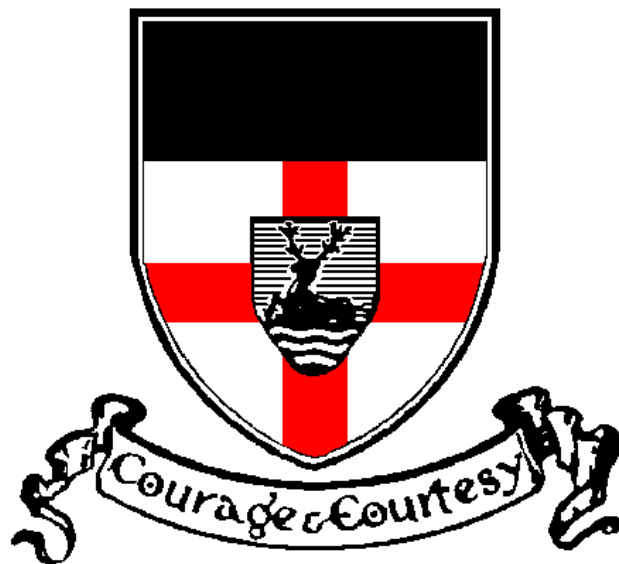


*THE
KNIGHTS TEMPLAR
SCHOOL
BALDOCK*



*Hints for Parents
2015/2016*

Dear Parent/Guardian

Moving to secondary school is a huge change for the whole family, so your child will need a lot of support, especially in the first few weeks.

You can help by getting your child used to the routine – doing homework on the night it is set and packing his/her school bag the night before. Encourage him/her to get involved in the many activities run at school – busy children have less time to get into trouble!

If you have any concerns you can contact your child's form tutor or myself, either by email, phone or letter.

I hope that your child will take the opportunities available and have a happy and successful time at Knights Templar.

Best Wishes

K Curtis

Mrs K Curtis
Year 7 Leader

FIRST DAY – THURSDAY 3rd SEPTEMBER

Students will spend their first day with their form and form tutor.

There will not be any lessons!!

They will be given their:

- timetable
- planner
- locker key
- Library card

They will have their photos taken and be given a tour of the school.

They will need:

- £3.50 to buy their locker key
- Permission slip for the cashless catering system
- £5 to put onto their lunch account
- A pencil case

On the day the students:

- will meet in the hall at 8.30am
- finish school at 3.20pm

SECOND DAY – FRIDAY 4th SEPTEMBER

- **Period 1** – Form time
- **Period 2** – Normal lessons begin

ORGANISATION

Each day for school your child will need to remember:

- Locker key and Library card
- Pencil case
- Exercise books and Text books
- Homework

Some days they will also need:

- P.E. Kit
- Musical instruments
- Food ingredients
- Technology apron

On Fridays you will need to check and sign their planner.

**REMEMBER TO NAME ALL BOOKS, EQUIPMENT,
SCHOOL UNIFORM AND P.E KIT.**

FORMS

Your child will belong to one of the following forms. Each form has a form tutor. Any letters will need to be sent to your child's form tutor or Year 7 Leader. (Mrs Curtis).

Form

Form Tutor

Bennett

Miss Henderson

Crellin

Mr Buck

Hancock

Mr Bradley

Hine

Mrs Foy

Knights

Mrs Guinane

Pembroke

Miss Stern

Templar

Mr Bamford

TEACHING GROUPS

IT	Drama	Music	Art	PSHE	PE	Tech
These subjects will be taught in mixed ability teaching groups.						

English	Maths	Science	French	RE	History	Geog
These subjects will be taught according to pupil ability based on teacher assessments from primary school.						
An approximate grouping would be as follows: Level 5 = A group, Level 4 & 5 = B group, Level 4 = C group, Level 3 = group D						

ABSENCE

If your child is away from school you need to:

- Phone/email the school on the morning of their first day of illness.
- Send a letter to your child's form tutor, explaining the absence on the day they return to school.
- Please send a letter/email in advance if you know that your child will be away from school for an appointment etc.
- If your child is not present for registration and you have not notified the school, we will contact you.
- If your child's attendance falls below 90% we will contact you.
- We would ask that you avoid taking your child on holiday during term time.

