



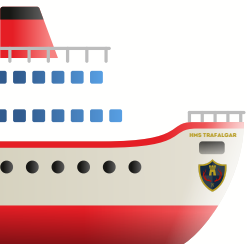
The Trafalgar
School AT DOWNTON

**WELCOME
ABOARD!**



Our Vision for You

By the time you leave our school you will be able to communicate effectively. You will be able to solve mathematical and scientific problems. You will be able to express yourself creatively and imaginatively. You will have a strong sense of self, a sense of others and a sense of place. You will make informed choices that effect positively on your own wellbeing. You will ask questions, be reflective and adaptive; capable of thinking and acting for yourself and ready to join forces with others to achieve a goal. You will be positive in your mind-set and willing to face up to a challenge. You will be active and healthy in mind and in body. You will have a keen care for your environment and feel a close connection with your natural world. You will understand what is right and what is wrong, and stand up for equality and human rights. You will appreciate other cultures and traditions. You will be thoughtful, caring and active citizens making a difference to your community and to society.





Welcome !



You are about to embark on an exciting journey and we are so pleased that you will be joining us later this year. You are joining a fantastic school and we are looking forward to welcoming you in to our Trafalgar family.

Transition between schools is a really exciting time for Year 6 students, but we recognise that some of you may also feel nervous. We work really hard to ensure that transition is stress free and that you feel well supported and cared for.

I am looking forward to seeing you all at our Induction Day, when you will have a chance to explore the school and experience lessons, as well as meet your new classmates. I will also be seeing those of you who will be attending our summer school, where we have some great activities planned.

In September you will be well supported by Year 9 peer mentors, our friendly and approachable support staff, your Form Tutor, Head of House and, of course, myself. Any concerns or worries will be swiftly resolved and our new Year 7 students settle quickly into secondary school life and are very happy.

The aim of every member of our staff is that during your 5 years with us, you become successful, ambitious and determined young adults. Our school motto is 'towards a life fulfilled' and you will play an important part in contributing to our school ethos.

If you have a question that isn't answered in this booklet, then please just ask!

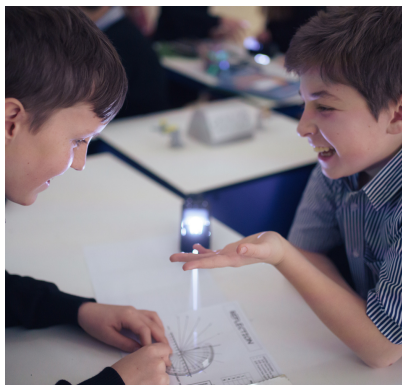
Debbie Ford
Transition Coordinator
d.ford@trafalgar.wilts.sch.uk



Our Values



I am Strong & Spirited. I believe that, as an individual and within a community, I am in charge of my own destiny and I have the power to change the world, both for others and myself. I am self-motivated.



I am Giving. I look for opportunities every day to serve people and to make the world just that little bit better, in whatever way I can. By doing this I improve my own self-worth. I understand the importance of civic responsibility, of being a positively contributing member of society.



I am Determined. I do not give up, even if the road gets tough. I am resilient, I persevere and I achieve my goals. I understand that commitment to a long term goal is the key to a successful and fulfilled life and gives me roots.



I am Compassionate. I care about others and myself and I understand that sometimes people need our support.



I am Respectful. I realise that everyone has talents and gifts and should be respected. I expect that both for and from myself. I listen to others and I am courteous. I am socially confident and I understand the importance of self-regulation.



I am Open-Minded. I understand that difference is a positive thing and that no one way is always the right one. I am tolerant of others and expect the same towards me.





