

# Student Handbook 2025-2026

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## Vision

When a student arrives at Langtree School, they will be welcomed by a community which prioritises learning, celebrates achievement and nurtures the individual.

Staff and students are challenged to be the very best they can be; everyone at Langtree School is expected to embrace the core values of Courtesy, Respect and Integrity. We strive to build excellent links with all members of our community. We believe that creative thinking and wider collaboration will deliver the best opportunities for learning.

When a student leaves Langtree School they are prepared and empowered to face the challenges and opportunities of learning, working and living that lie ahead of them.

If we are all serious about  
**'Putting Learning First'**  
we all need to:

**Be prepared for learning**

*This means always have your books and the correct equipment for the lesson – and be on time!*

**Be respectful of all staff**

*This means following staff instructions without challenge. Show courtesy to all adults.*

**Be respectful of other learners**

*Be prepared to listen to the views of others with consideration, even when you hold a different opinion.*

**Be respectful of the school buildings**

*This means look after your learning environment; be respectful of your school's facilities.*

**Be proud of yourself and your work**

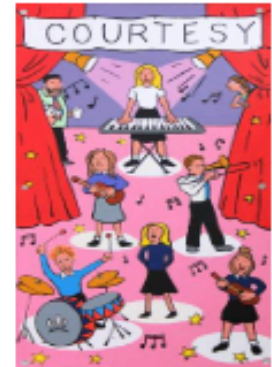
*This means make the very best effort you can. Make a positive contribution and produce work which you are proud of.*

**Be responsible for your learning outside the lesson**

*This means handing completed homework in on time and using Satchel to catch up yourself if you are absent.*

**Show integrity**

*This means being honest and doing the right thing, even if this is difficult. If something goes wrong, put it right.*



Our core values are  
**Courtesy, Respect, Integrity**  
Take them with you everywhere

Timetable: Week A

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutor 8:40 -9am					
1 9am-10am					
2 10am-11am					
3 11.20am-12.20pm					
4 12.20pm - 1.20pm					
5 2pm - 3pm					

Timetable: Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
Tutor 8:40 -9am					
1 9am-10am					
2 10am-11am					
3 11.20am-12.20pm					
4 12.20pm - 1.20pm					
5 2pm - 3pm					

## Map of the School



# Langtree School

## 2025 - 2026 Term Dates Calendar

<b>TERM 1</b>	<b>Monday 1st September 2025</b>	<b>Inset Day - no students in school</b>
	Tuesday 2nd September	Start of Term 1 for Year 7 students - Induction Day
	Wednesday 3rd September	Start of Term 1 for all other students.
	Friday 19th September	<b>SPONSORED WALK - all students expected in school</b>
	<b>Monday 22nd September</b>	<b>Inset Day - no students in school</b>
	<b>Thursday 23rd October 2025</b>	<b>END of TERM 1 for students (As normal 3pm)</b>
	<b>Friday 24th October</b>	<b>Inset Day - no students in school</b>
<b>October Break – 25th October – 2nd November 2025</b>		
<b>TERM 2</b>	Monday 3rd November	Start of Term 2
	<b>Monday 1st December 2025</b>	<b>School Closed - no students in school</b>
	<b>Tuesday 2nd December</b>	<b>Inset Day - no students in school</b>
	<b>Friday 19th December 2025</b>	<b>END of TERM 2 (Half day school closes at 12.30pm)</b>
<b>Christmas Holiday – 20th December – 4th January 2026</b>		
<b>TERM 3</b>	Monday 5th January 2026	Start of Term 3
	<b>Friday 13th February 2026</b>	<b>END of TERM 3 (As normal 3pm)</b>
<b>February Break – 14th February – 22nd February 2026</b>		
<b>TERM 4</b>	Monday 23rd February	Start of Term 4
	<b>Friday 27th March 2026</b>	<b>END of TERM 4 (As normal 3pm)</b>
<b>Easter Holiday – 28th March - 12th April 2026</b>		
<b>TERM 5</b>	Monday 13 <sup>th</sup> April	Start of Term 5
	Monday 4th May	May Day Bank Holiday - school closed
	<b>Friday 22nd May 2026</b>	<b>END of TERM 5 (As normal 3pm)</b>
<b>May Holiday – 23rd May – 31st May 2026</b>		
<b>TERM 6</b>	Monday 1st June	Start of Term 6
	<b>Thursday 2nd July</b>	<b>Inset Day - no students in school</b>
	<b>Friday 3rd July</b>	<b>Inset Day - no students in school</b>
	13th July to 17th July	Activities Week
	<b>Tuesday 21st July 2026</b>	<b>END of TERM 6 (Half day school closes at 12.30pm)</b>

## PUNCTUALITY MATTERS

If you arrive late to school or to your lessons, you are not achieving the most from your time in school.

