

Student Guide

A guide for new students, written for you by current students



Name:

Form:

Form Tutor:

Contents

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School Clubs you may be interested in...

There are lots of opportunities to attend either lunchtime or after school clubs. These range from sporting activities to Art & Design and Science. All are welcome...

SPORTS:

FOOTBALL
NETBALL
BADMINTON
TENNIS
TABLE TENNIS
DANCE
HEALTH & FITNESS CLUB
GYMNASTICS
PARKOUR
ATHLETICS
RUGBY
BASKETBALL

ICT:

COMPUTER SCIENCE CLUB

MATHS:

CHESS CLUB

ENGLISH:

SCRABBLE CLUB
CLASSICS CLUB
WRITING POETRY

DRAMA:

MUSICAL THEATRE
DRAMA
DANCE

THE ART, HISTORY, SCIENCE AND
TEXTILES DEPARTMENTS ALL RUN CLUBS

WISH CLUB (WELLNESS IN SCHOOL HUB)

MUSIC:

THERE ARE A RANGE OF MUSIC CLUBS AND MORE
DETAILS WILL BE AVAILABLE IN SEPTEMBER.

PLUS LOTS MORE...



Ms K. Earle
Headteacher



Mrs G. Wagstaff
Head of Year 7



Mrs M. Waring
Pastoral Support Manager
Year 7

To our new Year 7,

I am happy to present you with this Pupil Guide to help you get ready for Altrincham College in September.

“Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live, and are empowered to make informed and positive life choices”

Here are some things you will ‘know’ quite soon...

- The names of lots of new friends.
- Many new things from all your lessons and some new subjects.
- The names of your Form Teacher, Head of Year and Headteacher.
- All of your subject teachers’ names.
- The time of lessons.
- How to get to school.
- What homework you are going to get and on what night you will get it.
- What the uniform and the PE Kit looks like.

Your Headteacher and Head of Year 7 are:

Ms K. Earle: Headteacher

Mrs G. Wagstaff: Head of Year 7

Mrs M Waring: Pastoral Support Manager Year 7

I am sure you will enjoy the guide and we all look forward to meeting you in September.

School Routine

School starts at 8.45am, with form time or assembly, and finishes at 3.15pm.....

Coming into school: The pupil entrance into school is clearly signposted.

REFRESHMENTS

Before school you can go to the canteen to buy items at the breakfast club, for example: hot and cold drinks, toast and fruit. The canteen opens at 8am.

BREAK

At break we have healthy drinks and snacks for sale. During break you can play football, but PLEASE keep all balls inside the specific areas that you will be shown. You are NOT usually allowed in the school buildings or on the playing fields until the Summer Term. When it is wet break you will go in to the hall.

LUNCH

If you bring a packed lunch you go to the hall and have dinner in there and for a canteen lunch you line up at the door outside the dining room. Remember there are lots of things happening at lunchtime and you might want to go to one of the many clubs on offer.

We have a cashless catering system in the canteen which means you cannot pay with cash at the tills. You will receive instructions on how this works once you start in September.

It is a good idea to have a water bottle in your bag so you can have a drink when not in lessons. There are water fountains in school for you to use.

...AND LASTLY - LITTER!
PLEASE REMEMBER TO PUT YOUR LITTER IN THE RUBBISH BINS!!!!

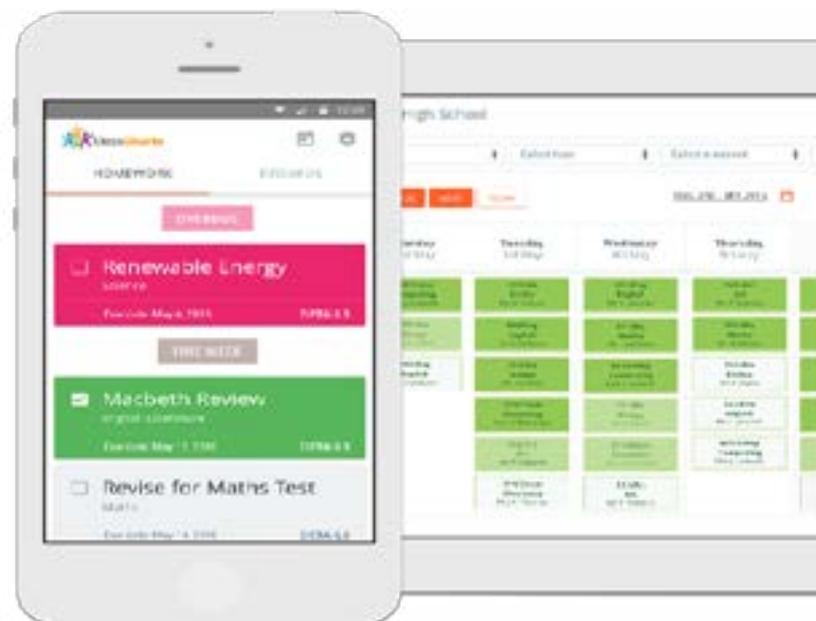
School Equipment

For school you have to bring the following, in a named pencil case:

- pens (black and red) or a 4-colour biro
- pencils
- ruler
- sharpener
- scissors
- scientific calculator (for Maths and Science) - teachers recommend a Casio FX83GT
- Spanish and French dictionaries - teachers recommend the Collins' "School Dictionaries" which include verb tables which you can buy for a couple of pounds each.
- an apron for your Food & Nutrition lessons.
- gluestick
- pencil crayons
- white-board pen (black)

Remember: long hair must be tied back for practical lessons so make sure you have hair bobbles with you, if your hair is long (over collar length).

Teachers log what homework they have set for you on an online website and a free smartphone app called Class Charts. You and your parents can download the app so you can see details of all your homework and when you need to hand it in.



School Timetable

This is an example of a blank timetable:

REG		BREAK			LUNCH		
start:	8:45	8:55	9:55	10:55	12:15	1:15	2:15
finish:	8:55	9:55	10:55	12:15	1:15	2:15	3:15
Period		1	2	3	4		5
MON	Registration			Morning break		Lunch time & Form time	
TUES							
WED							
THURS							
FRI							

Break is half way through your period 3 lesson and you will have half an hour for your afternoon form time and half an hour for lunch. The exact timings will be given to you in September.

You have five lessons each day Monday to Friday. All lessons are one hour long.

We have a two week timetable (Week 1 and Week 2) - make sure you always know which week it is, so you can be organised for your lessons!!

We move around the school from subject to subject and you have lots of different teachers. It will take some time before you remember all of their names.

We have more lessons in English, Maths and Science than in other subjects.

When you get your timetable, the room and the teacher's name is written underneath the subject so that you always know where you should be.

List of Subjects:

- English
- Science
- Geography
- PE
- Music
- Textiles
- Food & Nutrition
- Modern Foreign Languages - French & Spanish
- Information & Communication Technology
- Personal, Social, Health, Citizenship and Education (PSHCE)
- Maths
- History
- RE
- Drama
- Art & Design
- Graphics

The Inclusion Centre

The Inclusion Centre is at the bottom of the science corridor and it's where you can go at breaktimes and lunchtimes for help if you're finding outside too busy or if you're finding it tricky to make friends. If you want to go there, just see Mrs Noonan and she will sort it out for you. There's always an adult there to help or to have a chat with you. Or, you can just spend some quiet time there reading or playing with puzzles or lego. Teachers in the Inclusion Centre will help you with your homework as well.

The Inclusion Centre is also where you go if you need extra help, for example with literacy or help to learn how to get along with other students.

During breaktimes and lunchtimes, other areas of the school will open to you if you just want a quiet place to be rather than being outside in the playground.

School Map



Movement Around School

WHY? - The safety of all pupils is important and to help control the movement of so many pupils at the change of lessons, we have some very strict rules about the route you take and the manner in which you move about the school.

Always walk on the left, particularly on the staircases where you must walk up and down in single file.

Certain stairs are for 'UP' and others for 'DOWN' to avoid crowding. Never run about inside the building as this can cause accidents and people could be hurt.

Important rules to observe while moving around school

1. The 'UP' stairs are the ones near the dining hall.
2. The 'DOWN' stairs are at the end of the Science corridor.
3. The Geography/Maths block and Science/Languages corridors operate a one-way system which should be observed at all times.
4. In the Art block: if you are going to Art room no. 26 use the door opposite the History block.
5. In the Art block: if you are going to the ICT rooms or Art Room no. 25 use the furthest door opposite the staff car park.

Rules to Observe in the school day

1. You must enter and leave the school by the pupil entrance only.
2. The doors of the main school reception are for parents and visitors.
3. Always walk when in the school buildings.
4. Always give way to let pupils enter the building from outside first.
5. Always wait for your teacher before entering a classroom.
6. Valuables are best left at home.
7. If you bring a mobile phone into school, this must be switched off and out of sight and must not be used during the school day at any time.
8. If you want to wear jewellery - a watch is allowed, nothing else!
9. Bring healthy snacks into school - chewing gum is not allowed
10. Use the litter bins provided at all times - we are proud of our school and work together to keep it looking its best.

Fire Routine / Fire Drill (See Fire Assembly Point on map)

We have a fire drill once a term. This is what to do:

- The alarm signal is a continuous bell.
- Leave the building by the nearest exit.
- Assemble, in register order, in your form group, within the tennis courts area.

There are other procedures to safeguard you and you will learn about these in September.

