

TRANSITION INFORMATION FOR STUDENTS 2020-21

We are committed to helping you make a fantastic start at Secondary School. This booklet is full of useful information for new students, and should answer most of your questions and concerns about joining us in September!

WHO'S WHO

Mr. Pritchard - Headteacher Ms. Leckie - Head of Year 7 Mrs. Earle - Director of Student Welfare

As well as the staff members listed above, you will all have a Form Tutor, who you will see in registration every morning. They will be there to help you with any issues and to support your time at Upton Court.

There are also the Head Boy, Head Girl and Prefects. They are all 6th formers who have extra responsibilities to help keep the school running smoothly. They wear badges so that you know who they are and their photographs are on the Prefects notice board in the corridor by the hall.

We want you to get to know all of us. Your first point of contact will be your own form tutor but any of the other people on the team will be ready to help you.

At Upton Court Grammar School female members of staff are addressed as 'ma'am' and male members of staff as 'sir'.

BEHAVIOUR FOR LEARNING – Tips for making a positive start:

- 1. Be on time for lessons.
- 2. Make sure that the correct uniform is worn at all times.
- 3. Ensure that you have all the right equipment for your lessons.
- 4. Get ready to start the lesson. Get your diary, pens, etc out. Get on with the starter activity in silence or read through your notes from the previous lesson.
- 5. Listen carefully to the teacher's instructions. Listen to others in class when they are speaking.
- 6. Understand what the Lesson Objectives are. Set your own targets for the lessons. Determine what you need to do to ensure you achieve the lesson objectives.
- 7. Participate fully in the lesson, whether individually, in pairs or in groups.
- 8. DO NOT: distract others in the lesson; ask to leave the room unless you have a special pass; eat or drink anything except water in the lesson.
- 9. Have your mobile phone switched off while you are in school.
- 10. Check that you have met the Lesson Objectives and your own personal targets for improvement.
- 11. Record your homework carefully in your diary.
- 12. Tidy up and wait quietly to be dismissed. Get to your next lesson without delay.

SCHOOL CULTURE

At Upton Court Grammar School, we focus on building a positive culture for students and staff based on mutual respect and consideration for other people. Our ethos is:



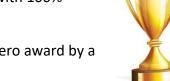
When you join the school in September, your Form Tutor will go through our ethos and expectations in much more detail. If you want to read more about Student Culture you can find the full policy on our website.

REWARDS FOR EFFORT

At Upton Court Grammar School, we think it's incredibly important to celebrate your achievements. Culture Points are given for good work, progress, behaviour or effort and are recorded on your school record.

Certificates are awarded for exceptional achievement in individual subjects, as a form member and for gaining the highest number of Culture Points. These will be awarded in Celebration Assemblies at the end of term.

Attendance certificates are issued by the Attendance officer for students with 100% attendance each term and presented to students in assemblies.



You may also be nominated for an 'UCGS Heroes', Subject Hero or Form Hero award by a member of staff or another student.

Throughout the year you will work towards achieving your Bronze, Silver, Gold and Platinum Culture Awards, and at each award you will receive a certificate and various other rewards.

SANCTIONS

At Upton Court Grammar School, we use a three-step behaviour system to ensure all students are aware of our high expectations and are given a chance to reflect on their behaviour when they do not meet these expectations. This is in order to build a positive learning community for everyone.

This three-step system means that students will not suddenly receive detentions without notice and will be supported in understanding how to meet our high expectations.

Step 1: A verbal warning is issued in class as a first reminder of the expectations. No formal record is made to ensure you have a chance to reflect and adapt your behaviour

Step 2: A second and final in class warning, which is logged on our school systems and communicated to parents

Step 3: Is given in rare cases when a student has not amended on their behaviour in the lesson and will result in a member of staff removing the student from the classroom. This will be communicated with parents and a restorative conversation will be held between the student and their teacher.

