



# Verulam School


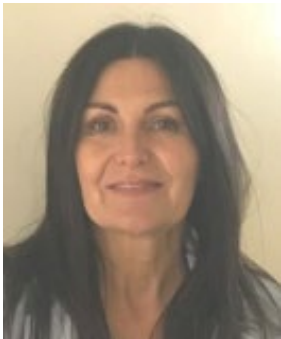

## Year 7

### Handbook

### 2021-2022



## The Pastoral Team

Ms L McInally Head of Year 7	Ms D Moss Pastoral Officer	Ms J Teahan Matron
		

## Form Tutors

Brampton	Churchill	Hamilton	Jennings	Park	York
<b>Mr J Anthony</b>	<b>Mr L Knowles</b>	<b>Mr J Drucker</b>	<b>Ms C McKeever</b>	<b>Mr F Ahmed</b>	<b>Ms D Matyatya</b>
7B form tutor	7C form tutor	7H form tutor	7J form tutor	7P form tutor	7Y form tutor

## Year 7 Handbook

### CONTENTS

Section 1	Communication	Page 4
Section 2	The Verulam Day	Page 6
Section 3	Facilities	Page 9
Section 4	Uniform and Equipment	Page 14
Section 5	Curriculum Matters	Page 19
Section 6	Welfare	Page 23
Section 7	Sport, P.E. and Games	Page 26
Section 8	Key Dates 2021-2022	Page 29

**If you have any queries concerning the Y6 transition, please email them to [y6transition@verulam.herts.sch.uk](mailto:y6transition@verulam.herts.sch.uk)**

We send Verulam Voice (our weekly newsletter) via Parentmail each Friday. To be kept up to date with news and events at Verulam, you can also follow us on Facebook and Twitter.



@Year7Verulam



Verulam School

## Section 1

### Communication

**Absence Line: 01727 754101**

#### School Address

Verulam School  
Brampton Road  
St Albans  
Herts AL1 4PR

Telephone 01727 766100

**School Website:** [www.verulamschool.co.uk](http://www.verulamschool.co.uk)

**E-mail:** [admin@verulam.herts.sch.uk](mailto:admin@verulam.herts.sch.uk)

When emailing the school, please put your son's name and the teacher you wish to contact under Subject.

**PTA:** [pta@verulam.herts.sch.uk](mailto:pta@verulam.herts.sch.uk)

**Governors:** [chairofgovernors@verulam.herts.sch.uk](mailto:chairofgovernors@verulam.herts.sch.uk)

There are links to all these e-mail addresses on our website.

#### If your son is absent

To report your child as absent, please leave a message on the absence line (01727 754101) with your child's name, year and form group and reason for absence or email [absence@verulam.herts.sch.uk](mailto:absence@verulam.herts.sch.uk) with the same details. **This should be done as early as possible on each day of absence and no later than 8.35am.**

- Your message will be recorded on the appropriate register by 10.00 am.
- **If your son has not registered and we have not had a message from yourself that he is ill, a text will be sent at 10am, alerting you to contact school urgently. If we still do not hear from you, we will call home to let you know he has not arrived at school.**

## ParentMail

ParentMail is the application Verulam uses to send email communications to parents. At admission stage, new Year 7 parents receive a registration email. Once registered, all email communication will be sent via this method. **It is therefore imperative that parents provide an email address that is regularly checked and inform the school of any change in email address.** We advise downloading the ParentMail App for ease of access.



**ParentPay** is part of ParentMail and is a secure online payment service which allows parents/carers to make payments to the school using their debit/credit card or Paypal account. The school requests that payments for lunches, trips and visits, or additional resources are made in this way.

## My Child at School (MCAS)

**MCAS is a vital tool for parents to keep informed of their son's school record** and provides access to their son's Timetable, Attendance, Assessment Reports and Behaviour Information. At the start of Year 7, parents/carers will receive two emails containing login information and an explanation as to how to navigate MCAS.



We recommend downloading and using the MCAS App which allows school to send notifications directly to your phone, supporting immediate and effective communication.