WELCOME

ABOARD



Pastoral Leaders

Mark McKinley
Head of Breamore House



Ricky Harris
Head of Clarendon House



Kaye Harrison
Student Mentor
Head of Wick House



Sue Brook
Head of Longford House



Teresa Jones
Head of Pembroke House



Matthew Williams
Head of Radnor House



Pastoral Leaders

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Kaye Harrison
Student Mentor
Head of Wick House



Sue Brook
Head of Longford House



Teresa Jones
Head of Pembroke House



Matthew Williams
Head of Radnor House



Learning Support



Sarah Burley
SENDCo



Boo
School Dog



Sue Kilgour
Teaching Assistant



Sarah Hooper
Teaching Assistant



Ben Brown
Teaching Assistant



Nicky Blake
Teaching Assistant &
Thrive Practitioner



Andrew Chorley
Teaching Assistant



Louise Bonney
Teaching Assistant



Teresa Griggs
HLTA



Tina Croad
Teaching Assistant



Louise Rix
Teaching Assistant



Michelle Kirkman
Teaching Assistant



Kimberley Hague
Teaching Assistant



Clare Sobucinsca
Teaching Assistant





Jade Orton
Reception/Student Services

Debbie Ford
Transition Coordinator



Carmen Houghton
Reception/Student Services



Macayla Beckett
Reception/Student Services

Vanessa Bowden-Taylor
Educational Visits & Journeys



Vanessa Taylor
School Librarian



Lisa Ware
Exams Assistant



Luke Newton
Site Manager



Ryan Gibbs
Assistant Site Manager



Matthew Webley
Data Manager

Jo Compton
Science Technician

Jenny Saxby
Food Technology Technician



Chris Adkins
Groundskeeper



Brenda Goodman
Attendance Manager



Rachel Reeves
HR & Exams Coordinator

Sally Moore
Science Technician



Flick Crawford
PA to the Headteacher

Alan Watling
DT Technician



Andrea Ware
Textiles Technician



Support Staff

Meet Your

Main Subjects are listed, but sometimes teachers teach out of their specialism area. Use the initials to identify the teacher on the timetable.



Mrs Borras
Subject Leader of
English

NB



Mr Brice
Teacher of
Geography

EB



Mr Charlton
Subject Leader of
Music

NC



Miss Charter
Subject Leader of
Art

CSC



Miss Churchward
Teacher of
History

CC



Miss Clarke
Subject Leader of
Science

GC



Mr Cleeter
Subject Leader of
Languages

ATC



Mrs Cole
Subject Leader of
Beliefs, Values &
Traditions (BVT)

ECO



Mr Cole
Deputy
Headteacher

JC



Mr Danvers
Teacher of PE

CD



Mr Ettery
Teacher of
Mathematics

AE



Mrs Eveling
Teacher of Science

RE



Mrs Faulkner
Deputy
Headteacher

RF



Mr Gale
Subject Leader of
Mathematics

MG



Miss Gardner
Teacher of Art

PG



Mrs Gill-Taylor
Teacher of Science

MGT



Mr Godfrey
Subject Leader of
Geography

JG



Mrs Griggs
Learning Intervention
Coordinator

TG



Mrs Guasch
Teacher of
Textiles

LG



Mrs Holden
Subject Leader of
PE

JH



Mrs Jackson
Assistant Headteacher &
Teacher of Science

GJ



Mrs Jones
Head of House &
Teacher of English

TJ



Mrs Keighley
Teacher of English

KK



Mr Krzyzosiak
Teacher of Science

RK



Mr Landon
Teacher of
Mathematics

IL



Mr MacKinlay
Head of House &
Teacher of English

MMA



Mr Martin
Teacher of Mathematics

TM



Mr Oades
Subject Leader of
Drama

CO

Teachers

Main Subjects are listed, but you sometimes teachers teach out of they specialism area. Use the initials to identify the teacher on the timetable.



