

Useful Information – Langtree School

Absences

Illness / appointments

On the day:

Absences for sickness

To report an illness please email: studentabsence@langtreeschool.com

If you are unable to email, please call the absence line on 01491 683364 before 08:00.

An email is required each day of absence unless it is for example, convalescence following a hospital admission, in which case a copy of a hospital letter is sufficient.

If your child is absent for more than 5 days due to illness, you may be asked to provide a letter from your health practitioner.

Please see our website for further information on absences and related actions under '*Parents*' > '*Absence*'

In advance:

Request for leave during term time

If your child/ren should need time out of school for medical appointments, weddings, special circumstances etc, please put a request in, in good time, to:

studentabsence@langtreeschool.com

Any absences taken without the school's authorisation will be marked 'unauthorised' and could lead to a fine.

Transport

Please note that we do not organise or procure school transport. This is done by Oxfordshire County Council (with the exception of the BB3 and X40 services which are public services and run by Thames Travel).

If you should have a query about your child's transport on these services, please contact Oxfordshire County Council on 01865 323500, or Thames Travel on 01865 785400.

Please also note that bus passes are **not** transferrable and your child must only travel on their allocated bus for insurance purposes. Bus passes must be carried on all journeys.

Other useful information

1. We publish a bulletin every week to keep all students, parents and carers updated on school news, opportunities and other information.
2. If a student needs to use the school telephone, he/she must get permission from a member of staff. Mobile phones should not be used in, or between, lessons. If a student is caught using their mobile phone, the phone will be confiscated and given to the school office until the end of the school day when he/she can collect it from there.
3. If a student forgets their packed lunch or has no funds on their account, they can go to the school office who will call parents to ask for it to be brought in. If the parent/carer is unable to do so, the school office may be able to give further assistance.
4. Any forms that need returning to school should be taken to the school office during break or lunchtime and not at any other time.
5. Payments are to be made on-line.
6. A student may only travel on the bus for which he/she has a pass. They are required to carry their pass with them every day. If they lose their bus pass, they can go to the school office where they will be issued with a temporary bus pass and given the relevant information to obtain a replacement if necessary.
7. If a student becomes **unwell or injured** during the course of day, **they must in the first instance, report it to the subject teacher in lesson time or Head of Year.** They will then be directed in the next course of action. Students **must not** call home themselves.
8. If a student leaves school during school time, he/she must sign out at the school office and sign in again when returning. A student must have permission from a member of staff before leaving during the day and will need a letter/email/phone call from you if the absence is known in advance.
9. If a student is late for school or misses registration for any reason, he/she must sign in at the school office and give a reason for the lateness. Detentions are issued for lateness if persistent or if no good reason is given.
10. Lost property should be handed in to, and claimed from, the school office. Students must keep valuable items under their control at all times.
11. School Library opening times are:

Monday:	2:00pm – 7.30pm
Tuesday:	2:00pm – 5:00pm
Wednesday:	Closed
Thursday:	9:30am – 12:30pm
Friday:	9:30am – 12:30pm
Saturday:	9.30am – 12.30pm
12. There is a Student Council run in all year groups. This is for students to air their views to senior staff. Every tutor group has a representative who can be approached about issues anyone would like to raise.

13. Items of uniform may be ordered from our main supplier. Please see the school website for further details.