



**Trinity School**

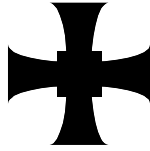
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Headteacher – Mr A Mottershead MA (Oxon)

# **Handbook for Parents, Carers and Students**

***An Alphabetical Guide***

Edition 2012/13



This handbook is for parents and carers whose children are about to join us in Trinity.  
The contents are arranged alphabetically.  
We hope that you find it helpful in getting to know us.

Available to download or view on our website [www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk)

Dear Parents, Carers and Students,

Welcome to Trinity School!

We look forward to a long and friendly association with your family and hope that your child will have a happy and successful education here.

While we are a large school, we seek to treat each person as an individual, and to get to know them well and help them throughout their time in the school. The partnership with you at home is very important to us.

We hope that this guide gives you much of the background and practical information you need.

Please get in touch with us if you want to discuss any aspects of the school as your child joins us and makes his/her way through the school. There is usually someone on the end of the phone, in each House office, and there is always the website and/or email too.

*Alan Mottershead*

Alan Mottershead  
Headteacher



## Academy Status

Trinity School was a Voluntary Aided school from 1 April 1999 until 31 August 2011. From 1 September 2011 we became a Church of England academy. This status strengthens the school's links with Carlisle Cathedral and with the Church of England. A majority of our governors are appointed by our Foundation. The school retains the same independence as an academy as we did as a voluntary aided school. The governing body of the school is the employer of staff, owns the premises and sets the school's Admissions policy.



## Aims of the School

***This school, a Christian foundation, is committed to the provision of good education for all.***

***We strive to do so in the following ways:***

1. To work in partnership with parents, carers and the community to help students to:
  - a. achieve their individual potential;
  - b. develop their curiosity, creativity, knowledge, skills, understanding and appreciation of the world and human achievements;
  - c. develop self-discipline, self-respect and an awareness and respect for moral values and the needs and rights of others;
  - d. understand the society in which they live and the factors which are changing it and to equip them to play a full part in society;
  - e. appreciate that education is a life-long process and to enjoy a rewarding experience which will encourage them to pursue their interests in later life.
2. To develop the skills and potential of the staff of the school.
3. To strive to improve our academic achievements and level of success in all school activities.



## Appointments with Teaching Staff

All of our staff are willing to discuss individual students provided that an arrangement has been made in advance. Because of daily commitments, we cannot promise to see parents/carers who arrive at school unexpectedly.

If you would like to discuss a specific matter in a subject you can contact the teacher directly. If you wish to discuss a general matter with a member of staff, please contact your child's Form Tutor or House office. The Heads of House or House Tutors can liaise with subject teachers and other relevant staff. Mr Lythgoe handles the transfer information from Primary Schools and is in overall charge of Pastoral Care in the 11-16 School.

Please telephone for an appointment, explaining what the issue is. 'Same day' appointments are often possible and we will do all we can to help you. The Pastoral staff are the most easily contacted, but office staff would pass on your message.



## Assemblies

Trinity School has a Church of England foundation and our daily pattern of assemblies reflects our Christian ethos. Our assemblies are usually led by teachers, but local clergy, outside speakers or groups of students may also lead them. The chaplain organises the school's assemblies, which usually happen in Houses. The first assembly of each week establishes the week's theme, which is then continued through Head of House or Year assemblies and form groups.

Parents and carers may exercise their right to withdraw their children from our assemblies and should contact the Head of House. However, we hope that everyone will recognise the importance of our gatherings in establishing our ethos and in allowing the House to meet regularly as part of its identity as a community.



## Attendance Requirements

At Trinity School we believe it is important to encourage good habits of attendance and punctuality. The following procedures are in place:-

### ***Arrival at the beginning of the day***

- All students are expected to be in school by 8.25am each morning.
- Students should be in form rooms by 8.30am ready to be registered by their form teacher.
- Students arriving after 8.50am should the Late Book which is situated in the Main School Reception. Persistent lateness is usually punished by a school detention.

### ***The End of the School Day***

Afternoon School begins with registration in Lesson 4 at 1.05pm for which students must be punctual, afternoon lessons end at 3.15pm.

### ***Absence from School due to illness***

- Students should be absent from school only if they are suffering from a genuine illness.
- It is important that we are told about a student being away on the first day of the absence. A message may be left on **(01228) 403553**.
- On return to school from any absence due to illness the student **must** bring a note from a parent/carer, explaining the reason for and dates of the absence. The planner can be used for this.

### ***Absence from School for Other Reasons***

We realise that there may be other reasons why a student has to be absent from school. On such occasions the school should be informed as soon as possible. The absence must be confirmed by a note when the student returns to school.

Should a student have an unavoidable appointment and need to leave school during the school day, they are required to obtain an "exeat" from a relevant member of staff which will include departure and return times. This can then act as evidence that the student is off the premises with our knowledge and permission. Students should sign out at the Main Reception and sign in again on their return.

### ***Absence from School for Family Holidays***

The Education (Students' Attendance Records) Regulations 1991 allow schools to grant leave of absence to students for an annual holiday in term time **when the holiday cannot be taken at any other time, but only for a maximum of two weeks** in any school year. Nevertheless, we believe that it is important for all students to have uninterrupted education, and we would wish to encourage parents/carers to take their annual holidays during school holidays whenever possible. In particular we would urge that students should not miss the beginning of the school year in September nor in examination times.

There may be modular exams for Years 10, 11, 12 and 13 in November and January. Parents should be aware that there will also be controlled assessments for GCSE courses which occur throughout Years 10 and 11.

Parents/carers must complete a Holiday Form - a **request** for leave of absence - available from Reception, and return it to the school **before** booking the holiday.

### ***Authorised and Unauthorised Absences***

Since August 1991 schools need to distinguish between two types of absence when informing parents/carers. A student's absence will be classed as unauthorised unless the conditions above are met.

### ***Attendance and Our Expectations of Parents/Carers***

Trinity School appreciates the support of parents/carers regarding their children's attendance at school and all lessons. Parents/carers do, of course, have a legal duty to ensure that children attend school regularly until they reach school leaving age.

Attendance and punctuality are carefully monitored. Students who truant or arrive late can expect to be punished by the school and parents/carers will be informed. Parental/carer support is vital at this stage to prevent further problems arising. Therefore, we regularly contact parents/carers on the first day of any absence which has not been notified.

Good attendance records are invariably acknowledged, on the school reports and references, with the best earning attendance certificates.



## **Books and Equipment**

All students need to bring equipment for the day. Pens, pencils, ruler, calculator and rubber are the minimum requirements, with all school items being kept in a suitable school bag.

