

Year 7 Guide to Winchmore School



**Winchmore
School**

learning to realise potential

Welcome to Year 7!

We hope that the questions and answers which follow will help you to know what to expect in September and will help to set your mind at rest so that you do not worry about starting at Winchmore.

Do not worry if all your questions are not answered in this booklet, you can ask your Form Tutor if you are still unsure about anything. We hope you will be very happy and successful here at Winchmore.

A message from Miss De Souza - Head of Year 7



I would like to warmly welcome you to Winchmore School. I have high expectations for all our students, and I would like to share these expectations with you.

I know that you will all have a range of abilities, and will have different gifts and talents in many subject areas. Some of you will be gifted in Maths or Science based subjects, some in practical subjects like PE, Art and Drama, and some in literacy based subjects like English. However, wherever your talents and interests lie, all we ask of you is to work hard in every subject, and always aim to improve and achieve your best.

In order to be the best you can be and realise your potential, we ask you to:

- Arrive at school early. We advise 8.15 am. The restaurant is available from 7.45am, where free bagels are provided, or a selection of other breakfast items can be purchased.
- Be organised – always have your correct books and equipment so that you can work effectively in all of your lessons.
- Work hard in all of your lessons and achieve your target grades.

- Always complete your homework to the best of your ability. Organise your time carefully. Ask for help if you are not sure.
- Make sure your behaviour is the best that it can be at all times.
- Keep our school clean and tidy and don't drop litter.

I am certain that you will be a great asset to Winchmore School and together we will celebrate your future success.

N. De Souza.

Miss De Souza
Head of Year 7
& Head of Transition

Key Members of Staff



Mr Owen
Headteacher



Mr Thompson
Deputy Headteacher



Mr Fox
Assistant Headteacher - KS3 Lead



Mrs Berndes
Assistant Head of Year

When do I start school?

Wednesday 3rd September at 8.30am

Where do I go on the first day when I arrive?

Enter the school through the main door in Laburnum Grove and go into the hall. Teachers will be there to meet you.



Laburnum Grove Gate

Which gate do I leave from?

You can leave school at the end of the day through the Highfield Road Gate or Firs Lane Gate.



Highfield Road Gate



Firs Lane Gate

If you are meeting your parent or carer after school, please arrange which gate you are meeting at. **Students are not allowed to arrive or leave through the Laburnum Grove Gate after the first morning.**



What must I wear?

You come to school and go home in your school uniform, unless you have PE that day, in which case you come to school in your PE kit. Please note all items of uniform must be clearly and permanently marked with your name.

What should I bring with me on the first day?

- **A school bag** - strong enough to carry your books and other items. e.g. rucksack. (Your bag will remain with you throughout the day)
- **Two pens** (black or blue ink, cartridge or ballpoint pen, whichever you prefer)
- **Green pen**
- **Purple pen**
- **Two HB pencils**
- **Coloured pencils** (not felt pens)
- **A small notebook**
- **A ruler, rubber and pencil sharpener**
- **A Maths geometry set**
- **A scientific calculator**
- **A reading book of your choice**



Can I have a Locker?

A locker (using a four digit combination) is available for a one off, non-refundable; charge of £18 payable online via ParentPay.

This will be yours till the end of Year 11 and will be allocated during September.

What should I do if I lose something?

You must report this immediately to your Form Tutor or a subject teacher. Lost property is dealt with by the Welfare Officer (medical room) during breaktime or after school.

Who is my Form Tutor?

Your Form Tutor is the member of staff who will look after you and the rest of your tutor group throughout the school year. They will always be ready to talk to you, and to advise and help you.

What should I do if I get lost?

Ask any member of staff or a student to help you. You usually do not go to any class alone, it is usually as a group.

What do I do about my lunch?

The school provides a restaurant 'Grab and Go' system and a selection of hot and cold food is available.



The restaurant operates a cashless system which means it does not accept money. Each student is issued with an account to enable them to use the restaurant's service, therefore your parent/carer **must make sure there is money in your ParentPay account** to allow you to use the restaurant's service. Alternatively, you may wish to bring a packed lunch.

For your safety you must not go off the school site at lunchtime or break time.

Students are allowed to bring a bottle of water to drink during the day.



What happens if I am late to school?

