



# The Stanway School

Looking forward to Year 7



Mr Bland

## A WELCOME FROM THE HEADTEACHER

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The Stanway School is a community in which every student matters. Students respond to our high academic, cultural and sporting expectations. We recognise and celebrate success wherever it occurs: in the classroom; on the pitch; in the studio; or in contributions to the wider community. High expectations for behaviour, attendance and punctuality help our students make good progress and we endeavour to match our teaching to students' individual needs, interests and aptitudes. All members of the school community are expected to strive to be at their previous best and take pride in their achievements.

Our outstanding staff encourage students to develop their own opinions and find their own voice through a broad and balanced, exciting curriculum. At the heart of our curriculum is a strong commitment to teaching modern British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and belief. Our young people develop informed opinions and are able to play a full part in their school community and are ready for their next stage of education, work or training. Everyone in our school community is valued.

The Stanway School is a trusted and respected member of the local community and works exceptionally hard to provide the very best start for our young people through outstanding teaching and the highest quality guidance and support.

We are proud of the achievements of our young people and look forward to welcoming you to our school as we work together to ensure each child's success and fulfilment.

# YEAR 7 BOOKLET

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Welcome to The Stanway School. We are looking forward to working with you and getting to know you and your parents or carers in the months to come. This is an exciting time with a lot of things to remember so we hope this booklet will help to answer some questions and help you feel ready for September. Please keep it safe so that you can refer to it as you move through Year 7.

## ELECTRONIC REGISTRATION

At The Stanway School teachers take an attendance register every morning, afternoon and at the start of each lesson. This information is sent to the office and is used to collect attendance and punctuality figures. We hope to see as many of you as possible aiming for 100% attendance so that we are able to reward you with attendance certificates in assembly. Sustaining high levels of attendance is vitally important in order for you to be successful at school.

Your target is to attend 96% (or more) of School Days.

- 1 day off = 0.5% of school year missed
- 10 days off = 5% of school year missed
- 20 days off = 10% of school year missed

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08.40 - 09.05 am registration [or assembly]

09.05 - 10.05 Period 1

10.05 - 11.05 Period 2

11.05 - 11.30 Break

11.30 - 12.30 Period 3

12.30 - 13.30 Period 4

13.30 - 14.05 Lunch

14.10 - 14.15 pm registration

14.15 - 15.15 Period 5

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**You need to be present to learn!**

## ABSENCE

There could be times when you are too ill to come to school. We ask that a parent or carer telephones or emails the school office as early as possible on the first day of absence. There will be someone in the school office to take calls from 8.00am each morning. If we do not receive a call one of our office staff may ring your home during the school day.



# YEAR 7 CURRICULUM

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Each lesson is one hour long and there are five lessons a day, four in the morning and one in the afternoon.

In Year 7 you will study the following subjects:

English, Maths, Science, Design & Technology, Computing, History, Geography, A Modern Foreign Language, Religious Education, Art, Drama, Music, Physical Education, PSHE (Personal, Health and Social Education) and Citizenship.

All students will be placed in mixed ability tutor groups but will be taught in ability sets for most subjects.

On our website, you can access the topics and areas of study that you will be following in each year of your learning journey at The Stanway School. Some of you may be worried about whether or not you will be able to do the work in class. You do not need to worry; if you put up your hand and ask for help, the teacher or LSA will come and explain it to you.

For students in Year 7 who need extra help in English and Mathematics we organise additional sessions which will be available in morning registration time and throughout the school day. If you have difficulties with home learning there will be four evenings per week, Monday – Thursday 3.15pm – 4.00pm, when Learning Support staff will be able to help you.

All work to be marked or assessed by your teachers should be well presented and should reflect your best achievement and effort:

- Your planner, exercise books and folders should be clean and free from graffiti. You will be supplied with a plastic cover for each of your exercise books.
- All written work must have a title and date and be labelled either 'Classwork' or 'Home Learning'.
- Underline any headings or sub-headings.
- All writing should be in black pen and all drawings and diagrams in pencil, unless your teacher tells you otherwise.
- If you make a mistake cross it out neatly using a single, ruled line.

