

A PARENTS' GUIDE TO TRANSITION AND EXPECTATIONS AT TBGS



HOW YOU CAN HELP YOUR SON HAVE THE BEST START AT TBGS



TBGS Expectations and Study Skills Support

By gaining a place at TBGS your son has shown that he has the potential to achieve highly. Gaining a place at TBGS is only the beginning. To achieve this potential, he needs to work alongside staff to develop effective working habits. Your son will need to quickly adopt the habits of a successful secondary school student so that he is best placed to meet the challenges that face him here at TBGS.

This booklet gives some practical advice to you as parents that will help your son to meet expectations and achieve his undoubted potential.



“Education is the most powerful weapon we can use to change the world.”

Nelson Mandela

Student Planner

Every student is issued with a new TBGS Planner at the start of each academic year. These are issued in order to help each student with organisation, to promote home-school communication and to provide useful information on the ethos, expectations and day-to-day running of the school.

It may be useful to spend some time in the first week of your son's arrival at TBGS to go through the Planner together to familiarise yourselves with its content.

What you should see:

- TIMETABLE FILLED IN FOR BOTH WEEKS
- HOMEWORK WRITTEN IN WITH:
 - SUBJECT
 - SPECIFIC DETAILS OF HOMEWORK
 - DATE DUE IN

THERE IS A SECTION FOR YOU TO SIGN EACH WEEK AND A SPACE FOR ANY COMMENTS OR QUESTIONS TO THE TUTOR

These photos give you an impression of how a planner should be used effectively:

The image shows two examples of student planners. The top photo shows a planner for April 2015 with handwritten notes for various subjects like Maths, English, History, and Science. The bottom photo shows a planner for March 2015 with similar handwritten notes and a 'Parent/Carer & Teacher Comments' section at the bottom.

Note what week it is (A/B)

Dates due in are written down

House Events and the equipment needed can also be written in

Signed at the end of the week by:

- Student
- Parent/Carer
- Tutor

Homework ticked off or crossed out when complete

Detail of what the homework requires

The Rewards system

At TBGS we believe in rewarding students for exceptional work and effort. This is achieved primarily through our 'Commendation system'. Teachers can award a commendation for an excellent piece of work, consistently good work, significant improvement or anything else that they feel merits such praise. Students can keep track of their commendations in their planners and you can see how many they have on the Learning Gateway.

Certificates are awarded in House assemblies and after students have achieved a certain number of commendations:

BRONZE CERTIFICATE = 10 COMMENDATIONS

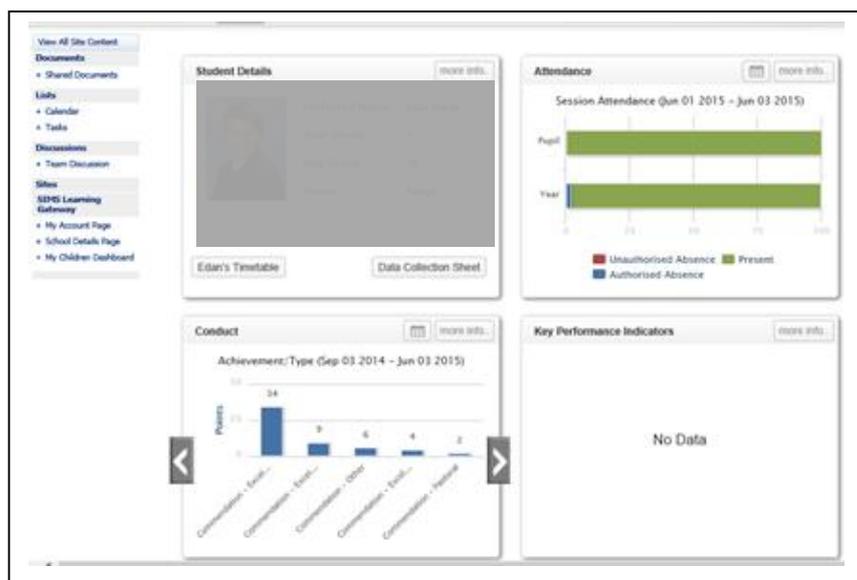
SILVER CERTIFICATE = 25 COMMENDATIONS

PEN = 30 COMMENDATIONS

GOLD CERTIFICATE = 50 COMMENDATIONS

PLATINUM CERTIFICATE = 75 COMMENDATIONS

CENTURION AWARD = 100 COMMENDATIONS



WHAT DOES A GOOD PIECE OF WORK LOOK LIKE?

On the website we have put samples of what we are looking for in good work. The key thing to remember is that we are looking for evidence that a student's very best effort has been put into work. Work should be neat (this doesn't mean perfect handwriting but does mean that pride and care have been taken over presentation), work should be detailed (we advise using PEE paragraphs for extended pieces of writing: Point, Explain, Evaluate) and all tasks set are completed.

