

# Information Booklet 2009-2010



Tanbridge House School

A Specialist Science, Mathematics &  
Computing College



# Welcome to Tanbridge House School

## School Day

**Mornings 8.40am - 12.30pm**  
(break is from 10.55-11.25)

**Afternoons 12.30pm - 3.25pm**  
(break is from 1.30-1.55)

Tanbridge House School provides its students with the full 25 hours of education recommended by the Government complemented by homework and extra-curricular activities.

## Facilities

The school is situated on a single site off the Guildford Road.

There are special bus services to and from school for students from the surrounding areas.

The modern classrooms and specialist facilities are grouped around a central courtyard.

Recently we opened a new ICT suite, plus we benefit from a purpose-built Drama Studio; an individually designed Art, Design & Technology Suite; large Sports Hall with seating for 450 spectators; a gym; two hard play areas; rugby, football, cricket & hockey pitches; an athletics track plus a floodlit all-weather pitch.

In 2006 a student reception alongside a state-of-the-art medical/therapy suite supported by trained staff was opened.

## Admissions

In September 2010 we have 240 places available for Year 7 students. In 2009 we were oversubscribed and had an excess of first choice applications. Further information can be found in the LEA Admission to Secondary School Booklet.

The LEA admissions policy allows for parents living in Horsham and the surrounding villages to express a first and second preference for secondary schools.

If the school of first preference is oversubscribed the allocation of places is based upon the following criteria in order of priority:

- i) children with strong medical or other special reasons for attending the school
- ii) children with an elder brother or sister in the school at the time of admission
- iii) children living to the west of a line running north to south through the central part of Horsham
- iv) children living in the rest of the Horsham Designated Area
- v) children living outside the Horsham Community Designated Area

Our Open Evening is on Wednesday 30 September 2009, from 6pm to 9pm. You are warmly invited to tour the school, talk to students and staff and find out more about all aspects of school life and work. Mr Jules White, Headteacher will speak to parents during the course of the evening.

Tours of the school and an opportunity to meet a senior member of staff, other than on Open Evening, can be made by phoning 01403 263628 ext: 203 for an appointment.

## The Aims of our School

- Building strong links with parents/carers and our community to provide an outstanding educational experience for all learners in a co-educational environment
- Insisting on high quality teaching ensuring progression and actively responding to individual needs, talents, skills and interests
- Enabling every student at Tanbridge House to become self motivated to develop respect of others and to gain a real sense of self-worth within a caring and nurturing school environment
- Ensuring provision of the best facilities in a comfortable, attractive and safe work-place
- Empowering students at Tanbridge House to develop essential skills for lifelong learning, vital for success in a fast changing and diverse society

## Our Mission Statement as a Science, Mathematics & Computing College

We are committed to the principles of Specialist Schools to raise standards of attainment, extend opportunities for every student and benefit the wider community.

Our constant aim is to provide our students with the necessary skills to succeed with confidence in the 21<sup>st</sup> century workplace. We take our successes from Science, Mathematics and Computing and implement these into our learning and teaching strategies throughout the whole school.

Students are given the experience of working with real Science, Mathematics and Computing problems. They will develop and increase skills and confidence to independently use ICT to solve mathematical problems and model scientific investigations; showing the relevance of the skills learnt, therefore creating independent learning. Our specialisms will enhance teaching and learning across all elements of school life.

We recognise that children learn in different ways and at different times, rates and pace. Our aim is to provide a curriculum which allows flexibility, range and continuity. The unique partnership of combined specialisms allows all students to develop their particular talents.

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## Transition Programme

We have a very effective transition programme, which ensures that new students feel comfortable joining Tanbridge House School. Our programme includes:

- Liaison meetings
- Visits to Primary Schools
- Special projects with feeder schools
- A taster day

## Leader of Year

Each Year Group is overseen by a Leader of Year who monitors the academic progress of every student and is a point of contact for parents. Our Leaders of Year work with parents ensuring that each student advances through Tanbridge House School effectively fulfilling their potential.