ILLNESS AT SCHOOL

Mrs Mance is our full-time first aider in school.

If your child is ill he/she should report to Student Services.
We will contact you if necessary.

**PLEASE DO NOT COME TO COLLECT YOUR CHILD
UNLESS YOU HAVE BEEN ASKED TO DO SO.**

MEDICAL CARE AT SCHOOL

- Please inform us of any medical needs that will affect your child whilst at school. We need to know if they have asthma, diabetes, epilepsy and/or any allergies, particularly if they have had an anaphylactic shock.
- If medication is needed to be taken whilst at school, please complete a Med 1 form ('Request for School to Administer Medication') and supply the medication to Student Services, Reception or First Aid. The medication should have the student's name, form and expiry date clearly seen. The medication will be kept in the First Aid room and will be given by Mrs Mance or other designated member of staff.
- The Med 1 form can be obtained from Reception, the First Aid room or copied from the school web site. We require a separate Med 1 for each type of medication.

UNIFORM - BOYS

Black blazer with school badge.

Plain black trousers. (If wearing a belt it must be plain black)

Plain white shirt with long or short sleeves.

Polo shirts are not allowed.

Shirts should be tucked in with the top button fastened.

Coloured T-shirts should not be worn under shirts.



School tie.

No jewellery is to be worn at school.

Pullover (if worn) should be all black with a V-neck without motif or badges.

Sweatshirts and “hoodies” are not permitted.

Dark grey or black socks.

Sturdy, black, plain leather shoes, not suede or with coloured motifs. Shoes should be regularly polished. Boots, trainers or canvas shoes are not allowed.

Hair should be kept to a natural colour and no shorter than No. 2 or longer than the collar. No patterns or varying lengths should be cut into the hair. Pupils should be clean-shaven.

PE Kit

Plain white polo shirt with school motif

School design rugby/football shirt

Plain black shorts

Red and white socks

Shin pads and gum shield

Trainers must be lace-up (not Velcro). Plimsoles are **NOT** allowed

Football boots

Plain black tracksuit bottoms (**optional**)



PRACTICAL WORK

A coat or apron is worn for protection during practical work.

OVERCOATS

Should be modest and in keeping with the tone of the school uniform.

Denim and leather jackets are not acceptable.

ALL clothing and other equipment must be CLEARLY MARKED with the owner's name.

UNIFORM - GIRLS

Black blazer with school badge.

Plain black long sleeved pullover with V-neck, without motifs.
Sweatshirts, cardigans and “hoodies” are not permitted.

Plain white shirt with long or short sleeves.

Polo shirts are not allowed.

Shirts should be tucked in with the top button fastened.

Coloured T-shirts should not be worn under shirts.



School tie.

Black KTS skirt only. This should be about knee length.

Girls have the option to wear black tailored trousers.

If wearing a belt it must be plain black.

Black socks or plain (not patterned) black tights.

In warm weather, girls may come to school with bare legs.

Shoes should be black leather with LOW HEELS. Boots, trainers or canvas shoes are not allowed.

No make-up, nail varnish or jewellery is to be worn at school. One sleeper or stud in each ear lobe is permitted. Hair should be kept to a natural colour and it is expected that girls will show discretion about suitable hairstyles.

PE Kit:

Plain white polo shirt with school motif

Red sweat top with school motif

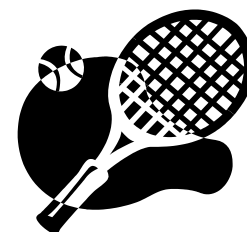
Plain black shorts

Red and white socks

Shin pads and gum shield

Trainers must be lace-up (not Velcro). Plimsoles are **NOT** allowed

Plain black tracksuit bottoms (**optional**)



PRACTICAL WORK

A coat or apron is worn for protection during practical work.