Students arriving late to school on 3 occasions in any week will be issued with a senior staff after school detention.

Punctuality to lessons is essential as lateness disrupts your learning and that of others. If you are late to lessons for no valid reason, you will receive negative points on Satchel (which your parents will see). Persistent lateness to lessons may result in you being put on punctuality report and your social times being taken away.

It is vital that students are on time for tutorials as this is where crucial information will be announced.

### Signing in

The expectation is that you arrive for school on time, however if you are late to school, for any reason, you must sign in at reception on arrival.

### Signing Out

The expectation is that medical appointments are made outside school hours. If you must leave school during the day for any reason, then you must bring a note from your parent/carer to show to your tutor and class teacher at the time. Your parent/carer must email student absences and they should collect you from the school reception area. You must sign out at the school office. If you return to school later on the same day then you must sign-in again.

**Electronic registration takes place in all lessons.  
Students should always be on time for lessons and be ready for learning.**

## ATTENDANCE AND ILLNESS

**Only under exceptional circumstances will we approve school absences. All requests of absences should be emailed to [studentabsence@langtreeschool.com](mailto:studentabsence@langtreeschool.com) for the attention of Ms Burman, Deputy Headteacher. We may impose penalty fines if you do not attend school. 95% attendance is good attendance. Anything below that is a concern.**

If you feel sick at school, or have an accident, **tell a teacher or go to the school office.** If you are too ill to remain at school or if hospital treatment is necessary then your parents will be contacted by the school office to make suitable arrangements.

- **Under no circumstances should you leave the school or go home without permission.**
- **All telephone calls home should be made by a member of staff via the school office.**
- **Students should not contact their parents to request collection from school for illness or any other reason without the permission of the school first.**

**Medicines:** Students may carry their own medication / equipment prescribed by their GP, (for example epi-pens / inhalers / insulin) or it can be kept in the school office.

You should not bring in non-prescribed medicines such as paracetamol or aspirin. If you feel unwell, you need to tell a teacher. We do have some pain relief tablets in school but we will always contact your parents for permission to give this to you.

## **SCHOOL UNIFORM**

You are expected to take pride in your appearance and meet the school's uniform code.

### **Uniform for Years 7-10**

Blue v neck logo jumper, white logo polo shirt or white shirt with Langtree school logo tie, black tailored straight leg trousers or black fully pleated skirt.

### **Uniform for Year 11**

Grey v neck logo jumper, white logo polo shirt or white shirt with Langtree school logo tie, black tailored straight leg trousers or black fully pleated skirt.

**Student Leaders will wear a maroon jumper instead of a grey one. Also, they will be expected to wear a shirt and tie.**

<b>What is allowed?</b>	<b>What is not allowed?</b>
Plain outdoor coat	Colourful patterns Hoodies, sweatshirts or non Langtree jumpers Denim or leather jackets/coats
Socks- navy blue, black or white Under the knee or ankle socks	Socks over the knee (Anime style) No odd socks Socks should not have logos.
Tights- black	Any other coloured tights If wearing black tights, black socks may be worn if you are cold.
Black straight leg trousers Black fully pleated skirt	No leggings or denim clothing of any sort No skinny trousers Skirts should not be rolled up. Skirts should be as close to the knee as possible.
Plain black belt	No colourful belts with studs
One plain silver or gold stud in each ear lobe (or outer ear - the helix)	No piercings anywhere else No transparent jewellery No plasters to cover piercings No other jewellery is permitted such as necklaces, ear bars, bracelets and rings.
No other jewellery	There are religious exceptions for some items. However, these should be discreet and if you are wearing a necklace, it should be underneath your shirt. Parents to email HOY to inform on religious items.

Shoes - please see further guidance on the website.	No trainers, no boots, no canvas shoes. Please note that Nike Air Force, in any colour, are not permitted for PE as they do not have the appropriate support and they are not allowed as a school shoe.
'non smart' watch	Smart watches are not allowed

- Coats/scarves/hats should not be worn in the building.
- No student should have his/her hair dyed an unnatural colour, nor should any student come to school with extreme haircuts/styles eg. no shaved patterns. Long hair must be tied back for safety reasons in practical lessons.
- Discreet makeup may be worn. Your Head of Year / SLT /Head Teacher will make the final decision on whether this is deemed appropriate.
- No nail varnish or nail extensions (students will be expected to remove varnish immediately and if not, social times may be removed until this is done)
- Jewellery that is not permitted will be confiscated and kept in the school office. This can be collected on Fridays. Students who persistently have jewellery confiscated may only be allowed their jewellery at the end of a half term. Parents can come and collect items at any time. If students refuse to remove their jewellery, they will be removed from class and their social times removed.