## **Section 2**

### **The Verulam Day**

8.35 – 9.00am	<b>Registration in form room</b>
9.05 – 9.55am	Period 1
9.55 – 10.45am	Period 2
10.45 – 11.05am	<b>Break</b>
11.05 – 11.55am	Period 3
11.55 – 12.45pm	Period 4
12.45 – 13.35pm	<b>Lunch</b>
13.40 – 13.45pm	<b>P.M. Registration</b>
13.50 – 14.40pm	Period 5
14.40 – 15.30pm	Period 6

**Please note on Tuesday, the afternoon slightly changes and school finishes at 3.00pm.**

#### **Arrival at school**

Boys should arrive at school in time for morning registration at **8.35am**. Whilst the school grounds are open, there is no direct supervision until boys are met by their form tutors. All Year 7 forms are based in the Bradshaw building where toilets are available.

#### **Breakfast**

For boys who arrive early at school, breakfast is available in the canteen between 8.00am and 8.35am.

#### **Registration and Form time**

Punctual attendance at registration is essential as information concerning; events, room changes, meetings, trips and messages from staff are communicated at this time. Form time is also used to discuss issues relating to citizenship, personal, social and health education, interpersonal relationships and work.

## **Attendance and Absence**

The importance of attending school both regularly and punctually cannot be overstated, and it is fair to say that students can only make the most of the educational opportunities available to them at Verulam if they maintain a good attendance record. Regular and punctual attendance is a habit and one that all parents should encourage; the link with standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers.

- All students are expected to be on the school site by 8.35am
- All students should be in registration by 8.40 am
- Students are classed as late from 8.40am. Persistent lateness is sanctioned through our Behaviour for Learning system
- Attendance less than 95% is a cause for concern and will be monitored closely. 95% attendance would mean 10 days off per year.
- Students are expected to reach 97%+ attendance, this allows for a maximum of 5 days per year for illness
- The school does not authorise absence for Holidays or Sporting tours

## **Morning assemblies (8.45am – 9.00am)**

During the week, boys will have a range of different assemblies.

Head of Year assembly - Held in the Bradshaw building with the Head of Year.

Year 7 assembly - Held in the School Hall with different speakers.

## **Form Rooms and Lockers**

Form rooms and lockers are available at form time and the first 10 minutes of break and lunchtime. By using their lockers, boys can avoid having to carry many books/sports equipment around the school during the day.

## **Break Time (10.45am – 11.05am)**

- Pupils can buy items from the canteen. Food items that give a slow release of energy, like apples, are available from the canteen and strongly recommended, rather than sugary foods that give a short-lived surge of energy.
- The school recognises the importance of correct diet to aid concentration. Food should be eaten in the Canteen or Bradshaw playground.
- Boys must ensure they use the **toilet** during break and lunch times.

### **Lunch Time (12.45pm - 1.35pm)**

- Boys can either bring a **packed lunch** or use the school **canteen**. Boys in Years 7-11 are not permitted to leave the school site during the lunch break.
- Students must not eat in the school building, including corridors and form rooms. Canteen food **must** be eaten in the canteen, packed lunches can be eaten in the canteen or outside in the Bradshaw Playground. The main hall can also be used in inclement weather.
- A common room, located in the Bradshaw building is open for students to socialise. A silent student room is also available for those students who wish to read or study.
- Boys wishing to participate in Muslim prayers during Friday lunchtime are able to do so – exact details will be communicated in September.
- Any boy entitled to free school meals will have his card credited by the school each lunchtime.
- In an effort to encourage healthy eating, the canteen offers a varied menu.

### **End of the day**

At 3.30pm pupils depart for home unless they have a club or activity which runs after school or have a school detention. Detentions finish at 4.15pm.

### **Tuesdays**

School will end earlier for pupils each **Tuesday at 3.00pm** to enable staff to participate in various meetings. Detentions finish at 3.45pm.

### **Traffic Congestion**

Brampton Road (front of school) and Jennings Road (back of school) can both become very congested at both the start and end of the school day. Please do not park on the double yellow lines or zig zag lines.

Year 7 students should only enter via the Brampton Road entrance.

Arranging to drop off and collect your son in a nearby street, or Rose Walk if your son is dismissed from Games at Sandpit Lane, rather than right outside the school's gates will help to reduce traffic congestion and improve safety. Please do not bring your car on to the school site to pick up/drop off your son. If collecting your son from the Sandpit Lane Games field, please do not drive onto the site to ensure the safety of all our students.



