



Founded 1673



WELCOME TO THORNTON GRAMMAR SCHOOL

A Specialist Sports, Science & Applied Learning Trust School

Leventhorpe Lane

Thornton

Bradford

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Headteacher - Mr C Sampson BA (Hons) MEd

IMPORTANT INFORMATION BOOKLET

FOR NEW STUDENTS

ACADEMIC YEAR 2010 - 2011

Student Name: _____

Form Group: _____ Form Tutor: _____

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NB: ✂ Forms need to be completed and returned to school.

HEADTEACHER'S INTRODUCTION

Dear Parent

Welcome to our school which serves the local community. Our continuing popularity is attributable not only to our strong academic record but also to our disciplined environment which combines friendliness with formality.

Our campus contains some of the finest teaching facilities in the country and will further enhance the learning experience of students at Thornton.

As a specialist Sports College our facilities and educational provision are outstanding and strengthen our links with the community.

My colleagues and I are committed to providing a high quality education in a school where respect for others is important and where students realise their true potential both academically and socially.

Our curriculum aims to broaden the experience and challenge the intellect of all students.

We recognise the importance to you and your children of selecting a well-ordered and high-achieving school. Thornton Grammar School will not disappoint and we look forward to working with you in the future to fully meet your demands and expectations of a rigorous and enjoyable secondary education.

As some of you will be aware I am retiring at the end of the academic year. Mr Sampson my Deputy Head will take over in September 2010 and I am sure he will lead the school to further successes in the years ahead. I know your sons/daughters will achieve their true potential and enjoy their time in our school.

If you have any queries or concerns please contact school so that we can address them.

A handwritten signature in black ink, appearing to read 'John Weir', with a long, sweeping horizontal stroke extending to the right.

J Weir
HEADTEACHER

GENERAL INFORMATION

Parent Concerns/Issues

Please telephone school to book a mutually convenient appointment with the appropriate member of staff if you wish to discuss any issues/ concerns.

Attendance and Punctuality

Regular and punctual attendance is essential. Parents should ring school on the first morning of absence and each subsequent day, and a note must be given to the Form tutor on the return to school.

Holidays cannot be condoned by the school during school time and will be recorded as unauthorised absence, and could, if prolonged absence occurs after the holiday, lead to prosecution and/or removal from the school roll. This is in line with Education Bradford's Policy.

If you have a genuine reason to request absence from school during normal hours (interviews etc) a written request must be brought from home. This note should be signed by the Achievement Manager. Students must also sign in and out at Reception. If it is for medical appointment you will be expected to show a medical appointment card.

School bell sounds at 8.15am for morning registration at 8.20am and students must proceed to their form rooms. If students arrive late, the normal mark will not be given and detentions will be given as appropriate. All students arriving late must sign in at Reception.

Leaving the School Premises

Students must never leave the premises without written permission from parents and the Achievement Manager. If parents want their child to go home at lunchtime, they are then responsible for them during that time. Students who do this must go home, not to shops for lunch. This is usually only granted to students living within walking distance.

Illness

If a student feels ill during the school day they must report to the school nurse. If this is during lesson time permission must be obtained from the teacher and recorded in the planner. If a student needs to go home or needs hospital attention school will contact parents to make arrangements.

Toilets

Going to the toilet is not allowed during lesson times. The toilets are open first thing in the morning, at break and at lunchtimes. If there is a medical reason why there is a need to visit the toilet regularly a note must be brought from home, and a toilet pass will be issued by the school nurse.

Emergency Contact

Please ensure that we have all changes of address and telephone numbers. These should be given to Reception. If your telephone will not accept calls due to the "anonymous call rejection" service, we will need an alternative number, for example a mobile number. Please write **all** emergency contact telephone numbers at the back of their child's planner.

Lunch

It is anticipated that students will purchase food in the dining room or bring a packed lunch to eat there. The canteen provides a range of hot and cold meals and snacks. As from 1st January 2009 the recommended school meal price is £2.10. The value of a token will buy a meal and a soft drink. The canteen is open at 8am for breakfasts and tuck shop is available at break time.

Groupings

All students are placed in a mixed ability tutor group based on a house system. The four houses are: Drake, Ellis, Sagar and Sunderland, the names of our school benefactors from the eighteenth century.

Students are taught in two ability bands. Movement between the teaching groups can take place throughout the year. The performance of students is continually monitored and assessed.

Learning Support

If your son/daughter was on the SEN/Inclusion register at primary school, this will automatically be transferred to Thornton Grammar School. If you have any concerns please speak to head of Learning Support.

Personal Appearance

- Jewellery is not allowed – except a watch and one pair of studs for pierced ears.
- Make-up and nail varnish are not permitted.
- Visible body, facial and tongue piercing and extremes of hairstyle (e.g. tramlines) or colour are not acceptable.
- Earrings and watches must be removed during PE lessons for health and safety reasons.
- Hair accessories must be blue or black

If you do not comply to these standards you will be removed from normal classes. Your Parents may be contacted and asked to take you home in order to make the necessary adjustments.

