

Transition FAQs

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Which documents should I have returned to school by now?

Essential:

- Several documents showing proof of home address (as previously requested)
- Data Collection Form
- Home School Agreement
- Photocopy of your child's birth certificate
- Evidence of Social Services or outside agency involvement (only if applicable)

Optional:

- Application for Music Lessons
 - Voluntary Fund
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What should I do if my contact details change?

If you have a change of address, telephone number or email address, please inform the school as soon as possible by emailing admin@sandwich-tech.kent.sch.uk.

What are the One to One Family Meetings?

In June you and your child will be invited to join a one to one telephone call with a member of our Leadership Team. This will give you a chance to ask any further questions you may have and to tell the school anything you feel is necessary about your child. Further information about this telephone call will be sent to you nearer the time.

Will the school hold Transition Days this year?

We are hoping students will be able to spend a transition day at school on Thursday 1st July. Further details will be sent to you nearer the time.

When will I find out which College my child is in?

The school will allocate your child to one of our four Colleges and this will determine the colour of the trim on their uniform. We will endeavour to do this by late June. Please note, students with a sibling already attending Sandwich Technology School will be allocated to the same college.

What are the College colours?

There are 4 Colleges:

- Discovery (yellow)
- Endeavour (blue)
- Liberty (red)
- Union (green)

The College system is used primarily for competition and there are various inter-house competitions throughout the year.

How can I buy uniform?

School uniform is supplied by The School Uniform Specialists (TSUS). Ordinarily they would hold a selling event in school for our new intake, but this will not be possible in 2021 owing to the coronavirus. Instead, they are offering free home delivery for all online orders of over £100 placed by 9 August and they have provided the following information leaflet: [Uniform Offer](#).

In order to place an order you will need to know which of our four Colleges your child is joining as this dictates the colour of the trim on their uniform. If your child has a sibling at our school, they will

be placed in the same College. If not, we will let you know as soon as possible which College has been allocated - we hope to do this by late June.

When you are ready to order, full instructions can be found on the following page of our website: <https://www.sandwich-tech.kent.sch.uk/206/uniform>.

The page includes a link to our Student Uniform Policy and Dress Code, which you should read in advance of placing your order.

If you would, for any reason, like to ask any questions of The School Uniform Specialists directly, please contact their Director, Philip Linz, at the following email address: plinz@theschooluniformspecialists.com.

Please ensure the student's name is clearly visible on all items of uniform.

How do I find out which bus or train my child can take to school?

Please refer to this link for current buses arriving and departing from the school and train information: <https://www.sandwich-tech.kent.sch.uk/205/transporttravel>.

How do I apply for free transport to school?

For specific buses and eligibility for free transport please refer to:

<https://www.kent.gov.uk/education-and-children/schools/school-transport/free-school-transport#tab-1>.

How does my child collect their bus pass?

If you have applied for a bus pass by the cut-off date it will be distributed to your child on their first day at school. The bus companies will allow a week's grace for travel without passes to allow the school to ensure distribution has been undertaken.

How do I apply for Free School Meals?

If your child is currently registered to receive Free School Meals, that entitlement will automatically transfer to secondary education and no action is needed.

For some of you, your financial situation might have been affected by the coronavirus and you may wish to check whether or not you are eligible to receive this benefit. The following link will take you to the Local Authority's website, which will explain the eligibility criteria and application process:

<https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

For every child registered for Free School Meals, the Government gives extra funding to schools to help children from lower income families to do their very best. With this money we can continue to improve our students' learning experience and achievement. More information about this funding and how it is used can be found on the following page of our website:

<https://www.sandwich-tech.kent.sch.uk/202/pupil-premium-catch-up-funding-and-16-to-19-tuition-funding>

How can I pay for School Meals?

The school operates a cashless system to pay for school meals. Students use fingerprint ID when purchasing. Payment is made via ParentPay, which is credited remotely by parents. A full lunch costs approximately £2.80 but a range of items at varying costs are on offer, including sandwiches.

How do I set up ParentPay?

Log in details will be sent to you before September. You will then be able to set up your child's account to pay for school meals, lockers, trips, books etc.

Can packed lunches be brought into school?

Yes.

How does my child rent a locker?

You can rent a School Locker for the year at a cost of £5 and students must provide their own padlock and key. Students in Year 7 will be given priority during the allocation process for the year. Payment is made via ParentPay.

My child needs a mobile phone for travel to / from school. What happens when they are in school?

The school operates as a mobile-free zone. In effect this means that the students are not allowed to use their mobile phones, or any other personal electronic devices including earphones, at all on school premises, including at break times and lunch times. Whilst on the school site/premises mobile phones must be switched off and stored in students' school bags. Please read the school's Mobile Phone Code of Conduct: [Mobile Phone Code of Conduct](#).

How do I contact the SENCo?

STS's SENCo is Mrs Goodrich. To contact her please email judith.goodrich@sandwich-tech.kent.sch.uk

What date will my child start attending Sandwich Technology School?

Your child will become a student at STS on Thursday 2 September. We will email details for the first day nearer the time.

What are the school holiday dates for the next academic year?

The 2021/22 term dates for the school can be found here: [Term Dates](#).

Other than uniform, what other items will my child need to bring to school?

Things the student will need to bring:

- pencil case;
- 'standard' stationery to include pencils, ruler, protractor, calculator (a scientific calculator would be beneficial for the future), eraser, pens (we expect black/blue for written work, but many students have a selection of others for corrections and peer assessment, e.g. green) – using a highlighter is also a good idea, for key terms, etc;
- plastic wallets or a suitable folder to carry homework/letters etc to and from school;
- you may wish to purchase shin pads for PE – when doing rugby, students are advised to purchase a mouth guard too;
- trainers for sport;
- drinks bottle;
- **a suitable rucksack/school bag which can fit ALL items.**

Things the student does NOT need to bring:

- all safety equipment is provided by the school (e.g. lab coat, glasses and overalls for subjects such as Technology and Art);
 - football boots do not need to be purchased straight away;
 - students will be given a logbook on their first day – so there isn't a need to purchase a diary/notebook, unless you feel it's required;
 - paper and exercise books are provided in school.
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When do students receive timetables?

Your child will receive their timetable on the first day of term. Students need to come prepared to begin lessons on that day.

Where do students go when they arrive at school on their first day?

Students are to report directly to the Sports Hall no later than 8:30 am, staff will be there to welcome and direct your child.

What do students need to bring to school on their first day?

See the list of items above.

It may also be advised to bring in a packed lunch for the first few days until students are used to their new routine and location of buildings/restaurant.

What time do students need to be in school on their first day?

We ask that students arrive no later than 8.30 am on their first day (venue TBC). Those using public transport should arrive by this time, although parents/carers may well wish to bring their child in on the first day.

How will my child know where to go after school?

- We will do all we can to ensure students have time on their first day to be shown where the various bus services depart from. If a student has an older sibling in school, they may be able to provide some additional support if required.
 - If a student is being collected by a parent/carer, it's important that these arrangements have been made in advance and that the student knows where they are being collected. If students have any concerns on the day, they must report to reception and a member of the team will be able to offer support.
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How do I contact the school with any other queries?

Please consult the "What If...?" booklet which you will receive in your welcome pack as this may answer your question. For any other queries please contact the school by emailing admin@sandwich-tech.kent.sch.uk and we will be pleased to help you.

Please check the school website throughout the summer for any updates.
