



Talbot Heath

Independent School for Girls aged 2-18

**Senior School
Pupil Information
2025-26**

CURIOUS MINDS GENEROUS HEARTS ADVENTUROUS SPIRITS

The following information is intended to help pupils to understand the day to day running of the Talbot Heath senior school.

Important information in alphabetical order

Arrival at school: When pupils arrive in school they should go to their locker area. If a pupil arrives “early” (before 8.15am) they must sign in at reception. At 8.15am, pupils may enter school via Entrance 1 (U3-U4) or Entrance 2 (L5 and U5). At 8.40am, a bell will ring and pupils should move promptly to their form rooms. No pupil is allowed to be in a classroom or waiting in a corridor before the 8.40am bell unless they are with a member of staff. Pupils arriving late after 8:45am must sign in at the front office.

Assembly (usually Tuesday and Thursday): Pupils should line up in the form room and walk to assembly at 8.50am, entering the hall in silence via their allocated entrance. Uniform will be checked as the pupils leave the form room. Pupils should sit in silence in their allocated year group section and wait for assembly to start and listen to the music performed by students. Pupils should stand when the speakers walk onto the stage.

Attendance: Requests for planned absence (e.g. medical appointments arranged in advance, university visit etc) should be made to the Attendance Champion using the [Exceptional Circumstances Absence Request Form](#) preferably giving 2 weeks’ notice. This can be done via the school website. In the case of unplanned absence (e.g. illness), parents are requested to phone the office on the first day and send an email to the office confirming the absence on the first day back in school. Any absence which does not have a reason, will be classed as unauthorised after 2 weeks. If a pupil has to leave school during the day for an appointment, this has to be authorised in advance, as outlined previously, and they must sign out at the main office when leaving the premises. A responsible adult should collect the pupil from the school office area.

Bells: The bell will ring at the beginning and end of tutor time / lessons / breaks. Pupils should move to their next activity when the bell rings. If in a lesson the teacher will dismiss pupils and they should not move automatically on the bell. Pupils may be dismissed a few minutes before the end of periods 1, 3 and 5 to give them movement time to get to their next lesson. Bells may be switched off during formal examinations and therefore it is useful to wear a non-smart watch.

Break time: Pupils may bring nut-free snacks that should be eaten in the Senior Dining Room. Pupils are not permitted to eat in classrooms, in corridors or in the locker areas. Pupils have access to a number of outside spaces at break and lunchtimes (playground areas, wooded area alongside library walk, HUB on their designated day and the library). Pupils have privileged access to their tutor rooms at break and lunchtimes provided they sit on chairs only, make no mess and do not eat. Pupils are allowed access to Boarder's Green at lunchtime only in the warmer weather and staff will inform pupils when they can. Pupils should not be on the area around the flagpole at the front of school or beyond the white marked trees, or any area around the Junior School/Pre-Prep buildings.

Demerits: We have high expectations and high standards and pupils work hard as individuals and as a community to respect these. On the rare occasion a pupil may make a poor choice they will be issued with a demerit which will be displayed to students, tutors and parents on the EPraise platform. Pupils that accumulate several demerits may be issued with an academic or behaviour detention which will again be visible to students, tutors and parents on the EPraise platform.

Fire procedures: Every room will have fire instructions clearly displayed. Staff will assist pupils evacuating the building. As soon as the fire bell rings, pupils should leave the building in silence and gather in their allocated place on Boarder's Green in silence. They should listen carefully to instructions.

Form Leaders: Two new form leaders are elected democratically by the form every term. U3s will elect their first form leaders just before Autumn half term. Spring term U5 form leaders will also be the leaders for the Summer term. Form leaders should help new pupils in the form, take on responsibilities on behalf of the form and liaise with the form tutor or Mrs Karanja if there is a problem/ issue affecting the form. Form leader badges are given out after each election in assembly and must be returned at the end of the term or pupils may be charged for them.

