

# Broughton Hall High School



*“One Heart  
One Mind”*



## Year 7 Student Handbook

September 2014



# *Welcome*

*From Ms Clarke, the Head Teacher*

Welcome to Broughton Hall High School Technology College. I know you will make the most of the many opportunities we will provide for you and that you will work hard to ensure you achieve the very best you can.

Our new building is now complete and we have excellent facilities, all of which will help you learn and enjoy your time at school.

You have lots of opportunities to develop your special gifts and talents; it is up to you to make the best of the chances you are given.

**We hope you are looking forward to being a Broughton Hall pupil; we are certainly looking forward to working with you.**

*Ms Clarke*

# ***Your Year 7 Team.....***

***The Staff at Broughton Hall are here to help and support you.***

***Mrs Davies Director of Learning***



I am the senior leader in charge of transition from primary to secondary school and I will be part of your journey here at Broughton Hall especially during Year 7 and 8. I would like to extend a very warm welcome to you at the start of what I am sure will be an incredibly happy and successful time in our school. We are really happy that your parents have chosen to send you here to Broughton Hall High School for your secondary education. We are totally committed to providing the very best learning and teaching for you so that you can achieve your full potential.

Of course, we have high expectations of our students, that is why your parents want you to come here; we expect you to work to the very best of your abilities, to respect the people who are responsible for your care and education and participate fully in the life of the school.

We believe in the importance of partnerships so together with you and your parents we will work hard to ensure that your time with us is the best it can possibly be.

A lot at Broughton Hall will be new and slightly daunting at first but you will soon get used to life at secondary school and there will always be lots of people around to help you when you need it. We will help you but you too must help yourself by ensuring that you are always in school so that you do not miss out on your learning, arriving in school on time with all your equipment and the correct uniform and doing all homework set.

This is an exciting next step for you and I am confident that as a Broughton Hall student you will go on to achieve your very best. Welcome to Broughton Hall

## *Ms Strefford Progress Manager*



Hello to all new Year 7s! I will be in charge of you for the next five years right the way through to GCSE's. My official title is Progress Manager; you may also know me as Head of Year: this means my main priority is to ensure you make excellent progress in your learning and achieve your potential throughout your years at Broughton Hall. I believe that when you are happy and feel safe you can learn more effectively so it is my job to make sure you are able to do so.

I am here if you are unhappy or worried about something. I am here if your family need me too. I've been a Progress Manager for several years and I have high standards and expectations for all the girls in my year group. As a parent myself, I know how important that is and I know ultimately that is why your family chose Broughton Hall High School for you. I expect you to follow our school rules and to show respect, take responsibility and have good positive relationships with all members of our school community. I'm looking forward to celebrating your achievements and I'm excited to get to know you all individually and to watch you develop into young women of the future, who will go out into the world and make a difference. *Ms Strefford*



## *Mrs Dowling Support Manager*

Hello, Year 7, my name is Mrs Dowling and I will be your Support Manager at Broughton Hall. I am really looking forward to meeting and working with you all over the next 5 years. My role is to support and guide you in all areas at Broughton Hall, to reassure you if you have any concerns and to make your journey the best it can be whilst you are here.

. I look forward to watching you grow as individuals into mature young ladies, to helping you achieve your full potential and be the best that you can be in everything you do. My aim is to make your time at Broughton Hall a special time. I look forward to it Year 7. *Mrs Dowling*

# *Your Year 7 Progress*

## *Tutors..... ...and Form Time*

*Your Progress Tutor  
will be your first  
point of contact in  
the school day*



You will register in your form room each morning

Your tutor will help you get ready for your classes by making sure you have the correct:

Uniform

Equipment (pen, pencil, ruler, planner)

Books for the day

Your Progress Tutor will also lead you in an act of worship

(I.e. a prayer or similar moment for thought and reflection) and give you notices for the day.

***If you have any problems or questions, Form Time is the time to speak to your Progress Tutors to get help!***

Once a week you will have a year assembly led by one of your Year Team or one of the Senior Leadership Team.

