

7 July 2023

Dear Parents

Parents' Information

I hope that your son enjoyed his day with us yesterday I have listed some information below which I hope that you find helpful.

CONTACT DETAILS

Your son's form tutor is the first point of contact. Their contact details are as follows:

7 Burgess: Ms Thornton cthorton@thelangton.kent.sch.uk

7 Hardman: Mrs Bate lbate@thelangton.kent.sch.uk

7 Mackenzie: Miss Beville rbeville@thelangton.kent.sch.uk

7 Sharp: Mrs Hatton nhatton@thelangton.kent.sch.uk

7 Young: Mr Head jhead@thelangton.kent.sch.uk

Please also note my email address, as well as Mr Peto's:

Head of Year: Mrs Sheppard asheppard@thelangton.kent.sch.uk

Assistant Head Pastoral: Mr Peto speto@thelangton.kent.sch.uk

All these details and much more information is available on the Year 7 page on the school website: <https://www.thelangton.org.uk/year-7-parent-information/>

FIRST DAY AND SCHOOL TIMINGS

Your son's first day will be **Monday 4th September 2023**

He should arrive at school at 8.50 am for registration. He should go to the main school hall. The only other students who will be present in school on this day will be the students in Year 12. This will allow the Year 7 team to help your son settle in and find his way around without the crowds.

The first two hours of the day will be spent with his form tutor and the rest of his form. This is the time when your son's form tutor will talk to him about expectations during form time and the Code of Conduct in school. Some lessons will also take place and a number of administrative tasks will also be carried out:

- The handing out of Lower School planners for homework and other information
- The issuing of a timetable of his lessons for the year
- The issuing of a homework timetable
- Lockers will be allocated. Please supply your son with a 25mm padlock with 2 keys. One key is to be kept by your son, the other should be labelled so that his form tutor can keep a spare for him.
- Registration for catering system (see details below)
- Bus passes (if we have received them from KCC)

Your son should bring his school bag complete with pencil case for his first day. He will **NOT** need PE kit that day.

During the first full week of school your son will spend an extra hour with his form tutor which offers the form tutor a chance to ensure everything is running smoothly and to talk to the boys in the form about key matters such as organisation, homework, social interaction and discuss any questions the boys may have.

Up to the October half term, your son will be dismissed from his lessons 10 minutes early at the end of the school day (i.e. at 3.35 pm). This is to help him organise himself at the end of the day and ensure that he gets his correct bus home if that is his method of travel.

It is important that your son is punctual to school and that he attends registration at 8.50 am daily with his form tutor.

TRANSPORT

If your son will use public transport to get to school you can apply for a bus pass via KCC.

<https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/bus-travel/bus-passes>

Other information regarding transport is available on the Year 7 page on our website:

https://thelangton.org.uk/app/uploads/2023/05/113.24_FINAL_Home-to-School-Transport-Guidance-ACCESSIBLE.pdf

The Stagecoach website will provide information and timetables

<https://www.stagecoachbus.com/about/south-east>

- Please note that although bus services may have the school's name on them, they are still public bus services and are managed by Stagecoach.
- The school has no control over the provision of these services and it is advised that alternative bus routes are also researched in case of a particular bus service being full.
- To ease overcrowding on the 904 route from the school to Whitstable and Herne Bay, the bus will not stop and let students off until the Rough Common roundabout. Students wishing to get off on that route but before Rough Common are advised to get the 951 to the bus station and then use the Triangle service.
- We do maintain contact with both KCC and Stagecoach and do value your feedback on these services.
- Behaviour that is in line with school expectations should be maintained on public transport at all times. The school reserves the right to deal with antisocial behaviour in an appropriate way, including as a last resort advising parents that alternative arrangements should be made.
- In September, all students using buses will be expected to sign up to the Bus Code of Conduct, outlining in more detail school expectations.

Train timetables can be obtained from the South Eastern Train website

<https://www.southeasternrailway.co.uk/>

PARKING

You will not be able to park onsite to drop your son off or collect him at the end of the day. You should make arrangements to use the parking facility at Canterbury Rugby Club. If your son is staying after school for a club and therefore finishes late, you can collect him from one of the car parks on the school site. Cars that try to enter the school before the start of the day or at the end of the day will be asked to go to the rugby club by our staff.

UNIFORM/PROPERTY

Available to order online from School Colours Direct. See the uniform page on our website for more details. <https://www.thelangton.org.uk/information/uniform/>.

If you choose to have your son's uniform delivered to the school over the summer break, please note that the uniform shop will be open on the following dates/times: Thursday 10th August and Thursday 24th August between 10 am and 12 noon. If you cannot make these dates then you will need to arrange for the uniform to be sent to your home address (for a charge) when you place your order.

Please name all of your son's uniform and all of his items that he brings to school. If he loses anything, this will ensure that items handed in to reception can be returned to him easily. We have a huge amount of un-named lost property at the school so please help us help your son in naming everything. It is not compulsory to get PE kit embroidered, but if you wish to do that, there is information on the uniform page of the website of local embroiderers who can arrange this for you.

