

Tapton SCHOOL

Headteacher: Ms Kathryn Rhodes

Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG Tel: 0114 267 1414
Email: enquiries@taptonschool.co.uk Web: www.taptonschool.co.uk Twitter: @TaptonSchool1

July 2021

Dear Parents and Carers

As another extraordinary academic year draws to a close, I want to thank all of our parents, carers and students for their hard work, resilience and support. You may be aware that last week schools received guidance about the return to school in September. We are navigating our way through this guidance, however, we want to share with you as much as we can so that you have certainty about the beginning of the new school year. Further to the information shared in the Tapton Update please remember school will close at 12.30 on Friday 16th July. The new school year for students begins on Monday 6th September. Students will spend this first day with their form tutors.

On site COVID-19 Testing

From September school children will no longer need to stay in consistent bubbles, however, during the first two weeks of term our school hall will be repurposed as a testing centre so that we can complete the onsite testing of all consenting students. If you have not already consented to testing and would like to please see the letter from TSAT which is under the 'Latest News' tab on our website. The table below details the times of testing for each year group – please note all Year 7 and Year 12 students will have their school photographs taken on the first day.

	7	8	9	10	11	12	13
All students return to school on Monday 6th September 2021							
Year 7 and Year 12 students to have photos on Monday 6th September 2021							
Mon 6 th Sep		X				X	
Tues 7 th Sep			X	X			
Wed 8 th Sep	X				X		
Thur 9 th Sep		X					X
Fri 10 th Sep			X			X	
Mon 13 th Sep	X			X			
Tues 14 th Sep					X		X

At certain points in the school holiday we will still be responsible for contact tracing if your child tests positive for COVID-19. Therefore, if your child does test positive for COVID-19 between Saturday 17th July and Wednesday 21st July please complete the following Microsoft Form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=kv9hkBgNHk6HOLNHnr0ZbT4nBigpwZlMrN5qV96wpUODFUTFhQWlUwMTB-VUkxSUUIPVTFTPVEhHR>

In addition, if your child tests positive after Friday 27th August 2021 and is therefore isolating and unable to return to school on Monday 6th September please do let school know via this email enquiries@taptonschool.co.uk

Arrival, Dismissal and Timings of the School Day

Please note on the first day of school, Monday 6th September, students will report to school at the times indicated in the table below. All students will report to their form tutors on the tennis courts. Form tutors will be waiting for their forms and will have clearly marked signs indicating where students should go; this applies to all year groups. In order for this first school day to run smoothly and to maximise learning time we will still expect students to arrive to school at the time relevant to their year group. Students who arrive late will be placed in a non-negotiable lunchtime detention. Students will be regarded as late if they arrive after their designated time. Please refer to the table below so you are aware of the arrival times for your child on Monday 6th.



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From Monday 6th September 2021 the school day will end at 3.30 for all students, unless they have a twilight lesson. We will still maintain separate entrances for all year groups – please see the table below. These entrances will be staffed by a member of the Leadership Team and Year Leaders in order for students to be greeted on arrival and encouraged to hand sanitise. Please also see the timings of the school day – these will be in effect from the beginning of the new school year.

Year Group	Location and Time on <u>Monday 6th September</u>	Entrance from Tuesday 7 th September onwards
7	10.00am Tennis Courts	Front of School
8	9.00am Tennis Courts	Middle Maths
9	10.00am Tennis Courts	Back Entrance near Sports Hall
10	10.30am Tennis Courts	End of Science near Astro
11	11.00am Tennis Courts	Back Entrance near Sports Hall
12	9.30am Tennis Courts	Sixth Form stairs at front of school
13	11.30am Tennis Courts	Sixth Form stairs at front of school

Students need to be in school	9.10
Form	9.15-9.30
Period 1	9.30-10.30
Period 2	10.30-11.30
Break	11.30-11.50
Period 3	11.50-12.50
Lunch	12.50-1.35
Period 4	1.35-2.30
Period 5	2.30-3.30
End of the school day	3.30

