



Warlingham School  
& Sixth Form College

# School Handbook 2021-2022

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 note that due to COVID-19, special temporary arrangements may be in place that override some of the information in this booklet. As these are subject to change, you will be made aware of what these special arrangements are when your child joins the School.

Please do not hesitate to contact us should you require any further information or clarification of anything detailed in this handbook or the student planner, which will be issued to your child once they join the School.

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  
Headteacher



# TABLE OF CONTENTS

1. AIMS / HOME-SCHOOL AGREEMENT	
1.1 Our Values and Aims	1
1.2 Home-School Agreement	1
2. KEY INFORMATION	
2.1 Overview	2
2.2 Who to Contact in School	3
2.3 Term Dates 2021 / 2022	4
2.4 School Closures 2021 / 2022	4
2.5 Early Closures and Late Openings 2021 / 2022	4
2.6 The School Day	4
2.7 School Layout	5
3. THE LEARNING JOURNEY	6
4. THE WARLINGHAM LEARNER	7
5. A-Z GUIDE	8-22
6. COMMONLY-EXPERIENCED ISSUES	23
7. TANDRIDGE LEARNING TRUST	
7.1 Overview	24
7.2 Our Vision	24
7.3 Our Core Values	24
7.4 Our Beliefs	24
7.5 Tandridge Learning Trust Schools	25

## 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:

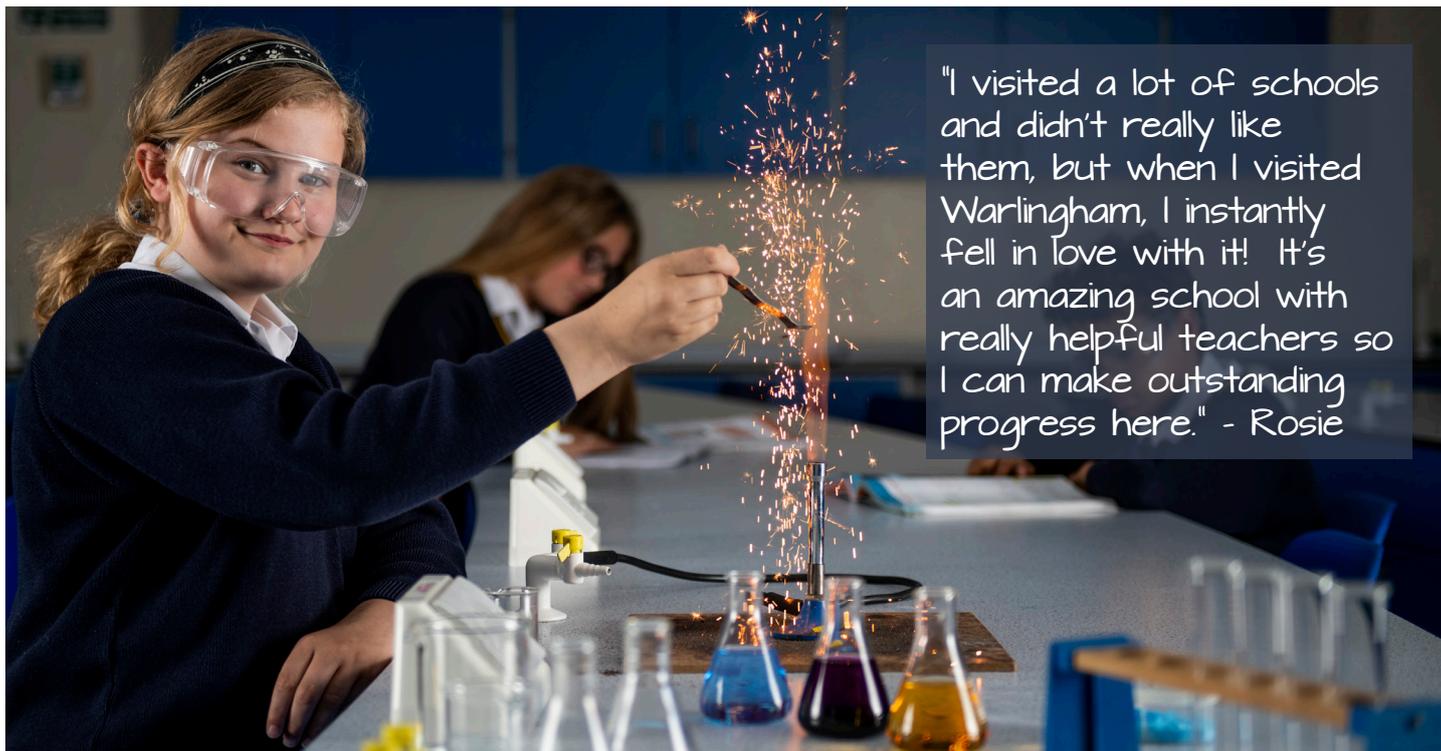
1. Registration for September 2021, please [click here](#).
2. Medical Information for September 2021, please [click here](#).