## **Section 3**

### **Facilities**

#### **Personal Development Clubs**

- Your son will be informed during the first week about which clubs are on offer.
- Clubs will begin the second week after term starts in September, w/c 6<sup>th</sup> September.
- Lunchtime clubs normally run from 1pm– 1.30pm.
- Afterschool clubs run from 3.30pm to 4.30pm Monday, Wednesday, Thursday and Friday.
- On Tuesdays, clubs run from 3.00pm until 4.00pm.
- If clubs are cancelled, your son will be informed as early as possible in the school day.
- Your son will be directed to where clubs are being held for the first week.
- Your son will then be responsible to get to his clubs regularly and on time.

#### **Student Entrance & Student Services**

The Student Entrance and Student Services are situated along the corridor with room 6 and 7, which we refer to as the West Wing of the School. Student Services is the first point of call for all students who may need some additional support or advice. The Attendance Officer is also located here.

In line with the school's safeguarding policy, all students arriving at school after morning registration or leaving before the end of the school day (for whatever reason) must sign in or out at Student Services.

#### **Matron & Emergency Medication in School**

Matron (The School Nurse) is situated close by. Her hours are 10.00am to 3.30pm. Outside of these hours, medical cover is provided by other staff who have had first aid training. This includes members of the Student Services team.

Please be aware of the following

- Adrenaline pens (Epipen / Jext etc) - any student prescribed these must have them with them in school at all times. If possible, a spare should be handed in to school to be stored by Matron.
- Asthma inhalers - students are expected to carry inhalers, as required, and are encouraged to hand in a spare to school to be stored by Matron.
- Diabetes - medication and emergency supplies (hypo kits etc) should be carried by the student, as required. Spare kits should be provided for Matron to store

- All other medication - on occasion, students may need to take prescribed or over-the-counter medication during the school day. This should only be stored by Matron and not carried by the student. It can be administered, as required, from the First Aid room.
- Written parental consent is required to administer all medication in school (the form 'Parental Agreement for School to Administer Medicine' can be found on the school website under 'School Life', 'Medication in School'.
- Please complete a copy and pass it to Matron or if you are unable to print the form, copies are available from her.)
- **No over-the-counter medication is stocked in school** so it should be provided from home should it be required. Please note, only medication required for occasional specific use will be accepted.

If you have any questions concerning medication please do not hesitate to contact Matron via School Reception.

There are occasions when we need to send students home or to hospital due to their ill health. It is the responsibility of parents to collect their son. Only in an emergency, will a school representative go with the student to hospital.

### **Bicycles**

If Year 7 pupils would like to cycle to school, they should bring in a copy of their cycling proficiency certificate or a letter from a parent for the attention of Ms McNally **prior** to starting cycling to school.

The school has a bicycle shed where boys can store their bicycles during the day. Boys are strongly advised to padlock their bikes at all times as a security measure and to store helmets in their lockers. Helmets are known to save lives and reduce injury in the event of an accident. Pupils are obliged to wear cycle helmets and, where possible, luminous bands when cycling to and from school. In the Autumn and Winter, students should ensure they have adequate lights on their bicycles.

## **Finance and Payments**

During the course of a boy's time at Verulam, there will be occasions when payment needs to be made for a wide range of reasons: lunches, trips, equipment, books etc.

In the majority of cases, there will be a payment facility on ParentMail Pay which will enable you to pay online. You will have received a ParentMail Login in order to submit the new starter paperwork and this will allow access to the 'payment' areas which you can link to whichever bank account or card you wish. Trip and equipment payments are made in 'Payments – Shop', while money can be added to the Lunch Smartcard under 'Accounts – Dinner Topup'. Being fully GDPR compliant, the school cannot access or view any personal bank details.

Parentmail Pay is our preferred method of payment, however we understand in some cases parents may wish to send in cheques. If a cheque is sent in then the pupil's name, form and purpose needs to be detailed on the back.

**Example:**

**Chris Bacon 7P Lake District Trip**

This is especially important if the parent's surname is different to the pupil's surname. Please be aware cheques are banked at two weekly intervals and in batches so there may be a delay between sending in the cheque and the funds being taken from your bank account.

## **Financial Difficulties**

Should financial difficulties be an issue at any time during a boy's Verulam career, parents should write in confidence to the Headteacher alerting them to the problems. The school will consider all cases of financial hardship as part of its Equality policy.

