

**Essential information for
Parents and Carers**
2026 - 2027

Welcome to
Trevelyan Middle School
Ready • Respectful • Safe

INSPIRE · CHALLENGE · GROW



**We welcome all children into
our school.**

We love that they are all unique with
different strengths and different passions.

We will challenge and inspire them.

We will prepare them to grow and to lead life
with confidence and energy.

Our wish is that they leave us with a
memorable experience of school and a belief
that **anything is possible.**

Welcome to Trevelyan Middle School

It gives me great pleasure to welcome you and your child to Trevelyan Middle School.

We are committed to supporting every child to grow academically, socially and personally during these important middle years. Guided by our ethos to inspire, challenge and grow, we combine high expectations with care, curiosity and a strong sense of belonging.

Your child's happiness, safety and wellbeing are at the heart of everything we do. We believe that pupils thrive when they feel known, valued and supported, and when learning is engaging, ambitious and relevant to the world around them.

Our curriculum is designed to build resilience, independence and confidence, while encouraging every child to develop a strong sense of who they are and what they can achieve.

We recognise that success is built through partnership. Working closely with parents and carers is fundamental to ensuring the very best for every pupil. I value open and honest communication and look forward to working with you to support your child's journey.

I very much look forward to meeting you and your child, and to working together as part of this special community.

Best wishes,



Grant Strudley, MA, NPQH, FCCT
Headteacher



The location of our school

Trevelyan Middle School
Wood Close
Windsor
SL4 3LL

Contact us:

Telephone: 01753 864371
Email: office@trevelyan.org.uk
Website: www.trevelyan.org.uk



Travelling to school



Please follow the red route into school

We recognise that there is significant concern around the problem of air pollution and its impact on the health of young people. Reducing the number of cars on local roads and not contributing further to the problem of air pollution will help improve the quality of the environment for the pupils of Trevelyan Middle School.

To help achieve this aim, the school will continue to work with the local residents and the council to create a sustainable Travel Plan that will help us minimise the impact of the school on our local community.

One of our key objectives of the Travel Plan is that Trevelyan Middle School supports pupils and families as well as our local community.

For safety reasons there is no parking on-site. We ask parents to use the St Leonard s Road car park.

The main entrance to the school will be the one located at St Leonard's Road car park. Staff will supervise this area only. The Wood Close entrance will remain closed.

Cycles and scooters

When cycling to Trevelyan Middle School, pupils should ride their bicycles with care and in accordance with the Highway Code.

Pupils should wheel their bicycles when within the school grounds. There are covered bike sheds where bicycles can be locked but are stored at the owner's risk.

All pupils who cycle must wear a bicycle helmet and a high visibility jacket.

Bicycles must have lights for the winter nights. It is illegal to use electric scooters on public roads, we therefore do not allow them at school.

Buses

There are a number of buses that will travel to a bus stop within walking distance of Trevelyan Middle School.

- Bus 37, 37b
- Bus 702
- Bus 703
- Bus 1 / 1A

The nearest bus stops are:

- Trevelyan Middle School - Approximately a 2 minute walk
- King Edward VII Hospital, Windsor - Approximately a 5 minute walk
- Knights Place, Windsor - Approximately a 7 minute walk

For more detailed information on routes and times please visit: <https://www.rbwm.gov.uk/transport-and-streets/public-transport/bus-routes>

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The school day

Monday, Tuesday, Thursday, Friday	
Arrival onsite, gates open	08:10 - 08:25
Pupils move to classrooms	08:25 - 08:30
Form time	08:30 - 09:00
Period 1	09:00 - 10:00
Period 2	10:00 - 11:00
Break	11:00 - 11:20
Period 3	11:20 - 12:20
Period 4	12:20 - 13:20
Lunch	13:20 - 14:00
PM reg	14:00 - 14:15
Period 5	14:15 - 15:15
Dismissal	15:15

Wednesday	
Arrival onsite, gates open	08:10 - 08:25
Pupils move to classrooms	08:25 - 08:30
Period 1	08:30 - 09:30
Period 2	09:30 - 10:30
Break	10:30 - 10:50
PSHE	10:50 - 11:35
Period 3	11:35 - 12:35
Lunch	12:35 - 13:15
Period 4	13:15 - 14:15
Dismissal	14:15

