

# **Thomas Telford School**



## **First Day/ Week Information for 6.2 Students**

Please note:

There will be no Session 3 activities  
In the first or last week of each term

August 2017

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### Important note from the Headmaster

Please note that the School will have a single point of entry and exit to School from September 2017. There will be a supervised security lodge managing all entry and exits to the site. Parents must not come onto School premises at the start and end of each day unless by prior appointment with a member of staff.

In addition, following instructions from the Governing Board, and in the interest of student safety, any vehicle entering the School site between 3.00pm and 3.20pm will not be able to leave the site until the exit barrier is lifted at 3.25pm. This is to allow students to cross the School perimeter roads to embark on the coaches or exit the site safely.

# 1. What do I need to bring to School on the first day?

**NB. Term starts for all Sixth Form students on Thursday 7 September**

## Second Year Sixth

- timetable
- pen, pencil, ruler, rubber and calculator (for Mathematics and Science only)
- signed End of Year Report folder [to be handed to Personal Tutor]

If you are undertaking Physical Education, BTEC Sport or Performing Arts, please bring the appropriate kit with you on the first day.

# 2. Travelling to and from School

## General

The transport arrangements have been made with due regard to the safety and best interests of the students. Suggestions for improvement will be accepted by the School but the School's decision will be final.

**NB:** The school will have just one point of entry and exit as of September 2017 with a security guard supervising all vehicles and visitors to school. There will continue to be a one way system and vehicles entering school will turn left and follow in a clockwise direction around school.

## Arrival at School

The most suitable time for students to arrive at School is between 8.00am and 8.20am. The School is unable to receive students earlier than 7.30am. Students arriving before 8.15am should remain in the Restaurant.

## Departure from School

Students not attending a Session 3 must be collected promptly at **3.15pm**.

## Wolverhampton Coach Service

All coaches are fitted with lap belts, these must be worn at all times. **Failure to do so will result in students losing the right to travel on the coach.**

Adult stewards, employed by the School, will be present on the coaches and will take registers. All stewards are issued with mobile telephones.

On arrival at School there will be two drop off points. Year 7, 10 and Sixth Form students will disembark and enter the School at Entrance A. Year 8, 9 and 11 students will disembark at Entrance D (see map below).

At the end of the day, coaches will depart from Coach Pick Up Area (see map below).

Details of your route number, pick-up point and time will be mailed to you just before the beginning of term.

## Bus Passes

Bus passes are available for students whose families are in receipt of government financial assistance. Please contact Mr. Talbot, the Student Support Officer at the beginning of term. Details of discounted fares for other students are available at: [www.wrekinconnect.co.uk](http://www.wrekinconnect.co.uk).

## Parents bringing students by car

Parents are requested to stop their cars in the DROPPING OFF ZONES adjacent to the School (see map).

## Students driving by car

Please note that there are no car parking facilities on the school site for student cars. Cars parked outside the school are done so at owner's risk.

## Safety Notice

**In the interests of students' safety, parents are requested not to come on to the School site to drop off or collect students at the beginning and end of the School day.**