Mr Oakley
Teacher of PE
PO



Miss Packer
Teacher of English
LP



Mrs Pike
Teacher of Science
CP



Mrs Preshaw
Teacher of Science
CPR



Mrs Price
Teacher of
Mathematics
SP



Mrs Russell
Teacher of Science
ERU



Mr Sawyer
Subject Leader of
Technology
LSA



Mrs Stallard
Teacher of
Humanities
CST



Mrs Sutton
Teacher of Food
Technology
ES



Mr Sutton
Assistant
Headteacher &
Teacher of English
PS



Mr Taylor
Teacher of CT
BT



Mrs Tonkin
Subject Leader of
PSHCE
VT



Mrs Whitehorn
Teacher of PE
CW



Mr Whitelock
Subject Leader of
History
MW



Mr M Williams
Head of House &
Teacher of MFL
MWi



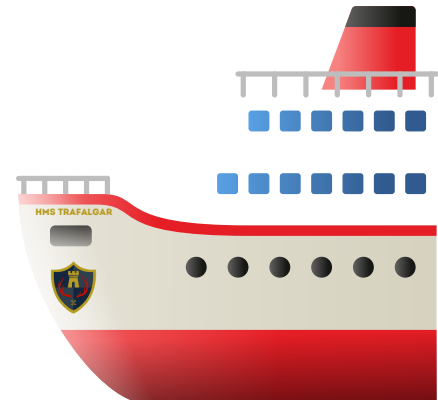
Mr E Williams
Teacher of
Mathematics
EWi



Mrs Williams
Teacher of French
LW



Mrs Winbolt
Teacher of English
PW



A group of young women, likely students, are gathered outdoors for a school event. Several of the girls have red and white face paint applied to their cheeks. They are all smiling and giving thumbs up. One girl in the background is wearing a black baseball cap with 'DALLAS COWBOYS' written on it and holding a chocolate ice cream bar. The background shows a clear blue sky and some greenery.

**What do you
like about
Trafalgar
Year 11?**

I will never forget my time at Trafalgar. The school is hardworking and ambitious. However, the quality I love the most about this school is the kindness and support from both the students and the teachers. Learning here has been an amazing experience and for that I shall always be grateful.



**What do you
like about
Trafalgar
Year 11?**

Looking back at my time at Trafalgar I can see that I have grown in confidence, I have had lots of different opportunities and I have discovered what I am good at.



**What do you
like about
Trafalgar
Year 11?**

**THE FRIENDLY ATMOSPHERE, LOVELY
PEOPLE AND GREAT TEACHING.**



Our Timetable runs over 2 weeks, which we call a Week A and a Week B. Class Charts will tell you which week it is.

Each day has 5, 1 hour, lessons as well as a Tutor Time/Assembly of 20 minutes, a break of 20 minutes and a lunch break of 45 minutes.

SCHOOL DAY

Lesson 1	08.35
Lesson 2	09.35
Tutor Time	10.35
Break Time	10.55
Lesson 3	11.15
Lesson 4	12.15
Lunch	13.15
Lesson 5	14.00
Time to Go Home or clubs	15.00




Class Charts

Class Charts is the online tool which we use to set your homework, send you messages and announcements and make sure you can keep track of all your positive and negative behaviour points. It is really useful to help you manage your own learning. You will be given your own personal log in on the first day of term. Your parents also have their own individual log in so they can see how well you are doing.

RM Unify is the online place where each subject has its own area containing information and work and where you can access your school email, your Google Drive and other important sites.





We provide lockers for students in Year 7 who wish to have one. The cost is £7.50 for the year. We will send you information about how to reserve one.

My Classes

At Trafalgar we teach lessons in Year 7 in mixed ability classes. As you move through the school we may move you into sets in Science and Mathematics. Once you start with us, we will be testing you in Reading and Numeracy, but don't worry about this - it is only so we know where you are in your learning journey and we can guide your progress.

You will be put into a tutor group - we will have asked you if there are a couple of friends you would like to be with particularly and we try very hard to make sure that you are put in a tutor group with them. We take lots of other elements into consideration too when creating our tutor groups. You will stay in this Tutor Group for your time at Trafalgar and in the Lower School (Years 7, 8 and 9) you will predominantly be in all lessons together.

You will find that you will make friends very easily, you will have your old friends from primary school and outside of school and you will become good friends with your new tutor group and the other members of Year 7.

If you are attending the Year 6 into 7 summer school in August you will have a great opportunity to get to know your new classmates!



Library & Literacy

Our School Library is open every break and lunch time and is well stocked. Our librarian, Mrs Taylor, is always available to help you discover your next book!

Mrs Taylor holds regular competitions and she also runs a Chess Club and we take part in the annual Delancey UK Chess Challenge!

