



# Information for Parents

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# Welcome from the Executive Headteacher



On behalf of the directors, staff and most importantly our students, we would like to welcome you to Telford Langley School. We are proud to be located at the heart of our community and committed to “Ensuring Excellence” in everything we do.

We firmly believe that all students should feel safe, happy and secure in an environment where they can strive for success and enjoy their learning. Every student must be effectively challenged and supported to maximise their achievement and make the very best progress possible.

All of our students must receive challenging and appropriate curriculum, with high quality teaching in a calm, well-ordered environment. We aim to ensure that they achieve their potential and gain the most relevant qualifications possible; giving them the very best platform to secure a bright future.

We believe the importance of developing well rounded individuals with sound morals and values, ready to make positive contributions to their local and wider communities. Fundamental to our philosophy is a commitment to raise the aspirations of young people whilst equipping them with the knowledge, skills and qualities to help them achieve more than they even dreamed possible.

At The Telford Langley School we are committed to “Ensuring Excellence” and aim to maximise achievement for all students in three main areas:

- **Academic:** Excellent standards and outstanding progress are a prerequisite for success in life, equipping young people with the skills and knowledge they will need to be successful, happy and productive citizens.
- **Social:** Excellent relationships for learning are essential for all other achievements. Relationships that engender mutual respect between young people, and all other members of our academies’ communities, will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.
- **Personal:** All young people achieve goals they can be proud of every day in addition to academic success and outside our school’s planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instill in them a sense of pride in who they are and what they achieve.

**We maintain the highest expectations in all aspects of school life in a culture of praise reward and encouragement. This includes:**

- all staff reinforce our high expectations through role modelling, positive redirection, praise and encouragement, rather than through reprimand and rebuke.
- extensive rewards and recognition (praise post cards and letters/certificates and awards/lapel badges, celebration events).
- a reward point system which enables students to earn credits which can be converted into vouchers.

The school also operates a consistently applied consequence system which allows teachers to teach and students to learn in a supportive, positive and nurturing environment.

## The Consequence System

The behaviour management system at The Telford Langley School is based on the principle that no student has the right to disrupt the learning of other students. It allows the teacher to teach and deal effectively with low level disruption in the classroom. As indicated in its name, each student must face the consequences of his/her actions but will be given several chances to choose to moderate his/her behaviour.	
<b>The Consequences System Process</b>	
C1	First misbehaviour – verbal warning, name goes on the consequences board.
C2	Second misbehaviour – verbal warning, name goes on the consequences board.
C3	Third misbehaviour – final warning, name goes on the consequences board.
<b>PLEASE NOTE IF STUDENTS STOP AT THIS POINT THEN NOTHING HAPPENS AND THEY START AFRESH IN THE NEXT LESSON.</b>	
The next stages are now more serious and parents and carers should stress to their children that these stages must be avoided at all costs.	
C4	Fourth misbehaviour – student is sent to another teaching group for the remainder of their lesson and issued with department detention after school.
C5	Fifth misbehaviour – student is sent to The Consequences Room for the rest of the period. The Gatekeeper will arrange a full day isolation in the Consequences Room with one hour detention after school.
C6	Sixth misbehaviour – Headteacher involvement. Exclusion for fixed period – PLEASE NOTE – students return via The Consequences room.
Once a C4 is given, it never goes away. Students have to attend the detention or if they are on a C5 do a full day in The Consequences Room and then in detention for one hour after school. Should a student misbehave in The Consequences Room they are excluded but have to do a new complete day on their re-admittance as nothing ever gets cancelled. We operate this system to help ensure all students appreciate that their lessons are critical to their success and welcome the focus on learning.	

# School Uniform

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It has always been our school policy that all children wear school uniform when attending school or when participating in a school-organised event outside normal school hours.

Our uniform policy is based on the notion that school uniform:

- promotes a sense of pride in the school in line with our ethos,
- engenders a sense of community and belonging towards the school,
- supports positive behaviour and discipline,
- is practical and smart,
- identifies the children with the school and encourages identity with the school,
- makes children feel equal to their peers in terms of appearance and helps nurture cohesion between different groups of students,
- is regarded as suitable wear for school and good value for money by most parents.

