

Thomas Telford School



First Day/Week Information for Year 7

Please note:

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

August 2018

Contents

1. What do I need to bring to School on the first day?.....	3
2. Travelling to and from School.....	3
3. What do I do when I get there?	5
4. Timing of the School Day	6
Session Times.....	6
School Meals.....	6
5. School Dress and Appearance Guidelines:.....	7
School Clothing List - Girls Years 7-11	7
School Clothing List - Boys Years 7-11	7
6. Session 3 Activities	8
Parents meeting with Personal Tutors	9
8. Further Information	9
Term Dates 2018/19.....	9
Heads of Key Stage	9
Who do I contact if I have a query about arrangements for the beginning of term?	9

Important note from the Headmaster

Please note that the School has a single point of entry and exit to School. Please stop at the supervised security lodge on entry and observe the one way system at all times. 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?

All Year 7 students should bring with them on their first day a pen, pencil, ruler, rubber and calculator. Students will also need to bring a bag of sufficient size in order to transport their Student Portfolio to and from School. Y7 first day lessons are outlined below. All they need to remember to do, however, is to go to the Restaurant where the Head of KS3, Mr Nicholls and others will greet them and organise their transition to the first session.

Group	Lesson 1a	Venue	Teacher	Lesson 1b	Venue	Teacher
T	Tech	TE2	JLT	Tech	TE2	JLT
E	Tech	Te1	CEH	Tech	Te1	CEH
L	Art	Art1	BAC	Art	Art1	BAC
F	Art	Art2	MK	Art	Art2	MK
O	RE	St7	CN	MU	MR	KAG
R	MU	MR	KSC	DR	SH	JCR
D	DR	SH	JCR	RE	St7	CN

On the first morning, each Year 7 student will be given their Student Portfolio. This consists of a red lever arch file containing:

- Map of the School
- Timetable
- An envelope containing login and password for computer access – Please note that the details must never be given to anyone else. Any misuse of computer facility will be traced to individual login and password and it is, therefore, essential that this is confidential.
- Exercise books

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 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. Please observe the one way system at all times.

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

For the first two weeks, Year 7 will be leaving School at approximately 3.00pm until they get used to the system. This will then be extended to 3.10pm, five minutes before the rest of School. If students stay for Session 3, this begins at 3.20pm and they should wait in the Restaurant until the Session 3 starts.

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.

Parents bringing students by car

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

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.

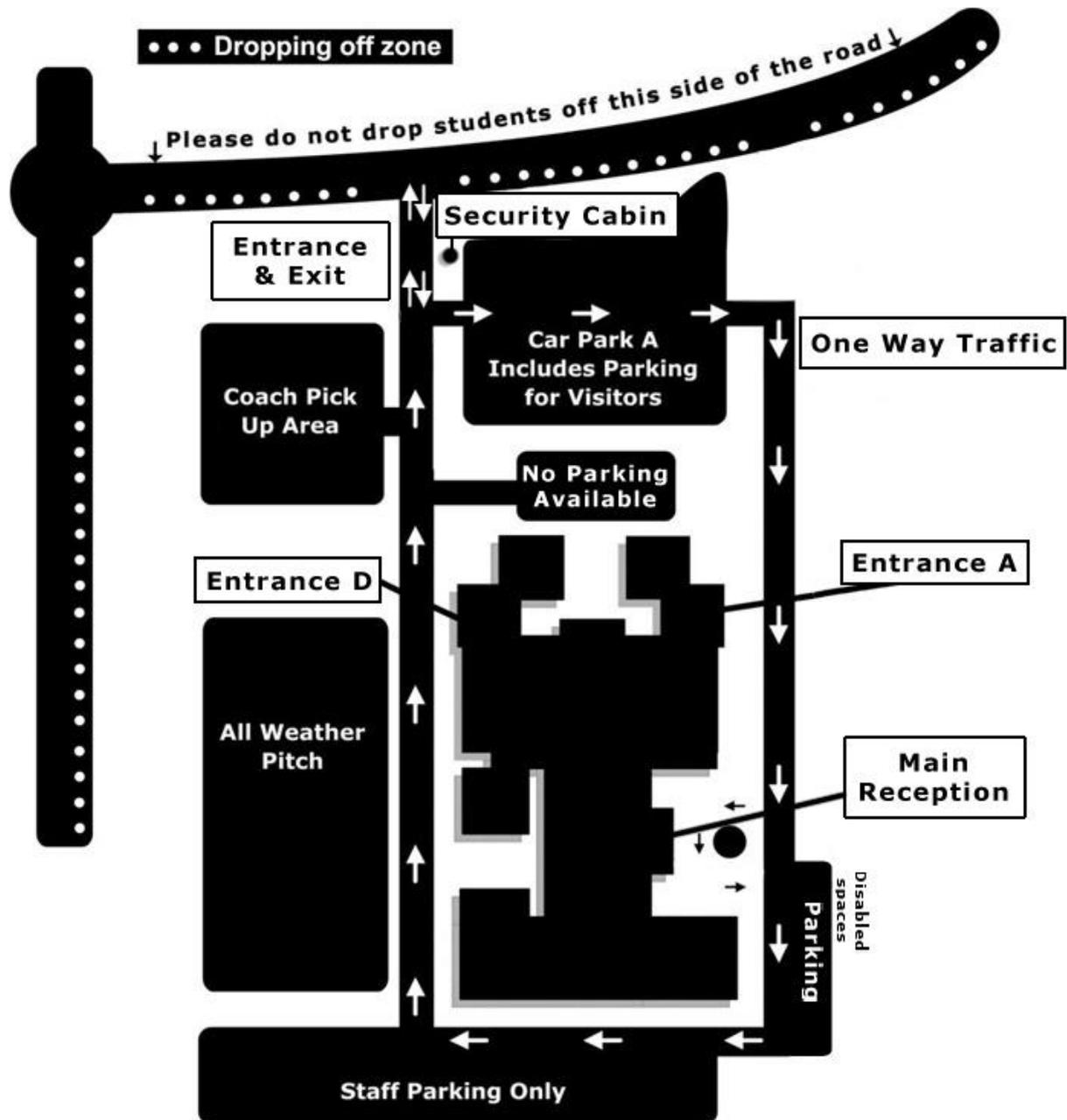
Please do not drop off students, park or turn your cars around on the zigzag lines or in the entrance/exit area; this is both illegal and dangerous. The area is well signposted and has road markings.