## PE Uniform

All sports clothes and equipment needs to be brought to school as and when it is required and preferably carried in a suitable sports bag. It is very important that all items of equipment and the bag itself should be named clearly.

- Navy training top - short sleeved with Langtree Logo from SWI Schoolwear
- Navy Multi sports top - long sleeved with Langtree logo from SWI schoolwear
- Navy shorts from SWI schoolwear
- Navy skorts (optional but only purchase from SWI Schoolwear)
- ¼ zip navy training top (optional from SWI schoolwear)
- Navy long sports socks - from any retailer- compulsory
- Navy or black (plain) training pants optional from any retailer
- Navy or black (plain) training leggings optional from any retailer

## EQUIPMENT LIST

- All students must have the correct materials in school as well as the correct exercise and text books required for each lesson.
- All students must bring a reading book to school every day
- All year students should bring the following items to school:
  - Pen (black ink) and spare pen
  - Highlighter pen - please make sure students have pink and orange highlighters.
  - Pencil and Pencil sharpener
  - Ruler
  - Rubber
  - Scientific calculator
  - Protractor
  - 3.5mm earphone or headphones - **not airpods or any other bluetooth arrangements**
  - Tip-Ex type solutions are not allowed.
  - Compass (for maths)
  - Student Handbook / timetable
  - Independent reading book
  - Glue stick
  - Scissors (rounded ends)
  - Colouring pencils
  - Green pen
  - Mini Whiteboards and dry wipe pens
  - Apron and tea towel for food tech lessons when required

## PHONES AND SOCIAL MEDIA

Students are only permitted to use their phones at break and lunch time **outside of the school building**. Mobile phones can be a distraction and lead to behaviour that is not courteous or respectful. Students must follow the guidelines in order to maintain their privilege of having their phone in school:

- Students must not use their phones in the school building. **Phones should be switched off and in their bags.**
- Students who have a phone out in lessons without permission, or have their phone out in the school building without permission, will have it confiscated for the day.
- Earphones should not be worn in lessons or between lessons unless instructed by a member of staff. If seen, they will be confiscated. They should only be worn outside of the school building.
- No student should interfere with work completed on a computer or IT device by another student
- No student should access or use the social media site belonging to another student
- No student should use their phone, computer or social media to abuse or take part in any kind of cyberbullying
- Photographs/video / audio recordings should not be taken in lessons without the direction of a teacher
- No student should use another student's account/log in details
- Students must not take photographs/recordings of each other without consent.

**If you persistently defy school rules with regard to mobile phone usage, we will rescind the privilege for you to have your mobile phone during the school day and contact your parents.**

**If students have a phone or similar electronic device in school then they are responsible for its use and safety. They are also expected to follow the advice and information they are given in school about using IT and associated social media responsibly, safely and legally. There will be firm consequences for students who do not follow the guidelines which may result in the student being banned from having a phone on site.**

**The school cannot be responsible for the loss of equipment.**

**We expect you to adhere to all the above guidelines to show integrity.**

## **REWARDS**

To show our core values of **courtesy, integrity and respect**, your teachers like to recognise your success. They will do this by:

- **Phone calls home**
- **Positive points on satchel**
- **Positive Postcards:** Positive postcards will be sent home to celebrate special achievement or effort
- Students with exemplary attitude to learning, as identified by the interim assessments, are celebrated as **"Learning Stars"**.
- Students with an improved attitude to learning are also acknowledged and celebrated with certificates **"Most Improved Attitude."**
- **Headteacher's Commendation:** The Headteacher rewards outstanding effort or achievement in personal interviews with students. Teachers recommend students for these awards.

**SANCTIONS: Detentions will be recorded on Satchel.**

<b>Sanction</b>	<b>Misdemeanours (these are examples and not a definitive list)</b>
Break	Missing equipment Chewing gum Wearing incorrect uniform  Persistent lateness to lessons (subject teacher/HOY may take your social times)
Department detention	Poor behaviour in lessons or continued/persistent low level disruption.
Head of Year detention	Missing break detentions Poor social conduct
HW detention	For not completing HW
SLT detention - 1 hour after school	Behaviour is a serious concern in lessons, or outside of lessons. Persistent lateness to school Missing departmental / Head of Year lunch time detentions for no valid reason
Withdrawal from lessons	Withdrawals may be used to investigate an issue further or for offences against our code of conduct and behaviour which "gets in the way of learning." If you are withdrawn from a lesson due to your poor behaviour, you will usually be given a SLT detention.
Fixed Term Exclusions and Permanent Exclusions	May be used for serious misconduct. Anyone who brings cigarettes or vapes into school or is seen smoking to or from school will be suspended. For more details about our sanctions see our behaviour policy on our website.

