



# Testbourne Community School STUDENT HANDBOOK



# INDEX

---

<b>SECTION</b>	<b>PAGE</b>
Message from the Headteacher	2
Home / School Agreement	3
Attendance and Punctuality	4
Structure of the Day	5
Equipment	6
Homework	6
Uniform and PE Kit	7
Lockers	8
SEND	9
Wellbeing	9
Mobiles Phones, Personal Devices and Confiscated Items	10
Consequences	11
House System / School Recognition System	12
Anti-bullying	13
Buses	15
Canteen	16
Contact Us	17

# Message from the Headteacher

---

Testbourne Community School is a special place. It is a school in the heart of its community whilst having impact across its wide catchment area. I feel very privileged to lead this unique and superb school. The school's strapline of 'Achievement, Excellence, Integrity' is very important to us. We believe in striving for the highest levels of achievement in all our endeavours. We are committed to excellence in teaching, learning, behaviour and all other aspects of school life. Perhaps most importantly, we teach and model the importance of acting with sincerity and integrity. We recognise the importance of good relationships and value both the relationship between staff and students and the relationship between our school and its parents.

At Testbourne we are proud of our promotion of 'Testbourne Standards of Excellence'. We believe in preparing our students for the future by teaching respect, integrity, courage in learning, ambition, responsibility, diligence and leadership. These values go hand in hand with the highest academic standards. We believe in students trying their best for intrinsic rewards as well as external validation. Our reward system is based around recognition for demonstrating our standards of excellence rather than material gain.

Visitors to the school often remark how calm and orderly a place it is; how pleasant and polite our students are, and how good behaviour is. They are often overwhelmed by how articulate, intelligent and willing to interact our students are. I am very proud of our students, our school and our community and would encourage you to experience our wonderful school for yourself. We welcome any comments and contributions you may wish to make and we always welcome visitors.

Should you wish to find out more about us, we urge you to visit on a normal school day. Staff will be happy to greet you and students will, as always, be delighted to show you around and answer your questions. They always prove to be our best advocates and are so much the embodiment of everything we stand for.

Please do not hesitate to contact us by emailing [admin@testbourne.school](mailto:admin@testbourne.school) or by calling 01256 892 061 to arrange a visit.

Mr J Beck, Headteacher

# Home / School Agreement

---

At Testbourne, our vision is about how we want our students to develop as learners and people. We want students to achieve excellence, enjoy and value their education and become highly skilled learners prepared for a successful future. To achieve our vision, we have the highest expectations of students in terms of their learning and behaviour. In doing so, we want students to embrace our standards of excellence by:

- Being kind and respectful
- Acting with honesty and integrity
- Having ambition in learning
- Demonstrating leadership qualities

## **The school will:**

- Work with parents and carers to ensure that students attend regularly and on time
- Provide a caring and stimulating environment for learning
- Provide a balanced curriculum to prepare students for their next steps
- Encourage high achievement in both academic and non-academic areas of study
- Provide effective teaching that encourages students to take responsibility for their own learning
- Regularly and frequently set clear guidelines for work and behaviour
- Have regard for the individual characteristics and circumstances of students
- Promptly contact parents if there is a problem with attendance, punctuality or equipment
- Promptly let parents know about any concerns or problems that affect their child's work or behaviour
- Keep parents informed about their child's progress
- Recognise students for their efforts, achievements and for displaying the school's Standards of Excellence
- Arrange Parents' Evenings to discuss student progress
- Keep parents informed about school activities through regular letters home, newsletters and notices about special events

## **I, the student, will make every effort to:**

- Attend school regularly and on time
- Follow the school's rules and demonstrate the school's Testbourne Standards of Excellence
- Accept the consequences for behaviour that is not in line with the school's rules and ethos
- Complete all my classwork and homework on time and to the best of my ability
- Bring all the equipment I need every day
- Follow the school uniform regulations and be tidy in appearance
- Be polite, courteous, respectful, considerate and helpful to others
- Keep the school free from litter, damage and graffiti

# Attendance and Punctuality

---

We take attendance very seriously as good attendance at school is essential to the future success of students. At Testbourne, we aim for all students to achieve 100% attendance. Excellent attendance is absolutely vital to a student's success at school and beyond.