## Tutor Group

Every student belongs to a mixed ability tutor group. Tutor groups meet twice daily and are the first point of contact for students and parents; tutor groups are carefully organised from our feeder primary schools and stay together throughout their time at Tanbridge House School; tutors provide ongoing support and individual monitoring and reviewing.

## Target Setting

Every student is set a realistic target level based on a measure of their ability and potential when they arrive in Year 7. During Year 7 this target grade will be monitored and changed to reflect each student's actual performance. Performance Reviews will indicate if a student is performing well enough to achieve or exceed their target level. Targets are not about competing with others but about students achieving their own personal best.

## Rewards, Recognition and Encouragement

Students are acknowledged for their efforts in many areas of school life. Our merit scheme rewards all those students who have made positive efforts as do our letters of commendation which are posted home. Student success is also promoted on Achievement Boards throughout our school. Assemblies are used to recognise students in a variety of ways and during the Autumn term, Celebration Assemblies are held when parents are invited and students are congratulated and rewarded for their achievement.

## Assemblies

Assemblies are an important part of school life. Each year group assembles once a week. We feel this time in the afternoon is a good opportunity to remind us all that we are part of a wider school community and have responsibilities towards each other. The themes for assemblies are broadly Christian in character and are also occasions to reward students and celebrate successes.

Parents have a right to withdraw their child from collective worship following consultation with the Headteacher.

## Parents Evenings

Parents Evenings provide invaluable opportunities to discuss your child's progress. Full reports are sent home each year plus regular Performance Reviews. Every student is individually mentored by their tutor.

## Discipline

We encourage our students to understand each others rights and take responsibility for their own behaviour, language and conduct. Expected standards of behaviour are outlined in our lesson time and after school charter which makes clear the rights and responsibilities of all members of the school community.

We are currently working towards becoming a UNICEF, 'Rights, Respecting School.

## Homework

Homework is a very important part of learning, which enables students to consolidate work introduced at school and to develop independence and skills of enquiry. Research suggests that regular homework can add almost a year's worth of study to a secondary school student's education.

Teaching staff have a responsibility to set and mark homework and parents need to provide support and supervision for their children to complete it. Ideally this would be through encouragement and providing the best possible environment for working efficiently.

As parents, you will know your children best, but members of staff are always ready to advise on preferred learning styles and how as parents you can best support those. In many cases these learning styles will have been identified at primary school.

All students are provided with a Student Planner to help them to organise their work. There is a place for parents to comment and to sign each week to show that they have seen their child's planner.

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## Special Educational Needs

We believe all Tanbridge House School students should have access to a broad and balanced curriculum. We support and adhere to West Sussex policies on educational inclusion and make appropriate provision for students with special educational needs.

Those students who need some form of extra help often receive high levels of in-class support from Teaching Assistants. Students can also be supported by means of small group and individual withdrawal teaching, if appropriate for their needs. Tanbridge House is committed to compliance with the Special Educational Needs and Disability Act 2001 and the Disability Discrimination Act. We have produced a full disability access plan, which will ensure that we do not treat disabled students less favourably for a reason related to disability.

## Learning Support

We understand that all students develop at different rates and some may experience long or short term learning difficulties. Students who are identified as needing support receive appropriate help of the highest quality available within our resources and through our Special Educational Needs Co-ordinator.

### Provision for Students and Parents with Disabilities

The provision of a lift in the foyer and ramps around the school makes all areas of Tanbridge House School accessible to students and parents with disabilities, with the exception of two classrooms in our Technology block for which provision has been made.

## Gifted & Talented

Students are identified as being 'very able' through a combination of test results and teacher nominations. Those identified will have 'extension' targets set, be monitored and involved in 'Gifted & Talented' days which will challenge and stretch them further.

