



TYLERS GREEN MIDDLE SCHOOL ADMISSIONS PACK



Dear Parents and Carers,

This admissions pack contains extensive information for new parents and carers with children starting at TGMS. We hope you will find it helpful and reassuring to support the start of your child(ren)'s TGMS journey.

We have lots of information on our website and we would strongly advise that you become familiar with it. Please see the below important information for new parents as well as some of our most viewed pages:

- All Admissions information: <https://www.tylersgreenmiddle.bucks.sch.uk/admissions/>
- Child Protection Policy: see our Policies at <https://www.tylersgreenmiddle.bucks.sch.uk/policies/>
- General information for our families: <https://www.tylersgreenmiddle.bucks.sch.uk/topic/families>
- Family Information Portal: <https://www.tylersgreenmiddle.bucks.sch.uk/family-information-portal/>
- Online Safety: <https://www.tylersgreenmiddle.bucks.sch.uk/online-safety/>
- Our TGMS Curriculum: <https://www.tylersgreenmiddle.bucks.sch.uk/our-tgms-curriculum/>
- Safeguarding: <https://www.tylersgreenmiddle.bucks.sch.uk/safeguarding/>
- School Calendar: <https://www.tylersgreenmiddle.bucks.sch.uk/diary/grid/2025/05/>
- School Clubs: <https://www.tylersgreenmiddle.bucks.sch.uk/school-clubs/>
- School Policies: <https://www.tylersgreenmiddle.bucks.sch.uk/policies/>
- Term Dates: <https://www.tylersgreenmiddle.bucks.sch.uk/term-dates-school-day/>
- Uniform and Equipment: <https://www.tylersgreenmiddle.bucks.sch.uk/uniform-equipment/>
- Who's Who: <https://tylers-green-middle-school.secure-primariesite.net/whos-who/>
- Wraparound Childcare: <https://www.tylersgreenmiddle.bucks.sch.uk/wraparound-childcare-at-tgms/>

Please feel free to contact us in the School Office for any questions you may have, either via telephone at 01494 812465 or email at office@tylersgreenmiddle.co.uk.

Yours sincerely,

Mrs T Hall
Welfare Administrator

Mrs C Johnson
ICT & Communications Coordinator



“Be yourself, be anything, we are the future.”

Dear Parents and Carers

May I extend the warmest welcome to Tylers Green Middle School!



My name is Sam Isaacs, TGMS Headteacher and your education partner for the next four, fantastic years. I am beyond proud to be entrusted with leading such a school, a true beacon of inspiration and excellence. TGMS is a place where dreams are nurtured, talents are discovered, and futures are built. TGMS, in a word, is **unmissable**, and we look forward to demonstrating this to you in the months and years ahead.

Over many years, TGMS has earned a reputation as an inspiring place to learn; an organisation that fosters the unique talents of our pupils academically, socially, emotionally and in the arts and sports. We are highly successful in our endeavours because we have the highest expectations, consistent across the entire school, and by developing positive partnerships with our parents and enthusiastic pupils for shared goals. Importantly, my view of the school is backed up by what others say about TGMS; our pupils, our parents, our governors and the wider community.

My goal, in collaboration with all our stakeholders, is to improve the school perpetually, ensuring the best outcomes for pupils and making it a highly desirable place of work for talented and committed professionals. I strive to create a vibrant and inspiring learning community that prepares children for their future education and life in modern Britain. We believe that success begins with encouragement and opportunity, coupled with high expectations and a commitment to helping every child maximise their potential. I want your children to feel safe, challenged, and happy, as part of a unified, accessible, and caring school community. Finally, when they leave us in Year 6, the aim is for your child to have obtained the knowledge, skills and mindset to be a truly autonomous learner ready to embrace any challenge.

Our dedicated staff and governors are passionate about providing the best educational experience for your child. We value and rely on the support of parents in achieving this goal. High academic standards and progress are the cornerstones of our success. Through diverse experiences both inside and outside the classroom, we empower students to discover new skills, hone existing ones, and shine in various settings.

We eagerly await the opportunity to welcome your child and family to our school community. We believe that the education and development of your child flourish when founded on a happy and successful partnership. I am genuinely excited to work with you over the next four years and am committed to meeting and exceeding the ambitious expectations we set for ourselves.