You must go to the Attendance Office (next to room 7) and sign in. If you do not do this your parents or carers will receive a text message to say you are absent. If you have a valid reason for being late for school your parent or carer must inform the attendance office otherwise a lunchtime detention will be issued.

Attendance Ladder



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What do I have to do if I am absent from school?

On the first day of absence your parents or carers should ring or email the school and tell us why you are absent and for how long you are likely to be away. It is really important that you attend school regularly so you do not fall behind with your studies.

What lessons will I have?

In Year 7 all pupils study:

- **English**
- **Mathematics**
- **Science**
- **Geography**
- **History**
- **ICT/Computing**
- **Drama**
- **Physical Education**
- **Art**
- **Music**
- **Religious Education**
- **A Modern Foreign Language** (Spanish, French, German)
- **Design and Technology** (which includes working with a range of materials, e.g. food, plastics and textiles)
- **RSHE** - Relationships, Sex and Health Education



What about homework?

Homework is set on a regularly basis by a variety of subjects. Some homework is based on completing projects over a number of weeks, e.g. Art, your teachers will explain this to you.



All your homework tasks will be available on the school's online homework platform called 'Google Classroom'. You will be given a username and password to access this when you start.

You should use this platform to help you organise your work, and remind you when you have to hand in homework to your teachers. This platform can also be used to set revision tasks for examinations.



What trips take place?

There are many of these and you will be told about them when you arrive. Trips are often by invitation only and on a first come first served basis.

When do the extra-curricular activities take place?

Either at lunchtime or after school. The schedule for extra curricular activities can be found in Winchmore Weekly, which is emailed to parents/carers each week. If you are attending a lunchtime or after school activity you go straight there. These are run by teachers and staff and are free of charge.



Are there rewards?

There are Achievement Points which are given for working hard and making a real effort. If you do a piece of good work you will get an achievement point. This will be logged onto your SIMS record. When you receive 50 points within a term you will receive a certificate. There are also letters/postcards sent home when you have done something good. There are also progress badges presented during rewards assemblies every half term.



Will we have an assembly?

Yes, there will be an assembly for your year group at least once every two weeks.

The rest of the week you will spend this time in your form room with your Form Tutor.

What about Games and Physical Education?

Students must wear their correct Winchmore PE kit to school on days they have PE lessons.

If you are unable to participate due to illness or injury, please ask your parent or carer to email the school or bring a letter with you. You will still need to wear your PE kit so you can take part in other roles, such as coaching or scorekeeping.





How do I get to and from school?

Depending on where you live, you will walk, travel by bus or train (or both) or by car or cycle. If you wish to cycle to school we have bike stores at both the Highfield Road and Firs Lane gates, these are free to use. They are unlocked at the beginning and end of the school day.

Bike Store

If your parents bring you to school by car, please ask them not to drive into Laburnum Grove.

There are two entrances/exits for pupils, one in Highfield Road and one in Firs Lane. **You should not use Laburnum Grove** (except on the first day, or if you are late to school)

- All the gates will be closed after the start of period 1 at 8.30am.
- Winchmore School have joined the National School Breakfast Programme to provide all students with a FREE BAGEL. The school restaurant is open for breakfast between 7:45am and 8:20am.
- When the Highfield Road and Firs Lane gates are locked you will need to go to the entrance in Laburnum Grove to enter the school.



Winchmore School Uniform



Winchmore School PE Kit



The School Day

The times for each lesson, break and lunch for Year 7.

MONDAY, TUESDAY, THURSDAY, FRIDAY	
Period 1	8.30 - 9.30
Period 2	9.30 - 10.30
Break	10.30 - 10.50
Tutor Session	10.50 - 11.15
Period 3	11.15 - 12.15
Period 4	12.15 - 1.15
LUNCH	1.15 - 2.00
Period 5	2.00 - 3.00

WEDNESDAY	
Period 1	8.30 - 9.30
Period 2	9.30 - 10.30
Break	10.30 - 10.50
RSHE	10.50 - 11.20
Period 3	11.20 - 12.20
Period 4	12.20 - 1.20
LUNCH	1.20 - 2.00
Period 5	2.00 - 3.00

Daily Timetable

Looking at the example timetable, you can see that we have a two week alternating timetable, week 1 and week 2. There are five lessons in a day and each lesson lasts for 1 hour. You will have one break time in the morning and lunch, and one Tutor Session.

