



Thomas Hall School FAQ document for parents.

How will I know what my child is studying?

Within our school, we classteachers and subject leaders will regularly update parents on topics that are taught in school. We have created two overviews for parents to give you an idea of what is being taught in the school. The first is all the subjects broken down by year group. This, we hope will give you a clear picture of the overview of knowledge that is being delivered within the academic year.

Secondly, subjects have produced 12 year learning journeys so you can see what has been taught in any given subject, along with where that knowledge takes a child as they move through their journey of study. Each curriculum page is divided into further sections. Subject teams have selected a quote that summarises the importance of that subject, along with statements on what is magic about the subject, what would be missed if not studied, and what makes the subject unique.

Year group breakdowns can be found on the Learning part of the website, along with the Curriculum subjects. Firect links are here:

Subject example: [Art subject page](#)

Year group page example: [Year 4 curriculum overview](#)

What uniform should my child wear?

At Thomas Hall School, we have a separate uniform for primary and secondary pupils. A full list of items that are needed can be found on our website. We have tried to include choice for families, along with trying to make it as affordable as possible for families.

A full description of the uniform expectations can be found on our website. A direct link to the guidance is below.

[download.asp \(thomashallschool.org\)](http://download.asp(thomashallschool.org))

What school shoes are acceptable within the uniform policy?

Throughout the school we have a simple policy on shoes. These need to be black, smart with no other colours visible on them.

These shoes would be acceptable:





These shoes would not be acceptable:





How will homework be set for my child?

Homework in the school is designed to be purposeful and help with building confidence in learning.

We value homework to aid the partnership between parents, pupils and staff; creating a community of learners. Learning is enhanced when knowledge and skills can be accessed in a differing range of scenarios where pupils understand the context and relevance - Homework is another opportunity for this.

Primary:

Daily reading:

For all pupils, being fluent readers is important for pupils to engage with and enjoy learning across the curriculum. We expect pupils to read each day of the week. On Monday, the teacher will check if pupils read on Friday. On Tuesday-Friday, teachers will check that pupils read last night. Parents/carers are expected to sign the reading record to validate that the pupil has read their reading book from school. This is expected for each entry in the reading diary. The school encourages parents/carers to listen to their child read and include a comment where possible.

Each week, teachers will quiz pupils on key spellings and times tables to monitor progress. This will allow teachers to set appropriate homework each week.

Special or additional needs:

For pupils with specific needs, a bespoke agreement regarding homework will be made between the SENDco, Teacher and Parent/Carer.

Not all homework is done at home. For some pupils who find it hard to work at home, or for some tasks which may require resources (books, software, equipment) more readily available at school, it is necessary or desirable to carry out the task at school.

Key Stage 1

During the first term in Reception, children will take home phonics homework to consolidate the sounds they are learning each week.

When they are ready, children will receive a daily reading book so that parents can read to their child at home.

Parents are also encouraged to help their child practise the 45 key spelling words, which they will receive at the beginning of term.

Reception

Term 1 - Daily reading and weekly word/sound cards.

Term 2 - Daily reading and word pots/weekly spellings.

Term 3 - Daily reading and weekly spellings play one written task per week.

Year 1: Daily reading, weekly phonics/spellings, maths and literacy homework

Year 2: Daily reading, weekly spellings, maths and literacy homework.

Key Stage 2

In KS2 it is essential for daily reading to continue as children develop the fluency necessary for learning reading comprehension skills.

In addition to daily reading, the class teacher will set homework activities consisting of:

In Year 3 and 4:

10 minutes - spelling practice

10 minutes - number bond and times table practice

10 minutes - maths task, linked to prior, current, or future learning

10 minutes - 'talk homework' based on specific vocabulary essential for learning

There may be times when a teacher sends home an additional piece of homework designed to support literacy or topic learning.