Teachers do not have to use these strategies in this order. The type of detention issued will be decided by teachers depending on the severity of the behaviour.

Students whose behaviour or attitude to learning is a cause for concern will be monitored daily using a Target Card.

If a student misbehaves, gets in the way of learning and ignores our school core values, the teacher may:

1. Tell the student he/she is disturbing the class (this will be a first warning)
2. Give a clear, firm second warning if the student does not respond as requested immediately
3. Move the student within the class if the poor behaviour still continues if possible
4. Remove the student from class for five minutes if the poor behaviour still persists
5. Remove the student from the class to the Team Leader or to another classroom if possible
6. Issue a break or lunchtime detention if possible or an after school detention
7. If a student's behaviour persistently gets in the way of learning, the teacher will request further assistance from a member of staff. That member of staff will remove you from the lesson and place you in after school detention with a member of the senior leadership team. When poor behaviour is very serious, it is not appropriate to give a series of warnings and a teacher may use this system to support them in order to put learning first.

Students who have been removed from their lessons twice in a day will be withdrawn from lessons for at least the rest of the day; the Head of Year or SLT will review the situation and decide upon any further necessary actions or support. It may be that you are unable to return to particular lessons until effective behaviour for learning can be restored.

Homework : Failure to complete homework may result in a lunch time detention.

## Progress Reports

You will have 3 progress reports a year. We will comment on your **Attitude to Learning**. You will be graded on 3 areas (see below). You will also be given a progress grade on your second report and third report. For your first report though, we want to see you have the correct attitude to learning. If you get this right, it is highly likely you will make good progress.

Key	Approach to Learning (Best fit)	Homework	Classroom Conduct
Outstanding (1)	<ul style="list-style-type: none"> <li>Actively responds to feedback to improve their work</li> <li>Extends their knowledge using extra resources, shows initiative and offers new ideas</li> <li>Takes control of their own learning</li> <li>Will consistently answer challenging questions willingly and clearly, often leading classroom discussions and can listen thoughtfully in order to build on ideas</li> <li>Asks relevant, thought-provoking questions</li> <li>Seeks challenge on all tasks, showing resilience when doing so</li> <li>Takes pride in their work</li> </ul>	<ul style="list-style-type: none"> <li>Completes independent work / enrichment tasks</li> <li>Produces HW of a high quality</li> <li>Consistently completes homework on time</li> </ul>	<p>The student is committed to ensuring their code of conduct is excellent. They are always:</p> <ul style="list-style-type: none"> <li>Respectful to staff and peers</li> <li>Respectful of our environment</li> <li>Demonstrating our core values</li> </ul>
Good (2)	<ul style="list-style-type: none"> <li>Is prepared for learning, on time and equipped to face all challenges</li> <li>Thinks carefully and engages with class activities</li> <li>Seeks clarification when unsure</li> <li>Responds positively to feedback and improves their work</li> <li>Shows they are actively listening to their teacher and their peers</li> <li>Will answer questions willingly and clearly</li> <li>Shows resilience when work is challenging</li> </ul>	<ul style="list-style-type: none"> <li>HW is of a good quality and reflects their ability and /or</li> <li>Generally completes homework on time and</li> </ul>	<p>The student ensures their code of conduct is good. Most of the time they are:</p> <ul style="list-style-type: none"> <li>Respectful to staff and peers</li> <li>Respectful of our environment</li> <li>Demonstrating our core values</li> </ul>
Inconsistent (3)	<ul style="list-style-type: none"> <li>Does not consistently develop ideas</li> <li>Sometimes needs prompting to develop and improve their work</li> <li>Work is completed, but not always to the best of their ability</li> <li>Doesn't seek clarification when unsure</li> <li>May give up when work is challenging</li> <li>Sometimes lacks commitment to their work</li> <li>Quality of work may not always support learning</li> </ul>	<ul style="list-style-type: none"> <li>When HW is completed, it is not always in line with what we would expect and / or</li> <li>Some homework deadlines are missed</li> </ul>	<p>There are times when the student has to be encouraged to follow our expectations in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>Respecting staff and peers</li> <li>Respecting our environment</li> <li>Demonstrating our core values</li> <li>Avoiding low level disruption</li> </ul>
Concern (4)	<ul style="list-style-type: none"> <li>Needs many prompts to start and complete work</li> <li>Work is often incomplete</li> <li>Often fails to follow instructions</li> <li>Does not actively participate in lessons</li> <li>Gives up quickly when faced with challenging work</li> <li>Quality of work does not support learning</li> </ul>	<ul style="list-style-type: none"> <li>Almost always misses deadlines and / or</li> <li>When HW is completed it is not in line with what we would expect</li> <li>Immediate action is needed to improve this area</li> </ul>	<p>The student often disrupts learning and is not conforming to our expectations in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>Respecting staff and peers</li> <li>Respecting our environment</li> <li>Demonstrating our core values</li> <li>Avoiding disruption</li> </ul>