## Personal, Social, Health & Economic Education, and SEAL

All students benefit from a course in PSHEE encouraging positive attitudes which enable them to make properly informed choices and to live healthy and successful lives. The PSHEE curriculum is underpinned by the concepts of SEAL which develops social and emotional literacy.

The course also delivers our Safer Sex & Relationship Education Programme which complies with National regulations and has been drawn up in line with the LEA and our own policy. The full policy and programme of study is available on request from the school.

This programme is also delivered through Science, a variety of approaches and resources are used, giving students relevant information on aspects of growing up. Topics covered include personal relationships, safer sex and sexually transmitted diseases (including HIV and AIDS). We aim to present facts in an objective and balanced way, placing emphasis on emotional, moral and spiritual implications.

Parents have the right to withdraw their child from lessons on Sex Education following consultation with the Headteacher.

## Citizenship

Students learn about becoming positive and active citizens through a planned programme taught in PSHEE and complemented in other subjects. Students are given plenty of opportunities to develop and demonstrate their citizenship awareness; and most importantly take action to make a difference as active citizens.

## Work Related Learning

Our work related learning curriculum covers all aspects of careers education, enterprise and work experience; this is supported by the Connexions Service which provides every student an individual careers interview.

During Key Stage 4, students participate in Enterprise Education, a programme aimed to develop an innovative thinking attitude.

**Tanbridge House School was one the first schools to achieve the Quality Award for Work Experience** and are delighted to continue to receive glowing accounts each year.

## Examinations

Our record of examination success is very good. Our curriculum gives a wide range of choice at KS4 and our policy is to enter students for as many examinations as they can be expected to gain success in. The majority of students take 10 GCSE examinations in Year 11.

## School Uniform

The wearing of the correct school uniform while travelling to and from school and during the school day is very important to us. We believe that it sets the standard in terms of high expectations and a purposeful attitude towards work, while promoting the school and our ethos.

## Complaints

If parents are dissatisfied with any aspect of the school and they have been unable to resolve their complaint by detailed and informed discussions with senior staff and the Headteacher, they may take their complaint further. Details of formal complaints procedures are available from the School.

## Information Technology

ICT is a particular feature at Tanbridge House School and is significantly impacting on teaching and learning.

### E-learning at Tanbridge House School 2009

Research shows that children's learning and performance in exams is significantly enhanced if they make extensive use of ICT both in school and at home. About 98% of our students currently have internet access at home and this figure continues to rise.

### The Virtual Learning Environment

One of the central strands of e-learning at Tanbridge House School is our Virtual Learning Environment.

Students use the VLE Moodle to access learning materials for the subjects they follow at school. The VLE is personalised to each student with a unique My Moodle space highlighting each student's target grades and levels. The courses contain a range of learning materials and tools that can be used in lessons and at home. Students can access notes and resources for their subjects e.g. Smartboard lessons, Powerpoint presentations from previous and future lessons; assessment information and online assignments that are instantly emailed to the subject teacher.

Students also use the online tools to collaborate with each other through email. Teachers encourage students to submit work through the VLE, and often mark it and give feedback online. Coursework and homework can be emailed by the student and returned with electronic comments to facilitate re-drafting if required. This is done in negotiation with their teacher. All students have their own Outlook email account with enhanced security to protect all personal details and are taught e-safety.

Parents are given access to the VLE via a password to enable them to log in and access/view the online learning materials.

### Benefits of the VLE for students

- Students (and their parents) have access to all learning resources from school and home
- Students can send completed work directly to their teacher
- If a lesson has been missed, the materials for that topic can be accessed via the VLE
- Independent learning is supported - students have unlimited access to information
- Resources available on the VLE allow students to work in a range of ways, making them feel comfortable with their learning
- The VLE is beneficial to students who are away from school for prolonged periods of time

### **Interactive Whiteboards in every classroom**

The majority of classrooms are equipped with an interactive whiteboard, which provides very high quality presentation of materials. The interactive features of the board enable teachers to use a wide range of teaching methods.