Break and Lunchtime

From September students will no longer need to stay in their classrooms for break and lunchtime. The Dining Room will be available at breaktimes for Years 7, 8 and 9 and Years 10 and 11 will be able to use the catering pod at the front of school. From September 2021 all students except Years 12 and 13 will be expected to stay on site during lunchtime. At lunchtime the following locations will be dedicated spaces for each year group – please see the table below:

Year Group	Lunch timings
7	Dining Room, Quads, Basketball Courts, Astro
8	
9	
10	Front of school
11	
12 and 13	Café and off-site provision



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School Equipment

All students are required to bring a bag to school as they need to carry books, stationery, PE kit etc. Without a bag they cannot be properly equipped for school and this will hinder their own progress. School equipment is outlined in the Home School Agreement. In addition, we recommend students bring their own hand sanitiser to minimise the spread of infection. There will, however, be hand sanitiser located in classrooms and around school. We also advise students to bring a waterproof coat and/or umbrella to school.

The current guidance for September from Public Health England has specified that students and school staff should not wear face coverings or masks; this advice will be kept under review. We understand that some students and staff may still wish to wear masks and we fully support their decision to do so.

Health and Wellbeing

A number of COVID-19 related procedures have had positive benefits over the last eighteen months and therefore we intend to maintain them. Having Year 10 and Year 11 students on site over lunchtime has had huge benefits in terms of safeguarding and in creating a cohesive and inclusive community. Equally increased vigilance around hand and respiratory hygiene remains important. Therefore, we will continue to encourage students to use hand sanitiser and windows and doors will be kept open. As is currently the case students can wear Taptan fleeces/plain black fleeces in the colder months.

During the last academic year teachers and support staff have really appreciated the increased opportunities to talk to students during break and lunchtime. Going forward we would like to facilitate these conversations as part of a calendared pastoral focus for all form tutors and students. Therefore, every half term form tutors will meet individually with different groups of students in their form, with the intention of meeting every child throughout the course of the year. This will enable us to be more responsive to any emerging pastoral and/or academic needs, but also afford students the time to reflect and ask for help should they need it.

Expectations

The Taptan community has once again responded very well to the challenges this year has presented. Our expectations have remained high and I am pleased to say that students have shown high levels of engagement and cooperation throughout the year. We expect all students in school full time from Monday 6th September 2021. Once again, our aim is to provide certainty and this is particularly the case when we consider our expectations around behaviour and conduct. From September 2021 students will have ample time to go to the toilet either before school, at break and at lunchtime, but not during lesson time. If your child has a medical need which necessitates them needing the toilet more regularly please do let school know so that we can give them a toilet pass.

In order to achieve our vision of valuing everyone, caring for each other and achieving excellence students must continue to adhere to the following three principles:

Be kind Work hard Follow the rules

These principles are the bedrock of our Student Code of Conduct and Home School Agreement, both of which are attached to this letter. Please take the time to read them with your child; your support will be instrumental in ensuring we continue to be successful and safe.

Uniform

In Taptan all pupils wear school uniform and this remains our policy. All students in Years 7-11 have to wear a logoed/plain polo shirt, a logoed sweatshirt and all black shoes or trainers – please see full list below. Year 12 and Year 13 students are expected to wear their ID lanyards and these should be visible at all times. We understand that families may still need more flexibility around trousers that may fade with additional washing; therefore, until further notice we will allow students to wear trousers that have faded. **However, students cannot wear jogging bottoms or leggings and shoes/trainers will need to be all black.** Failure to wear the correct uniform will still incur a lunchtime detention. In addition, we will have supplies in school of laundered, second hand uniform that we will be able to discretely share. Please contact school if you need to speak with us about further support.



