



Talbot Heath

Independent School for Girls aged 3-18

**Senior Department
Information Handbook**

Talbot Heath School
Rothesay Road Bournemouth Dorset BH4 9NJ

Revised 10 August 2023

SENIOR DEPARTMENT HANDBOOK

INTRODUCTION

We hope that the information in this handbook will help your daughter settle into the Senior School quickly and happily.

We believe it is essential to maintain a good partnership between home and school and much of that relies on good communication in order that your daughter is happy and makes progress. This handbook is pretty comprehensive but I am sure there will be a variety of things you'll want to discuss with us, so please do approach any member of staff if there is anything at all you wish to know. Your daughter's form teacher will always be happy to meet with you by appointment.

The move from any Junior School to the Senior School is a very exciting one, but sometimes the girls can find it daunting. If joining the School for the first time, or moving up from our own Junior School, this is a big moment in anyone's educational journey and we want to make the transition as smooth as possible.

All girls will have a chance to meet their new form teacher at the New Parents' Evening where they will also have the chance to visit their new form room and spend time with their new form.

As girls move through the Senior School, expectations regarding responsibility, organisation and independence do grow, so they can depend less on their teachers and parents. This is not to say we leave them to their own devices, but the working day is structured and pupils are given a timetable so they know what lessons to expect and where they need to be, as well as what equipment they might need each day in school. Pupils will also be given a homework timetable which will help them organise their time.

PARKING AND SITE ACCESS

We are very fortunate to be part of a beautiful wooded campus which has a limited amount of parking available. We respectfully ask senior school pupils are not driven onto the School site, but are dropped off, and collected, in the roads adjacent to the School site.

If it is necessary to drive onto the School site, please note that a one way system operates on campus at all times. Vehicles must enter the campus from Rothesay Road and leave by the Junior Drive; leading on to Branksome Hill Road.

There is a 10mph speed limit on site for all vehicles.

SCHOOL BUSES

The School organises minibus transport - full up to date information on routes, booking form and further information can be found on the [transport](#) page on our website.

SENIOR SCHOOL STAFF

A full up to date list of our staff is available on our [website](#)

ARRIVAL AT SCHOOL

Your daughter should aim to be on site from 8.15 am. Girls should not arrive at school before this time, if they do, they should report to reception and sign in.

Girls should then go to their locker area to collect any items needed for the day.

Registration and Form time begins at 8.40am and it is important that all pupils are in school by this time to meet with their form teacher before they start lessons.

LUNCHES and MORNING BREAK

A variety of snacks are available for purchase in the Dining Room during morning break.

All girls have school lunch. Lunch is organised on a cafeteria system with each year group going into lunch at a designated time each day. The timings for each day are arranged on rotation for each year group throughout the week.

Full details about our caterers Holroyd Howe and their current menus are available to view [here](#) on our website

CLUBS AND ACTIVITIES

A wide range of clubs and activities is on offer both during and after the school day. The programme of activities varies each term and parents are given plenty of warning when new clubs are about to begin. There is a charge made for some after school clubs and details of these are sent home by the end of the preceding term. Current clubs available are on our [website](#).

END OF SCHOOL

Children will be dismissed from their final lesson of the day and are free to leave the School site. If travelling by School minibus, they should proceed as quickly as possible to their allocated minibus. If being picked up they should be collected from outside the School campus.

AFTER SCHOOL CARE

We have supervised prep in school, which is held in the library, and pupils are able to stay until 5 pm. There are also clubs and activities which run until 5 pm. If travelling by minibus, one may be available at 5pm; parents should check carefully when this facility is available. Any girl not collected by 5.15 pm will go to the boarding house where there is a room available for prep.

SECURITY AND DOGS ON CAMPUS

Parents need to ensure that they do not use any door other than the front door of the Senior School and report in to reception.

Our doors have security keypads and we ask you to respect the confidentiality of these codes.

As lovely as they are, dogs are not permitted on campus. Please leave them safely at home.

CALENDAR AND TERM DATES

You will be reminded of events by email. Events and important dates are published on our school calendar on our website, please click [here](#). To view the term dates, please click [here](#)

You will also receive our weekly e-news called iConnect, which contains reminders and links to the calendar and fixtures as well as weekly news.

THE SCHOOL DAY

8.35am Girls to form rooms	12.05am Period 4
8.40am Registration	12.55am Lunch
8.55am Assembly (Mon, Wed, Fri)	2.00pm Registration
9.15am Period 1	2.10pm Period 5
10.05am Period 2	3.00pm Period 6
10.55am Break	3.50pm End of School
11.15am Period 3	

INDIVIDUAL LESSONS – MUSIC, SPEECH AND DRAMA

In addition to the broad curriculum your daughter will receive at Talbot Heath, there are also opportunities for additional individual or small group lessons.

Lessons on offer include speech and drama and individual music instrument lessons.

If you wish your daughter to begin or cease an individual lesson, please complete the [online booking/cancellation form](#) on the forms page through the parents area of our website

Individual music and speech and drama lessons take place during the school day on a rotation basis for pupils.

We recommend that pupils limit the number of individual lessons during school time. It is advisable to discuss with your daughter's form teacher, whether or not she will cope with the additional demands involved in missing lessons to attend a peripatetic lesson, and then catching up on any work missed.

