



28th March 2024

Dear Parents & Carers

As we come to the end of another busy term, with the lighter evenings and the hope that Spring will appear sometime soon.

I wanted to thank parents/carers, students and staff for their support this week with RAG week. Before today's non-uniform day donations, we have already raised over £600 which will be split equally between our chosen charities, Cancer Research UK and Lives Not Knives.

We held our first ever Cabaret Evening yesterday which was supported by our PTA and was a huge success! We were blown away by the talent on show, from many different year groups and we hope that this is the first of many such evenings at Warlingham. If you would like to find out more about how you can support the school by becoming involved with the PTA, please contact the Co-Chairs via this email address. pta@warlinghamtl.co.uk

Important dates for your diary next half-term

- Inset Day 15th April
- First day back after half term for all students 16th April
- Beginning of exam season after Easter break
- PTA meeting at the Horseshoe, Warlingham 18th April 2024 - 18.30 - 19.30 All are welcome
- Year 9 Bronze DofE Practice 18th April – 21st April
- Parent Information Session 24th April 18.15 – 19.15
- Spring Concert 2nd May 2024 – 19.00 – 21.00
- Year 8 Parents Evening 16th April – 15.45 – 19.00
- Year 7 Concert 7th May 2024 – 19.00 – 21.00
- PTA Quiz Night 23rd May 2024 19.00 – 22.30 – To purchase tickets please [click here](#)

Punctuality

I would like to remind you that students should arrive at school ready to be engaged during their tutor time at 8.35am. Arrival after this time, will be registered as being late and sanctioned accordingly.

Uniform

Please ensure you take the time to check uniform over the holidays, replacing missing items, where appropriate this will support students returning to school, dressed smartly and in accordance with our uniform policy. We have a large amount of preloved uniform available from our Student Services Team who you can contact via studentservices@warlinghamtl.co.uk.

Communications with staff at school

Whilst our staff enjoy and appreciate very positive and supportive relationships with and communications from parents and carers, in a small minority of cases telephone, face-to-face and e-mail contact with staff has recently been and can be inconsiderate and/or threatening. As staff at the school have been experiencing this type of behaviour more frequently I wanted to remind parents and carers of the following:

Headteacher: Mr P Foster BA (Hons) MA NPQH FCCT
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Learning Trust

- Points of contact in school for relevant communication
- Consideration of workload and demands on teachers' time in respect of e-mail and telephone contact with the school
- Courteous and considerate communication with staff

Points of contact in school for communication

The school endeavours to acknowledge contact and communications from parents and carers within 24-48 hours. In the event of an emergency, a member of the office team and/or senior colleagues will contact parents/carers or will acknowledge or respond to urgent enquiries.

Your first point of contact for pastoral enquiries is your child's form tutor. The first point of contact for teaching enquiries is the subject teacher. The easiest way to get in contact with your child's form tutor is by e-mail.

E-mail contact details are published on the school website. Additionally, general enquiries can be sent to our school e-mail address info@warlinghamtl.co.uk (they will be forwarded to the relevant staff member for response).

Courteous and considerate communication with staff

Whilst I understand that there may be instances where an incident has taken place in school or outside school concerning your child, which causes upset or frustration; parents and carers are requested to raise concerns and respond to concerns in a constructive and mutually supportive way with members of school staff. Our staff have the right to work in a safe environment without fear of intimidation, assault or verbal abuse from anyone with whom they come into contact (including e-mail, telephone and face-to-face communication).

Staff members are expected to act in accordance with school policies and procedures. They will listen, investigate and respond to concerns and queries as soon as possible alongside their teaching and other commitments. I thank you for allowing my colleagues to explain or investigate a situation before jumping to a conclusion, especially since we recognise that there are times when children and young people may have misunderstood or misrepresented a situation (unknowingly or otherwise). In cases where a staff member experiences shouting or verbally abusive behaviour, staff members may politely terminate meetings or telephone calls.

My colleagues and I thank you in advance for your support of the school. We remain committed to ensuring all students are safe, happy and successful in school and look forward to working with you to support them and celebrate their achievements throughout this year.

I look forward to the next term where we have the wonderful opportunity to welcome parents and carers to the school to a number of events. It has been enjoyable to meet so many of you recently and I will continue to invite parents & carers to share their views with me at the next Parents Forum. Thank you to those parents who have already taken the opportunity to visit the school and engage with us.

Thank you for your continued support of the students and school. I would like to wish you and you families a restful and enjoyable Easter Break and we look forward to welcoming students back on 16th April.

Yours sincerely



Mr P Foster
Headteacher