Warlingham School
& Sixth Form College

School Handbook 2026-2027

Information for Parents and Carers



Wide Horizons
High Aspirations

WELCOME

Dear Parents/Carers



Welcome to Warlingham School & Sixth Form College.

We are proud of our school, our students and their achievements. By working together with students and parents / carers, we can continue to develop excellence in all that we do. It is important to us that the aims and expectations of our school are clear and understood by all members of our community. Warlingham School & Sixth Form College is a caring, supportive environment, where children and staff are happy, where we work with integrity and respect, and where everyone is challenged to reach their highest possible achievement. Our key values are: commitment, courage, and kindness.

In this handbook you will find information that will be of particular interest to you. Also included are references to some important policies and procedures for our students. (Full policies can be found on our website). Please take the time to read the handbook carefully. We also ask that you discuss the contents with your son / daughter. By choosing to send your child to Warlingham, you are accepting the Home-School Agreement and confirming that you will work in partnership with the School to support your son/daughter.

We are always seeking to improve the information we send to parents / carers and would welcome any feedback you can give us on this handbook and our ongoing communication with you throughout the academic year.

Please do not hesitate to contact us should you require any further information or clarification of anything detailed in this handbook.

We look forward to your child joining the school and ultimately fulfilling their potential with the help and guidance of our caring and supportive staff.

Yours sincerely

Paul Foster

Paul Foster
Headteacher



TABLE OF CONTENTS

1. AIMS / HOME-SCHOOL AGREEMENT	
1.1 Our Values and Aims	1
1.2 The Warlingham Way	1
2. KEY INFORMATION	
2.1 Overview	2
2.2 Who to Contact in School	3
2.3 Term Dates 2026-2027	4
2.4 School Closures 2026-2027	4
2.5 Early Closures and Late Openings 2026-2027	4
2.6 The School Day	4
2.7 School Layout	5
3. THE LEARNING JOURNEY / THE WARLINGHAM LEARNER	6-7
4. A-Z GUIDE	8-23
5. COMMONLY-EXPERIENCED ISSUES	24
6. TANDRIDGE LEARNING TRUST	
7.1 Overview	25
7.2 Our Vision	25
7.3 Our Core Values	25
7.4 Our Beliefs	25
7.5 Tandridge Learning Trust Schools	26

REGISTERING

It is really important that you register your child with the School, and provide us with information about him or her. We also ask you to give us medical information about your child. Links to completing this information are below:

1. Registration for September 2026, please click here.
2. Medical Information for September 2026, please click here.

Contact details for queries:

Mrs J Rayner

Email: J.Rayner@WarlinghamTLT.co.uk

1 AIMS / HOME-SCHOOL AGREEMENT

At Warlingham, young people flourish both academically and socially. Our motto of 'Wide Horizons, High Aspirations' underpins the ethos of the School.

We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life's challenges and make a positive contribution to society. By working in partnership with parents/carers, our well-qualified staff and the school's governors aim to secure a successful future for all students based on a foundation of good examination performance and high levels of social responsibility.



"I visited a lot of schools and didn't really like them, but when I visited Warlingham, I instantly fell in love with it! It's an amazing school with really helpful teachers so I can make outstanding progress here." - Rosie

1.1 Our Values and Aims

At Warlingham, we are proud to belong to an inclusive, warm, welcoming, and friendly school, built on mutual respect for each other, the school environment and our community. We feel safe, valued, respected and challenged to achieve the best for ourselves and others. We hold ourselves to the highest standards so that we are able to interact confidently, positively and successfully in a range of contexts and situations, at school and beyond. Our key values are: commitment, courage and kindness.

We ask that every student who joins Warlingham does so on the understanding that they will uphold these values through their actions and words. Likewise, we take our motto of "Wide Horizons, High Aspirations" very seriously and build in opportunities for our students to develop as individuals through the taught curriculum and an extensive range of additional activities. We expect all Warlingham students to strive to engage in the school community and participate fully in the opportunities that are offered. We also insist that students fully respect the rights of others to engage in the learning and development opportunities at Warlingham.

1.2 The Warlingham Way

By choosing to send your child to Warlingham School & Sixth Form College, you and your child are agreeing to follow the behaviour and conduct expectations called *Our Mantras*.

By joining the Warlingham School & Sixth Form College community, you are agreeing to work in partnership with the school to support your son/daughter. *Our Mantras* sets out the expectations for students of the school. The full version of *Our Mantras* is available to download on the School Website - click here to download the PDF document.



2 KEY INFORMATION



2.1 Overview

Address:	Tithepit Shaw Lane Warlingham Surrey CR6 9YB	Facebook:	/WarlinghamSchl
		Instagram:	@WarlinghamSchl
		X:	@WarlinghamSchl
Telephone:	01883 624067 **(to report absence choose option 1)**		
Website:	www.WarlinghamTLT.co.uk	Email:	Info@WarlinghamTLT.co.uk
Headteacher:	Mr P Foster		
Chair of Local Governing Body:	Ms C Hollah Mrs J Faulkner	Co-Chairs of Tandridge Learning Trust:	Mr J Pomfret Mrs L Harvey, MBE
Surrey Admissions:	Admissions East 0300 200 1004 (9am-5pm)	Chief Executive Officer Tandridge Learning Trust:	Miss R Plaskitt

2 KEY INFORMATION



2.2 Who to Contact in School

We welcome parent/carer contact. All staff can be contacted through the main school number – 01883 624067 or by email: Info@WarlinghamTLT.co.uk.

In order to direct your enquiry to the most appropriate member of staff, please see further information below.

For student welfare or general concerns, contact either the Form Tutor or Head of Year.

For subject-specific concerns, contact the relevant class teacher or Head of Department.

For academic concerns that are not subject-specific, please contact the Head of Year for your child's year group.

If there is a query about support or students who are on the Special Needs Register contact Mrs B Hunt (SENDCO).

To report an absence or contact about hospital appointments etc. telephone 01883 624067 or contact Student Services.

If you do need to see a member of staff please contact them to agree a date and time. Although we do our best to address all urgent issues straight away, it is often difficult to see parents without prior arrangements because of teaching commitments.

The Headteacher and his senior colleagues welcome contact from parents/carers. They can help to identify the best person to assist with your concern or enquiry and will arrange to meet you to discuss issues of significance to the welfare and academic progress of your child.

2 KEY INFORMATION

2.3 Term Dates 2026/2027

Autumn Term 2026

Tuesday 1st September 2026[1] to Friday 18th December 2026

[1] Please note that Tuesday 1st September and Wednesday 2nd September 2026 will be INSET days for staff. There will be a staggered start on Thursday 3rd September 2026 for Year 7 and Year 12 students. Students in all other years will return on Friday 4th September 2026. Please note that these are not confirmed and may be subject to change.

(Half Term: 19th - 30th October 2026 inclusive)

Spring Term 2027

Monday 4th January 2027[2] to Thursday 25th March 2027

[2] Please note that Monday 4th January and Tuesday 5th January 2027 will be INSET days for staff.

(Half Term: 15th -19th February 2027 inclusive)

Summer Term 2027

Monday 12th April 2027 to Friday 23rd July 2027

(Half Term: 31st May - 4th June 2027 inclusive)

2.4 School Closures 2026/2027

Each calendar year, all Bank Holidays are observed; in addition, there are four closure days for In-service Training (INSET). These are: Tuesday 1st September 2026, Wednesday 2nd September 2026, Monday 4th January 2027, and Tuesday 5th January 2027. Please note that these are not confirmed and may be subject to change.

2.5 Early Closures and Late Openings 2026/2027

Formal lessons will finish at 1.15pm on school open evenings (one for Year 7 intake and one for the Year 12 intake). These will take place during the Autumn Term and are agreed with Surrey. The exact dates will be communicated to parents in due course. Provision will be made for students wishing to stay for lunch on those days. School will start later, with registration at 9.35am on the day after each open evening.