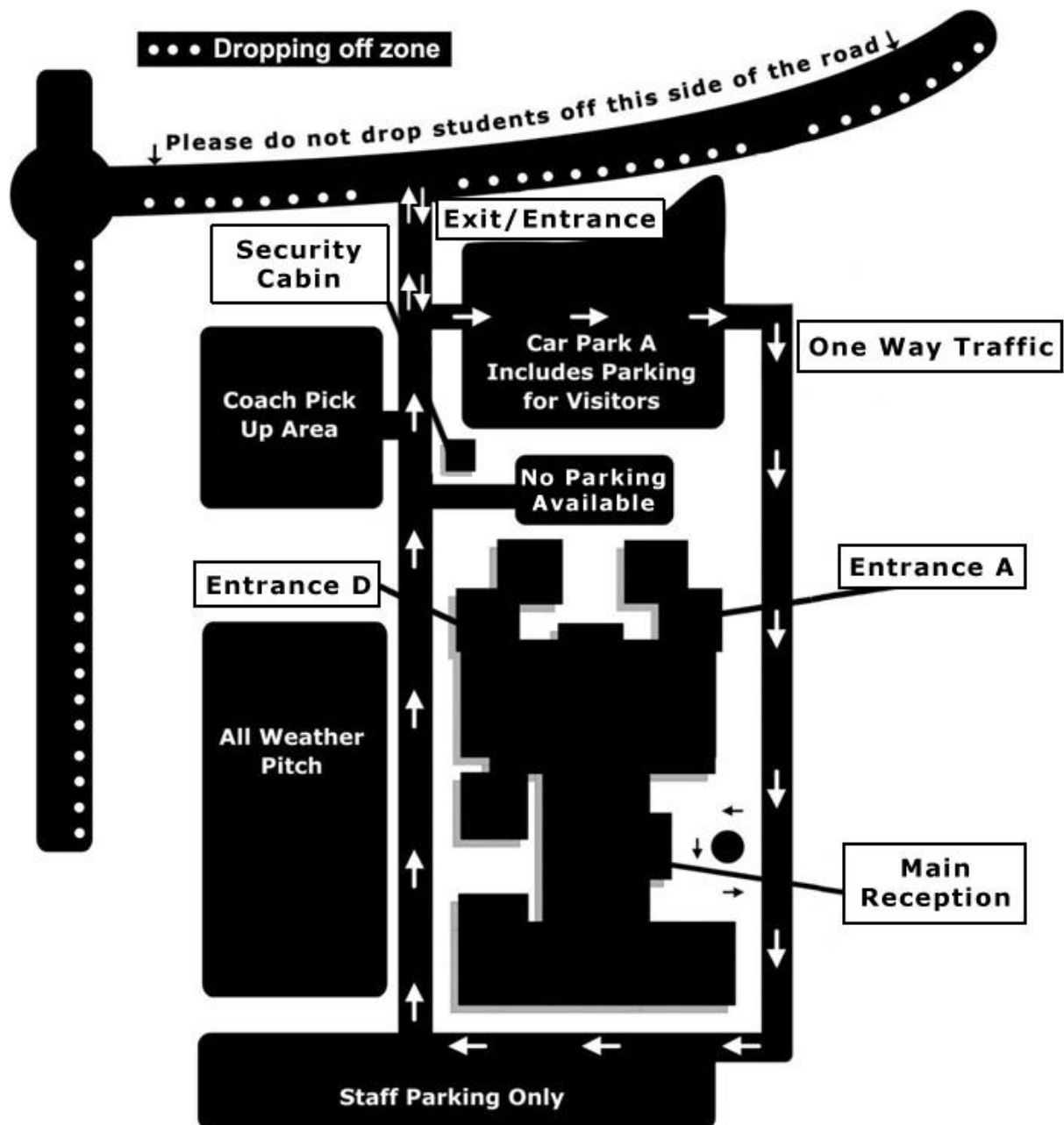
**Please do not drop off students, park or turn your cars around on the zigzag lines or in the entrance/exit area; this is both illegal and dangerous. The area is well signposted and has road markings.**

**We receive many concerns and complaints from parents about inconsiderate driving and we would respectfully remind parents to make every effort to comply with these arrangements in the best interests of our children's safety.**

**The School's Road Safety Group is working with the local authority and police to improve safety.**

### 3. What do I do when I get there?

Please use Entrance A (near Learning Base 3, see below). The cloakroom on your left is for your coats and bags. No coats or bags are to be taken into the main body of the School. Please wait in the Restaurant area until you go to Session 1.



## 4. Sixth Form Wednesday Afternoon Options

The majority of Sixth Form students will not have formal timetabled sessions on a Wednesday afternoon so a range of options are provided for them. Students can take part in a variety of sporting activities including Football, Hockey, Netball, Basketball and Swimming, or use the School's Independent Learning Facilities. Students can also opt for Home Study. Full details will be issued on the first day and students will bring home a permission slip for parents to sign.