Contact details for queries:

Mrs J Rayner - Admissions Officer

Email: [J.Rayner@WarlinghamTLT.co.uk](mailto:J.Rayner@WarlinghamTLT.co.uk)

# I AIMS / HOME-SCHOOL AGREEMENT



"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

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.

## 1.1 Our Values and Aims

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 Home-School Agreement

By choosing to send your child to Warlingham School & Sixth Form College, you are accepting the Home-School Agreement and confirming that you will work in partnership with the school to support your son/daughter.

The Home-School Agreement sets out the aims of the School and the expectations the School has of its students and their parents; it was included in your offer letter.

It is also available to download on the school website. (Select 'Information' then 'Policies' tab.)

## 2 KEY INFORMATION



### 2.1 Overview

Address: Tithepit Shaw Lane  
Warlingham  
Surrey  
CR6 9YB

 Twitter: @WarlinghamSchl

 Facebook: /warlinghamschl

 Instagram: @warlinghamschl

Telephone: 01883 624067 (to report absence choose option 1)

Website: [www.WarlinghamTLT.co.uk](http://www.WarlinghamTLT.co.uk)

Email: [info@WarlinghamTLT.co.uk](mailto:info@WarlinghamTLT.co.uk)

Headteacher: Mr P Foster

Chair of Local  
Governing Body: Mrs S Berke

Chair of Tandridge  
Learning Trust: Mr S Burn

Surrey Admissions: Admissions East  
0300 200 1004 (before  
2pm) or 01483 519 891  
(after 2pm)

Chief Executive Officer  
Tandridge Learning  
Trust: Miss R Plaskitt



## 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](mailto: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 House.

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

**For academic concerns that are not subject-specific**, contact the member of the Senior Leadership Team who is responsible for your child's year group.

**If there is a query about support or students who are on the Special Needs Register** contact Mrs T Needs (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 Heads of School and their 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.

Parents are encouraged to attend meetings of the Parents' Forum to discuss topics in the School Improvement Plan. The dates of Parents' Forum meetings are included in the school calendar on the website.

Date	Category	Event	Info	iCal	Email
04/03/2021		House Assembly Year 9,10 & 11	📅	📅	✉️
04/03/2021		Year 9 Options Evening	📅	📅	✉️
05/03/2021		House Assembly Years 7 & 8	📅	📅	✉️
08/03/2021 - 13/03/2021		Year 12 (12.3) KAP2	📅	📅	✉️
08/03/2021		Staff briefing	📅	📅	✉️
09/03/2021		Assembly Year 7 & 8	📅	📅	✉️
09/03/2021		SLT meeting	📅	📅	✉️
09/03/2021		Assembly Year 9,10 & 11	📅	📅	✉️
11/03/2021		House Assembly Year 9,10 & 11	📅	📅	✉️
11/03/2021		Year 9 Parents evening	📅	📅	✉️
12/03/2021		House Assembly Years 7 & 8	📅	📅	✉️

