

# **Thomas Telford School**



## **First Day/Week Information for 6.1 Students**

First Day - Tuesday 5 September

August 2023

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### Important note from the Headmaster

Please note that the School has a single point of entry and exit. Please stop at the supervised gatehouse 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 3.30pm. 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 6.1 students on Tuesday 5 September**

## First Year Sixth Form

TUESDAY											
TUE1a			TUE1b			TUE2a			TUE2b		
Subject	Room	Staff	Subject	Room	Staff	Subject	Room	Staff	Subject	Room	Staff
C	C	C	C	C	C	B	B	B	B	B	B
BI	R9	AKH	BI	R9	AKH	AD	ART4	MJC	AD	ART4	MJC
BI	LAB7	SLC	BI	LAB7	SLC	BI	LAB2	AKH	BI	LAB2	AKH
CH	LAB5	LMF	CH	LAB5	LMF	BI	LAB3	SLC	BI	LAB3	SLC
CS	CS1	CFM	CS	CS1	CFM	BS	R10	ASD	BS	R10	ASD
EC	R6	GMC	EC	R6	GMC						
EL	R3	TAP	EL	R3	TAP	EL	ST1	PJM	EL	ST1	PJM
FR	ST3	SCE	FR	ST3	SCE	HI	ST11	RAF	HI	ST11	RAF
GG	ST6	CJN	GG	ST6	CJN	MA	ST18	PAR	MA	ST18	PAR
HI	ST11	RRK	HI	ST11	RRK	FMA	ST17	GDR	FMA	ST17	GDR
MA	ST22	CLD	MA	ST22	CLD	PH	LAB10	SBK	PH	LAB10	SBK
PE	PE1	DJH	PE	PE1	DJH	PSY	ST15	ABD	PSY	ST15	ABD
POL	ST12	JCW	POL	ST12	JCW	SPA	ST3	WLH	SPA	ST3	WLH
PSY	ST16	RMP	PSY	ST16	RMP						
SP(3)	OUT	DLL	SP(3)	PE2	MJL						
PA(3)	DR	EAL	PA(3)	DR	EAL	PA(3)	DA	CCD	PA(3)	DA	CCD
BBS(3)	LC2B	ASD	BBS(3)	LC2B	ASD						
HSC(2)	ST19	CEN	HSC(2)	ST19	CEN	PA(1)	DA	CCD	PA(1)	DA	CCD
BBS(2)	LC2C	ASD	BBS(2)	LC2C	ASD	BBS(1)	R8	SLE	BBS(1)	R8	SLE
SP(2)	PE3	ABK	SP(2)	PE3	ABK						
						TT(1)	TE3	CMF	TT(1)	TE3	CMF
						SC(1)	LAB11	PMK	SC(1)	LAB11	PMK

For 6.1 students on a half day, transport will be available from the hard play to Wolverhampton and Shrewsbury, after Personal Tutor Time. For students wishing to stay and work in school on remote learning work, R10 and R6 are available and students should sign up via the Online Curriculum on the School Website.

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

On the first day, new 6.1 students will be given an envelope containing their login and password for computer access. Please note that the details must never be given to anyone else. Any misuse of computer facilities will be traced to individual login and password and it is therefore essential that this is confidential.

## 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 has 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 7.45am. Students arriving before 8.00am should remain in the Restaurant. **On the first day 6.1 students will make their way to the School Theatre.** On all other school days from 8.00am students are expected to go straight to learning venues.

### Departure from School

Students not attending a Session 3 must be collected promptly at **3.20pm**.

### 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 on page 6).

At the end of the day, coaches will depart from Coach Pick up Area (see map on page 6).

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 school at the beginning of term – Miss Braiden, [dbraiden@ttsonline.net](mailto:dbraiden@ttsonline.net) for more information.

