



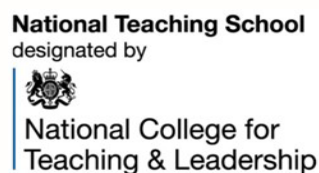
PARENTS' HANDBOOK

New Intake September 2023



School Aim

“To provide a Christian environment in which young people are safe, secure, cared for and happy and are able to develop into articulate, confident and well qualified citizens of the world.”





Faith in the City, Value in People, Excellence in Education

Higher Cambridge Street, Manchester, M15 6HP

Telephone: **0161 212 1900** Fax: **0161 227 9691**

Email: **office@trinityhigh.com**

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June 2023

Dear Parent

This handbook is addressed to members of the September 2023, new intake and their families, as preparations are made for you to join the community of Trinity Church of England High School.

Over the years, Trinity has received many compliments for its achievements. For example, our most recent OFSTED, judged us to be 'outstanding' in all categories and 'outstanding' for "overall effectiveness". Our newly established Sixth Form was inspected in October 2017, and this confirmed that the school continues to be outstanding. Our most recent National Society (church) Inspection also assessed us as 'outstanding' in all categories and 'outstanding' overall.

Credit for these achievements must go to students, staff and parents. However, we are aware that we will only continue to be successful in making this an even better school if we can fully involve parents.

A most important message at this time, therefore, is a request from me to commit yourselves to the school. Children spend three quarters of their working week at home and only one quarter at school, so we need to work together in partnership.

The partnership between home and school should include the concerns which are common to parents and teachers. These are to do with high aspirations, wellbeing and achievement. This, allied with a genuine regard for one another, is the basis for the partnership we seek to develop at Trinity. The school belongs to all of us, and I hope families will feel comfortable with this and willing to contribute.

We are helped by the fact that we are a church school with a multi-faith admissions policy. Although we do not have identical beliefs, many of us share a background based on faith and understand the nature of a worshipping community. This makes a real difference to the way we cope with problems as they arise. Our particular strategy is based on valuing individuals, engaging the interest of students and encouraging a spirit of enterprise and initiative. It is this approach which will also help us to prepare young people for the many challenges they will face in their lives. To make this happen, the school has to have a set of routines that are understood by everyone involved, and it is with this in mind that this handbook has been prepared.

In conclusion, my colleagues and I look forward to a happy and successful association, and we look forward to working with you in the important years ahead.

Yours sincerely



Julian R. Nicholls – Head

First Day Arrangements

The first day of the new school year is Tuesday 5th September 2023

ALL new Year 7 students need to be at Trinity for 8:15am

Assembly will start at 8:30am

(Other year groups will follow later in the morning)

Where to Meet

Staff will meet Year 7 students at the main student entrance of the school on Higher Cambridge Street and direct them to where they need to go to line up for the assembly. Parents are welcome to bring their children to school but need to leave them at the main entrance.

First Assembly and Morning Activities

Students take part in an act of worship led by the headteacher Mr Nicholls. Following this they will be taken to their form rooms and are given their badges, timetables and other important items.

The Rest of the Day

Students will stay with their Form Tutor until 11:20am (although there will be a short break mid-morning). From 11:20am they will follow their timetable:

11:20am	Period 3
12:10pm	Lunch
1:05p	Period 4
m	Period 5
2:05p	Period 5 ends.
m	Earliest dismissal of students
3:15p	All students must have left the school site unless involved in a supervised activity

Meeting Points at the End of the Day

Year 7 students leave the site from the gate next to the Sports Centre and the bike sheds. To keep the exit as clear as possible, we ask that parents and carers do not wait for their child here. Instead, please wait on the paved area outside the main school entrance. Please be very clear about **where** they are to be met. It would be a good idea for them to write it down.

What to Bring

- ★ A **substantial school bag** to carry and protect personal possessions.
- ★ A **pen, pencil and ruler** in a pencil case
- ★ **Something to eat and drink at break time** as the canteen will not be open then.

Please note that payment for school lunches must be made through 'ParentPay' as Trinity runs a cashless system.

STUDENT APPEARANCE - EXPECTATIONS

School Uniform



It is the policy of the school that students wear uniform and the Governors are sensitive to the religious and cultural traditions of the students' families.

All items must be clearly marked with the owner's name so that they can be promptly returned if lost.

We have selected items that are generally no more expensive than comparable clothes and are easily available. The blazer, jumper and tie will only be sold through the school's uniform supplier SWI. Details of how to purchase uniform can be found at trinityhigh.com/uniform. The colours of the uniform are red, black and white, the Manchester Cathedral colours.

The items of school uniform that MUST be purchased for Year 7 are as follows:

- Black blazer with a red trim
- Red V-neck jumper with school logo
- School tie

There is a Trinity Head Scarf for Muslim girls that must be purchased from school. No other headscarves should be worn.

The following items of uniform should be bought from High Street outlets, mail order, etc.:

- **Traditional white shirt with a button-up collar** (not a polo shirt or open necked shirt)
- **Black school-type skirt** of length no more than 2 inches above the knees or **black school trousers** (not denim, cord, legging, skinny or combat style).
- **Black school shoes** NOT trainers, pumps or boots. They must be **plain black** with no white lines, or other coloured patches or logos. In particular, the boot-type shoes with white lines are not acceptable.
- **Plain black or white socks** or **plain black tights**.

As part of the school uniform, students are given badges to identify their houses on the first day free of charge. These are to be worn at all times on their blazers. If they are damaged or lost, then replacements must be paid for.

Physical Education Kit

All students must wear the following PE kit for their PE lessons and when participating in extra-curricular activities. With the exception of trainers, the PE uniform may only be purchased from SWI.

Red Trinity PE T-shirt

Black Trinity PE shorts or Black Skort (a skirt with shorts sewn inside)

¼ Zip Trinity Long Sleeved Top

Trinity black leggings or Trinity black Tracksuit pants

Red football socks



All items of PE uniform should be clearly marked with the owner's name and ideally be placed in a sports bag.

Hair and Headwear

Hair must be of natural hair colour and a conventional cut.

Caps and hoods are not to be worn on the school site. Woollen hats may be worn outside in cold weather.

Make Up

In line with our uniform policy, make-up is not considered to be appropriate. False eyelashes are not allowed.

Jewellery

Girls and boys should not wear jewellery at school, except students whose ears have been pierced, in which case such students may wear **one plain gold stud** in the lobe of each ear.

The wearing of a cross and chain or other religious jewellery is only allowed by individual permission from the Head.

The school bears no responsibility for the loss of any items.



The Pastoral & House System

All the children in Year 7 are split into 8 different form groups. In September, your child will be in one of the forms below and have one of the form tutors specified whose role is to guide and support them in all aspects of school life. If you have any concerns about your child, you should always contact their form tutor in the first instance.