Parents and carers have a legal responsibility to ensure that their child is attending school. The school is committed to provide support to help parents with attendance where required. If attendance falls below 95%, we may offer supportive measures to ensure excellent attendance.

Please note that we do not have a school nurse. We do have first aiders who can give first aid advice/care only. We rarely send students home from school for illness and would only do so in serious cases. We appreciate parent support in encouraging students to persevere until the end of the day. Medical appointments should, wherever possible, be made outside of school hours. If this is not possible, however, please let the school know, as well as writing a note in student planner on the day they are required to leave school to show their tutor/teacher.

If your child is not going to be in school due to serious illness or injuries, please notify us via the Student Absence Line: 01256 892061 **before 9am**.

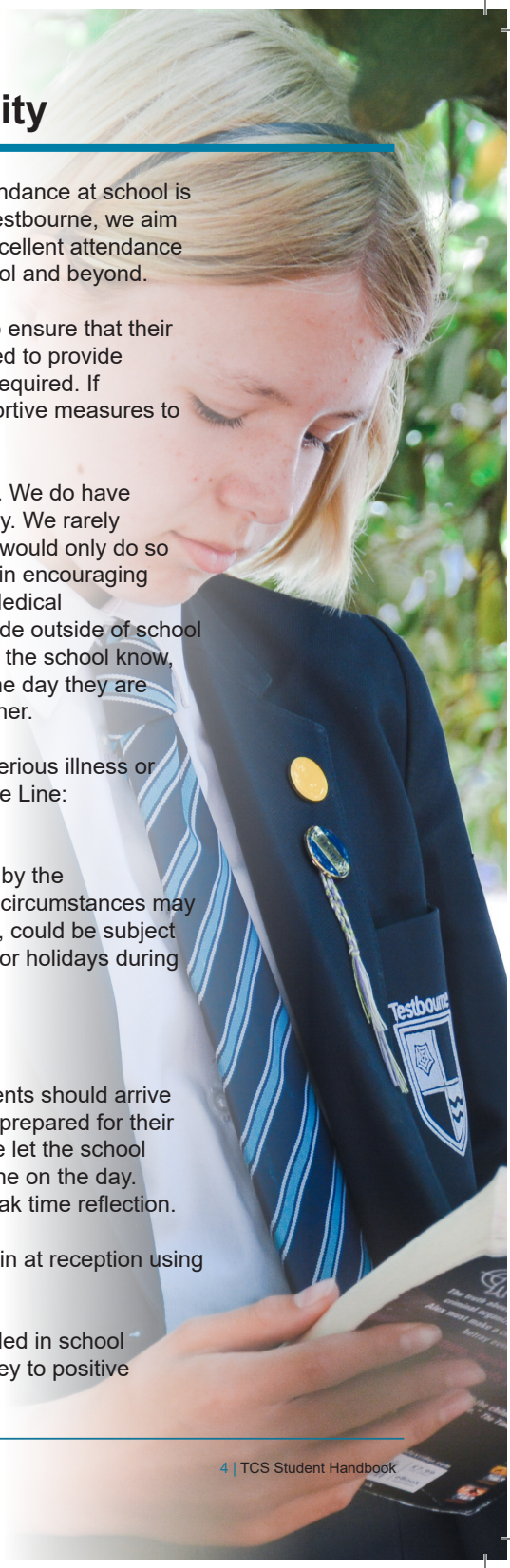
Holidays during term time will not be authorised by the Headteacher. Absence requests for exceptional circumstances may be considered. Unauthorised absence, however, could be subject to a penalty notice if students are out of school for holidays during term time.