Warmest regards

Mr Sam Isaacs
Headteacher



OUR APPROACH TO LEARNING AT TGMS



Our Curriculum: Ambitious, Inclusive, Unmissable

Our curriculum is designed to be **bold, inclusive, and deeply purposeful**. It reflects our mission to make learning unmissable and relevant to life in Tylers Green and modern Britain. Key features include:

- **Sequenced learning** across subjects with clear progression of knowledge and skills
- **Reading-rich classrooms** that build fluency, comprehension, and a lifelong love of books
- **Real-world relevance**, with trips, themed days, leadership roles and current affairs projects
- A mindful blend of bought-in and unique, TGMS-planned curricula, designed to enable the principles of Effective Teaching and Learning in the Teaching, Learning and Curriculum Principles.

We follow the National Curriculum but enrich it with personal development, cultural capital, and critical thinking throughout. See our website for each subject's detailed planning and Progression of Knowledge and Skills documents.

SEND and Inclusion

We are proud of our inclusive approach to supporting pupils with Special Educational Needs and Disabilities (SEND). At TGMS:

- All pupils access the full curriculum – there is no narrowing or withdrawal by default
- Classroom adaptations and support are informed by strong systems and early identification
- Timely interventions are purposeful, supported by skilled LSAs and a dedicated AHT for Inclusion
- Parents are kept fully informed and engaged through regular meetings and our SEND Information Report (see our website)

We believe every child can succeed, and our SEND provision is driven by care, ambition, and inclusion.

Class Organisation: Supporting Every Learner

At TGMS, we are proud to be a two-form entry school. Each year group has two mixed-ability classes, and we work hard to ensure that all pupils feel safe, settled, and known. At key transition points (e.g. starting Y3 or the end of an academic year), we reserve the right to mix the classes. When we do so, we consider a range of important factors, including the following (in order of priority):

- Learning styles and academic balance
- SEND needs and known support structures
- Behaviour, well-being and pastoral guidance
- Peer group dynamics and social development
- Pupil and parent voice, where appropriate

These decisions are made thoughtfully by teaching staff and senior leaders to ensure the very best outcomes for all pupils.

Our Learners

We encourage all pupils to become **TGMS Terrific Learners**, who:

- Enjoy challenge and persevere
- Reflect, collaborate and create
- Listen, ask questions, and apply feedback
- Are proud of their effort and progress

These values are the foundation of our teaching, curriculum, and wider school culture. They support our ultimate aim: that every child leaves TGMS as a confident, independent and inspired learner — an **Autonomous Learner**. Our Teaching, Learning and Curriculum Principles, informed by *Teach Like a Champion* (by Doug Lemov) and the work of the Education Endowment Foundation (EEF), outline how this vision is brought to life in every classroom.

Teaching and Learning at Tylers Green Middle School



"Be yourself, be anything, we are the future."



Our philosophy for **EFFECTIVE TEACHING AND LEARNING** is that it must be a rewarding and unmissable experience, underpinned by principles of formative assessment and perpetual personal development.

We promote a **GROWTH MINDSET** culture by normalising challenge and deliberately building habits of effort, reflection and resilience through our **TGMS TERRIFIC LEARNER** qualities. These are embedded daily to develop metacognitive routines, habit building and guide pupils towards excellence.

Learners receive **CONCISE AND QUALITY FEEDBACK** to improve their learning and isn't burdensome to anyone involved.

Teachers deliberately **MODEL HIGH EXPECTATIONS** across the curriculum, using consistent routines and exemplars so that pupils repeatedly see, practise and internalise **HABITS OF EXCELLENCE**.

Learners are given the **LIBERTY** to develop and apply **CREATIVITY**, using it as a vehicle to exercise and express their knowledge, what they understand, and can do.



We ensure **ACCESSIBILITY OF OPPORTUNITY** in classrooms that embrace inclusive teaching: **SCAFFOLDED LEARNING**, using supportive **TECHNOLOGY** and **FLEXIBLE GROUPING** informed by **DYNAMIC ASSESSMENT**.

Learners are encouraged to **HAVE A VOICE**, contributing to the direction of lessons and to become experts in reflection. We promote a healthy culture of **DEBATE**, enabling our pupils to both extend and challenge key concepts and each other.

OUTCOME: PUPILS OBTAIN THE SKILLS, KNOWLEDGE AND MINDSET TO BECOME AUTONOMOUS LEARNERS.