## Compulsory Uniform

- Black blazer with school logo and trim.
- Black trousers or skirt (not shorts,  $\frac{3}{4}$  length trousers, tight fitted trousers or mini skirts/ tight tube skirts)
- White shirt or blouse (must be able to button up to the collar).
- School tie - house specific (clip on only).
- Black socks or tights (not white or coloured socks).
- Black shoes (no trainers or pumps – shoes need to be black leather type shoes suitable for safety in school and provide a good level of protection in wet weather).

## Optional

- Plain black v-neck jumper (only required from October half term until Easter, and these are not permitted to be worn without a blazer or instead of a blazer).

## P.E Kit Compulsory

- School green trim shorts.
- School green trim skort (girls have the option to wear either shorts or a skort).
- School reversible sport shirt with logo.
- School socks.
- School green trim polo shirt.

## P.E Kit (Desirable)

- School black track bottoms (plain).

Children participating in football, hockey or rugby will also require a gum shield and shin pads.

## Jewellery and Make-up

- 1 ring.
- 1 pair of single studs or sleepers (no larger than 10mm/1cm worn in the ears only).
- 1 Kara (Sikh bracelet).
- No blatant make-up.

- No patterns shaved into hair or hair colours other than normal blond, brown and natural red.
- No false nails, excessively long nails. No nail polish to be worn.
- No form of facial piercing other than the ear is permitted.

**PLEASE NOTE:**

**The Executive Headteacher reserves the right to decide what is acceptable in light of the school's standards and what is appropriate for a busy working community.**

All uniform can be purchased from our supplier Baker & Sons Schoolwear. We do not keep any stock on the school premises.

Contact: Baker & Sons Schoolwear, 29 New Street, Wellington, Telford, TF1 1LU.  
Email: sales@bakerandsonschoolwear.co.uk. Telephone: 01952 641897

## Acceptable Uniform

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While it is easy to ensure that specific uniform items such as the blazer, jumper and tie which carry logos are as expected, items that can be purchased from a range of high street stores are more difficult to standardise. All too often students arrive in school wearing inappropriate skirts, trousers or shoes which they have purchased from uniform sections of high street stores but which are not in line with our uniform policy. Clearly we want to avoid parents having to replace these items to meet our expectations and the following document has therefore been produced to assist parents in making appropriate choices first time.

Prior to shopping for uniform, please take time to look through the following pictures to clarify what is acceptable and unacceptable in terms of styles of shoes, trousers and skirts before making purchases. While this list does not cover every possible style, hopefully it will be of help in providing a better idea of what is acceptable. If in any doubt, please contact your child's Head of House to clarify before making purchases.

### Shoes

The following examples show what types of shoe styles are acceptable and suitable to be worn with school uniform. They should be entirely black and leather or a leather style in appearance. They should not have any logos or writing on them.



 ✓	 ✗
 ✓	 ✗
 ✓	 ✗
 ✓	 ✗

 ✓	 ✗
 ✓	 ✗
 ✓	 ✗
 ✓	 ✗

 ✓	 ✗
 ✓	 ✗
 ✓	 ✗
 ✓	 ✗

## Trousers

Trousers should be smart in appearance. Hipsters, cargo style, skin tight trousers and leggings are not permitted. They must not be denim or have any coloured external labelling.

 ✓	 ✗
 ✓	 ✗
 ✓	 ✗
 ✓	 ✗



### Skirts

Skirts should be knee length and certainly no more than 5cm above the knee. They should be loose fitting and plain in design.



As always, we cannot maintain such a high standard for our students without the help of parents and we are very grateful for your on-going support in ensuring our students come to school every day looking smart and ready to learn.

# School Day

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Period 1 & registration	8.25 – 9.25am
Period 2	9.25 – 10.25am
Personal tutor time/ staggered break time	10.25 – 11.05am
Period 3	11.05 – 12.05pm
Period 4/staggered lunch*	12.05 – 1.35pm
Period 5 & registration	1.35 – 2.35pm
End of the taught day	2.35pm
Other activities	from 2.35pm
*When not in period 4 students will take lunch:	
Years 9 & 11	12.05 – 12.35
Year 7	12.35 – 1.05
Years 8 & 10	1.05 – 1.35

# Term Dates 2018-19

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Holiday type	Break up/return	Dates
Autumn term	PD day	Monday 3rd September 2018
	Return	Tuesday 4th September 2018
Autumn half term	Break up	Friday 26th October 2018
	Return	Monday 5th November 2018
Christmas	Break up	Thursday 20th December 2018
	PD day	Monday 7th January 2019
	Return	Tuesday 8th January 2019
Spring half term	Break up	Friday 15th February 2019
	Return	Monday 25th February 2019
Easter	Break up	Friday 12th April 2019
	Return	Monday 29th April 2019
May day		Monday 6th May 2019
Summer half term	Break up	Friday 24th May 2019
	Return	Monday 3rd June 2019
Summer holiday	Break up	Thursday 18th July 2019
	Return	Tuesday 3rd September 2019

# Responsible Internet Use

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The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

All students and parents will be asked to sign and return the Responsible Internet Use form at the back of this information pack.

