

# **Thomas Telford School**



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

First Day - Tuesday 03 September

September 2024

# Contents

1. What do I need to bring to School on the first day?.....	4
2. Travelling to and from School.....	4
General.....	4
Arrival at School.....	4
Departure from School.....	4
Wolverhampton Coach Service.....	4
Bus Passes.....	5
Parents bringing students by car.....	5
3. What do I do when I get there?.....	6
4. Timetable.....	7
5. Timing of the School Day.....	7
Session Times.....	7
Monday to Friday.....	7
Important Information for Year 7 Students*.....	7
School Meals.....	7
Packed Lunches.....	7
Meal Times.....	8
Support.....	8
General.....	8
6. School Dress and Appearance Guidelines:.....	8
School Clothing List - Girls Years 7-11.....	8
School Uniform.....	8
School Clothing List - Boys Years 7-11.....	8
School Uniform.....	8
PE Kit.....	9
7. Session 3 Activities.....	9
Monday to Thursday after 3.30pm.....	9
Session 3 Timetable – Year 7.....	9
Session 3 Transport.....	9
8. Personal Tutors.....	9
Parents meeting with Personal Tutors.....	10
9. Further Information.....	10
Term Dates 2024/25.....	10
Heads of Year.....	10
Who do I contact if I have a query about arrangements for the beginning of term?.....	10

### **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 Theatre where the Head of Year 7, Mr Norman and others 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 3.00pm for the month of September and then 3.05pm for the rest of the year 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 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 posted 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. For all details and information on bus passes please email: [dbraiden@ttsonline.net](mailto:dbraiden@ttsonline.net)

### 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.**

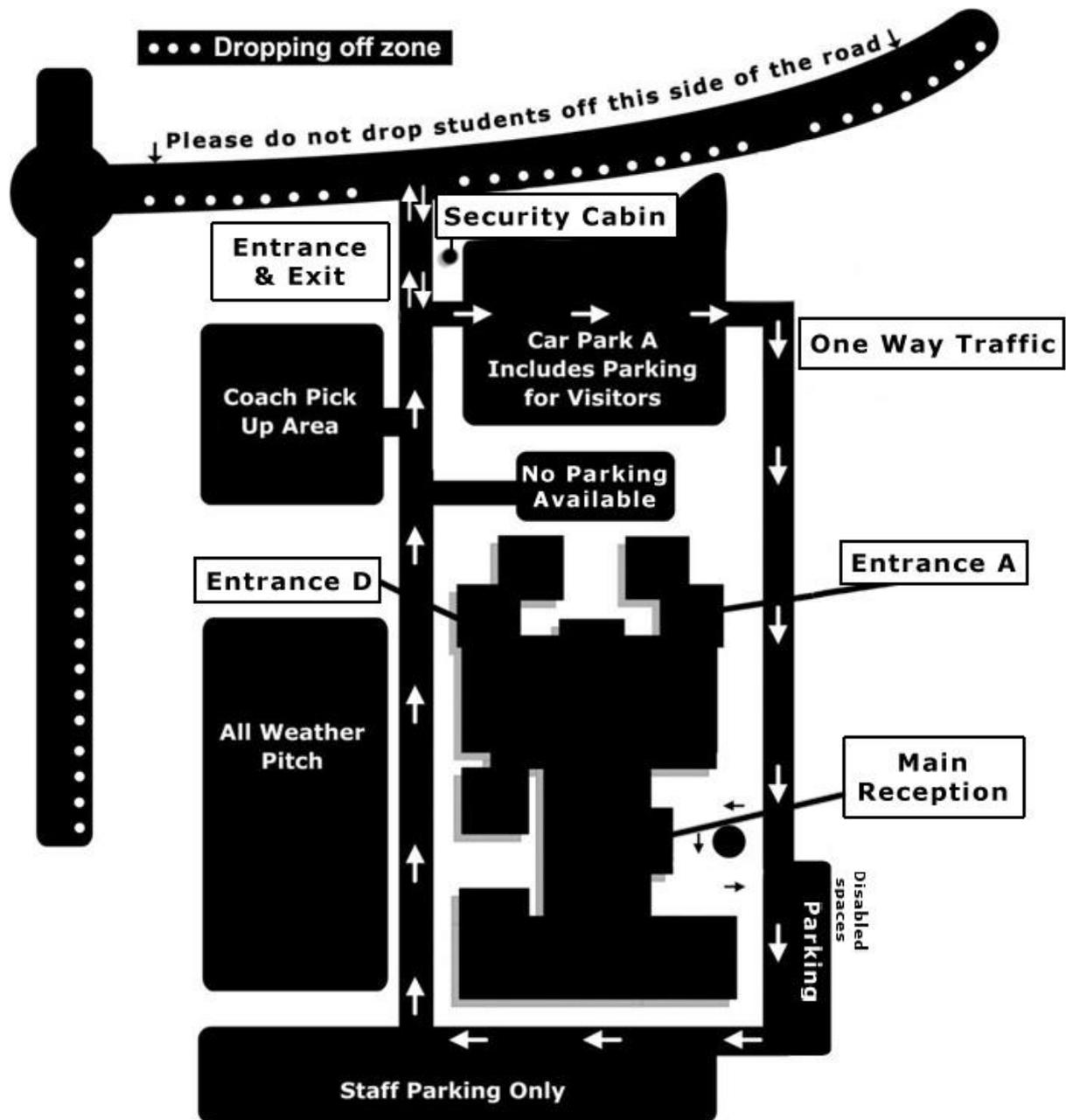
**Please do not drop off students, park or turn your cars around on the zigzag lines or in the entrance/exit area; this is both illegal and dangerous. The area is well signposted and has road markings.**