Homework: Homework should be set according to the year group homework timetable. Staff (or pupils) will record it on Homework 4. Pupils should not spend over the allocated time on a piece of work and should discuss any concerns with their form tutor.

House points: The Senior School has four houses and all pupils and staff are assigned to a house. Siblings are in the same house. Each house is named after a famous female and has a colour: blue – Earhart, green – Franklin, red – Lovelace and yellow – Shelley. All staff in the school may award house points to individual pupils.

House Colour	Junior School	Senior School
	Badgers	Earhart
	Woodpeckers	Franklin
	Robins	Lovelace
	Squirrels	Shelley

Hub: Care must be taken on the staircases and everyone should keep to the left, the same as in the main school buildings. The furniture must be treated with care and there should be no eating or drinking apart from in the café area. Students may not remain in the Hub after school, unless in a designated afterschool club. Any students waiting for afterschool sports clubs must wait in the Boarding House (Prep runs from 4-5:30pm and must be booked through SOCS).

Illness during the day: Pupils with minor complaints should visit the Health Centre at break or lunchtime, not during lesson time. Pupils who become ill during a lesson should alert their teacher and ask to go to the Health Centre. They should be accompanied by another pupil and will be provided with a “medical centre” slip to hand in. **No pupil is allowed home without the school’s permission – a member of staff will contact home to arrange this - students should not contact home themselves.** The pupil must be collected from the school office area and should sign out.

iPads: Where pupils are issued with an iPad and they are expected to follow the school guidelines for their use. The iPads must be charged at home so they are ready for a full day’s use in school. They must be looked after carefully. Form tutors will check regularly that they are being used in an appropriate way. Apps which are downloaded and not considered suitable are automatically flagged on a security site which is monitored daily by the e- learning staff. Removal of essential school apps on an iPad also triggers an alert. An alert is followed up and could involve a sanction. All pupils are required to follow the ICT acceptable use policy which is available on the school’s website.

Lockdown: If there is an emergency on the school campus, the school may go into lockdown state. The procedures are on display in each room and pupils should become familiar with them. A practice will be held during this academic year.

Lockers: Each pupil is allocated a locker and it should be padlocked ideally with a combination padlock so that the locker can be accessed without a key which may be forgotten or lost. It is suggested that a duplicate key or the padlock combination is shared with the school office in case a pupil forgets it. No pupil must use another locker and no one should go into someone else’s locker. It is often useful to have a printed copy of the pupil’s timetable in the locker, on the inside of the door. Lockers and the locker area must be kept tidy. No possessions should be left out in the locker room. Food should not be kept in the lockers overnight. Lockers will be checked regularly by the form tutor. The locker area does not have a lot of space so there should be no gathering in the area and pupils should be mindful of others when at their locker. Pupils should only visit the locker area before school, during registration (with the permission of their tutor), at break and lunchtime and after school. There should be no need to return to lockers between individual lessons.