## Punctuality

Punctuality is as important as attendance. Students should arrive at school on time every day so that they can be prepared for their learning. If students are unavoidably late, please let the school know beforehand or via the Student Absence Line on the day. Lateness without a good reason will result a break time reflection.

Students who arrive after the register must sign in at reception using the electronic sign in screen.

Excellent attendance and punctuality are rewarded in school through year group assemblies. Attendance is key to positive achievement across the school.



# Structure of the Day

---

The day starts at 08:45 with Tutor. During tutor students will register and take part in weekly quizzes, discussions, literacy and numeracy sessions, and receive any school-wide notices

At the end of break and lunch, there are warning bells to signal transition time. Students are expected to be ready to enter the classroom before the second bell.

<b>Timings</b>	<b>Timetabled</b>
08:45 - 09:10	Register
09:10 - 10:00	Period 1
10:00 - 10:50	Period 2
10:50 - 11:10	Morning break (20 mins)
11:10 - 12:00	Period 3
12:00 - 12:50	Period 4
12:50 - 13:30	Lunch break (40 mins)
13:30 - 14:20	Period 5
14:20 - 15:10	Period 6
15:10	Students depart class
15:25	Departure of school buses

Timetables with lessons and timings will be handed out at the beginning of September.



# Equipment

---

Essential items:

- Two writing pens - they must be black or blue
- Pencil and sharpener (or a spare pencil)
- Rubber
- Ruler (with mm and cm) - preferably a 30cm ruler
- Protractor and pair of compasses (used in Maths, Science and Geography)
- A small selection of colouring pencils
- Scientific Calculator - Casio FX-83GTX recommended
- Glue stick
- A pair of scissors (not pointed)
- Highlighter pens
- Mini Whiteboard
- Whiteboard pens
- A reading book
- Black fine liner pen – for DT
- Apron – for Food/DT/Art
- Headphones (with a 3.5mm jack / USB) – for Music

Desirable but not essential:

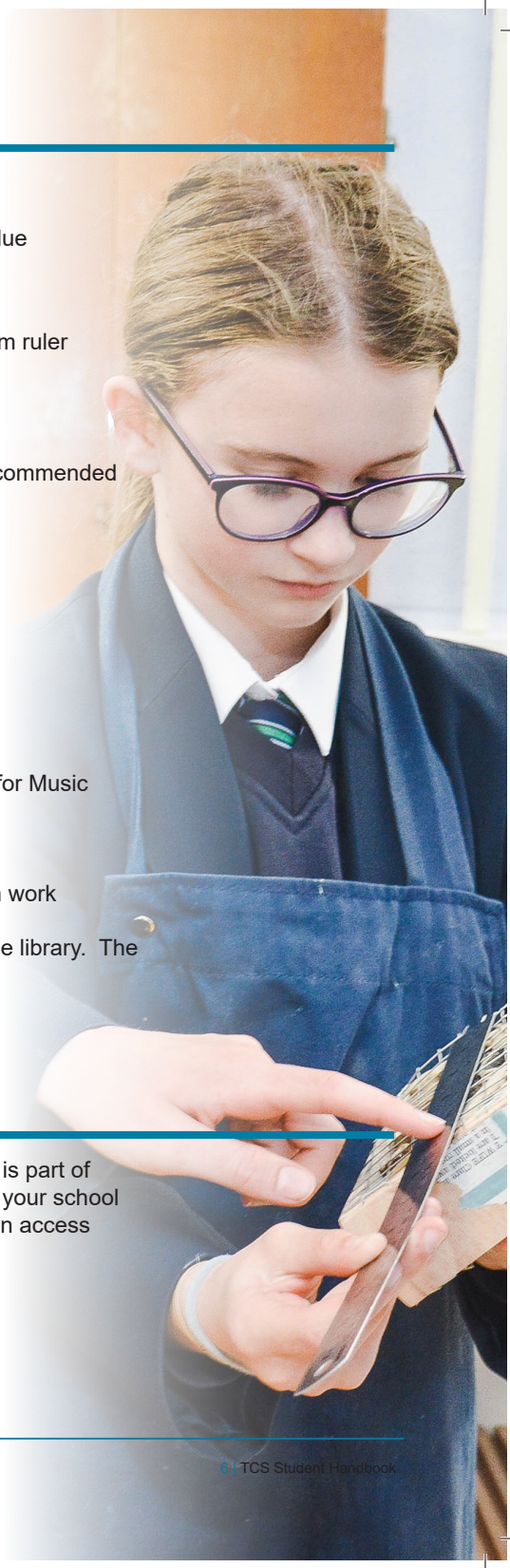
- Notepad – a small (A5) notebook for rough work