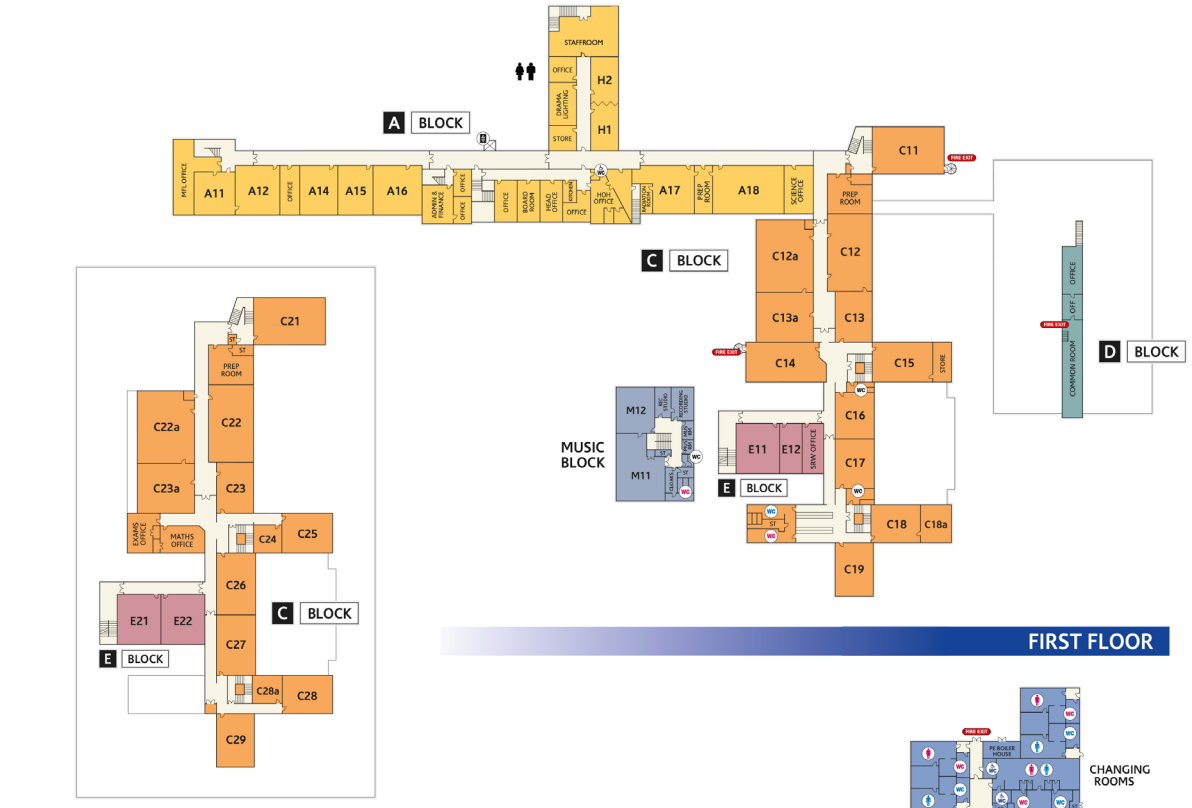
School will finish at 12.30pm on the last day of all three terms – Friday 18th December 2026, Thursday 25th March 2026 and Friday 23rd July 2027 respectively.

2.6 The School Day

8.15am - 8.35am	Students arrive on site
8.35am-8.55am	Morning line up and tutor period
8.55am-9.55am	Period 1
9.55am-10.55am	Period 2
10.55am-11.15am	Break
11.15am-12.15pm	Period 3
12.15pm-1.15pm	Period 4
1.15pm-2.00pm	Lunch
2.00pm - 2.10pm	Afternoon line up and tutor period
2.10pm-3.10pm	Period 5
3.10pm	End of the School Day / Start of Enrichment Activities

2 KEY INFORMATION

2.7 School Layout





3 THE WARLINGHAM LEARNER



Our aim is to develop well-rounded, well-adjusted, successful young people.

The characteristics that we aim to nurture in the Warlingham Learner are based upon our school values of courage, commitment and kindness. We have three values, each of which have three characteristics we wish to develop. This is outlined in the table below.

We seek to develop these characteristics through a mixture of approaches – both subtle and explicit. The characteristics are nurtured through interactions, role modelling, praise, planned learning activities and through the deliberate application and use of language. As a learning community we all make a commitment to developing outstanding lifelong learners and we strive to ensure that there are no barriers or excuses to being the best learners we can be.

Courage	Commitment	Kindness
We are up for a challenge. We are: • Adventurous • Motivated • Curious	We keep going, even when things are hard. We are: • Persevering • Willing to make effort • Prepared to delay gratification	We think of others' feelings before we act. We are: • Respectful • Considerate • Empathetic
We see mistakes as opportunities to learn. We are: • Responsible for our actions • Resilient • Determined	We plan and anticipate. We are: • Methodical • Organised • Rigorous	We celebrate our differences and treat people as equals. We are: • Inclusive • Accepting • Open-minded
We are keen to improve. We are: • Reflective • Self-evaluative • Willing to take risks	We are capable of managing distractions. We are: • Focused • Goal-oriented • Tenacious	We contribute. We are: • Keen to volunteer • Proactive citizens • Supportive

3 THE LEARNING JOURNEY

The Learning Journey process empowers students to develop the tools and skills they need to learn independently by giving them a clear vision of their destination, a deep understanding of their starting points, helping them to know the stepping stones and to assess their arrival.

Am I clear about the destination?

A clear vision of their destinations means that end points and objectives are appropriately challenging, clearly shared and understood by all. It is made clear how key vocabulary will be used in answers to questions and what knowledge needs to be remembered and why, i.e. how it builds understanding of more complex knowledge. Success criteria are shared, understood by all and used to inform next steps. Model answers or practices are analysed to ensure all students have a clear vision of success and can apply the criteria for success.

Have I checked starting points?

A deep understanding of their starting points means that:

- students' contexts are understood and can inform planning and curriculum flexibility,
- their prior attainment is understood by all and informs planning of next steps, and
- their prior knowledge and understanding is interrogated at the beginning of activities in order to inform teaching strategies.

Do I know the stepping stones I need to take?

Knowing the stepping stones means that students set appropriate and challenging targets for themselves that are specific, measurable, achievable, realistic and time-bound; students can articulate their learning journey and know what they need to do to meet their targets.

Am I always checking my arrival?

Being able to check their arrival means that students have clear feedback on what they did well and what can be improved; their misconceptions are explicitly discussed and repaired and mistakes are used as opportunities for improvement.



5 A-Z GUIDE

Adverse Weather	8
After-School Activities	8
Attendance	8
Behaviour	9
Bullying	9
Catering	10
Charging for Activities	10
Child Protection	10-11
Communication	11-12
Data Protection	12-13
Drugs and Substance Misuse	13
Entrance & Exit	13
Essential Equipment	14

External Support Services	14-15
Governance	15
Home Learning	15-17
House System	17
Jewellery	17
Learning Resource Centre	17
Lockers	18
Lost Property	18
Mobile Phones	18
Music Tuition	18
Online Safety	18
Personal Property	18-19
Personal Records	19

Punctuality	19
Reading List	19
Reporting to Parents / Carers	20-21
Rewards and Sanctions	21
Special Educational Needs and Disability (SEND)	21-22
Student Leadership	22
Student Services	22
Textbooks and Resource Materials	22
Tutorial System	22-23
Transport	23
Uniform	23

5.1 Adverse Weather

The School has well established procedures for dealing with disruptive weather such as heavy snow. In the event of adverse weather please check the school website homepage for any notices.

5.2 After-School Activities

Warlingham offers a wide range of lunchtime and after-school activities. Details will be given to all students at the beginning of each term and the club timetable will be displayed in tutor rooms. A full outline of the programme of activities can be found on our website.

