



29 November 2022

Dear Parents and Carers

Re: Pastoral and Safeguarding Reminders

I would like to take this opportunity, as we draw near to the end of this Autumn Term, to share some important pastoral information and to remind everyone of our reporting routes for any safeguarding concerns that may arise.

In addition, I am including some specific guidance on online safety as well as our reintroduction of the SMART Card.

Reporting safeguarding concerns reminder

We have a trained team of Designated Safeguarding Leads (DSLs). They are:

- Dr Hall (Senior DSL)
- Miss Cartwright
- Ms Jenkins
- Mrs Muddle
- Mr Alderman
- Mr Tiley
- Mrs Harper
- Mrs Wheeler
- Ms Bateman
- Mrs Day

Concerns can be raised via the DSL team or indeed any colleague in the school that a student feels comfortable to talk to. All staff receive annual safeguarding training, including how to provide support when disclosures are made.

If a student does not want to speak directly to a member of staff, then there are also students trained in anti-bullying and/or mental health support who can be approached. As well as providing immediate peer support, they will also ensure that the DSL team are informed.

We also have our Stay Safe (staysafe@testbourne.school) and No to Bullying (ntb@testbourne.school) alerts that can be used to raise concerns with our DSL Team.

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You can find a range of general pastoral support via our school website [Pastoral Care - Testbourne Community School](#) which will link to other areas such as safeguarding and Anti-Bullying. Our Child Protection Policy is available on our school website [HERE](#)

As I have outlined previously, established routines and expectations are an important aspect of school life and have been shown to play an important part in recovering from crisis regular attendance and punctuality to lessons, wearing the correct uniform and being prepared for learning by having the correct equipment are fundamental routines. [Mental-Health-Booklet-February-2022.pdf \(testbourne.school\)](#)

You will probably be aware from talking to your children, we have reintroduced the SMART card last week, with some minor modifications.

The SMART card is a simple monitoring system for logging low-level uniform, equipment, or punctuality issues. Individually, each infringement is minor but cumulatively they impact on our Testbourne Standards of Excellence. The SMART card serves as a reminder of expectations and offers the opportunity to address behaviours before meeting one of the thresholds for a consequence. The new SMART card looks like the design below.

 Testbourne Community School						
Look smart, be on time, be ready to learn						
	S1	S2	S3	S4	S5	S6
Uniform						
Punctuality						
Equipment						
	S7	S8	S9	S10	S11	S12
Uniform						
Punctuality						
Equipment						

We ask parents to note the following key messages:

1. SMART cards are stuck into student planners, which should always be in students' bags or blazer pockets.
2. SMART card marks will be issued for the following:
 - o Minor uniform infringements such as untucked shirts or rolled up skirts*



- Lack of required equipment
 - Lateness to lessons
3. New SMART cards will be issued termly. Students who meet a consequence threshold in a single term will be required to attend the following reflection opportunities:
- 4 marks – one hour after school reflection (ASR)
 - 8 marks – a second one-hour ASR
 - 12 marks – a day in the reflection room

**Procedures for prohibited clothing items such as jewellery or hoodies, and more significant uniform infringements, remain unchanged. Please see the frequently asked questions for more details.*

Frequently asked questions

1. Are thresholds discrete to individual categories or cumulative across all categories?

The SMART card is designed to be as simple as possible. Any accumulation of 4, 8 or 12 marks will result in a threshold being met and subsequent consequence, regardless of the category of infringement. For example, a total of 4 uniform marks would result in an ASR, just as with a cumulative total of 4 marks made up of 1 mark for uniform, 1 for equipment and 2 for punctuality.

2. What uniform infringements sit outside of the SMART card system?

The SMART card is used to address minor uniform infringements that can be quickly rectified, for example an untucked shirt or a rolled-up skirt.

Procedures for prohibited clothing items, such as jewellery or hoodies, remain unchanged. Such items will be confiscated and logged at main reception for students to pick up at the end of the day (first and second instance) or collection by a parent (third instance).

Students who are not wearing appropriate uniform, e.g., incorrect footwear or wearing a skirt that does not meet minimum length requirements (but is not rolled up) will remain with their tutors until the issue is rectified, for example by a parent or carer bringing in a substitute uniform item. We also have a stock of skirts, trousers, blazers, and shoes which can be loaned to students if required.

Uniform and equipment expectations can be found on our website:

[Uniform, PE Kit and Equipment - Testbourne Community School](#)



3. What about students with a foot-related medical condition, broken shoes, or outgrown shoes?

Students who are required to wear soft or different footwear due to a medical condition will need to have medical evidence for this, which will be checked by the Head of Year or tutor. Staff will be notified, and it will be logged on their SMART card.

In most cases, broken shoes should be able to be replaced, without there being a need for a student to wear non-regulation shoes for a period. This can be supported through the shoe loan system. Please contact the school if you are having financial difficulties, as outlined in our communication of 18th November 2022.

4. Shirts often become untucked while playing games at breaktime and lunchtime. Would this result in a SMART card mark?

Students are always expected to dress smartly and appropriately, including when they are out at break and lunch. If they are engaged in a physical activity, shirts may become untucked, and blazers may be removed. Once the physical activity has ended, students should realign their uniform with expectations.

5. When would a student be considered late for lessons?

We sound a 4-minute warning bell at the end of breaktime and lunchtime, which provides students with ample time to get to their period 3 and 5 lessons before the second bell. A child would be considered late if they arrive after this second bell.

Please remind your child of their personal responsibility to ensure they have used the bathroom or filled up their water bottle before this time.

We do not have a bell signalling the end/beginning of period 1 into 2, 3 into 4, or 5 into 6. Colleagues will use their professional judgement to determine if a child is late for lessons, for example if they arrive after most others coming from the same previous lesson.

We will continue to operate our 'late gate' breaktime room 13 reflection for students who arrive late to school in the morning. Just as with breaktime and lunchtime, we operate a 4-minute warning bell to support students arriving on time to tutor. A child would be considered late to school if they arrive after the second morning bell at 0845am.

A polite reminder that any child arriving late to school, whether planned or unplanned, authorised, or unauthorised, must sign in at main reception. This is an important element of our safeguarding and monitoring procedures.



Some online safety reminders

In closing I would like to share some helpful links designed to support parents and carers in keeping children safe online. The increased use of technology, social media and the internet can increase the risks and that's why it is helpful to be informed and talk to your child if they or you are concerned. As always, we are happy to advise and support.

At the start of this month the students had an assembly on 'Online Safety' and I am sharing a link to this for parents and carers. This provides some useful and general advice [Online-Safety-Assembly-November-2022.pptx \(live.com\)](#). You can also find a range of resources in this section of the website for specific concerns. In addition, this month the UK Safer Internet Centre published some great advice to assist parents and carers with the sensitive subject of coercion by others to send nude and semi-nude images. [Coerced online child sexual abuse - UK Safer Internet Centre](#)

I hope you find this information useful and as always if you have any concerns or questions then please do contact us.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Dr Hall'.

Dr Hall
Deputy Headteacher (Pastoral)