UCGS Step System

- Step 1 Verbal Warning
- Step 2 Final Warning

Step 3 - Response

UNIFORM

It is your job to keep yourself neat and smart. A full uniform list can be found below. All uniform must be marked clearly with your name using woven name tapes or permanent marker. Do not forget to mark your shoes and coat. Boys' uniform Years 7-13

Description
Plain navy, black or dark grey (no hoodies or denim) - removed before entering any school building
School issue with crest: Yrs 7-11 maroon; Yrs 12-13 navy. Must be worn at all times
School issue with crest, long sleeved: Yrs 7-11 maroon; Yrs 12-13 navy.
No black cardigans, etc
White cotton, top button done and tucked in at all times (long or short sleeved)
Black, smart (not low hanging)
School issue: top knot neat, tie length to meet waist of trousers, 'wide' side of tie in
front: Yrs 7-11 school issue navy with maroon stripes; Yrs 12-13 school issue maroon
with navy stripes
Plain white or black
Black formal shoes (no boots, trainers, sandals, canvas, soft shoes)
None other than religious band/necklace (narrow, hidden).
One small plain pair of stud earrings allowed. No 'friendship bands', other piercings
(including nose)
Neat and tidy; shaved patterns or shapes are not allowed. No elaborate hair colours.
No visible signs of electronic equipment (MP3 players, headphones, mobile phones etc)
on the school site, in the school buildings (including corridors) at any time, including
before and after lessons, break and lunchtimes, unless directed by a member of staff
ompulsory for boys of all year groups to wear a school blazer
er is optional

Girls' uniform Years 7-13

	Giris' uniform fears 7-13
Item	Description
Outer coat/jacket	Plain navy, black or dark grey (no hoodies or denim) – removed before entering any school building
Blazer with crest *	School issue with crest: Yrs 7-11 maroon; Must be worn at all times. Yrs 12-13 navy
Jumper with crest	School issue with crest, long sleeved: Yrs 7-11 maroon; Yrs 12-13 navy.
**	No black cardigans, etc
Shirt	White open neck blouse
Trousers ***	Black, smart (no 'skinny' trousers/leggings, denim or similar to jeans)
Skirt ***	Plain black or dark grey (must reach knee length at least). No lycra or tight skirts
Tie ****	School issue: top knot neat, tie length to meet waist of trousers, 'wide' side of tie in front
Socks	Plain black (Summer Term)
Tights	Plain black, no patterns (Autumn/Spring Term)
Shoes	Black formal shoes (no boots, trainers, sandals, canvas, soft shoes). No heels.
Jewellery	None other than religious band/necklace (narrow, hidden).
	Plain, small and discreet studs (no pearls, colourful studs, etc).
	No 'friendship bands', other piercings (including nose)
Hair	Neat and tidy; shaved patterns or shapes are not allowed. No elaborate hair accessories or colours
Headscarf	Plain black, navy or white (no patterns)
Makeup	Makeup is not allowed – this includes nail varnish/false or acrylic nails
Electronic	No visible signs of electronic equipment (MP3 players, headphones, mobile phones etc)
equipment	on the school site, in the school buildings (including corridors) at any time, including
	before and after lessons, break and lunchtimes, unless directed by a member of staff
* It is co	mpulsory for girls of all year groups to wear a school blazer

Jumper is optional Girls may choose between the skirt and the trousers ...

.... Ties are optional for girls, but if choosing to wear one, it must be worn appropriately and with a closed-neck shirt

In the first instance you will receive a step 1 for incorrect uniform, then a step 2 for repeated instances.

HOMEWORK

Some of you will be used to doing homework, for others it will be a new experience. Here are a few guidelines. On your first day of school you will receive a planner that will help you keep organised.

- Write down **all** the details carefully and accurately in your school planner when the homework is set, including when you have to hand it in.
- Look in your planner **before** you go home to make sure that you have everything that you will need.
- Do your homework **sooner** rather than **later** and allow plenty of time so that you can settle down to produce your best work.
- Arrange at home to have somewhere quiet, warm and well lit to do your homework, either at a desk or a table.
- When you have finished make sure that you put everything in your school bag that you will need for the next day.

If you have problems with your homework, you can talk to your Form Tutor or class teacher at any time and they will be happy to give guidance on how to organise yourself.

FEELING ILL

If you are feeling ill or hurt yourself at school you should go to your classroom teacher who will send you to the medical room.

If you have to bring medicine or tablets to school, take them to reception for safekeeping. **Do not carry them around school with you.**

ABSENCE

If you are absent your parents should telephone the school (01753 522892) or report your absence on INSIGHT on the first day you are away and each subsequent day.