5.3 Attendance

It is a legal requirement that parents/carers ensure that students attend school regularly in order to make good progress with their learning, develop confidence in school work, build positive relationships and develop independence. Parents/carers are asked to telephone the School on 01883 624067 (select option 1 for the Absence Line), or to email Attendance@WarlinghamTLT.co.uk before 8.30am on each day a child is absent, giving details of name, tutor group and reason for absence and the anticipated day of return. Periods of absence of five days or more should be supported by medical evidence.

We will send an automated message to the parents/carers of any student who does not arrive at school by 10.30am, if we have not received prior notification of absence.

Medical or Dental Appointments

Appointments should be made outside of school hours. Where this is not possible, please notify the School in advance by telephone, note or email. An appointment card, or note from parents, should be shown to Student Services and to the subject teacher, if a student has to leave during a lesson. Before leaving the school premises, students must “sign out” at the Student Services Office and “sign in” when they return (if applicable).

Exceptional Leave

The School does not give permission for students to go on holiday during term time. However, if there is an exceptional reason for you to request a leave of absence for your child, you should contact the Attendance Manager before making any arrangements. A form is available from Student Services/Attendance.

5 A-Z GUIDE

5.4 Behaviour Policy

At Warlingham School & Sixth Form College we believe that learning and achieving the highest standards of which we are capable can only happen in an environment in which students and staff respect each other and work together. Both students and staff have been involved in drawing up our Behaviour Policy. It is based on positive reinforcement of good behaviour and very clear sanctions for unacceptable behaviour. The students are all made aware of the rules for the classroom and for around the school and of the consequent sanctions for breaking the rules.

The Behaviour Policy is available to download on the school website. (Select 'Information' then 'Policies and School Handbook'.)

5.5 Bullying

At Warlingham School & Sixth Form College we do not tolerate bullying of any kind. Bullying is any behaviour which deliberately intimidates and harms other people. Bullying can take many forms, including:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Racist: racial taunts, graffiti, gestures.
- Sexual: unwanted physical contact or sexually abusive comments.
- Homophobic/Transphobic: because of, or focussing on, the issue of perceived sexuality or gender identity.
- Verbal: name-calling, sarcasm, spreading rumours, teasing.
- Cyber: abuse or threats in emails, Internet chat rooms, social networking sites, instant messaging, blogs, text messaging, phone calls or the misuse of camera and video facilities.
- Disability/SEN – because of, or focusing on a disability or special educational need.
- Home circumstance – targeting individuals who are looked after children or because of a particular home circumstance.

We believe that in our school community every student and member of staff has the right to be in a safe and secure environment which is free from intimidation or threat from others. Everyone at Warlingham has the right not to be bullied. Any instance of bullying is therefore dealt with swiftly and firmly.

As a parent/carer, you can help in the following ways:

- Encourage your child to talk about school.
- Listen carefully to what your child says about school life.
- If your child shows any signs of distress, such as suddenly not wanting to attend school or becoming unusually silent, try to find out what is troubling them.

If you think your child might be a victim of bullying:

- Contact your child's Form Tutor or Head of Year.
- Reassure your child that the School will help and support them.
- Work with the School to solve the problem.

If you think your child might be responsible for bullying:

- Do not ignore it.
- Inform the School of your concern.
- Talk to your child about the seriousness of the issue.

The Anti-Bullying Policy is available to download on the school website. (Select 'Information' then 'Policies and School Handbook'.)

5 A-Z GUIDE

5.6 Catering

We do not allow students to go off site during lunchtime and we strongly encourage all students to take part in the many lunchtime clubs and activities which are available.

The dining area is open every break and lunchtime. Hot and cold snacks and drinks are on sale at these times. There is a choice of hot and cold meals, sandwiches, fresh fruit and drinks. Vegetarian options and salads are always available. The School also has a breakfast club which runs each morning between 8:15am and 8:30am.

The canteen operates a biometric cashless payments system. Payments for meals are made in advance on Arbor and the cost of the meal is deducted at the till. Packed lunches are eaten in the main hall and students may purchase snacks and soft drinks to supplement these.

Information on how to use Arbor can be found on the school website (Select 'Information' then 'Arbor').

Who is eligible for free school meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

5.7 Charging for Activities

Parents/carers will be asked to make voluntary contributions towards the cost of a range of activities that take place during the school day such as visits and practical lessons involving the purchase of ingredients and/or materials. No student will be excluded from a visit or from an activity because of the cost. Parents/carers should contact their child's Form Tutor, Head of Year or relevant department in confidence if they need financial assistance. However, parents/carers should also be aware that if insufficient students are able to contribute, the full range of trips, visits and activities may not take place.

The Charging Policy is available to download on the school website. (Select 'Information' then 'Policies and School Handbook'.)

5.8 Child Protection

The Governing body takes seriously its responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our School to identify, assess, and support those children who are or may be suffering harm.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern.

All staff believe that our School should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The Child Protection and Safeguarding Policy is available to download on the school website. (Select 'Information' then 'Policies and School Handbook'.)

5 A-Z GUIDE

5.9 Communication

Good communication with parents/carers is extremely important to us. Our staff are here to support and listen to any concerns you may have regarding the wellbeing or development of your child. We strive to treat everyone with respect and courtesy, and we ask you all to do the same in return. If you have any questions, concerns, or feedback, we encourage you to communicate these calmly and constructively. Please be assured, we will make every effort to address any concerns thoughtfully and with care.

To ensure you receive important messages from us concerning your child, it is vital that you ensure that the contact details the School holds are up-to-date. As part of our admissions procedure you will be asked to give us details of how to contact you and other family members or responsible adults. The lead parent/carer will then be sent an individual email containing their new username and password which will allow them to access the Arbor Parent App.

The Arbor Parent App allows the lead parent/carer to login, view and update the contact information the School holds. It is the responsibility of parents/carers to check that the information is up-to-date. As a security measure, before any information updated by parents/carers is stored on the system, administration staff will cross-check it against any information we already hold and if necessary, raise a query with the parent.

Please note that email is the preferred communication method, so it is essential to ensure that the School has accurate email addresses for parents/carers.

Contacting Us

Good communication should be two-way, so we encourage parents/carers to contact us as necessary. Please contact the School's receptionist, by telephone, letter, or email (Info@WarlinghamTLT.co.uk). During termtime, we aim to respond to all enquiries within 48 hours; this is to allow for teaching commitments.

If you would like to see a specific member of staff, an appointment should be made first. The member of staff will then meet you in Reception at the appointed time. Please make sure you have signed in and have been given a Visitor's badge. If you are coming onto the school site, please note the 'Important Information for Visitors' on our website which can be viewed by clicking here.

If you are responding to a communication, the first point of contact should be either the person who contacted you or the student's Form Tutor. If you're not sure who to contact, please refer to "Who to Contact in School" on Page 3.

Compliments, Comments and Complaints

We welcome feedback on our work from parents/carers, people who work in organisations connected with the School and from members of the local community. Students and parents/carers are surveyed on a regular basis to help us improve our provision for students and our practices.

If you wish to draw our attention to something which has impressed or concerned you, please email Mrs Smith, (N.Smith2@WarlinghamTLT.co.uk) or telephone reception on 01883 624067 in the first instance. We appreciate positive feedback as well as learning about issues of concern.

If you do have an issue that concerns you, we hope that before you feel the need to make a complaint you will have made every effort to raise your concerns directly with the appropriate person. If you are unable to resolve your concerns, the School's complaints procedure, available from the School or on the School website, outlines the procedure that should be followed.

The Complaints Policy is available to download on the school website. (Select 'Information' then 'Policies and School Handbook'.)