## THE LANGTREE CHALLENGE

At Langtree School, our mission of 'Putting Learning First' quite rightly emphasises the importance we put upon academic achievement. Securing the best GCSE outcomes possible will enhance the life chances for every individual student, and this is our core purpose. However, we are also acutely aware of the skills and qualities all students will need to develop if they are to realise their full potential later in life: leadership, independence, team-working, resilience, communication, confidence, organisation and initiative.

The Langtree Challenge has been designed to recognise the importance of these characteristics alongside academic attainment, and to celebrate the achievement of each individual student in these key life skills. In this way, the Langtree Challenge will encourage students to participate in leadership skills and activities within school and the wider community, which will in turn enhance their employability when they leave full-time education. The challenge is open to all irrespective of academic ability; it is fully inclusive and the Gold challenge is achievable for any student who can display the attributes mentioned above.

Students will aim to complete the BRONZE, SILVER and GOLD challenges during their five years at Langtree. They must be completed in this order. Students need to present some kind of evidence to the Assessor ( Tutor, HOY) so that it is "stamped". This evidence could take the form of a photograph, a witness statement, a letter or email from a member of staff, a visual or audio recording.

More information about the Langtree Challenge will be saved in your PSHE Google Classroom.

### Student Leaders

You will see some Year 11s wearing maroon jumpers. This tells you that they are part of the Student Leader Team. They have been selected as Student Leaders based on their commitment to the school council (they have applied each year), their attitude to learning (as evidenced in the Progress reports and Satchel) and their application forms and interviews. They will be able to help you and show you what you need to do to be successful at Langtree. They will also be your mentors over the first term.

### PRESENTATION MATTERS

Another sign of courtesy, integrity and respect is that you take pride in your work, keeping your books in good order and organising your notes to ensure it helps your learning. This is a very important study skill! You must follow these guidelines and you will find this helps you produce well-presented work:

1. All written work must be done in black ink.  
*Pencils and felt tip pens are not suitable*
2. Each piece of written work must have a title, underlined using a ruler
3. Each piece of work must have a date underlined
4. Each piece of written work must be marked either c/w (classwork) or h/w (homework). *If you are continuing a piece of work for homework, be sure to mark h/w in the margin where you begin at home*
5. When a piece of work is finished it must be ruled off in pencil below the teacher's comment before the next piece of work is started
6. Always start a fresh page if you have less than half a side of paper after your last piece of work

## HOMWORK MATTERS

Your homework is extremely important in that it encourages you to develop good, independent study habits which are necessary for you in your later lives. Completing homework allows you to strengthen, deepen and extend the learning in the classroom and you cannot make good progress if you do not complete it properly.

Teachers will use Satchel to set homework. The website can be accessed by students and parents; there is a link on the school website. Students and parents are given their own log in to use the system.

Students are expected to:

1. Check the website every day to check for homework
2. Let the teacher know, in advance of the lesson if possible, if homework is not on the site when they are expecting it.
3. Make a careful note of the deadline for submitting the work
4. Read and follow the instructions carefully, using the resources and links if provided.
5. Seek help (from friend/family or teacher as appropriate) in advance of the deadline if there is a problem completing the homework
6. Take pride in completing homework
7. Print the work and stick in your exercise book (if requested) before handing it in

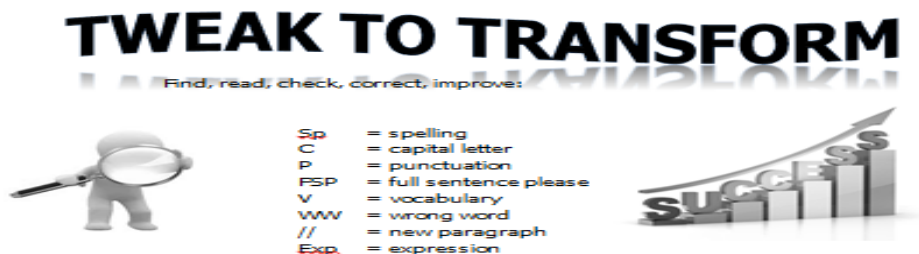
*If you are struggling to complete your homework, seek help from your teacher, Head of Year, or attend Homework club.*

## LITERACY MATTERS

Whatever subject you are studying, you will need to read and write to the best of your ability.

