

The Toynbee School

Bodycoats Rd, Chandlers Ford,
Eastleigh, Hampshire SO53 2PL

Tel: 023 80269026

www.toynbee.hants.sch.uk

E-mail: admin@toynbee.hants.sch.uk

Name:

Address:

Home Tel No:

Emergency Contact No:

Tutor:

Progress Director:

Guidance Manager:

Locker No:

Term Dates 2019 - 2020

Autumn Term: 4 Sept - 20 Dec

Half Term: 28 Oct – 1 Nov

Christmas: 23 Dec - 3 Jan

Spring Term: 6 Jan – 3 Apr

Half Term: 17 Feb - 21 Feb

Easter: 6 Apr - 17 Apr

Summer Term: 20 April - 17 July

Half Term: 25 May – 29 May

Summer Break: Starts 20 July

INSET DAYS see School website

Please advise Mrs Thompson,
Student Welfare Officer, if you have any
special needs around the school as
a result of illness or injury, Ext 310
h.thompson@toynbee.hants.sch.uk



humanities



INVESTOR IN PEOPLE



SECONDARY GEOGRAPHY QUALITY STANDARD



ARTS COUNCIL
SILVER
ENGLAND



NAGC



THE QUALITY STANDARD



INTERNATIONAL SCHOOL AWARD



INTERNATIONAL SCHOOL AWARD

SCHOOL VISION

'Personal Best'

At Toynbee, we pride ourselves on being a school for everyone.

Pupils from all levels of academic ability enjoy coming to Toynbee because it is a friendly and inclusive school. We learn a lot from the VI pupils who remind us to be more tolerant and aware of others' needs.

The school provides us with a broad range of subjects with lots of exciting opportunities to get involved in our learning both in, and outside school. We have good relationships with our peers and teachers and we enjoy the excellent range of extra-curricular clubs, events and activities that are organised for us.

The words 'Toynbee and Community' are frequently used together. This is because we are well known and respected in the local area for our extensive community and charity work. As well as encouraging many local clubs and groups to use our 'state of the art' facilities, we also take an active role in working with our primary schools, colleges, local businesses and national groups. We believe it is really important for pupils to participate and get involved in school life as it makes you feel good about yourself and prepares us for life and work.

The school's motto is 'Personal Best' and this means that the school is always striving to make us understand that...

**'All Toynbee wants is for you to be an
incredible you!'**

Written by the Student Leadership Team in 2017



PUPIL VOICE AT TOYNBEE



As a student at Toynbee we value your opinions on the School and we want you to get involved. You can do this by joining:-

Curriculum Groups



- Have your say on a subject of your choice
- Have your views listened to and valued by teachers
- Work alongside pupils from all year groups in meetings
- Be involved in identifying improvements and developments in your chosen subject

At the start of the academic year you can volunteer to be a part of a Curriculum Group in a subject of your choice. The teachers will feedback all your suggestions and discussions from the meetings to their departments so that action can be implemented.



Pastoral Groups

- Get involved in your year group by planning competitions and events
- Have your views listened to and valued by teachers
- Work alongside other members of your year group
- Make suggestions as to how your year group can get involved in Charity work

The Pastoral Groups will be led by members of the Pupil Leadership Team.

Prefects

- Represent the views of Toynbee students
- Promote Toynbee in a positive way
- Be an excellent role model

PREFECT

- Assist with School events such as parents' evenings, concerts, clubs and activities
- Tour prospective students and their parents around the school
- Take an active role in the organisation of events e.g. Charities week and Sports Day



During Year 9 you will have the opportunity to work towards applying to become a prefect in Year 10.

Pupil Leadership Team (including Head Boy and Head Girl)

- Run events to raise money for Charity through the year
- Regular meetings with the Head Teacher and Senior Staff
- Regularly meet as a Team with the Prefect Co-ordinator.
- Run various lunchtime activities for Year 7
- Present to prospective new parents at induction evening

During Year 10, Prefects are invited to apply for the role of the Pupil Leadership Team. This application process involves writing a letter of application, delivering a video campaign speech which is shown to all students and having an interview with the Head Teacher and other senior staff. The Staff and Students then elect their leaders towards the end of Year 10.