TYLERS GREEN MIDDLE SCHOOL

THE SCHOOL DAY



START 8.50 am

LESSONS 8.50 am - 10.30 am

BREAK 10.30 am – 10.45 am

LESSONS 10.45 am - 12.45 pm

LUNCH 12.45 pm – 1.45 pm

LESSONS 1.45 pm - 3.20 pm

If you bring or collect your child in a car do not park or turn in the drive or bring your car onto the school site. Children should not use the vehicle entrance, please walk along the footpath to the playground.

May we also remind you to be considerate to all our neighbours by parking in respect of the highway code and not parking discourteously.

Do not leave your children on school premises before 8.25 am.

- 8.25 am Gates opened and playground supervision by staff.
- 8.50 am Teacher on duty rings the bell, the children line up in their classes to be welcomed and taken in by their teacher. Late arrivers (after 8.50 am) should enter the school through the main entrance, sign in on the Inventory system and then proceed to their classroom.
- 8.50 am – 10.30 am Lessons
- 10.30 am - 10.45 am Break time. Fruit or vegetable snacks are allowed. Playground equipment is available to the children at playtime and lunchtime. When the weather is fine and the grass is dry, the children can play on the field.
- 10.45 am Teacher on duty rings the bell, and the children line up ready to go back into class.
- 10.45 am – 12.45 pm Lessons
- 12.45 pm - 1.45 pm Lunchtime. There are two lunchtime sittings. Years 3 and 4 are on the first sitting. Children need to bring a packed lunch in a plastic box clearly marked with their name. Drinks should be in an unbreakable container, NO cans, please. Sweets, birthday sweets, chocolate bars, bubble gum, chewing gum, etc, are not allowed in school or in packed lunches. We also operate a no-nut policy in school.
- 1.45 pm Teacher on duty rings the playground bell. The children line up ready to be greeted by their teacher and to return to their classrooms for afternoon registration.
- 1.45 pm – 3.20 pm Lessons
- 3.20 pm Bell rings for the end of school. Children leave through their year group door and either meet parents on the playground or by the gates or walk home, depending on their arrangements.



TYLERS GREEN MIDDLE SCHOOL PROCEDURES FOR THE START AND END OF THE SCHOOL DAY



Start of the Day

Children should not arrive on the premises before 8.25 am. Any children arriving before this time will be unsupervised.

From 8.25 am, children may enter the school site where there will be supervision. A member of staff will be at the front gate from 8.25 am. The back gate will be opened at 8.25 am and monitored by another member of staff from the top playground. Your child should come directly to the playground until the school day begins at 8.50 am. Whilst parents may accompany their children onto the playground, we find that most children prefer to happily play with their friends. For safety reasons, children/siblings are not permitted to use the adventure trail at this time. In addition, children are not permitted to enter the school building unless supervised by their teacher. In the case of adverse weather, children may be permitted to enter their classroom at 8.45 am. When the school bell rings at 8.50 am, the children line up with their class and are met by their teacher.

Morning registration

Children will be taken into class at 8.50 am. Any child coming in through the office after 8.50 am must use the Inventory touch screen outside the office to be signed into school. This is essential to ensure that children's presences are correctly recorded in school. Parents should accompany all children arriving after 8.50 am to the office to ensure their safe arrival on the premises. Please be aware that arrival after 8.50 am will result in a late mark on your child's attendance report.

Absence notification

Absences should be reported on a daily basis to the School Office before 9.00 am. This can be done by email to office@tylersgreenmiddle.co.uk or by calling the school on 01494 812465 to leave a message under the Absence option on the phone system. Both the email and the phone message can be done even before the office opens at 8.30 am. Office staff will be in touch if no such notification has been received.

End of the Day

The school day ends at 3.20 pm. In consideration of the care and safety of the children, the following protocols are in place:

White Cards

At the beginning of the school year, White Cards will be sent home with all Year 3 pupils. On the front side of the White Card, you will be asked whether you consent to your child being released from the class teacher without an adult present or not. **Please ensure that one of these options is indicated and your child's name and class are written on the other side of the card.** If your child will be collected by an adult, the White Card needs to be completed with details of all adults authorised to collect your child at the end of the school day. If, for any reason, a child is being collected by somebody else on a particular day, e.g. for a playdate, parents/ carers should authorise this on their child's white card. Unless a parent has consented that their child can be released without an adult present, pupils will only be handed over to an adult on their White Card list.