Term dates

Autumn 2025	
Term 1	
Term starts on:	Tuesday 1st and Wednesday 2nd September 2026 - INSET (School closed to students)
	Thursday 3rd September 2026 (Year 5 - 08:25; Year 6, 7 & 8- 10:00)
Term ends on:	Friday 23rd October 2026 (15:15)
October Holiday:	Monday 26th October 2026 to Friday 6th November 2026
Term 2	
Term starts on:	Monday 9th November 2026
Term ends on:	Friday 18th December 2026 (12:30)
Christmas Holiday:	Monday 21st December 2026 to Friday 1st January 2027
Spring 2026	
Term 3	
Term starts on:	Monday 4th January 2027
Term ends on:	Friday 12th February 2027
February Holiday:	Monday 15th February 2027 to Friday 19th February 2027
Term 4	
Term starts on:	Monday 22nd February 2027 - Pioneer Summit Day (School closed for students)
	Tuesday 23rd February 2027 - First day for students
Term ends on:	Thursday 25th March 2027 (12:30)
Spring Holiday:	Spring Holiday: Friday 26th March 2027 to Friday 9th April 2027 (Good Friday - 26 March 2027; Easter Monday - 29 March 2027)
Summer 2026	
Term 5	
Term starts on:	Monday 12th April 2027
Term ends on:	Friday 28th May 2027 (15:15)
May Holiday:	Monday 31st May 2027 to Friday 4th June 2027 (Early May Bank Holiday: 3rd May 2027. Late May Bank Holiday: 31st May 2027)
Term 6	
Term starts on:	Monday 7th June 2027
Term ends on:	Wednesday 21st July 2027 (12:30)

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Equipment required

We want all of our children to make the most of the learning opportunities on offer and this means being well equipped.

Each day your child should bring:

- A pencil case: including blue, black, green pens, pencils, a ruler, a glue stick, a maths set, a calculator (year 7 & 8), a rubber and a sharpener
- Mini-whiteboard and dry-wipe markers (school will provide the first one, but replacements will be down to parents)
- A reading book
- A reusable water bottle
- A school bag big enough for books and please ensure it is named
- No cans or 'energy drinks' please

Our uniform

At Trevelyan Middle School we want our pupils to be proud of their school and to be ambassadors for it. Wearing the uniform is part of this, as well as reducing anxieties about what they need to wear to school on a daily basis.

It will be at the school's discretion whether shoes and earrings comply with our school uniform policy. We ask parents/carers to respect and support the school's decision.

Any reasonable adjustments, with regards to uniform, will be made on an individual basis, once medical or healthcare professional advice has been shared.

We would strongly recommend that all items of uniform are clearly labelled.

Our uniform can be purchased from:

Goyals of Maidenhead, 28a Bridge St, Maidenhead SL6 8BJ

Phone: 01628 639725

Website: www.goyalsmaidenhead.co.uk

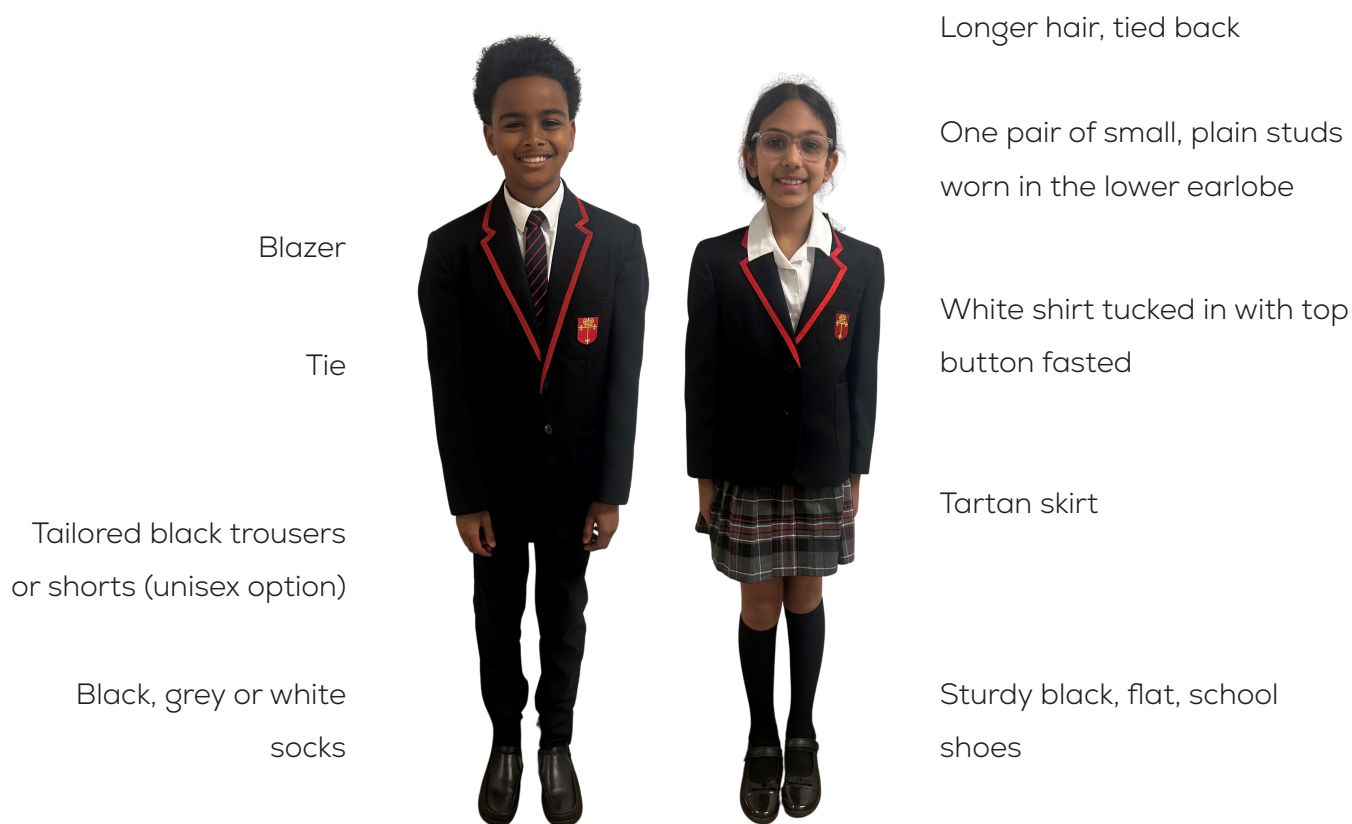
Ensuring uniform expectations are met

We would like parents, carers and pupils to take pride in their uniform. As such, we would encourage you to take ownership of, and advocate Trevelyan Middle School's uniform standards.

Staff will closely monitor pupils to make sure they are in correct uniform.

- They will give any pupils and families breaching the uniform policy the opportunity to comply (eg: asking them to change, asking parents/carers to drop the correct uniform off)
- Uniform in this case relates to clothes, make up, jewellery, nails, hair colour, shoes.

Breaches of our uniform policy will be dealt with as a disciplinary matter. Pupils will be asked to remove non-uniform items, and be dealt with via the school's behaviour systems and processes.



Second-hand uniform sale

We will have a second-hand uniform sale on the Transition Day in the Summer Term. This and other sales are dependent on donations that the school receives.

In addition, please keep an eye out in the newsletters for dates throughout the year when second hand uniform sales occur.

If you are on a low income, and need financial support in purchasing the school uniform please email office@trevelyan.org.uk, where any available support can be explored.

Lost property

All uniform items (including bags and PE kit) must be clearly labelled. Custom labels with your child's name can be purchased cheaply.

The school cannot accept responsibility for lost property. Lost property can be collected from school after the students have left site, from the lost property area located in the humanities block.

Parents/carers can look through the lost property at 15:15 via the school gate (St. Leonard's Road). Lost property not claimed will be donated to the PTA for second hand uniform sale of at the end of each half term.

Valuable items

We stress that pupils should not bring money, electronic devices such as iPads, computer games, jewellery or items of special sentimental value into the school.

The school unfortunately cannot be held responsible for loss, damage or theft of personal property whilst on the premises, including mobile phones.

Mobile phones

Mobile phones must be switched off and stored in pupils' bags or lockers when in the school and on school grounds.

Pupils must not use their mobile phone or take it out of their bag during the day unless specifically asked to do so by a member of staff.

Mobile phones will be confiscated if seen, heard or used during the day.

To protect the privacy and wellbeing of all pupils and staff, if the school is made aware that a phone has been used without staff permission, for example, if a pupil is reported as posting footage from lessons on social media, the phone will be confiscated immediately.

The pupil will receive a formal warning and must not bring a phone into school for the following 14 days. If a phone is seen or used during this period, it will be confiscated for 14 calendar days.

We take the use of phones in class, particularly for filming or posting on social media, extremely seriously due to safeguarding concerns and the disruption it causes to learning.

An adult contact is required to collect confiscated phones, iPads and valuables. These can be collected from the main office on the following school day. If a phone is confiscated on a Friday, it can be collected the following Monday (the next school day). If a phone is confiscated on the last day of term, it can be collected on the first day of the next term.