**Being able to communicate well is a life skill and not something that you need just at school.** In order to help you develop the best reading and writing skills possible, you need to :

1. Have an independent reading book in school and read regularly
2. Take part in reading events
3. Look up new words that you come across when reading and make a note of the meaning – this is especially important if you are reading something for homework
4. Complete all written work carefully, thinking about how best to express and organise your ideas – whatever the subject and not just in English



Your teacher is asking you to go back to your work and make small changes (**tweaks**) that overall will make a significant improvement – it will **transform** your work. **Always use a green pen to make these “tweaks.”**

Your teacher might highlight awesome skills in orange and highlight areas where you need to think more carefully in pink.

# Use these tips for Oracy and Reading Skills.

## T-A-L-K POSTER

	<b>T</b> rack the person speaking and look at whoever you are talking or listening to.
	<b>A</b> dd to or build on what the last person said.
	<b>L</b> isten attentively.
	<b>K</b> eep asking relevant questions and answering with relevant ideas and comments.

## BE THE BOSS!

### Predict

Use clues from the text or illustrations to predict what will happen next.

- I think...because...
- I predict...because...
- I suppose...because...
- I think I will learn...because...

### Question

Ask questions as you read.

Ask some questions that have answers in the text.

**Use the question words:** *Who? What? Where? When? Why? How? and What if?*

Try asking some questions that can be inferred (worked out) by looking for clues in the text.

### Clarify

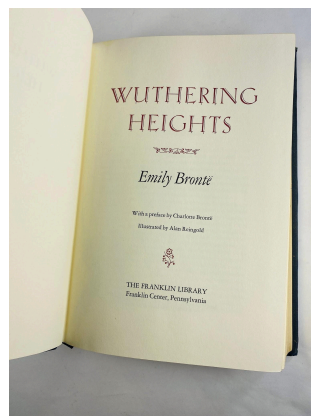
How can you figure out a difficult word or idea in the text?

- Try sounding it out.
- Try breaking it down.
- Reread and read ahead to see if you can work it out.
- Think of another word that might fit
- Think about what would make sense.
- Talk to a friend, or look it up in the dictionary or on the internet.

### Summarise

Using your own words, sum up the main ideas from the text in order.

- This text is about...
- This part is about...
- First... next... in the last paragraph...
- Then...
- Finally...



## **Instrument and Voice lessons- A Guide for Students**

If you are starting or continuing with instrument or voice lessons in September, you will need to follow these procedures.

- make sure you bring your instrument to any lessons and they will be stored in a secure space in the Music Department\*
- At the beginning of the lesson you will have to leave, please ask the teacher for permission as before.
- Leave your lesson five minutes before your instrument or voice lesson and proceed following the one way system in the school directly to the Music Department
- Remember good hand hygiene- wash hands before and after lessons
- Do not share instruments with your friends even if you or they have forgotten theirs
- Please remember to bring all music, notebooks and a pencil.
- Music lesson timetables will be displayed in the music corridor

## **Bus Code of Conduct**

During this time of a pandemic, you must make sure you follow the guidance to ensure your safety on route to and from school.

We want you and all other passengers to stay safe and travel in comfort on your journey to and from school. **Upon receiving your bus pass you will be required to abide by the following Code of Conduct.** If you do not keep to the code, your school and parents/carers will be alerted, and your transport assistance maybe withdrawn. This Code of Conduct runs in parallel with your School's behaviour policy.

### **Keeping safe while getting on and off the bus**

- Queue sensibly, well away from the edge of the road. Wait for the bus to stop before you move towards it.
- Be respectful of other people's property
- Get on and off the bus in an orderly way so you don't hurt yourself and other passengers
- If you need to cross the road once you have got off the bus, make sure the bus has driven away so you can see other vehicles clearly before crossing