Emails and Letters

Most letters home will be sent by email. Using email ensures that parents/carers receive letters sent by the school as soon as they are available and ensures that they won't be damaged or get lost in transit. Copies of letters/emails can be found on the school website. (Select 'Information' then 'Letters and Key Resources'.)

5 A-Z GUIDE

5.9 Communication (continued)

Emergency Contact

In the event of an accident or other urgent need, parents may be contacted at home or work by telephone either by the teaching staff or by a member of Student Services. Emergency numbers must be provided for contact during the school day. Parents/carers must make sure they keep the School informed of any changes via the Parent App.

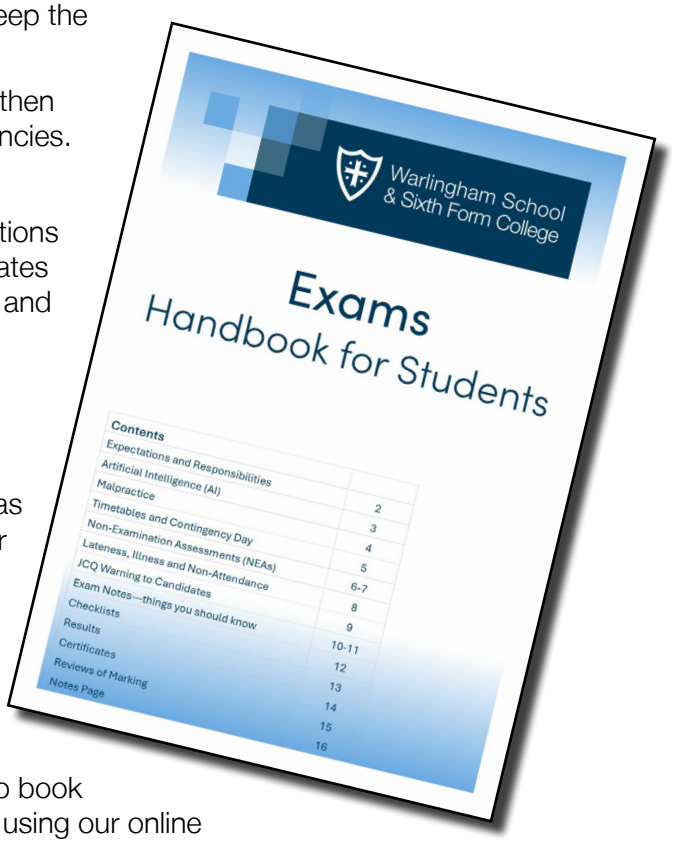
If you should need to get a very urgent message to your child then Student Services can convey this, but only in extreme emergencies.

Examinations

Parents/carers will be informed in advance of internal examinations or Key Assessment Points (KAPs) held during the year. The dates of Public Examinations, Science module tests, GCSE, A Level and BTEC examinations will be communicated well in advance.

Online Communications

The School website, www.WarlinghamTLT.co.uk, is kept up-to-date. If the School has to close, for example due to heavy snow, then this will always appear on our website homepage as soon as the decision has been made. There is also a calendar available on the website which is kept updated (Select 'News & Events' then 'Calendar of Events').



Parents'/Carers' and Subject Teachers' Consultation Evenings

These evenings will allow you to meet with the subject teachers and are held once during the year. You will be able to book your own appointments which will be of four minutes duration using our online booking system. More details will be provided nearer the time.

Parents' Forum

These are held at various times during the year, in order to allow the School to seek the opinions of parents/carers on a range of topics.

Parents' Information Evenings

These are held at key points during your child's education. Parents/carers will be invited to attend when appropriate. For example, we hold information evenings in Year 9, to explain the Key Stage 4 Options.

Reports

Please see 'Reporting to Parents/Carers' section on pages 22-23.

5.10 Data Protection

Warlingham School & Sixth Form College is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018. This means that the School is responsible for making decisions about how your personal data will be processed and how it may be used.

We use your personal data to support teaching and learning, monitor student progress, provide online resources, provide appropriate pastoral care and assess how well the School is doing on the whole. The information you provide will be treated confidentially at all times.

The data you provide may be disclosed to third parties to provide services such as:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- Exam boards
- HMRC

Specific details regarding the use of the data collected in each category will be available from the School website.

Secure safeguards apply to both physical and computerised held data, and only relevant school staff can access your information.

Please see the School website for more information, including our Online Safety Policy and Privacy Notices. If you have any queries, please contact the Data Protection Officer by emailing Data.Protection@WarlinghamTLT.co.uk.

5.11 Drugs and Substance Misuse

Warlingham School & Sixth Form College does not permit the possession, use or supply of any illegal or unauthorised legal drug within the school boundaries. This includes on or near the school premises, within the school day and on school visits (supervised or not), residential visits and at school events.

The curriculum includes drugs education that forms part of the Personal, Social, Health and Economic Education programme. The programme:

- provides factual information about drugs,
- explores attitudes to the use of drugs,
- aims to equip students with the skills for coping with peer pressure, and
- provides information on where to seek help if appropriate.

Smoking/Vaping

Smoking/vaping is illegal on site. Students who smoke and/or vape in school, in the immediate vicinity of the School or in school uniform outside of school or on school activities (e.g. trips/visits) will be searched, placed in detention, isolation, Maple Room or, for persistent offenders, they may be suspended from school.

Students must not bring cigarettes, e-cigarettes, vapes, tobacco, lighters or other equipment associated with smoking into school. Any such items will be confiscated and disposed of and parents/carers will be informed.

Alcohol and High Caffeine Drinks

The drinking of alcohol is not permitted nor should students be in possession of alcohol or be under the influence of alcohol whilst engaging in school activities. Alcohol found in the possession of students who are in the care of the School will be confiscated and disposed of and any student who consumes alcohol on school premises or on school activities or who gives or sells it to others will be either internally or externally suspended from school.

High caffeine drinks are illegal for under 16s and must not be brought to school and should not be consumed before attending any school activities. They will be confiscated and disposed of.

The Drugs and Substance Misuse Policy is available to download on the school website. (Select ‘Information’ then ‘Policies and School Handbook’.)

5.12 Entrance & Exit

Entrance to and exit from the school site for students is via the side/rear gate on Tithepit Shaw Lane.

Students are able to access the school site from 8.15am where they will be greeted and directed to areas where duty supervision is in place. Students will also exit via this gate at the end of the school day. The two gates at the front of the school are for vehicular entrance and exit only.

5 A-Z GUIDE

5.13 Essential Equipment

The School provides all text books and exercise books necessary for lessons. You will need to provide the following for your child:

- A large, strong bag, big enough to hold A4-sized exercise books
- A pencil case containing blue or black pens (including spares), pencils, coloured pencils/felt pens, highlighter pen, rubber, pencil sharpener, glue stick, ruler and scissors
- A mathematics set
- A scientific calculator (Casio FX 85 GT-CW)
- A green pen for responding to assessment





It is your child's responsibility to bring the correct books for the day's lessons, and any necessary additional requirements such as PE kit, Food Technology ingredients.

Please note: Tippex is not allowed in school.

5.14 External Support Services

Many external agencies provide expertise and guidance to assist in promoting student welfare. The School endeavours to work closely with these and, where appropriate, this may involve parents/carers consultation and student referral.

Behaviour Management Service and Access to Education

Behaviour Management Services provide a weekly 1:1 mentoring service for some of our students who are struggling in regulating their behaviour and are at risk of exclusion. For those students unable to remain in school we work with Reigate Valley College (Surrey) and Saffron Valley (Croydon) who provide a 12 week intervention programme designed at supporting students to reintegrate into mainstream.

For students who are medically unfit for school or struggling to attend we work with EdLounge who provide online learning as well as referring to alternative provisions such as Access to Education, Surrey Online Schools (SOS), Outreach Tuition, Springboard and Cotelands.