School Uniform for Pupils

- Plain white shirt (short sleeve in the summer if preferred)
- School tie – clip-on (available from the school)
- Black blazer (plain) - school badge to be purchased separately either from the school or the supplier
- Black Cardigan/v neck jumper (plain acrylic/cotton/wool – no design or logo)
- Black or brown shoes (leather/vinyl) – no canvas pumps, trainers or boots (photos supplied on the school website)
- Suitable coat

Girls uniform

- Black school pleated skirt or trousers (not leggings, jeans or jeggings – not tight material)
- Black or grey tights, woollen tights or ankle socks

Boys uniform

- Black school trousers
- Black or grey socks

Make-up is discouraged, and jewellery, false nails and coloured nail polish should not be worn in school. Girls and boys with pierced ears should, for reasons of safety, wear stud earrings, and only one in each ear. No visible body or facial piercings are allowed, this includes spikes and expanders. This is not an exclusive list.

Extreme hairstyles must be avoided:

- No extreme haircuts
- No cuts shorter than a grade 2
- No coloured hair, eg. natural colour only
- No tramlines, razor cuts or beading

Trainers should not be worn as normal footwear. Hoodies and coats or garments with slogans are not allowed. There should be no variation of this uniform and coats should not be worn in school.

This is not an exclusive list – final judgements will always rest with the Senior Leadership Team.

TOYNBEE ANTI-BULLYING

What is bullying?

Bullying is **persistent and deliberate** behaviour intended to hurt or humiliate an individual.

Bullying can take the form of:

- Verbal or Physical Bullying
- Racial or Faith-based Bullying
- Sexist Bullying
- Homophobic Bullying
- Cyberbullying
- Bullying due to a disability or health issue

What will the school do if the bullying is persistent or severe ?

- The incident(s) will be reported to the appropriate Guidance Manager, & the school will invite the bully's parents in for a meeting.
- If the bullying persists or if it is a severe incident, the bully will be excluded either internally or externally.
- Racist bullying is recorded and reported to Hampshire Local Authority.
- The Police can become involved – bullying is against the law!

Cyberbullying Report any incident of Cyberbullying to CEOP using the “report abuse” button (you can find a link to their site on the homepage of the school website).



The Police can become involved if someone makes a violent or extreme threat on a website.



What to do if you are being bullied.

Tell someone! Tell a friend, parent, or adult in school. You could tell your peer mentor or your tutor, make sure that you tell them until the bullying stops.

Be confident! Intimidation is the only way a bully knows they can have an effect on you, so don't let them see it! Most bullies are weak and insecure, and prey on people to make themselves feel better.

Surround yourself with friends! A bully will be put off trying to hurt or humiliate you if your friends are around. Your friends are also the best people to support you and help you through.

The **Anti Bullying Ambassadors** always make themselves available around school so you can always go and talk to them. Just look out for their yellow badges.

www.childline.org.uk
www.nspcc.org.uk

Let's say NO to ... CYBERBULLYING



Whether it's sending hurtful text messages, posting nasty comments or embarrassing images on the internet or sending abusive emails, cyber bullying can have a devastating effect. **Bullying is always wrong and unacceptable.**

Don't reply to messages that harass or upset you.

Block the sender. Don't put up with it, just block unwanted senders.

Keep the message. With cyber bullying the sender leaves a trace of his/her actions. Keep, or print, any abusive messages as proof of harassment. When you decide to look for help or report the bullying, you will then have a record of the incident.