TBC

Every form is allocated to a 'House', the colour of which dictates which house badge the children wear. The names and colours of the houses are:

Maple – Red



Tiger – Green



Springbok – Blue



Wallaby - Yellow



In each year group there are 2 forms in every House and collectively all 10 forms in each house (across the school) meet together for an assembly each half term. There is an annual 'House Championship' that is keenly fought over by the students. The House system builds positive relationships between children in different year groups by offering opportunities for students to become active citizens and by focusing on achievement through the Trinity Credit system. Members of each form are part of a house council which, in turn, provides members of the very active and vibrant student council.

Alongside form tutors, other adults help and support the year group. **Teaching assistants** offer learning support in lessons to our students. Indeed, for the first fortnight in September, all form groups will have a member of our **Learning Support staff** with them in every lesson to ensure a smooth transition to secondary school.

Senior Staff Supporting Year 7



Mr Carter
Carter_t@trinityhigh.com

Mr Carter is the **Senior Tutor** overseeing all aspects of pastoral care for Year 7. His role is to lead the year group and its team of form tutors in monitoring the progress of students, both academically and socially.

TBC is the **Pastoral Tutor** for the year group. They provide guidance and counselling for any children who need extra emotional support.



Miss Baxendale
Baxendale_a@trinityhigh.com

Miss Baxendale is the **Assistant Head in charge of Key Stage 3**. She works alongside Mr Carter in dealing with discipline within the year group.

Key Staff

Leadership Team

A team of Senior Staff lead the development of all aspects of school life. Should you need to contact any of the Team, their specific areas of responsibility are:

Mr Nicholls	Head nicholls_j@trinityhigh.com
Mr Westmoreland	Deputy Head: Student Standards and Welfare westmoreland_d@trinityhigh.com
Dr Chard	Deputy Head: Curriculum Development, Academic Standards and Progress chard_r@trinityhigh.com
Ms Reynolds	Deputy Head: Professional Standards and Teacher Development reynolds_s@trinityhigh.com
Mr Cann	Assistant Head: Head of Key Stage 4 cann_s@trinityhigh.com
Miss Baxendale	Assistant Head: Head of Key Stage 3 baxendale_a@trinityhigh.com
Mr Johnson	Assistant Head: Director of Studies johnson_m@trinityhigh.com
Mrs Kirkham	Assistant Head: Teaching and Learning kirkham_e@trinityhigh.com
Mr Scott	Assistant Head: Head of Maths scott_m@trinityhigh.com
Ms Tattum	Assistant Head: Head of Sixth Form tattum_o@trinityhigh.com
Ms Doherty	School Business Manager Doherty_j@trinityhigh.com

Useful Contacts (Specific Queries)

Please use this list to help direct you to the appropriate member of staff if you have a specific query about your child. If you would like to speak to a member of staff over the phone, please call main reception on 0161 212 1900. Please note that staff members are often busy throughout the day so you may be asked to wait for a call back at a more convenient time.

Query	Who to contact
The first contact for any concerns about your child (e.g. how your child is settling in to Year 7)	Contact your child's form tutor (see emails on page 7)
Concerns around your child's progress	Contact either: - Mr Carter: carter_t@trinityhigh.com - TBC
Concerns around your child's progress in a specific subject	Email your child's form tutor who will then forward this on to the relevant subject teacher
Reporting your child's absence	Call 0161 212 1902 before 8:30am - You may also send a message via the My Ed app
Informing school of your child having any medical conditions	Email Miss Laming (Student Services Manager): laming_a@trinityhigh.com
Questions about Special Educational Needs support	Contact Suzanne Brooks: brooks_s@trinityhigh.com OR Contact Helen Peace: peace_h@trinityhigh.com
Safeguarding concerns	Contact either: - Miss Baxendale: baxendale_a@trinityhigh.com - Mrs Whitehouse: whitehouse_d@trinityhigh.com - Mrs Naz Ali: ali_a1@trinityhigh.com
Any other queries	Call main reception on 0161 212 1900 or email office@trinityhigh.com

The Curriculum

On your child's first day at Trinity they will be given a timetable for their lessons, an example of which is shown below:

	08:30	09:00	10:00	Break	11:20	Lunch	13:05	14:05
Monday A	Reg Miss E Wilson EN7	Business & Computing Mr A Worth IT3	Humanities Ms A Ellison RE4		English Ms M Tahir LRB		Science Ms R Dunn SC2	Humanities Ms A Ellison HI3
Tuesday A	Reg Miss E Wilson EN7	Mathematics Ms H Rimmer EN1	Physical Education Ms H Langford PE5		Humanities Ms A Ellison GE1		English Ms M Tahir GP2	Science Ms R Dunn SC2
Wednesday A	Reg Miss E Wilson EN7	Mathematics Ms H Rimmer MA4	Engineering Mrs J Galway DT7		Art Mr S Tran AR1		Humanities Ms A Ellison GE1	Business & Computing Mr A Worth IT3
Thursday A	Reg Miss E Wilson EN7	Engineering Mrs J Galway DT7	English Ms M Tahir GP2		Physical Education Ms H Langford PE5		English Miss E Wilson GP2	Mathematics Ms H Rimmer MA4
Friday A	Reg Miss E Wilson EN7	Spanish Miss K Walker IT2	Drama Ms A Kirby DRS		Music Mrs C Simms MU3		Mathematics Ms H Rimmer MA4	Spanish Miss K Walker ML5
Monday B	Reg Miss E Wilson EN7	Science Ms R Dunn SC2	Art Mr S Tran AR1		Physical Education Ms H Langford PE5		Mathematics Ms H Rimmer MA4	Business & Computing Mr A Worth IT3
Tuesday B	Reg Miss E Wilson EN7	Humanities Ms A Ellison RE5	English Ms M Tahir GP1		Physical Education Ms H Langford PE5		Engineering Mrs J Galway DT7	English Miss E Wilson GP2
Wednesday B	Reg Miss E Wilson EN7	Science Ms R Dunn SC2	Humanities Ms A Ellison RE4		Mathematics Ms H Rimmer MA4		Spanish Miss K Walker ML5	Humanities Mr D Westmoreland RE4
Thursday B	Reg Miss E Wilson EN7	Mathematics Ms H Rimmer MA4	Humanities Ms A Ellison HI2		Engineering Mrs J Galway DT7		Spanish Miss K Walker ML5	English Miss E Wilson GP2
Friday B	Reg Miss E Wilson EN7	Music Mrs C Simms MU3	Drama Ms A Kirby DRS		Humanities Mr K Rogers RE4		Humanities Ms A Ellison HI1	Science Mr S Cann SC5

At Trinity, we work on a two-week rolling timetable with 'Week A' and 'Week B'. Every school day has the same format, i.e. length of lessons, break and lunch times.