### **On the bus**

- **Bad language, bullying, vandalism and unruly behaviour will not be tolerated**
- Do not eat, drink or smoke on the bus. Smoking on the vehicle is illegal.
- Always have your bus pass and be prepared to show it when asked to by the driver
- Follow all instructions given by either a member of school staff or the bus driver
- Stay seated in your seat once you are on the bus and use a seatbelt if one is provided
- If the vehicle breaks down or is involved in an accident, remain seated. Follow any instructions given to you by the driver quickly and without fuss
- Do not distract the driver unless there is an emergency
- Do not stand in front of the driver on the stairwell
- Do not use emergency exits or doors unless the driver instructs you to, or if there is a genuine emergency
- Keep the aisle clear. Bags go under the seat, on the parcel shelf or on your lap. Make sure you have all your belongings as you leave the bus
- Do not leave litter on the vehicle
- Do not carry real or replica weapons
- Do not throw items or damage the inside or outside of the bus
- If damage is caused the police will be contacted and the cost to repair the damage may be pursued by the bus company
- If the bus breaks down or is involved in an accident, follow the driver's instructions
- You need to be aware that many bus companies monitor the behaviour of passengers using CCTV. CCTV footage will be used as evidence if drivers or passengers are hurt or the bus damaged.

### **Your bus pass**

- Carry your bus pass with you whenever you travel to/from school and show your pass when asked.
- Be ready to show your pass to the bus driver. Transport may be refused if the pass cannot be produced.
- Only travel on the route that has been approved. The route number will be on your pass.
- Do not use anyone else's pass or allow anyone to use yours.
- If your pass has been lost or stolen a replacement can be purchased by sending a cheque or postal order for £10.00 made payable to Oxfordshire County Council, along with a covering note detailing
- the students name, date of birth and the school they attend to School and Social Care Transport, PO Box 867, Oxford OX1 9NR. While your request is being processed, a temporary pass can be obtained from the school which will be valid for 10 days. If a valid pass cannot be produced after 10 days the driver can refuse travel.
- Out of date passes will be confiscated but travel will be allowed either in the morning or afternoon for that one journey only, but only if a seat on the bus is available.
- If transport is not required please return the bus pass to School and Social Care Transport, PO Box 867, Oxford OX1 9NR. This will enable us to allocate the place to another student.
- Parents who take students to a stop to meet the bus are advised to either ensure that the student is carrying a valid pass, or wait with them until the bus arrives and advise the driver accordingly.

### **Your pick up point**

- You are responsible for getting to your pick up point
- Aim to arrive at the pick-up point 5 minutes before your bus is due. The bus runs to a timetable so will not be able to wait if you are late.
- If the bus has not arrived 15 minutes past its normal pick up time call School and Social
- Care Transport, the telephone number can be found on the back of the bus pass.
- Agree with your parents what to do if the bus does not arrive (eg return home or go to a friend's house to organise alternative transport)
- Wait sensibly, well back from the road. Always stay safe and do not play near the road.

**The Code of Conduct is for the safety of everyone. FAILURE TO ADHERE WILL RESULT IN THE ISSUE OF WARNINGS AND/OR EXCLUSION FROM USING THE TRANSPORT AND CONSEQUENCES FROM SCHOOL.**

**Parents/carers will then be responsible for transporting you to and from school if a transport exclusion is given.**

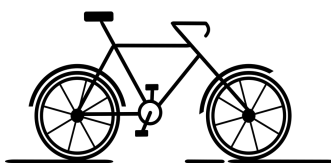
**Transport is arranged by Oxfordshire County Council and all queries should be sent either in writing to School and Social Care Transport, PO Box 867, Oxford OX1 9NR or telephone 01865 323500.**

## Cycle Contract

Langtree School is keen to encourage cycling and walking to school to promote healthy and environmentally friendly lifestyles and to help to reduce congestion at busy times before and after school. However, cycling to school is potentially very dangerous and as a school we want to ensure that we are doing all that we can to promote safe cycling and to minimise the associated risks with cycling to school. In order to minimise risks to our students, please do discuss this contract with your child if they cycle to school, or are planning to cycle to school.

