

Thomas Telford School



First Day/Week Information for Year 7

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 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 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?

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. Year 7 first day lessons are outlined below. **All students should go straight to the School Restaurant, where Head of Year 7, Mr Norman and other staff will greet them and organise their transition to the first session.**

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 7.45am. Students arriving before 8.00am should remain in the Restaurant. **From 8.00am students should make their way straight to lessons and should have a reading book with them for independent reading until 8.30am.**

Departure from School

For Year 7, they will finish school at 3.05pm (3.10pm from w/c 2 October) as part of a staggered finish to the day. If students stay for Session 3, this begins at 3.30pm and they should wait in the Restaurant until the Session 3 starts, under the supervision of duty staff.

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, 9 and Sixth Form students will disembark and enter the School at Entrance A. Year 8, 10 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 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).

Safety Notice

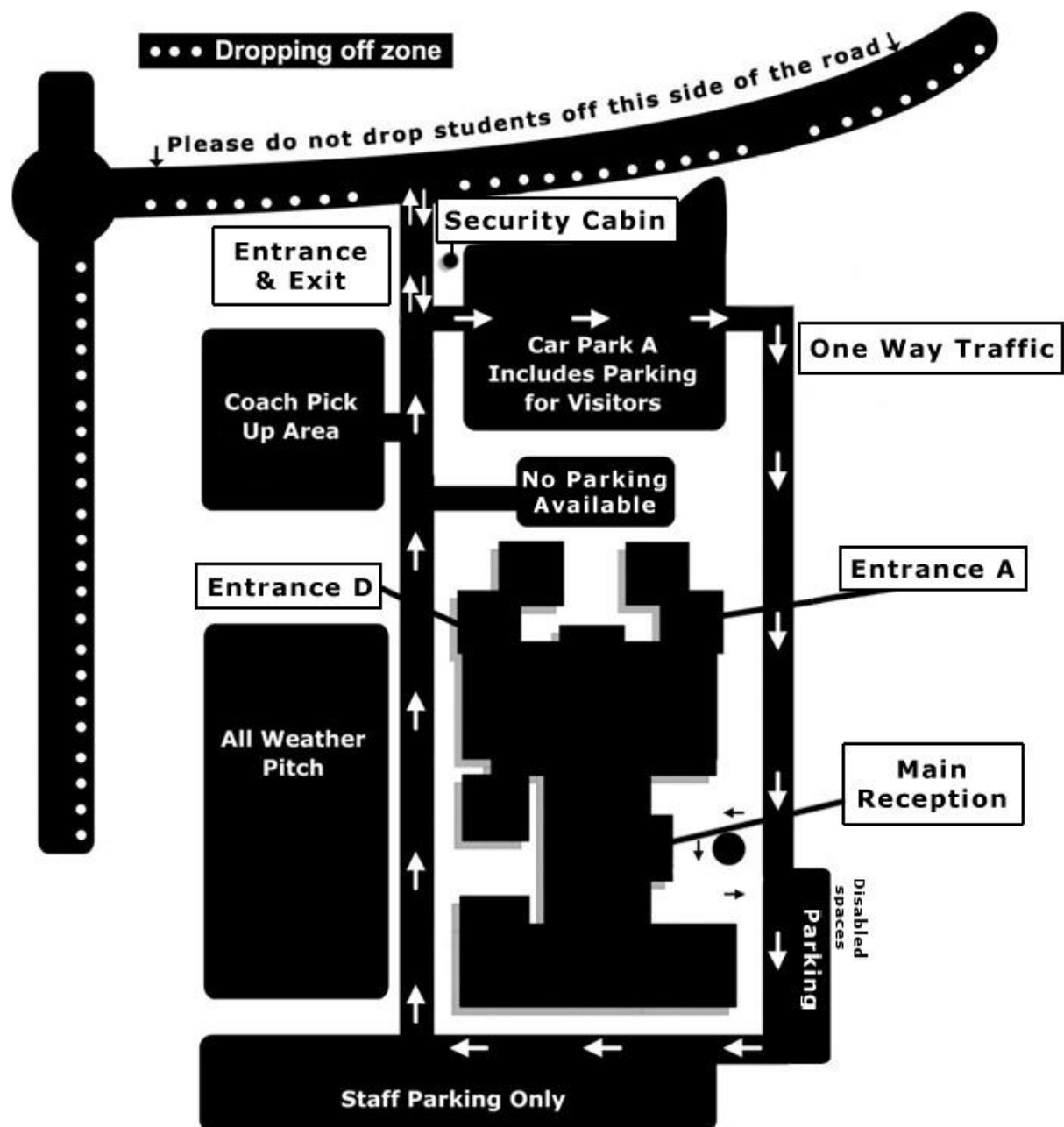
In the interests of students' safety, parents are requested not to come on to the School site to drop off or collect students at the beginning and end of the School day.