Counselling Services

The school works closely with Surrey Mindworks (child adolescent and mental health wellbeing service) to provide access to counselling services within school and support access to additional services outside of school. The School also has support from the Tandridge Mental Health Support Team (MHST) who support with 1:1 CBT interventions, group work and parental information sessions and coffee mornings.

Currently, we have a School Project Officer in school who runs intervention groups on a Monday into managing exam stress, anxiety and self esteem. The School Project Officer has also supported in the running of additional assemblies and parental information evenings.

We have two trained counsellors who meet with students on a weekly basis. These counsellors also run a drop-in service daily which students can self refer to. We have a team of four ELSAs who work with students on emotional regulation. There is additional support available for those dealing with bereavement, young carers, LGBTQ+ and looked after children. Referrals for all of these services are made via the Head of Year.

We also receive support from the Learning Space Counselling service and Barnados who provide additional 1:1s and a professional trained in CBT.

Referrals to external counselling services can made through the school in consultation with parents/carers or directly by parents/carers through the GP.

Educational Psychologist

An Educational Psychologist provides limited, business-critical support for the School.

5 A-Z GUIDE

Inclusion Service

The Inclusion Service provides limited, business-critical support for the school. The Inclusion Service will also lead on legal procedures relating to attendance, including 'fixed penalty notices'.

Physical and Sensory Support service (PSS)

The PSS works alongside the school to support students physical disabilities or sensory impairment and offer advice, support and adaptive equipment where necessary.

Police

We have links with the East Surrey School Liaison Officers. The local police provide assistance with school security and safety. They visit the School on a regular basis, readily give advice and also respond with help when requested.

SEN and Outreach services

The school receives advice, training and support from a range of different agencies at different times throughout the year including Barnados (ADHD awareness and training), Limpsfield Grange (ASD awareness and training) and Surrey Family Information Service.

Social Services

The School works closely with Surrey and Croydon Social Services in order to seek advice and offer support to students and their families when necessary. This includes Early Help. This is includes early help AND targeted Youth Support Service (TYS) which allocates support workers to work with young people in the local community.

Speech and Language and Occupational Therapy

There is specialist input from the speech and language and occupational therapy service available from Surrey and Croydon for targeted students. Referrals for this service are through the learning development team.

5.15 Governance

Warlingham School & Sixth Form College is part of Tandridge Learning Trust. The Trust Board of Tandridge Learning Trust oversees the strategic direction of the Trust.

Each school within the Trust has a Local Governing Committee (LGC) which works in partnership with the Chief Executive Officer, individual school headteachers and staff and oversees the management of the School. The LGC includes representatives from parents, teaching and support staff and members of the local community.

A list of the current members of Warlingham's LGC, is available from the School or on the School website. Governors may be contacted via the Clerk to the Governors, C.Sanderson@WarlinghamTLT.co.uk.

5.16 Home Learning

A good, well-managed home learning programme helps children to develop the skills and attitudes they will need for successful lifelong learning. Home learning also supports the development of independent learning skills, and provides parents with an opportunity to take part in their children's education.

Home learning, remote learning (in the event of school closure) and resources to support learning are all shared with students, parents and carers using the App *satchel:one*, further information about *satchel:one* can be found at the end of this section.

The types of work set for home learning

Evidence suggests that short, frequent home learning closely monitored by teachers has greatest impact (Hattie). There are three valid types of homework which have some positive impact (Rosário et al., 2015):

- practice,
- preparation, and
- extension

5 A-Z GUIDE



According to Vatterott (2009), the most impactful home learning tasks are ones that focus on practice, checking for understanding, or applying the knowledge or skills students have learned in their lesson.

Examples of home learning tasks that are likely to have greater impact are:

- low stakes diagnostic testing;
- summarising notes;
- creating Knowledge Organisers to recast classroom materials;
- guided research;
- exam question practise;
- guided revision etc.

Key Stage 3 Home Learning

Students will receive an average of one hour of home learning per evening.
Over the two week cycle this will consist of two hours of Maths and English, one hour from Science and MFL, and approximately half an hour from all other subjects. In order to make the most of regular practice, tasks are unlikely to be set in hourly tasks, instead they will be broken down into numerous shorter activities.

Key Stage 4 Home Learning

Students will receive an average of two hours of home learning per evening. Over the two week cycle this will consist of four hours of Maths, English and Science, and a further two hours from each of their other subjects. In order to make the most of regular practice, tasks are unlikely to be set in hourly tasks, instead they will be broken down into numerous shorter activities.

Post-16 Home Learning

Home learning tasks will take many forms in preparation for the public examination courses in Years 12 and 13; these will include: writing-up of class notes; extension of class notes; extended reading; comprehension questions; presentations; revision, writing of timed examination questions. Home learning will be expected to be completed at home and at college during private study periods.

For each subject studied, a minimum of nine hours per fortnight of home learning will be set. This can and should include further reading, research and preparation to support classroom study and assessment.

How can parents and carers help?

We ask that parents and carers support us by seeing that home learning is done conscientiously and in the best possible conditions. Parents and carers should try to provide a reasonably peaceful, suitable place in which their children can carry out their home learning or help them to attend other places where homework can be undertaken, such as home learning clubs or libraries. We also hope that parents and carers make it clear to students that they value home learning, and support the school in explaining how it can help them make progress at school. Using the Satchel One app is an excellent way to support your child in planning their home learning schedule.

About *satchel:one*

We use the online tool *satchel:one* to help you stay up to date with your child's school life. Our expectation is that all parents and carers will use this app to support their child's learning.

You can login via a web browser or the mobile app for iOS or Android. Once logged into the app, you'll receive automatic notifications and see information about your child's school life, including:

- Show My Homework: See your child's to-do list, get notifications about tasks, view your child's online submissions and observe the grades and feedback they receive!
- Timetable: See past and upcoming lessons - help your child prepare for the days ahead.
- Behaviour: Receive updates about behavioural incidents, points and badges!
- Detentions: Instant notifications about detentions so that you have all the details you need
- Attendance: View attendance and punctuality data for your child.

5 A-Z GUIDE

Ready to create your parent account?

1. Go to satchelone.com/login or open our *satchel:one* mobile app
2. Click on the Parent tab and select "I don't have an account yet"
3. Search for Warlingham School
4. Enter your email address and the Parent Code.

If you already have an account, please log in and go to your Account Settings area; enter the Parent Code into the box to link your existing account to this student. The Parent Code can be used to create up to five guardian accounts linked to the student above.

How can you access resources and support?

Satchel have created a welcome pack where you can download the app as well as accessing support and a range of helpful resources. Please visit https://tinyurl.com/satchelonewp.

The Home Learning Policy is available to download on the School website. (Select 'Information' then 'Policies and School Handbook'.)

5.17 House System

At Warlingham our well-established House System eases transition from primary school. It provides a sense of belonging to a smaller community of the school with approximately 300 students per house. Each house has its own unique ethos and distinguishing uniform. Siblings join the same house so as to create familiarity for younger brothers and sisters.

Warlingham has four houses: Chichester, Johnson, Mallory and Sharman.



Named after renowned adventurers, each house has its own colour and student leadership team with a Head of House Student Leader and deputy head of house leader.

In Year 7, students are allocated to a form within their house which is overseen by a form tutor. Upon joining their house, students are soon involved in a variety of events and activities during which they can earn House Points not only for their own benefit but for the benefit of the house as a whole.

5.18 Jewellery

One pair of small, plain stud size earrings and a watch are the only items allowed. All jewellery must be removed for PE activities and is brought into school entirely at the student's own risk.

Nose studs and all other types of piercing are not allowed.

Students will be required to remove any items of jewellery that are not allowed. The item(s) will be confiscated and placed in the school safe until parents/carers collect them from school.

5.19 Learning Resource Centre (LRC)

The Learning Resource Centre (LRC) is open Mondays to Thursdays until 3.45pm for all students. At break and lunch time, the LRC is open for students in Years 7, 8 and 9. It provides a place for students and staff to carry out research, do home learning, study or read quietly. Resources are carefully selected to support the School's curriculum. Students are expected to respect the library and its resources, especially as a quiet place of study/ work.