White Cards are to be kept safely in your child's school bag. For pupils in Years 4, 5 and 6, at the start of each school year parents/carers will need to indicate via Arbor (our parent app/portal) whether their child can be released from the class teacher without an adult present or not, and White Cards will be issued to those who need them.

At 3.30 pm, any uncollected children will be taken to the office, and parents/carers will be contacted.

Again, for safety reasons, children/siblings are not permitted to use the adventure trail at the end of the day.

Parents/carers should assemble on the playground no earlier than 3.15 pm. If your child is being collected by another family member or friend, please use the white card system so staff can look out for the appropriate adult.

Walking to the Gate

Parents may decide that they wish their child to walk independently to meet them at the gate. If this is the case, then you will need to consent to your child being released without an adult present on the Arbor Parent Portal. As we have a front and back gate, please make sure that your child knows what arrangements you have made and where to meet them.

Walking To and From School Alone

There is no set age when children are ready to walk to school or home on their own. It very much depends upon maturity and confidence. However, as a school, we are responsible for the welfare of our pupils. Therefore, we suggest guidelines and believe in working in partnership with parents. Ultimately, you, as parents, need to decide when your child is ready for the responsibility of walking on their own. We would highly recommend that pupils in years 3 and 4, at least, are still brought to and collected from school. In deciding whether your child is ready to walk to school, you should assess any risks associated with the route and your child's confidence. We do have a road crossing patrol at the Cock Lane junction before and after school. Please note this is not the case following after-school clubs.

School Supervision

After school, both the front and back gates will be monitored by members of staff to ensure that children leave the site safely. In addition, some staff will be on the playground at the end of the day to facilitate good communication and to ensure any children not collected promptly are supervised.

At 3.30 pm any uncollected children will be taken to the office.

Clubs

After School/Wraparound Care:

1. **Teacher Clubs:** If your child is attending an after-school club run by a teacher, they will go directly to the club at 3.20 pm. Unexpected absences will be followed up by the school office, please notify the office if your child will not attend a planned session. Parents should collect their child from the teacher at 4.20 pm promptly.
2. **Clubs run by an external provider, including Wraparound Care:** If your child attends Wraparound Care or a club run by an external provider, they will go to the club at 3.20 pm. Please notify the club provider directly if the child will not be attending a planned session, not the School Office. Parents should collect their child promptly from the club provider at the end of the club.

Morning clubs/Wraparound Care: Parents may use the school car park. Children should not be left unaccompanied in the car park and should be taken by parents to the arranged school entry door and handed over directly to the club leader. At the end of the session, children go outside onto the playground to line up with their class at 8.50 am. Please notify the club provider directly if the child will not be attending a planned session.



TYLERS GREEN MIDDLE SCHOOL SCHOOL TERM AND HOLIDAY DATES 2025 – 2026



	Open on morning of:	Close at end of afternoon on:
Autumn Term 2025	Friday 5 September	Friday 24 October
	Monday 3 November	Friday 19 December
Spring Term 2026	Tuesday 6 January	Friday 13 February
	Monday 23 February	Friday 27 March
Summer Term 2026	Tuesday 14 April	Friday 22 May
	Tuesday 2 June	Wednesday 22 July

Inset Days:

3 & 4 September 2025
 5 January 2026
 13 April 2026
 1 June 2026

Bank Holidays:

4 May 2026



TYLERS GREEN MIDDLE SCHOOL

THE EQUIPMENT LIST



Now the children are older, we encourage them to be more independent. Looking after their belongings is their responsibility.

Daily, along with their blue home school communication book and ZPD school reading book, we ask that they bring the following items in a small pencil case:

1. **Dry wipe whiteboard pen (black – medium tip).**
2. **Set of colouring pencils (basic, not scented – 10/12 maximum – felt-tip pens are not required).**
3. **2 HB writing pencils.**
4. **2 Blue manuscript handwriting pens (available from our school office, £1 each).**
At the beginning of the school year, the children will be issued with a blue manuscript handwriting pen. If they require a new one, the pens are available to buy from Rymans, Amazon or our school office.
5. **Small 15cm ruler, opaque (no bendy or colourful rulers allowed), which fits into your pencil case.**
6. **Pencil sharpener with a container for sharpening.**
7. **Glue stick.**
8. **White plain eraser (not scented).**
9. **A pair of paper scissors**

If there is room in the pencil case, some children may like to include a highlighter pen. Please do not buy a large pencil case.