PAYMENTS

To remove the need for cash and cheques in school we are asking all parents to use Parent Pay, so you should never need to bring cash to school. You will be issued with a Parent Pay login before the start of term. If you already have a Parent Pay account you can simply login to that account. Please make sure you enter your most up to date contact details and e-mail address. Parent Pay holds an electronic record of your payments.

LIBRARY

The School Librarian is there to help you so don't feel shy about asking questions. During one of your first English lessons you will be introduced to the Library in more detail.

The Library may be open for you before school, at break time and after school. The Librarian will be able to tell you when you can use it. There will be signs on the door and prefects to help you. You may have out 3 books at any one time. Books are issued for 2 weeks and can be renewed unseen. If you take a book out of the library it is your responsibility to ensure that it comes back on time. Overdue books incur a fine of 5p per day.

As well as books, the library has access to the internet and a variety of magazines and newspapers.

Throughout the year there are reading competitions and events with prizes available!



<u>HOLIDAYS</u>

You need to apply in advance for any leave of absence for things such as medical appointments. UCGS is not permitted by law to grant leave of absence for family holidays unless there are exceptional circumstances. Leave of absence will not normally be granted to students whose attendance record is below the expected 95%.

If you need to apply for a leave of absence, your parents will need to contact the school office or the admissions officer, Mrs. Murphy.

If you have been absent from school you should catch up on missed work where possible, by emailing your teacher or by asking your friends.

LATE FOR SCHOOL

If you are late for school and arrive after 8.25am you must come in through the main door (which is otherwise out of bounds) and sign in at Reception. You must provide your name and the reason for your lateness. If you do not sign in when you arrive late, a text message or email will be sent home to your parents.

APPOINTMENTS

If you have an appointment, e.g. at the dentist, you must bring your appointment card, or a letter of explanation from your parents, and show it to Mrs Murphy, the Attendance Officer. At the time you need to leave school you must go to Reception and sign out. Report to Reception again when you return. We need to know who is in school in case there is a fire!

BEING ORGANISED

When you receive your school planner on your first day, you will write your timetable, personal details and record homework in it. You must not deface or lose your school planner. If you do, you will need to purchase a new one by contacting your Head of Year. Your planner should be checked and signed by your parents each week and this will be checked by your Form Tutor.

EXERCISE BOOKS

You will be given an exercise book by your teachers for each subject. When your exercise book is full it will be replaced, free of charge, by the subject staff – provided that it is in good condition, with no pages missing. You need to show it to your teacher. Keep your exercise books in good condition and do not scribble on the covers. Text books for certain subjects will be given out, make sure you look after them so they can be returned at the end of the year.

Remember that the state of your books reflects your attitude to your work. Presentation of work is important. Well-presented work is more likely to earn you good marks as well as Culture Points and is much easier to learn when you come to revise for tests and exams. Written work is very important in a grammar school, so make sure it is all finished and in full detail. One word scribbles won't make much sense when you come to revise work a year later!



Remember diagrams look better in pencil (make sure it is sharp). Use coloured pencils rather than felt tips as they tend to be messy. Do not use Tippex – it is banned from the school. A single line through mistakes is quicker and neater.

COMPUTER MISUSE

All use of computers at school is monitored and recorded. It is important that you do not use any generally unacceptable language, attempt to bypass the proxy server or access games sites while using a school computer. When you join the School you will be asked to agree to a computer use policy and its important that whenever you are logged into a school computer, you are sensible and follow the guidelines and never allow anyone else to use your account as you could be held responsible for any misuse.

THE SCHOOL DAY

All the times of registration and lessons are in your School Diary. Unless you are involved in a school activity or detained for a valid reason, you should leave the building 15 minutes after the end of school. The current school day looks like:

- 8:25 School begins
- 8:30 8:55 Registration
- 8:55 11:00 Periods 1 & 2
- 11:00 -11:20 Breaktime
- 11:20 1:25 Periods 3 & 4
- 1:25 2:05 Lunch
- 2:05 3:05 Period 5
- 3:05 School finishes

On Wednesdays, students will finish school at 1:25

At break and at lunchtime you should normally be outside.

BREAK/LUNCH FOOD

The restaurant is open from 8.00am and at break and lunchtime. You can buy hot and cold food there which must be eaten in the restaurant. We operate a one-way system in the restaurant for safety and efficiency. If you have a packed lunch, this must also be eaten in the restaurant. You are not allowed to eat anywhere else in the school.