Our School Day –

Students may come into school from 7:45am onwards, although they should not go to their form room until 8:25 am. The day is as follows:

8:30 am	Registration, worship, tutorial time
9:00 am	Period 1
10:00 am	Period 2
10:45 am	Break
11:15am	Return to lessons
11:20 am	Period 3
12:10 pm	Lunch for Years 7 & 10
1:00pm	Return to lesson
1:05-2:05 pm	Period 4
2:05 pm	Period 5
3:10 pm	Earliest dismissal
3:30pm	Students only on site if taking part in an activity supervised by staff
4:30pm	All students off site



All students must stay on the school premises throughout the school day.

This ensures that students are safe and accounted for at all times.

Please find our interactive map on the school website to help students familiarise themselves with the building.

Homework –

All students will be set homework and all types of homework are equally important. In the first fortnight, students will be given a **homework timetable** which lists times for homework. Homework for up to two subjects is set each day. Children should spend about half an hour on each piece of homework.

Teachers will set homework using the Satchel One. Satchel One is an online system which will allow students and parents to view every piece of homework that is set. Satchel One can be accessed through a browser <https://www.satchelone.com/login> or via an app which can be downloaded onto your phone. Students will have their own account, but parents are advised to register for a parent account to enable them to keep track of their child's homework deadlines. In September you will receive a PIN code which will allow you to login and view your child's homework. You will be able to encourage your child to complete homework and check that the homework has been handed in.

Each student can also download the app onto their phone and once they receive a school email in September, they will be able to see all their homework. The app will also provide 'push notifications' which will remind students and parents about deadlines.

A calendar of all homework set in school is also available on the school website through the Satchel One link at the top of the page or under parent/school links. This however is not personalised to your child.

Not all homework will be written, students may be asked to learn facts, do some reading or find out extra information about a topic. Some homework may be required to be done online. If any child does not have a computer at home, they are welcome to make use of the ICT facilities in our Learning Resource Base before or after school.



satchel:
one

Information about Subjects Taught

Detailed information about what is taught in each term can be found on our website under the parents section – curriculum.

In Year 7, your child will take part in 13 different subjects over each fortnight and have a different teacher for each subject. If you have any concerns about your child in one of these subjects you should contact the teacher or the relevant Head of Department, details of which are given below:

Art

Students have Art lessons twice a fortnight and are taught in form groups.

The Head of Art is Ms Hutchinson. If you have any concerns about your child in this area of the curriculum you can email her on hutchinson_c@trinityhigh.com or telephone the school.

Also teaching in this department is:

Mr Tran



- Art from our Year 11 students: Malika Carrington-McCarthy (left) and Miles Hunter (right).

Business and Computing

Students have Business and Computing lessons 3 times a fortnight.

Students work with a team of teachers on courses specifically designed to encourage the use of all the available resources in school and the internet and will make use of these skills to develop an understanding of Computational Thinking skills and Business.

In Year 7, students take part in a wide range of learning experiences from practical investigations to creative tasks, all of which are designed to develop their digital literacy.

The Head of Business and Computing is Mr Sinnott. If you have any concerns about your child in this area of the curriculum you can email him on sinnott_d@trinityhigh.com or telephone the school.

Also teaching in this department are:

Mrs Ashraf
Mr Murray
Mr Pringle
Ms Ripley
Mr Appleton



Drama

Students have Drama lessons twice a fortnight and are taught in form groups.

Mrs Kirby leads the Drama Department. If you have any concerns about your child in this area of the curriculum you can email Mrs Kirby on kirby_a@trinityhigh.com or telephone the school.

Also teaching in this department is:

Ms Tattum



Engineering and Food

Students have Engineering lessons 3 times a fortnight. They spend 12 weeks at a time studying a particular aspect of Engineering with a specialist teacher. Form groups are 'broken up' in these lessons and children are taught in groups of approximately 20.

The Head of KS3 Engineering is Mr Barnes. If you have any concerns about your child in this area of the curriculum you can email him on **barnes_p@trinityhigh.com** or telephone the school.

Also teaching in this department are:

Mr Halliday
Mrs James
Mrs Uzoigwe
Ms Catterall
Mr Duckworth

Course Director: KS4 Engineering
Course Director: KS5 Engineering
Course Director: Food Technology
Food Technology
Engineering



English

Students have English lessons 8 times a fortnight and are taught in their form groups.

The Head of English is Mr Stoker. If you have any concerns about your child in this area of the curriculum you can email him on **Stoker_d@trinityhigh.com** or telephone the school.

Also teaching in this department are:

Mrs Grinsell: Assistant Head of English (KS3)

Mrs Smith: Assistant Head of English (KS4)

Ms Ali

Ms Boulton

Ms Kirkham

Ms Tahir

Miss Haddad

Ms Latham

Miss Burton

Ms Conquest

Miss Shaw



Combined Humanities: History, Geography, Religious Education and PSHCE

Year 7 forms will be taught History, Geography, RE and PSHCE as a combined course by a single teacher. Students have 3 lessons each of History, Geography and RE and 1 lesson of PSHCE a fortnight.

The course is co-ordinated by Miss Shorrocks (Geography), Mr Pritchard (History) and Mrs Ellison (RE). If you have any concerns about your child in the specific subjects you can telephone the school or email the subject leads (information below):

Head of History: Mrs Wright –
wright_s@trinityhigh.com

Head of Geography: Mr Stockley –
stockley_m@trinityhigh.com

Head of R.E – Miss Bansal –
bansal_n@trinityhigh.com



Mathematics –

Students have Mathematics lessons 7 times a fortnight. For Mathematics lessons, students are required to have a scientific calculator. The recommended model is the Casio FX-83GTX. Whilst protractors and compasses are not compulsory; it is beneficial for students to have them.

The Head of Mathematics is Mr Scott. If you have any concerns about your child in this area of the curriculum you can email him on scott_m@trinityhigh.com or telephone the school.

Also teaching in this department are:

Rev. Dr. Birkinshaw

Mr Zamir

Mrs Farndon

Ms Holdcroft

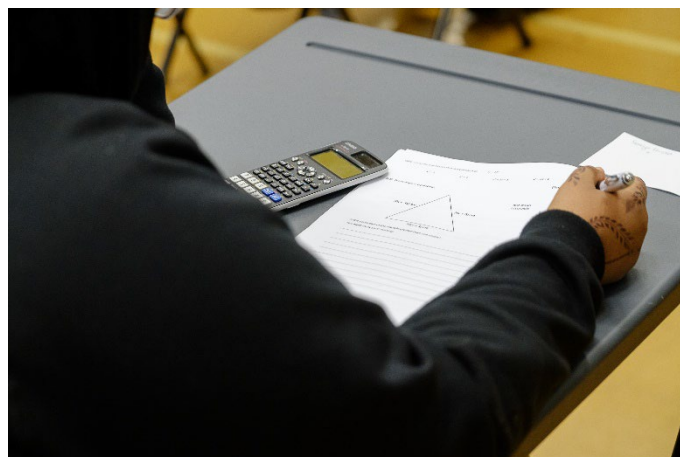
Mrs Griffiths

Miss Williams

Miss O’Kell

Miss Clarke

Miss Begum



Mrs Lane

Assistant Head of Mathematics: KS3

Ms Carter

Assistant Head of Mathematics: KS4 and 5

Mr Barton

Course Director: KS5

Dr Chard

Deputy Head: Curriculum Development, Academic Standards and Progress

Modern Foreign Languages

Students have Modern Foreign Language lessons 4 times a fortnight and are taught in form groups in Year 7. Students will either study French or Spanish. No changes can be made to this in Years 8 to 11.