## Music Instrument Tuition

The school provides extensive instrumental music tuition in a range of instruments, including piano, guitar, brass, woodwind, drums and strings. The school can advise on how to go about hiring instruments if needed. Please contact Mr D. Southorn at music@verulam.herts.sch.uk or phone 01727 766100 if you have any queries.

## Mobile Phones and Electronic Equipment

### Years 7-11

If a student brings a mobile phone or other device (i.e. tablet/e-reader) into school, it is on the understanding that they agree with the following limitations on its use, namely:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst students are on the school premises. It is not acceptable for phones merely to be put on silent mode.
- **Mobile phones must be stored in a student's locker throughout the day and not kept on their person.**
- **Any student who is found with their phone on their person during the school day will have it confiscated and their parents will be asked to collect it.**
- No student may take a mobile phone into a room or other area where examinations are being held.
- **The security of the phone or device will remain the student's responsibility throughout the school day.** The School will endeavour to maintain a secure environment at all times, however, by bringing their phone or device on to School premises, the student accepts that this is entirely at their own risk and that the School cannot be liable in the event of any loss, damage or theft that results. Furthermore, the student also accepts that if they breach the policy, resulting in their phone being confiscated, whilst the school will take reasonable steps to ensure the item is held securely, it cannot absolutely guarantee the security of the item and that the School cannot be liable for any consequential loss or damage to the device.
- **If asked to do so, content on the phone, eg messages, will be shown to a designated senior teacher.**

Where there is an exception, such as for school trips, visits and extra-curricular provisions, individual guidelines will be shared with students and parents.



## Section 4

### Uniform and Equipment

#### School Uniform

*Beat School Uniform Limited* and *Stevensons* are our suppliers of school uniform. The PTA run a **second hand uniform shop** which sells almost everything, including blazers and PE kit. There is a large amount of stock to choose from which is in very good condition. The shop is open 10.30am-12noon on the **first Saturday** of the month in the school canteen. The date is published in *Verulam Voice*, the school newsletter. To give all new parents the opportunity to visit the shop before the beginning of the new academic school year, it will be open on **Saturday 26<sup>th</sup> June 9am-1pm** in the canteen.

#### Boys Uniform

- Navy blazer with School Badge
- Black or grey trousers
- White long sleeved shirt
- White short sleeved summer shirt with school logo
- House Tie (Blue for Brampton House, Red for Churchill, Green for Hamilton, Purple for Jennings, Gold for Park and Silver for York)
- Black or grey socks
- Black hard-soled shoes (**not** trainers or canvas type shoes)

The Uniform should be worn correctly at all times, in school and to and from school. Shirts should be tucked in, top buttons fastened and ties worn correctly showing a shield and two stripes. **Please make sure your son can tie his own tie before arriving in September.**

#### Coats, Sweatshirts and Hoodies

We prefer coats to be of a dark colour - black, navy or grey and only be worn over the blazer. **Hooded jumpers and sweatshirts are not a part of school uniform and should not be worn whether under or over blazers.**

Years 7 to 9:

Coats should be placed in lockers on arrival at school. Coats can be worn at lunchtime in outside areas only. They should not be worn on transition to lessons.

## Hairstyles

- Hairstyle – no shorter than a Number 3
- Extreme styles, e.g. staggered, mohawk, tramlines etc are not permitted including patterns/lines/partings shaved into the hair. This includes hair that is much shorter on the side compared to the rest of the hair
- Natural hair colour only is allowed
- Any unsuitable haircuts will be sanctioned with an appropriate consequence
- No earrings or other piercings are permitted

## PE/Games Kit

To be equipped for **P.E. lessons** boys should bring the following items:

- PE Shirt – navy with white, school design with school crest.
- PE Shorts – navy, with school crest.
- White sports socks (no school socks allowed).
- Clean indoor trainers.

To be equipped for **Games lessons**, boys should bring the following items:

- A Verulam rugby shirt (House colour on reverse).
- Verulam blue rugby shorts.
- Verulam rugby socks.
- **BOOTS and TRAINERS** are required for every lesson.
- Thermal tops or 'skins' are advised to be worn underneath during cold weather.
- A blue Verulam fleece top is also an optional addition.
- During the summer term boys are advised to bring sun block and a cap.