Students will need an A4 Art Pad, available from the Art Department and a scientific calculator as well as Maths sets. Depending on the students language choice we urge them to buy an appropriate Collins Pocket dictionary, or similar.

The following may also prove useful items which students may like to have for themselves:

English Dictionary

Collins/Longman Secondary School Atlas

Any modern version of the Bible

Coloured pencils, felt tips, glue, sticky tape

Small, inexpensive headphones (such as those supplied with mobile phones/mp3 players) for Music

A compass and a protractor

A folder with plastic wallets to store worksheets and homework

An old large shirt to wear over the uniform is strongly recommended for Art and Science lessons

General items of stationery ie pens, pencils etc are available to purchase from the Main Reception.



## **Bullying**

We believe that all our students have the right to live and work in a positive and safe environment. We recognise that bullying becomes a problem when it is not reported. At Trinity, we strive for a climate of openness and trust, actively encouraging students to tell a member of staff should they feel physically or verbally intimidated at any time or have suffered cyber bullying. We are constantly working to make our procedures more rigorous and effective.

Our Personal Development programme enables us to raise issues relating to friendship, strained relationships and bullying. Form teachers are usually the first to be contacted when there are concerns.

The support of parents/carers is essential in alerting us to problems about which we may be unaware. All such reports are treated seriously and with discretion.



## **Careers Education and Guidance**

Student entitlement is based upon the national framework for Careers Education and Guidance, Work Related Learning, Citizenship, Personal Development and Enterprise Education.

All students will receive a comprehensive CIAG programme which is now an integrated part of the PDV syllabus throughout Years 7 – 11. This offers a variety of activities relating to three key areas:

- Self development
- Career Exploration
- Career Management

Every student has the opportunity to develop their work and employability skills via a programme of planned work related learning activities.

- This includes all Year 10 students taking part in a week-long work experience placement allowing them a valuable insight into the world of work.

In addition and to help broaden the outlook and aspirations of our students they participate in several career based events, including:

- Year 9 ACE Days leading to an informed choice of options in Year 10
- Year 10 Work Ready Days where students develop various skills - in writing letters of application, role playing work based activities and mock interviews with local business partners.
- Year 11 ACE Day – this event is held at the University of Cumbria to support the transition to post 16. It includes a review of mock exam results and individual target setting. Representatives from Further Education and various training providers are also on hand to offer advice and guidance to each student.
- In Year 11 each student has a progression interview with a member of the Senior Management Team.
- Year 11 Apprenticeship Evening – this event is held in school during the National Apprenticeship week, to promote and inform choices available Post 16 and beyond.
- The “Futures For Me” careers conference is where students and parents/carers are invited to gather information from various employers, local businesses, colleges, universities and training providers.



## **Catering services**

Catering at Trinity is managed by Creative Management Services Ltd., who offers a morning break and a lunch time service.

Each morning at Break (11.00am - 11.20am) a catering service operates in both the Carloli Refectory and in the new Dining Hall, selling a wide variety of snacks plus hot and cold drinks. Many students from all year groups enjoy spending part of their break sitting with friends over a drink or a snack.

Each Lunch time (12.20pm- 1.00pm) we offer a full range of lunch time meals available in both dining rooms. In addition, light breakfasts are available in the new dining Hall from 8.00am- 8.25am.

We also provide an additional service in Carloli Refectory for the Sixth Form only. This starts at 9.45am and is open until the end of lunch time.

We do ask that food and drinks are not taken out of the dining rooms, or eaten anywhere else on the premises, in order to minimise litter and spillage. As a Healthy School, please note that canned drinks are banned from school premises and students bringing their own snacks are asked to ensure they conform to our Healthy Eating Policy, which has been drawn up in conjunction with the School Food Trust guidelines.

For further information relating to menus, themed day events, tariffs, etc., please take a look at the school website.



## Cathedral Links

Trinity School's Church of England foundation is associated with Carlisle Cathedral. Members of the Cathedral clergy, including the Dean, are members of the Governing Body, as well as being Appointed Governors.

We use the Cathedral for our special occasions. There is a special service during the first term to welcome Year 7. All Houses will have one service at the Cathedral during the year, and Year 13 students hold a final service as they leave. Trinity School Carol Service usually fills the Cathedral with people and music, and we hope that you will join us for that. Senior Prize Giving also happens in the cathedral.



## Child Protection

Parents and carers should be aware that the school will take any reasonable action to ensure the safety of its students. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the County Child Protection Procedures and inform Social Services of their concern, via senior and House staff. Mr Lythgoe has the responsibility for Child Protection issues in school and is usually the person to decide whether Social Services involvement is appropriate. In his absence, this role passes to the Headteacher.



## Citizenship

At Trinity School, we know that everyone is a unique human being, capable of spiritual, moral, intellectual and physical growth and development.

### ***The Importance of Citizenship***

“Citizenship gives students the knowledge, skills and understanding to play an effective role in society at local, national and international levels. It helps them to become informed, thoughtful and responsible citizens who are aware of their duties and rights. It promotes their spiritual, moral, social and cultural development, making them more self-confident and responsible both in and beyond the classroom. It encourages students to play a helpful part in the life of their schools, neighbourhood, communities and the wider world. It also teaches them about our economy and democratic institutions and values; encourages respect for different national, religious and ethnic identities; and develops students’ ability to reflect on issues and take part in discussions.” Citizenship NC, QCA.

At Trinity School, we are committed to:

- Building the sense of self-value in the individual;
- Enabling all students to express their ideas;
- Developing students’ understanding of their inner and external worlds;
- Preparing all students for independence and security in their adult lives.

Through Citizenship education students should develop the knowledge, skills and understanding as laid out in the QCA NC for KS3 and 4 whilst developing the skills of enquiry and communication and participation and responsible action. Citizenship promotes students’ spiritual, moral, social and cultural development and provides opportunities to practise the key skills of communication, application of number, IT, improving one’s own learning and performance, and solving problems.

Students will be better prepared for adult life by studying topics such as the legal and human rights and responsibilities underpinning society and how they relate to citizens, the diversity of national, regional, religious and ethnic identities in the UK and the need for mutual respect and understanding.

### ***The delivery of Citizenship Education***

Citizenship is delivered:

- In Personal Development lessons;
- Through a variety of curriculum areas including English, Modern Languages, RS, Geography and History.

Students have the opportunity to participate in numerous Citizenship based activities within the School: the School, House and Sixth Form Councils, Youth Parliament elections; organising Charity events; sports teams and matches; visits and trips at home and abroad; clubs and extra curricular activities including music, drama and Duke of Edinburgh Award Scheme.

The Personal Development Co-ordinator and Heads of Department have identified opportunities for Citizenship in their Schemes of Work.