You can purchase some stationery items from the library. The shop will be open during tutor time.

# Homework

---

Homework is set using Microsoft 'Teams', which is part of Microsoft Office 365. You can access this using your school email address. It is very easy to use and you can access from PC, tablet/iPad and mobile phones.



# Uniform and PE Kit

---

## School Uniform

Wearing our school uniform means that students become valued members of our school community and feel a sense of belonging and pride. **Please be aware that the school is currently reviewing School Uniform and any changes will be communicated before the Easter holiday.** Both the Testbourne School Blazer, Testbourne House Tie and optional Testbourne Sweatshirt can be purchased from Skoolkit ([www.skoolkit.co.uk](http://www.skoolkit.co.uk)). They also supply trousers, skirts and white shirts.

- Navy blue blazer with school badge
- Plain white shirt with a collar, which can be long or short sleeves (worn with top button done up and shirt tucked in).
- House tie – to be pulled right up to top shirt button, and worn at the correct length
- Plain black/charcoal trousers (these must be straight leg, loose fitting all the way down the leg; No fashion or casual trousers; No logos, rivets or detail are acceptable).
- Navy blue Charleston style school skirt with at least one pleat at front (worn at knee length or within 5cm of the knee).
- Black, grey or white socks or opaque / black tights with no pattern.
- Black leather style school shoes (no boots, sports style shoes, canvas shoes, trainers, high heeled shoes, and no logos or stripes).
- Scarves worn for religious reasons should also be plain, and black or blue.

Please note that all items of uniform listed above are compulsory. All items of clothing should be clearly labelled with the child's name.

- Hooded tops, sweatshirts and other non-uniform items should not be worn and will be confiscated. Coats should not be worn instead of blazers.
- Jewellery is not allowed apart from one pair of plain ear studs. No other piercings are permitted.
- A watch is permitted but students cannot wear watches in exams

## PE Kit

Testbourne Polo Shirts are available from Stich Design ([www.stichdesign.co.uk](http://www.stichdesign.co.uk)). They also supply ¼ Zipped Top, shorts, tracksuit bottoms, leggings and socks.

- Royal Blue Polo Shirt with school badge (Collar, 2-button fastening, no pocket)
- Dark Navy Blue ¼ Zipped Top (no large logo or badge)
- Dark Navy Blue Football Shorts (no large logo or badge)
- Knee Length Royal Blue Socks
- Football Boots (plastic-studs, not blades, dimpled or flat soled)
- Trainers
- Gum Shields for Rugby (available from PE dept)
- Shin Pads for Football

Football boots are required for use on our 3G pitch. These must be plastic-studs, not blades, dimpled or flat soled.



# Lockers

---

Lockers provide an opportunity for students to store books, PE kit, lunch and other equipment not immediately needed, rather than carrying these items around the school.

All school lockers at Testbourne are provided and maintained by a company called ILS. Parents and carers can book one of these lockers, choosing an appropriate location around the school. Parents may wish to purchase a school locker near to their child's tutor room, and please note that we ask ILS to hold some lockers to ensure Year 7 students have a choice later in the years.

