

# **Thomas Telford School**



## **First Day/Week Information for Year 7**

First Day-Wednesday 2<sup>nd</sup> September 2020

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### Important note from the Headmaster

**Currently with the revised guidance from the Department for Education, parents will not be allowed to enter the school site until further notice. Any concerns or questions should be directed to the Personal Tutor by phone or email**

In future when normal operations resume, please note that the School has a single point of entry and exit to School. 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, unless by prior arrangement with the 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 3.35pm. 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 to transport their Student Portfolio to and from School. **Lessons will be taught in year group bubbles, apart from specialist subjects such as Art, Design Technology, Performing Arts, PE and Computing.**

Y7 first day lessons are outlined below. All they need to remember to do, however, is to go to the Theatre when they arrive at school, where Head of KS3, Mr Nicholls and others will greet them and organise their transition to the first session. **Please see below for PE activity to ensure you bring the appropriate kit.**

Group	Lesson 1A/B	Venue	Teacher	Lesson 2A	Venue	Teacher	Lesson 2B	Venue	Teacher
P	English	LB1a	SRP	FR	LB4a	JMW	SC	LB2a	EJW
Q	English	LB1c	JTG	FR	LB4b	KLJ	SC	LB2b	TMB
R	English	LB1c	TAP	FR	LB4c	ELP	SC	LB2c	SIH
S	English	LB2a	RCP	SPA	LB1c	MMG	SC	LB1a	SJP
T	English	LB2b	SCJ	SC	LB2a	EJW	FR	LB4a	JMW
U	English	LB2c	KLA	SC	LB2b	TMB	FR	LB4b	KLJ
V	English	LB4a	AAB	SC	LB1a	SIH	FR	LB4c	ELP
W	English	LB4b	HAW	SC	LB2c	SJP	SPA	LB1c	MMG

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.

### 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 should make their way straight to the learning venue as per the timetable.**

### Departure from School

A staggered finish operates at the end of the day. Year 7 will finish at 3:15pm, being escorted to their cloakroom, then to Wolverhampton coaches and the school gate for a prompt departure. If you are collecting your child could you please collect them promptly to avoid congestion outside the school gate.

## Wolverhampton Coach Service

Under the current guidance from the Department for Education regarding Covid-19 our student transport charter has been updated. **Please read this document carefully, as it is for the safety and wellbeing of all people using the 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 Year 7 will have a designated bus stop outside their cloakroom. **This is stop 5. (see map)**

At the end of the day, coaches will depart from Coach Pick up Area by the Gatehouse on the hard play area

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 the school office regarding this. 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, dropping students on the kerbside.

## 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?

Year 7 Students will be directed by staff on duty to the theatre. Personal belongings will then be taken to the cloakroom for Year 7. No coats or bags are to be taken into the main body of the School. After Mr Nicholls addresses Year 7 they will be escorted to their learning areas by class teachers



## 4. Timing of the School Day

### Session Times

#### Monday to Friday

Session 1 (including breakfast)	8.30am to 11.45am
Session 2 (including lunch)	11.45pm to 3.15pm

### Important Information for Year 7 Students

In the first week Year 7 will finish at 3:10pm. From then on Year 7 students leave at 3.15pm. This is before other year groups and gives additional time for them to familiarise themselves with the school routines

### 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. Water can be obtained free of charge in cups or purchased in small bottles.

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 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. **If possible, please avoid plastic lunchboxes.**

### Meal Times

Students take breakfast and lunch breaks on a rotational basis with breakfast being served between approximately 8.40 - 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.

## 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
- (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

**Current arrangements until further notice will allow students to come to school in their PE kit on the day they have PE. Changing facilities will not be available.**

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.

## 6. Session 3 Activities

**Session 3 will not resume until further notice, and we will advise parents and students when this resumes.**

### Personal Tutors

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

### Parents contact with Personal Tutors

Normally personal tutors would meet with parents during the first week of term. Due to the Covid-19 this is not currently possible. Personal tutors will therefore contact parents by phone in the first two weeks of term.

The purpose of this is twofold:

- Firstly, for the parents of existing students at the School to speak with Personal Tutors to discuss the progress and any concerns or issue regarding missing school during the current period
- Secondly, for parents of students starting at the School to speak with the Personal Tutor who will be the key person for dealing with all matters relating to their child's progress and welfare.

The School has an excellent record of parents working closely with Personal Tutors in the interests of the students. **This is a very important communication and it is essential that every parent speaks to the Personal Tutor during the first two weeks.**

## 7. Further Information

### Term Dates 2020/21

Please click on the following link to download the term dates for 2020/21:  
<http://www.ttsonline.net/page/term-timetable.aspx>

### Heads of Key Stage

- Mr P Nicholls concerning Year 7
- Mr Saunders concerning Years 8 and 9
- Mr R Furlong concerning Years 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 27 July (re-opening on Monday 10 August).