Individual teachers assess the students' work through marking and comments. Records are kept with the Co-ordinator in students' exercise books with an annual report on progress going to parents and carers. Students should be fully involved in assessment of their own progress in this subject above all others.



### **Code of Conduct**

Listed below is a summary of Trinity School's Code of Conduct. It is designed to make the school day pleasant and effective for all concerned:

- 1 All students have the right to learn.
- 2 Teachers have the right to teach.
- 3 Be fully equipped and ready to learn.
- 4 Participate and allow others to listen.
- 5 Cooperate; be polite and kind to others.

All students in Trinity are expected to comply with these guidelines and we look to parents/carers to support us in matters of good manners and civilised, unselfish behaviour. Please also refer to your child's Home School Agreement which we trust you have already read.



### **Complaints**

We hope that your family's association with Trinity School will be a happy one and that you will have no cause to complain about the curriculum offered or the ways in which your daughter or son is being looked after. However, even in the best run establishments, from time to time things do go wrong or concerns are felt. Should you feel the need to make a complaint or express a concern we will do our best to address the issue involved. Established complaints procedures exist but in the first instance it is usually better to consult your child's Head of House. Your concern will then be dealt with and advice given on more formal complaints procedures should the need arise.



### **Correspondence**

If you do not live with your children, but still have parental responsibility, you can request copies of all correspondence to be sent to you. Please let the school know in writing.

## Detention

Detentions after school are one of the sanctions used in Trinity. They are one part of our disciplinary procedures and are used by both pastoral and subject teachers. When a detention is set the student will be presented with an official Detention Slip which will contain:

- Date, time and place of detention;
- A brief explanation of the reason for this action;
- The signature of the teacher concerned.

This slip must be taken home and signed by a parent or carer. Parents/carers will then be expected to support the school's action. The slip ensures also that parents/carers are aware that their child will be late home. The student's responsibility is to arrive at the detention punctually with the signed slip. Failure to attend a detention without genuine reason and prior written notification from a parent is considered to be a serious matter and will lead to further sanctions.

## Drugs Education

Drugs Education is an integral part of the Personal Development programme which is delivered to all year groups. Our approach is to ensure that all students have up to date knowledge about the dangers linked to drugs, smoking and alcohol. Students also receive information on what to do if there is a medical emergency linked to drugs or alcohol and who to contact if they need advice or guidance. Our stance will be that students should never smoke or take drugs and that alcohol should be consumed by adults in moderation.

## Drugs Incidents

Obviously **no** illegal drugs are allowed on school premises at any time. Any student involved in the use of or possession of drugs could be permanently excluded. It is our policy to inform police and parents/carers of any illegal actions involving drugs in school. We aim to keep all members of the school safe and healthy, and a drug-free school is an important part of this.

## Duke of Edinburgh Award

Trinity School has an extensive and well established **DofE** unit with up to 100 students participating each year at Bronze and Gold levels. [Mrs. G. Barker and Mrs C. Ledingham co-ordinate both the Bronze and Gold sections](#); each working with an enthusiastic, highly committed team of staff and friends after school, at weekends, and during holidays to train, supervise and sustain the **DofE**, particularly the expedition section. Ventures on foot using a wide area across the Pennine, Howgill and Lakeland fells whilst expeditions by Canadian canoe using Lakeland and Scottish lochs including a tour of Loch Lomand, have been undertaken at Trinity for over 30 years. Entry into the **DofE** takes place at the start of the Autumn term in Years 10 and 12 but sometimes has to be restricted on the grounds of safety when numbers are too high. Training for the expedition section starts in the Autumn term and continues into the Summer term with practice ventures undertaken at weekends in the period March – May and a rolling qualifying expedition programme is run throughout June and July.

The **DofE** offers students an outstanding opportunity to discover themselves, make new friends and experience adventure as well as give service to others. It also offers the challenge to get fit and learn new skills or improve existing ones – providing they are up to the challenge.

## **Equality**

We emphasise our commitment to ensuring equality for students regardless of ethnic origin, gender or special educational needs. This relates to all aspects of school life. We seek to promote equality of respect and tolerance in the way in which we treat each other as members of this community. The school's Equality policy has been thoroughly revised following the Equality Act (2010). Our first set of objectives has also been published. They are available through our website, or printed copies can be requested.

## **Examination Requirements**

Students are entered for external assessments at appropriate times in each Key Stage.

At Key Stage 3 (Years 7-9) a mixture of optional tests and teacher assessments take place. At Key Stage 4 (Years 10 and 11) GCSE and BTEC qualifications are assessed. At Key Stage 5 (Years 12 and 13), A levels and BTEC qualifications and the CACHE Diploma are assessed.

If at any stage during the exam courses, a student has concerns about the procedures used in assessing the internally marked work for public exams (eg controlled assessments/portfolios/projects), they should see their subject teacher.

When students are entered for external examinations the school gives all possible support. Students are themselves responsible for checking the timetable, arriving in good time and having the right equipment, including calculators when appropriate.

## **Exclusion**

Students who do not respond to other sanctions or who are involved in serious incidents may be excluded from school. We look for the support of parents and carers when this occurs. Students must be kept at home and may not come onto the school premises during an exclusion, nor be in a public place. Very occasionally the Headteacher asks the Governors to exclude a student permanently, for what will always be a serious incident or series of events.

## **Extra Curricular Activities**

Many students take part in activities at lunchtime and after school on a voluntary basis. Currently these include numerous sports practices and team games, dance and gymnastics. Musical groups work most days, including choirs, orchestras and ensembles. Other regular clubs include the Duke of Edinburgh Award Scheme, the Ace Club, the Art Club and the Dance Club, to name but a few.

Taking part in an extra-curricular activity is usually a very good way to make new friends and to develop particular skills. We hope that all parents/carers will encourage their children to take part in at least one such activity.

Students are responsible for informing parents/carers that they will be late home when attending practices, matches or meetings and in normal circumstances students should make their own transport arrangements.



## **Form Groups**

Before students join us in Year Seven there are extensive discussions with primary colleagues and we work hard to ensure that each form has a similar range of ability. Each student will usually be in the same form with at least one other person from the same primary school, unless we feel it is in the student's best interests to be in a form away from former friends. We hope that all students will make the most of a new beginning and extend their circle of friends.

Each form group can normally expect to stay together for the full five years of compulsory schooling. However, despite our best endeavours, sometimes some changes are appropriate and we reserve the right to make minor adjustments in our form groups when there is a particular need. These changes are not lightly undertaken and parents/carers are usually consulted.



## **Free School Meals**

Any parent/carer who is on Income Support or income based Job Seekers Allowance is entitled to claim free school meals for their child(ren).