Some lockers become available later in the year, and you can choose to be added to a waiting list if there is no locker available.

The ILS lockers are available to be booked online at the following link: [www.ilsschools.co.uk](http://www.ilsschools.co.uk)



# SEND

---

The SEND (special educational needs and disabilities) team at TCS work closely with all teaching and pastoral staff to ensure high quality provision for all students with SEN or potential SEN.

The SEND team includes Learning Coaches, Teaching Assistants, our SENCo, an assistant SENCo/HLTA, and a Senior Teaching Assistant. Several of the SEND team are trained in specific aspects of support, for example ELSA (Emotional Literacy Support Assistants).

The SEND team work with teachers to ensure high quality teaching is the backbone of support for students in the classroom. They also continually liaise with the pastoral team to ensure that students receive the bespoke support that they require to become independent and resilient learners.

# Wellbeing

---

At Testbourne School, we believe that supporting a student's wellbeing is an essential part of their pastoral care.

A student may need access to a range of support over their time with us. Depending on their need, this can range from self help guidance and advice, through to more intensive external intervention. Our pastoral team will work with both the student and their family to ensure that support is in place, either through the school or external agencies as required.



# Mobile Phone, Personal Device and Confiscated Items Policy

---

Personal electronic devices are not routinely allowed at Testbourne Community School. Some students use a laptop or tablet by prior arrangement with the school.

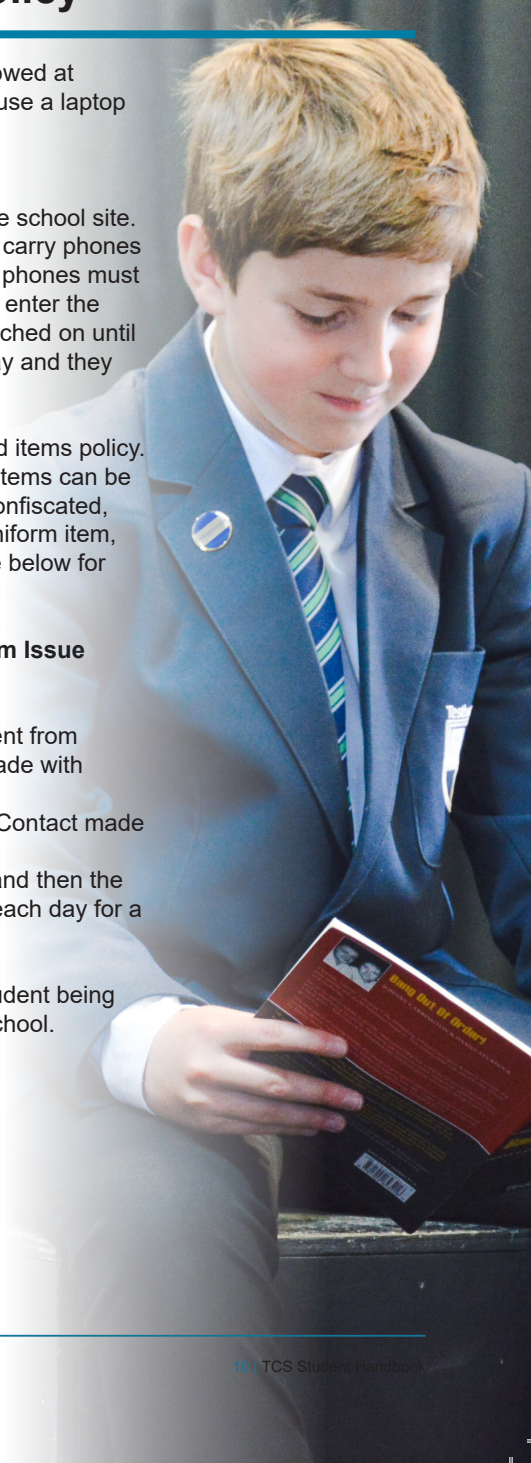
Mobile phones must not be visible or used on the school site. We understand, however, students may need to carry phones to and from school for safety reasons. Students' phones must be switched off and put in their bags before they enter the school site. They must not be taken out and switched on until the school bell sounds for the final time in the day and they have been dismissed from lessons.