If your son is particularly forgetful and has a tendency to lose things, you *may* wish to consider putting a tracker in his bag(s) which may help him. I have done a quick google search and the following article may help! <https://uk.bestreviews.guide/luggage-trackers>

You were given a "blazer flash" by your son's form tutor which will need to be sewn onto the pocket of the blazer, above the lion. If you were unable to attend the parent talk on induction day, your son's form tutor will issue your son with the blazer flash on his first day in September. Uniform needs to be worn correctly and in accordance with school policy. See the parent page on the website for details of uniform and school shoes.

EQUIPMENT

All of your son's teachers will be issuing textbooks and exercise books in the first lessons, so it is important that your son brings a suitable bag (large and waterproof) in which to carry his belongings carefully. Your son should make good use of his locker to store his books when he does not need them for lessons or homework.

The boys will also need a pencil case containing the necessary equipment e.g. pens, pencils, ruler, rubber, colouring pencils, pritt stick etc. Coloured plastic wallets are useful for keeping subject books in, keeping each subject together and to prevent them from get dog-eared inside the school bag!

You have already been sent a letter about additional equipment (art sketchbook, calculator, design kit). Your son's teachers will hand these items out in due course in September.

ACADEMIC

Your son will receive a learning report 3 times per year and there will be an opportunity via a parents' evening for you to discuss your son's progress with his teachers. You will be notified as to when the parents' evening will take place. Following each round of learning reports, academic achievements are celebrated and any concerns will be addressed.

HOMEWORK

On his first day in September, your son will be given a planner in which he can record his homework. He will also receive a homework programme outlining when he should expect homework from his various subjects. Homework in Year 7 will be around one hour's worth of homework scheduled per day. It is important that your son gets into good habits immediately with regards homework. He may need your help in organising himself when he gets home from school. We run a year 7 only homework club twice a week at lunchtimes so he will have an opportunity to complete work at school as well as at home should he wish to do so. If your son does not complete homework on time or fails to bring

the correct equipment into school, he could be subject to receiving a detention. We will give the boys some leeway to start with whilst they get used to expectations.

CATERING

At Simon Langton our catering is in-house, offering a very good service under the management of Gay Austin supported by her catering team. We work hard to ensure we meet the needs of all of our students and staff to deliver a first class service. Our suppliers are local and we source most of our meat from The Butcher of Brogdale and our fruit and veg from Granny Smiths of Whitstable. Café 42 serves staff and sixth formers only and we remain committed to providing healthy, locally sourced food at reasonable prices. Lunch menus are posted on our website each week.

PLEASE NOTE: The canteen is “nut free” and we request that students do not bring any nuts or food containing nuts into school as several students have severe allergies.

Our catering system is controlled by the latest biometric finger recognition technology, and provides us with a cashless environment within the school meal service. This system reduces our administration and streamlines our school meal service.

A subset of unique features of the fingerprint are extracted from a scanned image and converted into a biometric template. This template, a binary number, is checked against the template generated each time a pupil places their finger on the scanner. Full fingerprint images are not stored and it is extremely unlikely that a usable fingerprint image could be generated (reverse engineered) from the template.

If you have not already done so and if for any reason you do not consent to your child's fingerprint being scanned please inform us in writing by 1st September 2023. We will be able to use an alternative method and provide your son with a card which has a unique registration number for tracking his school meal account.

Students with free meal entitlement will electronically be issued with their meal entitlement value (£2.90 per day) into their account. Pupils on free school meal entitlement can also place additional money into their account. The extra money is stored in a separate purse called Purse 1. The free school meal allowance is always used in full prior to removing extra funds from the Purse 1 account.

Payments to top up students' school meal accounts are able to be made from Wisepay, or via dedicated till points in the school canteen. We would remind students that top ups can only be made prior to the start of school each morning. **Wisepay logins and information has already been emailed to you. If you have any queries regarding this, please contact finance@thelangton.kent.sch.uk**

The advantages to you as a parent are as follows:

- School lunch money can be placed in the account for any period of time
- The burden of finding change daily is removed
- More secure than cash
- Re-assurance that dinner money is being spent in the school canteen and not elsewhere
- If paying on-line, you will always be able to see the balance left on your child's account and what they are buying
- Daily maximum spend (see below)

The school limits the amount a pupil can spend a day to £6, however we also have the facility to increase that limit if you wish. As a guideline a daily school lunch which includes a main course and a dessert course is £2.90 per day. ***If you wish for your child to have a smaller daily limit, please complete the reply slip at the end of this letter.*** An email reminder is sent out to parents should their son have a low balance on his account to ensure top-ups are made in a timely fashion.

MERITS and STRIKES

We have a system in place to reward students for good work. Merits will be given and we run a competition within year 7 to award a cup to the form with the most merits – this is done on a fortnightly basis. The form tutors are very competitive with regards this so will encourage their students to collect as many merits as they can! With regards behaviour, we operate a “strike” system. This will be fully explained to your son when he starts with us. The system is very successful in helping to promote good behaviour in lessons, allowing students to learn and teachers to teach effectively. If a student is issued with a strike he will always have the opportunity to discuss that with me.