## Pupil Equipment

Pupils can only make good progress and enjoy school if they have the correct equipment to use in both lessons and homework. We therefore ask all parents to ensure their sons are fully equipped for school and that boys check this equipment is correct before school each day. Student should check:

- 'Show My Homework' for any tasks that are due
- Whether any PE/Games kit is required for the next day
- That they have all the books needed for the next day's lessons and that any work due is completed
- Equipment is ready for the next day

### **Equipment required**

- A named, rugged and capacious bag such as a rucksack. Small, fashionable, ‘man bags’ are not fit for this purpose
- A tablet device - please see the “Bring Your Own Device” section below for details
- Pencil case
- Black or blue pens for writing – pupils should use the pen that helps them write in the clearest and neatest fashion
- HB Graphite pencils
- Colouring pencils
- Highlighter pen
- Red and green biro
- Glue stick
- Small scissors
- A clear rigid 30cm ruler
- Scientific calculator – Casio fx-83GTX or similar required
- French/Spanish dictionary, e.g. The Collins Easy Learning or similar
- Maths set, including a protractor and pair of compasses

Pupils are also expected to have a private reading book with them at all times. Many parents find it beneficial to keep a duplicate learning equipment kit at home. Equipment can be purchased at a discounted rate in the equipment shop, run by Matron at Student Reception.



## **Bring Your Own Device - BYOD**

We are very excited to continue our “Bring Your Own Device” scheme with Year 7 at Verulam this year. Details of the specification and advised equipment are given below. These devices will be used to enhance learning in and out of the classroom, and will be used in a variety of ways. Your son may be asked to use his device to take part in an interactive quiz during a lesson, to perform some independent research as part of an ongoing project, or to access applications which will enrich his subject knowledge.

### **Minimum Spec for Device**

- At least a 7” screen
- At least a 5-hour battery life
- Wireless networking and internet
- Still and video camera recording facility
- At least 16Gb of storage
- At least iOS v11, Android 9 (Android Pie), Windows 10

### **Typical devices that would be suitable would be:**

- Apple iPad/Mini Ipad
- Android tablets such as Google Nexus, Samsung Galaxy, Asus ZenPad 8 S or 10 inch version

Please note that we do not specify one particular type or brand of device - this is to allow for different price points and budgets within families. If you have any queries, including financial, please contact [BYOD@verulam.herts.sch.uk](mailto:BYOD@verulam.herts.sch.uk)

## **BYOD - Insurance and Cover**

Please note that student owned devices are not covered by the school’s insurance policy, and it is your son’s responsibility to ensure his device is not left unattended. We recommend downloading a “find my device” app onto each device so that devices can be quickly located if necessary.

Many retailers offer accidental damage insurance cover when selling devices which we strongly recommend considering. There are also dedicated specialist websites which offer cover for devices (for example [www.protectyourbubble.com](http://www.protectyourbubble.com)). You may want to check the details of your home contents insurance before buying this to see what is covered. We also advise buying a sturdy protective case for each device. Griffin Survivor and Otterbox Defender cases come highly recommended from other schools.

## **Lost Property**

**All items should be named**, to enable us to reunite students with their lost property. Lost property is kept by Matron at **Student Reception** and students should use break and lunchtimes to relocate any lost items.

During PE and Games sessions, boys should not bring valuables.

## **Section 5**

### **Curriculum Matters**

Students are allocated to a Form Group, with whom they will spend Registration and Form time. They will also be allocated to a Teaching Group, with whom they will attend most lessons.

#### **Special Educational Needs and Learning Difficulties**

For those with learning difficulties, special provision and support is given through our Learning Support Department. All pupils in Year 7 are given tests in reading, spelling and cognitive abilities during their first term in order that any special needs can be identified. Should you have concerns regarding your son's special educational needs, then contact the SENDCO Ms P. Hart in the Learning Support Department on [learning.support@verulam.herts.sch.uk](mailto:learning.support@verulam.herts.sch.uk).

#### **Subject Exemption**

Parents' requests for exemption from Religious Studies lessons due to religious reasons are always acceded to. These requests should be addressed to the Headteacher, Miss J Richardson.

Sex education is at present officially optional as long as it is not an area required by the National Curriculum. Again, parents must make a formal request for exemption to the Headteacher, Miss J Richardson.

#### **Languages**

Students study a language, either French or Spanish. If due to family background, you have a preference for which language you would like your son to study please email [y6transition@verulam.herts.sch.uk](mailto:y6transition@verulam.herts.sch.uk) with your son's name, preferred language and the reason. Please note, that while we will consider your request, we cannot guarantee your language of choice.