Report problems to people who can do something about it. If someone has published offensive material about you on the web report it to:-

- The website owners
- A trusted adult – parent/guardian
- A friend
- Form tutor, Guidance Manager, Progress Director
- The school Anti-Bullying Co-ordinator – Miss Price



**Speak to Miss Murchie,
our CEOP ambassador in
Guidance for advice**



The internet is a great source of information, fun and entertainment. It also allows you to keep in touch with your family and friends. **Make sure you use the internet responsibly.**

A few tips for safe and enjoyable browsing

Be responsible online: good 'netiquette' means you must treat others as you would like to be treated.

Take great care with your 'online reputation': every time you give information on a website for everyone to see, a little bit of your privacy will disappear; **remember it is standard practice now for future employers to check your online status & character.**

Always protect your privacy: when creating online profiles for chatting or playing games avoid giving your full name, address, telephone numbers, email or school name. Use an online nickname. Make your online profile private. If you have hundreds of 'friends' seeing your profile, that is very risky. **You wouldn't give a stranger on the street your personal information – the same rule should apply online too.**

Think before you type: material you post online now could be visible in 15 years or more and may not reflect the real 'you'. An employer, parent, grandparent or even your children could see it in the future. Take good care of your **Digital Footprint.**

Choose carefully who you talk to in chat rooms, via instant messaging or on social network sites. Online profiles may not always be honest and some people with bad intentions use them to contact teenagers and young adults. **Share photos only with people you know and trust.**

Meeting on-line friends: someone you haven't met in the real world is still a stranger. Refuse to meet people you do not know in real life.

Protect your passwords: they serve as proof of identity, giving it to someone else allows them to act on your behalf. If you think someone else has your password, change it immediately.

Don't forget the 'real world': Social networking, chatting and online gaming can be great fun but don't neglect your friends, exercise and all the other fun activities and hobbies in the 'offline world'.

Student Help Lines



Alanon Family Groups

www.al-anonuk.org.uk

020 74030888

Talk to Frank

www.talktofrank.com

0300 1236600

Simon Says

www.simonsays.org.uk

02380 647550

Bullying

www.kidscape.org.uk

Childline

www.childline.org.uk

0800 1111

Cyber-bullying

www.digizen.org

www.themix.org.uk

0808 8084994

Eating Disorders

www.eatingdisorderssupport.co.uk

01494 793223

Self Harm

www.harmless.org.uk

Yellow Door Rape Crisis

www.yellowdoor.org.uk

02380 636313

Email: info@yellowdoor.org.uk

Sexual Abuse Counselling Service

www.counselling-directory.org.uk/sexual.html

Eastleigh Youth Counselling

www.eycs.co.uk

07879 761660

Email: tadic@btinternet.com

No Limits

www.nolimitshelp.org.uk

02380 224224



CAREERS



Year 7

The Careers programme really starts at Toynbee in Year 7 when we ask you to reflect on your skills, goals and targets as well as assess your performance when working individually or in groups. This takes place in lessons and on PDL days.

Year 8

Exciting times! Now you are able to start shaping your curriculum. During Year 8, you will be asked to choose your option subjects for Years 9 to 11 – your GCSEs. Special events and information evenings are arranged for you and your parents so that you can make these important decisions together. You need to consider what you want to do in the future and keep your options as broad as possible so that you do not cut off any ‘career avenues.’

Year 9

The careers programme continues to support pupils’ choices but also offers a range of opportunities both onsite and outside school to experience different job families, gain advice on careers and think about college courses.

Year 10

The focus on careers through assemblies, tutor time and visiting speakers, deepens. All pupils experience a Careers Day in the summer term which involves CV writing and preparing for a mock interview. Adults from local businesses come into school and interview you and talk about your CV as well as your plans for the future. You are also offered the opportunity to attend the ‘Careers Fair’ in the Autumn term of Year 11. In addition, we arrange small group visits to local colleges during their Open Days or for specialised career/subject areas.