## 2 KEY INFORMATION

### 2.3 Term Dates 2021/2022

#### Autumn Term 2021

Wednesday 1 September 2021<sup>1</sup> to Friday 17 December 2021

<sup>1</sup> Please note that Wednesday 1 September will be an INSET day for staff. There will be a staggered start on Thursday 2nd September 2021 for Year 7 and Year 12 students. Students in all other years will return on Friday 3rd September 2021. (Half Term: 22-29 October 2021 inclusive)

#### Spring Term 2022

Tuesday 4 January 2022<sup>2</sup> to Friday 1 April 2022

<sup>2</sup> Please note that Tuesday 4 January 2022 will be an INSET day for staff. (Half Term: 14-18 February 2022 inclusive)

#### Summer Term 2022

Tuesday 19 April 2022<sup>3</sup> to Friday 22 July 2022

<sup>3</sup> Please note that Tuesday 19 June 2022 will be an INSET day for staff. (Half Term: 30 May - 3 June 2022 inclusive)

### 2.4 School Closures 2021/2022

Each calendar year, all Bank Holidays are observed; in addition there are five closure days for In-service Training (Inset). These are: Wednesday 1 September 2021, Friday 29 November 2021, Tuesday 4 January 2022, Tuesday 19th April 2022 and Friday 1 July 2022. Please note that these are not confirmed and may be subject to change.

### 2.5 Early Closures and Late Openings 2021/2022

Formal lessons will finish at 1.30pm 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 the Autumn Term and the Summer Term – Friday 17th December 2021 and Friday 22nd July 2022 respectively. School will finish at the usual time on the last day of the Spring Term - Friday 1 April 2022.

### 2.6 The School Day

8.35am-8.55am	Morning Registration
9.00am-10.00am	Period 1
10.05am-11.05am	Period 2
11.05am-11.20am	Break
11.25am-12.25pm	Period 3
12.30pm-1.30pm	Period 4
1.30pm-2.05pm	Lunch
2.10pm-3.10pm	Period 5
3.10pm	End of the School Day / Start of Enrichment Activities

Please note: the school day may be subject to change.





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.

<i>Courage</i>	<i>Commitment</i>	<i>Kindness</i>
<p>We are up for a challenge. We are:</p> <ul style="list-style-type: none"> <li>• Adventurous</li> <li>• Motivated</li> <li>• Curious</li> </ul>	<p>We keep going, even when things are hard. We are:</p> <ul style="list-style-type: none"> <li>• Persevering</li> <li>• Willing to make effort</li> <li>• Prepared to delay gratification</li> </ul>	<p>We think of others' feelings before we act. We are:</p> <ul style="list-style-type: none"> <li>• Respectful</li> <li>• Considerate</li> <li>• Empathetic</li> </ul>
<p>We see mistakes as opportunities to learn. We are:</p> <ul style="list-style-type: none"> <li>• Responsible for our actions</li> <li>• Resilient</li> <li>• Determined</li> </ul>	<p>We plan and anticipate. We are:</p> <ul style="list-style-type: none"> <li>• Methodical</li> <li>• Organised</li> <li>• Rigorous</li> </ul>	<p>We celebrate our differences and treat people as equals. We are:</p> <ul style="list-style-type: none"> <li>• Inclusive</li> <li>• Accepting</li> <li>• Open-minded</li> </ul>
<p>We are keen to improve. We are:</p> <ul style="list-style-type: none"> <li>• Reflective</li> <li>• Self-evaluative</li> <li>• Willing to take risks</li> </ul>	<p>We are capable of managing distractions. We are:</p> <ul style="list-style-type: none"> <li>• Focused</li> <li>• Goal-orientated</li> <li>• Tenacious</li> </ul>	<p>We contribute. We are:</p> <ul style="list-style-type: none"> <li>• Keen to volunteer</li> <li>• Engaged</li> <li>• Supportive</li> </ul>