We highly value literacy and encourage you to read a lot - you will read 3 books with your Tutor Group every year, below are the books that this year's Year 7 have been reading. It is a good habit to bring a book in to school every day.



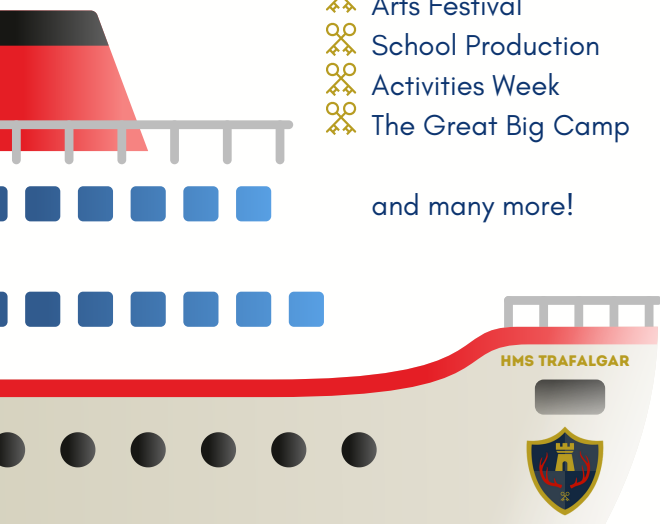
Clubs!

We have many clubs running throughout the terms, both at lunch time and after-school, in addition to the Inter-House Sports matches held each term and the annual Sports Day, House Music Competition, Public Speaking Competition and Science Fair.

A full list of all the different activities can be found in our Co-Curriculum booklet which will shortly be published on our website, but includes:

- ✂ The Duke of Edinburgh Award
- ✂ Choir
- ✂ Bands
- ✂ Lego and Games Clubs
- ✂ Sports Clubs at Lunch Times
- ✂ Inter House Sports at Lunch Times
- ✂ Chess Club
- ✂ Challenge Days
- ✂ Eco Council
- ✂ Music Festival
- ✂ Arts Festival
- ✂ School Production
- ✂ Activities Week
- ✂ The Great Big Camp

and many more!





Students are not allowed to use their mobile phones at Trafalgar (unless your teacher wants you to use them as part of your learning in a lesson).

You will be given a Yondr phone case on your first day with us – keep it safe! It is numbered so we know it belongs to you, but if you purposefully damage it, or graffiti it, your parents will need to buy you a replacement, which will cost £5. Your Yondr case is a key part of your equipment and you must have it with you every day.

Every morning at the beginning of your first lesson of the day your teacher will unlock your case and you put your phone on to silent (or switch it off) and pop it in the case. You then keep the case in your bag all day, until it is unlocked at the end of your last lesson of the day.

Mobile Phones



Mobile Phones

Why do I have to lock my phone away?

We want you to focus on learning in lessons and talking and playing with your friends at social times. We also think it is really important that you have a 'break' from screen time and social media, this also plays a big part in supporting your mental health too. You have lots of time before and after school, at weekends and in the school holidays to be using your phones.

What happens if my parent/carer needs to get hold of me during the day?

If they need to get a message to you during the school day, they should ring us on 01725 550300 and ask to speak to Student Services. Our lovely staff in Student Services will make sure that you get the message.

What happens if I choose not to lock my phone in my Yondr case and I get caught using my phone during the school day (between Lesson 1 and Lesson 5).

First of all, why would you? Don't do it! If you make the decision to not follow this rule, you will have your mobile phone taken off you and it will be given to the Headteacher. He will keep it safe in his office until you sit a 1 hour after school detention the following day - once you have done the 1 hour detention, you will have your phone returned to you, but you may have to hand your phone in to Student Services every day afterwards.



Our Expectations

What **WE** expect from **YOU**

- ✓ Be on **time**
- ✓ Have all your **equipment** with you
- ✓ **Listen** to staff and always **cooperate**
- ✓ Do not interrupt **learning** time
- ✓ **Best** work, **first** time
- ✓ Complete **all** **work** that is set for you
- ✓ Show **respect**
- ✓ Wear your uniform with **pride**
- ✓ Mobile/smart devices in **Yondr** Case
- ✓ Be **Trafalgar**



Learning Support



Hello! My name is Mrs Burley and I am the Special Educational Needs & Disabilities Coordinator.