OVERCOATS

Should be modest and in keeping with the tone of the school uniform.

Denim and leather jackets are not acceptable.

**ALL clothing and other equipment must be
CLEARLY MARKED with the owner's name.**

UNIFORM

Please support the school by reinforcing the importance of a smart uniform.

If a member of staff is unhappy with a student's uniform (top button undone, shirt un-tucked, tie down etc.) they will send the pupil to Student Services to register for a uniform infringement.

The pupils are given one warning then they are issued with an evening detention lasting one hour and the possibility of a break or lunchtime detention.

If you are unsure about any item of uniform please contact the school for advice.



EQUIPMENT

- Exercise books and text books will be provided by the class teachers. Students will need to buy book covers (available from school).
- A scientific calculator for Maths; the one that the department recommends is the Casio FX-83GT plus. You can buy this calculator from the Maths department for £5.50.
- A pencil case with: pen, pencil, rubber, sharpener, ruler, protractor and coloured pencils.

PARKING

- **Never** park in the bus turnaround area at the beginning and end of school.
- When collecting your child after a trip please **do not** park in the bus turnaround area, parking will be available in other areas of the school.
- Please don't use the sports centre for dropping off or picking up your child.

Show My Homework

You can access your child's homework schedule via our school website. You will be issued log in details and a password in September. If you have any problems with this please contact our admin team.

REWARDS AND SANCTIONS

- Attendance certificates are awarded for 100% attendance each term.
- Positive referrals are awarded for good work and good behaviour.



- **Negative Referrals** are recorded by teachers for disappointing work or behaviour.
- **Detentions** – these may be at break, lunch or after school. Any after school detention will be written in the planner and you will know in advance.



FREQUENTLY ASKED QUESTIONS

- **No money for lunch?**

Your child should report to Mrs Curtis / Student Services for permission for a lunch loan.

- **Missed the bus?**

Your child will need to report promptly to reception, and should not walk home. Nobody will be left stranded, but pupils must come and ask for help.

- **End of school!**

Tell your child to always go straight home. They must not go to a friend's house or to the shops without agreeing this with you in advance.

- **Worried or concerned?**

Tell your child to speak to their Form Tutor, Year Leader, Student Services, School Nurse, Police drop-in or Year 13 link.

- **Who should I contact?**

Medical matters → Student Services who will contact Mrs Mance

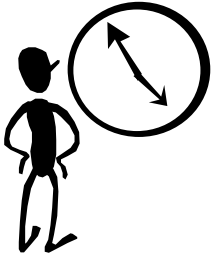
Subject matters → Subject Teacher

Persistent subject concerns → Head of Department

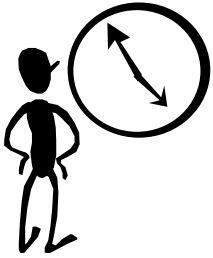
Pastoral matters → Form Teacher or Mrs Curtis

Absence/holiday requests → Mrs Curtis

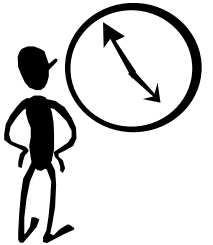
If in doubt please contact Mrs Curtis.



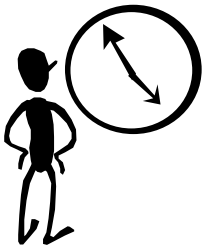
School begins at 8.35 am



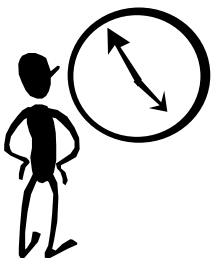
Break begins at 10.55 am
until 11.20 am



Lunch begins at 1.20 pm



Afternoon school begins at
2.15pm (*Warning Bell*)



School ends at 3.20 pm