It therefore helps the school, as well as parents/carers, if all students who are eligible for Free School Meals do register with Cumbria County Council – (even if they decide not to use the allowance).

An application form for Free School Meals can be obtained from the school office or Children's Services, 3 Alfred Street North, Carlisle. Completed applications must be sent to Children's Services, Blencathra House, Tangier Street, Whitehaven, Cumbria, CA28 7UW. Tel 01947506200.



## **Governors**

The School's Governors are listed in the supplement to the Prospectus. The Chairman, appointed in July 2007, is Mr D Brian Armstrong. The Clerk to the Governors can be contacted through the School.



## **Health Matters**

We have a trained nurse and several members of staff with a first aid qualification on duty during the entire school day.

A student who is unwell should approach a teacher who will arrange for him/her to be seen by the nurse. Students may go themselves to the nurse at break or at lunchtime. The nurse deals with most injuries and parents/carers are notified when necessary.

If hospital attention is required the nurse will contact a parent/guardian to arrange this with them. In an emergency situation the nurse will arrange to transfer the student to the Accident and Emergency department at the Cumberland Infirmary and parents/carers will be asked to meet their child there. In all other instances when the nurse considers the health needs of the student necessitate home care, parents/carers or a designated person will be contacted. We do expect that parents/carers will comply with this request, and must point out that the school cannot be held responsible for the subsequent health of the student if this professional advice is not taken. In the best interests of your child we do ask that at least two emergency contact numbers are made available to the school and kept updated so that someone can be contacted swiftly and easily if necessary.

### ***Medication***

If a student needs medication during the school day it should be brought to the nurse labelled with the student's name and form accompanied by a letter giving written instruction of the name and dosage of the medication, the frequency it is to be given and the reason the child is taking it. No medication of any sort can be given without parental permission. The Nurse does issue paracetamol if she has parental permission. Inhalers for asthma should be kept with the student at all times and they should be clearly labelled with the student's name. It is a good idea to lodge a spare inhaler with the nurse. If it is necessary for a student to carry any medication personally for emergency use please discuss this with the nurse so that we can be alert to your child's health needs.

### ***First Aid Equipment and School Excursions***

First Aid boxes are situated in key areas within the school. A basic first aid box always accompanies school excursions for use in emergencies. Parents/carers should ensure that teachers taking students out of school are informed in writing about any specific medical conditions, and any medication needed (other than inhalers for asthma) is given to the teacher in charge with written instructions.

### ***Health Protection***

To protect the health of students we have a firm school rule which forbids smoking, alcoholic drinks and drugs on the school premises. The rule extends to the vicinity of the school and to occasions when students are under the jurisdiction of the school. This includes travelling to school and going home after school. Any pupil bringing drugs into school is likely to be excluded permanently.

### ***Medical Information***

It is important that the school is aware of any medical condition a child has which may affect him or her in school. A medical form is issued to all parents/carers of Year 7 and Year 12 students and to any newcomers throughout the school. The information is kept by the school nurse and is confidential within the school. It is important that the information is kept updated and parents/carers are asked to inform or discuss with the nurse either in writing, by telephone or in person, if there are any changes over the years, or if they have concerns about any aspects of their child's health in school.

### ***Health and Safety***

Occasionally a student is advised by his or her doctor to use crutches around the school. For Health and Safety reasons this must be discussed with the Head of House before the child comes in on crutches and a form, available from the school nurse, must be signed by the parent taking responsibility for this.

### ***School Health Service***

We liaise with the School Health Service via Central Clinic. Year 8 girls will be offered the HPV immunisation to protect against cervical cancer. Diphtheria/Tetanus/Polio immunisations are offered to Year 10 students. The school doctor is available for medical interviews as and when required throughout a student's school career. Follow-up hearing and height and weight checks are continued from Junior school where necessary.



## **Home-School Agreement**

Parents/carers of all incoming students should have seen a copy of our Home-School Agreement which sets out clearly the obligations of school, students and parents/carers to each other. We expect everyone who joins Trinity School to respect this agreement, so that we can work well together.



## Homework

Homework is set to help students with their learning. It is designed to help them understand, develop and use the work that they cover in lesson time. Our main focus is on project style Home Learning tasks.

We are grateful for the support of parents/carers in ensuring that homework is done well. In order to help students organise themselves, they are given student planners in September each year. Students will record homework details in them and parents/carers are expected to check the planner and sign weekly to indicate that they are aware of what homework has been set. Form teachers also monitor student planners, to ensure students are remembering to use them properly.

In Years 7, 8 and 9 some students have problems with organising their homework. To help them they are given a homework timetable each term telling them in which week they will be set homework in each subject. The homework's are often extended pieces of work and can take a number of weeks to complete fully. To help them complete the work a homework club is held at lunchtime in LS5 from Monday to Thursday, and they are free to use the library when not in lessons. In the library students may do their homework together, get assistance with reference materials and use the computers, as well as taking advantage of the quiet studious atmosphere. If a student is ever struggling to complete the work then they should ask for help from the teacher who has set it, as soon as possible, as the aim is for all students to successfully complete the work.

As students get older the type of homework they are set changes. In some subjects like Maths the tasks are normally short and are set over a few days; in other areas like Technology students start to do long projects that can stretch over several months. At this age students should be able to organise their own time and they need to make sure that they do not leave all the work to the last minute.

Queries from parents/carers about homework should normally be addressed in the first instance to the subject teacher.



## House Charities

Major charity work is carried out through the House System. Each House tries to support an International Charity focused in their geographical area. Fundraising takes many forms from copper collections to sponsored events. In the event of a worldwide emergency situation e.g. flood, hurricane, earthquake, famine, all the Houses join together so that the whole school can support in this way. Other charities, for example Comic Relief are also supported following consultation with the School Councils.

No one is obliged to participate or contribute although naturally everyone is encouraged to do so. Through Personal Development work we also try to convey the message that to give time is often more important than to give money.



## House System

The 11-16 School is organised into four houses. Each House will usually contain two forms from each year group and will be led by a Head of House and a House Tutor. Students will be assigned to one of the houses where a Form Tutor will take the day to day responsibility for their welfare and academic progress. Form Tutors will normally remain with their forms for the full five years in the main school, thus ensuring a continuity of care and a sense of stability.

The Form Tutor will also become a familiar face to parents/carers, providing a reassuring point of contact should problems arise.

Mr Lythgoe, the Assistant Headteacher (Pastoral Care), is in overall charge of the House System.



## Inspira

Inspira offer a range of free and confidential services to students aged 13 and over to help them make informed decisions and prepare for their future. This includes access to impartial information, advice and guidance from qualified Personal Advisers. We have Inspira Advisers working in school who are able to offer advice on a range of career, educational and training opportunities for young people in order to assist them in planning their next steps.