If a named adult contact is not able to collect these items, the pupil can collect the items after five school days (not including weekends). The school cannot agree to handing back a phone for safety reasons, so alternative arrangements will need to be made by the parent / carer to support communication.

If there is a repeated occurrence where a mobile phone has been seen, heard or used, then the phone will be confiscated until the end of the half term. Parents/families will need to make alternative means to contact their child.

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Communication

We use My Child At School (MCAS) as our key method of communication between school and home.

Parents/carers will need an account to:

- Pay for school meals
- Sign up for afternoon clubs
- Pay for any trips or activities
- Report daily absences and all appointments
- Parents' evening bookings
- Pupil homework
- Pupil timetable

Pupils will be registered using biometrics to enable them to use the cashless canteen.

We recommend that the MCAS app is downloaded to your phone from Apple / Google store.

Registration instructions with a link will be sent to you when your child joins Trevelyan Middle School.

The form tutor is the first point of contact for you and your child for any conversations about settling in, relationships etc.

If your enquiry is regarding a subject, please discuss with your child's teacher or the subject lead.

Staff can be contacted using the MCAS app.

Please remember that teachers spend most of their days teaching and therefore, we aim to get back to you within two school days, excluding weekends and holidays. Please also note some of our teachers work part-time so it may be longer.

Application for free school meals

We encourage all of our parents/carers to see whether they are entitled to claim free school meals. Your child may benefit from additional funding for curriculum based trips and visits (pupil premium only).

To see if you are eligible, please search: www.gov.uk/apply-free-school-meals

Parent / Carer bulletin

We publish a parent bulletin every week and this is sent out via MCAS.

The bulletin provides an oversight of what has been happening in school that week, along with any key dates or information that we feel you should be aware of.

Please be sure to read it every week as it will help you to know what is happening for your child at school.

Behaviour, support and care

At Trevelyan Middle School, we are committed to creating a safe, calm and disruption-free environment where every pupil can learn, grow and succeed. We believe that high-quality learning can only take place when pupils feel secure, valued and respected.

Our expectations are simple and clear: all members of our community should be **Ready, Respectful and Safe**.

Ready – Pupils arrive prepared for learning, with the right equipment, a positive attitude and a willingness to engage in lessons and school life.

Respectful – Pupils treat others with kindness, consideration and fairness at all times. We value differences and expect everyone to contribute to a culture where every individual feels included and respected.

Safe – Pupils make choices that keep themselves and others safe, both in their actions and their words, contributing to an environment where everyone feels secure.

We expect all pupils to take responsibility for their behaviour and to play their part in maintaining a positive school culture. Disruption to learning is not acceptable, as it impacts the opportunities of others. Through clear routines, consistent expectations and strong relationships, we support pupils in making good choices and developing the self-discipline and resilience they need for the future.

We expect parents / carers to support our high standards. By working together – pupils, staff and families – we ensure that Trevelyan remains a place where everyone feels safe, respected and ready to learn.

“Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another person physically or emotionally, and involves an imbalance of power.”

Bullying, discriminatory behaviours and physical altercations will not be tolerated. Any incident will be dealt with swiftly, effectively and sensitively.

Any bullying issues should be reported in the first instance to your child's form tutor. If online bullying occurs outside of school hours, this will be referred to the police.

Acknowledging good behaviour

We believe pupils' work and excellent conduct should be recognised and acknowledged.

We have systems where pupils are praised and receive positive reinforcement for classwork, their attitude to learning, homework and for demonstrating our values.

We also acknowledge pupils during the year through celebration assemblies and certificates.

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Physical, mental health and wellbeing

Our pupils' physical, mental health and well-being are important. Through our extensive Personal, Social, Health and Citizenship Education and the Pastoral Programme, pupils will have many opportunities to explore how to keep themselves well.

Attendance and punctuality

Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all pupils, ensuring access to the full curriculum and achieving both academic and social success.

All pupils should aim for 100% attendance and punctuality, and achieve at least 95%, which is in line with government expectations.

Punctuality

Pupils should arrive to school no later than 8.25am. They will be registered at 8.30am.

Pupils arriving late will be asked to make up the time during a detention.

Absence and illness

If a pupil is unable to attend school due to illness or has an appointment, please report via MCAS 'absences' by 8am on each day of absence.

Please provide details of your child's name, form and the reason for absence.

