

Students FAQs:

What do I do if I get lost?

For the first few days, you will have buddies to help you find your way to your next lesson. After that, if you do lose your way, there is no need to worry. The school is set out in four blocks, essentially forming a square, so eventually you will always get back to where you started. If you are lost, the easiest thing to do is to ask any adult or student, as they are always happy to guide or take you to the correct room. You will be given a map when you arrive, and it would also be useful to check out the virtual tour on the Year 6 page on the school website.

What are the toilets like?

This is always a concern for students. We have some older style toilets around the school site which are due to be refurbished. We also have some brand new, open plan toilets in A block corridor with individual, floor to ceiling lockable cubicles. There is no external door from the corridor and so the sinks are all visible.

What happens if someone in my lesson is badly behaved?

At The Thomas Lord Audley School, we believe that all students should learn without disruption. If a student chooses to disrupt their own learning, or the learning of others, then we have a three staged approach to managing behaviour.

C1 = This is a first, initial reminder that the student needs to focus on their learning.

C2 = This is a second, and final reminder that the student needs to regulate their behaviour or risk being removed from the classroom.

C3 = The student is asked to leave the classroom and attend the On Call room, where they will spend the remainder of the lesson. If this happens, then an after school detention is set.

On the very rare occasions that a student's behaviour is dangerous or abusive, then the staged approach is not used and the student is removed straight to the On Call room.

I have lost my PE kit, what should I do?

You should initially check in the PE Dept or changing room and retrace your steps. Secondly you should check at Student Reception to see if it has been handed in. If it is named, it will, eventually, be handed in at Student Reception. If it is not named, it will be put in the lost property cupboard, which is located at Student Reception. Please make sure you check this regularly as things get handed in all the time.

How do I obtain a locker?

You will need to request a locker via your form tutor. When this is done, keys will be ordered and you will be given two copies. It is recommended that you keep one of the keys and leave the other with your tutor. You may wish to share a locker with a friend, in which case you will have a key each.

Please note that the lockers are located outside the tutor rooms and so are in public view. It is not advisable to leave items of value in lockers, in case keys are lost.

I have lost my locker key/planner, what should I do?

Retrace your steps, go into the classrooms you have been in or the PE changing rooms or perhaps if applicable your House office. If it is not found, go to Student Reception for a replacement. The cost is £3:50 for a planner and £3 for a locker key.

These are some of the most common questions asked by Year students before they attend secondary school. If you have any other questions which you would like answered, please email Mr Muir, Assistant Headteacher, at Year6@tla.school, where your questions will be answered. There will also be some short videos appearing that will address some of the questions you may have.

Parent FAQs:

I need to take my child out of school for an appointment, what should I do?

Please write a note in their planner and if possible provide a copy of the appointment card/letter. Your child then needs to show this to Student Reception, which will alert the attendance officer and provide the student with a slip. This needs to be shown to the teacher of the lesson they are in, in order to be allowed to leave. They must then go to the Student Reception to sign out. Parents should wait at the Main Reception to collect their child.

What time does the main school office open?

Main Reception opens from 8.00am daily until 4.30pm Monday to Thursday and 4.00pm on Fridays. Student Reception opens from 8.30am until 3.30pm daily.

Where can I find the school's absence request form?

This can be requested by contacting the Main Reception on 01206 547911 or via email to the Headteacher's PA. simone.hughes@tla.school. Each case will be assessed on an individual basis. Please note that absence from school is only authorised in exceptional circumstances and headteachers are not able to authorise absence for school holiday during term time.

What is the school's policy on sending my sick child into school, is there a 48 hour rule on sickness?

If a child has had a bout of sickness/diarrhea over a period of time, then the school ask that you follow the guidance from Public Health England and the NHS, which is that the child should not return to school until 48 hours after the sickness/diarrhea has stopped.

If a child has a single, one off episode of sickness, then they should return to school 24 hours after being sick.

I can't log into/access my Parent Pay account

Please contact the main office via telephone or on the parentpay@tla.school email address.

How long should my child be spending on homework per night?

For the majority of subjects, they will be set 30 minutes of homework every week at KS3 and an hour at KS4. For lessons, where students only have a lesson once a week, then homework is set on a less frequent basis. In order to encourage students to develop Growth Mindset skills and to fulfil their potential, homework tasks are set linked to our Homework Profile criteria. This means that teachers set differentiated tasks which enable students to meet the criteria required for HP levels 4-6, meaning homework is marked against the level of effort put into the task.

What should my child do if they are struggling with homework?

It is always advisable to see the teacher at least the day before the deadline before/after school or at break/lunch or even in the preceding lesson. Most teachers are contactable by email for this reason. If this is an issue across a range of subjects, then it would be beneficial to alert your child's tutor or Head of House for additional guidance or support.

How can I check what homework has been set and is due?

Use your Go4Schools login to access your homework tasks and deadlines. This information will be sent to you in due course.