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	10
After-School Activities	10
Attendance	10
Behaviour	11
Bullying	11
Catering	12
Charging for Activities	12
Child Protection	12
Communication	13-14
Data Protection	15
Drugs and Substance Misuse	15
Essential Equipment	16
External Support Services	16

Governance	17
Home Learning	17-18
House System	18
Jewellery	18
Learning Resource Centre	19
Lockers	19
Lost Property	19
Medication	19
Mobile Phones	19
Music Tuition	20
Online Safety	20
Personal Property	20
Punctuality	20-21

Reading List	21
Reporting to Parents / Carers	21
Rewards and Sanctions	22
Special Educational Needs and Disability (SEND)	22
Student Council	22
Student Planner	23
Textbooks and Resource Materials	23
Tutorial System	23
Transport	23
Uniform	24

## 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 or Twitter 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 and select option 1 for the Absence Line, 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 in the student's planner, 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 obtainable from Student Services or from the Attendance Manager. The Attendance Policy is available to download on the school website. (Select 'Information' then 'Policies' tab.)

## 5 A-Z GUIDE

### 5.4 Behaviour

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 for Learning 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 for Learning Policy is available to download on the School website. (Select 'Information' then 'Policies' tab.)

### 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 House.
- 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.

Copies of our Bullies Out leaflet are available at Reception.

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



## 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 8:00 and 8:30am.

The canteen operates a biometric cashless payments system. Payments for meals are made in advance through WisePay and the cost of the meal is deducted at the till. Advance payment by cheque is also possible. Packed lunches are eaten in the main hall and students may purchase snacks and soft drinks to supplement these.



Information on how to use WisePay can be found on the School website.

Free School Meals are available to parents/carers in receipt of the following:

- Equal Based Jobseeker's Allowance / Employment and Support Allowance
- Income Support (IS)
- Income-based Job Seeker's Allowance (IBJSA)
- Income related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,480 (for the Tax Year 2021-2022).
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal 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 House 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' tab.)

### 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' tab.)

## 5.9 Communication

Good communication with parents/carers is extremely important to us. Therefore, it is vital that parents/carers 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 SIMS Parent App.

The SIMS 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. Information can be passed to us via the Student Planner, or by contacting the School's receptionist, by telephone, letter, or email (info@WarlinghamTLT.co.uk).

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 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 Ms 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' tab.)

### Emails and Letters

Letters can take two forms. The first is a letter sent from a member of staff directly to a parent/carer concerning an individual student. The second are those sent home to a selected group of students, such as a year group or the whole school. If a reply is required then it will be clearly stated in the letter. If students are given printed letters to take home (student post) they should record these letters in their Planners.

Most letters home will be sent by email, rather than via student post. 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 can be found on the school website. (Select 'Information' then 'Letters' tab.)



## 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 SIMS 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.

**Newsletter**

Warlingham News is produced regularly throughout the year and is published online with links available through the School's website.

If you have provided us with your email address, then you will be sent a notification email when the newsletter has been published online.

**Online Communications**

The School website, [www.warlinghamschool.co.uk](http://www.warlinghamschool.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. The School also has a Twitter account (@WarlinghamSchl), a Facebook page ([www.facebook.com/warlinghamschl](http://www.facebook.com/warlinghamschl)) and an Instagram account (@warlinghamschl).

**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**

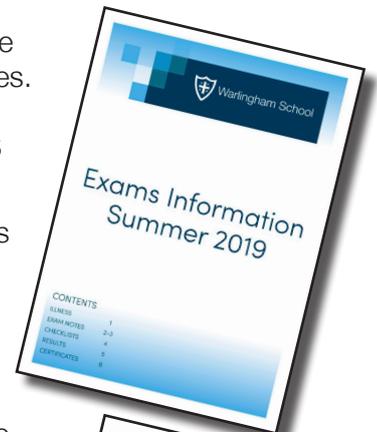
These are held at key points during your child's education. Parents/carers will be invited to attend when appropriate. For example, we hold information evenings in Year 9, to explain the Key Stage 4 Options.