I have been lucky enough to get to know some of you well already and I am looking forward to getting to know the rest of you over the next months.

I lead our team of dedicated Teaching Assistants who work across the school. Most of the time, Teaching Assistants support our great teachers in the classroom, but sometimes they provide small group intervention in our dedicated Learning Support rooms; intervention may take place out of lesson time, or it may be a short term intervention during a Tutor Time; we aim to avoid taking students out of classes and missing out on the wider curriculum – as far as possible.

When you arrive in September, we will assess you in literacy and numeracy and from here we will plan the most appropriate support for each of you. In most cases this will be via quality first teaching in the classroom, but for a few of you it may mean targeted intervention outside of the main class in one or more areas. In addition to the literacy and numeracy we also offer small group and individual social and emotional skills sessions run by an experienced Teaching Assistant. We also have a trained Thrive practitioner on the team, who can offer more targeted emotional support.

At break and lunch times our Learning Support rooms are open and provide a quiet, supervised space for students who may find unstructured times challenging.



Knowledge Organisers



What is a 'Knowledge Organiser'?

Knowledge Organisers (KOs) are a key component of our outstanding curriculum provision. You will receive one 3 times a year, for each of the five years you spend learning at Trafalgar. You will receive your first one as soon as you start in September!

Your KO contains all of the key learning that you study in every subject. They are written and developed by your teachers, for you. They provide a physical link between your learning in the classroom and your learning at home and will be invaluable when you are preparing for your GCSE examinations in 5 years time!

Your KO will support your revision and home learning; help you pre-learn knowledge before deepening your understanding in the classroom; help you to catch up on work if you have been absent and are used in the classroom to help you with extended writing and practical learning. It also means your parents and carers can see what you are learning and support you at home.

All of our KOs are also available in digital form on our website. You must look after your KO (a lot of time and thought has gone in to making it for you) and have it out on your desk in every lesson, every day - don't forget it - it is a **KEY** part of your learning journey!



Our Restaurant

Most likely the **MOST** important part of the day for many of our students is a visit to our Restaurant, headed up by the legendary Chef Sophie and her fantastic team. They get to know you very well during your time with us – especially your likes and dislikes – which are all fed back in to menu planning!

Visit our website to see the current menus – we cater for all diets and there is plenty of choice.

We are very lucky to have huge outdoor spaces, playing fields and seating – so whether you bring a packed-lunch or buy something from the Restaurant, you have plenty of space to eat and enjoy the fresh air with your friends.

We don't accept cash in our Restaurant. We use a biometric scanner that reads your fingerprint to charge your Parent Pay account. There is a spend limit of £5 per day (which can be increased or decreased by your parent/carer who just need to contact Student Services to request it). ParentPay is a very simple online payment system. Visit our website to find out how to register. Your parents/carers can see what you buy. All our food meets the necessary healthy standards.



Wellbeing

We take the wellbeing of our students (and staff) very seriously at Trafalgar. We need you to be as happy and healthy as you can be, to make sure that you make every possible progress on your journey to a life fulfilled.

We have a wellbeing website that is specifically for our students www.trafalgarwellbeing.com. We also have counsellors and mentors to support you, if you need it. If you visit our wellbeing website you can find out more about what we can do to support you and find some great resources that you may find useful.

Your Form Tutor and Head of House are always there to celebrate your successes (inside and outside of school) and also to support you if you are finding things a little bit tough or challenging. You can also always visit Mrs Ford (her office is in the main corridor by Reception) as well as our lovely ladies in Student Services. Every member of our staff is here to help you – if you need advice, help or support – just ask. Everyone's door is always open to you.

We also have student Wellbeing Ambassadors, you can reach out to them at any time. We will tell you more about them and the role they play and how you can contact them, in your first days at Trafalgar.

Bullying is rare at Trafalgar, but sadly it exists in some form at every school. As well as our student Wellbeing Ambassadors we also have student Anti-Bullying Ambassadors, they have a dedicated email address: speakout@trafalgar.wilts.sch.uk – somebody is always there to support you.