## Other Important School Information

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### **Holidays**

We need your child to get the most from their time at school and in line with government legislation, no holidays during term time will be authorised. This is because there is a direct link between attendance and performance in examinations.

### **Lateness**

Just as in the workplace, arriving late is serious. Please make every effort to ensure your son/daughter arrives on time by 8.20 am (registration is 8.25 am). Failure to arrive on time will result in a one hour detention.

### **Reporting**

We will report to you on the progress of your son/daughter at key intervals throughout the academic year. The first time we do this will be late December for KS3 (years 7-8) then termly thereafter. For KS4 (years 9,10 and 11) we will report to you in early November and then half termly.

## **Absence Reporting**

To report a sickness/absence please contact school on 01952 386700 or 01952 386712. You can also report an absence via the school website under the contacts tab. If your child is absent from school and school are not informed, a text message will be sent to parents to contact school with a reason for the absence. Any absence not reported to school will result in an unauthorised absence for that day.

## **Chewing Gum**

Chewing gum is not allowed in school. Any pupil caught chewing or caught with chewing gum in school will be required to serve a one hour detention.

## **Personal Property**

Pupils may choose to bring items to school for personal convenience and recreational use at break or lunch time e.g. mobile phones, MP3 players or electronic games. Students must ensure that these items do not disturb lessons; devices should be switched off and not visible during this time. Failure to comply may result in confiscation and a parent/carer may be asked to collect the confiscated item from the school premises. Please also remember that these are valuable items and the school cannot take responsibility for any damaged or stolen property if students have not taken reasonable care. The use of headphones or earphones is not permitted in school.

## **Make up**

Make up should be discreet and any decision on whether it is discreet or not lies with the Head or Executive Team. If we cannot see it, then it is discreet.

## **Medical**

To ensure the health and safety of children requiring medication during the school day, we have strict policies in place. School requires that a Parental Agreement for School to Administer Medication – Form MED A must be on file in your child's health record before we begin to give any medicine at school. The consent forms must be renewed/updated as needed and at the beginning of each academic year.

A parent or carer, or a responsible adult whom you designate should deliver medicines to the school in a pharmacy or manufacturer-labelled container. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school. Your child is not to carry any medications to or from school themselves.

If your child needs medicine to be given during the school day, please complete the Parental Agreement for School to Administer Medication – Form MED A at the back of this information pack and return to school as soon as possible. If you would like to discuss your child's medication requirements with a member of staff, please contact school.

## **Off Site Activities**

During the academic year, your son/daughter will be required to take part in school activities considered to be an integral part of the daily/weekly routine of the school organisation and may take place outside the school premises, such as sporting fixtures at other local schools. Parents who do not wish for their son/daughter to take part in such activities are asked to complete the form at the end of this information booklet. The form should be returned to school as soon as possible.

## **Parent Pay System**

We recently launched Parent Pay to provide a more convenient and secure way for parents/carers to make payments for school trips, music lessons and any other resources. This does not include school meals (please see more information contained within this guide relating to the payment of school meals).

## **School Meal Information**

Our school meal service is provided by Telford and Wrekin Education Catering which operates a school catering management system. When your child joins, they will be given a four digit pin number to use when paying for items from the school canteen. This pin number can be used by students to top-up their balance using the re-evaluation machines in the school heart space.

Parents can also top-up students accounts on line at [www.telford.gov.uk/schoolmeals](http://www.telford.gov.uk/schoolmeals). School will provide your child with a 5 digit reference number for use when adding funds to school meal accounts. This number will always start with 4408 (Telford Langley School) followed by your child's 5 digit reference number. This will be entered online as a single number i.e. 440812345.