SCHOOL CHARTER ON MOBILE PHONE AND DEVICE USE

Benefits

- In an educational context, benefits include:
 - Easy access to Google Classroom
 - Easy access to other educational sites and apps used regularly by subjects and teachers
 - Access to research tools
 - Collaboration on group projects
 - Organisational tools such as calendars, reminders and so on

Risks

- Risks include:
 - Over-reliance
 - Misuse and not following the guidance contained in this charter
 - Distraction
 - Encouraging risk-taking behaviours
 - Increased abuse, bullying and discrimination

Rules and consequences

- All students:
 - Mobile phones and audio devices (headphones/airpods etc) are not allowed to be used in lessons without permission from the teacher
 - Headphones are not to be worn walking around the school, including corridors and the hall
 - Taking pictures, videos or sound recordings is strictly forbidden without staff permission at all times
 - Students must not use their mobile phones to bully, abuse, harass or discriminate against others
- In Y7-11:
 - Students are not permitted to listen to music whilst they work
 - Mobile phones and audio devices are not allowed to be used or seen in corridors, the Hall, and all other interior spaces of the school between 8:50 and 3:45

- Sixth form students:
 - Are allowed the privilege of using their phones in the corridors and around school, but not in Reception
- Consequences:
 - Unauthorised mobile phone use - confiscation until end of the day
 - Repeated unauthorised mobile phone use - detention and discussion with parents about phone ban at school
 - Taking pictures/videos or sound recordings without permission - detention and discussion with parents about phone ban at school
 - Use of phone to bully, harass or discriminate against others - serious sanction dependent on circumstances

Education

- The school will educate students about the benefits and risks of mobile phone use
- The school will continually raise awareness amongst students and work with parents to mitigate these risks
- Parents have a role to play in monitoring and supervising their child's access to and use of mobile phones
- The school will ensure that students who do not have a mobile phone are not disadvantaged in their experience of teaching and learning
- Teachers will explain their expectations regarding phone use at appropriate times and be consistent in their application of consequences

Safeguarding

- The Langton has a responsibility towards the health and wellbeing of all members of the school and decisions will always put this front and centre.
- The school's safeguarding culture is child-centred and one of vigilance, prevention, education and clarity on what is acceptable and not acceptable

ABSENCE

Please see below, the most recent government policy regarding school and family holidays. Under the rules introduced in September 2013, we will only be able to grant leave of absence for holidays taken during term time in "exceptional" circumstances, as opposed to "special" circumstances. This does mean that holidays now taken in term time will have to be recorded as unauthorised. Please see our website for our attendance policy.

I have copied the relevant section of the amendment below:

The Education (Pupil Registration) (England) Regulations 2006

Amendments made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, as described below, came into force on 1 September 2013.

Term-time holiday

The Education (Pupil Registration) (England) Regulations 2006 allowed headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers were also able to grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

If your son is absent from school due to illness, please contact the school on each day of absence to inform us. You can telephone the school (01227 463567) and leave a message on a dedicated absence line, or, alternatively you can email office@thelangton.kent.sch.uk with your son's name, form and reason for absence. Medical appointments should be notified in advance by contacting your son's form tutor. For safeguarding reasons, students will not be allowed to sign out of school unless we have prior notice of an appointment.

CLUBS and ACTIVITIES

We run a variety of lunchtime and after school clubs ranging from sport to music and lego robotics. Details of these clubs are dependent on staff timetables and at this stage, I cannot give details. Information will be passed to your son in September.

WELL-BEING

The Year 7 form tutors or I will be able to help your son with most issues that occur during his day at school. Most things are easily solvable and we are very happy to help and guide your son during his transition. If you feel that your son is suffering from well-being issues then please contact us. We do have well-being mentors available to us here at school should the need ever arise.

COMMUNICATION

We need to have open communication with you as parents – this is a partnership for the next few years so you need to feel confident in contacting us. Some parents worry about contacting us over what they perceive to be a minor issue. Please, there is no need to worry about that. We would far rather you contact us so we can help resolve a problem quickly. If your son is confident enough to talk to his form tutor about any issues, that is the ideal, but we realise that is not always easy for boys to do during their first weeks at school, so we always welcome a call or email from parents whenever you need to let us know about any concerns you may have.

The transition to secondary school should be really exciting for both your sons and you. Our aim, as a pastoral team, is to support your son with his transition. I want to reassure you that your sons' happiness is our primary concern and we will do all that we can to ensure that he settles as quickly as he can with us here at the Langton.

I am always available if you would like to ask any questions, so please feel free to contact me either by email or by telephoning the school.

I am really looking forward to a positive year with our new year 7s and with you as their parents.

Yours sincerely

Mrs A Sheppard

Head of Year 7

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To: Gay Austin

Pupil.....Tutor Group.....

I wish for my child to have a spend limit as indicated below.

Daily Maximum Spend	Tick
£2.90 per day	
£3 per day	
£4 per day	
£5 per day	
No limit required	