Testbourne Community School has a confiscated items policy. The full outline of the procedure for confiscated items can be found on our website. If a student has an item confiscated, whether it be a mobile phone, jewellery or nonuniform item, this will be logged. Please refer to the procedure below for repeat offences:

## Mobile Phone / Personal Technology / Uniform Issue (hoodies and jewellery)

- 1st Offence – Item to be collected by student from reception at the end of the day. Contact made with parents to inform of the confiscation.
- 2nd Offence – Parents to collect the item. Contact made with parents to inform of the confiscation.
- 3rd Offence – Parents to collect the item, and then the item will be handed in at the beginning of each day for a week to the Reception.

Any subsequent confiscation will result in the student being banned from having their phone or the item in school.



# Consequences

---

An important part of educating a child is modelling and challenging when behaviours are not acceptable. In our context this is when students do not meet the Testbourne Standards of Excellence. Our approach is founded upon the principles of reflection and restorative conversation. The aim is to support a student to learn from their mistakes. All students will have a reflective conversation with a member of staff when their behaviour has not met expectations. In most cases this may be sufficient to improve the situation. Staff may also use a range of routine behaviour management techniques as required. For example (and not an exhaustive list):

- Changing a seating plan or child's place in class.
- Relocating the student to another classroom - if they are disrupting the learning of others or not responding to the teacher's instructions.
- Requesting that work is completed at home, or at break or lunchtime.
- Keeping back in class at break or lunchtime.
- Letters, emails, or phone calls home to parents. There may be occasions when a student requires additional consequence.

Typically, this is when they have not responded to the routine strategies and reflection conversations with staff. Examples of these consequences include, but are not limited to:

- A 60 minute After School Reflection (ASR). These will be set by individual staff who will notify parents and carers. They will also endeavour to have a reflection conversation with the student so that things can be moved on positively the next time.
- If a student chooses not to attend an ASR then they will attend a 120-minute Extended Reflection. A reflection conversation with staff will also take place in this time.
- Agreeing a behaviour contract - this is typically in discussion with the Head of Year.
- Putting a student 'on report' - this could be to a member of staff as well as Head of Year, Head of Department or SLT.

## **Other consequences:**

- The Reflection Room: This is used when there are repeated behaviour concerns and/or a serious single misdemeanour incident.
- Twilight school: This is a temporary revision to the normal school day and timetable with students arriving later than the main cohort and finishing later in the evening.
- Reciprocal Arrangement: We have informal arrangements with local mainstream secondary schools for students to work on their school site and under supervision.
- Managed Move - these are locally agreed arrangements between schools that allow for a student to join another school, initially on a trial basis
- Offsite direction - off-site direction is when a student is required by the governing body to attend another education setting to improve their behaviour.
- Suspension and permanent exclusion: A student can be suspended for a fixed term or permanently excluded from school for persistent behaviour issues or for a serious single incident.

# Recognition and House System

---

Every student who attends Testbourne Community School is a member of a House, as well as our teaching and support staff. Each student will wear a Testbourne tie in their house colour to help indicate which house they belong to. Our four Houses are:



## Testbourne Standards of Excellence

- **Kindness and respect** - We treat others, ourselves, and our environment with respect. We are kind and caring towards others. We never use prejudicial language or bully or harass people because of the gender, religion, ethnicity, race, sexuality, disability, or other protected characteristics. We value equality.
- **Ambitious learner** - We can work independently, we are resilient when work is hard, we respond positively to challenge, we are motivated, we seek improvement, we work hard, we are organized having the right equipment and resources to learn.
- **Honesty and Integrity** - We do what is right, even when no-one is looking. We tell the truth, and we admit our mistakes and learn from them.
- **Leadership** - We are positive to members of the school community and to others, we are a good example of the Testbourne Standards of Excellence.