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. You will be directed to the restaurant by staff and helped by other students in Y8. Please wait in the **Restaurant area until your teacher collects you to go to Session 1.**



4. 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

Important Information for Year 7 Students*

For the first two weeks, Year 7 students leave at 3.00pm then for the remainder of the year they are released 5 minutes before the rest of the School at 3.10pm

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 £3.50 for lunch and an optional £1.20 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.

The School operates a cashless system. Parents can add credit to their child's account via ParentPay. The current default spending limit is £10.00 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 £3.50 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.

5. School Dress and Appearance Guidelines:

Further information and price list can be found at: <http://www.ttsonline.net/page/school-clothing-list.aspx>

School Clothing List - Girls Years 7-11

School Uniform

- Official maroon fitted blazer with embroidered School badge
- Official grey skirt (Trutex GSA) (length must be mid- knee) or
- Official grey trousers (Trutex GTB)
- (No variation of the above skirt or trouser make or style is acceptable.)
- White blouse
- School tie with School crest
- Plain grey knee high socks or flesh coloured tights; grey ankle socks can be worn during the Summer Term
- Black plain shoes of a sensible design with heels no higher than 5cms. (Heels must not be stiletto or kitten type)
- (Boots or shoes with deep tread soles are not allowed)
- Suitable carrying bag (large enough to carry two A4 folders)

School Clothing List - Boys Years 7-11

School Uniform

- Official maroon blazer with vents, with embroidered School badge
- Official mid grey trousers with belt (Trutex single pleat mid grey)
- (No variation of the above trouser style is acceptable.)
- White shirt
- School tie with School crest
- Dark coloured boys socks
- Black plain shoes of a sensible design with heels no higher than 5cms.
- (Boots or shoes with deep tread soles are not allowed)
- Suitable carrying bag (large enough to carry two A4 folders)

PE Kit

- Burgundy Polo Shirt – Compulsory
- Burgundy PE Shorts – Compulsory
- Burgundy PE Skort (Girls only) – Compulsory
- Burgundy PE Sports Socks (for Hockey and Football) – Compulsory
- Burgundy Sweatshirt – Compulsory
- Burgundy Performance Top – Optional
- Burgundy Tracksuit Bottoms **OR** Burgundy Performance Pant – Compulsory
- Black Swim Shorts with logo (Boys only) – Compulsory
- Girls Swimsuit Speedo Racerback - Compulsory
- Trainers. Fashion footwear such as Vans or Toms are not suitable
- White Sports Socks - Compulsory
- 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. Shin pads should also be worn in Football. These are available from most sports shops.

Students studying Dance in Key Stage 4 will require a black Jeanette leotard and capri length tights that can be purchased through School.

6. Session 3 Activities

Monday to Thursday after 3.30pm

This term, Session 3 activities begin on Tuesday 11 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 Thursday 6 and Monday 10 September after 3.45pm (see Page 9 for details)

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

Session 3 Timetable – Year 7

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 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.

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

Thursday 6 and Monday 10 September 2018, 3.45pm – 7.30pm

Please advise your child of a suitable time so a mutually convenient appointment can be arranged or call your child's Personal Tutor directly

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.**

8. Further Information

Term Dates 2018/19

Please click on the following link to download the term dates for 2018/19:
<http://www.ttsonline.net/page/term-timetable.aspx>

Heads of Key Stage

- Mr P Nicholls concerning Years 7 and 8,
- Mr R Furlong 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

Please note the School will be closed for two weeks from Monday 30 July (re-opening on Monday 13 August)