5 A-Z GUIDE

5.20 Lockers

Lockers are available for any student who wants one via our external locker provider: Independent Locker Solutions Ltd (ILS). For information and to reserve a locker, please see their website: www.ilsschools.co.uk/book-locker.

5.21 Lost Property

All clothing, especially blazers, jumpers, coats and personal equipment should be named. Students should report their losses immediately to their Form Tutors. Students should hand lost property in to the Student Services Office. The School is not insured against the loss of a pupil's personal property nor does either accept responsibility for loss although we endeavour to take proper care to ensure security. It is possible for parents/carers to be covered for loss on their own contents insurance at only a small increase of cost. PE lost property may be collected from the PE Office.

5.22 Mobile Phones

All students entering Year 7 will not be allowed to bring smartphones to school, as we are transitioning to a fully smartphone free environment. Students may still bring a non-internet, "brick" phone for essential contact purposes, such as safe travel to and from school, but any device capable of connecting to the internet must be left at home. The School will not take responsibility for mobile phones which are lost or damaged in school. Any mobile phone brought onto the school premises must be switched off and kept out of sight from the moment they enter the school grounds until they leave the school site. It must not be used under any circumstances. If students are seen with a mobile phone it will be confiscated. Repeated breaches of this rule will lead to an escalation of consequences.

5.23 Music Tuition

Instrumental lessons for individual or small groups are available for strings, woodwind, brass, percussion, keyboard, piano, guitar and singing.

Further details, including charges, are available from the Music Department. Please contact Mr Duff, Head of Music by email: N.Duff@WarlinghamTLT.co.uk

5.24 Online Safety

Online Safety is an area which we take very seriously. Keeping students safe online is something that requires both school education and parental support. We therefore provide a range of online safety educational programmes for students such as assemblies, IT and Computing curriculum, Police visits, Tutor Period, SRW lessons and more. We also provide guidance for parents/carers in the form of training forums from time to time. Staff are trained regularly on current issues and our 'Online Safety Policy' (as part of the Child Protection and Safeguarding Policy) is reviewed by senior staff and governors biennially.

For parents we have a selection of social media guidance notes available on the Child Protection and Safeguarding page on our website. The Child Protection and Safeguarding Policy is available to download from our website. (Select 'Information' then 'Policies and School Handbook'.)

5.25 Personal Property

Whilst we expect every student to be fully equipped for school each day there are some everyday items, such as chewing gum, for example, which we do not allow in school. We also do not permit aerosol sprays. We encourage good hygiene, particularly after PE, but students should use roll-on products only as a number of students and staff are prone to asthma and this can be triggered by the spraying of aerosols in confined spaces such as classrooms.

5 A-Z GUIDE

Students should not bring large sums of money, expensive clothing or valuables of any kind to school. The School cannot accept responsibility for lost, missing or stolen property of any kind. It is important that clothing, school bags, instruments, and other property should never be left unattended anywhere in the school buildings.

Music and gaming devices are not allowed in school. If students are seen with such a device it will be confiscated and they will have to collect it from Student Services at the end of the day. If the rule is breached a second time the item(s) will be confiscated and placed in the school safe until parents collect them from school.

5.26 Personal Records

In order to maintain accurate records, please use the Arbor Parent App, to change your address, email address or telephone number.

5.27 Punctuality

We prioritise punctuality at Warlingham School & Sixth Form College as we believe it instils a sense of time management and organisational skills that extend beyond the school environment, preparing your child for future professional and personal responsibilities.

Registration starts at 8.35am with morning line-ups, but we advise students to be present on site by 8.30am at the latest to ensure a prompt arrival and strong start to the school day. If they are marked late to form you will receive an email on the morning keeping you informed. If there is any reason beyond your control that may result in your child arriving late to school, please contact the Attendance Team on 01883624067 (option 1) or via email: Attendance@WarlinghamTLT.co.uk.

A prompt arrival to lessons throughout the day is also expected, arriving late not only disrupts the learning of others, but also inhibits your child's own chances of being successful. The attendance team will monitor lessons on a daily basis. Those students who arrive late to more than one session in a day will receive a detention. If your child fails to meet expectations on a regular basis, the form tutor will contact you to arrange an intervention such as a punctuality report. We will also monitor punctuality on a weekly basis, with praise and recognition given to those students getting it right, with merits for 'Outstanding Punctuality' and 'Improving Punctuality' awarded and communicated home.

We value working together with you in this process, so if there is a valid reason for lateness that is out of your child's control, or a change in circumstances that could affect their punctuality, please advise us immediately by contacting the form tutor or attendance team via email or phone.

5.28 Reading List

We have developed reading lists to encourage our students to continue with the positive reading habits they have acquired at Key Stage Two. In the English Department section of the website there is a link to a Key Stage 3 recommended reading list, which gives suggestions of a range of fiction and non-fiction. It also indicates which books are more challenging. You may also be interested to look at the Key Stage Three topics we cover in the English curriculum to get to know the exciting genres we explore.



In the Learning Resource Centre, there are regular displays introducing new texts to our students and promoting different genres. Our school database of books gives students recommendations of titles, which have been read and reviewed recently by others, and this can be accessed once Year 7s have had their library induction.

5 A-Z GUIDE

5.29 Reporting to Parents / Carers

Reports are sent termly; however, we encourage parents / carers to use the Arbor parent portal or parent app, through which they can review attendance, detentions, behaviour and merit points more frequently as the data is uploaded automatically. All termly reports will be made available via the Arbor parent portal/app

Attendance

Attendance is represented as a percentage score based on the number of days a student has attended school. Please note that the school target for attendance is 96%. Attendance below 90% is classed as being persistently absent. School attendance is crucial for several reasons. Firstly, attending school ensures that students have access to essential knowledge and educational opportunities, equipping them with the skills and information needed to succeed in life. Regular attendance also fosters a sense of discipline and responsibility, teaching students the importance of punctuality and commitment. Moreover, school attendance promotes social interaction, allowing students to build friendships, develop communication skills, and engage in collaborative learning experiences that prepare them for future interactions in the workforce and society. Therefore, attendance should be above 96% wherever possible.

Attitude to Learning

Attitude to learning grades are given for each subject on Behaviour, Classwork Effort and Home Learning. For each area, teachers will grade 'Excellent', 'Good', 'Requires Improvement' or 'Unacceptable'.

Merit Points

Merit Points are positive points awarded to students for demonstrating courage, commitment, kindness, leadership etc. They are also awarded for academic achievement, star student, class participation, etc.

Behaviour Points

Behaviour Points are negative points that students accumulated for reasons such as behaviour issues, not completing homework etc.

Curriculum Statements (Years 7 to 9 only)

Each subject reports what topics have been studied during the term and grade how well a student has understood the topic. Teachers allocate grades based on in-class assessments, home learning and classwork to evaluate student understanding of the topics. For each topic, teachers will grade 'Mastered', 'Secure', Developing' or 'Emerging'.

Formal Assessment

Formal assessment takes place halfway through Year 8 and at the end of Year 9, and are called *Mid Key Stage 3* and *End of Key Stage 3* assessments respectively. Formal assessments in Year 10 and Year 11 occur termly, either through in-class assessment in Year 10 or full Mock Exams in Year 11. These assessments will include a wider range of topics to create a GCSE-style experience and have been developed to ensure that they are appropriate to the age of the students. These assessments provide students with the opportunity to learn about effective revision strategies and exam techniques. Revision materials are provided on Satchel One which are directly related to the contents of the assessment to help focus student revision time in support of engineering their success. The results of these assessments will be provided as a GCSE 9-1 grade. It is important to note that this is not an actual GCSE grade, rather, is an indication of what a student might go on to attain at GCSE based on their current performance.