You should not bring to school the following:

- Valuables, jewellery
- Mobile Phones
- iPods and similar electronic devices
- Matches, lighters, cigarettes or smoking materials
- Fireworks
- Laser pens
- Aerosols
- Any kind of weapon, real or imitation
- Any illegal drugs, solvents or substances
- Alcohol, Caffeine Drinks
- Any extreme political, racist, sexist, sexually explicit materials or literature
- Chewing gum

You must not bring items into school to swap or sell.

The school cannot be held responsible for lost, stolen or misplaced articles, nor can it undertake to reimburse the cost of lost, stolen or damaged property.

Planner

All students have a Planner, which should be signed by parents weekly. The planner should be used to record homework, coursework tasks, house points, absence notes and brief communication between home and school.

Planners will be sold on the first day in school in September at a **cost of £3 each.**

Behaviour Policy

Thornton Grammar School has a clear behaviour policy, based on traditional values and high standards and expectations. If students break school rule, this will result in a variety of sanctions depending on the severity of the incident.

HOLIDAY SCHEDULE FOR 2010-2011

OPENS	Tuesday 7 September 2010	
CLOSES	Friday 22 October 2010	HALF TERM
OPENS	Monday 1 November 2010	
CLOSED	Friday 26 November 2010	
CLOSES	Monday 20 December 2010	CHRISTMAS
OPENS	Tuesday 4 January 2011	
CLOSES	Friday 18 February 2011	HALF TERM
OPENS	Monday 28 February 2011	
CLOSED	Friday 1 April 2011	
CLOSES	Thursday 14 April 2011	EASTER
OPENS	Tuesday 3 May 2011	
CLOSES	Friday 27 May 2011	HALF TERM
OPENS	Monday 6 June 2011	SPRING BANK
CLOSES	Friday 22 July 2011	

TRAINING DAYS - SCHOOL CLOSED

- Monday 6 September 2010
- Wednesday 22 September 2010
- Friday 26 November 2010
- Tuesday 21 December 2010
- Friday 1 April 2011

TIMINGS OF THE SCHOOL DAY

SCHOOL DAY

Registration:	08.20 – 08.30
Period 1:	08.30 – 09.30
Period 2:	09.30 – 10.30
Break:	10.30 – 10.47
Period 3:	10.50 – 11.50
Period 4:	11.50 – 13.30 (inc Lunch)
Period 5:	13.30 – 14.30

TUTORIAL DAY (Friday)

Tutorial:	08.20 – 08.55
Period 1:	08.55 – 09.50
Period 2:	09.50 – 10.45
Break:	10.45 – 11.02
Period 3:	11.05 – 12.00
Period 4:	12.00 – 13.35 (inc Lunch)
Period 5:	13.35 – 14.30

SCHOOL UNIFORM

School uniform is an integral element in the traditions of Thornton Grammar School and we insist that all students wear it. The smart appearance of students helps to foster the traditional reputation of the school and enhances the standing of the students of the school generally.

School Blazer	Navy blue with School Badge
Shirt	Plain white with collar - no logos or motifs. The shirt should be tucked into trousers or skirt.
Trousers/Skirt	Plain black in a style suitable for school. Skirts (girls only) should be about knee length - <i>(no leggings, jeans, combat, corduroy or track suit bottoms)</i> .
Tie	School tie, or Sports tie, worn up to the top button, 6 stripes showing. <i>(Sports ties are awarded for representing the school in a variety of activities)</i> .
Shoes	Plain black sensible and serviceable school shoes to be worn. <i>The following items SHOULD NOT BE WORN - backless or high heeled shoes, boots, black sports shoes or trainers.</i>
Jewellery	1 wrist watch. 1 plain stud in each ear
Outer Coats	Outer coats should be of a style suitable for school, should keep you dry if it rains and should be easy to store when in school. <i>Outer coats should not be worn inside school.</i>
Bag	A strong rucksack or holdall. A separate bag may be required for Physical Education equipment
Equipment	You must provide your own pen, (BLACK pen for examinations) pencils, rubber, ruler, calculator, protractor and compass.
Personal property	All your personal property should be marked with your name.

Fashion Headgear, Scarves, Gloves and Hoodies should not be worn in school.

In order to facilitate both verbal and non-verbal communication no item of clothing which obscures the face is permitted.

Enquiries regarding entitlement to free school clothing should be made to: Directorate of Finance, Bradford Council Benefits Service, 2nd Floor, Britannia House, Hall Ings, Bradford BD1 1HX, (Tel 01274 432772). For information of local offices, please contact the above telephone number.

PHYSICAL EDUCATION UNIFORM

The following kit is **compulsory** and must be brought for **ALL** relevant lessons unless directed otherwise by a member of the PE staff. The kit is the same for both boys and girls and is made especially for the school.