On assembly days you must make sure you are in early for school and have time to go to your locker so that you can be lined up by 8.35am ready to go in to assembly.

There will be other opportunities for you to do things with your form and your year group throughout the school year. These people will be very special to you as you move through the years at Broughton Hall. By the time you leave you will have lots of happy memories of the people you may not know yet but who will be the friends you spend time with every day.

Be sure to take part fully in form time and assemblies and always give your best.

# *Form Routine*

## *Getting ready for learning*

- Go to your locker at 8.30am put your bag and coat away and get the books you need for the day, and then go straight to your form.
- Make sure you have your full school uniform on, including your blazer.
- Get your equipment out ready for your Tutor to check.
- At 8.45am your progress Tutor will come in and you should stand behind your chair to greet them. They will say, "Good morning, 7....." You will reply "Good Morning"
- It is important to be punctual and ready for our learning.



# *The School Day*

*In secondary school, you have different lessons with different teachers*

- You need to travel to your lessons quickly and quietly.
- You will need to be organised and make sure you have all of your books and equipment you need for the day.
- You can only visit your locker and toilets at breaks and lunchtimes-not in between or during lessons.
- You are allowed to eat at breaks and lunchtimes only (and then only in certain places, such as the canteen or on the yard) Please do not eat when walking around our school and make sure you always tidy up rooms, chairs, equipment and rubbish.

<b>Form Time</b>	<b>8.45 - 9.05</b>
<b>Lesson 1</b>	<b>9.05 - 10.05</b>
<b>Lesson 2</b>	<b>10.05 - 11.00</b>
<b>Break</b>	<b>11.00 - 11.20</b>
<b>Lesson 3</b>	<b>11.20 - 12.15</b>
<b>Lunch</b>	<b>12.15 - 1.15</b>
<b>Lesson 4</b>	<b>1.15 - 2.10</b>
<b>Lesson 5</b>	<b>2.10 - 3.10</b>

# *What will you do in lessons?*

## *Beginning your learning Journey*

*Year 7 students study the following lessons:*

- English
- Mathematics
- Science
- Art
- Dance/Drama
- Design Technology
- Geography
- History
- ICT
- Music
- PE (Physical Education)
- RE (Religious Education)
- Spanish

You will study a variety of subjects and learn the skills needed to make progress in all of these subjects. Even if you have never studied a subject before or are not sure if you are good at it, give it a go and always do your best. The many skills you acquire will help you as you grow, to make choices about your future.

## *Attendance Is Essential*

*Learning is LIFELONG - your lessons today are going to help you tomorrow, The next day and the next.....*

*DON'T MISS OUT!*



# Values.....

*Helping you be your best and achieve your goals*

## *Respect*

*Remember your manners*

- Be on time for your lesson
- Be prepared for each lesson
- Complete all of your homework on time
- Be helpful
- Always look smart
- Remember to tidy up after yourself
- Put all rubbish in the bin
- Put your hand up in class to speak

## *Responsibility*

*We have a responsibility for ourselves*

- Organise what you need every morning and lunchtime so you do not have to visit your locker during the rest of the day.
- Remember what day PE is and bring full kit in.
- Leave your valuables at home.
- Look at what time and where your extra curricular activities are every week.
- We have a responsibility to look after each other and to show kindness.

# *Relationships*

## *Positive relationships with adults and pupils*

- Everybody in the school should feel valued
- Everybody deserves to learn
- Everybody should feel safe in school
- Everybody should have the chance to shine

*Broughton Hall Believes in.....*

*Respect*

*Responsibility*

*Relationships*

*“One Heart, One Mind” values*

# *Developing you as a Whole Person.....*

## *Extra Curricular Clubs and Teams*

At Broughton Hall there are many opportunities for you to experience activities that are extra to your classroom learning. There are lots of sports clubs and teams you can be part of. Furthermore, there is:-

- Football
- Netball
- Hockey
- Cross Country
- Athletics
- Badminton
- Rounders



- Choirs
- Instrumental Lessons
- Band
- Groups
- Drama club

# ***UNIFORM.....***

Plain navy or black coat. Other colours, logos leather, fur or denim are not permitted

Air force blue blazer (With badge) to be worn at all times. Trim for year group.