## **Technology**

Students complete a variety of Technology modules, rotating at certain points during the year.

Protective aprons are provided for all workshop areas, i.e. Metal, Wood and Food. These are washed regularly and, if used properly, should offer adequate protection to the School Uniform. Ties are worn in all lessons, but tucked into shirts for safety reasons.

Students undertake several practical projects throughout Key Stage 3 Technology and we ask for a one-off contribution towards the cost of providing quality materials. In Year 7 students make a wooden and polymer desk tidy as well as completing a 3D graphics project. In Year 8 students make a light sensitive alarm and complete a metal work project, while in Year 9 they make an LED light and complete a further 3D graphics project. At the end of each rotation, students will be able to take their projects home. The contribution is asked for in the Welcome Pack.

Students will also complete Food modules for one of the 10-week modules each year where ingredients are purchased separately by pupils.

## **Art**

In the Art department, we have seen that students perform better with a full set of materials that are well looked after. Last year we introduced an Essentials Art Pack for parents to purchase to ensure students have access to the correct equipment both at school and at home. Following this success, we will be offering both an Essentials Art Pack and an Additional Art Pack this year. The contents of these packs are sold at cost price and are generally much cheaper than you will find in art retailers online or on the high street. Full details of the Art Packs are in the Welcome Pack.

In Year 7 each pupil is given an A4 Art Sketch Pad which is to use throughout Key Stage 3 (Years 7, 8 & 9). Please note that it's their responsibility to maintain and care for this book and if they misplace it or lose this, they will be issued with an Event for failing to bring essential equipment. Also, it is an unnecessary expense to the department to keep replacing books and leaves the pupil with no record of their work. Please support your child in their organisation and maintenance of their sketchbook to avoid us asking for a contribution of a £1 to replace the book.

## Science

Lab coats are not required but safety goggles are provided by the school for use in all experiments with an element of risk.



### Target Setting, Reports and Assessments:

Targets will be set in Year 7 for a student's flightpath through to GCSE. Targets are based on KS2 scores via a national database called Fischer Family Trust. Students are set a MTG (Minimum Target Grade) which will be ambitious and based on reaching the top 20% nationally for similar students.

Key Stage 3 runs over Years 7, 8 and 9. There are 6 assessment points across Key Stage 3 and each of these are reported home.

Reports are ongoing, showing the progress made over the full Key Stage and a full report is published as part of this process.

The exact dates of parent teacher consultation evenings and assessments will be sent out in September.

## Home Learning

Home Learning is a means to improve students' skills. Home Learning tasks and processes are set for: English, Maths, Science, Foreign Languages and Humanities subjects. These are supplemented with skills-based learning. Students are taught a number of skills in Year 7 which set the foundations of learning through the school. A significant number of Home Learning tasks revolve around students doing the following:

- Book Polishing class books. This is a process where students review and reflect on their learning in their subjects and identify their key learning goals.
- Building up revision/resources throughout the year so that students start to understand how to analyse their work into the key aspects.
- Constructing Mind Maps and other taught resource-based skills to be able to monitor and establish patterns of successful working ready for GCSE and then Post 16 Study.

## Show My Homework

Students are given all they need to complete their Home Learning via the 'Show My Homework' website. Parents and students are then able to access details of the homework, including deadlines, help sheets and lesson content. Students can access Show My Homework at home or at school. Apple and Android apps are also available to download which will notify students of upcoming deadlines.

## Google Classroom

Google Classroom is a virtual classroom where teachers will post assignments and give support, and where students can collaborate with one another. Any home learning assignments will always be posted on 'Show My Homework' as the first point of reference, but may direct your son to use Google Classroom to access further details.



Google Classroom

Students will be shown how to access Show My Homework, Google Classroom, and any other linked resources, during their induction in September.

## **Section 6**

### **Welfare**

#### **Form Tutors**

It is the form tutor who will have **day to day contact** with your son and with whom you should communicate regarding any matters concerning his well-being.

The form tutor has contact with the form every **morning and afternoon** when pupils are registered and notices given out. Each morning, form tutors either accompany the form to an Assembly or follow a pastoral programme within the form room.