**Planners**

These can be used to convey day-to-day messages to and from parents/carers.

**Reports**

Please see 'Reporting to Parents/Carers' section on Page 21.



## 5 A-Z GUIDE

### 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.

### 5.11 Drugs and Substance Misuse

Please see the School website for more information, including our ICT & Online Safety Policy and Privacy Notices. If you have any queries, please contact the Data Protection Officer by emailing [data.protection@warlinghamschool.co.uk](mailto:data.protection@warlinghamschool.co.uk)

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

Smoking is illegal on site. Students who smoke 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 placed in detention, isolation, Maple Room or, for persistent offenders, they may be excluded 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 excluded from school. High caffeine drinks 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' tab.)

# 5 A-Z GUIDE

## 5.12 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 GTX)
- 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.**

## 5.13 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.

### Educational Psychologist

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

### Educational Welfare Service

An Educational Welfare Officer works closely with the staff. He/she will inspect the registers weekly and may investigate absences for which no notification has been received.

The Educational Welfare Officer will also lead on legal procedures relating to attendance, including 'fixed penalty notices'.

### 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.

### Counselling Services

The School works with Child and Adolescent Mental Health Services (CAMHS). Referrals can be made by the School in consultation with parents/carers or directly by parents through the GP.

We also have staff in school who are trained as teacher listeners to offer support to students in-house as well as a part-time counsellor. Referrals are made via the Head of House.

### Behaviour Management Service and Access to Education

This service provides support for excluded students, those who are progressing along the discipline chain and students who are medically unfit for school.

### Police

We have links with the East Surrey School Liaison Officer who offers advice and contributes to lessons on a variety of topics such as drugs, crime prevention and personal safety. 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.

## 5 A-Z GUIDE

### 5.14 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 Body which works in partnership with the Executive Headteacher, individual school headteachers and staff and oversees the management of the School. The Local Governing Body includes representatives from parents, teaching and support staff and members of the local community.

A list of the current members of Warlingham's Local Governing Body, along with contact details, is available from the School or on the School website. Governors may be contacted directly or via the School if you wish to discuss any issues relating to their role.

### 5.15 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.

#### 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

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.



## 5 A-Z GUIDE

### 5.15 Home Learning (continued)

#### 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 to lesson 10 assessment. At least one assessed piece of work should occur per fortnight until the Lesson 10 assessment begins.

#### 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.

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

### 5.16 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 a team led by the Head of House, which includes an attached Senior Leader, Form Tutors, support staff and House colour.

In Year 7, students are allocated to a form within their house which is overseen by a form tutor. This tutor will remain with your child throughout their school life. 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.

### 5.17 Jewellery

A flat, plain signet ring and one pair of small, plain stud or sleeper size earrings worn in the ear lobe only, 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 and they can collect them after school from Student Services; if the rule is breached a second time the items will be confiscated and placed in the school safe until parents/carers collect them from school.

## 5 A-Z GUIDE

### 5.18 Learning Resource Centre (LRC)

The Learning Resource Centre (LRC) is open on Mondays to Thursdays until 5pm and on Fridays until 3.10pm, including break and lunch time. 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. Home learning help club also runs in the LRC Monday-Thursday from 3.10pm to 4.10pm during which time members of staff will be available to help with home learning.

### 5.19 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: <https://www.ilsschools.co.uk>

### 5.20 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.

### 5.21 Medication

In particular circumstances, for example students that require an EpiPen or Asthma inhaler, the School is happy for students to carry and administer these medications themselves if they are able. We would advise that it would be appropriate to also keep a spare at Student Services for emergency use when necessary.

Medication should be taken at convenient breaks as far as possible. Staff are not authorised to give any non-prescribed medicines to students. In some cases Student Services will look after medicines if required.

