

# TIBSHELF COMMUNITY SCHOOL



## Student Booklet



Please read this booklet before your first day and don't forget to show it to your Parents/Carers!



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Your Leaders

# Welcome from your Head of Progress and Director of Key Stage 3 Progress

Hello and welcome to Tibshelf School! The new Year 7 Team are really excited about meeting you all and helping you to settle in to your new school.



I am Mr Woodhouse and I will be your Head of Progress. I am about to say goodbye to my Year 11 students who are going off on their next adventures. My team and I have worked with them for the last five years and we have built some fantastic memories together. We pride ourselves on being very dedicated to the students in our year and ensure we spend time to get to know you all really well. We care very much about your needs and will listen carefully to any problems you may have and help you find solutions. Some of you will be feeling very excited about coming up to secondary school, others amongst you may feel very nervous, or you might feel a little bit of both. It is important to remember that both these feelings are perfectly normal. Hopefully after the transition days when you have met your form tutor and some of your new friends you will begin to feel right at home in your new environment.

I am Mrs Tipping and I will be in charge of monitoring the progress of Year 7, Year 8 and Year 9 students.

This booklet is designed to give you an idea about what you should expect and what we expect from you. Please have a good read through it with an adult at home and if you have any questions we'll be happy to answer them.

We look forward to meeting you all very soon.



Mr Woodhouse – Head of Year 7 Progress  
Mrs Tipping – Director of KS3 Progress

# How is your Year Group organised?

There will be roughly 180 students in Year 7 split into 6 equal form groups.

Each form will have a mixture of students from different primary schools and of different abilities. Most of your lessons in Year 7 will be taught in this group.



We will ask for information from your primary school about who your friends are. We will use this when putting together the groups, but sometimes it may not be possible to keep large groups together. In fact, in some cases, if you do not work well together, we may keep you apart. We will try, in every case, to make sure

that you know at least one other person in your form, but remember you will make lots of new friends too!

You will meet your Form Tutor on your induction day, when you visit the school. Your Form Tutor will be there to help you and you should go to them first with any small problems that you may have. You will also meet Mr Woodhouse, your Head of Progress.

## The School Day

The school day starts at 8:30am for registration. Your first lesson starts at 8:50am and you will have 5 lessons per day, each one lasting an hour. Each of your subjects will be taught in different classrooms by different subject teachers. Your timetable will tell you which rooms and which teachers will be taking your lessons. Prefects will be available to help if you get lost during the first few days.

Break time is from 10:50am until 11:10am and lunch time runs from 1:10pm until 2pm.

The school day finishes at 3pm.

## Break and Lunch Times

If you wish to have a breakfast at school, you can buy something from the canteen which opens at 8am. It is a good idea to bring a healthy snack to eat in order to 'keep you going' until lunchtime which starts at 1:10pm. On your first day there will only be Year 7 students in school; this means that you will get used to your new surroundings before other students join later in the week.

You are free to move around the school site at these times and there are always staff available if you need any help. You must never leave the school site without permission from Mr Woodhouse in agreement with your parents/carers. At lunchtime you can either:-

- **Have a school lunch.** We have a cashless catering system, which means you can collect a lunch from the school canteen and pay for it simply by using your thumb print! School food is good and we strongly recommend you at least try it! The machines know it's you who is paying and records your payment. As long as your account is in credit you will be spending about £2.50 - £3.00 per day on lunch.
- **Bring a packed lunch.** This must be eaten in the dining hall.
- **Go home for lunch** (a lunch pass will be given to you). People who go home for lunch must stay off site for the whole of the dinner break. You will only be allowed to go to a named address, please speak to Mr Woodhouse if you need a lunch pass.

*If you had free lunches at primary school, you should still get them here, but a new form has to be completed (your parents/carers can find this in the pack) and return to school*

# Attendance

96 – 100% Well Done
91 – 95% Risk of underachievement
85 – 90% Serious risk of underachievement
Below 90% Serious cause for concern and underachievement. Fast-track by Local Authority

You cannot expect to do well and learn unless you attend school regularly. We expect you to have at least 96% attendance by the end of the year. Many students never have a day off – *will you manage that?* If you are ill, a parent/carer needs to telephone school that morning by 8:45am. They must call school every day that you are absent, unless a discussion has taken place with Mr Woodhouse or Mr Kenworthy.

# Uniform

Everyone wears school uniform and you must wear a blazer. This helps everyone to look smart and you will not 'mess up' the clothes that you normally wear at home. School Uniform creates a sense of belonging and we hope you will wear it with pride. It is very important that you wear your uniform correctly at all times.