Year 7 will be let out of Period 4 ten minutes early so that they can arrive at the restaurant before the rush. Line up in an orderly way inside the restaurant

leaving bags on the shelves provided. You will be expected to leave your table clean and tidy for the pupils who follow you.

MOVING AROUND THE SCHOOL

Keep to the left of corridors and stairs. If asked to do so, line up in single file outside classrooms so that you do not block the way.

You may enter and leave the school grounds only by the main gates.

You should **stand up** and **be quiet** when a member of staff or a visitor enters the room. Give them your attention as a courtesy.

Put **all** your litter in the bins provided.

Library stairs, the school field (in bad weather), bicycle racks, the front of the school, near parked cars, by gates and practical rooms are all <u>out of bounds.</u>

CYCLING TO SCHOOL

If you wish to cycle to school you must bring a signed cycle permission letter. This is available on the website or from the Student Services Office. Your bicycle should be clearly marked and you should keep a record of the frame number. Bicycles must be parked in the cycle racks and securely locked. Do not ride your bicycle anywhere inside the school grounds.

LOST PROPERTY

If you lose anything try to remember where you had it last and retrace your steps. If you cannot find it, it might have been handed in to Lost Property. Lost Property can be found in the Head of Years office, which is open at the end of each day for 15 minutes. If you lose something it may be several days before it finds its way to Lost Property so check back to make sure.

Found property should be handed to Reception, a Head of Year or Caretaker.

LOCKER

At the start of the year you will be issued with a locker if you have paid a £5 nonreturnable deposit. If you have any problems with your locker ask your tutor or student services for help.

Please make sure that you buy a large padlock with a key. Small padlocks can easily be broken off and if the padlock is very small, lockers can still be opened. **Keep the padlock on your locker at all times** even if there is nothing in it. This will stop anyone else taking your locker and using it themselves.

VALUABLES

The school is not responsible for any valuable item, for instance phones or jewellery, so no expensive items should be brought into school.

Things do get lost but there are things you can do to help:

1. You should not need to bring money into school. Any loss of personal property or damage to school property should be reported immediately to a staff member!

- 2. Avoid bringing very expensive phones or ipods to school it is better to bring a cheaper version.
- 3. If you know your personal belongings might be left unattended, store them safely in a locker.
- 4. Ensure that you have a substantial padlock for your locker door and keep it padlocked whether there is anything in it or not.
- 5. Buy a zippy bag from the PE Department (cost £1) so that valuables can be left in the valuables box during PE lessons to reduce the risk of items being lost. Under no circumstances should money or mobiles be left in bags or blazers in the changing rooms. If a theft does occur during a PE lesson the staff should be informed immediately so that pupils can be kept back and a search made.

MOBILE PHONES

Mobiles must be switched off in school. If a phone rings in a lesson it will be confiscated and you will have to collect if from Reception at the end of the school day. You are responsible for keeping your phone safe: **you bring it to school at your own risk**.

<u>MUSIC</u>

At Upton Court Grammar School we have a thriving Music Department, which welcomes you to attend activities in addition to your class music lessons. You can take lessons in many instruments. If you wish to learn to play an instrument, or do already play one, you will need to complete the application form and return it.

The Music Department also offers various activities and does shows and concerts during the year. You will have the opportunity to get to know about each activity during your music lessons.



CLUBS AND ACTIVITIES

During lunch breaks and after school there are a large number of clubs and societies that Year 7 pupils may join. Many clubs welcome beginners so do not be afraid to go along to find out about the activities.

You must listen carefully in assembly for notices about meetings open to Year 7 and also read the notice boards around the school. Clubs are a good way to make new friends, discover new interests or develop old ones.

Each term an extra-curricular timetable is sent to all students, so make sure to check that.

HOUSE SYSTEM

There are six houses and your house depends on which form you are in. You can represent your House by taking part in lots of events to gain points towards winning the House Cups.

The events are varied and fun and wide ranging. In the past they have included:

- Sports day and inter-house sporting events.
- Debating competitions.
- Creative and artistic challenges.
- Public speaking competitions.
- Rock, Paper, Scissor tournaments!

There are house/culture points available for taking part, and the overall winning house each year gets a special prize.

If there is anything else you are unsure about, feel free to ask your form tutor or any other member of staff!