All kit is embroidered with the school logos and is not available elsewhere:

- Navy/Sky Blue hooped Football/Hockey socks
- Navy Blue Shorts - with School Logo
- Rugby Shirt (optional for girls) - with House Badge and School Logo
- Navy/Sky Blue Polo shirt with House Badge and School Logo
- Full Tracksuit with School Logo. Tracksuit tops and bottoms are also sold as a separate items
- Navy Blue base layer
- Kit bag with School Logo

You will also require

- A pair of training shoes for use indoors and on synthetic turf surface
- Boys will require a pair of moulded or studded football/ rugby boots. Students will be informed when they are required, prior to this practical teaching block

We recommend a change of underwear and a towel so that students can refresh themselves after lessons.

You must pay regular attention to the PE programme notice boards around the school; it is vital to the efficient and prompt start times of lesson that you know your activity, teacher, kit and changing room (keep your planner updated with this information).

If you are excused PE for any reason, you still need to change into your PE kit in order to help within the lesson.

PE KIT - PRICE LIST AND ORDER FORM

All changing rooms are locked, but students are responsible for their own valuables

When considering size please order generously to allow for growth

COMPULSORY ITEMS	SIZE	PRICE	SIZE	PRICE
Navy /Sky Blue hooped Football/Hockey Socks	4-7 7-11	£4 £4		
NAVY BLUE SHORTS (with logo)	Large Youth (LY), XS, S, M, L	£6		
Navy/Sky Blue Polo Shirt with House Badge	Large Youth (LY), XS, S, M, L	£10		
RUGBY SHIRT (optional for girls)	Medium Youth, (MY), Large Youth (LY), XS, S, M, L	£20		
FULL TRACKSUIT if bought together (with logo)	All Sizes	£36		
TRACKSUIT BOTTOMS	All sizes	£20		
TRACKSUIT TOP	All sizes	£20		
BASE LAYER (optional)	All sizes	£9		
PE KIT BAG Free with orders over £50		£5	TOTAL	

PLEASE MAKE A NOTE OF THE TOTAL PAYMENT. PAYMENT IS NOT DUE UNTIL SEPTEMBER.

PLEASE NOTE: WE WILL ACCEPT CHEQUE PAYMENT ONLY ON THE INDUCTION EVENING.

These items are sold on behalf of Thornton Grammar School and are only available from school.

FULL NAME OF CHILD: YEAR & REG

I understand that the above items are compulsory PE clothing.

Signed:..... (Parent)

Please return this form to Mr D Ashmore, Head of Department

PLEASE REMEMBER TO MAKE A NOTE OF THE TOTAL AMOUNT OWED - IF YOU HAVE NOT ALREADY PAID FOR PE KIT, PAYMENT SHOULD BE MADE ON TUESDAY 7TH SEPTEMBER 2010. (CHEQUES PLEASE, MADE PAYABLE TO THORNTON GRAMMAR SCHOOL)

PE KIT WILL BE DISTRIBUTED TO STUDENTS ON THE FIRST DAY, TUESDAY 7TH SEPTEMBER 2010 - PAYMENT IS DUE THEN

PE KIT WILL NOT BE GIVEN OUT WITHOUT PAYMENT

STAFF LIST 2010- 2011

SENIOR STAFF

Headteacher:	Mr C Sampson, BA (Combined Hons); PGCE; MEd
Deputy Head Pastoral:	Mr C Truelove, BEd; MEd
Deputy Head:	Mrs E M Dawson, BSc (Hons); PGCE
Assistant Head, Curriculum Management/Strategic IT:	Mrs K Kingston BEd (Hons)
Assistant Head, Director of Physical Education & Sport:	Mr J A Halliley, BA (Hons); PGCE; FA Coach Ed DIP
Assistant Head, Director of Applied Learning:	Mrs S Banks, BEd (Hons)
Assistant Head, (Examinations, Assessment and Information Management):	Mr A J Nicholls, B Tech (Hons); PGCE
Finance Manager:	Mr J McGinnis, CIPFA

PASTORAL STAFF

Director of Post 16	Mrs K B Comber, Cert Ed; BEd; CRE
Assistant Director of Post 16	Mr J O'Hara, BSc (Hons); PGCE
Year 7 Achievement Manager	Mrs G Nicholls, BA (Hons); PGCE
Year 7 Assistant Achievement Manager	Miss J Silvester, BA (Hons); PGCE
Year 8 Achievement Manager	Mrs M D Vickery, Cert Ed; BSc (Hons)
Year 8 Assistant Achievement Manager	Mrs R Beavers, BA (Hons); PGCE
Year 9 Achievement Manager	Mr S Makinson, BA (Hons); PGCE
Year 9 Assistant Achievement Manager	Mrs E McLeod, GMUS; PGCE
Year 10 Achievement Manager	Mrs K Hull, BA (Hons) with QTS
Year 10 Assistant Achievement Manager	Mrs C Vickerman, BA (Hons); PGCE
Year 11 Achievement Manger	Mr J Higginson, B Tech (Hons); PGCE
Year 11Assistant Achievement Manager	Miss S Turner, BA (Hons); PGCE; LTCL; ALCM