Children should also bring their own packet of tissues and hand sanitiser.

Please label all property in some way.



TYLERS GREEN MIDDLE SCHOOL SCHOOL UNIFORM



We very much value parental support in ensuring that all our children wear uniforms. Please refer to our Uniform Policy on the school website if necessary.

Please ensure all uniform is clearly named.

Girls

- Grey skirt/trousers (straight-legged, minimum flare) or shorts
- White blouse (top buttoned) or polo shirt
- School tie II
- Bottle green v-necked pullover or cardigan with logo ☉
- White socks/grey or black tights
- Black low-heeled school shoes (not sandals), not boots
- Bottle green/white gingham dress in summer (optional)
- Coat/waterproof

Boys

- Grey school trousers/shorts
- White shirt or polo shirt
- School tie II
- Bottle green V-necked pullover with logo ☉
- Grey or black socks
- Black school shoes
- Coat/waterproof

II Only available for purchase from the School Office - £4.50 each

☉ With the exception of the cardigans and jumpers, all uniform is generic and does not have a logo. Our school jumpers and cardigans must be purchased through PMG Schoolwear (see details at the bottom of the page).

Physical Education Kit

Indoor Kit

- Plain white polo shirt
- Black shorts

Outdoor Kit

- Black shorts
- White sports socks
- Trainers
- Plain bottle green or black sweatshirt and jogging bottoms for cold weather

Swimming Kit – Year 3 only (on rare occasions, Year 4)

- One piece swimming costume for girls and swimming trunks (not baggy swimming shorts) for boys.
- Swimming hat – any cap can be used, if needed can be purchased from the School Office - £4 each

PMG Schoolwear Tel : 01494-529693

5 Church Street Web : <http://www.pmgsschoolwear.co.uk>

High Wycombe

HP11 2BN

Orders placed via the PMG website may either be delivered for free to the High Wycombe store for collection or may be delivered direct to your preferred address for a nominal shipping charge, depending on the weight of the items ordered. Online orders are normally delivered within 14 days; however, this may increase to 21 – 28 days during the summer holidays. There will be a cut-off point around mid-August for guaranteed delivery by the start of the new term in September, so please check with them in advance if you decide to order during August.



“Be yourself, be anything, we are the future.”

Dear Parents and Carers,

REACH Fund:

Rewarding – Experiences – Advancing – Curriculum – Horizons

The TGMS REACH Fund is a charitable school fund used to enhance our children’s curriculum experience by enabling our teachers to plan for and buy in additional experiences. Each year, the fund trustees meet to agree on the budget for these curriculum-enhancing experiences that can be allocated to each year group based on contributions received. The objective is to run 2 events per year group and then to use any additional money to fund whole-school opportunities.



We thoroughly enjoy being able to offer your children additional exciting activities as part of their learning. Over the last year, some of the fantastic experiences have included:

- Y3 Rocks and fossils showcase
- Y4 Virtual and augmented reality session on Egyptians
- Y5 History Off The Page – Anglo-Saxons
- Y6 Brazilian dance workshop

All these additional activities are only possible thanks to your contributions, and we are very lucky and grateful to have been able to have so much additional fun at school! We would like to be able to carry on offering these rewarding experiences so we are inviting parents to set up a monthly £5 standing order payment per child into our School Fund account or pay a one-off annual payment of £60, which will be available on your Arbor payment account from September when your child starts at TGMS.

Account name: Tylers Green County Middle School Fund
Account number: 02283259
Sort code: 30-94-28

Either way, these payments can be given tax relief under the Gift Aid scheme, allowing us to claim an additional 25p per pound – every little helps! We have an online Gift Aid form at the link below; please make sure you complete this, or the school office also holds copies of this form, if needed.

<https://www.tylersgreenmiddle.bucks.sch.uk/gift-aid-form/>

Thank you very much again for your support with this fundraising. If you have any queries on this matter, please email the school office at office@tylersgreenmiddle.co.uk.