We are:

- Friendly
- Supportive
- Professional
- Qualified
- Impartial
- Non judgmental

For further information contact Mrs Rothon, Information, Advice and Guidance Officer.



## Insurance

Trinity School's insurance provides cover for accidents occurring during school time and during school related activities, **but only where the school is found to be negligent**. The school's insurance does **not** cover sports injuries or students' personal belongings, equipment or clothing.

School trips and visits often require additional insurance cover. Any cost of this insurance is included in the overall cost of the trip.

The National Council of Parent Teacher Associations recommends to parents/carers a policy which will cover children at all times - independent of school.

Details of the school policy are available from the school's Business Manager, Mrs Rosary.

## Jewellery

The wearing of jewellery is regarded as unsafe and inappropriate in the school environment. Many accidents and injuries can be caused by jewellery. Consequently students may not wear rings, bracelets or any other jewellery. Girls may wear a single pair of small studs only, one in the lower part of the earlobe. Nose studs are not permitted. No other body jewellery is permissible. Parents/carers should note that all items not in line with this code are likely to be confiscated. The school cannot take responsibility for any item of jewellery which is lost or stolen on the premises.

## Learning Support

The Learning Support (Special Needs) Department, under the leadership of Mrs Sandra Bamber, works with students who need help to achieve their full potential in all areas of the curriculum and at every Key Stage.

Usually our colleagues in primary schools alert us to the needs of individual students and we continue to provide the support which is required, in a variety of ways, which may include support in the classroom and access to small groups. For other students, the need for Learning Support may emerge for the first time during our screening procedures carried out in the Autumn Term of Year 7.

Trinity School is a Strategic Resource for Hearing Impaired students. Trinity is resourced to ensure there is a good acoustic environment for students with a hearing impairment, which is suitable to their needs. This resourced provision may also benefit other students.

For maximum effectiveness we like to work closely with parents/carers, and it is our aim to keep parents/carers fully informed about any Learning Support their child may receive. Mrs Bamber is glad to hear from parents/carers and is happy to make individual appointments whenever necessary.

## Library Facilities

There are two libraries in Trinity which are managed by a committed team led by a qualified librarian. Chapman Library has been purpose-built to serve students of all abilities in Years 7 – 11 and the Carloli Library is for Sixth Form use. Staff are on hand in both libraries to help students find resources and to enable them to make the best possible use of the facilities.

You can access Trinity School Library Online at [www.trinitylibrary.co.uk](http://www.trinitylibrary.co.uk) or follow the link from the library page on the school website. The Library website has three sections to help you to find out all about the library and how to use it, and to help you access quality information online.

### ***Chapman Library***

This is a collection of over 14,000 resources and ICT facilities supporting students' curriculum studies and home learning. It also includes a wide variety of fiction and leisure reading.

The Library is open to all students throughout the school day from 8.15am – 4.30pm, Monday - Thursday and until 3.30pm on Fridays so that they can use it at morning break, lunchtime and after school. Students will be allowed to use the library during lesson times to carry out research and investigations.

All students are automatically enrolled and issued with a card allowing up to 3 books to be borrowed at any one time for a period of 2 weeks.

### ***Carliol Library***

This is a dedicated Sixth Form Resource Centre supporting independent learning by providing access to a broad range of resources and facilities within a practical study environment. We recognise that students have different learning styles and information needs and we seek to provide information sources in both book and non-book mediums.

The library is equipped with 30 laptop computers for use in the library and the Carliol Building.

Students are encouraged to use the library throughout the day, especially during their study periods and therefore it is open from 8.15am to 3.30pm



### **Logo**

Trinity's badge represents St Cuthbert's Cross and underlines our Christian foundation and the school's long association with the Cathedral.



### **Lost Property**

It can be a big challenge for new students to cope with moving to lessons in such a large school, carrying their belongings. Inevitably books and other possessions are sometimes left in classrooms, dining rooms or changing rooms. The student must retrace his or her steps and look for the lost item immediately; to leave things until the same lesson in the following week is very unwise. The chances of retrieving lost property in the same place a week later, in rooms used by hundreds of other students are not high!

Students should ask for help from the appropriate subject teacher, form teacher, and the House staff and should report the loss to the Main School Reception.

Items found in school are sent to Lost Property at Main School Reception. Every effort is made to return named articles to the owner, but students must not depend on this; they are responsible for searching for their own lost property as soon as it is realised that something has been mislaid.

We look for the help of parents/carers in ensuring that all their children's property is labelled clearly with the owner's name. Even small items such as purses and pencil cases should be so marked. Boot bags seem particularly vulnerable, so clear marking of these is especially important. We know that this is a tedious chore, but it does help prevent costly and annoying losses.

### ***Valuables***

Trinity School is not insured for the lost or damaged property of students unless the loss is a result of staff negligence. We urge parents/carers to examine their own insurance arrangements if expensive items are involved. We would discourage students bringing valuable items into school. Such items, including larger sums of money, are in all cases brought into school at the student's own risk but may be given to House staff for safe keeping. No responsibility can be borne by the school for the safe keeping of bicycles (see also under Transport).



## Messages to Students

Parents/carers will appreciate that in a large school where students use rooms in every part of the site for different lessons, it is not easy for us to pass on messages from parents/carers to students during school hours. Our office staff are always helpful but please try to avoid asking us to locate your child to pass on messages or money. It is not our policy to remove students from lessons to receive messages. Important messages are passed on at registration (8.30 am and 1.10 pm). Really urgent matters, naturally, are dealt with as emergencies. In this event it would be most helpful to mention your child's form. Direct communication by mobile phone should be restricted to break and lunchtimes please.



## Mobile Phones

- 1 All mobile phones etc are the responsibility of the student who brings them to school. The school cannot accept any responsibility for their loss, or damage etc.
- 2 Mobile phones etc may **not be used in any lessons** at all. They should be switched off. All staff have a right to expect this, so that learning can take place.
- 3 Mobile phones etc can be used before 8.30 am, at break, at lunchtime, and after school. They should **not be used in between lessons**, as this can make students late for class. This includes headphones/ear-pieces.
- 4 The **photo or video features of mobile phones may never be used in school**. This is to prevent anyone's image being taken against their will or without their knowledge, and it also prevents any videoing of fights etc.
- 5 **It is against the law to have pornographic or violent images on a mobile phone, and it is illegal to send them to any one else**. Staff have the right to take a student's phone to investigate this straightaway. If such images are found, the phone is always given to the police.
- 6 Playing music is for personal use, and it should not be heard from any device inside the school buildings. If it is played outside, then it should not be too loud.
- 7 If a phone etc is being misused, especially in class, then there will be a warning first, and students should put the phone etc away at once without question. If that does not happen, then staff will treat this as disruptive behaviour and send the student to the Quiet Room.
- 8 Students who repeatedly misuse a phone etc will be banned from having it in school for a time.