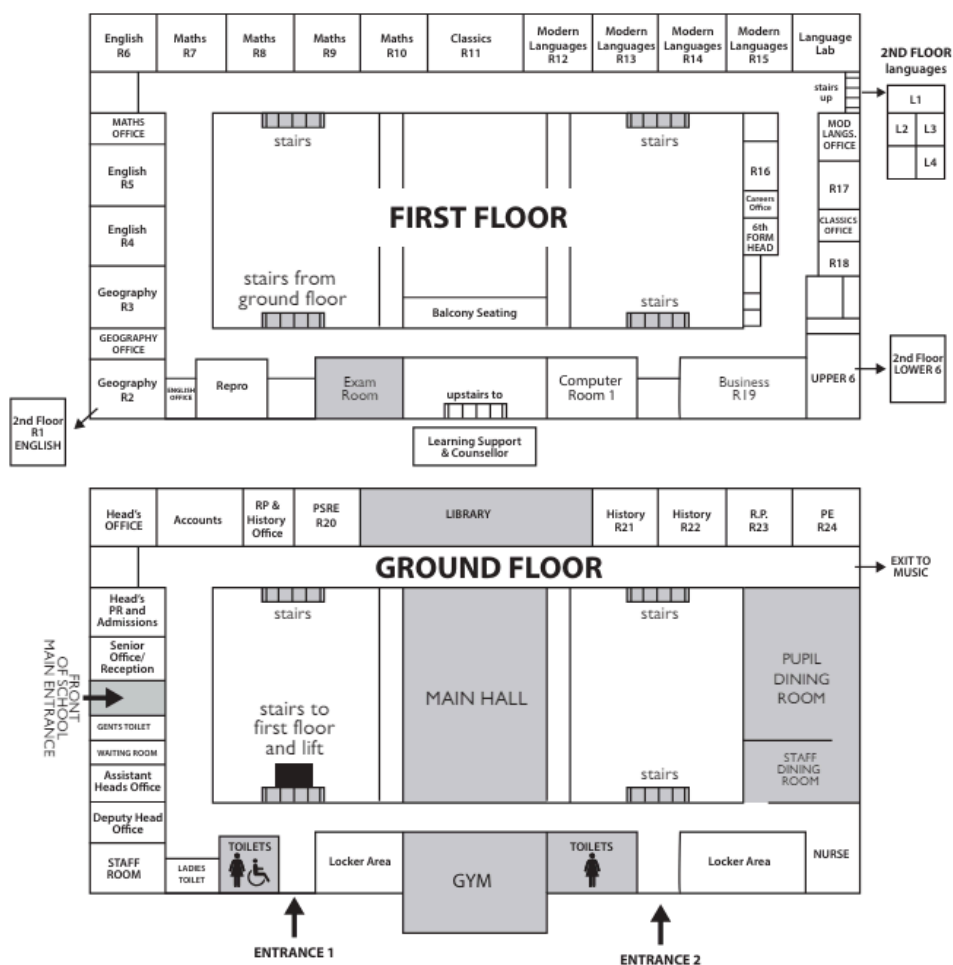
Lunch passes: Permanent priority lunch passes are available for extra lessons or other regular commitments. Pupils should get the supervising member of staff to sign to say this is a regular event and this should be sent to the office who will issue the early lunch pass.

Lunch times are displayed on a notice in all form rooms. Pupils should be prompt to lunch. Pupils must queue quietly in the dining room corridor. Pupils should enter the dining room by the door opposite room 24 and queue in the dining room. When pupils go to lunch, they should join the end of the queue. Tables should be filled up with no gaps left for friends to join pupils, as indicated by the lunchtime supervisor. The lunch rota has been organised so all year groups have a mix of lunch times.

Mobile devices: There is a clear mobile device policy and all pupils should become aware of its content. Mobile devices must be placed in the student's Yondr Pouch when they enter the school building each morning. They must remain in the Yondr pouch until the student leaves school. Misuse of a mobile device will be communicated home and will be subject to the Behaviour Policy.

Parliament: The Talbot Heath student parliament meets once each half term. It discusses issues from the key stage councils that affect the whole school. Representatives from Junior School, Senior School and the Sixth Form attend.

Plan: This is a plan of the main senior school building.



PE Kit: The PE kit must be the school regulation uniform kit. No other PE kit is to be worn, especially hoodies or leggings. Jewellery (including necklaces, watches, and all piercings) must be removed for PE for Health and Safety reasons. Tape cannot be worn. Demerits will be given to pupils who do not follow these uniform rules. PE kit cannot be worn during the normal school day unless you are a member of the tennis or swimming academy where separate rules apply. Pupils must change into PE kit at the start of a PE lesson and change back promptly into school uniform at the end of the PE lesson.

Rewards (EPraise)

Pupils are awarded House Points on the EPraise system. Pupils will be awarded points in six areas encouraging their personal growth: creativity, team work, resilience, leadership, academic and community.

House points will be awarded in 6 key areas that encourage the growth and development of each student on their school journey.

These are :

Community - Being a part of any community shows qualities of integrity and generosity of spirit. Through this award, students demonstrate the school motto of 'Honour before Honours', with their supportive approach to both the school and wider community.

