

Useful Information – Langtree School

Absences

Illness / appointments

For day to day absences such as illness, medical or dental appointments, please call the absence line on 01491 683364 before 0900, before or on the day of the absence.

Please note, if the absence continues for more than a day, a call is required each day unless it is for, say, convalescence following a hospital admission. In this case, if the absence is prolonged, a copy of a hospital letter is sufficient to support the absence.

If your child is absent for more than 5 days due to illness, we will require a letter from your practitioner.

Request for leave during term time

If your child/ren should need time out of school other than for illness or a medical appointment, please put a request in writing to the Headteacher, Mr Holroyd, for consideration. This can either be by letter or email (rholroyd@langtreeschool.com). Any absences taken without permission will be marked 'unauthorised'.

Transport

Please note that whilst we are able to give advice with school transport, we do not organise transport, routes or stops. 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, 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 should only travel on their allocated bus for insurance purposes.

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 Reception until the end of the school day when you can collect it from there.
2. If you forget your 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, please ask at the school office for further information.
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 red box unless they contain cash. If you have cash to pay in, you must hand the money to the receptionist and get a receipt
4. You may only travel on the bus for which you have a pass. 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.
 5. If you are sick or injured, report to your subject teacher in lesson time or Head of Year in the first instance.
 6. 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.
 7. 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.
 8. Lost property should be handed in to, and claimed from the school office. You must keep valuable items under your control at all times.
 9. 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
 10. 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 two representatives who you can approach about issues you would like to raise.
 11. Items of uniform may be ordered from our main supplier Trutex, please see the school website for further details. If you are unable to order on-line you can get a leaflet from the school office which gives further information.

Health, Safety and Welfare – Langtree School

1. Any item which may endanger others eg 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.

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