Transport is available to Wolverhampton Bus Station at 12.00pm for those Wolverhampton students opting for Home Study. There will be a charge of £4.00 for this service. Please note, however, that this will be reviewed at the end of October and if insufficient students use the service to make it viable, it will be discontinued from January.

## 5. Timing of the School Day

### Session Times

#### Monday to Friday

Session 1 (including breakfast)	8.30am to 11.30am
Personal Tutorial	11.30am to 11.50am
Session 2 (including lunch)	11.50pm to 3.15pm
Session 3	3.15pm to 5.10pm

### School Meals

**Please note that all food and drink must be consumed in the Restaurant**

The School provides breakfast and lunch in the Restaurant. Lunch menus will offer variety, including a vegetarian alternative. The School suggests £3.00 for lunch and an optional £1.00 for breakfast as a suitable daily allowance. Hot and cold drinks are available from vending machines at 25p each. Water can be obtained free of charge.

We always aim to keep the price of 'healthy option' items, i.e. vegetables, salad and fruit, as low as possible to encourage the students to eat a balanced diet. Restaurant menus for each day are available on the website: [www.ttsonline.net/page/restaurant-menu](http://www.ttsonline.net/page/restaurant-menu).

The School operates a cashless system. Parents can add credit to their child's account via ParentPay. The current default spending limit is £5.00 per students per day but parents can change this by writing to Mr S Turton, Finance Director. Parents can also check on ParentPay to see what children are purchasing.

### Packed Lunches

All students are welcome to bring their own packed lunches to School and join the other students in the Restaurant.

### Meal Times

Students take breakfast and lunch breaks on a rotational basis with breakfast being served between approximately 9.00 - 10.45am and lunch between 12.00 and 2.00pm.

These times may vary slightly to take into account Examinations, School trips, etc.

## Support

Families qualifying for financial support with School meals will receive the equivalent of £3.00 per day. Students will be automatically identified by their fingerprint/pin code as they pass through the till which will maintain confidentiality.

## General

When School trips and visits are to take place, parents will receive appropriate information concerning meals prior to the visit or trip taking place.

# 6. School Dress and Appearance Guidelines:

## School Clothing List – Sixth Form

All items marked with an asterisk\* are stocked by the School's official outfitter.

### School Dress

All students should always be dressed in a professional manner as we are constantly working with prospective employers and first impressions do make a difference. Therefore, girls in the Sixth Form must wear smart professional attire, ie a skirt/trouser suit. Smart dresses are also acceptable if worn with a jacket. Cardigans and vest tops are not acceptable. Boys in the Sixth Form must wear smart professional attire, i.e. suit or jacket and trousers, collar, tie and sensible shoes.

**All Students must arrive in Business Dress, this applies to BTEC Sport and Performing Arts Students.**

**Students are not allowed to wear Denim Jackets or Baseball Caps.**

### Performing Arts

Students following courses in Performing Arts or Performance Studies in the Sixth Form will need appropriate clothing for the practical aspects of the course(s).

For **Dance** and **Drama** work students will require the following:

- Black jogging bottoms (available only through School)
- Black performance top (available only through School)
- Black polo shirt (available only through School)
- Plain black T shirt with sleeves not shoe string
- Black Jazz shoes or Jazz trainers
- Appropriate dance underwear
- Girls may need character shoes during the course and nude underwear for performance pieces

Dance clothing can be purchased from 'Charades' in Penn or via the School. Mrs Crawford can advise if necessary.

### Performing Arts Dress Code

Performing Arts students should note that Thomas Telford School has a formal dress code. Sixth Form students are expected to wear smart professional attire at all times and are expected to arrive and depart from School in formal attire. However, students participating in practical work wear clothing appropriate for the activity being undertaken as identified above in the practical areas.