TEACHING STAFF

CREATIVE AND EXPRESSIVE ARTS

Mr S Bignell, BA (Hons); PGCE
Miss J Cain, BA (Hons); PGCE
Mrs E Cartledge, BA (Hons); PGCE (Head of Art)
Miss S Gibson, BA (Hons); PGCE
Mrs E McLeod, GMUS, PGCE
Miss S Turner, BA (Hons), PGCE, LTCL, ALCM (Head of Music)
Miss S Tunstall, BA (Hons), PGCE

EDUCATION SUPPORT

Mrs J Beer, BSc (Hons), PGCE (DSP Manager)
Mrs E Burgess, BA (Hons), PGCE
Mr J McGough, BSc (Hons); PGCE (Co-ordinator of SEN)
Mrs C Stockdale, BA (Hons), PGCE, MA SEN

EMAG

Mr K Snowden, BEd

ENGLISH AND MEDIA STUDIES

Mr S Belle, BA (Hons); PGCE
Mrs R Besford, BA (Hons); PGCE
Mr S Bhatti, BA (Hons); PGCE
Miss K Brandeggen, MA (Hons); PGCE (temp mat cover one year)
Mr P Hook, BA (Hons); PGCE
Mrs S J Buddle, BA (Hons); PGCE
Mrs V Byrne, BA (Hons); PGCE
Mr M J Calvert, BA (Hons); PGCE (Head of English)
Mrs K B Comber, BEd; Cert Ed; CRE (Head of Media Studies)
Mrs H Hardy, BA (Hons); PGCE
Miss D Harris, BA (Hons); MA; PGCE
Mr T Sheils, BSc; PGCE
Mrs J Varley, BA (Hons); PGCE
Miss V Whiteley, BA (Hons); MA; PGCE

HUMANITIES

Mr H Atwal, BA (Hons); PGCE
Mr P Baker, BA (Hons); PGCE (Head of Citizenship and PSE)
Miss S Bastow, BA (Hons); PGCE (Head of Sociology)
Mrs D Clarke, BSc (Hons); PGCE (Head of History)
Mrs R Jno-Baptiste, Bsc (Hons); PGCE; CCRS (Head of Religious Studies)
Mrs H Kaur, BA (Hons); PGCE
Mrs J McGrellis, BA (Hons), (Head of Psychology)
Mrs J Lunn, BSc (Hons); PGCE
Mr C Sampson, BA (Combined (Hons); PGCE; MEd
Miss K Smith, BA (Hons); PGCE
Mrs C Vickerman, BA (Hons); PGCE
Mr D Vickery, Cert Ed
Mr S Ward BA (Hons); PGCE (Head of Geography)

LANGUAGES

Mr P A Clarke, BA (Double Hons); PGCE (Head of MFL)
Mrs S Lockwood, BEd
Mrs G Nicholls, BA (Hons); PGCE
Miss J Silvester, BA (Hons); PGCE (Head of German)
Mrs F Weare, BA (Hons), PGCE

MATHEMATICS

Mr B Al-Bazi, DEUG; BSc (Hons); MSc; PGCE
Mrs S Ashton, BEd (Hons)
Mrs R Beavers, BA (Hons); PGCE
Mr Z Hussain, BEng (Hons); PGCE
Mr G Sandhu, B Eng (Hons); PGCE
Mr D Shields, BA (Hons); PGCE
Mr C Shirley, BSc; MBA; PGCE
Mrs J E Shkurka, Cert Ed
Mrs N Tabassum, BSc; MSc; PGCE

Mr S Touil, BSc (Hons); MSc; PGCE (Head of Mathematics)

PHYSICAL EDUCATION

Mr D Ashmore, BA (Hons); (Head of PE)

Miss R Ballantyne, BA (Hons); PGCE

Mr R Coulson, BA (Hons) with QTS

Mrs L Cowley; BA (Hons) PGCE, MSc

Mrs S E Grundy, BEd (Hons); Cert Ed

Mr J A Halliley, BA (Hons); PGCE; FA Coach Ed DIP (Director of Sport)

Mrs K Hull, BA (Hons); (Co-ordinator of Gifted & Talented Students)

Mr P Hull, BSc (Hons); PGCE

Mr S Makinson, BA (Hons); PGCE (Recreation Co-ordinator)

Miss E Moore, BA (Hons) with QTS (Head of Dance)

Mr R Nichols, BA (Hons), PGCE (Partnership Development Manager, SSCO)

Miss K Yaqub, BA (Hons); PGCE

SCIENCE

Mrs S J Adams, BSc (Hons); PGCE; GRSC

Mrs E M Dawson, BSc (Hons); PGCE

Mr I Herries, BSc (Hons); PGCE (Head of Chemistry)

Mr J Higginson, B Tech (Hons); PGCE

Mrs A Kindon, BSc (Hons); PGCE

Mrs L C Leach, BA (Hons); Cert Ed (Head of Physics)

Dr V Martin, BSc (Hons); MSc; PhD; PGCE (Director of Science)