#### **Emotional Wellbeing and Welfare**

The emotional wellbeing of our students is a high priority, particularly in the transition from Year 6 to Year 7. To aid this, we complete regular pastoral activities to signpost to students who they can talk to if they are upset and to help develop them as well-rounded students.

For example;

- Outlining the pupil charter
- Discussing our 'five fingers of faith'
- Signposting a 'time to talk' for tutees to speak with their tutor
- Completing surveys to hear from students
- Anti-bullying campaigns
- Feeling good week activities
- British Value activities

#### **Example Pastoral Programme**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Rewards and events review	Year Assembly	Current affairs/news activity	Pastoral activity	Formal Assembly

### **Communication with Form Tutors**

The simplest way to contact your son's form tutor is via email to [admin@verulam.herts.sch.uk](mailto:admin@verulam.herts.sch.uk). Please put the pupil's name and the form tutor's name on the subject line. Emails will then be forwarded on to the relevant form tutor.

More serious worries can be discussed with the **Head of Year**, Ms McNally, over the telephone or by appointment.

Please remember that school staff are teaching for most of the day and may be running lunch time or after school clubs so they may not be able to get back to you immediately. All staff are asked to respond to parent communications within 48 hours.

### **Contacting Subject Teachers**

Should your concern be a curriculum matter, i.e. you have an issue concerning your son's progress in a specific subject, then please make contact with the relevant subject teacher or Head of Subject by email at [admin@verulam.herts.sch.uk](mailto:admin@verulam.herts.sch.uk).

### **Requests for Absence**

The school does not authorise absence for holidays. We must all strive to make full attendance at school our absolute priority. Good attendance is a pre-requisite for academic and personal success.

Requests for absence for exceptional circumstances should be submitted on the relevant form, available from the Attendance Officer, Ms Zahid, to the Headteacher **at least three weeks in advance.**



## Year 7 Rewards

Rewards help to build a confident, positive can-do ethos whilst helping to celebrate and validate achievement, service and effort. Five levels of rewards are available.

- **H1s** and **H2s** are awarded by any member of staff (teaching and support) for very good work in a lesson, pleasing homework, test result, positive contribution and participation, sustained effort and improvement.
- **H3s** are awarded by a Head of Subject/Head of Year for good attendance, sustained hard work, effort, exemplary behaviour, participation in a school event, success out of school, charity work.
- **H4s** and **H5s** are given by the Senior Leadership Team for exceptional achievement in a wide range of areas, for example, academic or sporting performance and sustained effort or service including being helpful or raising money for good causes.

Reward points are accumulated throughout the academic year and students with the highest points will be eligible for rewards and certificates. 'Events' are given as appropriate sanctions for poor behaviour or effort.

- **E1s** are given by any member of staff to serve a warning that poor behaviour needs to stop or as a first offence (e.g. missing homework).
- **E2s** are given as a repeat of a E1 offence and also incur a break or lunchtime detention with the teacher.
- **E3s** are given for behavior which disrupts the smooth and safe running of the school. These are 45 minutes after school.
- **ELs** are given for a persistent lack of homework or incorrect uniform. These are served at lunchtime for the first 20 minutes.

Further details about the Behaviour for Learning system can be found on our school website under the 'Learning' tab, then 'Behaviour for Learning'.

## Policies

All school policies can be found on the school website. You can access these policies by following the link under "About Us", then the "Policies & Statutory Information" tab.

## Section 7

### Sport, P.E. & Games

#### Sandpit Lane Sports Field

##### Travel Procedures

- Pupils will travel by foot using the official route to Sandpit Lane.
- Staff will accompany the pupils on the journey to Sandpit Lane.
- Pupils must be aware of basic road safety.
- Pupils who cycle to school are permitted to bring bikes to games - these are required to be walked to games and NOT cycled.
- Departure time is approx. 1.50pm.
- On arrival, pupils will enter directly into their allocated changing rooms.

##### Changing Room Rules

- **BOOTS ARE STRICTLY PROHIBITED INSIDE THE BUILDING.**
- No food should be consumed anywhere in the building.
- Entry to the changing room will be via the main double doors.
- Pupils should only enter the changing room allocated to their group.
- Pupils should stay in changing room until they are called out by their teacher.
- All clothing should be named and hung on the pegs provided.
- Changing should be prompt and noise kept to a minimum.