Leadership - Leadership builds skills in organisation, communication, confidence, adaptability, decision making and the ability to motivate others. These are all vital skills to build through your school journey and to prepare you for life after school, and are highly valued by employers.

Resilience - Effort, determination, adaptability and risk taking are all key elements of resilience, and these qualities combined with evaluation skills and tenacity, help to develop growth. This can be awarded in all areas across the school.

Creativity - Creativity is an essential skill demonstrated across the school and valued both in school and by employers. This involves qualities such as problem solving, idea generation, adaptation, and experimentation. It also illustrates curiosity and adventure.

Academic – This shows the development of abilities within academic practice. Rewards are given by teachers for the quality and development of work produced in class but also through student dedication and achievement in clubs and activities that will enhance and develop academic skills.

Teamwork - Being a part of an effective team will allow students to develop valued skills to include listening, communication, accountability, collaboration and time management. In this award, students will need to demonstrate their participation and growth in a team situation.

All house points awarded are represented on the EPraise system in the achievement of milestones:

Amber 50 House Points	Emerald 100 House Points	Sapphire 150 House Points	Ruby 200 House Points Email home from Head of Key Stage	Diamond 250 House Points Email Home from Deputy Head Head's commendation and invitation to Head's tea.	Pink Diamond 350 House Points Email Home from Head Head's commendation and invitation to Head's tea.
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Timings of the school day:

Bells ring at	Times	Session
8.40am	8.40 - 8.50	AM Registration
8.50am	8.50 - 9.15	Assembly (Tuesday & Thursday) Wellbeing Wednesday Additional form time (Monday & Friday)
9.15am	9.15 - 10.05	Period 1
10.05am	10.05 - 10.55	Period 2
10.55am	10.55 - 11.15	Break
11.15am	11.15 - 12.05	Period 3
12.05pm	12.05 - 12.55	Period 4
12.55pm	12.55 - 2.00	Lunch (Period 5)
2.00pm	2.00 - 2.10	PM Registration
2.10pm	2.10 - 3.00	Period 6
3.00pm	3.00 - 3.50	Period 7

Uniform: Pupils are expected to follow the school dress code which is displayed on the form notice board and on the school website. Skirts should be knee length and must not be rolled over. Tutors will check uniform regularly and pupils will be given demerits if their uniform or appearance does not meet the school's uniform regulations. This includes the rules about jewellery and make up. See appendix A for further information. Members of the Tennis and Swim academy have the following additional rules:

- only wear Academy kit on days when you have 2 or more training sessions
- only wear Academy kit i.e. no other brand clothes in school
- girls do not need to buy Talbot Heath PE kit in addition and can wear Academy kit for PE lessons
- girls must have school uniform for Awards Day and other formal occasions etc

APPENDIX - UNIFORM CODE YEARS U3 TO U5

It is important that pupils all feel equal and that their attention is directed towards their learning and growth. The uniform policy aims to ensure this, as well as promoting a sense of a school identity. Pupils who are found not to be adhering to the uniform policy will be given an opportunity to correct their choice. If appropriate and practical, pupils may be supplied with replacement uniform items. All items of uniform can be purchased online or in store at Stevenson's outfitters.

Compulsory Items

- Navy blue blazer with school badge
- Official school skirt*. This must reach the top of a pupil's knee when standing straight
- Dark coloured school trousers (optional)
- Official school blouse, either short or long-sleeved
- Official school jumper *

Optional Uniform

- Plain dark coloured outdoor coat
- Navy lightweight waterproof coat
- Official school scarf* or plain navy scarf
- Summer skirt

*Available to purchase at: Stevensons 148 – 150 Seabourne Road, Southbourne, Bournemouth, BH5 2JA or the school's nearly new clothing shop.

Jewellery

- Earrings: Pupils are allowed to wear a single, small, round stud earring in each ear lobe. This may be brass, silver or gold in colour.
- Pupils may wear a single necklace consisting of a small pendant/emblem on a single, thin, gold or silver chain. This should remain under their blouse at all times.
- Rings, bracelets and anklets are not allowed.