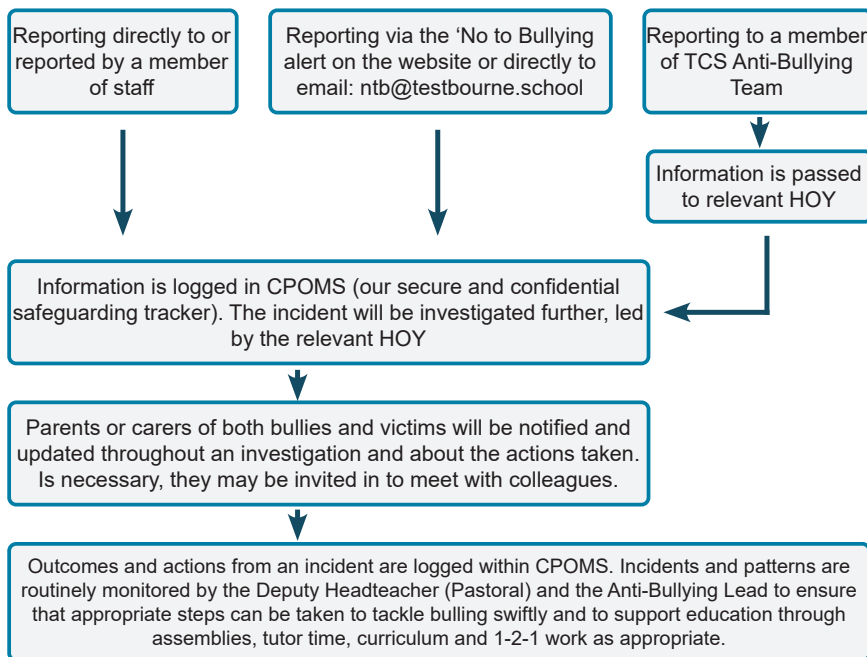
Achievement is also recognised by our Heads of Year through their weekly assemblies and certificates are awarded to deserving students at the end of every term. Our Headteacher also recognises significant achievements by writing personal letters to congratulate students and inviting them to afternoon tea. At the end of the academic year, we take pride in formally recognising our top performing students in our prestigious Prize Giving Ceremony at the Guildhall, Winchester.

# Anti-bullying

Bullying of any kind is unacceptable at our school. Testbourne will not tolerate bullying between any members of its community be they staff, students or the wider community. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to report this.

*“Bullying happens when a group or individual person consistently abuses someone or another group physically, verbally, mentally or emotionally due to an imbalance of power. This can be because of their identity, background, religion or appearance.”*

The flow chart below demonstrates our process when receiving bully reports.



For more information, please see our 'Anti-Bullying Policy' on our website.

If you are experiencing bullying in school or know someone who is then please submit a report via our website: '<https://www.testbourne.school/home/students/bullying-alert/>'. You can do this anonymously (we won't know who you are) if you wish, however, it would help our ability to investigate the issue if you do give us your name. We will only make contact with you if we really need to and we will do this in private.



# Buses

---

## Hampshire County Council Supplied Buses

Many of our students travel to school on buses. Passes are issued by the bus companies; this could either be Hampshire County Council or Mortons depending on the routes.

Students are expected to have their bus passes with them on every journey, even if they are not asked to produce them. Often the bus driver changes, and we have had several situations where students have been refused entry. If your child gets into a routine of having their pass in their bag, then there should not be a problem.

The right to a place is also dependent on good conduct. Pupils will be expected to sign an Acceptable Behaviour Contract. If a pupil misbehaves on any of the school buses then their right to travel will be withdrawn - temporarily or, if necessary, permanently. Please ask the school for more specific advice concerning routes and rates if required.