Final Target Grades - Key Stage 4 and Key Stage 5 only

When formal assessments are included in the report, Final Target Grades will also be provided. This is a projected grade indicating what students could achieve based on Key Stage 2 SATs exams, or on CAT4 testing in school where Key Stage 2 data is unavailable. Final Target grades are calculated using the Fischer Family Trust (FFT).

Predicted Grades

Predicted grades are provided in Year 10 and Year 11 and are the grade that teachers believe students should be

able to achieve if they work hard and perform well in exam conditions. This is subject to change throughout Year 10 and Year 11 depending on student progress.

Parent/Carer Evenings

Each year group will have a parent/carer evening where there will be an opportunity to meet with subject teachers to discuss progress, attainment and attitude to learning. All parent/carer evenings are conducted face-to-face.

Contact

Please don't hesitate to contact the relevant department, Tutor or Head of Year at any point during the year if you have any concerns regarding the progress of your child.

5.30 Rewards and Sanctions

Rewards are given for a range of achievements including a good attitude to learning, academic progress, positive behaviour and good attendance and punctuality. All students will be part of the 100 Club, where students gain points through positive attendance, punctuality and behaviour with the opportunity for rewards on a half termly basis which includes entrance into prize draws and a range of other incentives. Students are updated on their 100 Club score every three weeks. Students will receive weekly updates on their achievements and rewards data during form time sessions with their tutor. There are daily and weekly prizes awarded to students by the Head of Year in Line-Ups and Assemblies. Rewards will include bespoke low cost prizes requested by each year group, alongside the usual verbal and written praise, merits, star students, certificates, and phone calls and letters home. There is also a termly rewards newsletter sent out to all students and parents recognising student's achievements both in and out of school.

In the Summer Term, we hold our Annual Prize-Giving Ceremony. This is a special event where we celebrate and recognise the exceptional commitment and achievements of our students over the past year. This ceremony honours their success in both academic and extracurricular pursuits, showcasing their dedication and perseverance, which serve as an inspiration to their peers.

Our Behaviour Policy clearly sets out our expectations for behaviour and the range of sanctions which will apply if students disrupt learning in the classroom or behave inappropriately around the School or in the local area whilst in school uniform. Sanctions include warnings, detentions, behaviour report, contact with parents/carers and meetings with parents/carers in school. In serious cases, where a student needs to be removed from the classroom, a short period of time to reset will be expected in which students must show they are ready for learning within a classroom environment. In situations where they cannot do this, or for instances of behaviour which undermine our ability to keep students safe, then a reintegration process is required which may also involve internal and/or external suspensions.

The Behaviour Policy and the Exclusion Policy are both available to download on the school website. (Select 'Information' then 'Policies and School Handbook'.)

5.31 Special Educational Needs and Disability (SEND)

At Warlingham, we are an inclusive and welcoming school where students with additional needs feel safe, valued and supported to achieve their best. We focus on high quality classroom teaching, strong relationships, and building independence and confidence over time

Students with SEND are fully included in school life and taught within our ambitious curriculum, with adjustments made so they can access learning successfully. Teaching Assistants work as expert scaffolders, and every teacher is responsible for adapting teaching to meet diverse needs. We work closely with primary schools to gather information early, meet families, and create transition profiles so staff understand your child's needs from day one.

Most support happens *in the classroom* through high quality adaptive teaching — small adjustments that help students access learning confidently:

- Literacy interventions such as structured phonics (Fresh Start), reading programmes, vocabulary and writing support sessions
- Numeracy support, including small group maths and dyscalculia focused programmes

- **Communication and interaction support,** e.g. Social Stories™, LEGO based therapy, vocabulary programmes and activities to build conversation and confidence
- **Social, emotional and wellbeing support**, including nurture groups, emotion coaching, Zones of Regulation, resilience groups, and access to ELSA or counselling where appropriate
- **Physical and sensory support**, such as fine/gross motor programmes, sensory breaks, assistive technology and adapted learning resources

If your child needs more targeted, specialist input, we also work with external professionals such as Speech & Language Therapists, Educational Psychologists, CAMHS and specialist advisory teachers.

If you have any concerns or would like to discuss support, you can contact the SEND team at any time at sendco@warlinghamtlt.co.uk. Further information, including our SEND Policy and full SEND Information Report, is available on our website (Select 'Information' then 'Special Educational Needs and Disability').

5.32 Student Leadership

At Warlingham School & Sixth Form College, we are committed to developing students into future leaders by providing meaningful leadership opportunities. Through an equitable election process, students can take on key roles within our House system:

- Student Heads of House (Year 11)
- Deputy Heads of House (Year 10)
- Subject Ambassadors and Wellbeing Ambassadors (Years 8-11)
- Community Representatives and Sports Captains (one of each per form group)

Student leaders work collaboratively to:

- Represent the student voice
- Organise fundraisers and community projects
- Support House competitions and strengthen House identity
- Support and run enrichment activities

These roles empower students to make a positive impact within the school and the wider community.

5.33 Student Services

Student Services provides support to students and parents throughout the day. The team manages specific medical conditions, other medical needs, first aid requirement, illness, signing in and out, parental queries, lost property and pre-loved uniform sales.

There are a number of specific medical forms available for download on the school website (Select 'Health & Wellbeing' then 'Medical Forms for Parents').

5.34 Textbooks and Resource Materials

The cost of textbooks and resource materials is very high. These materials are provided on loan to students who are expected to return all of these materials to the appropriate teacher at the end of the academic year. Please note that if there is any damage or loss to school property the School may charge students or parents/carers.

5.35 Tutorial System

Every student is a member of a Form Group. A Form Tutor is assigned to each Form Group, enabling the form tutors to get to know students and their families extremely well and to support students' academic progress.

Every Form Group is part of a House, which fosters a spirit of loyalty and collaboration amongst different year groups and provides opportunities for personal growth through a range of challenging and fun activities including sports challenges, fundraising for charities and assemblies.

5.36 Transport

There are a range of public transport options that enable students to travel to Warlingham School & Sixth Form College.

By train, there are Upper Warlingham and Whyteleafe stations that are approximately a fifteen minute walk from the School.

By bus, there are a variety of options, the majority of the routes allowing oyster card use which is free for students under 16:

403	for students travelling from South Croydon. Drop off and pick up from Hamsey Green. This service also goes as far as Sainsburys Warlingham.
412 / 403	for students travelling from Selsdon. Take the 412 to Sanderstead roundabout and then change to the 403. Alight at Hamsey Green.
685	This operates at the end of school only – this bus picks up outside of the school for students travelling to Selsdon
407	for students travelling from Caterham Valley which stops at Whyteleafe shops followed by a fifteen minute walk.
409	for students travelling to and from Caterham on the Hill. This service drops off and picks up from outside the School.

5.37 Uniform

The School has a uniform policy. All students are expected to wear the correct school uniform when travelling to and from school, during the school day and on journeys, events and visits arranged by the School unless otherwise specified. School uniform must be worn tidily and correctly. The School reserves the right to send students home to change if they are not in the correct clothes and to confiscate items of inappropriate clothing.

The Uniform Policy and the Hewitts' Uniform Price Guide are available to download on the school website. (Select 'Information' then 'School Uniform'.)