Mr A J Nicholls, B Tech (Hons), PGCE

Ms K Perfect, BSc; Dip Zoo; Dip SecEd, (Head of Biology)

Dr H Somers, MB ChB; PGCE

Dr A Smith, BSc (Hons), PGCE

Mr T Swire, PGCE; HNC

Ms H Taylor, BSc (Hons); QTS

Miss A Wallis, BSc; PGCE

Miss T Woodford, BSc (Hons); PGCE

Mr R Wright, B Tech; PGCE

Miss Y Yazdani, BSc, PGCE

TECHNOLOGY

Miss A Ali, BSc (Hons); PGCE

Mr M Azum, BSc (Hons); PGCE

Mrs S Banks, BEd (Hons); (Head of Careers and Work Experience)

Mr D Chattell, BA (Hons); PGCE (Head of ICT)

Mrs L Craig, BA (Hons); QTS (Head of Business & Economics)

Miss J Earnshaw, BEd (Hons)

Mr P Garside, BSc (Hons); PGCE

Mr J Grassom, BEd

Mr C Jones, BSc, BA Ed (Hons); QTS (Head of Design & Technology)

Mrs K Kingston, BEd (Hons)

Mrs M Knights, BA (Hons); PGCE

Mrs H Lees, BA (Hons); PGCE

Ms J Noble, BEd; MA

Mr J O'Hara, BSc (Hons); PGCE (Head of Law and General Studies)

Miss J Parkinson, BA (Hons); PGCE

Mrs J Richards, BA (Hons); PGCE

Mr A Sidebottom, BA (Hons); PGCE

Mr D Smith, BSc (Hons); PGCE

Mrs M D Vickery, BSc (Hons); Cert Ed

Mrs C Wagstaff, Cert Ed (Head of Technology - Food & Textiles)

Mrs S Webster, BSc (Hons); PGCE (temp mat cover one year)

NON-TEACHING STAFF

Ali, Susan, Teaching Assistant
Allan-Bourgogne, Annie, LAP Manager
Asante, Juliana, Administration Assistant
Ball, Margaret, Kitchen Assistant
Barracrough, Karen, Administration Assistant
Baskerville, Agnes, Cleaner
Bedford, Val, Teaching Assistant
Beswick, Janet, Cleaner
Betts, Louise, Kitchen Assistant
Blacka, Rob, Cover Supervisor
Booth, Elizabeth, Cleaner
Borza, Sally, Kitchen Assistant
Brooke, Wendy, Librarian
Brooke, Gillian, Sims Manager
Buckle, Eric, Teaching Assistant
Bullock, Dylan, Network Manager
Clegg, Linda, Teaching Assistant
Collins, Barbara, Teaching Assistant
Corboz, Nicola, DSP Teaching Assistant
Cowen, Philip, Technician Science
Doak, Paddy, Reprographics Technician
Dean, Kelly, Kitchen Lunchtime Supervisor
Driver, Alison, Competitions Manager
Dryden, Michelle, Teaching Assistant
Duckitt, Shirley, Personal Assistant to Head Teacher
Ellis, Lesley, LAC Mentor
Firth, Graham, Teaching Assistant
Fletcher, James, Cover Supervisor
Foster, Daniel, Hockey Coach
Gaukrodger, Margaret, Kitchen Cook
Gibb, Ewan, Teaching Assistant
Gransbury, Dawn, Teaching Assistant
Gray, Louise, Teaching Assistant
Grinstead, Jillian, Receptionist / Administration Assistant
Hainsworth, Lisa, Cover Supervisor
Halliday, Deborah, Attendance Support Officer
Hanson, Linda, Technician Art
Helliwell, Deborah, LAP Administrator
Hepworth, Jeanette, Cover Supervisor
Hiley, Gary, Business & Enterprise Partnership Manager
Holden, Sarah, Examinations Officer
Holdsworth, Carole, Teaching Assistant
Howard, Trevor, Caretaker
Howard, Tracey, Senior Science Technician
Howard, Phyllis, Teaching Assistant
Hughes, Sheila, Kitchen Lunchtime Supervisor
Hussain, Tracey, DSP Teaching Assistant
Karczewska, Elzbieta, Cleaner
Kaskow, Ewa, Cleaner
Kaye, Janet, Kitchen Lunchtime Senior Supervisor
Kovacova, Marie, Cleaner
Kowacka, Jolanta, Cleaner
Kulak, Irena, Cleaner
Lavery, Jayne, Receptionist / Administration Assistant
Lee, Sandra, Kitchen Lunchtime Supervisor
Lewicka, Beata, Cleaner
Lines, Kate, Behaviour Support Worker
Lloyd, David, Behaviour Support Manager
Lodge, Rachael, Teaching Assistant
Maber, Mike, Kitchen Manager
Mahoney, Brenda, Teaching Assistant
Marks, Peter, Kitchen Lunchtime Supervisor
Mathewson, John, Technician D& T
Matwiciw, Slawko, Cover Supervisor
Mawson, Jack, Behaviour Support Worker
McGinnis, John, Finance Manager
Meehan, Janet, Cover Administrator
Metcalf, Denise, Technician Food & Textiles
Milner, Louise, Kitchen Assistant
Mizerova, Iveta, Cleaner
Mizerova, Marianna, Cleaner
Mulqueen, Heather, Kitchen Assistant
Murgatroyd, Amanda, Teaching Assistant
Murphy, Carole, Secretary for SSCO
Nield, Michelle, Kitchen Lunchtime Supervisor
North, Mary, Technician Art
Ostaszewska, Lianne, Personal Assistant to Head Teacher
Ouifauqi, Jacqueline, Cleaner
Painter, Steve, Res. Development, Admin & Equip. Manager
Passman, John, Site Manager
Pawson, Barbara, Kitchen Assistant
Peel, Claire, Finance Assistant
Pela, Anna, Cleaner
Pela, Mariola, Cleaner
Preece, Alice, Cleaner
Priestley, Lesley, Kitchen Assistant
Prisca, Petronela, Cover Supervisor
Raistrick, Victoria, Cleaner
Raynor, Kathleen, Kitchen Assistant
Roberts, Pauline, Learning Mentor
Roberts, Philip, Examinations Assistant
Robinson, Graham, Caretaker
Roy, Julie, Teaching Assistant
Sands, Carole, Kitchen Lunchtime Supervisor
Sheehan, Hilary, Cleaner
Sinclair, Julie, Library Assistant
Smith, Lesley, Teaching Assistant
Smith, Ellen, Technician Food & Textiles
Sturzaker, Janice, Technician Science
Summerfield, Joan, Kitchen Assistant Manager
Summers, Karen, Receptionist / Administration Assistant
Sykes, Elizabeth, School Nurse
Thresh, Rachel, Teaching Assistant
Turner, Jacqueline, Fitness Instructor
Waddington, Shirley, Kitchen Lunchtime Supervisor
Wagstaff, Paul, Caretaker
Wall, Donna, Finance Officer
Walton, Vicki, Behaviour Support Worker
Welch, Ryan, Cover Supervisor
Whitfield, Lorraine, Finance Assistant
Wierzbianski, Jean, Kitchen Assistant
Wilkinson, Dianne, Sixth Form Administrator
Williams, Chris, Technician ICT
Wood, Elaine, Kitchen Lunchtime Supervisor
Woodhead, Carol, Assessment Manager
Wright, Allison, Teaching Assistant