### Parents bringing students by car

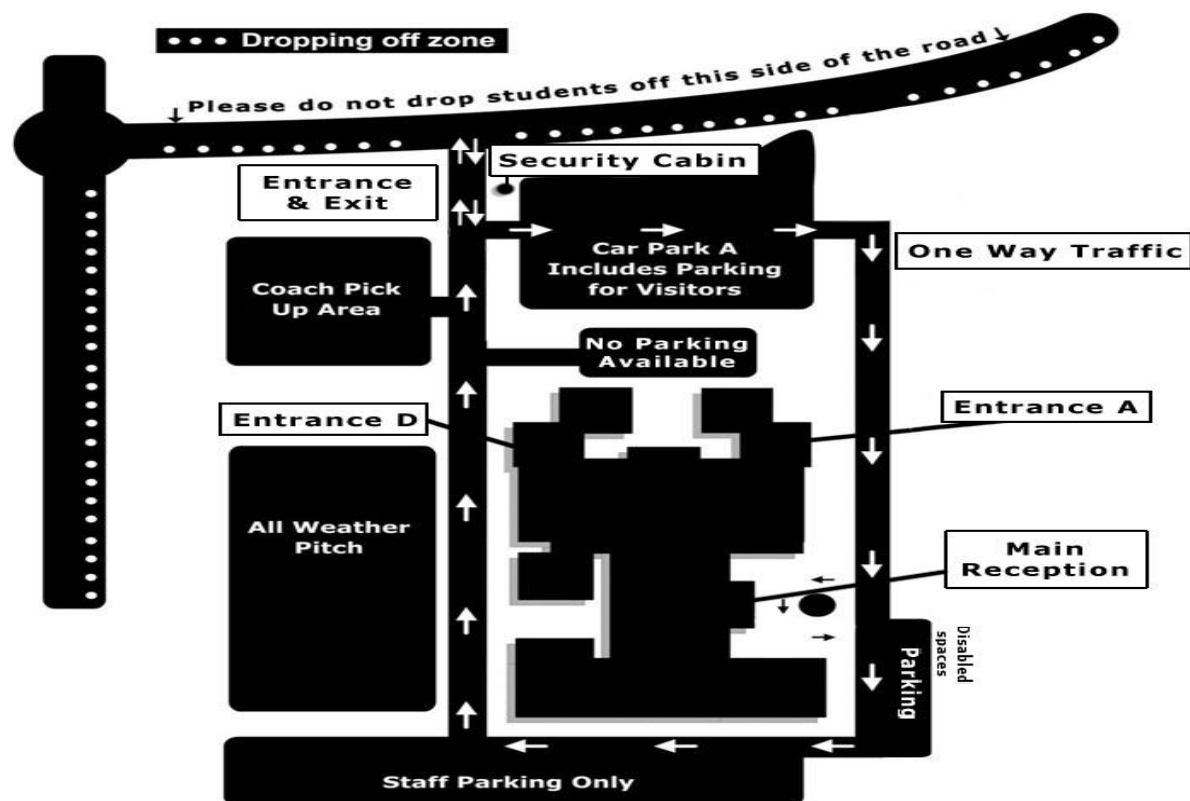
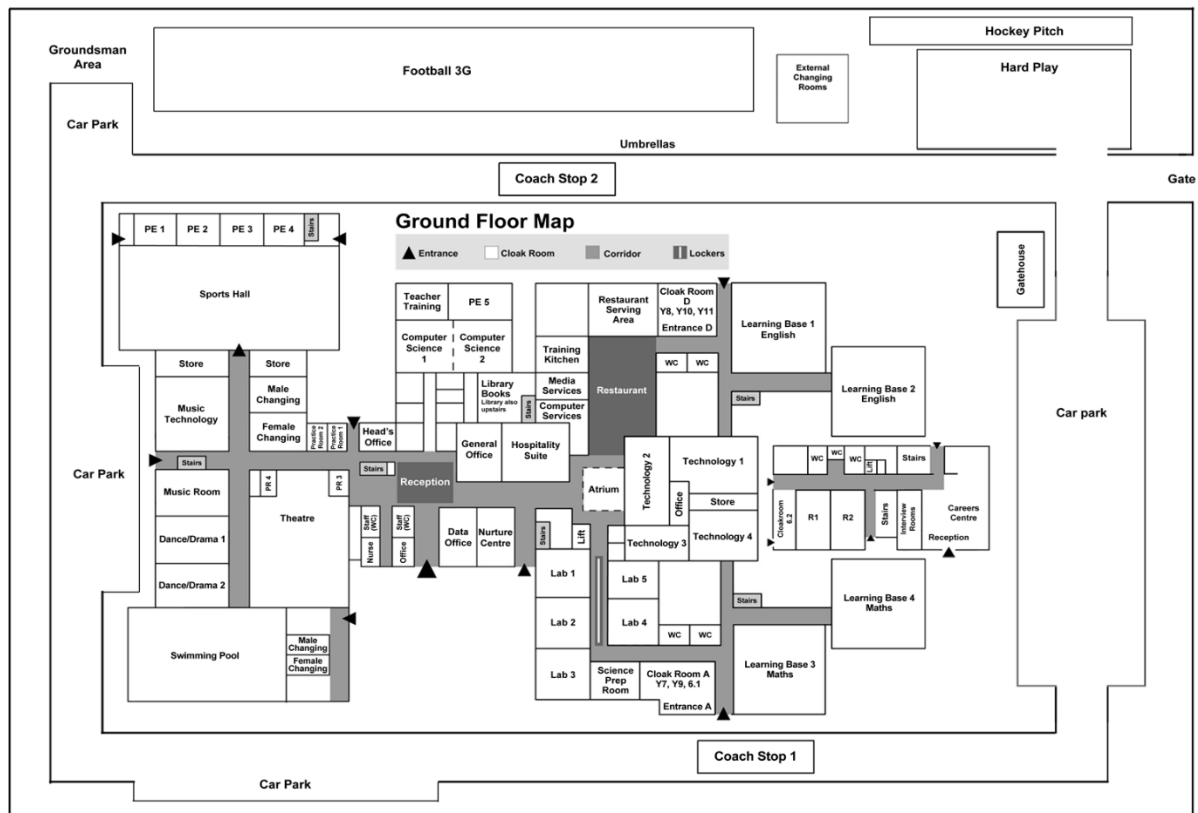
Parents are requested to stop their cars in the DROPPING OFF ZONES adjacent to the School (see map).