Mrs Faulkner and Miss Brook are in charge of keeping you safe (both outside and inside of school), they are known as our Safeguarding Leads. You can always speak to them if you are worried, or you can ask someone you trust to ask them to talk to you.



Our Community

We asked our 'Top Four' who are in Year 11 now, to give their advice to themselves when they were in your shoes and just joining us at the start of their learning journey:

“ Before joining Trafalgar, I was worried that I wouldn't know anyone, but even on the first day, I had so many new friends! Just remember, you are all in the same boat. ”

Stefan Crawford

“ Coming to Trafalgar means so many different changes, but the main one is you will meet many more people with many different experiences. Everyone learns from everyone and we all become better because of it. ”

Georgina Downing

“ Joining a secondary school can be nerve-wracking, new faces, new surroundings, but most importantly a new chapter of your life. Trafalgar has provided me with many amazing school trips and opportunities, as well as some life-long friends and memories. ”

Connie Trewin

“ I would tell my younger self that anything you want to be, do or have is possible with hard work. Whatever it is you think is impossible, determination will make it a reality. ”

Joe Faulkner





Every day you must have the following things with you to ensure that you have everything you need to learn successfully and achieve your very best.

✓ Uniform - wear it with pride! Make sure you check our uniform list on our website. Absolutely no hoodies - ever.

✓ Your Knowledge Organiser - you will be given one on your first day - you must bring it to school every day

✓ Pens, pencils, sharpener, ruler, rubber, highlighter, glue stick, water bottle, A5 notebook (to keep your key info such as passwords and timetable in) and a bag to pop it all into. Rucksacks are best - you will need to carry everything with you to each lesson - you won't be in the same classroom!

✓ For Maths/Geography/Science you will need: scientific calculator, protractor, mathematical pair of compasses .. an instrument set and calculator can be purchased on Parent Pay and collected at Student Services. You can also buy them at many supermarkets, online and stationery stores.

✓ For Languages you will need a dictionary: Oxford Learner's French/English or Spanish/English is recommended.

✓ PE - refer to our uniform list - boots/trainers will be advised for seasonal sport. Make sure you have a sturdy bag to carry your kit in - we don't have many lockers - you only need to bring your kit in on the days you have PE unless you are taking part in lunch/after-school clubs.

✓ Art: an Art Pack is available to order - we will send you information.

Key Stuff





On-Line Resources

You can find out everything about life at Trafalgar (including our uniform list, knowledge organisers and term dates etc) within the pages of our school website. We also have a dedicated wellbeing website and you can find us on Facebook and Instagram.

www.trafalgarschool.com
www.trafalgarwellbeing.com



Daily Check List



Uniform – smart, tidy and nothing that's not on the list!



Knowledge Organiser



Yondr



Bus pass – if you use one



Fully stocked pencil case



PE kit if it is a PE day



Water bottle

Most importantly ... don't forget your positive mental attitude and a smile!



Be Organised

Every Evening before School:

Pack your bag with all the equipment you need for the next day. Don't forget your Knowledge Organiser, Yondr, pencil case, PE kit (if it's a PE day) and water bottle!

Make sure your uniform is neat, tidy and ready to wear the next day – remember we expect you to wear it with pride!

Check Class Charts! Make sure you have a) done your homework and b) know what lessons you have.

Get a good night's sleep! It's really important you are ready and refreshed for your next day of learning. If you are struggling, visit our wellbeing site for ideas to help you:
www.trafalgarwellbeing.com

Everyone at Trafalgar is here to support you to achieve.





Getting Here

Where do the school buses drop students at school?

Both the local authority and MLP transport operated vehicles drop students in the bus bay on the school site. Staff are on duty at both arrival and departure times, to ensure that students safely arrive and leave the school site.

Where do I get dropped off if I come in to school by car?

You should enter the school site by the footpath and gated access in The Borough (opposite the Memorial Gardens). **For safety reasons students should never access the school site, on foot, via the main entrance on the A338.** To ease congestion we ask that parents/carers do not wait in the car park to drop off/collect students at peak times. Students should be dropped off/collected via The Borough.