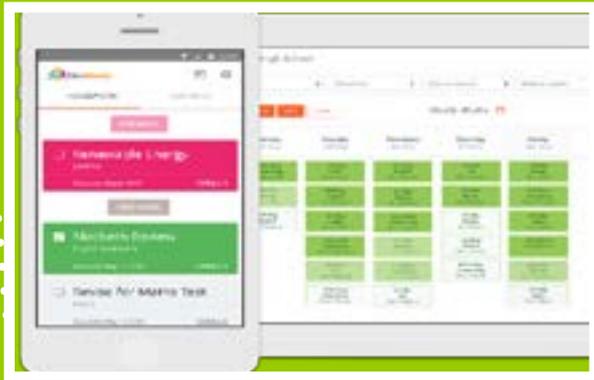
Homework

Homework Policy

Altrincham College has a homework policy for all year groups. All students are given a homework timetable.

All homework is set on 'Class Charts'. You and your parents/carers can see what work has been set, when it is due, and you can download any documents related to the homework.

There are quiet places where anyone who would like to read, or have help with their homework, can go.



How to Organise Homework

What homework have you been set?

- Make sure you write down clearly what your homework is. If you're not sure, just ask the teacher who set it, or check it on 'Class Charts'.

When should I give it in?

- Make a note of when the work is due in. Check 'Class Charts' every evening to make sure you have time to complete it.

Who can help me?

- Teachers, parents, older brothers and sisters, grandparents, friends, librarians, etc. Any of these people could be valuable sources of information.

Where else can I get information?

- Books, magazines, newspapers, television, radio, the Internet, etc. You could use any of these to get useful information.

Where should I do my homework?

- Try to find a quiet place with no distractions. This could be at home or at our homework club.

Remember: Pupils who regularly complete homework are more successful in exams. Presentation is important. Always do your homework as carefully as you can.

Information Communication Technology

To help you access information

- We have lots of computers in school that are all connected to the Internet.
- We have several specialist ICT rooms as well as laptop computers that can be used in any classroom.
- Every student is given their own school email address which can be accessed from any internet enabled device.
- You will have a personal network account with your own personal password that will allow you to use the school network .

**NEVER GIVE ANYONE YOUR
PASSWORD, OR LET THEM FIND
IT OUT**

IMPORTANT - SOME RULES TO FOLLOW

- Use the internet to access approved, school related, information only.
- Make sure e-mail messages do not contain anything inappropriate.
- Be responsible with the security of your passwords.
- Take extra special care when using sensitive ICT equipment such as digital cameras, interactive white boards, data loggers etc.
- Inappropriate use of School ICT could result in a ban from using school computers and the school network.

Fitness Suite

- Our Sports Hall also contains a fitness suite; with a range of machines and free weight equipment.
- During PE, you will get the full use of the fitness suite and be given advice about different training methods and the best way to obtain results from training sessions. The fitness suite is also available as an extra-curricular activity at lunchtime and after school (on certain days).
- The Fitness suite is fully supervised by a trained member of staff. All students must take part in an induction programme before being allowed to use the fitness suite. This will take place in the first week of Year 7.

IMPORTANT - SOME RULES TO FOLLOW

- You must complete a supervised induction programme before using the equipment.
- If you have any problems with activities or the use of equipment ask for help.
- Only follow the exercise program you have agreed with PE staff.
- Do not attempt to change the levels on the equipment yourself, ask a member of staff to help.
- If there is a change in your physical condition e.g. you are injured or are unwell, you must inform members of staff so that your training programme can be re-assessed.

Other Information

Valuables

PLEASE DO NOT bring valuable items or designer gear to school because the school cannot accept responsibility if they get lost or stolen.

Don't bring in too much money into school and mobile phones are not allowed to be visible at any time during the school day, unless you are in the 'Phone Zone' outside.

Never leave money in your school bag. We suggest you start saving up for a locker. They cost £15 over the five years you are here and it's better than carrying things around!

Lost property

If you have lost something, first have a good look around for it. If you don't find it, ask at the Reception window to see if they have it. If you have lost PE kit, see if you can find it in the PE department.

REMEMBER TO PUT YOUR NAME IN *EVERYTHING*!!

Absence & Holidays

If you are ill or can't come into school, remind your parents/carers to contact us by phone, text or email otherwise school will contact them. Full contact details can be found on our school website. We are anxious about you if you are ill.

If you have an appointment, you will need to bring in a note or appointment card beforehand and hand it in to the school office. Your parents/carers should also let school know when you will be collected for the appointment and who will collect you.

If you have to leave school during the day, you must sign out at Reception and a parent/carer must collect you. This is really important in case we have a fire drill. To keep you safe, you will not be allowed to leave school on your own during the day. When you come back, you must sign back in again at Reception.

You will need to find out from your teachers what work you have missed. Arrange to catch up and, if you do not understand any work, ask for help straight away.

HOLIDAYS ARE NOT ALLOWED DURING TERM-TIME.