The Head of Modern Foreign Languages is Ms Cartagena. If you have any concerns about your child in this area of the curriculum you can email her on Cartagena_e@trinityhigh.com or telephone the school.



Also teaching in this department are:

Mrs Scenini

Course Director: Spanish

Mrs Walker

Mrs Knight

Mrs Jones

Music

Students have Music lessons twice a fortnight and are taught in half form groups (approximately 15 students). Students learn to develop performance and composition skills and listen to a variety of musical genres.

The Head of Music is Mrs Madden. If you have any concerns about your child in this area of the curriculum you can email her on madden_k@trinityhigh.com or telephone the school.

Also teaching in this department are:

Mr Cater
Ms Nuttall
Mrs Simms



Physical Education

All students take part in 2 lessons of PE each week and are taught in single sex classes. In Year 7 students will be taught a range of different games including netball, football, basketball, badminton, cricket and rounders. As well as gymnastics, dance, athletics and orienteering. Students may only be excused from PE lessons on medical grounds with a written request from parents. If students are excused from participating in a P.E. lesson, they are still to bring and change into their P.E. kit unless they have a serious injury restricting them from getting undressed i.e., they are on crutches or in plaster



All students **must wear the compulsory PE kit detailed on page 6** for their PE lessons.

The Head of PE is Mrs Barrett. If you have any concerns about your child in this area of the curriculum you can email her on barrett_s@trinityhigh.com or telephone the school.

Also teaching in this department are:

Mr Shaw (Assistant head of PE)
Miss Baxendale
Ms Langford
Mr Westmoreland
Mr Dootson
Mr O'Connor

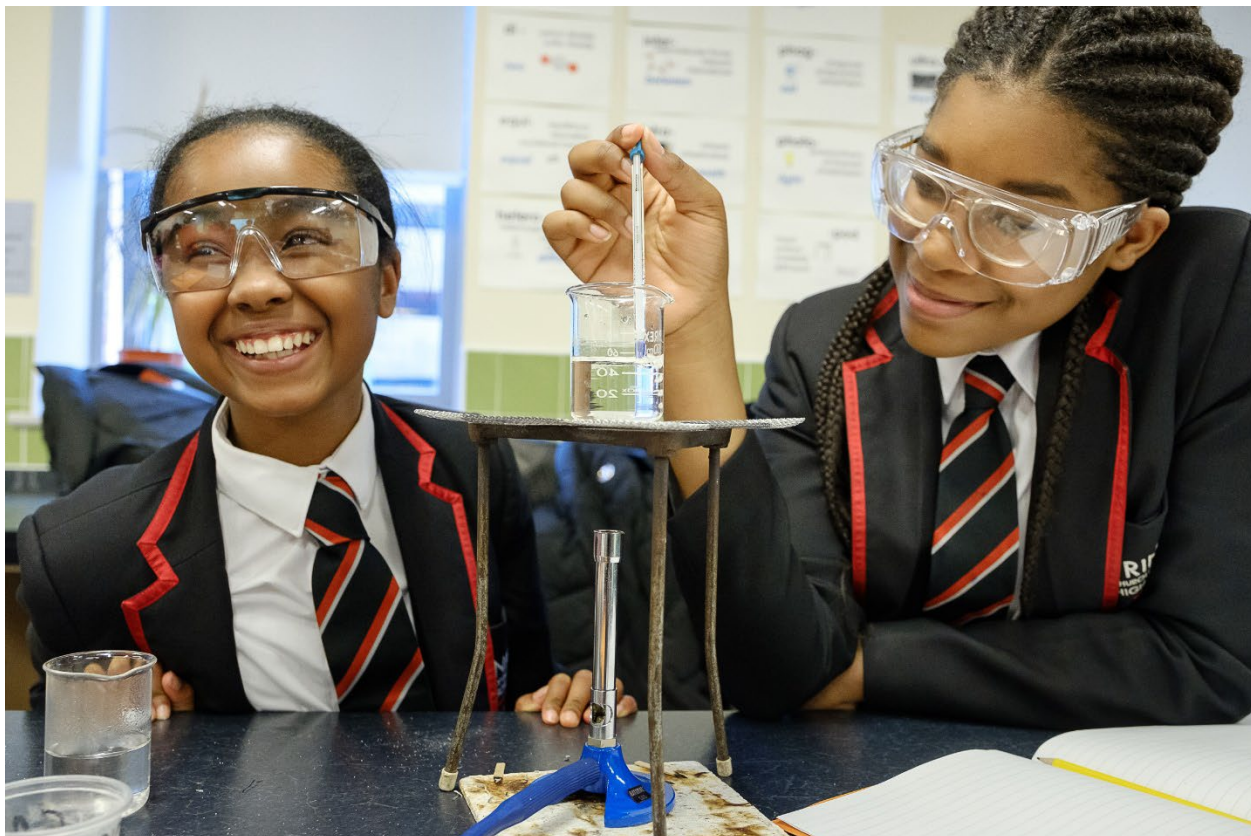
Science

Students have Science lessons 5 times a fortnight at KS3 and are taught in form groups. At KS4 we offer a Separate Science route or Combined Science. At KS5 we offer A-Level Biology, Chemistry and Physics and BTEC Level 3 Applied Science.

The Head of Science is Ms Dunn. If you have any concerns about your child in this area of the curriculum you can email her on dunn_r@trinityhigh.com or telephone the school.

Other teachers in this department are:

Ms Holt	Assistant Head of Science
Ms Walker	Course Director KS3
Dr Garg	KS5 A-Level Science Course Director
Ms DeMaine	KS5 Applied Science Course Director
Mr Cann	Assistant Head: Head of Upper School
Mr Johnson	Assistant Head: Director of Studies
Dr Alnuamaani	Senior Tutor KS5
Mr Kirsten	Duke of Edinburgh Award Leader
Ms Russell	Lead Practitioner
Mr Davis	
Ms Baker	
Dr O'Brien	
Dr Lace	
Ms Kirkman	
Mr Cotterall	



Special Educational Needs

A dedicated team supports children at Trinity who have special educational needs working closely with parents/carers and other appropriate external agencies. Should you wish to contact them you can do so by email or by telephoning the school:

Mrs Brooks	SENCO	brooks_s@trinityhigh.com
Ms Baranski	Deputy SENCO	baranski_l@trinityhigh.com
Miss Whittam	Assistant SENCO	whittam_k@trinityhigh.com
Miss Fidler	(Dyslexia Specialist)	fidler_h@trinityhigh.com
Ms Peace	SENCO	peace_h@trinityhigh.com
Mr Worsley	Assistant SENCO	worsley_s@trinityhigh.com

A team of teaching assistants support students both in and out of lessons.