## Sport

Students following courses in Sport and PE in the Sixth Form will need appropriate clothing for the practical aspects of the course(s).

Physical Education activities in the Sixth Form are **optional** and take place on Wednesday afternoon. **Only the students involved in these activities should purchase the PE clothing.**

## PE Kit

- School Tracksuit\*
- Maroon sweatshirt (Optional)\*
- Maroon sports shirt with collar\*
- Maroon games shorts (Sportswear International)\*
- Maroon games socks\*
- White sports socks
- Trainers. Fashion footwear such as Vans or Toms are not suitable. Any student who does not have the correct footwear will be unable to take part and parents will be made aware.
- Towel
- Suitable carrying bag

We recommend that for hockey, students should use shin pads and a mouth guard to comply with Health and Safety advice. These are available from most sports shops.

Fitness Centre – students should wear t-shirts with shorts or tracksuit bottoms and indoor shoes. Combat trousers and sleeveless or cropped tops **are not** appropriate.

## 7. Session 3 Activities

### Monday to Thursday after 3.30pm

This term, Session 3 activities begin on Tuesday 14 September. This is to allow staff to concentrate on ensuring the normal School day settles into routine effectively and to allow Personal Tutors to resolve any important issues with their Personal students.

**Parents will be meeting with Personal Tutors on Monday 11 September after 3.45pm (see Page 11 for details)**

There are no Session 3 activities during the **first** and **last** week of each term.

### Session 3 Timetable – Year 6.2

The Session 3 timetables are available on the website and in the Student/Parent information area.

**Note:** Our Individual, team, regional, national and international performers will access the Fitness Centre for specialist training by arrangement with Mr Thomas / Mr Sterling. Fitness Centre / Spin Classes will be available for all years every evening in the Fitness Centre



## Session 3 Transport

Transport is arranged for students returning to Wolverhampton after Session 3 activities. Transport will be available at **5.20pm (Monday-Thursday)** as demand requires. Students should sign onto the late bus at Reception before 1.00pm.

**If for any reason a student does not subsequently require the late coach, they must sign off the late coach list at Reception.**

## 8. Personal Tutors

On the first day, all new students will be introduced to their Personal Tutor who will be the first point of contact for parents and students.

### Parents meeting with Personal Tutors

**Monday 11 September 2017, 3.45pm – 7.30pm**

Please advise your child of a suitable time so a mutually convenient appointment can be arranged.

Arrangements will be made for all parents to book an appointment with their child's Personal Tutor on Thursday 7 and Monday 11 September 2017, 3.45pm – 7.30pm. Most sixth form appointments will be on the Monday due to sixth form not returning until Thursday. Sixth Form students with siblings in Y7 to 11 are welcome to make an appointment on the Thursday.

The purpose of the meeting is twofold:

- Firstly, for the parents of existing students at the School to meet with Personal Tutors to discuss the End of Year Report which was issued at the end of July.
- Secondly, for parents of students starting at the School to meet the Personal Tutor who will be the key person for dealing with all matters relating to their child's progress and welfare.

It is important that you bring your son/daughter with you and enable them to participate in the discussions about their progress. Students are expected to wear School uniform.

The School has an excellent record of parents working closely with Personal Tutors in the interests of the students. **This is a very important meeting and it is essential that every parent meets the Personal Tutor.**

## 9. Further Information

### Term Dates 2017/18

Please click on the following link to download the term dates for 2017/18:  
<http://www.ttsonline.net/page/term-timetable.aspx>

### Heads of Key Stage

- Mr R Furlong concerning Years 7 and 8,
- Mr J Arnold concerning Years 9, 10 and 11
- Mr I Rawlings concerning Sixth Form

## Who do I contact if I have a query about arrangements for the beginning of term?

Please ring the School on 01952 200000 if you have any queries or email [info@ttsonline.net](mailto:info@ttsonline.net)

Please note the School will be closed for two weeks from Monday 31 July (re-opening on Monday 14 August)