Your work will be assessed by your teachers on a regular basis. To support your learning and progress, your teachers will provide you with very specific targets and comments that will tell you how to improve your knowledge and understanding for every subject. Your subject teachers will explain what you need to do next and it is expected that you will actively respond to any feedback your teachers give you. Sometimes you will be asked to do the work again to give you a chance to demonstrate your improved approach and understanding.

There will be key pieces of work, projects and tests in each subject, which are very important. Your teachers will tell you more about these. These pieces of work are used by your teachers to help monitor and track your progress throughout each year to ensure that you are reaching your full potential.



## HOME LEARNING

Home Learning tasks are set in class and you will be asked to write the task and date it is due in your planner. You and your parents and carers will be given a password to logon to 'Show My Homework' on the school website. This will show when tasks have been set, give any additional resources needed and teachers may record if you have not handed in your homework.

We recommend that you set aside some time each day (20 minutes will be set as part of your reading homework) to read as wide a range of material as you can - both fiction and non-fiction. You will be expected to have a reading book in your school bag at all times.

Home learning can give you the opportunity to get really involved in a topic and to help you to understand it better. It gives you the chance to show your teachers what you can do and it is a good way for your teachers to see what you or others in the class might need more help with.

Some subjects such as English, Mathematics and Languages will set home learning tasks on a weekly basis. Other subjects will set projects requiring more significant input on a less frequent basis. Remember to do some reading each evening too. You will have a planner in which to record your home learning tasks.



## WHAT IF I GET STUCK?

The simple answer is to always try first. Do ask people at home for help, but it is not a good idea to get them to do it for you. If you follow the advice about starting home learning on the night it is set, then you can ask your teacher for help before the handing in date. Finally, there is a School/Home section in your planner for your parent or carer to write and let us know if there is a problem.

How can you help your day run smoothly?

- Use your timetable to plan your week ahead
- Pack your bag(s) the night before
- Do you need to return any reply slips or get anything signed?
- Have you remembered your bus pass/locker key/cashless catering card/lunch?

If you are ill at school one of your teachers will write you a slip to take to the Medical Room. A First Aider will decide how to treat you. If you are really unwell he/she may ring one of your parents or carers to take you home. If you have any special medication which you have to take during the day, make sure this comes to the Medical Room.

All students have the opportunity to have a school locker. The lockers are inside form rooms and you will be able to have access to them before morning lessons, at break, at lunchtime and after school.

You are responsible for the safekeeping of textbooks and equipment issued to you and used in lessons. You may be charged the cost of replacement for loss or damage. Exercise books should not be defaced or have paper removed otherwise you may be asked to pay for a replacement.

You should be ready to learn for all lessons and you must bring with you the following basic equipment:  
black pen, pencil, rubber, ruler (30cm), pencil sharpener, coloured pencils and protractor.

You will need a rucksack or similar school bag so that books may be protected whilst being carried. Make sure that it is large enough to carry your books. Once you get to school you will have access to a locker in your form room. Remember you can go to your locker at the start of break and lunchtime to swap them over. Handbags are not suitable as school bags.

## **ONE-TO-ONE INSTRUMENTAL MUSIC TUITION**

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One-to-one music tuition is offered on a weekly basis for minimum of 20 minutes.

There are a wide variety of instruments catered for and there are a selection of free instruments available to take home and practice.

We offer flexible payment options online via parentpay, with free tuition for students entitled to financial support (PPG).

We cater for beginners to advanced level, where students can be entered for grade exams.

We have a personable and friendly group of tutors who have been with us for years.

For further details, please leave your email address on the sign-up sheet outside the Atrium or with your allocated Form Tutor and our Head of Music, Mr Harrison will contact you with further details.

# THE HOUSE SYSTEM

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The Stanway School has five Houses:

<b>GAINSBOROUGH</b> [Mr Victory] [Mrs Cosham]	<b>RUTHERFORD</b> [Mr MacPhail] [Mrs Abbott]	<b>SHAKESPEARE</b> [Mr Elbourne] [Mrs Cant]	<b>WELLINGTON</b> [Mr Buckman] [Mrs Hiskey]	<b>NIGHTINGALE</b> [TBC] [Mrs Barker]
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When you join the school you are placed in a form group in one of these Houses and you will stay in this House while you are Stanway. Each House has a Head of House, who is a member of the teaching staff, and an Assistant Head of House, who is a non-teaching member of our support staff.