Extra-Curricular Activities

The development and provision of extra-curricular activities is part of the Trinity way of life. Our Learning Resource Base is open before and after school and at lunchtimes for students to use. There, not only can pupils use the ICT facilities on offer, but they can read, play chess and chat to their friends. Our team of pastoral tutors runs a homework club in the Learning Resource Base every afternoon until 4.30pm where staff are 'on hand' to offer support to students with coursework, homework or even revision.

Opportunities for out of school activities are increasing all the time. Please encourage your child to join in. Here is some information about many of the activities that Year 7 students have been involved in during the past year...

Music Extra Curricular Activities

There are a wide range of exciting musical and dramatic opportunities at Trinity. Small group music tuition is available to all - we work with expert freelance and One Education music tutors to provide lessons in orchestral instruments, voice, drums, piano, guitar, bass guitar and steel pans. Lessons are provided for all and for all instruments (except piano, which is paid-for) we simply request a voluntary financial contribution to increase access and ensure there is no waiting list. We currently have 400 children learning an instrument! Look out for the online booking link which will be emailed round to all families in the first week of each term so that your child can sign up.

There is a strong tradition of ensemble music-making at Trinity, with a vibrant Orchestra, Stage Band, Choir, Gospel Choir and Year 7 Singing Group, as well as many smaller groups. Our ensembles perform a diverse concert programme throughout the year including our *Christmas Service* at Manchester Cathedral and *Anniversary Concert* at the Royal Northern College of Music. We are regularly invited to perform at prestigious events across the city and beyond. We are even travelling to perform a Concert Tour in Holland in 2023 with over 50 students!

The Music and Drama departments have very close links here at Trinity and in 2022 we put on a wonderful musical production of *The School of Rock* with over 100 performers, singing, dancing, acting, playing in the band and assisting with technical aspects. The musical production alternates biennially with a dramatic play. Most recently, many students were involved in a moving production of *Peter Pan and Wendy* which showcased the drama department at its very best, as well as previous productions of *Beauty and the Beast*, *The Wizard of Oz*, *A Midsummer Night's Dream* and *Treasure Island*. The Drama Department also provides a range of fantastic lunchtime and after-school Drama sessions, including Year 7 Drama Club which put on a stunning performance of *A Christmas Carol* in December 2021.

We hope your child will embrace every opportunity to perform at Trinity, whether that be singing, acting or playing an instrument, there is something for you.



PE Extra-Curricular Activities

We are widely regarded as one of Manchester's leading PE departments for delivering high quality PE and extra-curricular sport. In 2018-2019 we were rated within the top 100 schools in the country for school sport.

This year, we have continued to keep some extra-curricular clubs running despite the covid restrictions and lack of competitions available with Manchester schools.



Our most notable achievements from recent years include:

- Year 7 Girls Cross Country Team won the Manchester Cross Country Championships
- Year 8 & 9 Girls Cross Country Team came second in the Manchester Cross Country Championships
- Year 8 & 9 Boys Cross Country Team came third in the Manchester Cross Country Championships
- Ks4 Girls Badminton team won the Manchester Schools competition.
- U14 Boys Basketball team won the Manchester Schools competition.
- U14 Girls Basketball team came second in the Manchester Schools competition.
- U16 Girls Basketball team won the Manchester Schools competition.
- U14 Girls basketball team were still in the England Basketball National Schools competition, final 8 of the country as we closed for COVID -19.
- U16 Girls basketball team were still in the England Basketball National Schools competition, final 8 of the country as we closed for COVID -19.
- U13 Boys Handball team finished second in the Manchester Schools competition.
- U15 Girls Handball team won the Manchester Schools competition and qualified for the County Handball Championships as we closed for COVID -19.
- U16 Girls football team won the Manchester Schools Football League.
- U16 Girls qualified for the final of the Manchester Cup (They have won this competition for the previous 4 years) as we closed for COVID -19
- U16 Boys Football team won the Manchester City Community Cup.

Extra-curricular sports clubs run regularly after school and can be signed up for at different times of the year, they include:

Athletics	Basketball	Badminton	Cricket
Dance	Football	Hockey	Netball
Rounders	Rugby	Swimming	Trampolining
Table Tennis	Tennis		

Other Extra Curricular Activities

If your child is not musical, dramatic or sporty then there are always other opportunities for them to make friends and 'join in' at Trinity! Many children take part in the following activities each week:

Science Club	Film Club	Camera club	Chess Club
Christian Union	RE Think Café	DJ Club	Christmas Biscuit Making
Homework Club	Foreign Film Club	Gardening Club	We Write Workshop

School clubs will be put in the daily bulletin with details on how students can access them.

As your child progresses through the school, other opportunities for them to be active at Trinity will arise. Many of our older students successfully participate in our thriving Duke of Edinburgh's Award Scheme, offered in the first instance to Year 9 students.

Through the House System, there are many competitions that students can take part in. The annual 'Spelling Bee', 'Trinity's Biggest Brain' and 'Countdown' competitions are keenly fought over by staff and students. 'Trinity's Got Talent' is another 'must see' event. And, for the more active, there are a whole host of interform sporting competitions each year.

Students have the opportunity to gain 'Trinity Credits' for participating in the life of school such as involving themselves in music, sport, charity work and helping others. These credits can be exchanged for prizes and also count towards the House Championship.

There really is no reason why children should not embrace themselves in more than simply being at Trinity for lessons. The opportunities outside of the curriculum are endless and we hope that all children will find at least one way to get involved.



Extended Curriculum

Activities Week

Every year we suspend the timetable for a week in July for Years 7–9 to engage in an Activities Week at the time when Year 10 are on Work Experience and Year 11 have already left.

- Year 7 will experience many forms of art, dance, music and drama as they participate in an 'Expressive Arts Week'.
- Year 8 will be offered a residential experience in the Peak District, staying at youth hostels and undertaking a variety of outdoor pursuits.
- Year 9 students are involved in business and enterprise activities on site.
- Some Year 9 students will be taking part in "Maths Week", which allows them to explore where Maths is used every day in the real world.

School Trips

As well as the opportunities available to students during activities week, a variety of day trips are arranged throughout the year as part of each student's total experience of school life. It has become customary for all such non-residential trips to be supported by Trinity Church of England High School.

There are also other opportunities open to students. These include a ski course held each year, the Duke of Edinburgh's Award Scheme expeditions and concert tours with the music department. As our international links have grown, so too have the opportunities for students to go abroad and visit children in other schools in France and Spain.

Trinity Church of England High School Charitable Trust

The Charitable Trust was established in 1988 and its main roles are to help the school enrich the educational experience of all our students by financially supporting some daytime curriculum visits.

We would be very grateful if parents would contribute to this Trust by donating however much they feel that they can. If you do make a donation, please ensure that you use Gift Aid in order that we can reclaim the income tax from it.