Year 11

Local sixth form colleges lead most of the assemblies in the Autumn term and all pupils are encouraged to attend taster days and events at the colleges they are thinking of applying to. We also hold a 'Careers Fair' in the evening late Sept/early Oct so that pupils and parents can consider all the training and apprenticeship routes on offer. Local universities, as well as employers and Apprenticeship providers attend, so that you can learn and research your options for 'post Toynbee life' as much as possible. You are given lots of support by your tutor and the school Careers Co-ordinator to make the transfer from Toynbee to elsewhere as smooth as possible as well as a dedicated PDL Day on Careers.

All of this is supported online via '**Careers Companion**' which is on the Student Portal in the Careers Section.

Please remember that you do not need to wait for school events to plan your future; you can start to think about your aims and goals at any time. There is an excellent website called 'National Careers Service' which is dedicated to helping you get the advice you need to improve your skills and to get on in life.



<https://nationalcareersservice.direct.gov.uk>

The website is FREE to use and offers skills health checks so that you can identify your strengths and think about what kind of work is right for you. It also guides you how to build your CV, create an Action plan and provides a Careers Library with 750 job profiles on different careers. It offers advice on Apprenticeships too and a course finder facility if you want to think about universities.

It's an excellent website, and while you can request a Careers interview at any time at Toynbee with our specialist Careers advisor, sometimes you need to wait a bit. In which case, you can ring the National Careers website on...

0800 100 900

.... for honest and impartial advice. If you are using a mobile they will call you back so it's free.

You can also visit our Careers Room here at Toynbee, packed full of resources and information for you. Open to you at break, lunch and after school or see Mrs Thwaites, Head of Careers at Toynbee.

What are PDL Days?

PDL stands for 'Personal Development Learning' and covers a variety of topics and skills which are not covered in your curriculum subjects. Your normal timetable is suspended for the day and speakers from local & national organisations will deliver part, or all, of your learning experiences for the day.

In KS3 you are likely to experience days on Democracy, Charity Challenges, Business Enterprise, Staying Safe, Health & Sex Education, Careers and Literacy. In KS4 the emphasis is on multicultural Britain, LGBT, Careers and planning for the world of work and life beyond Toynbee. We think it is important for you to experience problem solving, presentation skills and group work as well as having the opportunity to discuss issues which help you to form your views and opinions on important matters in life. You can do this in the more flexible format of PDL Days.

MATRON

If you are ill, need medicine, have a locker query or if you have lost your property see Matron (preferably break and lunchtimes). All accidents should be reported immediately.

PERSONAL PROPERTY

Mobile phones are strictly forbidden in lessons and will be confiscated if used in lesson time unless you are given permission by the teacher as part of a learning activity. Please do not bring expensive items to school. The school accepts no responsibility for items lost or confiscated.

ATTENDANCE AND PUNCTUALITY

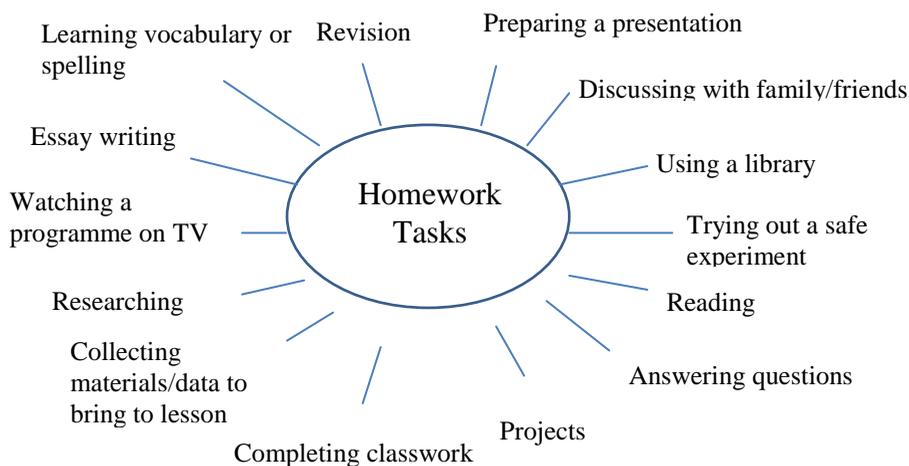
Attending school regularly and on time is essential to ensure your progress. If your attendance or punctuality fall below an acceptable level your parents/carer will be contacted and if no improvement is seen this could lead to legal action.

