- Footwear: Plain black leather/synthetic flat shoes.

PE Kit

The compulsory items of kit you will need to order from Stitch2Print are below. Stitch 2 Print will be at the Parent's Evening on Thursday 26th June with a full range of size samples for you to see and order.

- THS Hobby Polo
- A choice of THS Shorts **or** THS Elba Tracksuit Bottoms **or** THS Leggings **or** THS Katy Ladies Skort (only 1 of these is compulsory) **or** black bottoms. Further details about black bottoms are below:
- These must be black, with no mesh and no large logos.

- The gymnastics type Nike pro shorts that are short in length will not be accepted nor will those of a similar length.
- Students will be allowed to continue wearing any THS Joma navy bottoms they currently own.
- You will be able to purchase plain black bottoms from Stitch2Print without the school badge.
- THS Classic Socks
- Two long sleeve options are available for sweatshirts: the THS Faraon ¼ Zip or the THS hoodie

In addition to the kit above you will also need to ensure that your child has a pair of football boots and proper training shoes for their lessons and not leisure or skate shoes. Items such as a gum shield and shin pads can be purchased from the school if and when your child needs them.

Please make sure that all uniform including shoes and PE kit is clearly labelled with your child's name so that it can be returned if it is misplaced.

School Second Hand Uniform Shop

Good quality second hand items can be purchased from our school shop. This is open between 8 am – 4pm. Prices start from £2 and we have a selection of uniform and PE kit. Donations can also be made to the shop when your child's uniform becomes too small.



Instrumental Lessons

We offer a range of instrumental lessons and music clubs. Students will be required to bring their own instrument excluding drum kit, piano/keyboard. If they do not have an instrument then contact the school as we may have one they can borrow. Lessons are for 30 minutes either weekly or fortnightly. We create a rolling timetable for lesson so students do not miss the same lesson each time. Timetables are issued to students, emailed home and on display in the music department.

Current Instrumental Lessons include:

Brass	Percussion
Drums	Electric Bass
Electric Guitar	Piano
Singing	Keyboard
Woodwind	Strings

If you would like your child to receive instrumental lessons please complete the online application form: <https://forms.office.com/r/KvAff4XB0u>

For more details see our website: <https://www.tiverton.devon.sch.uk/student-life/music-lesson/>



As part of their normal curriculum students make regular use of the local environment. This includes facilities and venues within Tiverton such as the playing fields/astro turf on the other side of Bolham Road, Petroc College, swimming (for targeted students) at the Exe Valley Leisure Centre, and the Tiverton Museum.

These visits are classified by Devon County Council as 'Category A' i.e. visits which typically comprise activities where the risks encountered are similar to those experienced in everyday life.

We will ask you for your consent to trips in each of these categories. A consent form will be electronically sent to you each term to be completed for your child(ren).