In Year 5 and 6:

10 minutes - spelling practice

10 minutes - times table and key fact practice

10 minutes - maths task linked to prior, current, or future learning

10 minutes - literacy task - comprehension or grammar focus

15 minutes - 'talk homework' based on specific vocabulary essential for learning

There may be times when the class teacher sends home an additional piece of homework designed to support topic learning.

During the Summer Term in Year 6, pupils will be set some pre-learning tasks to help their transition into this style of learning, used in KS3 and beyond.

Key Stage 3 and Key Stage 4

Upper School

Homework will follow a flipped learning approach, where pupils prepare for upcoming lessons. For example, pupils could be assigned the "homework" of watching video lectures and reading any materials relevant to the next day's class. During class time, pupils will practice what they've learned through traditional schoolwork, with their teachers freed up for additional one-on-one time.

Year Group	English	Maths	Science	All other subjects
7	X1 piece per week set by teacher	X1 piece per week set by teacher	X1 piece per week set by teacher	X1 piece per fortnight
8	X1 piece per week set by teacher	X1 piece per week set by teacher	X1 piece per week set by teacher	X1 piece per fortnight
9	X1 piece per week set by teacher	X1 piece per week set by teacher	X1 piece per week set by teacher	X1 piece per fortnight

10	All GCSE subjects – x1 piece per week
11	All GCSE subjects – x1 piece per week

How will I know if my child has received a 'Reward' point or 'Consequence' during their school day?

Once your child starts at the school, we encourage all parents to set up the 'Arbor' account that is directly linked to your child. Once you have access to this, you will regularly get updates of how well your child is doing in school, with immediate emails and texts informing you of any rewards or concerns that they may have acquired.

You can find more information on how to set this up on our website - [Link](#)

We encourage all parents to use our Arbor App. This link will also give you a short video introduction for you to explore more about the app.



What is the school's behaviour policy?

The school has a clear behaviour policy that is visible on the School's website. We want to ensure that we can know every child well to support them in building confidence in themselves and

At Thomas Hall School we believe that:

- Relationships are the foundation for us all to thrive in school.
- Mutual respect is the starting point for all agreements about how we all behave.
- Behaviour is a means of communication.
- We should work as a community to develop behaviours and responses to provide and positive and safe environment for everyone.
- All behaviours have natural consequences, and every member of our community is working towards taking accountability for their behaviour and what happens as a result.

You can read our full behaviour policy [here](#).

What is the process at the beginning and end of the school day?

Children from Years 2 to 11 will arrive at the West Garth Road entrance to the school. Pupils in Early Years or Year 1 will enter through the bottom, Early Years entrance. Older siblings can also walk up to the main school site this way.

Our gate times are shown below:

Primary Phase (Reception – Year 6)

Arrive at 8:30 via West Garth Road entrance, for registration at 8.50

Reception class finish at 15:00, pick up at Early Years Gate

Year 1 & Year 2 finish at 15:15, pick up at Early Years Gate

Years 3-6 finish at 15:15, pick up at West Garth Road

8:50	Registration
9:00 – 10:45	Learning Session 1
10:45 – 11:05	Breaktime
10:15 – 12:15	Learning Session 2
12:15 – 13:15	Lunchtime
13:15 – 14:15	
14:15 – 15:15	Learning Session 3 (reception children, home at 3pm)

Secondary Phase (Years 7-11)

Arrive at 8.45 via West Garth Road entrance, for 9.00 start

Finish at 15.30, pick up at West Garth Road

9:00 – 9:10	Registration
9:10 – 10:10	Lesson 1
10:10 – 11:10	Lesson 2
11:10 – 11:30	Breaktime
11:30 – 12:30	Lesson 3
12:30 – 13:30	Lesson 4
13:30 – 14:30	Lunchtime
14:30 – 15:30	Lesson 5

How do I let the school know if my child is not well?

If your child is not well, you need to contact the school absence phone number or email our absence team:

Report Absence: attendance@thomashallschool.org.uk

Phone: 01392 757371

Our full attendance policy can be found here: [Attendance Policy](#)

I wish to book a holiday - what do I do?