Kind regards

Mr S Isaacs
Headteacher

Mr O Brangwin
Chair of Governors



TYLERS GREEN MIDDLE SCHOOL

KS2 PUPIL ACCEPTABLE USE AGREEMENT



This will be discussed and signed by the pupils in class – this is for your reference.

These rules will keep me safe and help me to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will treat the school's computer equipment carefully and with respect.
- I will never try to download, install or remove software/applications onto or from the school computers.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I will not bring USB sticks into school; any file to be brought into school will be sent via email to the school office.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit internet sites that are not appropriate to children of my age or that I know to be banned by the school.
- I will only email people I know, or a responsible adult has approved.
- I will think carefully about the messages I send (including the use of social media), or information I upload, and be polite and sensible, as I may unintentionally hurt the feelings of other people.
- I will not open an attachment or download a file unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- I will not share personal information about others on the internet.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it, but I will show a teacher / responsible adult.
- If I receive an inappropriate image, I will delete it immediately and then report it to a teacher / responsible adult.
- I will not forward messages or content without permission.
- When taking photos, these will only be saved to the approved school account.
- I will only use digital technology under the instruction of the adults in school, not for personal or unsupervised activities.



TYLERS GREEN MIDDLE SCHOOL HOME SCHOOL AGREEMENT



At TGMS, we believe a successful partnership with parents and carers is fundamental in enabling an effective and unmissable education. As our partners, we ask you to support us in our endeavours to help your child be equipped to flourish in life, with the right skills, knowledge, and mindset.

You will be asked to confirm on the Arbor Parent App/Portal, that you have read, understood and shared this agreement with your child.

As a family, we will try to:

- Ensure our child attends school every day.
- Ensure our child arrives on time, properly equipped for school.
- Inform the school if our child is absent.
- Make the school aware of any concerns or problems that might affect our child's work or behaviour.
- Support and observe the school's policies and guidelines for behaviour, online safety, equality and uniform.
- Support our child in any work sent home and other remote learning opportunities.
- Attend Parents' Evenings about our child's progress, applying the principles of Parental Engagement.
- Get to know about, and become involved with, our child's life at school and the school's ethos, including attending parent workshops or events linked to our child's education and experiences.

The staff at Tylers Green Middle School will ensure that:

- We care deeply for your child's progress, well-being and safety, ensuring success working in partnership with all stakeholders.
- We encourage your child to believe in themselves, feel valued, and achieve their full potential.
- We provide a broad, accessible and unmissable curriculum and out-of-school enrichment activities to meet the individual needs of your child.
- We achieve high standards of attainment and behaviour by building good relationships and developing a sense of responsibility and personal autonomy.
- We will keep you informed about general school matters and your child's progress in particular.
- We will be open and welcoming at all times and offer opportunities for you to become involved in school life.
- We will contact you promptly should any problems arise and treat your concerns empathetically and seriously.

Together we will try to:

- Support your child's academic, creative, pastoral, cultural and social development.
- Confidentially share any concerns or problems that might affect your child's learning, well-being and safety, with respectful social media usage.
- Prepare your child to be a confident, engaged and positive member of society, demonstrating the Fundamental British Values of Democracy, Mutual Respect, Rule of Law, Individual Liberty and Tolerance of Difference.

As a pupil of Tylers Green Middle School, I will:

- Demonstrate our School Values: **Respect, Believe, Share, Pride, Enjoy.**
- Come to school every day, and be on time with all my equipment.
- Do my best both in class and with my homework.
- Be well-behaved and sensible, trying my best to be a TGMS Terrific Learner (see overleaf).
- Be polite and helpful to others, respecting all other members of our school community and their property.
- Follow our School Rules and take responsibility if I make a mistake or a wrong choice (learning from it).
- Share and talk about any problems or worries I have and ask for help when I need it.
- Wear school uniform, take pride in my appearance, and remember that I represent my school at all times.
- Take care of our school's equipment, our facilities and our school's surroundings.
- Pass on information to my parents.

As a pupil, if I have a problem, I will:

- Try to take responsibility to see if we can respectfully sort things out independently.
- Tell an adult as soon as I can who will then help.
- Speak with one of my most trusted adults at school about concerns or worries, even if they feel small.