PARENTAL CONSENT FORM REPLY SLIP
(This must be signed and returned to school)

This information will be added to your child's file for future reference.

Please sign and return the parental consent form after reading through the information below and the sheets attached:-

- **Sex and Relationship Education**
- **Religious Assemblies**
- **Medical Form** - separate sheet to be signed and returned
- **Home School Agreement** - separate sheet
- **ICT Acceptable Use Policy** - separate sheet
- **Photograph/Video Consent** - separate sheet
- **Fair Processing Notice** - separate sheet

Sex and Relationship Education: This forms part of our Citizenship curriculum in all years, from Years. We feel it is a vital part of a student's education, raising awareness about sensitive issues and enabling students to make informed decisions. You are entitled to withdraw your child from lessons which do not comply with National Curriculum Science.

- **Religious Assemblies** - Please indicate your wishes for your child by ticking the appropriate box: If you do not wish their child to attend an act of worship, the child will attend an alternative 'non-worship' group. If you do wish your child to attend a faith assembly, please indicate which group you wish your child to attend

Christian (inter denominational)	<input type="checkbox"/>	*please indicate by ticking the appropriate box
Hindu	<input type="checkbox"/>	
Muslim	<input type="checkbox"/>	
Sikh	<input type="checkbox"/>	

I have read the relevant information and agree to give parental consent. I enclose the medical information form.

I (name of parent) confirm acceptance of the above.

Name of child Tutor Group.....
(Please print clearly)

Signature (Parent) Date

Signature (Child) Date

MEDICAL INFORMATION CONSENT FORM
(This sheet must be signed and returned to school)

Dear Parent/Carer

Would you please complete and return the medical reply slip below indicating whether you wish or do not wish your child to receive over the counter medicine eg cough medicines, paracetamol etc given by the school nurse. Please inform us of any medical history about your child and medication they currently require.

Yours sincerely

Mrs E Sykes
School Nurse

✂-----

MEDICAL INFORMATION REPLY SLIP
Please return to Admin

I give permission for the school nurse to give my child over the counter medicine

Please indicate: YES/NO

MEDICAL HISTORY ABOUT YOUR CHILD:

Any specific disability? YES/NO
if YES, please give details:

Any conditions requiring medical treatment, including medication? YES/NO
if YES, please give details:

Any other relevant medical information eg allergies, wearing glasses

Student's Name: _____ Reg Group: _____

HOME SCHOOL AGREEMENT

FAMILY - SCHOOL - STUDENT

In accordance with the Government's School Standards and Framework Act 1998, we have formulated a Home School Agreement. This will be discussed with your child's form tutor.