	1	2	R	3	4	5
1Mon	Design Tech 07x/Pd2 T5 JGA	Design Tech 07x/Pd2 T5 JGA	Tutor/Reg 7U 68 IGH	Art 07U/Ar A4 COZ	Drama 07U/Dr DA2 AGD	Spanish 07U/Sp 75 JNE
1Tue	Science 07U/Sc SC9 SCH	Religious Ed 07U/Re 28 GPA	Tutor/Reg 7U 68 IGH	Mathematics 07wx/MaW 62 RAB	Mathematics 07wx/MaW 62 RAB	Drama 07U/Dr DR2 AGD
1Wed	History 07U/Hi 29 FPA	Art 07U/Ar A4 ERA	RSHE 7U 68 IGH	Mathematics 07wx/MaW 62 RAB	Computing 07U/Cp 01 BJO	Drama 07U/Dr DR2 AGD
1Thu	Art 07U/Ar A4 ERA	English 07wx/En4 87 FMC	Tutor/Reg 7U 68 IGH	Geography 07U/Gg 23 BYO	Mathematics 07wx/MaW 62 RAB	Physical Ed 07wx/Pe2 GYM PBI
1Fri	English 07wx/En4 07 YHA	Mathematics 07wx/MaW 62 RAB	Tutor/Reg 7U 68 IGH	Science 07U/Sc SC9 SCH	Geography 07U/Gg 23 BYO	Spanish 07U/Sp 75 MZA
2Mon	Music 07U/Mu M1 SBO	Mathematics 07wx/MaW 62 RAB	Tutor/Reg 7U 68 IGH	English 07wx/En4 07 YHA	Religious Ed 07U/Re 28 GPA	History 07U/Hi 29 FPA
2Tue	Science 07U/Sc SC8 RBA	English 07wx/En4 07 YHA	Tutor/Reg 7U 68 IGH	Physical Ed 07wx/Pe2 GYM PBI	Physical Ed 07wx/Pe2 GYM PBI	History 07U/Hi 29 FPA
2Wed	English 07wx/En4 81 KSC	English 07wx/En4 81 KSC	RSHE 7U 68 IGH	Science 07U/Sc SC8 RBA	Science 07U/Sc SC8 RBA	Spanish 07U/Sp 75 MZA
2Thu	Science 07U/Sc SC9 SCH	Spanish 07U/Sp 75 MZA	Tutor/Reg 7U 68 IGH	Music 07U/Mu M1 SBO	Mathematics 07wx/MaW 62 RAB	Physical Ed 07wx/Pe2 GYM PBI
2Fri	Mathematics 07wx/MaW 62 RAB	Geography 07U/Gg 23 BYO	Tutor/Reg 7U 68 IGH	English 07wx/En4 07 YHA	Computing 07U/Cp 01 BJO	Science 07U/Sc SC8 RBA

Expectations on Coming to School

- Attend school everyday, arriving to school and to all lessons on time
- Bring all the equipment needed for school and wear full school uniform
- Be willing to learn and keen to do well
- Take pride in doing your best
- Be prepared to get involved, work together and share responsibility
- Show respect to staff, pupils and all other members of the school community
- Celebrate your own achievements and those of others
- Find out how to improve and ask questions



Expectations in the Classroom

- Arrive to lessons on time
- Line up quietly until your teacher tells you to go into the classroom
- Quietly go to your seat
- Hang your coat on the back of your chair
- Get out your books, student handbook and other equipment ready for learning
- Put your bag away under your seat or table
- Work quietly and sensibly, do not distract others



- Put up your hand to ask or answer a question
- Listen carefully and follow instructions
- You should not leave your seat unless you are given permission
- Eating, chewing or drinking are not allowed. Only bottled water may be drunk in the classroom
- You may not leave the room without a note signed by your teacher
- Going to the toilet is not allowed during lessons unless you have a medical note



At the end of lessons

- You should only pack away when told to do so
- Check that your table and the floor is clean and litter free and the room is tidy
- Put chairs away and wait quietly until your teacher dismisses you
- Leave the room quietly
- Go straight to your next lesson
- Coats and hats off – coats and hats should remain off in the building