Your Parent/Carers can find details of how to order school uniform in their booklet.



## Rewards

We strongly believe in rewarding excellent effort, behaviour and attitude. You will be able to gain certificates, badges and small gifts as well as taking place in special reward trips if you succeed in certain areas.

All school trips are rewards and not an automatic right. You will therefore need to work well throughout the year. Subject teachers can complete positive referrals about you, which Mr Woodhouse and your Form Tutor can check, so try and gain as many as you can as these lead to even more reward points.

Students receive a certificate each term when they have 100% attendance and additional reward points. A special certificate is awarded to those students who maintain 100% attendance for the whole year. Students who have attendance above the school target of 96% also receive a certificate and additional reward points.

Student reward points are reviewed regularly throughout the school year. There are Bronze, Silver, Gold and Platinum certificates and reward vouchers when students gain the required number of reward points at each level. We will tell you more about this when you start in September.



## What if I have any problems?

Your Form Tutor will try to deal with any general problems that you may have and should be the first person you speak to. However, they can only help if you tell them what is bothering you. Your parents/carers are also welcome to contact school with any queries, however small.



A problem in a lesson will be dealt with by the subject teacher and then by the relevant Head of Faculty.

You can also pop and see Mrs Lloyd, Pastoral Support Manager.

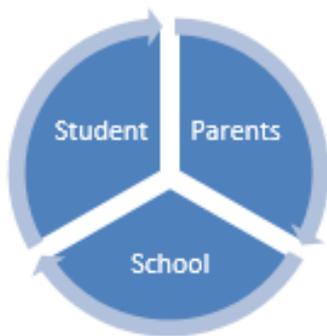
Mrs Lloyd works closely with Mr Woodhouse and Mrs Tipping.

Mrs Lloyd can be found in the Head of Years Office on the main street.



## Behaviour – What we expect

We believe that success at school requires a 3-way partnership between students, parents and the school. We will be very quick to let your parents know if you are



doing well, but, in the same way, we shall contact them

if you are not doing your best! Lunchtime or after

school detentions may be used if you ignore warnings!

Just like with rewards, your subject teachers can also

complete negative referrals for your behaviour. If you

get three or more per week you will have an after-

school detention run by the Senior Leadership team.

One of your targets should be to go a whole year

without a detention - *most* students do! Detentions are compulsory; as a school we

do inform parents when detentions are set, this is for information only, it is not to

get their permission. If there are problems with detentions, parents must contact

the member of staff issuing it or Mr Woodhouse.

# Homework

We believe that homework is very important. On average you will probably have to spend around half an hour to one hour per night completing homework, although this will vary. Homework will increase each year. If you find any of the work difficult, ask for help from your subject teacher before you need to hand the work in – do not leave it until it is due or you may receive a detention!



# School Planner

You will also be given a School Planner that will help you organise your work including homework. We do not charge for the planner unless you lose it and need to replace it. Your planner will also contain lots of useful information. Form tutors will check that you are using the diary on a regular basis. Your parents/carers also need to check your planner and sign it every week. Your Form Tutor will explain this on your induction day.

# Trips

You will get the opportunity to go on school trips, in different subject areas, to help you with your work. There are also some 'fun trips' and some longer residential visits. In Year 7 you might like to go: -

- A football tour to Holland
- Theatre visits
- Geography/English fieldwork trip
- France or Germany (alternating each year) to improve your French/German speaking
- An activity holiday in Hereford



# Out of School Clubs and Activities

You will get the chance to take part in many different extra-curricular activities. Often these are at lunchtime, but they can also be after school. They include: -

X-country

Football (boys and girls)

Cricket

Cookery

Chess

Science

Computers

Athletics

Netball

Hockey

Game Design

Craft



## Where to find us

Please feel free to visit our school website for news and updates  
[www.tibshelf@derbyshire.sch.uk](mailto:www.tibshelf@derbyshire.sch.uk)

You can also follow Tibshelf School on Twitter by following @tibshelschool



Monday 26<sup>th</sup> and Tuesday 27<sup>th</sup> June 2017 – Induction Days  
Thursday 13<sup>th</sup> July 2017 – Transition Day

Your Pastoral Team are based in the Head of Years Office on the main street.

## Your Leaders



Mr M Pollard  
Headteacher



Mr P Kenworthy  
Deputy Headteacher

“

No matter how good the teacher, how small the class, how focused on quality education the school may be, none of this matters if we ignore you! You matter and we as a school will support you anyway we can. I hope you enjoy your time here and I will look forward to meeting you all in September.

”

Mr M Pollard