Breakfast, Break and Lunchtime

Breakfast

The school dining room is open for breakfast between 8:00 and 8:25am every day. Cheese on toast, a bacon sandwich or cereal with milk can be very welcome first thing in the morning.

Morning Break

At break time (10:50 to 11:15am) our dining rooms are open offering a wide variety of hot and cold snacks and drinks.

Lunchtime

At lunchtimes, students may either eat their own packed lunch, or purchase food and drink from the dining rooms or from our very popular outdoor servery known as 'The Shack'.

A cafeteria system is used for lunch, and students have a wide choice each day ranging from a main course with vegetables and pudding, to lighter lunches including salad and yogurt. A variety of cakes, biscuits and are baked daily. Halal food is also available. The current price for a substantial school meal is £2.50. Of course, if there were to be an increase, we would notify parents in good time. The majority of 'Meal Deals' can be purchased for this price, for example jerk chicken, rice and peas, home-made biscuit and a fruit drink. In addition, free fruit are included when a full meal is purchased.

Also available are various sandwiches and baguettes, pudding and custard and a different vegetarian dish each day. Assorted drinks, baked potatoes with a choice of toppings, various vegetables and salads can also be purchased each day.

School meals at Trinity are excellent, very popular and we encourage healthy eating and drinking.

If your child has a food allergy or intolerance to certain ingredients such as lactose from milk, it is very important that they inform a member of the catering staff before purchasing food from one of our canteens.

Please note that students cannot leave the school site to purchase food or drinks during the school day.



Student Services

Student Services is based in the Greer building. The Student Services team manage a variety of things in school including first aid & medical care, attendance and punctuality as well as being a main point of contact for both parents and students.

Members of the Student Services team:

- Miss Laming - Student Services Manager
- Miss Mais-Cohen – Student Services Administrator (Student Reception)
- Miss Hooley – Student Services Senior Administrator (Events & Admin)
- Ms Mitchell – Student Services Administrator

Medical conditions

If your child has a medical condition it is essential that school are aware of this. We ask that if students require regular or emergency medication, such as inhalers or EpiPens, that spares are provided for keeping in Student Services as well as students carrying their own. If your child requires pain medication such as paracetamol, please send it in to Student Services in a labelled box making sure that it is within the use by date. No medication can be given to students except with parental permission. However, paracetamol can be left at Student Services if your child suffers from migraines or any other recurring illnesses.

Please keep school up to date with any changes to your child's medical needs and ensure we always have the correct emergency telephone numbers. Miss Laming is the medical contact in school and can be contacted at laming_a@trinityhigh.com.

Medical Area & First Aid

Any student who is unwell or requires first aid should report to Student Services and speak to a member of Student Services staff. Students may only leave the Medical Area with the permission of the Student Services staff.

If a student needs to go home or have hospital treatment, senior staff will be consulted and parental contact will be made.

Lost Property

This is a student, not staff responsibility and valuable items must not be brought into school. In special circumstances, students may ask the Student Services Manager to put an item into the school safe. **All property and clothing must be named** to help identification and any articles that are found should be handed in to Student Services. Money and bus passes must be kept on the person at all times and not left in bags or coat pockets. Any unclaimed items without names will be taken to a charity shop at the end of each half term.

Attendance and Punctuality

Attendance

Children can only learn if they are attending school. Please keep routine appointments such as those to the dentist, doctor, etc. to after-school hours where possible.

Out of School Appointments

Students must sign in and out of school if they arrive or leave at any time other than at the beginning or end of the day. Students needing to leave during the school day must bring in an appointment card or letter as proof of their appointment. The student will then show the letter or card at the Student Reception on the way out of school. The details will be recorded, and the student issued with a permission slip. Students **should** return to school and **must** report back to the Student Reception to return the slip.

Absences

Should your child need to be absent from school please telephone us on **0161 212 1902 before 8:30am, explaining why the absence from school is expected.** You may also send a message via the My Ed app. If your child has been to see a Doctor/Dentist while they have been off, we ask that an appointment card is provided on their return to school. Please note on occasions you may be asked to provide medical evidence for an absence to be authorised.

The school will contact home the same morning whenever a child is absent without notification.

Any absence where school has not been notified of the reason; the reason for absence is unacceptable or medical evidence has not been provided when requested, becomes an **unauthorised absence** and is reported as such.

Penalty Notices issued for unauthorised absences will incur a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 days of the notice being served. Failure to pay a Penalty Notice may result in further statutory action being taken.

Please do not arrange family holidays during term time. Use the fourteen weeks of the year when children do not have to attend school to attend your holidays.

Late Arrival at School

Students must be in their Form Room in time to be registered at 8:30am. If they arrive later than this, they will be signed in as *Late*. If a student is late a second time in the week, they will be issued with a C3 detention. Any further lates that week will also result in a C3 detention.

Persistent and unacceptable lateness will be dealt with. The registers are closed at 9am and students are then marked with an unauthorised late mark for that session. Regular arrival after 9am can lead to Penalty Notices being issued.

Other Useful Information

Calendar

The school's annual calendar is sent out to parents in the first weeks of the new school year in September. We ask that parents' study this carefully so that they are aware of when the many important events that take place during the school year are happening; for example, parents' consultations. Holiday dates for the academic year 2023-2024 are also included on the back of this handbook and on the school website.

Careers Education, advice and guidance:

At school all students are provided with a range of experiences to enable them to make well informed decisions about their next steps especially through transitional stages. Careers education, information, advice and guidance (CEIAG) is the provision of high quality, comprehensive and up to date information and guidance that enables individuals to make well informed, realistic decisions and affect transition on to the next step in learning or training. We are committed to providing impartial, relevant, appropriate and timely information, support and guidance for all students as they progress through the transition key stages.

Careers education is delivered to every year group during specific timetabled sessions through the use of 'Unifrog'; a destinations platform providing detailed information on Labor Market information, college courses, university courses, apprenticeship and FE courses in the UK. This learning is supported by an assembly programme which profiles aspects of careers and transition planning. Careers information is signposted in libraries, on digital displays throughout school and via the school website. Students gain further insights into careers via dedicated form time activities including 'Career of the Fortnight' with all highlighted careers coming from student requests and careers links are made during timetabled lessons. Careers- focused enrichment activities across the year groups provide students with the opportunities to develop their understanding of their own skills and interests and how these might be applied to career areas of interest. The school prioritises work experience as a valuable way of learning about work through work place experiences and all Year 10 and Year 12 students spend one week on placement. Year 11 and 13 students also take part in a Mock Interview day. Year 12 and 13 also have the opportunity to experience the world of work through the volunteering scheme which is part of the enrichment programme. Every year we hold a main school careers fair in the spring term, with sixth form students having a dedicated careers week every autumn term. Students have the opportunity later in their school experience to have dedicated one-to-one interviews with our impartial careers adviser, who also provides dedicated advice and guidance on GCSE and A-Level result days. In December 2022 we received the 'Quality in Careers Standard' award in recognition of the careers programme on offer at Trinity.