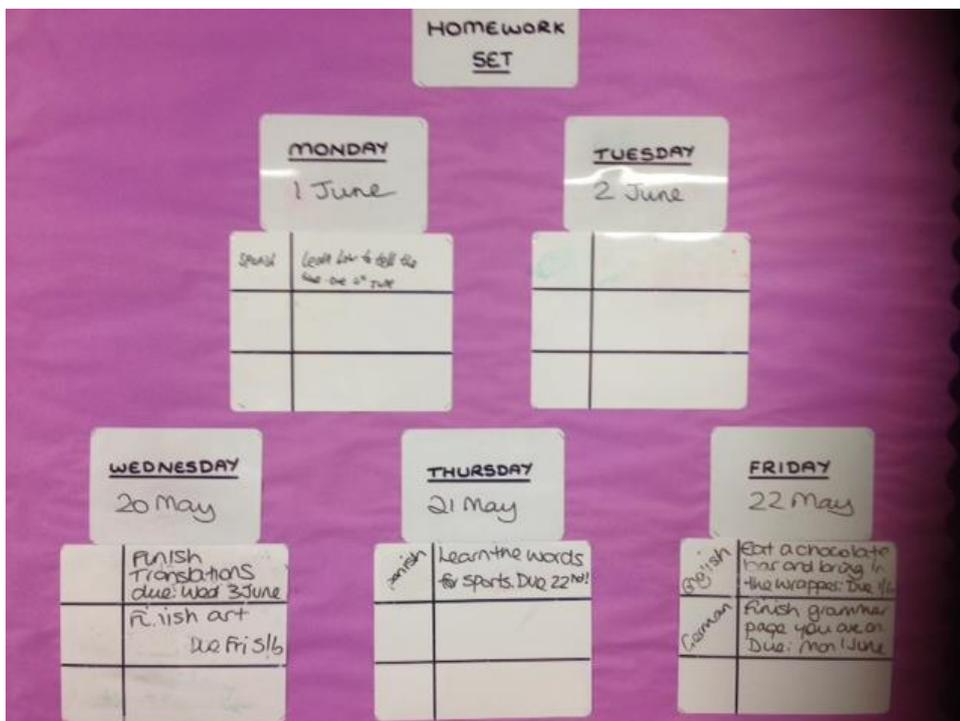
Students are encouraged and expected to speak to their teachers and ask for help if they are ever unsure of what to do.

HOW YOU CAN HELP WITH ORGANISATION AT HOME:

- Students are encouraged to pack their own school bag the night before and not in the morning. Have they checked what is required for the day against the Student Planner, including all equipment and homework?
- Have an **EQUIPMENT LIST** displayed somewhere visible for your son to check each day
 - Games Kit – it is useful to be clear on what Games kit is needed and when?
 - Pencil Case Check list(A suggested equipment list can be found on the back of this booklet)
- A COPY OF THE **TIMETABLE** ON DISPLAY SOMEWHERE
- A **WEEKLY PLANNER**
- PHONE NUMBERS AND **CONTACT DETAILS** OF OTHER STUDENTS IN THE CLASS
- Have a **QUIET STUDY SPACE** where your son is able to complete homework.

Students are often assigned a 'homework buddy' from the same tutor group. They should be cross referencing their student planners each morning to check they have the right homework recorded.

The image below gives an example of how a weekly wall planner can help with organisation.



Where to work and how long to work for?

Studies show that study is more effective if it is part of a routine. We would suggest that a good routine would follow the pattern below:

- Arrive home and have a break
- Have something to eat
- Then do homework so that you have time to relax before bedtime
- If you leave homework any later your brain is tired and homework takes you longer

The brain can usually cope with a subject/topic for about 30-40 minutes and then it needs a break.

The following will be suggested to your son as part of the transition support within tutor time:

Study Before 9pm

After a hard day at school, it is a good idea to go home, have a break, something to eat **and then do Homework** Any later and your brain is tired



Take 5, have a Break

- The brain can usually cope with something for about 30-40 minutes and then it needs a break.
- Take 5 minutes have;
 - a stretch
 - a snack
 - a drink**DO NOT**
Phone a friend, go on Facebook or watch TV



TV or RADIO?

Some people prefer to study with some kind of background noise. TV and FACEBOOK have to be a big **NO NO**. The flashing pictures can be a real distraction



Where to Study?

Where you work will affect how well you work. Sitting on the sofa in-front of the TV is not an option. You will need to be at a table:

- your own room
- dining room
- kitchen table



What happens if...

Sometimes things don't necessarily go as planned. Sometimes students make mistakes, forget homework or get caught up in situations that aren't necessarily beneficial to their development and learning.

If this happens the form tutor, along with the Head of House, will intervene and work with the student to establish the reasons and causes behind any concerns and will support them to get back on track.