## Modern Languages

All Year 7 students are given a good introduction to learning languages and to the international dimension.

Students are taught in form groups up until January. They are then setted according to their ability. In year 8 some students will be given the opportunity to start a second language. Courses followed are designed to meet National Curriculum requirements and motivate a wide range of learners. Students are encouraged to be creative and reflective language learners and are constantly challenged and engaged to reach their potential in their language study.

In Year 8 there is the opportunity to take part in a study visit to Normandy, Spain, Venice or the Rhine Valley.

Please note: The National Curriculum for Modern Languages makes it desirable that our students have appropriate language dictionaries and learn how to use them effectively from Year 7 onwards. Since it helps considerably if they all have the same version we recommend the Collins Pocket Dictionary in the New Colour Edition, which could be purchased when final language choices are made.



## **Moodle**

Moodle <http://vle.trinity.cumbria.sch.uk/> is our chosen VLE or 'Virtual Learning Environment'. It enables teachers to take the best aspects of their classroom practice and use an online area to create and transfer educational content and activities into a safe and secure home teaching and learning environment.

Moodle provides access to a wide range of courses and makes use of many innovative features including chat rooms, forums, quizzes, video/images. It is not just a place to access teaching material though; it is a place for students to communicate with teachers and fellow students in a reliable, traceable and protected environment. Students and teachers all have access to the learning platform, allowing them to view and contribute to large amounts of interactive curricular content.



## **Newsletters**

There is a monthly newsletter home from school. It appears on the second Friday of every month and can be viewed on our website [www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk). Twice a year we produce a glossier version, also available to read on the website.



## **Off-Site Movement**

Ours is a very open site and students are to a large extent on trust about staying within our boundaries, though supervision is of course provided. Students in Years 7 - 11 are not to leave the school without the prior request of parents/carers and the permission of a teacher. Year 11 students are, however, given the privilege of leaving the premises at lunch time if they have written permission from their parents/carers.



## **Outdoor Education**

The school seeks to provide residential opportunities for students in Years 7 and 8 in the Lake District, so that they can experience fell-walking, ghyll-scrambling..... We have begun to locate this at the Diocesan Centre at St John's in the Vale. From Year 10 onwards, outdoor education happens through our participation in the Duke of Edinburgh Award Scheme.



## **ParentPay**

As we near the completion date for the Rebuild at Trinity School we have now introduced "Cashless Catering" to our students and staff.

This system was part of our original vision for the new school and will allow us to continue to improve the quality of our catering services in school.

Some of the direct benefits of the new system include reduced queuing time; students on free school meals remain anonymous; a reduction in the amount of cash in school alleviating potential problems of loss, theft or bullying; and a direct tie in to the existing cards students use for the Library, printing and some door access.

If parents choose to take up the on-line payment system (ParentPay) there are many other benefits which are described below.

We are sure you will appreciate the advantages the new system will now offer the parents and students of the school. We will be able to deliver a more efficient, faster service and continue to provide wholesome, healthy and enjoyable meals at low cost.

ParentPay is our preferred method of payment for school meals and has many other benefits.

It is not a requirement for parents to enrol on ParentPay and students are always able to use the revaluer units in school to load credit on their cards.

We would hope that a large majority of parents would enrol with ParentPay given the benefits both to themselves, their children and the school.

Before enrolling, further information can be seen both on the Trinity website and the ParentPay website.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at school, you can merge their accounts to create one login for all your children.

\* \* \*

**Making a payment** is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system.

Once you activate your account you can make online payments straight away.

Once set up you will be able to personalise aspects of your account to, for instance, change the daily limit or obtain a complete list of your child's purchases. In the near future we intend to open up more payment options for events such as trips and instrumental lessons.

We hope you will support us in gaining all the benefits of a cashless school.

You will shortly receive a full pack of information from us in preparation for 11<sup>th</sup> June and this will include a ParentPay activation letter which you may choose to use to set up an account.

There are a number of different ways that credit can be added to the card and these are briefly described below:

1. **Revaluers.** There are a number of these units placed around the school. To credit their card students insert it into the device and then insert coins or notes. The system credits this to their card and shows the total on screen. This can be done at any time during the day.

**ParentPay.** This is our preferred method of payment. Parents set up a secure on-line account and credit money to the card as they choose. There are many extra benefits to using this system as it removes the need for students to carry cash at all, and ensures the students eat meals in school. Parents have full control over their child's account and can view information about their eating habits and also personalise aspects of their spending. We have visited a number of schools in preparation for moving to cashless catering and parents have been very impressed with ParentPay and the facilities it offers parents. We would encourage parents to seriously consider this option and the many extra benefits it brings.

**2. By Phone** Parents can phone school on 403560 and we will accept credit and debit card top ups to student cards.

**3. In Person paying in advance.** We are able to accept cheque or debit/credit card top ups at reception during normal reception hours (8 a.m. to 5 p.m.)

**4. By Cheque** Students can bring cheques to reception **before 11 a.m.** and their account will be credited by lunchtime that day.

For further information on ParentPay please visit [www.parentpay.com](http://www.parentpay.com) where there is a comprehensive Parent advice section with a full list of Frequently Asked Questions.



## **Personal Development**

Students receive one lesson of Personal Development a week. The lessons reinforce SEAL (Social and Emotional Aspects of Learning) and the Every Child Matters Agenda which focuses on 5 outcomes for our students:

- They stay safe
- They enjoy and achieve whilst at Trinity School.
- They make a positive contribution to the School and wider community.
- They achieve economic well-being.
- They are healthy.

Students are also prepared for key events in the school year such as GCSE's and the selection of courses at the end of Year 9.

Personal Development is a subject that enables students to increase their knowledge, skills and understanding of society at local, national and international levels. It enables students to become thoughtful, well informed and responsible individuals and citizens who are fully aware of their duties and rights. Their growth and development as spiritual, moral, intellectual and physical human beings is also nurtured making them more self-confident, respectful and considerate both in and out of the classroom environment



## **Photographs**

Early in the Autumn term at Trinity all Year 7, 9, 11 and 12 students have their photographs taken and a tiny snapshot is retained for our records. Parents/carers are offered the usual package of pictures. There is, of course, no obligation to purchase.