### How It Works / Apply

If you live in catchment and more than 3 miles away from the school by the nearest available walking route, your child may be entitled to free transport provided by Hampshire County Council. Free transport may also be available for a small number of students who live less than 3 miles away but for whom transport needs to be provided for safety reasons e.g. from Laverstoke.

It is parents' responsibility to ascertain whether they are eligible for free transport and to liaise with HCC Passenger Transport to make arrangements.

To apply online, please go to: [go.testbourne.school/buses](https://go.testbourne.school/buses) and follow the instructions on the page.

The school organises transport from the Oakley area, and the cost is met by the parents. The service is provided by Mortons of Tadley and consists of a high quality double decker coach with seat belts and CCTV. The cost is currently in the region of £710 per annum and is linked to pupil numbers and the cost charged by the coach contractors. Most parents opt to pay for this by monthly standing order. The offer of a place at the school does not guarantee a place on the Oakley bus; places will be allocated in the order applications for transport are received.

### Attending Testbourne by Public Transport

Public transport is also available from Basingstoke and Alton via Stagecoach and National Rail service. These services do not stop outside the school building and instead stop only a short walk away in Whichchurch town centre.

Trains into Whichchurch are about one every hour. Please visit [southwesternrailway.com](https://southwesternrailway.com) for a timetable and more information.

Public buses into Whichchurch are the 76 via Basingstoke to Andover, which are one every 20 minutes; and the 86 via Hatch Warren to Winchester, which are one every half hour. Please visit [stagecoachbus.com](https://stagecoachbus.com) for a timetable and more information.



# Canteen

---

A cafeteria and canteen outlet (Blue Box) operate at break and lunchtime, providing a full range of salads, sandwiches, snacks and hot meals. All food is freshly prepared on site and complies fully with the government's Healthy Eating regulations. Payments for these meals are via a cashless system where money is pre-paid via the SCOPAY online payment system.

We use biometric recognition for canteen payments. Students simply use their fingerprint at the till to pay for their food.

The daily spending limit on your child's account is set as £5. If you wish to increase or decrease the limit, please email [admin@testbourne.school](mailto:admin@testbourne.school)

Students may also bring a packed lunch if they prefer, which can be eaten in the Theatre Hall or outside using the picnic benches.

If your child does not currently receive Free School Meals but you believe your child may be eligible, you can make an application directly on the following website and receive an instant confirmation:  
<https://www.cloudforedu.org.uk/ofsm/hants>

# Contact

---

To help you understand our school communication procedure, please refer to the flow charts below for who to contact for different concerns.

Pastoral/Behaviour query: [pastoral@testbourne.school](mailto:pastoral@testbourne.school)



SEND/Pupil Premium: [sen@testbourne.school](mailto:sen@testbourne.school) / [curriculum@testbourne.school](mailto:curriculum@testbourne.school)



Curriculum/Learning query: [curriculum@testbourne.school](mailto:curriculum@testbourne.school)



Administration query: [admin@testbourne.school](mailto:admin@testbourne.school)



Safeguarding Concern: [staysafe@testbourne.school](mailto:staysafe@testbourne.school)



We welcome any general feedback about our school on [feedback@testbourne.school](mailto:feedback@testbourne.school)

*“Students act with integrity; achieve excellence together; enjoy and value their education; feel and demonstrate respect for themselves and others and become highly skilled learners prepared for a successful future.”*



# TCS

Testbourne Community School

Achievement · Excellence · Integrity



**Testbourne Community School**  
Contact us on **01256 892 061**  
or visit  
**[www.testbourne.school/contact](http://www.testbourne.school/contact)**



*“Students act with integrity; achieve excellence together; enjoy and value their education; feel and demonstrate respect for themselves and others and become highly skilled learners prepared for a successful future.”*