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.

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.



4. Timetable

Please see below for PE activity to ensure you bring the appropriate kit.

	TUESDAY											
	TUE1a			TUE1b			TUE2a			TUE2b		
	Subject	Room	Staff	Subject	Room	Staff	Subject	Room	Staff	Subject	Room	Staff
7P	MU	MR	LTB	ICT	CS2	RLM	MA	LB4a	NKW	PE	Swim	SSP
7Q	MU	MT	HRS	RS	ST14	MOA	MA	LB4c	ESB	PE	Fitness	ABK
7R	ICT	CS2	RLM	MU	MR	LTB	MA	LB3a	JME	PE	Hockey	PDB
7S	RS	ST14	MOA	MU	MT	HRS	MA	LB3c	CJB	PE	Badminton	MAY
							MA	Support	RLB	Support		KL
7T	AD	ART3	ALM	AD	ART3	ALM	PE	Swim	SSP	MA	LB4a	NKW
7U	TE	TE1	LIW	TE	TE1	LIW	PE	Fitness	ABK	MA	LB4c	ESB
7V	TE	TE2	CEH	TE	TE2	CEH	PE	Hockey	SKS	MA	LB3a	CJB
7W	HU	LB5A	DGE	HU	LB5A	DGE	PE	Badminton	DLL	MA	LB3c	JME
7X	HU	LB5B	GJP	HU	LB5B	GJP	PE	Outside	MAY	MA	LB3b	MCM
							Support		KL			

7P-Swimming- (towel, swimming shorts/costume, goggles, swimming cap)

7Q-Fitness- (burgundy PE shorts, burgundy t-shirt, white socks, trainers)

7R-Hockey (burgundy PE shorts & t-shirt, burgundy PE socks, trainers, shin pads-advise gum shield)

7S-Badminton (burgundy PE shorts, burgundy t-shirt, white socks, trainers)

7T-Swimming- (towel, swimming shorts/costume, goggles, swimming cap)

7U-Fitness- (burgundy PE shorts, burgundy t-shirt, white socks, trainers)

7V-Hockey (burgundy PE shorts & t-shirt, burgundy PE socks, trainers, shin pads-advise gum shield)

7W-Badminton (burgundy PE shorts, burgundy t-shirt, white socks, trainers)

7X-Outside (burgundy PE shorts, burgundy t-shirt, white socks, trainers)

***Please note that students should always bring FULL PE kit to every lesson that has their name on the label or appropriately placed. If kit is misplaced or left following lessons, named kit is easier to distribute back to its owner. Tracksuit bottoms are required for Session 3. Students are NOT allowed to leave site in shorts following Session 3 activities.**

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

Important Information for Year 7 Students*

For Year 7, they will finish school at 3.05pm (3.10pm from w/c 2 Oct) as part of a staggered finish to the day. This assists in managing a safe and orderly exit from school.

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.

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:

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/David Luke)
- (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
- Swimming cap
- 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.

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.

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 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 coach steward in the morning 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

During the first week of the School Term, parent meetings for Year 7 will take place.

Each year all parents will meet with their child and the Personal Tutor. For Year 7 this is done at the start of the term to help transition and settling into school. Any questions can be discussed at these meetings to help make their start at Thomas Telford School as smooth as possible.

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

Students will be provided with their own water bottle for use when in school. They can re-fill their water bottle during the day at appropriate times (Breakfast, PT and Lunch). Plastic water bottles will no longer be sold in the School Restaurant as we are looking at ways to reduce our plastic waste within school.

10. Further Information

Term Dates 2023/24

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

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

Heads of Year

- Year 7 and 8 - Mr Norman jnorman@ttsonline.net
- Year 9 - Mrs Bains kbains@ttsonline.net
- Year 10 - Mr Wrenshall-Jones jwrenshalljones@ttsonline.net
- Year 11 - Ms Wright cwright@ttsonline.net
- Sixth Form - Mr Bird 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