## Physical Education

Winter and Spring Activities:

Rugby Union  
Football  
Hockey  
Dance  
Gymnastics

Badminton  
Volleyball  
Trampolining  
Steps  
Swimming

Health Related Fitness  
Winter running  
Netball  
Basketball  
Table-Tennis

Summer Activities:

Athletics  
Cricket  
Rounders

Short Tennis  
Tennis

Softball  
Volleyball

Students are encouraged to experience a wide range of activities in Years 7-10 and are then able to opt for activities of their choice in Year 11. GCSE Physical Education is offered in Years 10-11, and A Level Physical Education is offered in Years 12-13.

Practices and regular fixtures are held for most activities. These extra-curricular activities are open to all students and the school policy is to encourage as many as possible to become involved. Many students then go on to represent District and County teams. Students are also given the opportunity to compete in schools events which are not necessarily offered during curriculum time.

Students are expected to wear full Trinity kit in all lessons. This kit should be clearly marked with the student's name. Any valuables, such as money and watches, should be handed in to a member of staff at the start of lessons. Showers are available for students when necessary, obviously a towel needs to be brought as part of their PE kit.

If a student is unable to participate for any medical reason a note should be brought from home to explain this. When a student is unable to participate actively they still need to bring PE kit. Sometimes students can be involved in other roles such as acting as an official or coach. Any long term absences should be covered by a letter from a doctor or hospital clinic.



## Problems and Queries

All members of staff, teaching and non-teaching, are involved in caring for the personal and academic welfare of students attending Trinity School. Form Tutors are the first people our students can approach for information or advice, and the School Nurse is always available to offer First Aid and medical assistance.

If a problem cannot be resolved by the Form Tutor, Year/House Tutor or Head of House, then Mr Lythgoe, Assistant Headteacher (Pastoral Care), or a Deputy Headteacher may become involved. Since the senior members of staff also have other major responsibilities please do not refer problems to them without contacting the Head of House first.

For the most serious or extremely confidential problems the Headteacher may need to be involved but background information will be sought from the House Staff before taking any action. If appointments to see the Headteacher are necessary please make them through the Headteacher's PA.

If all else fails, parents/carers may use the official complaints procedure to raise the issue with the Governors. Should this be necessary, please contact the Headteacher for clarification.

We would emphasise that parents/carers should make contact with the school whenever there is cause for concern. The Form Teacher, Year/House Tutor and Head of House can often give clarification, information or reassurance. For our part, we do our best to ensure that parents/carers are kept informed of important developments in relation to individual children. A telephone call from the school, it must be emphasised, will not necessarily herald bad news; often we simply telephone in a spirit of enquiry, seeking clarification ourselves.



## **Punctuality**

All students should be on time for school every day. This means being in their form room at 8.30am (no later) and their teaching room at 1.05pm for registration and for the start of every lesson.



## **Quiet Room**

Despite our best efforts, occasionally a student is a nuisance in a lesson and may prevent other students from learning in a calm and ordered atmosphere. When this occurs, the teacher may send the disruptive student to the Quiet Room, which is a working area supervised by staff.

To be sent to the Quiet Room is a serious matter, and except in unusual circumstances, parents/carers are informed by the Head of House or Head of Department that serious indiscipline has occurred.

We depend on parents/carers to reinforce the message that school is a place for learning, and that anti-social behaviour is unacceptable. Usually one visit to the Quiet Room and its follow up is enough to prevent more serious matters developing.



## **Religious Education**

The provision of Religious Studies lessons is viewed as an important aspect of the school's fulfilment of its educational aims. Moreover, the National Curriculum includes Religious Education as an essential component in a broadly-based curriculum which aims to promote the spiritual, moral, social and cultural development of students.

The Religious Studies Department is staffed by well-qualified teachers, and our scheme of work is particular to our role as a Church of England school. Many lessons are taught in accordance with the Cumbria Agreed Syllabus. In approaching the study of beliefs and values, the aim is to inform, stimulate thought and encourage reflection - not to indoctrinate.

However, parents and carers have a legal right to withdraw their children from Religious Studies lessons and school worship. To exercise this right, parents and carers should contact the Headteacher



## **Reporting to Parents/Carers**

One Parents' Evening is held for each year group every year to discuss students' subject progress. We try to hold them at what we think is the best time of year!

If a member of staff is unavoidably absent on that evening, requests for a report can be made via the form tutor. This will normally be in the form of a telephone call from the subject teacher or may on occasions be a written response.

### **Reports**

Formal written reports on students' progress are sent to parents/carers once each year. These contain a record of achievement and each students Approach to Learning in each subject area. They also refer to extra-curricular activities and students' personal qualities. A reply slip is included which allows parents/carers to comment and should be signed and returned to school. Students are asked to review their own progress too.

The end of Key Stage 3 Levels are communicated to parents/carers in Year Nine and are now all based upon Teacher Assessment.



### **Safeguarding and Security**

The safety and well being of everyone in our school is very important. We have a big city centre site but our students feel safe and are safe. We have CCTV cameras, restricted entrances, staff on duty, walkie talkies..!

Good Risk Assessments are done for school activities on and off site. All our staff and volunteers have been checked through the CRB system.



### **Seclusion**

Seclusion is a sanction that is used when a student appears to be breaking school rules on more than one occasion. Detentions, Quiet Room, warnings etc will generally have been used prior to using Seclusion.

Prior to the time in Seclusion the parent/carer will be informed by letter or telephone.

The time in Seclusion will be spent working quietly, being supervised, and then resuming usual lessons in a better frame of mind.



### **Sex and Relationship Education**

Sex and relationship education in this school aims to provide students with factual knowledge, together with opportunities to consider the development of relationships within a Christian moral framework. The content and delivery of such lessons will be related to the age of the student. Parents/carers who wish to have further information as to what topics will be covered at which age should contact Mrs Shore, who will make this information available.

Parents/carers have the right to withdraw students from sex education lessons, but are requested to discuss the issue with Mrs Shore if they are intending to exercise this right.



### **Specialist School Status**

Trinity School has been a specialist language college for a long time. Changes announced recently mean that the nature of this work is less specific in schools. We place particular emphasis on the importance of our students developing an international view of their school and of themselves. Visits are organised to France, Holland, Germany, Spain, Italy and the USA (not to all places every year!) and the school is part of the British Council's Connecting Classrooms scheme with schools in Uganda.

We also encourage all students to study Modern Foreign Languages to GCSE and to A level. We provide opportunities for adult learners to study languages through Adult Education Carlisle.

We were awarded the European Award for Languages in 2005, and the International School Award in 2008.

## **Transport**

Most students arrive at school on foot. We have a shelter for bicycles, but our site remains an open one. A bicycle brought to school is on the clear understanding that Trinity School cannot accept any responsibility for its safe keeping.