Expectations outside, and around the school and in the local community

- Students must stay on the premises at break and lunchtime
- Glass bottles, matches, lighters, fireworks, aerosols, knives and guns of any description, including toy knives and similar items which are, or considered to be potentially very dangerous, are not allowed
- Smoking, vapes, alcohol and all substance abuse will not be tolerated
- Report graffiti and any other damage
- Look after the environment so it is well kept and attractive
- Be considerate of neighbours at all times



Always remember that when you are out of school, walking locally, on a bus or with a school group, the school's reputation depends on how you behave.

Please Remember!



- Mobile phones are **NOT** allowed in school and will be confiscated
- Leather/denim or coloured jackets are not allowed
- Hats, caps, coats and scarves should not be worn inside the building
- Hooded sweatshirts are not allowed in school and will be confiscated

Any items confiscated will be available for collection from student reception on **Tuesday after school** upon payment of a **£1.00 fee**.

Please note that items confiscated on a Monday will be held until the following Tuesday as all items are to be held over a weekend.

ANTI-BULLYING



For a safe, calm, orderly and positive learning community



At Winchmore we believe that every person, regardless of their race, gender, culture, beliefs, sexuality, age, ability or appearance should be respected and treated fairly. We are **all** different and we believe that everybody has the freedom to express their individuality. We are all special in our own way.

In order to achieve this we MUST accept people for who they are:

- Treat each other the way we want to be treated, be polite and respectful •
- Help each other – be kind and think before we speak and act •

PLEASE REMEMBER OUR ANTI-BULLYING KEY MESSAGES

- Bullying will not be tolerated in any way, shape or form
- We are a 'hands -off' school, and respect each other's personal space
- We are a 'telling and a doing' school, which means that all cases of bullying are shared, followed up and dealt with
- We have a zero tolerance approach to all kinds of harassment - for example sexual, physical and verbal. This includes the use of sexualised, racist and homophobic language which should never be taken lightly as 'banter' or 'just having a laugh'

If you are being bullied, or suspect that abuse, in any form, is happening to anyone, anywhere - including online abuse:

- Tell your Form Tutor. If this is not possible tell a teacher or a trusted adult.
- Use the anti-bullying/RSHE feedback box outside room 7.
(Write down your concern, you don't have to give your name)
- You can call Childline (0800 1111) or go to www.childline.org.uk. They are there to help, 24 hours a day.



MINIMUM EXPECTATIONS



Follow instructions first time, every time

Be in the right place at the right time

Focus on Learning we all have the right to learn

Treat others as you would like to be treated yourself



Winchmore School's Four Cs

COOPERATION

- All teachers have the right to teach, and all students have the right to learn
- Follow instructions first time, every time
- Work with other students and teachers to find solutions
- Treat each other fairly
- Listen and respond positively to the contribution of others
- Resolve any differences calmly through discussion
- Work and learn together as a team
- Always work quietly, remember learning is our priority
- Always follow the Winchmore Expectations for Learning and other school rules

COURTESY

- Always be kind and considerate
- Show respect by saying please and thank you
- Treat others as you would expect to be treated
- Be polite at all times - it is never acceptable to swear or be rude
- Listen carefully when others are speaking
- Respect each others' personal space, keep hands and comments to yourself
- Never use words to make fun or humiliate
- Respect different viewpoints and value the contributions of others
- Welcome all visitors and newcomers, show them your best
- Show the same courtesy on the way to and from school and on the bus

COMMITMENT

- Have confidence in yourself and always be the best that you can be
- Attend school every day and arrive on time
- Be proud of yourself and of our school
- Respect your learning- remember it's your future
- Bring your equipment and be ready to learn
- Don't give up even when things are difficult
- Take risks and learn from your mistakes
- Always be honest with yourself and others, and do the right thing
- Wear your uniform with pride and take care of your appearance

CONTRIBUTION

- Make an effort to participate in class and whole school activities
- Involve yourself and others in the school community
- Work together to improve learning
- Help others to learn by sharing your ideas
- Help to look after and improve our school environment
- Look after display work around the school
- Act responsibly at all times and report any damage you may find
- Make an effort to contribute to charity events