6 COMMONLY-EXPERIENCED ISSUES

My child is late, arriving after 8.35am.	He or she should sign in at Student Services and then go straight to their form room or assembly if there is one.
My child has lost something.	Speak to their Form Tutor or ask at the Student Services Office.
My child doesn't feel well or is hurt.	Speak to their teacher in the first instance. The teacher will know what to do next. In no circumstances should students leave the school site without permission.
My child has a dental or medical appointment.	Appointments should be made outside of school hours. If this is not possible, bring a note from you to show at the Students Services Office. Please come to Reception to collect your child.
My child needs to take medicine.	You should complete an Authorisation for Medication form which should be given to Student Services along with the medication. All medicines are stored in Student Services. Your child should go to Student Services when it is time to take his/her medicine.
My child has forgotten to bring lunch.	See their Form Tutor or Head of Year.
My child has forgotten their home learning / kit.	Explain to their teacher before the lesson, if possible.
How much home learning will my child get?	Year 7 students receive an average of one hour of home learning per evening. All students are expected to complete all home learning tasks and hand them in on time.
My child has a personal problem they want to talk about.	Speak to their Form Tutor or Head of Year.
My child needs to contact me during the school day.	Go to Student Services Office.
My child has forgotten part of their uniform or equipment.	Speak to their Form Tutor.
Does my child need to bring money to school?	The School accepts online payments for trips, uniform, school meals and equipment, through its cashless system on Arbor. You can contact the Finance team if you have any queries via email: Finance@TandridgeLearningTrust.co.uk.

7 TANDRIDGE LEARNING TRUST

7.1 Overview

Warlingham School & Sixth Form College is part of Tandridge Learning Trust, which was established in May 2017 and is a strong partnership of exceptional schools committed to providing a caring and nurturing learning environment that delivers equity and excellence in education for every child. We are committed to supporting the communities we serve and to inspiring a lifelong love of learning for everyone.

Together we work as an innovative learning community, appreciating the significant difference we can achieve by working in partnership. We are proud of our effective network which fosters excellent relationships and creates opportunities for pupils and staff alike to thrive and to learn from one another.

7.2 Our Vision

Our vision is to empower every learner to excel and flourish within a culture of inclusion and the highest aspiration. We will consistently place the needs of our learners at the heart of every decision we make whilst working tirelessly to reduce educational inequality and achieve outstanding outcomes for every individual.

7.3 Our Core Values

Our behaviours and interactions will reflect our core values of:

Equity – we strive to eradicate barriers to learning and promote equality in all that we do; we are unbiased, caring, ethical and inclusive.

Collaboration – we work as a team to create strong and sustainable schools; we listen, we share, and we learn together.

Integrity – we build relationships and trust founded in honesty, fairness and respect for one another.



7.4 Our Beliefs

We believe in:

- Cherishing individuality and celebrating difference
- Providing safe havens where pupils and staff feel supported, happy and valued
- Creating memorable learning experiences which promote enjoyment and excitement
- Championing equality and inclusion to maximise educational and personal achievement
- Ensuring academic rigour, improving educational outcomes and supporting lifelong learning
- Developing confident, considerate and resilient young people who can contribute positively to our community
- Enabling access to high quality professional learning opportunities and career development for all staff
- Recognising talent, promoting ambition and raising expectations within and across our local communities

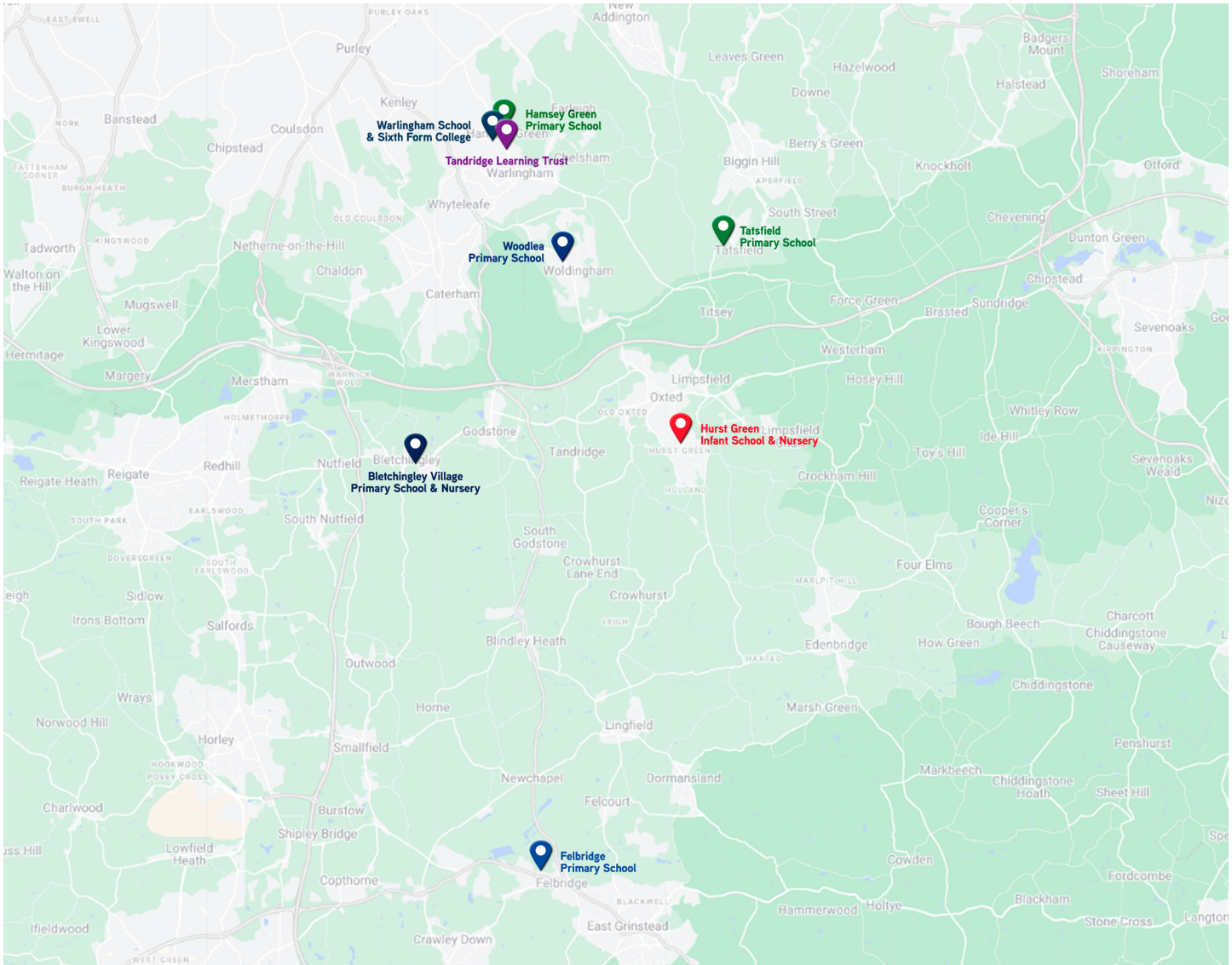
7 TANDRIDGE LEARNING TRUST

7.5 Tandridge Learning Trust Schools

Tandridge Learning Trust currently comprises five primary schools, one infant school and one secondary school. All of the Trust schools are close to each other geographically, but despite the proximity they are all quite different in their own context. To find out more about each of the Trust schools, please visit their websites:

Bletchingley Village Primary School & Nursery	www.BletchingleyTLT.co.uk
Felbridge Primary School	www.FelbridgeTLT.co.uk
Hamsey Green Primary School	www.HamseyTLT.co.uk
Hurst Green Infant School & Nursery	www.HurstTLT.co.uk
Tatsfield Primary School	www.TatsfieldTLT.co.uk
Warlingham School & Sixth Form College	www.WarlinghamTLT.co.uk
Woodlea Primary School	www.WoodleaTLT.co.uk

If you are viewing this document electronically, you can click on the URLs above right for a direct link to each school's website.



Warlingham School & Sixth Form College

Tithepit Shaw Lane
Warlingham
Surrey
CR6 9YB

Tel: 01883 624067
Fax: 01883 624026
Email: Info@WarlinghamTLT.co.uk
Website: www.WarlinghamTLT.co.uk

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge Learning Trust

A school within Tandridge Learning Trust

Year 7 Handbook 2025 | 03/25MF