



Parents Quick Guide

2025- 26 (v1.0)

Parents Quick Guide 2025 26 (v1.0)



Daily routines

Start of the day

The school is open to students from **8.30 am**, the school day starts for students at **8:45 am** and ends at **3:30 pm**.

Notifying of daily absence

Please contact us in the morning to let us know if your child is going to be absent due to ill health. Please then contact us on the morning of **every subsequent day** of illness. If you have an appointment, such as the dentist or doctor, please also notify the school. Notification in all cases can be by either:

- Leaving a voice message on 01452 770301, or
- Through ClassCharts (either the App or web version).

To contact the school about an attendance matter, please email: attendance@thomaskeble.gloucs.sch.uk

Requesting pre-planned absence

To request a pre-planned absence, use the e-form on our school website (**Information > Attendance and Absence > Absence Request E-Form**) at the foot of the page, which is then submitted to the Headteacher. Planned absence **must be approved by the Headteacher**, and during term time will only be authorised in exceptional circumstances.

Students arriving after 08:45

Students arriving after 08:45 am are required to sign in at reception. Registers are taken at the start of each lesson, with students arriving late marked with "L" and the number of minutes late. Morning registration marks the beginning of the school day. Tutors also check uniform and stationery and ensure all relevant notices are given to students for that day.

Timings of the School Day

From 08:30	Site open to students
At 08:40	Warning bell to move to Tutor Period
08:45 – 09:00	Registration / assembly
09:00 – 10:00	Lesson 1
10:00 – 10:05	Movement Time
10:05 – 11:05	Lesson 2
11:05 – 11:25	Break
11:25 – 12:25	Lesson 3
12:25 – 12:30	Movement Time
12:30 – 13:30	Lesson 4
13:30 – 14:15	Lunch (14:10 movement bell)
14:15 – 15:15	Lesson 5

Communication

Parent/ Carer Bulletin

We try to consolidate what we send home into a short, weekly bulletin, sent out each Friday. This has a 6-week view of upcoming events, and letters grouped by each year group. The website holds copies of all previous bulletins (**Information > Parent Bulletin**).

Occasionally, staff may use the Announcement feature on ClassCharts for events such as PE fixtures.

School website

Our new website has our calendar, term dates, newsletters and other information we hope will be useful.

Information Evening

We hold an information evening for each year group near to the start of the year. We will talk through the key events and timings of the year and share any relevant information.

Parents Evening

These happen once during the year. A link will be shared to allow you to book appointments with your child's teachers. Once booked, the application will send to you an appointment schedule.

Progress Reports

We report at 2 points in each year, one of these will coincide with the parents evening.

Telephone

The school telephone number is 01452 770 301 and the school office is open Monday to Friday 8.00 am to 4.00 pm. It is usually not possible to speak to staff during the day, as they are likely teaching or in pre-arranged meetings, however, our reception team will be happy to take your details and arrange a call back.

E-mail

To contact a member of staff, please use the school e-mail address: admin@thomaskeble.gloucs.sch.uk put your child's name and to whom your message is addressed in the header. To ensure all staff can manage their workload **we aim to respond within 48 hours.**

Expectations

Mobile Phones

Mobile phones may be brought into school but must be switched off and placed in bags. They should not be seen on the school site between 08:30 to 15:15. Phones seen during this time frame are confiscated, and stored centrally, to be returned in line with our policy.

Behaviour

Thomas Keble has an agreed Code of Conduct and this stresses our expectations of reasonable and polite behaviour and for a calm and orderly environment. We ask parents to work closely with us, to maintain a pleasant working and learning environment, and to ensure the Code of Conduct is adhered to.

Uniform

Having a school uniform enables every child to attend school in an equal and fair way. By maintaining this expectation, we ensure that appearance does not advantage or disadvantage any child based on fashion choice, socio-economic wealth or body shape or size. Uniform standards are high. Our uniform code is inclusive, smart and de-gendered. Parents are expected to work with us to ensure students arrive at school in the correct uniform, so students feel comfortable and able to fully participate in school life. Please note that a transparent nose piercing retainer is the only cartilage piercings permitted, this includes other transparent or non-metallic piercings, under any circumstances.