Full details of instrument lessons available are on our [extra curricular page](#) on our website.

ABSENCES

If your daughter is unwell and therefore not able to attend school, please contact the Senior School office on the morning of her absence.

If your child has sickness or diarrhoea, they must stay at home for a period of 48 hours.

If your child has a scheduled medical appointment in school hours, please [contact](#) the Senior School office and let them know.

Any holidays which have been booked during term time must be cleared by the Head. Please complete the '[leave of absence during term time request form](#)' via our website.

It is imperative that pupils undertaking courses for public examinations do not miss lessons during term time for holidays as this could result in them missing key elements of their examination work.

MEDICAL

Medications **MUST** be handed to the nurse / office staff by a responsible adult (parent or carer) accompanied by a completed short or long term medication form – see below.

The following forms should be completed as necessary – and we ask that parents keep us informed of any medical changes

- [Medication – Administration of Short term medication form](#)
- [Medication – Administration of Long term medication form](#)
- [Medical questionnaire](#)

For further information regarding student health, please visit our [website](#)

ACCIDENT OR ILLNESS

During school hours, girls who are unwell or injured are treated in the Medical Centre by the School Nurse, who will contact parents should your daughter need to go home.

HOMEWORK

All girls in the Senior School have a homework timetable which is given to them at the start of the academic year and displayed in their form room. The school uses an online homework system called Homework4

We rely on parents to monitor the work; parents can monitor homework through the Homework4 platform, details of this will be issued at the start of the academic year. If you feel that your daughter has worked hard for the recommended time and she has not finished her homework, please let her form or subject teacher know.

PARENTS' EVENINGS & REPORTS AND ASSESSMENTS

Parents' Evening is held once a year - in the Autumn or Spring term dependent on year group; dates of parents' evenings are published on the School calendar. This is an opportunity for you to talk to your daughter's subject teachers and Form Tutor to discuss her progress. Should you have any concerns, you are most welcome to contact your daughter's form or subject teacher throughout the year. Written reports are issued to parents twice a year - at the end of the Autumn and Summer Terms and are available by the pupil/parent portals. The report identifies your daughter's progress, (expressed as On Target, Above Target or Below target) and Attitude to Learning in all subjects along with subject and Form Tutor comments. Pupils are assessed throughout the year using a range of tests and teacher judgements.

SCHOOL POLICIES

We have comprehensive policies on all aspects of school life. All our up to date policies are available to view and download from the [school policies page](#) on our website.

SCHOOL UNIFORM

Please ensure that your daughter wears the correct uniform at all times. Full details of school uniform requirements are available on our [website](#). Nearly new uniform sales are held frequently – details of these events are also at the bottom of the uniform website page, together with a price list.

6th form dress code will be provided by the Head of Sixth form.

EQUIPMENT IN SCHOOL

Pupils should have the following stationery:

- Pens, pencils, sharpener and a good eraser
- Coloured pencils, highlighters
- 30cm ruler
- Geometry instruments
- Calculator (L4 onwards – these can be ordered through the School)
- Named pencil case
- Glue stick or similar
- Small pair of scissors

PARENT STAFF SOCIETY

We are proud to have a flourishing Parent Staff Society at Talbot Heath and a variety of events are held each year. Some of these are aimed at fundraising whilst others are social events aimed at getting everyone together. Different year groups often hold their own social events in addition to the whole school events.

If you would like any further information about the Parent Staff Society, please visit our [website](#) or contact the Senior School office.

CODE OF BEHAVIOUR FOR SENIOR SCHOOL

At Talbot Heath -

We show respect for others and our environment

We take a responsibility for our learning

All members of our community are valued and we should value others.

Our full Code of Behaviour is detailed under our Rules and Regulations on the policy page of our [website](#)

SCHOOL COMMUNICATION

Talbot Heath School recognises that emails are a very efficient and effective way of communicating. However, the school is committed to ensure that staff are able to achieve an appropriate work-life balance.

We would recommend that a student speaks directly with a member of staff if they have a query. However, if they do email staff, they should remember that all emails should be addressed appropriately.

With regards to communication between parents/pupils and staff it is our expectation that communication takes place within the designated staff members' normal working hours, except for exceptional circumstances relating to either crisis management or safeguarding issues. All emails should be directed to the individual Talbot Heath email account (@talbotheath.org) and not through any other media platforms. Emails should be sent using either the pupils' school email address or the parent email address registered on our school system.

Below is a list of key staff to whom queries can be addressed during working hours:

Nature of query	Person(s) responsible
General enquiries/notification of absence	School office: office@talbotheath.org Telephone: 01202 761881
General query regarding your daughter	Form tutor
Significant pastoral concern	Safeguarding lead: Mrs Karanja: akaranja@talbotheath.org
Financial queries	Finance office: accounts@talbotheath.org Telephone: 01202 755466
External exams/timetabling	Assistant Head: Mr Cradick: icradick@talbotheath.org Exams officer: Miss Saunders: fsaunders@talbotheath.org
Teaching and learning	Assistant Head: Mrs Chapleo: hchapleo@talbotheath.org
General subject related query	Head of Faculty/Department:
Catering	Holroyd Howe: Mr Gopal
	Head's PA: Mrs Pollington: apollington@talbotheath.org

We look forward to working with you as we guide your daughter through her exciting educational journey