**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.



## 4. Timetable

First Day Information:

TUESDAY												
TUE1a			TUE1b			TUE2a			TUE2b			
Subject	Room	Staff										
7P	HU	LB5A	EEH	HU	LB5A	EEH	AD	ART1	JLT	AD	ART1	JLT
7Q	HU	LB5B	GJP	HU	LB5B	GJP	AD	ART3	ALM	AD	ART3	ALM
7R	SC	LAB3	SLL	SC	LAB3	SLL	TE	TE1	PWL	TE	TE1	PWL
7S	SC	LAB2	OT	SC	LAB2	OT	TE	TE4	CEH	TE	TE4	CEH
7T	AD	ART1	ANH	AD	ART1	ANH	MA	LB4A	BEW	MA	LB4A	BEW
7U	AD	ART3	ALM	AD	ART3	ALM	MA	LB4B	RAJ	MA	LB4B	RAJ
7V	TE	TE1	PWL	TE	TE1	PWL	SC	LAB3	SLL	SC	LAB3	SLL
7W	TE	TE4	CEH	TE	TE4	CEH	SC	LAB6	ZLK	SC	LAB6	ZLK
7X	HU	LB5C	DGE	HU	LB5C	DGE	SC	LAB9	LJW	SC	LAB9	LJW
7Y	HU	ST14	CJN	HU	ST14	CJN	SC	LAB8	JAM	SC	LAB8	JAM

## 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 3.00pm 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 £1.20 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](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 Osbourne, 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 8.35am - 10.45am and lunch between 12.00pm 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 £3.75 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)
- (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 boy's 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 16 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 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 individual arrangement. Fitness Centre 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 **5.10pm (Monday-Thursday)** as demand requires. Students should sign onto the late bus with their coach steward in the morning or at the School 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 the School 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 two-weeks 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. Further Information

### Term Dates 2024/25

Please click on the following link to download the term dates for 2024/25:

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

### Heads of Year

- Year 7 - Mr Norman [jnorman@ttsonline.net](mailto:jnorman@ttsonline.net)
- Year 8 - Mr Wrenshall-Jones [jwrenshalljones@ttsonline.net](mailto:jwrenshalljones@ttsonline.net)
- Year 9 - Mr Nicholls [pnicholls@ttsonline.net](mailto:pnicholls@ttsonline.net)
- Year 10 - Mr Furlong [rfurlong@ttsonline.net](mailto:rfurlong@ttsonline.net)
- Year 11 - Ms C 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)