Throughout the school year, inter-house competitions are organised and you will be expected to take part in as many events as possible. The winners of each competition are awarded a House trophy and then displayed in the cabinet in the link corridor near the main Hall.

Each House has selected particular charities to raise money and awareness for which means that there will be lots of fun challenges and events to take part in during every term. We believe that we should always try our best to help and look out for others so staff and students enjoy supporting all of these fund raising events. Perhaps you will even bring some new ideas to build on these great foundations.

Sometimes, you will need additional support and this is where your Form Tutor and House Team will really be important. Remember that everyone wants you to have a happy and successful time at school and with your hobbies so don't forget to tell them what you are good at or what you would really like to try to achieve.

# RECOGNISING AND REWARDING HARD WORK AND ACHIEVEMENT

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Throughout the year, your teachers will assess the progress you are making in all of your subjects to ensure that you are making at least the expected progress needed at each point on your learning journey. These progress reviews take place regularly as you move through the school and begin in Year 7. To help you make progress, your teachers will give you and your parents and carers clear feedback on the specific skills, knowledge and concepts that you have demonstrated, as well as what areas specifically you need to focus on to next to make further progress.

Every term your teachers will also assess your attitude to learning in all the subjects you are studying. This information is sent to your parents or carers so that they can see how well you are doing or where we might have to work together to help support you further.



## REWARDS

As a reward for taking a positive approach to your learning, your teachers will give you House Points, or perhaps award you 'Star Student'. House points are awarded for students who demonstrate a commitment to their learning that goes above and beyond the normal expectation and exemplifies the 'Stanway Standard'.

AES Ribbon - Awarded at The end of Year 7

In order to be awarded the AES Ribbon students must demonstrate that they have conducted themselves in a productive polite and helpful manner, exemplifying the Stanway Standard. This will be evidenced by the number of House Points, behaviour points and observations from staff and prefects. The behaviour points must not exceed a relatively low threshold in order to qualify for the award.

Students must show commitment and resilience towards their own learning and home learning. This is evidenced through the reporting cycle looking at the home learning and learner profile sections of the report. These must be of a low average score before an application is considered.



Students must also demonstrate how they have contributed to the wider Stanway school community. This could be by participating in school events, representing the school, long standing member of a school club or holding a position of responsibility.

Termly certificates for 100% attendance are also presented in assembly. Attendance and behaviour awards are presented each half term in House assemblies and a rewards trip is arranged in the final term.



#### DINING AT STANWAY SCHOOL

At break and lunch time teachers are on duty. We expect everyone to use the dining facilities sensibly and to clear away properly. There is a notice in the dining hall about how we behave.

The purchasing of food at either break or lunchtime is only through a cashless system. The school does not accept cash so you will be given a cashless catering card. This card will have the school logo, your name and the school address printed on it.

In preparation for this, your parent or carers will need to open your e-payment account through [www.parentpay.com](http://www.parentpay.com). You will be sent an Activation letter, which will explain how they can make e-payments so that you have money on your card.

The system will also allow your parents and carers to cap your daily spend. If your family is in receipt of a free school meal allowance you will have your account credited with £2.10 on a daily basis. This allowance will enable you to purchase a range of food, including the 'meal of the day', sandwiches and drinks. The £2.10 allowance cannot be transferred from one day to the next but your parents or carers can make additional payments if you wish. You will be able to monitor your credit using a dedicated machine positioned in the corridor adjacent to the school hall.

# WHAT IF I HAVE A PROBLEM?

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Your Form Tutor is always the first person to ask if you have a question, if they are unavailable, the House offices are located on the Ground Floor and you can always speak to your Head of House or Assistant Head of House throughout the day if you are concerned. Student Services is based on the Ground Floor and deals with student enquiries such as lost property, bus passes, attendance, and permission slips. Reply slips and holiday requests should be posted in the red box opposite the window at Student Services. Students coming in after 9.05am or leaving school before 3.15pm should sign in or out at the Student Services window.

If you are worried about something or you feel that someone in school is being unkind, you need to tell an adult. There are lots of people in school you can go to, so remember that we can only help to sort it out if you tell us about it. We are all here to help you.

Everyone is worried about getting lost but soon you will get to know the three main blocks and what subjects are taught there. There are always other students and teachers to help you, but if you are really stuck go to the main reception desk and ask the receptionist for help. You will not be in trouble if you are late for lessons whilst you are still learning where the different classrooms are.