We are asked to remind parents/carers that, if they have not already done so, they should submit an application to the Local Authority for assistance with travel costs for those eligible under the Authority's home-to-school transport policy. Advice on transport matters can be obtained by telephoning 01228 226008, to speak to the LA's transport officer. The LA policy on transport to school is in the process of change.

## **Trips and Visits**

We try to make the most of trip opportunities provided by Cumbria's wonderful countryside. Study visits are made as part of the curriculum for nearly all subject areas.

The range of longer residential study trips is ever widening, and in previous years has included an American exchange as well as trips to Venice (Art), Paris (Business Studies), Holland (Geography) and the Rhine Valley (German). A party of students and staff went to Uganda in Summer 2010.

Staff organising school trips must be informed of any special dietary or medical conditions or requirements. Notification and consent forms are issued with letters detailing the arrangements.

In certain circumstances financial support may be available from the school foundation to help meet the cost of trips and visits. All requests for support will be considered in the strictest confidence. Please contact the Finance Officer, Mrs A Larking, on 01228-403560 for more information.

## **Uniform**

All students in Years 7 to 11 are expected to wear the school uniform and this should be worn throughout each school day, during journeys to and from school and for other formal school events as required. Students in Years 12 and 13 will be expected to adhere to a code of dress which is 'on the smart side of casual.'

We look for the support of parents/carers in ensuring that students adhere to our uniform regulations, despite the assurances that students sometimes give to families that nobody is wearing the uniform except themselves!

From time to time fashions among students emerge which are inappropriate with school uniform. If worn, make up should be subtle. Students are not permitted to dye their hair with any unnatural hair colour e.g. green or pink. Parents/carers who permit their children to do so will be asked to ensure that the dye is reversed back to the original natural colour.

If for some unavoidable reason a student is temporarily unable to wear an item of uniform a note must be brought from a parent/carer. The student will then be issued with a uniform card by the Head of House, House Tutor or Form Tutor, which should then be shown to each subject teacher to explain the unorthodox clothing.

Jewellery should not be worn, for safety and security reasons. However girls are allowed one small pair of stud earrings may be worn by girls in the lower part of the earlobe.

All items of clothing required for the school uniform are listed below:

### **Years 7, 8, 9 and 10**

Pullover - Black v-neck, with school badge, and house coloured flash

White shirt and school tie (for boys)

White shirt or blouse, open-necked style (for girls)

Trousers - Black (in traditional, tailored style.) Girls may wear a black traditional skirt.

Black shoes - no large or high heels.

Although we do not insist on a particular type of outdoor coat we hope parents/carers will try to choose a colour which is both serviceable and in keeping with the rest of the uniform. Students will be expected to wear a coat or jacket, if necessary, and not a different sweatshirt.

### **Year 11**

A black crew neck sweater/sweatshirt with school badge and house coloured flash should be worn, and a tie is no longer required. A smart white polo shirt is acceptable under the sweater.

### **PE Kit for all years**

Plain white round-necked T-shirt for indoors or summer and school rugby top for outdoors or winter.

Plain black shorts (no brand logo)

Plain, long black socks

Trainers

Football boots (boys and girls)

Shin pads are required for hockey and football

Swimming costume

Tracksuits are optional – Plain black track suit top and trousers, these must be plain and not coloured but they must bear the Trinity logo (badge)

Weatherproof top from The Uniform Shop (optional)

Towel

The above items are available from:

The Uniform Shop Ltd, Atlas Works, Denton Holme, Carlisle.

Telephone No. 01228 810555

Shop opening times 9.00 am – 5.00 pm Monday to Saturday



## **Visitors**

All visitors to the school, including parents/carers should report to the Main Reception. They will be asked by the office staff to wear an official visitor's badge so that we can identify any unauthorised entrants and thereby ensure the safety of our students.



## Website

We have a large and varied school website, visit [www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk) for information as well as educational resources, homework, newsletters, forthcoming events and key dates. With a number of photographs and videos, the website also gives you an idea of life in the school in addition to covering the many events and trips in which we participate.

Trinity School has continued to successfully keep abreast with the latest web technologies and has developed an expansive website ([www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk)) an active Virtual Learning Environment ([vle.trinity.cumbria.sch.uk/](http://vle.trinity.cumbria.sch.uk/)) and many more e-learning projects and 'mini-sites'. They are constantly maintained and developed by our Web Developer and provide news, activities and information for both students, parents/carers and the wider community.

We encourage the creative and innovative use of technology through e-learning and provide educational content for home learning and create interactive curriculum resources for use in the classroom.

## What next?

We hope that our school is a busy and happy, vibrant and successful place to be. We are glad that you are joining us and that you will have your contribution to make.

We are committed to pursuing excellence throughout the school, and for each of our students.

## People to Contact

<b>Headteacher</b>	Mr A Mottershead
<b>Deputy Headteacher</b> (Staffing and Professional Development)	Mrs S Johnston
<b>Deputy Headteacher</b> (Curriculum, timetable and Student progress)	Mr D Kay
<b>Assistant Headteacher</b> (Pastoral Care 11-16)	Mr D Lythgoe
<b>Assistant Headteacher</b> (Community and Development)	Ms J Hawkin
<b>Assistant Headteacher</b> (Learning and Teaching)	Mr D McArdle
<b>School Business Manager</b>	Mrs K Rosary
<b>Headteacher's PA</b>	Mrs J Clarke
<b>Clerk to the Governors</b> c/o Trinity School	Mrs E Gosling
<b>Admissions</b>	Mrs P Hubberstey
<b>School Nurse</b>	Mrs S Pritchard
<b>Finance Manager</b> (incl. support for trips, etc)	Mrs A Larking

Contact via main switchboard on: 01228 516051  
or email: [info@trinity.cumbria.sch.uk](mailto:info@trinity.cumbria.sch.uk)

**TRINITY SCHOOL  
TERM DATES 2012/2013**

**AUTUMN TERM 2012**

**STARTS**

Wednesday 5 September

**ENDS**

Thursday 20 December

**HALF-TERM HOLIDAY**

Monday 29 October  
Friday 2 November

(Monday 3 and Tuesday 4 September INSET - staff only)

**SPRING TERM 2013**

**STARTS**

Monday 7 January

**ENDS**

Thursday 28 March

**EASTER SUNDAY**  
31 March

**HALF-TERM HOLIDAY**

Monday 11 February –  
Friday 15 February

**SUMMER TERM 2013**

**STARTS**

Monday 15 April

**ENDS**

Friday 19 July

**BANK HOLIDAY**  
Monday 6 May

**HALF-TERM HOLIDAY**

Monday 27 May –  
Friday 31 May