Please do not email teachers or support staff directly to report absences as the absences need to be captured quickly and centrally for safeguarding purposes.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice and a referral to social services (Education Welfare).

Dental / medical appointments

Parents/carers must book appointments outside of normal school hours whenever possible.

Appointments should be reported via the MCAS 'absences' section.

Pupils who need to leave the school for a dental/medical appointment must send, through MCAS, an appointment letter from a parent /carer before permission can be granted.

Pupils must sign out before they leave the school, and sign in on their return.

Medication and allergies

Please inform us of any allergies and / or medication being taken by pupils and any medical conditions.

Trevelyan Middle School is an allergy aware school. Our kitchen is strictly nut-free, with no nuts or nut products used in food preparation, storage, or service.

Across the wider school, we adopt an allergy-aware model, which is the standard approach taken by schools, as full "nut-free" status cannot be guaranteed in practice.

It is important to understand that no school can be guaranteed to be completely nut-free, and therefore managing allergies is a shared responsibility between the school, parents, and students. We encourage students not to share food and ask parents / carers to be mindful of packed lunches and snacks brought into school.

Parent/carers are required to ensure that the school has in-date medication, epi-pens and asthma inhalers.

Staff at the school will only administer medication if a parent / carer has completed a signed form allowing us to do so.

In the event of illness or an accident in school, parents/carers will be contacted at the earliest possible opportunity. This is most likely to be via MCAS unless it is an emergency situation.

Please remember our staff our first aiders and not medical experts.

Emergency procedures

It is essential that we have a minimum of two correct addresses, email addresses and contact telephone numbers where we can quickly make contact in the event of an emergency.

Child Protection – Safeguarding

We are committed to ensuring that all our children are well cared for, safe and protected.

Parents/carers should be aware that with suspected abuse, we will refer these incidents to Child Protection agencies.

Responsible internet use

The Home School Agreement statement and our IT policy will help protect pupils, staff and the school.

We are aware that pupils and families may engage with social media. However, many Apps have age limits and are not suitable for our pupils:

- Facebook: 13 years old age limit
- Snapchat: 13 years old age limit
- TikTok: 13 years old age limit
- WhatsApp: 16 years old age limit

We encourage our pupils and families to use social media responsibly and look at privacy options.

In June 2026, the government announced its intention to ban under 16s

from accessing social media from Spring 2027. Further information will be shared in due course.

[Social media to be banned for under-16s in landmark government move to give kids their childhood back - GOV.UK](#)

If social media is misused outside of the school day this is the responsibility of parents/carers - not the school.

The school may refer incidents which occur in school to the community police officer.

Home school agreement

As a pupil at Trevelyan Middle School I agree to:

- Attend school regularly and be punctual at all times, to school and lessons
- Wear correct school uniform, including correct footwear
- Be prepared for school and lessons with the correct equipment
- Follow the basic school rules, Ready, Respectful, Safe
- Adopt the values and try my best at all times
- Behave sensibly in, around and on the way to and from school
- Be kind and polite to all members of the school
- Complete all homework set to the best of my ability
- Take part and get involved in all aspects of school life e.g. after school clubs

Signed:..... (Pupil)

As a parent / carer of a pupil at Trevelyan Middle School, I / we agree that:

- My child attends school regularly and arrives on time (8:25)
- My child arrives to school in correct school uniform and is fully equipped for their day
- I will inform the school every day of my child's absence and any changes of personal details
- I will reinforce the importance of good behaviour at school and will support the school's behaviour policy in the issuing of any necessary sanctions linked to cases of bad behaviour
- I will encourage my child to work to their best ability in all lessons and use the values
- I will support and encourage my child to complete all home learning set
- I will encourage my child to take part in all aspects of school life
- I will inform school of any problems that may affect my child in school
- I will attend Parent Evenings during the school year

Signed: (Parent/Carer)

Trevelyan Middle school agrees that we will:

- Reinforce the Trevelyan Values to benefit your child
- Care for the well-being and safety of your child
- Ensure that your child strives to reach their full potential as a valued member of the school
- Offer a broad and balanced curriculum to suit the individual needs of your child
- Encourage and praise pupil's good behaviour. Follow up behaviour that is neither Respectful or Safe
- Provide support and guidance to all pupils. This includes offering Restorative Justice discussions and conferences to restore relationships.
- Provide regular information regarding the school and the progress of your child
- Offer out of school opportunities to benefit your child including extra-curricular activities

Signed on behalf of Trevelyan Middle School:



.....

(Head of School/HOY/Form Tutor)

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