Chaplaincy

Reverend Dr Steve Birkinshaw is our School Chaplain. He supports students and staff exploring and developing faith in a safe, relevant and encouraging environment, and helps us celebrate what it means to be a faith community with a Christian ethos.

The Chaplain offers several connection points throughout the life of the school:

- Involvement in Acts of Worship, weekly Christian Unions, monthly Eucharists (attendance is on a voluntary basis), informal counselling, a spiritually reflective thought for the week, spiritual retreats, and a variety of special events in school and around Manchester.

Students will see Reverend Dr Birkinshaw around the school, in Acts of Worship and teaching Maths. When not teaching he is located in the School Chapel which is near the main entrance to the school and is open to students for silent reflection. Please email birkinshaw_s@trinityhigh.com if you wish to contact him.

Trinity Together

'Trinity Together' is our way of putting into practice our school's vision and values. As a Church of England academy are founded in the words of Jesus in Matthew Ch 22, v 37-40 and John Ch 10 v10, and Christian virtues of faith, hope and love underpin the life of the academy and can be seen in the way we speak, listen, interact, resolve situations and can be evidenced in the day to day life of the school.



Trinity Together serves as the instrument through which our vision is realised. Trinity Together has five values: Living Hope; Being Inclusive and Accepting; Celebrating Diversity; Feeling Safe and Secure; Having Empathy and Compassion. As well as in being evident in our everyday relationships, learning and character, Trinity Together can be seen expressed throughout our worship in assemblies and through special foci, e.g.

Black History Month, Mental Health Awareness Week, Disability Awareness Week, LGBT+ History Month, International Women's Day and World Environment Day.

Trinity Together is led by our Chaplain,
Revd Dr Steve Birkinshaw

'Cashless' System:

Trinity is a cashless school. We will only be able to accept cash payments in an emergency situation, and we are unable to accept any payment by cheque. This means that all payments for lunch, school trips, music lessons etc. are to be paid using your child's ParentPay account. You will receive your log on details over the summer. If you have any questions about your ParentPay account please email **parentpay@trinityhigh.com**. ParentPay is a convenient and efficient system enabling parents to monitor what their children are eating and how much money they are spending. Students purchase meals using their finger pattern and money is deducted from their 'account'. This works using a biometric system whereby a child's finger pattern is taken on their visit days.

Child Protection Procedures

Due to having day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse such as changes in behaviour or failure to thrive. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required to report their concerns to the Children's Services Department immediately as part of local Child Protection Procedures. Our child protection team is led by Miss Baxendale, our designated safeguarding lead. Please email **baxendale_a@trinityhigh.com** if you want to contact her.

Communication & School App

Communication between home and school is most important. As well as written communications, there will be consultation meetings when parents and staff will be able to discuss students' progress.

The school uses two apps for your phone called "MyEd" and "Class Charts" (see next page for more information). It is vital that you download these apps so the school can communicate effectively with you and you receive important messages sent from school. You can also view your child's attendance, behaviour and achievements in school as well as send free in app messages to school. Please search in your phone's App Store and register using the same name/number/email that you have provided for your child's records.

Parents are always welcome to contact the school and make an appointment to discuss a specific matter. If you wish to see a member of staff, it is necessary to make an appointment. Members of staff are rarely free to respond to an unarranged visit. Given the range of events involving parents in the evenings, there are often opportunities for parents to see the Head or other staff on these occasions.

A Newsletter containing important information about the school is published every Friday. This is available on the school website, by email and Twitter.

Keeping in touch – Class Charts

Class Charts is a system that enables parents to keep track of their child's achievements, attendance, timetable and detentions. We will also use Class Charts to send out notices and announcements to parents too.

It will be a great tool to help you stay in touch on a daily basis while your child is at Trinity.

We encourage all families to sign up to Class Charts.

There is an app for smart phone users and a website for those who don't use a smart phone.

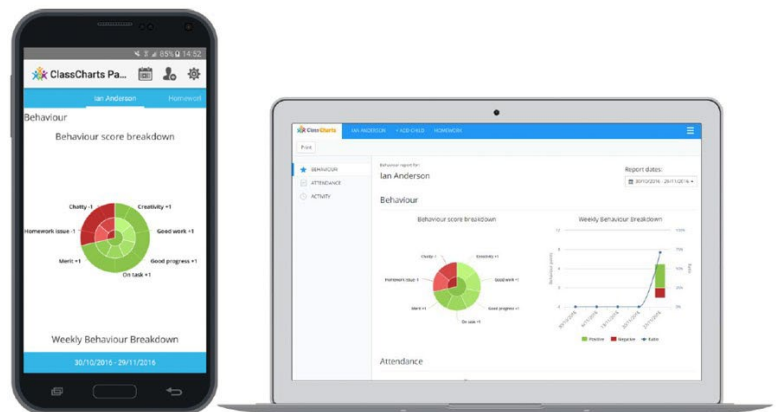
Many parents have already used Class Charts at primary school.

You will be able to continue to use the app with children at different schools too. If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for Parents can be accessed via the website www.classcharts.com.

At the start of term all parents will be given a Parent PIN at the start of term which will look similar to the example below.

ABC123



This code is used to set up an account.

We will provide parents with more detailed information at the start of term.

Discipline

We have a range of sanctions in order to respond to instances of misbehaviour.

The official end of the school day is 10 minutes after the earliest dismissal time. This allows time for any detentions on the day of a misdemeanour if they become necessary.

The school operates a 'C' system. C1 and C2 are warnings to give a student the opportunity to stop any poor behaviour. If a student doesn't respond they will be given a C3 which is a one hour detention on the following day. Parents will be informed. If a student is removed from a lesson, then a C4 will be issued; this may lead to a C3 detention.

In more serious situations a C5 may be issued which is an internal fixed term exclusion which takes place in the Learning Support Unit.

Where a young person's progress or conduct gives rise to repeated concern, a daily report system will be used, and parents will be contacted to support the process.

If it is necessary for parents to visit the school concerning a behavioural matter, then the appointment will have to be at a time when the relevant staff are available.

Expectations

Included at the end of this booklet is our Code of Conduct. This can be best summarised as follows:

- Students are expected to behave with courtesy and consideration, and to act responsibly at all times;
- The same standards are expected in the classroom, on the corridors, in the grounds, travelling to and from school, and when in the local neighbourhood;
- Students are expected to take pride in their appearance, consider their demeanour and behave with a high regard for the health and safety of themselves and others.

Insurance

It is advised that parents take out insurance cover for privately owned musical instruments, bicycles or other expensive items including personal music players, phones, cameras, etc. The school cannot accept responsibility for damage or loss of any items such as these.

Key Stage 3 Graduation

At the end of Year 9, students will 'graduate' from Key Stage 3 before they move into Key Stage 4 and start their examination courses in Year 10. During a ceremony in July, students will be awarded a certificate that will recognise the contribution made by pupils in a variety of areas of school life throughout their three years at Trinity.