### 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.

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

Please use cloakroom A. No coats or bags are to be taken into the main body of the School. Please make your way directly to the School Theatre for 8.30am. Staff will be on hand to direct you.



## 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.**

## 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.

## 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 3.20pm
Session 3	3.30pm to 5.00pm

## 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 £3.75 for lunch and an optional £1.45 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 £10.00 per student, per day but parents can change this by writing to Mr T Osborne, 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.

### Mealtimes

Students take breakfast and lunch breaks on a rotational basis with breakfast being served between approximately 8.40am - 10.45am and lunch between 12.00pm - 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 £3.75 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, i.e., 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 also 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 Surridge [www.surridgesport.com](http://www.surridgesport.com))
- Black performance top (available only through Surridge [www.surridgesport.com](http://www.surridgesport.com))
- Black polo shirt (available only through Surridge [www.surridgesport.com](http://www.surridgesport.com))
- 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

## 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 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 Suite – 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 Monday 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 during the first week of term. Your child's Personal Tutor will make arrangements for a convenient time.**

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

### Session 3 Timetable – Year 6.1

The Session 3 timetables are available on the website via the Student/Parent Information section.

**Note:** Our Individual, team, regional, national, and international performers will access the Fitness Suite for specialist training by individual arrangement. The Fitness Suite will be available for all years after school from Monday - Thursday.

### Session 3 Transport

Transport is arranged for students returning to Wolverhampton after Session 3 activities. Transport will be available at **5.10pm (Monday-Thursday)** as demand requires. Students should sign onto the late bus with their morning coach steward or at Reception before 1.30pm.

**If for any reason a student does not subsequently require the late coach, they must sign off the late coach list at Reception by 1.30pm.**

## 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

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 during the first week of the term.

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 usual 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 2023/24

Please click on the following link to download the term dates for 2023/24:

<https://www.ttsonline.net/page/term-timetable.aspx>

### Heads of Year

- Year 7 and 8 - Mr Norman [jnorman@ttsonline.net](mailto:jnorman@ttsonline.net)
- Year 9 - Mrs Bains [kbains@ttsonline.net](mailto:kbains@ttsonline.net)
- Year 10 - Mr Wrenshall-Jones [jwrenshalljones@ttsonline.net](mailto:jwrenshalljones@ttsonline.net)
- Year 11 - Ms Wright [cwright@ttsonline.net](mailto:cwright@ttsonline.net)
- Sixth Form - Mr Bird [abird@ttsonline.net](mailto:abird@ttsonline.net)

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)