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- Tapton logoed polo shirt in white or black or a plain white or black school wear polo shirt.
- Tapton logoed black sweatshirt or Tapton logoed black cardigan.
- Students can wear either flat black full-length trousers, black tailored shorts or a black skirt. In the post COVID-19 recovery period we understand that families may need more flexibility around trousers that may fade with additional washing; therefore, until further notice we will allow students to wear trousers that have faded. **However, students cannot wear jogging bottoms or leggings.** The school reserves the right to have a conversation with a student where an item of clothing is inappropriate for a learning environment. In addition, students who contravene our uniform policy and/or wear inappropriate clothing will be given a non-negotiable same day lunchtime detention.
- **All black** shoes or trainers without any logo and without different coloured trims (not sandals).
- Flat all black below the knee boots
- Outdoor clothing (such as coats or fleeces) are not worn in classrooms.
- No hoods or hats are to be worn in the building.
- Students are **not** allowed to wear their PE jumpers in lessons as part of their school uniform.

Mobile Phones, iPod and other electronic devices

Mobile phones, iPods and other electronic devices (such as wireless earphones) are **not allowed** to be visible in the school building during our working hours – **9.10-3.30** – this is non-negotiable and applies to all students in Years 7-13 (and any Year 14 students). During the last academic year, we made a slight adjustment to allow students their devices during break and lunchtime. However, students will now be able to enjoy their breaks and lunchtimes outside or in the Dining Room, therefore, any visible devices and earphones inside the building during our working day will be confiscated as per our usual policy. If students choose to bring them to school they must put them away before entry into the building so they are not at all visible – this includes **earphone cables hanging out of shirts and from pockets, headphones around necks and phones in hands.** From the 9.10 bell, any such items will be confiscated without discussion. Failure to hand over a confiscated item will result in a fixed term suspension. The first time an item is confiscated it will be held in the school office until the end of the school day. If a student has an item confiscated for a second time parents and carers must come into school to collect the item and to meet with the Year Leader, Senior Leadership Team link or the Deputy Headteacher to discuss their child's refusal to comply with our rules.

Detentions

When we return to school in September, we will continue to have the highest expectations of our students in the same way that you should have the highest expectations of us. We expect students to arrive on time, in the correct uniform and with an ambition to do well. Given the turbulence of the last eighteen months, we also expect students to continue to be kind and considerate to everyone in our school community. Where students do not meet these basic expectations, it remains our duty to ensure they moderate their behaviour and choices. In line with this, we will still hold lunchtime detentions for lateness, incorrect uniform and afterschool detentions for an on call. After school detentions lasting more than 10 minutes will be the same day and parents and carers will be alerted by phone call or text message notification. It is the responsibility of parents and carers to ensure school has their correct contact details.

Key Dates for September

The first Tapton Update of the new school year will furnish you with key dates for the year, however, please be aware of the following events in September. You will receive further details about these events in the new year.

Date	Event
Tuesday 14 th September	Your child's year ahead. This will be a virtual presentation for each year group.
Monday 20 th September	Year 7 form tutor consultations.
Monday 20 th September	Year 12 form tutor consultations.

I will write to you again at the end of the summer holidays with any updates and final reminders before the start of the new school year. In the meantime, I wish you and your families a safe and restful summer holiday.

Yours sincerely



Ms K Rhodes
Headteacher



National College
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School



太古教育基金
SWIRE
CHINESE
LANGUAGE
CENTRE
SHEFFIELD



THE INSTITUTE
for RESEARCH
in Schools
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Space Education
Quality Mark

National Teaching School
designated by



National College for
Teaching & Leadership



Ofsted
Outstanding
School
2012/2013

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Student Code of Conduct

Tapton SCHOOL

Outstanding behaviour at Tapton School is non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy. It is essential for the creation of a harmonious environment.

