YEAR 6 INTO 7 BOOKLET
WELCOME TO THE SCHOOL

This booklet will help you make the best start you can in secondary school. It will suggest some things you can do to prepare yourself for the first week. It will tell you what to do if you have any problems or are unsure of anything. It will explain what to expect, what some things are called, and what your teachers will expect from you. All of these things will allow you to be successful at secondary school.

There will be lots of new opportunities at Nicholas Breakspear School. You will:

- Meet and make new friends
- Learn more about science in specialist laboratories
- Use tools, machines and equipment to make things in technology
- Learn a new language
- Use new computers to develop your information and communication technology skills
- Learn about a wide range of subjects from teachers who are specialists in each subject
- Join all types of clubs like music, art and sport

Take time to read some of the information about your new school. The key to success is always aim to:

- Do your best in everything
- Do as your teachers (and parents) tell you
- Be organised
- Be polite to everyone you meet
- Have a go at everything that is on offer

There are so many changes to adjust to that you might want some help in your first few days. If you have any worries then you should speak to your Form Tutor or Mr Anandappa, Year 7 Progress Leader will always be there to discuss any serious problem.

It is your opportunity to make a fresh start and a good start. Your time at Nicholas Breakspear is only just beginning!

We look forward to welcoming all of you to our community in September.

KEEPING SMART

We are particularly proud of our uniform and of the high standard of dress of pupils in the school. We expect you to make sure that you look very smart at all times. The following points will help you:
pupils must wear school uniform for all school activities unless they have been informed otherwise

- shoes must be clean, black and low heeled
- shirts and blouses must be tucked in
- outdoor coats and jackets must **not** be worn inside the buildings
- coats / jackets must be dark, with no logos
- hairstyles must be conventional. The lowest hair cut permissible is a grade one cut. There should be no more than two grades difference between the length of hair on the top of the head and the length of hair on the sides / back of the head, and this difference in length must be blended in

- a watch may be worn
- one pair of plain earrings may be worn (girls)
- rings, bracelets, necklaces and badges are **not** permitted and will be confiscated

**LOCKERS**

Nicholas Breakspear School operates a locker hire scheme, which enables students to have their own personal locker and exclusive key. The scheme has proved an undoubted success with students able to leave their belongings such as coats and P.E kit securely overnight and at weekends.

Each steel locker measures 37.5cm x 30cm x 50cm and is large enough to hold a school bag and PE kit etc.

You must avoid sharing lockers at school as it causes complications if a student is absent. However if a locker key is lost a spare one can be borrowed on a temporary basis or a replacement can be bought from Student Services, it will cost £5 to replace.

**VALUABLES**

Personal belongings are not insured by the school. Valuable items should not be brought to school unnecessarily, and parents should insure bicycles, musical instruments etc.

We understand that some pupils will require a mobile phone for safety whilst travelling to and from school. **Pupils must turn their phone off when they arrive on the school site and it must remain turned off until 3.15pm, students can hand them into the school off and can collect them at 3.15pm.** The School cannot accept responsibility for the loss of personal property such as mobile phones.

*If we see a phone, if we hear a phone or if a pupils uses a mobile phone during school hours it will be confiscated and parents will have to come into school to collect it (the end of the following school day).*

**NBS DINER**

The NBS Diner is open before school, break and at lunchtime. Students may buy snacks and drinks. At lunchtime they may either buy a Meal of the Day or choose from an extensive
menu. Students who prefer to have packed lunch may eat in the NBS Diner. No food or drink may be consumed in any other part of the building. During the first week you will go into lunch first.

**CLUBS AND ACTIVITIES**

There are many clubs and activities in which you can become involved.

Homework Club is run every day. Further information will be available in September. It is an opportunity for students to complete homework in school using resources such as the computer.

**The LIC (Learning Information Centre)**

From the first week of term you are welcome in the library. It is open all day and at lunchtimes. You may borrow up to two books at a time for two weeks to help with your schoolwork or leisure reading. You can use the computer facilities to do research or homework.

**MUSIC**

As well as class music time there is a junior choir, a jazz band and a rock band. These rehearse during lunchtime and after school. There are also opportunities to learn to play an instrument. Most students can borrow school instruments at first to see if they are suited to it. Students are then encouraged to hire or buy their own.

**SPORT**

There are many teams and clubs you can join, some are listed below;

Football (boys and girls), Rugby, Netball, Tennis, Athletics, Gymnastics, Trampolining, Dance, Basketball, Rounders Cricket and Table Tennis.

Practices are at lunchtimes and after school, with matches played after school or on Saturdays.