School attendance under 95% is considered 'unsatisfactory' and will have a major impact on your learning and progress at school. Attendance under 95% will result in school action being taken, including the use of penalty notices (fines). You can find more information on attendance on the school website.

Punctuality

YOU SHOULD NOT BE LATE, but if you do come in late in the morning you should sign in using the electronic signing-in screen at Reception to get a late mark and allow the records to be updated in case of a fire. For every 3 times you are late, you will get an after school detention on a Friday.

If you are late due to a medical appointment, you should show Reception staff your appointment card and sign-in using the screen. If you're not in school, you miss out on all sorts of cool things!

If you feel ill or have hurt yourself.

If you feel ill a member of staff will decide whether you will be sent to see a First Aider who will make a decision on any further action needed.

DO NOT PHONE HOME YOURSELF...

Only the office staff or a first aider can do that.

If you have an injury which will stop you from doing PE, please bring a note for the PE teacher. You will still have to get changed for PE but help with organising the lesson, rather than joining in (this depends on the extent of the injury.)

If you injure yourself in any lesson you should always tell your teacher. If you have any worries about your health you should talk to a teacher.

Friendships

Dear Year 7 Pupil,

As Senior Student Leaders we would like to welcome you to Altrincham College. We would also like to take this opportunity to say that we are sure that you will feel happy and enjoy life at Altrincham College, just as we have throughout our years here.

Altrincham College is a friendly place where the staff and students make sure nobody is left out, and we have always found the school to be very supportive.

Senior Student Leader

Making Friends

If you're worried about making friends the main thing to try and remember is that everyone will be in the same boat.

They might not look it, but even the most confident people will be feeling just like you on that first day at school, so don't feel shy or scared.

As you go through the first days and weeks you will get to know the people you sit next to. If you're feeling a bit lonely though, try to spot others in the class who are a bit quieter - they are probably feeling just the same!

Here are a few points to help you to make new friends:

Always be nice to others; be yourself and don't try to be someone you are not; don't always listen to what others say, if you want to keep friends, help other people; join a team, introduce yourself, try to make conversation and try not to be shy.

Student Leaders

The Student Leaders are Year 10 and 11 students who are there to help you and assist the staff. If a Student Leader asks you to go outside you must go out.

Student Leaders wear a white shirt and Student Leader pin badge. You will generally find Student Leaders by the dinner hall and the student entrance to the different teaching blocks. There are about 100 Student Leaders on or off duty around the school.

Feeling unsure: You are having trouble settling in school, who do you tell? You need someone who is understanding and kind.

Solution: Your Form Teacher, Head of Year, Pastoral Support Manager or any of the staff. They are all friendly, and they will all help you. If you have a serious, embarrassing or confidential personal problem, please see Ms Diffley or Mrs Hudson-Kirkham. They are our Designated Safeguarding Leads at school and they can help you sort out personal problems.

You can also speak to Miss Bruckshaw, our Health & Welfare Co-ordinator or the School Nurse.

School trips and visits

There are lots of school trips and visits to look forward to during your time at Altrincham College.

At the moment, with the pandemic, it's tricky for staff to put plans in place but just to give you a flavour, in the past we have had outdoor adventure trips, day trips to the theatre to see shows and plays, science trips and lectures and lots more. Some children have been on a Science trip to Switzerland to visit the Large Hadron Collider at CERN, some music groups have toured parts of Europe to perform, while some students choose to go on the school skiing trip to the Alps.

Trips are a fantastic opportunity to try something new and to have fun outside of the classroom with your friends. You may make friends with other people in your year who may be in different lessons and form groups to you or somebody in a completely different year group!! We hope that trips, both day and residential will be able to resume from September 2021.



PRAISE AND REWARDS

At Altrincham College, we take great pride in a highly effective rewards system which acknowledges and celebrates the achievements and successes of our pupils.

Both inside and outside the classroom, our pupils are presented with opportunities to be recognised and praised for their achievements, behaviour and attendance, as well as their individual and team contributions to the school.

A regular and fair rewards system is of paramount importance at Altrincham College, to not only celebrate our pupils' successes, but to inspire and motivate others to achieve their very best; becoming confident, independent learners as a result.

There are lots of ways pupils are rewarded, from Year 7 through to Sixth Form. This includes verbal praise, postcards home, positive phone calls home, achievement certificates and attendance certificates.



ClassCharts



Points are regularly monitored and celebrated by the Senior Leadership Team, the Head of Year Team and Form Tutors, allowing the school to provide instant recognition to students. Students are encouraged to log in to the 'Class Charts' website, which allows them to collect points and win prizes, which in the past have included:

- High street clothes vouchers
- Cinema vouchers
- iTunes vouchers
- Altrincham College merchandise

Other rewards include: form tutors' awards, postcards home and reward assemblies.