DO NOT GO HOME WITHOUT PERMISSION - SIGNING OUT

Pupils are not allowed to leave the school site between 8:45am and 3pm.

If you must leave school during the day for a medical or dental appointment, report to Reception and sign out in the appointment book.

HOMWORK: WHAT WILL I BE ASKED TO DO?



Track & organise your homework using your hard copy planner or 'Show My Homework' online.

EQUIPMENT

Bring your Student Planner to **EVERY** lesson.

Equipment list for lessons:-

Pens, pencil, ruler, calculator, rubber, exercise and text books, colouring pencils and dictionaries.



SCHOOL CODE FOR PUPILS

OUT OF BOUNDS

- The front entrance – except if signing out for a medical appointment.
- The staff car park is out of bounds to all pupils.
- The area behind the tennis courts, including the land adjacent to the railway line.
- The Theatre and Sports Hall – unless a teacher is present.
- You must not stay on the school premises or outside the gates after school hours, except for approved activities such as school clubs.
- Other pupils' tutor bases/areas.

BUILDINGS AND CORRIDORS

- In wet or cold weather a bell will indicate that pupils are allowed in their designated Sandwich Room at break and lunchtime, otherwise all pupils should be outside.
- No eating in corridors or classrooms.
- Treat the tutor base with respect.
- If you damage school property, report it to a member of staff.
- Follow the up/down notices on the stairs.

THE FIELD

- The field is out of bounds in wet weather.
- Year 7 have priority on the lower playground.
- Do not walk on the grass – use the pathways.
- Carry all litter off the field with you and put in a nearby bin.

HEALTH AND SAFETY

- It is forbidden to bring tobacco, matches or lighters into school.
- Smoking is forbidden in the school and whilst travelling to and from school or at any other time whilst wearing school uniform.
- Illegal drugs, unlawful weapons (including look-alikes) aerosols or any object posing a threat to the Health and Safety of any person in school are banned in school. To break this rule will initiate the most serious disciplinary measures.
- You must not lean against or out of windows.
- Behave sensibly on all school visits – on minibuses or coaches.
- Do not ride bicycles on the school campus.
- Wear a helmet.
- Be very careful when crossing Oakmount and Bodycoats Road.

HOMEWORK

1 Note it!

Use your planner to note down homework given or check online using 'Show My Homework'. Write down details clearly. Make sure you understand what you need to do. Ask your teacher or tutor if you are unsure.

2 Nook it!

Get yourself organised with a well equipped and homework 'nook' or study space. Collect all the equipment, books, paper, pens and resources you will need. Check deadlines for work, make a 'To Do' list and prioritise.

3 Time it!

Get started & Make Time. Don't put it off! Put aside a regular time slot each day to do your work. Build in treats if it is a long task eg. watch a TV programme, but be disciplined with yourself.

4 Adopt one!

Grab a Study Buddy! Learning together helps. Friends and family can help you stay focused and make homework more fun, especially revision. Get them to test you or take over the role of teacher and 'teach them a lesson.'

5 Use IT!

Use resources available such as **GCSE Pod** which we pay for as well as the LRC and local library.

Useful Websites

www.bbc.co.uk/learning

www.s-cool.co.uk

www.nationalgeographic.com www.bbc.co.uk/schools

www.kidsknowit.com

www.about.com

www.channel4learning.com

www.howstuffworks.com

www.learnthings.co.uk

Toynbee School Revision Websites for Year 10/ 11:

www.gcsepod.com (link on the school website homepage)