TYLERS GREEN MIDDLE SCHOOL

USE OF PUPIL IMAGES



Reference only - you will be asked to provide or decline consent for different uses of pupil images on the Arbor Parent App/Portal

As an image of your child is personal data, it is a requirement of the Data Protection Act that consent is obtained for the use of the images. In accordance with the Act, you may withdraw consent at any time by contacting the School Office.

We use the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

If images are to be used by the school to report on an event in, for example, Village Voice or the Bucks Free Press, it is expected that we will use safe practice; this means, for example, that we would use group shots in the paper.

When showcasing examples of pupil work, we only use their first names, rather than their full names. If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils' full names are not given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment.



TYLERS GREEN MIDDLE SCHOOL USE OF SOCIAL NETWORKING AND ONLINE MEDIA



Reference only - you will be asked to provide or decline consent for internet access on the Arbor Parent App/Portal

Our new [Online Safety Policy](#) is our reference document for all roles, responsibilities, actions and consequences relating to pupil and staff online activity.

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory**. This is **cyber-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in the use of any websites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site, and they provide robust mechanisms to report content or activity which breaches these.)

In serious cases, we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP report abuse process:

<https://www.ceop.police.uk/Safety-Centre/Should-I-make-a-report-to-CEOP-YP/Should-I-make-a-report-to-CEOP-concerned-adult/>



Charity Number: 1066968



Friends of Tylers Green Middle School Your PTA

A warm welcome to all the children and carers who will be joining the school this September. The below gives you an idea of what we do, how the PTA benefits your children and how you can get involved.

The Friends' Committee is a group of parents who, through a number of different events, raise money to help provide items for the school that have no funding. In the past, we've used funds to purchase items such as tablets and toys. Our most recent goal was to raise enough funds to purchase individual metal lockers for all the children. Just as importantly, though, we aim to have fun and engage with all the children, carers, families and the wider local community.

Usually, we arrange events such as the Christmas and summer fetes as well as the cake sales and the hugely popular hotdog days. Gin nights and discos also keep everyone involved. All these events are run by parents at the school and we provide more information in our termly newsletters so you can put the dates in your diary.

What can you do?

All the events rely on the participation of parents and carers, plus it's a great chance for you to meet other parents and get to know your new school better. Your involvement can be as little or as large as you wish, plus it doesn't have to stop with you. What about older siblings, partners, grandparents? We all have different skill sets that collectively can really make a positive impact on PTA activity.

Please support your school by participating at events we arrange; they are only successful with you there.

If you work for, or own a business that could help (ie sponsorship, donation of raffle prizes, table hire at fetes, advertising in our termly newsletter) please contact us. Or if your employer offers fund matching or other charity donations, please contact us.

Easyfundraising is another way you can start raising funds immediately. Simply download the App to get started.

How do I get in touch?

Please email us at friends@tylersgreenmiddle.co.uk

When your child joins in September, each class will be asked to have a class rep. These class reps are vital for PTA contact as they pass on messages and arrange parent involvement at big events such as fetes. Please ensure they have your contact details.

We are always on the lookout for new ideas and different ways of doing things, so if you would like to get involved, please contact us via email. This is especially important at the moment as we are getting back into organising our usual, amazing events.

We look forward to meeting you in the future and welcoming your children and families to our future events.

Your PTA



TYLERS GREEN MIDDLE SCHOOL DATA PROTECTION



At Tylers Green Middle School, we aim to provide a positive, aspirational learning environment to support all our students in improving their life chances. In order to achieve this we need to work in partnership with parents, pupils, governors, the Local Authority and carefully selected outside agencies.

We are the Data Controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). The personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing. Schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. However, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Child, School and Families (DCSF).

- We collect emergency contact information, including names, addresses, mobile numbers and email addresses from you. In order to be more environmentally friendly, we communicate school information via email.
- We collect ethnicity information, special education needs and languages spoken for use in the School Census and Local Authority data captures.
- We collect medical information and food allergy information to provide appropriate care within the school.
- We periodically collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed.

How is data collected?

We ask for Data Sheets and Consent Forms to be completed by parents, and we have moved towards a more secure data collection process through the new Arbor Parent Portal. We can also receive electronic data transfers from previous or primary schools via the DfE's Secure Access site, providing previous attendance history and KS2/Target data, etc.

How will the information be used?

We take your privacy seriously, and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents.

Who will it be shared with?