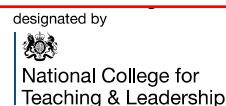
Students must learn to conduct themselves in a courteous, cooperative and respectful manner. These are not only the unequivocal expectations of Tapton School but the expectations of society. We do not serve our school, our community or wider society by lowering our expectations. In order to achieve our vision of valuing everyone, caring for each other and achieving excellence students must adhere to the following three principles:

Be kind

Work hard

Follow the rules

1. You must be punctual to form and all lessons. The school day begins at 9.15am. You need to be waiting outside your form room by 9.10. If you are late you will be in a same day lunchtime detention – this is non-negotiable.
2. You must follow instructions first time, quickly, quietly and without question so that learning can begin. The teacher is in charge of their classroom and their corridor. Show teachers you are ready to learn by sitting down quietly and getting out your school equipment.
3. Move around the building sensibly and quietly. Always keep to the left on corridors so that everyone can reach their destinations on time.
4. Food or drink may only be consumed in the Dining Room or outside. Litter needs to go in the bins. There is no chewing in lessons.
5. Mobile phones, iPods and other electronic devices (such as earphones/headphones) are not allowed to be visible in the school building during our working hours – 9.10-3.30 this is non-negotiable. These rules also apply in the Dining Room. From the 9.10 bell any such items that are out will be confiscated without discussion. The first confiscation will result in a warning and letter home. The second one will result in items being locked away until a meeting has been held with families.
6. You have time to visit the toilet and fill up water bottles at break and lunchtime not during lessons.
7. In Tapton all pupils wear full uniform. This does not include leggings, jogging bottoms or non-black trainers. Outdoor clothing (such as coats or hooded jumpers) are not worn in classrooms. No hoods or hats in the building. Failure to wear full uniform without an exceptional reason will result in a same day detention.
8. Be kind and courteous in all of your interactions – with teachers, with your peers and with people in our community. Tapton School will not tolerate bullying in any form and the Headteacher will consider the most serious sanctions for any student who intimidates or bullies others.
9. The following items cannot be brought into school - alcohol, cigarettes, tobacco, vaping equipment, knives or weapons* and illegal drugs*. (* a permanent exclusion will be considered if these items are brought to school).
10. Be kind, work hard and follow the rules.



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Home School Agreement

Tapton SCHOOL

Our primary purpose at Tapton is to ensure that we value everyone, care for each other and achieve excellence. We want everyone in our school to be enriched by the Tapton experience so we can access opportunities throughout our lives and make a positive contribution to society.

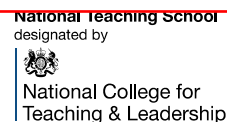
We recognise that the successful development of our students depends upon an effective partnership with parents/carers. Our Home School Agreement outlines the important role parents and carers play in ensuring their children are successful.

As a parent/carer I/we will:

1. Make sure my child arrives to school on time every day.
 - The school canteen and library open from 8.30am and some sports clubs begin at 8.00am. Students should be waiting near form rooms by 9.10am.
2. Make sure my child arrives promptly to lessons.
3. Make sure my child attends school in correct uniform
 - Tapton logoed polo shirt in white or black or a plain white or black school wear polo shirt.
 - Tapton logoed black sweatshirt or Tapton logoed black cardigan.
 - Students can wear either flat black full-length trousers, black tailored shorts or a black skirt.
 - **All black** shoes or trainers without any logo and without different coloured trims (not sandals).
 - Flat all black below the knee boots
4. Make sure my child arrives fully equipped for learning with:
 - A school bag.
 - Pencil case containing: black biro, pencil, pencil sharpener, rubber, ruler, compass and protractor.
 - Scientific calculator.
 - Exercise books for that day.
 - P.E Kit when needed.
5. Ensure my child works hard and is a resilient learner.
6. Ensure my child completes all homework to a high standard and hands it in on time.
7. Attend Parents' Evenings and meetings to discuss my child's progress.
8. Support the school and its policies including lunchtime and afterschool conduct detentions.
9. Support the behaviour policy and student code of conduct.
10. Ensure my child understands the importance of being a Tapton School ambassador inside school and in the wider community.
11. Ensure my child is respectful and kind to all students and staff
12. Encourage my child to take full advantage of the opportunities available at Tapton School

By sending their children to Tapton School parents and carers are accepting their role as outlined in the Home School Agreement.

We look forward to working with you



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