### **New Approaches to Teaching**

Each department has planned their teaching and learning for this very different environment. They make full use of the innovative and diverse approaches to teaching and learning that the new technology allows them.

### **Software**

From September 2009 Microsoft Office 2007 will be embedded across the school. We have also invested heavily in the latest Macromedia software, CS4 'Creative Suite' Master Collection, which is industry standard. Students will therefore leave Tanbridge House School with the the most up to date ICT skills to suit any post 16 study or employment situation.

### **Media Server**

The media server allows all teachers and students to access a range of learning videos from any PC in the school.

## **Learning Gateway: the future**

Gateway has arrived! Tanbridge House School is piloting a learning gateway.

From January 2010 all students will start using the Learning Gateway which will look and feel like a newer version of the VLE. They will be able to check their timetables, classes, attendance ...

We will also provide all parents with a unique password to enable them access to their child's records. Allowing them to engage more with the curriculum, pastoral and administrative areas of the school.

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## Charging and Remissions Policy

The Governors appreciate the generous support parents have given to the school in the past for the funding of additional activities. This has enabled their sons and daughters to take part in a wide range of extra activities, both educational and social, for which LEA funding has not been available.

The Governors hope that this level of support for a similar range of activities will continue. The law now requires that such parental support should be, and be seen to be, on a voluntary basis. The Governors are required to formulate a specific policy on charging and remissions, which they have done in accordance with the law. It is given below:

### 1. The school shall charge in full:

- board and lodging on residential visits
- costs associated with individual tuition in the playing of musical instruments (excepting the costs of tuition provided as part of the syllabus for a prescribed public examination or as required by the National Curriculum)
- activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education

- the cost of entering a student for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
  - examination fees, when and if a student fails without good reason to complete the examination requirements for any public examination for which the school has paid. A student shall be deemed to have failed to complete the examination if he/she fails: to complete the coursework requirements without good reason, and/or to take one or more oral, practical or written examinations without good reason
  - ingredients or materials (either in kind or payment) in cases where parents have indicated in writing in advance that they wish to own the finished product
- ### 2. Remissions
- The school will remit in full, board and lodging charges on residential visits for students whose parents are in receipt of income support or family credit, when the education on these visits must otherwise be provided free under the terms of the legislation
  - The school will exercise discretion in accordance with individual circumstances in remitting some or all of the legitimate charges in respect of individual tuition in the playing of a musical instrument, activities which take place wholly or mainly outside school hours, the cost of entering a student for a public examination not prescribed in regulations and for preparing the student for such an

examination outside school hours. in respect of charges in kind or by payment for ingredients or materials in cases where parents have indicated in advance that they wish to own the finished product

- The costs of any such remissions will be covered appropriately by LEA delegated funds, school funds and voluntary donations

This policy is subject to review and modification by the Governors at any time in the light of changing or unforeseen circumstances.

## Punctuality

We are very proud of our attendance record and wish to maintain this standard. Punctuality is an important part of self-discipline and is essential to good time management.

## Attendance Data

The following information is for the school year 2007/2008 and corresponds to those students of compulsory school age:

- Number of students of compulsory school age 1185
- Percentage of student sessions missed through authorised absence 6.7%
- Percentage of student sessions missed through unauthorised absence 1.1%

## Destinations Post 16

*Over 85% of our students continue in full time education and we have excellent links with all local colleges.*

Our students are encouraged to continue learning through the best possible route for them. Mr Jules White, Headteacher, regularly meets with local post 16 providers enabling consistency in planning students' ongoing educational needs. The figures below give details of students from this school going into further education, employment and other destinations in 2008. (Information about 2009 leavers is still being collated).

## Year 11 Destinations

There were 284 leavers from Tanbridge House School in 2008.

- 87% of students remaining in education
- 5.3% Employment
- 2.8% Unknown
- 4.9% Other

Every effort has been made to ensure that the information contained in this prospectus is up to date at the time of going to print, September 2009. However, in responding to new legislation, unforeseen changes may need to be made in curriculum and/or organisation. The school will always do its best to keep parents informed of any changes.

