

Useful Information – Langtree School

Absences

Illness / appointments

On the day:

Absences for sickness

To report an illness, medical/dental appointment, please call the absence line on 01491 683364 **before 0900** or email: studentabsence@langtreeschool.com before or on the day of the absence.

A call is required **each day** for safeguarding purposes, unless it is for example, convalescence following a hospital admission, in which case a copy of a hospital letter is usually sufficient.

If your child is absent for more than 5 days due to illness, you may be asked to provide a letter from your 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 writing at least one month in advance 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. If you need to use the school telephone, you must get permission from a member of staff. Mobile phones should not be used in, or between, lessons. If you are caught using your mobile phone, the phone will be confiscated and given to the school office until the end of the school day when you can collect it from there.
2. If you forget your packed lunch, please go to the school office as soon as possible so your parents can be asked to bring it in. If they are unable to do so, the school office may be able to give further assistance.
3. Any forms that need returning to school should be taken to the school office during break or lunchtime and not at any other time. They should be placed in the yellow box outside the main office.
4. Payments are to be made on-line. In the rare case where cash is required, it must be handed to the office and a receipt obtained.
5. You may only travel on the bus for which you have a pass. You are required to carry this with you every day. If you lose your bus pass, please go to the school office where you will be issued with a temporary bus pass and given the relevant information to obtain a replacement if necessary.
6. If you are sick or injured during the course of day, report to your subject teacher in lesson time or Head of Year in the first instance.
7. If you leave school during school time, you must sign out at the school office and sign in again when you return. You must have permission from a member of staff before leaving during the day and you need a letter from your parent/ carer if the absence is known in advance.
8. If you are late for school or miss registration for any reason you must sign in at the school office and give a reason for your lateness. Detentions are issued for lateness if persistent or if no good reason is given.
9. Lost property should be handed in to, and claimed from, the school office. You must keep valuable items under your control at all times.
10. There is a school library on site. Details of opening times can be found by typing: **Woodcote library** into the search bar at the top of the home page on our website or on google.
11. 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 you can approach about issues you would like to raise.
12. Items of uniform may be ordered from our main supplier Trutex; on-line or from a shop 'Schoolwear and More' based in Didcot. Please see the school website for further details.

Health, Safety and Welfare – Langtree School

1. Any item which may endanger others e.g. aerosols, laser pens, lighters, knives, BB guns, matches etc. must not be brought into school.
2. Smoking, vaping, drugs, legal highs and alcohol are all banned on the school site. If you are caught in possession of any of these items, the item will be confiscated, your parents / carer will be informed and the full range of sanctions will apply.
3. No student is allowed to climb through a window or onto a school roof. Students should not climb on any school property, on planters, bins, benches or any walls.
4. School bags must not be left around classrooms, on stairs, around any school doorways, or outside. Do not leave your bag unless you have a locker for safe storage.
5. At all times be aware of safety risks both for yourself and others. Report any unsafe behaviour or equipment to a member of staff and always follow instructions from members of staff.

COVID: When pupils are in school, we expect them to follow all of the rules set out to keep them and the rest of the school community safe. Further information can be found [HERE](#)

The full range of sanctions may be imposed for breaking these rules, including permanent exclusion.

You could also be liable for the cost of making good any damage.