### 5.22 Mobile Phones

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 3.10pm**. It must not be used under any circumstances.

If students are seen with a mobile phone it will be confiscated and they will have to collect it from the Head of House Office. If the rule is breached a second time, the item will be confiscated and kept in the school safe until a parent/carer collects it from school.



### 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](mailto:n.duff@WarlinghamTLT.co.uk)

## 5 A-Z GUIDE

### 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 'ICT Use & 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' tab.)

### 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.

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 notify the school immediately in writing when changing address, email address or telephone number. This will ensure that the School can contact you quickly in an emergency. Please note, for your convenience, this can be done by signing in to Warlingham Portal.

### 5.27 Punctuality

Registration starts at 8.35am in form rooms.

If your child arrives after 8.35am they will receive a late mark. If your child arrives after 8.45 she/he MUST sign in 'late' at Student Services. Persistent lateness will NOT be tolerated and the following action will be taken.

#### Continual issues with punctuality

Two late arrivals in one week will result in a detention on the following Monday lunchtime for 20 minutes. If the student fails to attend this detention, a one-hour detention will be set the following week. Please note that persistent lateness to lessons during the school day will also result in a detention.

If there is a valid reason for lateness or a change in your home circumstances that is affecting your child's attendance at school, please advise us immediately. Warlingham School & Sixth Form College has a "First Day Calling" system; if your child fails to register or is absent and we have not received any notification by 10.30 am, an automated message will be sent to you later that morning.

## 5 A-Z GUIDE

### 5.28 Reading List

At Waringham School & Sixth Form College 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.



### 5.29 Reporting to Parents / Carers

We use four measures to show your child's progress.

#### Attitude to Learning

Attitude to Learning covers three of these: Behaviour, Classwork Effort and Home Learning. For each area, teachers will grade 'Excellent', 'Good', 'Requires Improvement' or 'Unacceptable'.

#### Key Assessment Point Grade (KAP)

The KAP grade is the result from the Key Assessment Points which are periods of assessments across the School that occur approximately once per term. We have developed assessments appropriate to the age of the students that indicate what the student is likely to achieve at the end of Year 11 if the student continues to develop and perform at the same rate. The KAP grade is on the same scale as the final GCSEs at the end of Year 11 which is 9-1 (replacing the A\*-G grading system) - 7 being equivalent to an A and 5 being regarded nationally as the equivalent of a 'strong' pass in the old system i.e. a high C or low B grade. A 4 is regarded nationally as the equivalent of a 'standard' pass in the old system (i.e. a low to medium C grade).

We will keep you informed of your child's progress in the following ways:

- Termly tracking reports which show KAP grade, current Behaviour, Classwork Effort and Homework grades, punctuality and attendance.
- A parents'/carers' evening meeting with your child's subject teachers to discuss progress, attainment and attitude to learning once per year.
- Behaviour points, live achievement points and attendance information can also be accessed through the Parent App, access to which will be given in the Autumn Term.

Please do not hesitate to contact the relevant department, Form Tutor or Head of House at any point during the year if you have any concerns regarding the progress of your child.

## 5 A-Z GUIDE

### 5.30 Rewards and Sanctions

Rewards are given for a range of achievements including good academic progress, sustained effort and good behaviour which supports learning. Rewards include verbal and written praise, commendations, certificates and phone calls or letters home.

Our Behaviour for Learning Policy (BfL) 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, meetings with parents/carers in school and community service. In very serious cases, internal isolations and internal or external exclusions may be used. Detentions given by a member of staff take priority over other in-school or out-of-school activities including rehearsals, team practices, games, and clubs.

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

### 5.31 Special Educational Needs and Disability (SEND)

Some children will experience a special educational need at some time in their school lives. Of these, only a small percentage will require additional support to enable them to experience success. If we believe that your child needs additional support we will contact you to discuss our concerns. If you feel that your child may have special educational needs then please contact the School and ask for advice. In most cases the School will be able to meet your child's needs from within its own resources.