**Other Activities**

There are many other clubs and activities. These include Drama, Art, Chess, Science Club, Draughts, Computers, Gardening, Maths, Science and Bee Keeping.
BEHAVIOUR

We have high expectations of all our students in class, around school and travelling to and from school. We are a no smoking school and we do not tolerate chewing gum in school. School uniform and standards of presentation are important. For your safety we expect all students, with the exception of sixth formers, to remain on site unless they have permission to leave.

ACHIEVEMENT

We like to celebrate success and there will be many opportunities for this during the year. We award prizes, badges and certificates for achievement, effort and attendance throughout the year and in the summer term students and parents are invited to a celebrating success assembly.

YOUR FIRST DAY AND WEEKS

Your first day at Nicholas Breakspear School will be at the beginning of September. On that day you will just need to bring pens and pencils and lunch or money to buy lunch.

When you arrive at school you go to the main hall where the Form Tutors and Mr Anandappa, Progress Leader will meet you. The Head Teacher will talk to you and then you will go with your Tutor to your form room.

You will be given:

- A timetable
- Homework diary and planner

Homework is important because:

- It helps to go through and learn work you have been doing in your lessons as it helps prepare for your next lesson
- It allows you to work on your own and to do your work as well as possible to your own standards
- It allows you to read more about a subject than is possible in the lesson
- Try to find somewhere quiet to do your homework.

During the day we will do a variety of activities including; collecting locker keys, completing a quiz, completing reading tests and we will also show you where to line up for the school buses. At the end of your first school day, you will be dismissed from the main hall.
NICHOLAS BREAKSPEAR

We are the only school in the Diocese with the name Nicholas Breakspear. The school takes its name from the only person born in England to have become a Pope. He was known as Pope Adrian the Fourth and lived at the time of Henry II in the twelfth century.

Nicholas Breakspear Catholic School

We are proud of our Catholicity and this is reflected in many ways around our school.

Our Mission statement reflects the Gospel values of love, peace, justice and truth and we try to apply these to all that we do.

The start of each day begins with a prayer and on Friday there are voluntary masses in the Oratory. We also celebrate Mass together in the hall on Holy days. Both form and year groups have the opportunity for prayers, liturgies and Masses during the year.

Spiritual development is guided throughout your Religious Education lessons but you should be prepared to put Christianity into practice by helping others, listening and being understanding.

Every year we collect for charities particularly at Christmas in the form of hampers and during Lent through fund raising activities. We also work closely with the KISS charity out in Uganda. You will find out more about your involvement in this when you arrive in September. (Don’t forget to bring in your full smarties tube on your first day)

YEAR 7 PASTORAL TEAM

The Year Group is divided into four groups, each with a Form Tutor. Your Form Tutor will always be there to help and guide you - especially in your first weeks at Nicholas Breakspear Catholic School. The room in which you register in the morning and afternoon is your form room. Students from other year groups may not use your form room. We expect you to treat your form room with care and respect.
YEAR 7 TUTOR TEAM

Progress Leader for Year 7

Mr Anandappa is the Progress Leader for Year 7. Mr Anandappa is responsible for the welfare of all pupils in Year 7. It is important that you get to know both your Form Tutor and your Progress Leader. Mr Anandappa teaches English.

Year 7 Form Tutors:

Mr McDonagh (Teaches Maths) – 7L – Room 38
Ms Rowland (Teaches Geography) – 7B – Room 86
Ms Varghese (Teaches Science) – 7S – Lab 9
Ms Edwards (Teaches Technology) – 7K – Room 27

GET TO SCHOOL ON TIME

School starts with registration at 8.30 a.m. but you should arrive at least five minutes before this. You are very welcome to come earlier. Some of you may want to join your friends for breakfast in the dining room, or read in the LIC.

If you have to catch a coach/bus, make sure you are at the pick-up point in plenty of time. Make a note of the coach/bus number and try to make friends with some of the other pupils going on the coach/bus. You must ensure that you look after your bus tickets during the school day as you will need it for your return journey. **We expect the same standard of behaviour in the playground and on school transport as in the classroom.**

If you come to school by private car, the arrival and departure point is the Trinity building.

If cars wait on the road this causes severe congestion and delays to everybody’s journey. If you want to cycle to school there are some things you need to do:

- Check your bicycle is in good working order - especially the brakes
- Wear a safety helmet
- Put your bike in the bike shed provided

Punctuality and Attendance

Punctuality and attendance are very important if you are going to get the best from school. If you have 100% attendance in a term you will receive a certificate.

If you are absent owing to illness your parents should telephone the school (01727 860079 and option 1) by 9.00 a.m. to explain why you are not in school. When you return you must bring a letter to cover your absence.
If you are late for school (after registration has begun) you must go to the Student Service Office (opposite room 61) and obtain a late slip, which should be given to your class teacher on arrival to their lesson and you must attend a late detention at break time.