Student Services holds lost property, which has been handed in. Remember to ask here if you have lost something and, of course, hand anything in which you might find. Please make sure you write your name on all of your belongings so that we can easily return anything that does go astray.

## TRAVEL BY BUS

Those of you who are eligible to travel on a school bus will have a bus pass issued to you in due course.

You must have your ticket every day because the bus driver checks it before you get on. Please make your way down to the front of the school to get on your bus as soon as the bell has gone at the end of the day. If you know you are staying on at school for a club make sure someone from your bus knows so that we don't spend time waiting for you!

We expect all students to behave sensibly on their way to and from school and to carry their bus pass every day. It is also important to keep your bus pass in good condition – if not you may be asked to pay for a replacement.



**Everyone who works in the school is an important part of the school community and as an individual has both rights and responsibilities. A happy, friendly community is based on respect, sensitivity and tolerance and a balance between rights and responsibilities.**

# RULES OF THE ROOM

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## LEARNING

In our rooms we respect the right of students to learn and the teacher to teach. This means a purposeful working atmosphere, helping others with their learning and sharing equipment. We will listen to our teacher without talking. In our room we respect the opinion of others.

## COMMUNICATION

In our room when we wish to ask or answer a question, we will put our hand up and wait our turn. This gives everyone a fair chance. When given permission, we will talk quietly whilst we are working in our seats so that we do not disturb others. We will use language that helps not hurts. Yelling, screaming, shouting out and swearing are not acceptable.

## MOVEMENT

In our room, when we need to get out of our seat and move around, we will:

- Ask the teacher first
- Do so quietly
- Do so without upsetting other students
- We should not leave at the end of the lesson until dismissed by the teacher.

## FAIRNESS

In our classroom all people are to be treated fairly. If we have a problem with another student, we should seek help.

## IN OUR ROOM, IN ORDER TO BE SAFE, WE WILL:

- Be careful with all equipment
- Walk, not run, around the room
- Wear protective clothing where necessary
- Follow specific safety rules for laboratory or workshop



# RIGHTS AND RESPONSIBILITIES

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## My Responsibilities | I have the responsibility to see that:

1. I treat all people with respect and fairness
2. I look after school property and property belonging to others with care
3. I help to make my surroundings as pleasant and well-kept as possible
4. I behave well and concentrate on my work, help other students to concentrate on theirs.
5. I contribute positively to the safe and secure atmosphere of the school
6. I co-operate with and accept the reasonable requests of teachers

## My Rights | I have the right:

1. To be treated with respect and fairness
2. To expect other people to treat my property with respect
3. To be able to work in a positive environment
4. To be able to concentrate on my school work
5. To feel confident and secure in school
6. To be treated as an individual by teachers who are interested in me, consistent and sympathetic to my needs

# IMPORTANT DATES

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First day in September *Tuesday 3<sup>rd</sup> September 2019*

On your first day you will meet your Form Tutor and the rest of your form in the Sports Hall. It will be clearly set out with signs to direct you to your form group.

For the first lesson you will be with your Form Tutor and you will get a printed timetable and a planner.

From Lesson 3 you will begin to follow your timetable.

You will have lunch early during the first week so that you can get used to the new routines and arrangements.

You will not be expected to bring your PE kit on the first day but do remember your basic equipment, like a pen and a pencil.

# NOTES

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The Stanway School is very proud to be a member of Sigma Trust – a local Multi Academy Trust. The Sigma Trust was formed in September 2016 and its members are Clacton County High School, The Colne Community School and College, Monkwick Infant School & Nursery, Monkwick Junior School, Philip Morant School and College, St Helena School, The Stanway School, Harwich & Dovercourt High School and the Thomas Lord Audley School. Alton Park Junior School and Holland Park Primary School will shortly join.

The Mission Statement for The Sigma Trust is to be:

*"Greater than the sum of its parts"*

We believe we are stronger and more successful working together than we would be as separate institutions. The mission for The Stanway School, and each academy within The Sigma Trust is to ensure that no child is left behind. Education should foster in its learners a curiosity to discover who they are and what they are capable of, together with developing the resilience for them to test the boundaries of their abilities, and build the skills necessary to face the future with confidence.



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