Thomas Hall School will not authorise a term time holiday. Changes to legislation, which came into force in September 2013 made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If there are exceptional circumstances behind your request, you should discuss these with the Headteacher and complete an S2 form. These are available in our school reception.

- Religious Observance – a maximum 1 days absence is allowed for recognised religious observance and only where the observance is recognised by the religious body
- Medical, Dental or Hospital Appointments – please ensure these appointments take place out of school time in order not to disrupt your child's education.
- Absence due to bereavement will be assessed on an individual basis but likely to be a maximum of 3 days absence.

My details on Arbor are incorrect - what do I do?

If your details are not correct on Arbor, or if any of your personal information has changed, you need to let the school know immediately to ensure that we can get in contact with you

I can not access Parent Pay to book a meal - what do I do?

If you are struggling to access Parent Pay, please get in touch with the school reception team at Reception@thomashallschool.org. Whilst Parent Pay is a separate company, we are able to resend passwords and log any issues with them directly.

Where can I find the term dates?

Our term dates can be found on our website. Please follow the link [here](#).

Do I need to book a school meal if I am free school meals?

Even if your child is entitled to free school meals, we ask all parents to book food in advance. You will not be charged for the lunch. By booking in advance, this enables us to know the numbers of pupils that we are catering for on any given day and helps us avoid food wastage. All food can be ordered through your Parent Pay account, where you will see the menu choices on each day. We ask families to order lunches the week in advance to ensure we are able to order the correct amounts of ingredients.

Do I need to book a school meal if my child is in Reception/ Year 1/ Year 2?

We do ask parents to order in advance.

I need to speak with someone regarding my child who do I contact?

In the first instance, your first point of contact is always your child's class teacher in the primary phase, or tutor in the secondary. Staff email addresses are all created in the same way, with name followed by @thomashallschool.org. For example Joe.Bloggs@thomashallschool.org

We have created an organogram of who to contact, depending on your question. This can be found [here](#).

Any other contact queries can be found on the 'contact' tab on our website: [here](#).

How do I book after school clubs (ie sports)?

If your child wants to take part in after school clubs, you will be notified of the clubs that we run, and staff will notify you of how to sign your child up for the club.

How do I book after school club (The Ark)?

The Ark is a separate company to Thomas Hall School, but we work closely together to ensure that we can provide a safe environment for your child to thrive in. If you want to get in contact with the Ark to arrange before or afterschool care, please contact them directly, via the link below.

[The Ark](#)

Parent Pay has incorrectly charged me for a meal my child did not take who do I contact?

Please contact the main school reception – Reception@thomashallschool.org – we will be able to support you in resolve the problem.

Where can I find an absence request form?

These can all be found in the main school reception.

How can I check my child's attendance record?

Once you have your Arbor account activated, you will be able to see your child's attendance live. If you need support in activating this, or you would prefer to speak to someone about your child's attendance please discuss with your child's class teacher (primary) or form tutor (secondary).

I have a query regarding my child's attendance who do I contact?

If you have a question around your child's attendance, please speak to your child's class teacher (primary) or form tutor (secondary). You can also raise this with our attendance team, as attendance@thomashallschool.org.

I need to take my child out of school for an emergency what should I do?

If you need to take your child out for an emergency, please let the school know as soon as possible. We may request medical evidence, or supporting information to authorise the absence for you. This will be done on a case by case basis.

I wish to make a complaint how do I do this?

We want to work with parents to ensure that we can resolve any problems that may have occurred. If you wish to escalate a concern, our senior leadership team would welcome the opportunity to discuss this with you.

Our full complaints policy can be found [here](#).

Who do I contact if my child is having difficulties at school?

At our school, we encourage regular contact with your child's class teacher or form tutor. In some instances, you may need to raise more complex concerns with one of our four Phase Leaders. These are Miss Greaves (EYFS and key stage 1), Miss Reep (key stage 2), Miss Lewis (key stage 3) or Mr Lennon (key stage 4).