We collect SEND information, attend annual reviews where appropriate and visit students at their primary schools. We also offer extra transition sessions before the induction days for more vulnerable students.

In Key Stage 3 we support students in a variety of ways. This includes in class support or intervention either in groups or as individuals depending on the child's need. This may take place during registration or in lesson time. We run transition groups and social skills groups during Year 7, as well as identify students who need a higher level of support to develop their reading, spelling and literacy skills. These students will be withdrawn in a small group once a week over an agreed period of time. There may be some individual skills programmes of study as well.

Setting in Years 8 and 9 in Maths means that students are taught in smaller groups, with extra support available. We also use 'Read and Write' and 'Lexia' to support the literacy work.

We run an after-school homework club where extra support is available.

All relevant SEND information, including our policy, provision map and information report can be found on our website.

### 5.32 Student Council

Warlingham School & Sixth Form College values student voice and constantly strives to further incorporate the students' hopes, wishes and opinions into all that we do within the School.

Student Council meetings are divided into year groups and take place fortnightly during registration. Meetings are minuted, projects are planned, work is delegated and targets are created.

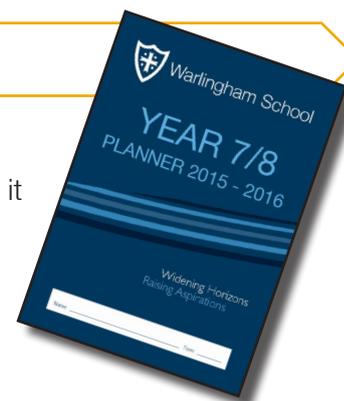
## 5 A-Z GUIDE

### 5.33 Student Planner

Every student will be issued with a student planner at the start of the academic year.

Form Tutors check the planners each week and parents/carers are encouraged to use it to communicate with the School.

Parents/carers are expected to check their child's homework commitments and progress before signing the planner on a weekly basis.



### 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 'Uniform' tab.)



## 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 House.
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 House.
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 Wisepay. You can contact the Finance team if you have any queries via email: <a href="mailto:Finance@WarlinghamTLT.co.uk">Finance@WarlinghamTLT.co.uk</a> .

# 7

# TANDRIDGE LEARNING TRUST

## 7.1 Overview

Warlingham School & Sixth Form College is part of the Tandridge Learning Trust, which was established in May 2017 by a group of schools that understood the importance of local schools serving their local community, common core values and the commitment to meeting the needs of every child.

The Trust recognises and respects the unique culture and ethos of each individual school and has high aspirations for every child and every school; sharing best practice and inter-school collaboration to improve teaching, learning and outcomes for children.