Telford and Wrekin school meals service can be contacted on 01952 380918 or at: [catering@telford.gov.uk](mailto:catering@telford.gov.uk).

Telford and Wrekin use Nationwide Retail Systems to manage the finance accounts for school meals. Nationwide have access to the information within the cashless catering system which includes basic information relating to students. At the back of this pack you will be asked to agree to Nationwide having access to your child's information under the data protection act.

## **Free School Meals**

If you are in receipt of free school meals or need to apply for free school meals, please complete the Telford and Wrekin Application for Free School Meals which can be found at the back of this information pack and return it to school as soon as possible. If you have any questions regarding free school meals, please contact school on 01952 386700 or contact the free school meals helpline on 01952 383983.

## **Breakfast Club**

School operates a breakfast club in the canteen area from 7.30am. The breakfast club is supervised by a member of school staff everyday so that the students can arrive at school any time after 7.30am. However, once students have come into school, they cannot then leave the building without permission from a member of staff. Hot and cold breakfast is served from 7.30am until the bell rings for the start of the school day.

## **Photograph and Video Consent**

During the academic year, we may wish to take photographs and videos of activities that involve your child. The photographs may be used for displays, publications such as our school prospectus, videos of the school productions, events and our website or by the local newspaper. Please see form at the back of this pack and return it to school as soon as possible.

## **Essential Equipment**

The Telford Langley School ask that students bring all the necessary equipment needed for the school day to ensure students do not have to borrow from others. As a minimum students will need:

- an appropriate school bag,
- a black or blue pen,
- a pencil,
- a ruler.

## **Lockers**

The school has a limited number of lockers that will be accessible at the start and the end of the school day, as well as break and dinner time. If you are interested in hiring a locker please complete the form at the back of this pack and return it to school as soon as possible.

## Forms

Please complete and either hand in to school at the Transition Parents Evening or return to school as soon as possible.



# Responsible Internet Use



Student:	House:
Year:	Tutor:
<b>Student agreement</b>	
I have read and I understand the school rules for responsible internet Use. I will use the computer system and internet in a responsible way and obey these rules at all times.	
Signed:	Date:
<b>Parent's consent for internet access</b>	
I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.	
<b>Parent's consent for web publication of work and photographs</b>	
I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs will not clearly identify individuals and that full names will not be used.	
Signed:	Date:

# Off Site Activities



**I do/do not** wish for my son/daughter to take part in school activities that may take place outside the school premises.

Student name:	
Signed:	
Relationship to student:	
Print name:	
Date:	

# Photograph and Video

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I **do/do not** wish the school to take and use photographs of my child.

Student name:	
Signed:	
Relationship to student:	
Print name:	
Date:	

# Biometric Registration Consent for Cashless Catering



I give permission for my child to be biometrically registered for the purpose of the Cashless Catering system, and for their details to be stored on a secure Biometric Controller within the school, which only Nationwide Retail Systems Ltd, can access.

Student name:	
Signed:	
Relationship to student:	
Print name:	
Date:	

# School Locker Request Form



Lockers are to be used to store school supplies and personal items necessary for use at school.

Students can only store their own belongings and should not be sharing a locker.

Students must not decorate the inside and/or outside of their assigned locker.

Students should not write or mark in or on the locker. Students may be charged for any damage that is caused or where a locker requires cleaning.

Students will be held accountable for items in their locker. Students should be aware that lockers may be searched in accordance with the school's behaviour policy.

All lockers should be kept free from food items and rubbish should be removed at the end of each school day.

Students may not use lockers during lesson time or between lessons. Students may access their lockers before school, before and after break and lunch, and at the end of the school day only.

Once a locker has been allocated a deposit of £10 will be required to secure a key. The £10.00 is refundable on the return of the key and dependent upon the locker remaining in good condition.

PLEASE NOTE: The completion of this form does not guarantee your child a locker. If the requests for lockers exceed the number available, we will conduct anonymised random selection of reply slips received.	
We have read the terms and conditions above and wish to apply for a locker.	
STUDENT NAME:	
PARENT/CARER NAME:	
PARENT/CARER SIGNATURE:	
OFFICE USE ONLY	
LOCKER NUMBER	
RECORDED ON	
PAYMENT RECEIVED	
ADDITIONAL INFORMATION	

“Improving the talent and potential of all our young people”.

Philip Hamilton, CEO Community Academies Trust



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**ENSURING EXCELLENCE**