Parents/Carers

I/We will try to:

- π ensure that my child attends school regularly, on time and properly equipped
- π make the school aware of any concerns or problems that might affect my child's work or behaviour
- π support the school's Code of Conduct, policies and guidelines for behaviour
- π support my child in homework and other opportunities for home-learning
- π get to know about my child's life at the school
- π inform the school when my child is ill and unable to attend
- π ensure that, other than in exceptional circumstances, my child is not absent from school for any reason other than illness
- π attend parents' evenings and discussions about my child's progress.

Thornton Grammar School

The school will try to:

- π ensure that your child is valued, known and respected as an individual
- π encourage and motivate your child to achieve his/her full potential
- π enable your child to take an active and responsible role in society
- π care for your child's safety and wellbeing
- π provide a balanced curriculum and meet the individual needs of your child
- π achieve high standards of work and behaviour by building good relationships and developing a sense of responsibility
- π contact parents about any concerns or problems that affect their child's work or behaviour
- π set, evaluate and monitor homework and provide facilities for your child to do homework in school if desired
- π keep you informed about general school matters and about your child's progress
- π be open and welcoming at all times.

The Student

I will:

- π follow the school rules, policies and guidelines for behaviour at all times
- π keep the school free from litter and graffiti
- π always behave in a manner which will bring credit to myself, my family and my school
- π Never bring illegal drugs, alcohol or cigarettes onto the school premises

ICT ACCEPTABLE USE POLICY

ICT acceptable Use Policy

Within school, we have a computer network that is available for use by students for curriculum purposes; this network is connected to the Internet to enable students to undertake research for subject study.

To ensure that this computer network is used correctly and remains secure, we feel that it is necessary to ensure that Students use the facilities in an acceptable manner. To ensure that all Students adhere to the guideline we ask that you read the enclosed ICT Acceptable Use Policy and discuss its implications with your son/daughter.

In order that your son/daughter is able to use the computer network it is necessary that you agree to the ICT Acceptable Use Policy and that you and your son/daughter sign.

General Principle

Use of the public Internet by an Educational Institution's students is permitted and encouraged where such use is suitable for educational purposes and supports the goals and objectives of the Educational Institution. The Internet is to be used in a manner that is consistent with the Educational Institution's standards of conduct and as part of the normal execution of a student's responsibilities.

- Educational Institution-provided Internet/Intranet and email privileges, like computer systems and networks are considered educational resources and are intended to be used for educational purposes only. Students should be aware that usage is monitored for unusual activity.
- Educational Institution email accounts, Internet Ids and web pages should not be used for anything other than the Educational Institution's sanctioned communications. It should be made clear to recipients that opinions expressed by individuals are not necessarily those of the Educational Institution.
- Use of the Internet/Intranet and email will be subject to monitoring for security and/or network management reasons.
- The distribution of any information through the Internet, computer-based services, email and messaging systems is subject to the scrutiny of the Educational Institution.
The Educational Institution reserves the right to determine the suitability of this information.

Conditions of Use

The following practices are considered unacceptable and may be subject to disciplinary action, including written warnings, revocation of access privileges and, in extreme cases, termination of student status. The Educational Institution also reserves the right to report any illegal activities to the appropriate authorities.

- Visiting Internet sites that contain obscene, hateful or otherwise objectionable materials; sending or receiving any material that is obscene, defamatory or racist or which is intended to annoy, harass or intimidate other persons.
- Sending and receiving unusually large emails or attachments; sending or forwarding electronic chain letters.
- Students wasting time on non-educational business.
- Soliciting emails that are related to non-Educational Institution business for personal gain or profit.
- Representing personal opinions as if they are those of the Educational Institution.
- Using the Internet or email for gambling or illegal activities.
- Making or posting indecent remarks, proposals or materials.
- Uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
- Downloading any software or electronic files without the permission of a member of staff.
- Intentionally interfering with normal operation of the network, including the propagation of computer viruses or sustained high volume network traffic which substantially hinders others in their use of the network.
- Revealing or publicising confidential or proprietary information which includes, but is not limited to, financial information, Educational Institution databases and the information contained therein, student information, staff information, computer network access codes and details of private Educational Institution business.
- Examining, changing or using another person's files, output or user name without explicit authorisation.
- Other inappropriate uses of Internet/Intranet or network resources that may be identified by the network administrator.
- Use which may result in damage to the Educational Institutions equipment.

FAIR PROCESSING NOTICE - LAYER ONE SUMMARY

Photography/video release for under 16 year olds

Your child may be involved with the school where photographs / video footage may be involved. In order for us to use the photographs / video footage, we will need your consent. Photographs/video footage identified above may be used in any form and in any medium (eg published on The School's website / publication or incorporated into a School DVD). This also may include joint ventures with other organisations and commercial education publications.

FAIR PROCESSING NOTICE - LAYER ONE SUMMARY

Thornton Grammar School processes personal data about its Students and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its Students' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

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

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (mentioned above and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint¹. This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.tgsonline.co.uk or for those Students/parents where this is not practical, a hard copy can be obtained from the school.