From the start of Year 7, pupils should ensure that they:

- Work hard to collect Trinity Credits (there are prizes!).
- Take part in activities in school and out of school.
- Make sure they have excellent attendance and punctuality.
- Offer help to others and be responsible.



Marking

Work will be marked on a regular basis. Some work will be marked with a tick to indicate that the teacher is aware of the quality of students' work. Substantial pieces of work will be marked in detail with a comment written below. This comment will outline what the student has done well and any area for development.

Numeracy Leaders

During the first half term, students have the opportunity to be nominated by their form tutor to become a Numeracy Leader. Once selected, they will receive training on how to be an effective Numeracy Leader and will wear a Numeracy Leader badge so they can be identified by Students and Staff.

The role of the Numeracy Leader is primarily to coordinate the various numeracy activities that take place during form time such as the Numeracy Ninjas competition. They are also available to be used during lessons to help with aspects of Numeracy across all areas of the curriculum.

Parental Partnership

Staff are in regular communication with parents via a range of means including termly reports, 'quick notes', letters, phone calls and text messages.

There will also be an opportunity for parents to meet with form tutors within the first half term, details of this will be provided soon.

Please take a look at the school calendar for dates of other parents' meetings.

Tracking & Monitoring Progress

Students will be formally tested each term to assess their progress. This information will be shared with parents. Students will have a clear understanding of how to improve in each subject area and what GCSE result they are on track for. This will be referred to as a student's 'Flight Path'. Our aspiration is that all students will achieve the necessary qualifications to enter Trinity's Sixth Form.

In addition to this, during everyday lessons, teachers give students feedback and students use this to assess their own progress and understand what they need to do to improve. This information is then presented in a report that is sent home at the beginning of each term in order that parents can see how well their child is progressing. During the Progress Review process, students will be asked to reflect upon their progress in each subject area and to set personalised goals.

Travel

Bus Routes

The school is well served by bus routes. Some students may be able to apply for a free school bus pass. Forms are available via the Manchester City Council's website and passport photographs will need to be sent with the application. You are reminded that all children aged 11 and over who are Manchester residents require an **IGO card** to travel at discounted rates. Visit this link to plan your child's bus routes: <https://tfgm.com/>

Car Parking

Parents dropping off and picking up students at school are requested to do so on one of the surrounding roads, not on Higher Cambridge Street. Please observe all parking restrictions and please do not drive into the school grounds.

Students **MUST** use the pedestrian entrances and pedestrian crossings.

Bicycles

Bicycles **MUST not be ridden on site** and must be secured by a padlock in the racks provided. Bright clothing, a luminous band or belt and a cycling helmet should be worn to ensure that students are safe riding bicycles to school.

Valuables and Mobile Phones

Valuable possessions and large sums of money should **not** be brought to school. Most pupils own a mobile device, and in the event of an emergency occurring when a child is travelling to or from school there may be a need for you and your child to contact each other. However, the school accepts no responsibility if a phone/mobile device or earphones are lost or stolen in school. Mobile phones must be switched off and kept in their bag. Students must expect that if they are seen using mobile phones/hand held devices in school they will be confiscated by a member of staff and will be brought to Student Services for the remainder of the day.

Trinity Church of England High School in September 2023

The following subjects are taught in 'state of the art' facilities in the Temple building:

- Science
- Religious Education
- Mathematics
- English
- History
- Geography
- Engineering
- Music
- Drama



The subjects below are taught in the completely modernised and refurbished Greer building:

- Business and Computing
- Art
- Modern Foreign Languages
- Health and Social Care

The Greer Building also hosts our Learning Support Unit, Learning Resource Base and Special Educational Needs facilities.

Physical Education is taught on the Astroturf, in the Sports Centre and in newly developed facilities on the school campus.

The school grounds are fully landscaped and provide areas for recreational play and relaxation.

In September 2016, the state of the art Sixth Form Centre opened.



STUDENT

TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



CODE OF CONDUCT

- We have a positive attitude to staff, each other, our school, our learning and the local community.
- We behave in a co-operative manner at all times.
- We move purposefully and quietly in a calm and safe manner at all times.
- We prepare ourselves fully for learning.

We must uphold this code of conduct
WHEREVER we represent Trinity.

If we don't maintain these expectations
there **WILL** be consequences.

SCHOOL AIM:

"To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world."

Term Time and Holiday Pattern 2023 – 2024

Autumn Term (Term 1) 2023-2024

Staff INSET days (school closed to students)–

Friday 1st and Monday 4th September

Students return – Tuesday 5th September

Staff INSET day (school closed to students)– Friday 29th September

Half term holiday – Monday 23rd October

Students return – Monday 30th October

Occasional days holiday – Friday 24th November

Last day of Term 1 – Friday 22nd December

Christmas holiday – Monday 25th December – Friday 5th January

Winter Term (Term 2) 2024

Students return – Monday 8th January

Half term holiday – Monday 19th February

Students return – Monday 26th February

Last day of Term 2 – Thursday 28th March

Easter holiday – Friday 29th March – Friday 12th April

Spring Term (Term 3) 2024

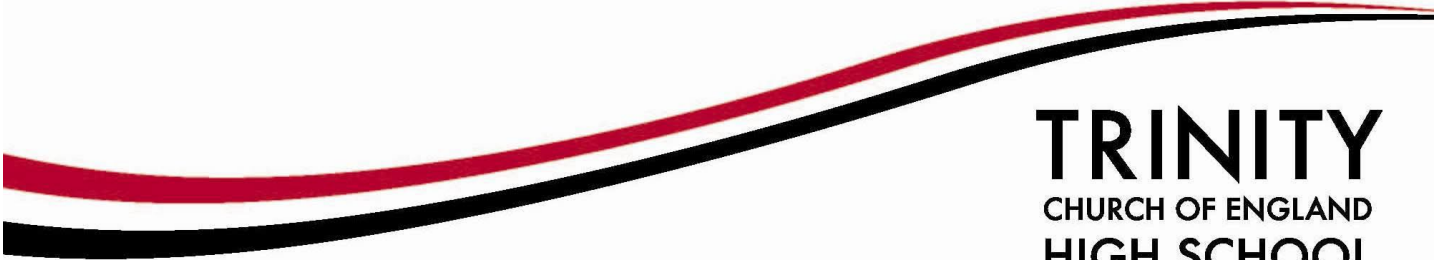
Students return –Monday 15th April

Bank holiday – Monday 6th May

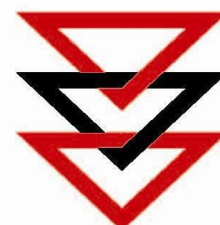
Whitsuntide half term – Monday 27th May – Friday 31st May

Students return – Monday 3rd June

Summer holiday – Begins at the end of the day on Friday 19th July



TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



Faith in the City
Value in People
Excellence in Education

www.TrinityHigh.com