##### Kit Required

**Pupils need the following items of equipment for ALL GAMES LESSONS.**

<b>COMPULSORY</b>	<b>Optional items</b>
Trainers <b>AND</b> Boots	Shin pads
Games socks	Mouth guard
Games shorts	Towel
Games "House" shirt	Thermal
	Tracksuit (Blue)
	Water Bottle

## Lesson Procedures

### Prior to Lesson:

- Registration will take place before we leave the main school site.
- Pupils who have failed to provide kit, will be recorded at this stage.
- Once changed and registered, all pupils are required to complete a warm-up.
- Following completion of changing, pupils should sit in form lines in register order.
- Toilet facilities/water taps should be used prior to the start of the lesson.

### End of Lesson:

- Pupils will be expected to enter the changing room safely and change in a calm, orderly environment.
- All boots will be removed before entry.
- As part of our responsibility to promote healthy living and hygiene, we encourage pupils to take a shower after vigorous exercise. If pupils wish to take a shower, they should bring a towel.
- Pupils should check that they have all their personal items with them before they leave.

## Dismissal / Departure

- Pupils should never re-enter the changing room once they have been dismissed.
- Departure should be swift with pupils remaining fully aware of cars on the driveway.
- **Parents picking up pupils should park in ROSE WALK. Please be aware of the needs of the local residents.**
- **We respectfully request that parents do NOT enter the games field site at any time.**
- Pupils travelling home by school bus will be released in time to walk to the bus stop.
- Pupils returning to school must go directly back via the prescribed route.

## Valuables

- The changing block is locked during games lessons unless access is required by staff.
- Pupils who have cash with them, should declare this to a member of staff.
- At the end of the lesson, changing rooms will be unlocked by a member of staff.

**Remember: it is not sensible to bring valuable items to school and especially to off-site games.**

## Lost Property

- **ALL GAMES KIT/EQUIPMENT MUST BE NAMED.**
- When kit is left in the changing room, it will be placed in the containers provided.
- If the boys cannot find their piece of clothing or footwear, it may have been taken home by another student. If you find a piece of clothing or equipment that does not belong to you, then please return it to Student Reception where it will be returned to the named owner.
- Form prefects will be responsible for an initial clear up of lost property.
- Any remaining named kit, will be collected regularly by the Site Manager and will then be returned to pupils via Matron in Student Reception.



## **Section 8**

### **Key Dates for 2021-2022**

#### **Autumn Term**

**1<sup>st</sup> September to 21<sup>st</sup> December 2021**

##### **INSET Day**

First pupil day Y7 & Y12 only

First pupil day Y8-11 & Y13

Open Day

##### **Half Term**

First pupil day back

##### **Occasional Day**

Last day of Autumn term

Christmas Holidays

**1<sup>st</sup> September 2021 (no pupils in school)**

2<sup>nd</sup> September 2021

3<sup>rd</sup> September 2021 (staggered return to school)

2<sup>nd</sup> October 2021

**25<sup>th</sup> October to 29<sup>th</sup> October 2021**

1<sup>st</sup> November 2021

**26<sup>th</sup> November 2021 (no pupils/staff in school)**

21<sup>st</sup> December 2021

22<sup>nd</sup> December 2021 – 4<sup>th</sup> January 2022

#### **Spring Term**

**5<sup>th</sup> January to 1<sup>st</sup> April 2022**

##### **INSET Day**

First pupil day back

##### **INSET Day**

##### **Half Term**

First pupil day back

Last day of Spring term

Easter Holiday

**5<sup>th</sup> January 2022 (no pupils in school)**

6<sup>th</sup> January 2022

**10<sup>th</sup> and 11<sup>th</sup> February 2022 (no pupils in school)**

**14<sup>th</sup> to 18<sup>th</sup> February 2022**

21<sup>st</sup> February 2022

1<sup>st</sup> April 2022

4<sup>th</sup> – 18<sup>th</sup> April 2022

#### **Summer Term**

**19<sup>th</sup> April to 20<sup>th</sup> July 2022**

First pupil day back

##### **May Bank Holiday**

##### **Half Term**

First pupil day back

Last day of Summer term

19<sup>th</sup> April 2022

**2<sup>nd</sup> May 2022**

**30<sup>th</sup> May to 3<sup>rd</sup> June 2022**

6<sup>th</sup> June 2022

20<sup>th</sup> July 2022