Make-up

- Make-up is not allowed. Pupils should not wear lipstick, mascara, eyeliner, false eyelashes, foundation or any other forms of make-up.
- To feel comfortable in school, an exception can be made for discreet, natural skin-tone concealer.
- Semi-permanent makeup, including fake tan or henna tattoos, is not allowed. Semi-permanent false eyelashes are not allowed. If a pupil requires a specialist service/salon to remove their eyelashes, they will be given five school days to do so.

Hair

- Pupils should wear their hair up in a ponytail/plait/bun if it is long enough to touch their shoulders or longer.
- Hair colours should be natural.



Nails

- Nail varnish should be clear or in the 'French Polish' style
- No false nails, in any form, should be worn



Socks/tights

- Navy/black plain tights
- Navy, black or white socks (short or long)
- No sports socks, fluffy socks or socks with a visible logo
- Pupils must not wear both socks and tights at the same time



Shoes

- Shoes should be black leather/artificial leather and lace-up or slip-on
- Trainer-style shoes/ 'pumps' are not allowed
- Velcro straps are not allowed

Exceptions and special consideration

On non-uniform/ 'mufti' days, pupils may choose to wear clothing that does not follow these rules. However, clothing worn should still reflect the school values.

U3 (year 7), L4 (year 8) and U4 (year 9) only

Outdoor Learning is a new subject to Talbot Heath in 2024-25 and in the first year each group will be introduced to Environmental Stewardship through practical tasks. The students will be taught outdoors and we ask that they come prepared and dressed appropriately. The key will be to keep them warm and dry, lots of thinner layers of clothing are essential rather than one thick jumper as they can always be removed if too warm. A weather appropriate kitbag will ensure the students are warm, dry and happy outdoors, even in the rain!

1. A waterproof bag to carry wet/muddy clothes home.
2. Wellies/outdoor waterproof shoes (students will need to place them in their lockers and have their school shoes to change back into after the lesson).
3. A warm waterproof jacket, plain colours (Navy or Black) and waterproof trousers.
4. A warm woolly hat, gloves and socks.
5. A Talbot Heath hoodie or a plain dark coloured hoodie, no slogans or logos please.
6. Black plain leggings.
7. Dark coloured long sleeved base layer.
8. Hair needs to be tied up, so a scrunchy or hairband.
9. Enamel mug (marked with an indelible pen).

Please make sure all kit is labelled with name and form group.

PHYSICAL EDUCATION UNIFORM AND EQUIPMENT

- Regulation sports polo shirt
- Regulation navy “skort”
- Regulation navy microfibre running shorts* (optional)
- Regulation tracksuit bottoms or leggings (tapered or stadium) *^
- Regulation mid layer
- Red (knee length) hockey/football socks
- Regulation track top (optional)
- White ankle socks
- Sports shoes: predominantly white. (Only non-marking soled shoes allowed in Sports Hall)
- Navy regulation swimming costume or plain navy or black costume – Upper 3 to Lower 4 (Years 7 and 8) for Upper 4 (Year 9) and above, swimming costume (as swimming lessons may be an option)*
- Regulation navy games bag (Upper 3 upwards)*
- Swimming bag
- TH branded white swimming hat*
- Tennis racquet (optional)
- Hockey stick (optional)
- Shin pads (for hockey and football)
- Mouthguard (compulsory for hockey – custom made shields available through opro)

Continued.

A note that this should be the new style PE kit that was launched to parents in April 2023 which became compulsory in September 2024.

^ Regulation tracksuit bottoms and leggings. Either can be worn but only one is necessary, whichever the student prefers.

NO JEWELLERY to be worn for PE lessons (this includes watches and earrings) for health and safety reasons. Students will be unable to participate in practical PE if they cannot remove their jewellery. Students will be given a different role in the lessons such as a helper, coach or official. Tape cannot be worn.