I get the X3 bus - where do I get off?

You should get off the bus at 'The Bull' stop by the traffic lights in Downton and then walk down The Borough and enter the pedestrian gate opposite the Memorial Gardens.

Can I ride by bike to school?

Yes you can, we have a bike park where you can safely store your bike during the day.

I have a bus related query, who do I speak to?

For Local Authority funded transport, please contact Wiltshire Council Passenger Transport 0300 456 0100. For Magna Learning Partnership shuttle bus transport please email: transport@magnalearningpartnership.org.uk

There are always plenty of staff on duty before and after school to help you arrive and leave safely - if you are lost - just ask!





I need to take the day off school.

If you are not well enough to come to school in the morning your parent/carer must tell us via the Class Charts app, or by phone via the school absence line 01725 500300. They must clearly give your name, tutor group and the reason for your absence for every day that you are absent.

What happens if I feel ill when at school?

If you feel ill during the school day, you must tell the nearest member of staff; this may well be your class teacher. They will send you to Student Services who will assess you and they may decide to contact your parent/carer and send you home.

I'm late for school. What do I do?

If you arrive after the start of lesson 1 (08.35) you should go to Reception and they will sign you in.

What do I do if I get lost?

First of all, don't panic! Ask another student or staff member who is nearby – everyone will be willing to help you and point you in the right direction – they were all Year 7s once! If you can't find anyone to ask, go to Student Services or Reception – they will help you.

Help!

HMS TRAFALGAR



Help!

I am worried about something ...

Your first stop should be your Form Tutor. If you are unsure about who to speak to, you can ask Mrs Ford
d.ford@trafalgar.wilts.sch.uk or go to Student Services.

The fire alarm sounds - what do I do?

Leave the building by the nearest fire exit and move quietly and purposefully to the fire assembly point, which is clearly marked on the school field. You will be shown where this is when you join us. DO NOT stop to pack up your bag. DO NOT use the lift. If you need assistance ask any staff member.

I need to go to the toilet and I'm in a lesson!

You should make sure to go to the toilet at break or lunch time, or in between lessons, if necessary. If you have a medical need your parent/carers should let us know. If you need to go to the toilet as an emergency - let your teacher know and they will let you leave the lesson.



Our Anti Bullying Charter



AT THE TRAFALGAR SCHOOL WE WILL:



Be kind to others and respect differences



Use appropriate language at all times, especially when referring to race, gender, sexuality, beliefs or abilities



Not turn a blind eye if we see somebody being victimised



Not be judgmental - there will always be people we do not agree with



Give people different ways of asking for help - there is always a solution



Listen to everyone's opinions - they are all valid



Take all forms of bullying seriously and deal with them effectively



Understand how a bullying victim feels and think about how our actions and words can impact on them



speakout@trafalgar.wilts.sch.uk

CONFIDENTIAL EMAIL

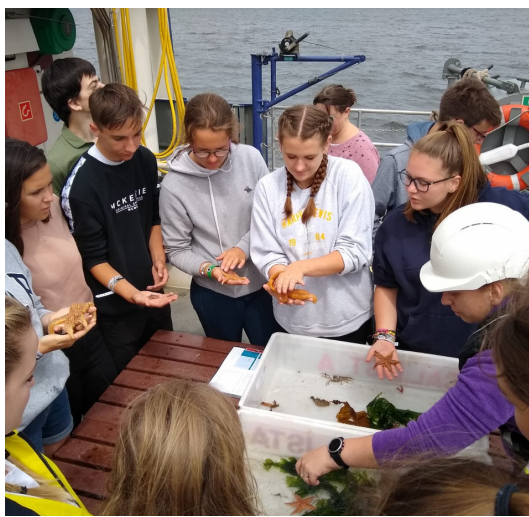






You are just embarking on your voyage with us towards a life fulfilled. Enjoy the journey, make the most of every opportunity we provide for you.

JONATHAN CURTIS, HEADTEACHER





EMPOWERING YOUNG
PEOPLE TO BE THE SOURCE
OF THEIR OWN SUCCESS

+44 (0) 1725 550300 | www.trafalgarschool.com

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