**Useful websites and telephone numbers**

www.nbs.herts.sch.uk
School telephone number 01727 860079

**The School Day**

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**GETTING READY FOR SCHOOL**

Pack your school bag the night before with the books and other things you will need the next day.

You will need books and equipment for lessons and you may have homework to hand in.

Do not bring too many things in your bag as you have to carry it around all day and it will soon feel heavy.

**It is very important that you have all the basic equipment every day.** You need black and blue pens, red pens, pencils, rubber, ruler, pencil sharpener, compasses, protractor or angle measurer, calculator and some coloured pencils or felt tip pens. You will also need a memory stick to store your ICT work and a glue stick.
Failure to have the correct equipment will result in your Equipment Card being signed by a teacher. 5 signatures on this card results in a detention.

Other equipment you will need:

PE kit
Astroturf trainers
School bag
Water based broad felt tip markers
A wrist watch
Maths equipment (protractor, compass etc)
Calculator
Reading book
Pens /pencils /pencil case etc.
Bible
Atlas
Art Pack
Dictionaries – French or German and English

If you are in need of a pen or pencil, your tutor will provide these to you during morning registration only.
HOMEWORK DIARY

Your Form Tutor will give you your Homework Diary. It is an important tool with useful information to support you in your lessons. You must not scribble or draw on the cover or inside it.

Your Form Tutor will give you your homework timetable, and will show you how to fill in your diary to record homework.

It is very important that for each piece of homework you write in the due date.

You must take your diary to every lesson, to write down reminders as well as homework.

You must always use a blue or black pen.

It can also be used for messages between home and school. You should show messages from your parents to the relevant members of staff.

SOME IMPORTANT POINTS

With so many people using the school, it is important that certain rules are followed for safety and also to keep the buildings clean and tidy, so that everyone can work well. The School Rules are written in full in the diary. These are some important reminders:

- make sure you get to lessons, tutor time, registration and assembly on time.
- once a lesson has begun do not expect to leave to go to the toilet. Go during break time, lunchtime and if required between lessons.
- always walk inside the building, as running is dangerous.
- at breaks you may use the playground and, in the summer, the field areas, but not areas at the front of the school or the car parks;
- no food or drink is to be eaten in classrooms or corridors. Food and drink may be consumed only in the dining areas.
- use the litter bins that are around the school buildings and outside.
- if you are late you must sign in at student services.

IT IS STRICTLY FORBIDDEN FOR PUPILS TO LEAVE THE SCHOOL GROUNDS DURING THE DAY WITHOUT PERMISSION.
WHAT TO DO IF...

There will be times when something happens and you don’t know what to do about it. You can be sure that whatever it is, it will have happened before. So don’t worry. Here are some common problems and what to do about them.

I have to go to the doctor or dentist

If you cannot arrange an appointment out of school time you must bring an appointment card or note from your parents. Show this to your form tutor and get it signed by your Progress Leader. This must be handed in to the office when you leave for your appointment.

Someone is bullying me

Try to ignore any taunts or comments others make, they are likely to get fed up quickly if they see their comments have no effect on you. If this continues or if you are being hit tell your Tutor/Progress Leader and your parents straight away. If we are aware of the problem we will be able to deal with it immediately.

I can’t do my homework

Ask parents or friends for help or go back to your teacher before it is due in, and ask for help. Also attend homework club that takes place each evening, members of staff will be there to help.

I’ve lost something

Go and check all the places you have been from when you last had it. Ask the teachers in those places, ask at the school office and in Student Services. Remember if it has your name on it, it will almost certainly turn up.

I haven’t got any friends

The best way to make friends is to talk to people. There will be plenty of people who feel just like you. Be pleasant towards others and you will find plenty of friends.

I need to leave the classroom

If you need to leave the class for any reason you must have permission from your teacher. You will need your teacher to sign the page in your homework diary for you show to anyone who asks to see it.
I feel unwell

If you feel unwell, tell your teacher who will arrange for you to go to the medical room. You must NOT telephone or arrange to go home yourself. If you need to go to the medical room you will be sent to Student Services to get a permission slip. The medical room is located in the corridor next to the main office.

I miss the school bus

At the end of the day go STRAIGHT to the bus / coach. If you miss your bus /coach home, you must tell the teacher on duty or go to the office and explain what has happened. They will make sure you get home safely.

Just remember although you may be feeling scared, apprehensive and nervous, excited or worried you can be sure someone else is feeling exactly the same (even some of the teachers). Everyone wants the best for you and will be doing everything they can to help you settle in to Nicholas Breakspear School.

My first day at Nicholas Breakspear

My form is__________ and form room is ____________

My form tutor is___________________________________

My Progress Leader is_________________________________

I have taken part in the following lessons today

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My teachers were

I met the following new friends