## 2009 RESULTS SUMMARY

### Number of passes by subject.

Please note we report figures for ALL students that are entered for a subject.

	A*	A	B	C	D	E	F	G	%A*-C
Art	1	11	26	48	12	10	2	1	77
Art BTEC (4 GCSEs)	1	0	3	4	0	0	0	0	100
Biology	7	12	2	1	0	0	0	0	100
Chemistry	2	12	4	4	0	0	0	0	100
Dance	0	3	6	11	6	0	0	0	77
Drama	0	8	8	21	7	0	0	1	82
English Language	10	51	69	57	49	21	12	1	70
English Literature	3	48	80	59	40	20	12	4	71
French	8	19	32	17	12	6	1	0	80
Geography	4	7	11	30	19	6	5	0	63
German	1	2	5	1	1	0	1	0	82
History	5	28	34	21	15	6	3	1	78
ICT - AIDA (1 GCSE)	6	39	85	87	5	8	6	0	79
ICT - CIDA (2 GCSEs)	2	19	21	27	0	0	0	0	81
ICT - DIDA (4 GCSEs)	0	7	3	7	0	0	0	0	71
Leisure & Tourism (2 GCSEs)	0	1	33	25	5	3	2	0	79
Mathematics	21	43	55	66	23	32	22	6	68
Additional Mathematics	20	31	45	54	18	3	2	0	87
Music	0	1	4	1	3	0	1	0	60
Performing Arts (2 GCSEs)	2	5	7	5	6	1	0	0	73
Physical Education	3	13	14	7	10	6	0	1	69
Physics	9	7	5	1	0	0	0	0	100
Religious Studies	0	1	1	0	0	0	0	0	100
Religious Studies Short Course	34	67	43	33	22	11	3	2	82
Science (2 GCSEs)	5	29	65	75	38	16	2	1	70
Spanish	1	4	9	7	1	0	0	0	95
Sport BTEC (4 GCSEs)	1	1	4	4	0	0	0	0	100
Statistics	0	4	22	30	8	0	0	0	88
Tech - Food	0	5	5	9	3	0	0	0	83
Tech - Graphics	0	7	8	21	6	2	1	1	78
Tech - Resistant Materials	1	2	8	13	13	4	2	2	52
Tech - Textiles	2	1	3	3	1	0	0	0	90

## Annual Percentage 5 A\*-C

Year	%
2009	77
2008	75
2007	68
2006	67
2005	57
2004	54

## 2009 5 A\*-C in Specialist Subjects

Specialism	%
Science	70
Mathematics	68
ICT	79

## KEY STAGE 3 NATIONAL CURRICULUM TEACHER ASSESSMENTS 2009

(Percentage at each level)

	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
English	3	6	26	40	21	0
Mathematics	3	4	17	31	32	11
Science	2	9	26	37	26	0
Art	0	12	56	23	5	0
Design & Technology	1	12	41	40	3	0
Geography	1	10	28	49	8	0
History	0	12	25	56	4	0
ICT	1	6	32	47	9	0
Modern Foreign Languages	4	8	30	49	7	0
Music	0	1	76	18	2	0
Physical Education	0	15	71	11	0	0

\*\* Level 8 is only available in Mathematics at KS3

All above data is correct at time of going to print September 2009



# *2009 Open Evening*

***Wednesday 30 September 2009, 6pm - 9pm***

*an opportunity to tour the school,  
talk with students and staff  
& discover what Tanbridge House School has to offer*

*Jules White, Headteacher  
will speak in the Main Hall  
at 6.15pm, 7.15pm & 8.15pm*

*To make an appointment to tour the school, other than on Open Evening  
telephone 01403 755983 for an appointment*



*Come and meet us,  
feel the atmosphere  
and decide if you wish  
to share in our success*

# Tanbridge House School

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Chair of Governors: Mr Bob Dulieu

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