For Students of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the Student and parent, and any further information relevant to the Connexions services' role. However parents, or the Students themselves if aged 16 or over, can ask that no information beyond name and address (for Student and parent) be passed on to Connexions. If as a parent, or as a Student aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of Student data by the organisations mentioned above, and gives greater details of how the Student data is processed and the rights of parents and Students. This can be obtained on the school's website www.tgsonline.co.uk.

¹ ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more co-ordinated support

FRIENDS OF THORNTON GRAMMAR SCHOOL

Dear Parent

I would like to introduce myself to you. My name is Gill Parr, a parent and Chairperson of Friends of Thornton Grammar School.

I am sure that you will agree that as parents it is important that we support every aspect of our child's education. FOTS support the school in many ways, mainly through fundraising and helping at school events and functions.

At FOTS we welcome all parents, both of new and established children. We hope that we can rely on you for your support over the next year, listed below are some of the various ways.

- Joining our 200 Club for just £1 a month
- Offering to help at school events
- Ideas for fundraising are always welcome
- Coming along to our monthly meetings - (First meeting 14th September 2010)

This year we raised funds to help the school for example:

- Donation of prizes for Speech Day and Competitions
- New equipment needed for school
- Provided funds for the House and Rewards System

A welcome evening is arranged for parents in the Autumn term. Any parents wishing to attend this evening and support the school in any way will be made very welcome. If you are unable to attend the meetings each month, perhaps you would like to volunteer to help at any events we arrange in the future?

The date of the next meeting is 14th September 2010 at 7pm. If you are able to attend a member of FOTS will meet you at reception.

Please tear off the slip and return to school.

Gill Parr
Chairperson

✂-----

FOTS REPLY SLIP

*I/We will/*will not be able to come to the meeting on 14th September 2010.

*I/We will/*will not be able to help at any future events.

Name of Student _____ Year/Reg Group _____

Signed _____ Parent

THORNTON GRAMMAR SCHOOL 200 CLUB

As part of the Friends of Thornton Grammar School fund raising events, we would like to invite you to join the Thornton Grammar School Club 200 and enjoy the prospect of winning cash prizes every month.

The Thornton Grammar School Club 200 operates as follows:

Membership costs £1 per month. In return, members qualify for entry to a monthly draw for 1 cash prize of £50.

By taking part, you will not only give yourself good chances of winning a cash prize - you will also help to raise a regular sum of money which will be spent directly for the benefit of the school and its students. The Thornton Grammar School Club 200 will be able to provide a regular and dependable source of income which will mean that we will be able to improve the resources available to all our students.

Membership of the 200 Club is open to all Parents and Friends of the School.

If you wish to take part please make payment by **BANKERS' STANDING ORDER**.

Simply complete the attached Standing Order form and return it to School. We will do the rest.

If you could interest more members of your family or friends forms are available from Reception.

Yours sincerely

Mrs Meg Daniels
Friends of Thornton Grammar School

*** Please inform the Secretary of any change of address/bank details.**

FRIENDS OF THORNTON GRAMMAR SCHOOL 200 CLUB

To: _____ Bank/Building Society
_____ Branch

**PLEASE FILL IN THE NAME OF
YOUR BANK/BUILDING SOCIETY**

Address: _____

**PLEASE FILL IN THE ADDRESS OF
YOUR BANK/BUILDING SOCIETY**

IT IS VERY IMPORTANT THAT YOU PROVIDE THE FULL POSTAL ADDRESS DETAILS FOR YOUR BANK

Please make payment and debit my/our account

Sort Code _____ Account number _____

In accordance with the following details to:-

Barclays Bank Ltd, 10 Market Street, Bradford, BD1 1EG
Sort code 20-11-81 **Account number** 00088455
For the account of **Thornton Grammar School 200 Club**

Reference _____ (Please leave blank)

Name of child at Thornton Grammar School _____ Form _____

The sum of one pound (£1)

- payment to be paid monthly on the 7th day of each month until further notice **or**
- payment of £12 to be made annually on the 7th day of the month below until further notice

**please delete as applicable*

Date of first payment 7th _____ (Please fill in month and year)

SIGNATURE (S) _____ **NAME** _____

Please complete and return to: **Mrs M Daniels, c/o Thornton Grammar School, Leventhorpe Lane, Bradford, BD13 3BH**

The standing order will be forwarded to your bank:-

_____ **PLEASE FILL IN YOUR NAME AND
ADDRESS IN BLOCK CAPITALS**

TRANSPORT

SWEEPER BUS 991

This is a Sports College subscribed service for the convenience of all students who take part in out of hours learning or school sports activities. There is a flat fare of 30p on this service.

991 Departs School at 4.15pm : Thornton Road, Cemetery Road, Lidget Green, Clayton, Hollingwood Lane, Moore Avenue.

PLEASE FIND ATTACHED THE TRAVEL ADVICE INFORMATION FOR PARENTS AND GUARDIANS OF NEW INTAKE PUPILS FROM METRO