Pale Blue and White check shirt (short sleeved, open neck)

Navy pullover (single pale blue strip around neck and wrists)

Navy skirt (box pleated 6cm wide)

Plain Navy socks (no ribbons & bows) Non shiny navy/black tights may be worn Nov-March

Money belts may be worn.

**HINTS & TIPS** Label all items with your name! Items of uniform, including shoes, bags and coats, should contain no logos or coloured trims.

Flat, plain black shoes (not brown) with covered toes and backs for safety. No boots, trainers or sandals.



***Students should take pride in meeting our school's high standards of presentation.***

***Parents are asked to support school in ensuring school rules are kept.***



**Hair: tied back (plain black or navy ribbon) No hair extensions or unnatural hair colours.**

**Make up is not permitted**

**(This includes false tan, nail polish, false nails/eye-lashes and lip-gloss).**



**Jewellery:**

**ONE pair of small plain gold or silver stud earrings and a watch with a plain strap. No other jewellery or body piercing is allowed**

# ***PE KIT.....***



## **Navy Blue Bag:**

**For carrying PE Kit- this should be left in your locker when you do not have PE**

## **Plain black or Navy Blue Bag:**

**For carrying books to school- this must be left in your locker throughout the day. You may carry books, PE kit in a Broughton Hall Bag £1 from pupil reception.**



# ***Maths .....***

Year 7 Students should have a standard geometry set which include:-

Ruler

Set square

Protractor

Set of compasses

Scientific Calculator

# ***Personal Possessions.....***

Money or articles of value should not be brought into school unless absolutely necessary and should be marked with your name.

MOBLIE PHONES, ELECTRONIC GAMES, CAMERAS, PERSONEL STEREOS, iPods, CD/MP3 PLAYERS or RADIOS are not permitted in school at any time. If found they will be confiscated and only returned to the care of parents after school has finished 24 hours later.

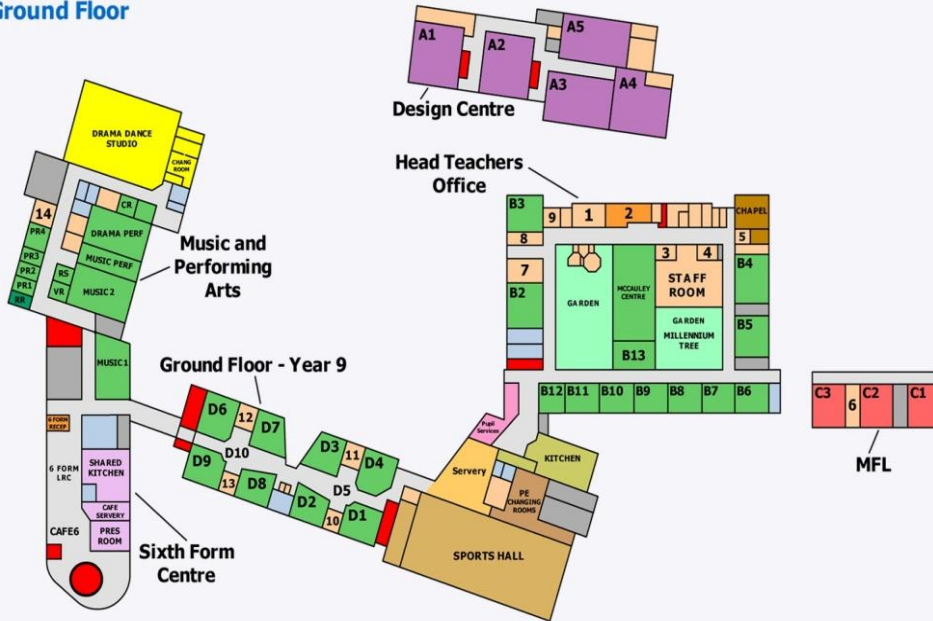
Parents should phone the school to arrange collection of the confiscated items.