Rewards

Our House System drives our approach to rewards, and we aim to recognise and notice every student over a year. We hold termly House celebration assemblies, termly "GRIT" awards and annual year group celebration events, amongst other things.



Complaints and Concerns

Many concerns can be resolved by simple clarification, or the provision of information and it is anticipated that most will be resolved by this informal stage. The DfE guidance explains the difference between a concern and a complaint as follows:

- A **concern** is defined as "an expression of worry or doubt over an issue considered to be important for which reassurances are sought".
- A **complaint** is defined as "an expression of dissatisfaction however made, about actions taken or a lack of action"

For information about raising a concern or a complaint, please see our "Contact us" area on the website.

Break and lunch

Cashless catering

Students may purchase food items through cashless catering. This means students do not need to carry cash to school and our canteen does not accept cash. Instead, parents and carers access their own "cashless catering"

account through the "School Gateway" to add credit for their children. Students can then use this credit to purchase food and drinks at the school canteen.

We use a biometric authentication system, which reads a partial thumbprint of each child at the till. The fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a finger image.

Teaching and learning

Curriculum

All students study the same broad and balanced curriculum, up to the end of Year 8, with some specialisation introduced into Year 9. Specialisation enables more time to deepen learning. We teach at least the National Curriculum through Years 7 and 8 and Year 9 for those areas chosen by students. Most subjects are taught in mixed ability groups, with streaming in Maths, Science and PE, with students accessing the same broad curriculum, at an appropriate pace and depth to secure a good level of understanding.

Homework Protocol

All homework is set through the Class Charts platform. Homework timetables are produced for each year group and are available on our website.

Class Charts

We make use of an electronic communication system called Class Charts. This allows you to view attendance, timetable, homework and view notifications via a parent app.

Parent Teacher Association (PTA)

The PTA is made up of parents, teachers and friends of the school whose aim is to support the work of the school. It has a committee which plans and organises a variety of events, thus providing the school with much needed equipment and help. Every parent and carer is automatically a member of the PTA and we hope you will wish to support events and attend meetings. The 100 club is open to all to join.

Safeguarding

Mrs Hurren is our Designated Safeguarding Lead (DSL), and we have 5 Deputy DSLs, to mitigate for any absence. Please report any safeguarding concerns through Main Reception to Mrs Hurren.

Website information

The “**Information**” tab was put together in consultation with current parents and carers. You can find:

Absence reporting, policy and e-form to request term-time absences.	Absence	
	Calendar School	Our school calendar of events.
How to top-up accounts and all about biometrics.	Cashless Catering	
	Class charts	Guides to Class Charts and App links.
Exam outcomes and our latest Ofsted report.	Exam results	
	Expectations	Our expectations of one another.
Homework timetables and overview	Homework	
	Lunch Menus	Lunch menus across the term
Guide to parents evening booking	Parent Evening Booking	
	Policies	Policies for your information
All about our Parent Teacher Association	PTA	
	SEND	An overview of our SEND provision
Uniform, second-hand uniform and our uniform policy	School Uniform	
	Term Dates	Downloadable PDF of the term dates.
Times of the school day	The School Day	
	Transport	Transport to and from Thomas Keble
Parent presentations archive.	Presentations and Letters	
	Presentations and Letters (secure)	Secure communications archive.
Archive of parent bulletins	Parent Bulletin	

Useful contacts

The following can all be contacted using the admin@thomaskeble.gloucs.sch.uk:

- **Headteacher:** Mr Steven Shaw
- **Deputy Headteacher:** Mr Chris Patrick
- **Associate Assistant Headteacher and Designated Safeguarding Lead:** Mrs Joanna Hurren
- **Chair of Trustees:** Mr Julian Wintle
- **SEND Co-ordinator:** Ms Emily Belcher
- **Head of Year 7:** Mrs Michelle Dempsey