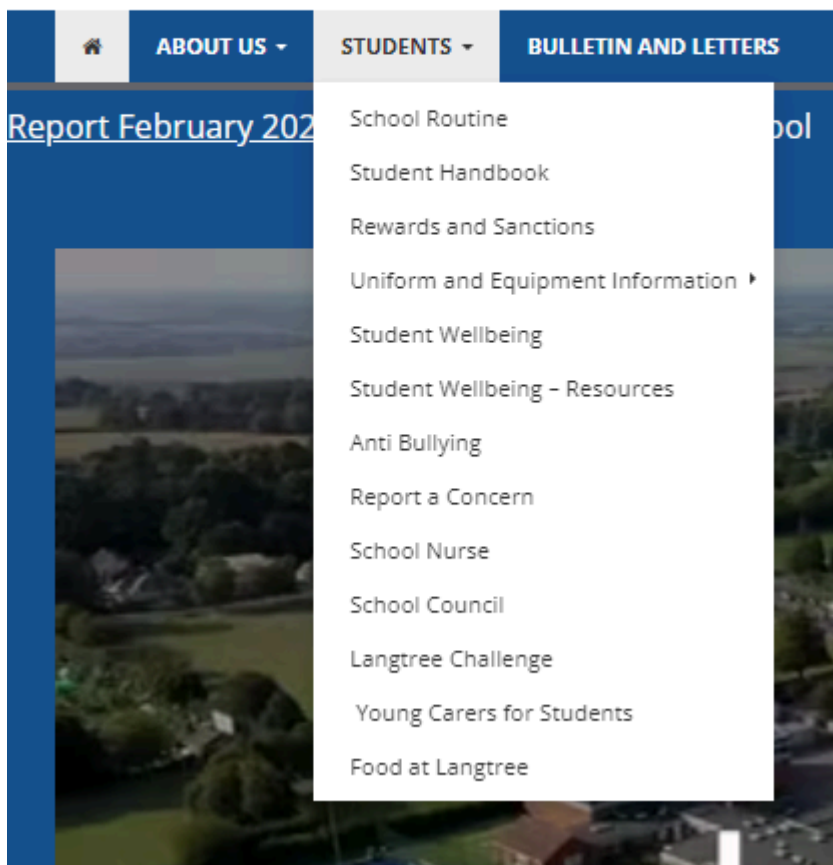
Parents and students must read and agree to the following Cycling to School Contract

1. All bicycles must be roadworthy and appropriate for the age of the student in terms of frame size and seat height. All bikes must have brakes that work safely.
2. Students must wear a helmet to cycle to and from school and this helmet must be visible to school staff when students enter the school site. Helmets must be stored in lockers during the school day.
3. When students are on school site they must dismount their bike and walk the bike to the cycle storage areas.
4. Students will ensure that they provide a lock for their bike to be secured on school grounds in the bike storage areas.
5. During the winter months when cycling to and from school in the dark, parents will ensure that students wear reflective clothing and that all bikes have front and rear lights.
6. All students will cycle in a safe manner and take into account pedestrians and other school children.
7. All students will refrain from listening to music through earphones whilst cycling to school.
8. Students who are found to be cycling dangerously will be spoken to about their unsafe cycling and their parents contacted.
9. The school will endeavour to secure cycle safety courses for students free of charge to those who wish to take part.
10. Parents who need to discuss issues with cycling to school will contact the relevant Head of Year or Ms Burman, the Deputy Headteacher



## REPORTING CONCERNS

If you have any concerns speak to your tutor, Head of Year or any member of staff. If you do not feel you are able to do this, you can use the 'Report a Concern' form that can be found on the student web page. 'Report a Concern' forms go to the Deputy Headteacher, the SENDco, and Head of Year 7 & 8. A member of staff will get in contact with you within 2 working days. Please browse the student page on our website for other helpful information.



## KEEPING IN TOUCH

If your parent/carer has a message for a teacher, this can be done by email. Similarly, your teachers may get in touch with your parent/ carer by email, letter or telephone.

Other communications to check are:

- The weekly bulletin which is emailed to parents and students every Friday
- The end of term newsletter
- Postings on the website
- E-mails from your teacher on your school email account
- Follow us on twitter @Head4094

### Equipment checklist: Please note what is missing

Equipment	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Hard Copy of timetable						
Pen (black) and spare						
Highlighters (pink and orange)						
Pencil and sharpener						
Ruler						
Rubber						
Scientific calculator						
Protractor						
3.5mm earphone						
Maths compasses (only one)						
Reading book						
Glue						
Scissors						
Colouring pencils						
Green pen						
Whiteboard						

Please see a list of the different learning platforms we use online.

<b>What</b>	<b>Detail</b>	<b>Help from....</b>
Computer	First log in	IT tech
Website/Realsmart	Google login	IT tech/Realsmart
Satchel One	Homework Google login	Mr Nonweiler or Mrs Taylor-Lane
My Maths	Maths department	Maths teacher
Kerboodle	Maths department MFL department	IT Tech
Educake	Science department	Science teacher
GCSE Pod	All subjects from Y9 on Google login	Mr Nonweiler or Mrs Taylor-Lane
Seneca	Google login Science, PE, History	IT tech
Active History	History Dept	Ms Jarvis
Quizizz	Computing + various department Google Login	Ms Morel
Blooket	Various depts Google Login	IT Tech
Memrise	MFL Computing Google login	IT Tech