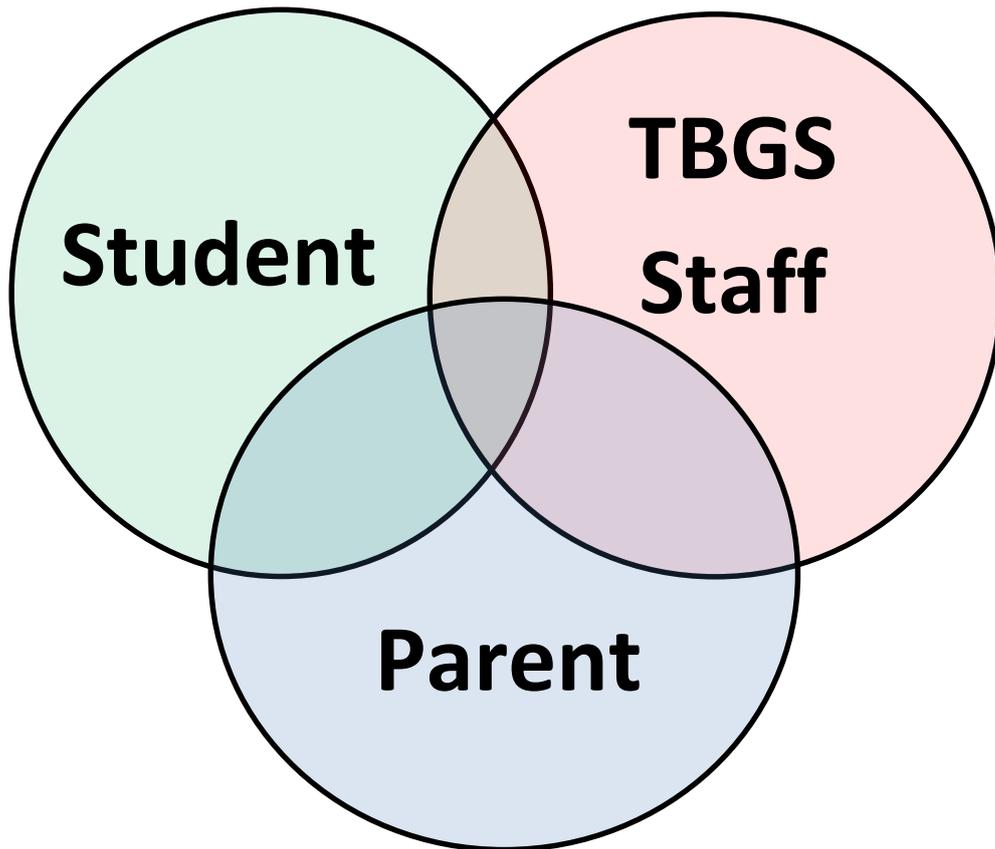
Below is an explanation of the sanctions that we have in place should mistakes be made.

This is overseen by the Deputy Headteacher – Mr Lyne-ley (SPL) who works alongside the teaching staff and Pastoral team. Parents/Carers will be informed through an email, or via the Learning Gateway of any of the concerns detailed below.

After School Detentions (ASDT)	Yellow Referral Card	Homework Defaults
<ul style="list-style-type: none"> • Take place on Tuesday and Friday • Tutors and Heads of House will be notified of the detention • An email will be sent home notifying parents of the detention and the reasons for the detention. • Student receives written notification with parental consent slip. • The Student should hand the completed reply slip to Mr Lyne-Ley on the day of the detention. • 3 ASDT's for misbehaviour in a term result in a Saturday Detention 	<ul style="list-style-type: none"> • Used for persistent disruption to lessons, despite a warning having been given • The student will be sent out of a lesson, with the card, to work with the Head of Department. • An email is sent home detailing the reasons for the concern. • Tutor and the Head of House will discuss with the student. • The teacher who issued the card should also issue an appropriate sanction for the behaviour • Tutors will sign the card every morning registration and remind students they must present the card to staff at the start of every lesson. Students must see their HoH every day for the duration of the card. Parents sign the card each evening • 3 referral cards in a term result in a Saturday Detention 	<ul style="list-style-type: none"> • 2 'problems' in a half term result in a default • The Teacher will issue a suitable sanction eg: Lunchtime DT, ASDT • An email will be sent to parents, tutor and Head of House. • Boys start each half term with a clean slate – 1 late in consecutive half terms does not result in a default! • Every 3 defaults in a term result in a Saturday DT

IT IS IMPORTANT THAT THE SCHOOL HAS A VALID, UP-TO-DATE EMAIL ADDRESS FOR EFFECTIVE CORRESPONDENCE.

We believe that, if we all work together in partnership, your son has the best chance of achieving his potential and enjoying his time at TBGS.



We look forward to working with your son and you over the course of your son's TBGS career.