## 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 its 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:

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

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

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



## 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

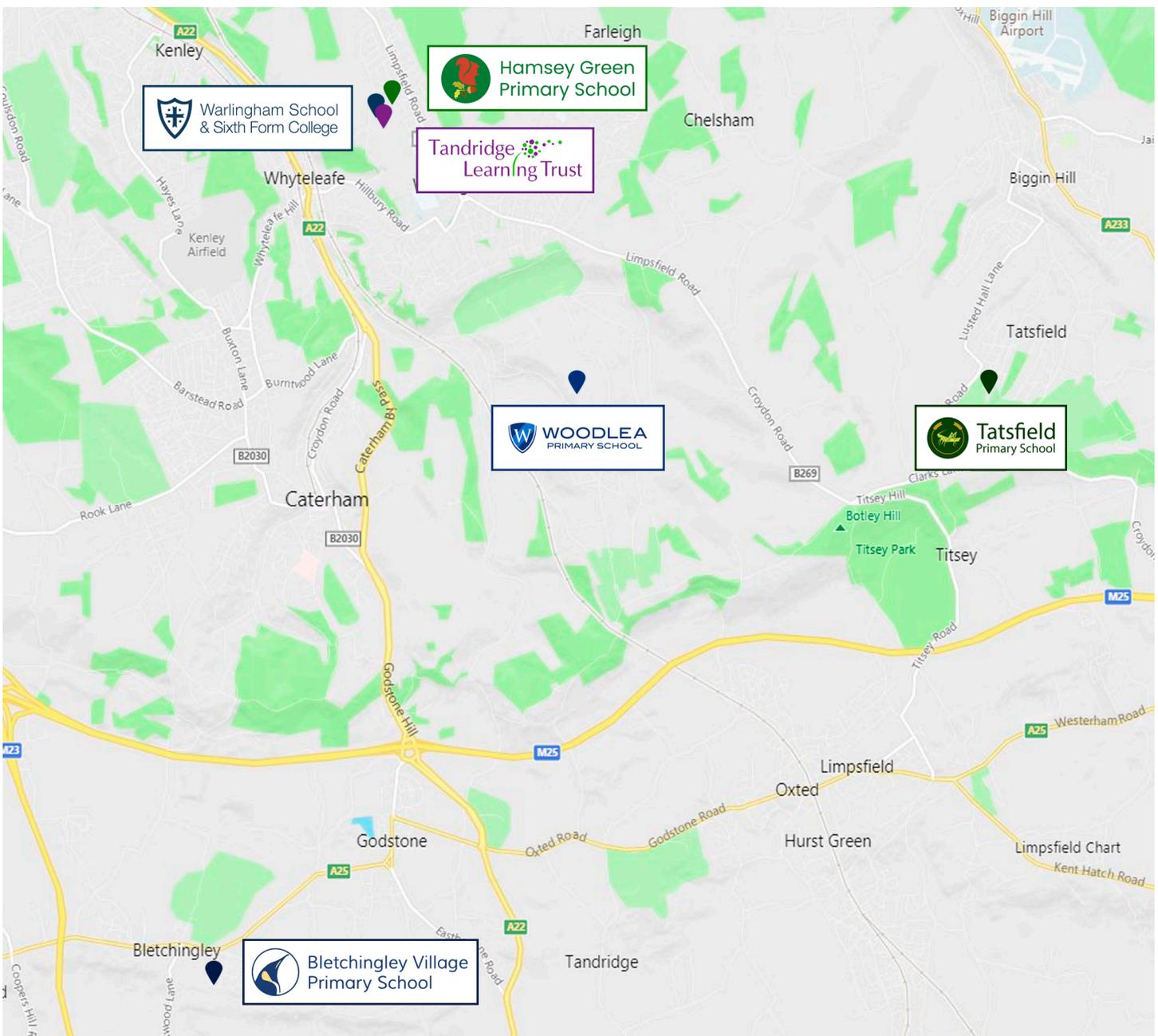
## 7.5 Tandridge Learning Trust Schools

Tandridge Learning Trust currently comprises four primary schools and one secondary school. All of the Trust schools are within a ten mile radius 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 website:

Bletchingley Village Primary School	<a href="http://www.BletchingleyTLT.co.uk">www.BletchingleyTLT.co.uk</a>
Hamsey Green Primary School	<a href="http://www.HamseyTLT.co.uk">www.HamseyTLT.co.uk</a>
Tatsfield Primary School	<a href="http://www.TatsfieldTLT.co.uk">www.TatsfieldTLT.co.uk</a>
Warlingham School & Sixth Form College	<a href="http://www.WarlinghamTLT.co.uk">www.WarlinghamTLT.co.uk</a>
Woodlea Primary School	<a href="http://www.Woodlea.TLT.co.uk">www.Woodlea.TLT.co.uk</a>

If you are viewing this document electronically, you can click directly on the logos below 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](mailto:info@WarlinghamTLT.co.uk)

Website: [www.WarlinghamTLT.co.uk](http://www.WarlinghamTLT.co.uk)

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

Tandridge  
Learning Trust

A School within the Tandridge Learning Trust