## ***Mobile Phones***



Mobile phones should not be brought to school. However if you need to bring your phone into school this should be switched off and handed in to your Support Manger during registration.

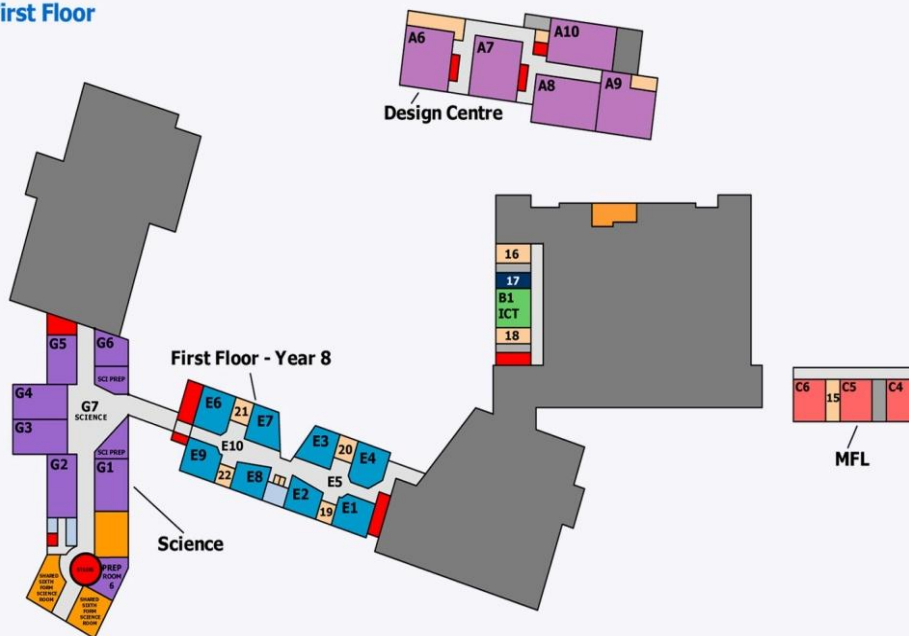
## Ground Floor



## Guide

- 1 HEAD TEACHERS OFFICE
  - 2 VISITOR RECEPTION
  - 3 PSHE OFFICE
  - 4 YEAR 10 OFFICE
  - 5 COVER MANAGER
  - 6 YEAR 11 OFFICE
  - 7 REPROGRAPHICS / PRINT ROOM
  - 8 LEARNING RESEARCH ROOM
  - 9 CARETAKERS OFFICE
  - 10 HISTORY DEPARTMENT OFFICE
  - 11 SENCO OFFICE
  - 12 ASSISTANT HEAD TEACHER / EXAMS OFFICER
  - 13 YEAR 9 OFFICE
  - 14 DIRECTOR OF LEARNING - SIXTH FORM
  - 15 MFL DEPARTMENT OFFICE
  - 16 PREMISES MANAGER
  - 17 IT TECHNICIANS
  - 18 DIRECTOR OF LEARNING - YEARS 10 / 11
  - 19 DIRECTOR OF LEARNING - YEARS 8 / 9
  - 20 ENGLISH DEPARTMENT OFFICE
  - 21 DEPUTY HEAD TEACHER - MRS GRANT
  - 22 YEAR 8 OFFICE
  - 23 RE DEPARTMENT OFFICE
  - 24 DEPUTY HEAD TEACHER - MR PRESTON
  - 25 DIRECTOR OF LEARNING - YEARS 6 / 7
  - 26 YEAR 7 OFFICE
  - 27 SIXTH FORM OFFICE
- OFFICE / STAFF AREA
  - STAIRWAY / LIFT
  - TOILETS
  - AREA NOT IN USE

## First Floor



## Second Floor