Any third party that we share your data with has been rigorously checked by following our Due Diligence process.

We thank you for your continued support and are happy to answer any further questions you may have. Please contact the School Office for support if needed.

Kind regards

Mr S Isaacs
Headteacher



TYLERS GREEN MIDDLE SCHOOL

Privacy Policy - General Data Protection Regulation (GDPR)



Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **parents and carers of pupils at our school.**

We, Tylers Green Middle School, Cock Lane, High Wycombe, tel. 01494 812465, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Turniton (see 'Contact us' below).

The categories of pupil information that we collect, hold, and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information (including the needs and ranking)
- Exclusion and behavioural information
- Safeguarding information (such as court orders and professional involvement)
- Medical and administrative (such as doctors' information, child health, dental health, allergies, medication, and dietary requirements)
- Information regarding trips and activities

This list is not exhaustive.

Why do we collect and use this information?

We use the pupil data:

- to support pupil/student learning
- to monitor and report on pupil/student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- for safeguarding and child protection, including KCSiE 2023 filtering and Monitoring
- to comply with the law regarding data sharing
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the DfE data collections

The lawful basis on which we use this information

We collect and use pupil information under departmental censuses and the Education Act 1996. For more information on the school census process and requirements, see:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We collect and process data under the following legal basis for processing:

Article 6 (UK GDPR)

1. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
2. Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9 (UK GDPR)

1. The data subject has given explicit consent to the processing of their personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory through the Common Transfer File (CTF) or secure file transfer from the previous school, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil/student data in line with [IRMS Toolkit](#) (Information Records Management Service) guidelines including data storage time scales.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. We will dispose of your personal data securely when we no longer need it.

Who we share pupil information with

We routinely share pupil information with:

- The schools that the pupils attend after leaving us
- our local authority
- The Department for Education (DfE)
- agencies, including the School Nurse and the NHS
- curriculum resources (all web resources are checked, and minimal details are shared with online teaching resources)
- health and social welfare organisations
- professional advisers and consultants

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census), go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources, including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained, and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements are in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data-sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

The Lawful Basis for processing personal data

The lawful bases for processing personal information are:

- in accordance with the 'public task' basis to process data to fulfil our official duties
- in accordance with the 'legal obligation' basis to process data to meet our responsibilities
- in accordance with the 'consent' basis, we will get consent from you to use your personal data
- in accordance with the 'vital interests' basis, we will use this personal data in a life-or-death situation
- in accordance with the 'contract' basis, we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- in accordance with the 'legitimate interests' basis, where there's a minimal privacy impact and we have a compelling reason

The Lawful Basis for processing special category data

The lawful bases for processing 'special category' data collected (more sensitive personal information) use the following conditions for processing as set out in UK data protection law:

- we obtained your explicit consent to use your information in a certain way
- we need to use your information under employment, social security or social protection law
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- the information has already been made obviously public by you
- we need to use it to make or defend against legal claims
- we need to use it for reasons of substantial public interest as defined in legislation
- we need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- we need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- we need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- we obtained your consent to use it in a specific way
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- the data concerned has already been made obviously public by you
- we need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- we need to use it for reasons of substantial public interest as defined in legislation

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, parents and pupils/students have the right to request access to information about them that we hold. To make a request for your personal information or to be given access to your child's educational records. In the first instance, please contact the school Data Protection Lead in the 'contact us' section below.

Access personal information that we hold about you

You have a right to make a 'Subject Access Request' to gain access to personal information that we hold about you, and we will (subject to any exemptions that may apply):

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances, such as verified representation.

Your other data rights

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- in certain circumstances, be notified of a data breach
- make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance using the 'contact us details below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Other policies which may reference this privacy notice

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:

- any contract between the School and its staff or the parents of students;
- the School's policy on taking and using images of students;
- the School's retention of records policy, (IRMS template);
- the School's safeguarding and pastoral policy;
- the School's Health and Safety policy, including how concerns or incidents are recorded;
- the School's IT policies;

Contact

If you would like to discuss anything in this privacy notice, in the first instance please contact the School Lead below:

Position	Name	Email	Phone
School Lead	Josephine Rutter	dpo@tylersgreenmiddle.co.uk	01494 812465
Data Protection Officer	Turn IT on	dpo@turniton.co.uk	01865 597620 (option 3)