



Pleckgate
HIGH SCHOOL

Ofsted
Outstanding
Provider

Year 7 Handbook 2020



Name:

Tutor:



Welcome

to Pleckgate High School

Soon you will become a member of Pleckgate High School and we hope that you will settle into the school routine very quickly. This short booklet contains all the information that you will need to help you through the first few weeks at Pleckgate.

Remember, if you have any problems or need advice then ask any member of staff.

Who's who?

Head Teacher: Mr M Cocker

Deputy Head Teachers: Mrs A McGinty
Mr R Hamilton

Assistant Head Teachers: Mrs K Ferguson
Miss G Morris
Miss T Robinson

Head of Year for Year 7: Mr J Clegg

Year 7 Tutors:

AZA	Mrs Zaman
CJA	Miss Jackson
JWH	Miss Whetton
MBA	Mr Bajkowski
MST	Mr Stokes
NJK	Miss Jackson
PMU	Mr Murray
RBV	Miss Bury
SMU	Miss Munshi
SRO	Miss Roxby



Starting Secondary School

This handbook give you the basic overview of the key things you need to know as a new student at Pleckgate High School.

It is a very special time for you as a new Year 7 pupil. When you arrive at Pleckgate High School, you will join Year 7 and a Tutor Group of about 29 students. There will be a total of 10 Tutor Groups in your year.

Your Tutor Group is named after your tutor and the year number. So 7 MST is a Year 7 Tutor Group belonging to Mr M Stokes whilst 7SRO have Ms S Roxby.

Usually there will be someone from your Primary School in the same Tutor Group as you; however, this person may not be your special friend. Remember that you are moving to a new and bigger school and that this is a time when you have a chance to make new friends as well as continuing with old friendships. You can always meet your old friends at break and at dinner time.

You will be in school by 8.20am to allow you time to go to your locker. Every morning at 8.30am you meet your Tutor in your Tutor Base, so this is the time to ask your Tutor for any help that you need.

If you need to see Mr Clegg then you can go during Tutor Group time or at break. However, your Tutor is your first point of contact.



Break

At break you will be able to go outside on your own yard at the front of school.

If you want to play ball games at break then you will need to ask the member of staff on break duty for permission go to the Key stage 3 MUGA (Multi use Games area) at the back of school.

If you bring something to eat at break or want to purchase something from school then there will be a designated place in the dining hall for you to eat it.

Lunch

You can:

1. Bring a packed lunch
2. Buy a school dinner

School dinners are:

- A) A cold lunch such as a sandwich or salad and a drink or
- B) A hot meal, eg. Pizza, chips, baked potato, a meal that is halal and a drink

REMEMBER if you change your lunchtime arrangements then your Tutor needs a letter from one of your parents.

If you want to play ball games at lunchtime then you will have to ask permission from the member of staff on duty for permission to use the MUGA.



The school day

On your first day in September you will receive a timetable from your Tutor. You will make a copy of this on your iPad. Your new school day will look like this:

7.30am	Breakfast Club
8.20am	Arrive at school to go to your locker and make your way to your tutor room.
8.30am	Registration and Tutor time/Assembly
8.50am	Period 1
9.50am	Period 2
10.50am	BREAK
11.10am	Period 3
12.10pm	Period 4
1.10pm	LUNCH
2.00pm	Period 5
3.00pm	END OF SCHOOL



Values and Ethos

At Pleckgate everyone is committed to providing the best education and opportunities for our students. At the heart of the school's work is a commitment to high aspirations for all; for our students to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every student at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of academic excellence.

We are proud of our achievements – our examination success, our extra-curricular programme, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Aspire

We will motivate your children to have the highest expectations.

Believe

We will support and encourage your child to believe in themselves.

Act

We will guide your children to work hard and make positive actions at school.

Succeed

We will work hard with your children to ensure they are successful.

Pleckgate High School asks all students to respect and follow the Code of Conduct:

Code Of Conduct

- I will wear full school uniform
- I will try my best at all times
- I will come prepared for lessons
- I will listen to my teachers and carry out their instructions
- I will listen to other pupils and will value their opinions
- I will respect social, cultural and religious difference
- I will respect the rights of each individual and the school as a community

Positive Behaviour for Learning

- I will have positive interactions with others
- I will use resources sensibly
- I will use appropriate language
- I will accept new learning challenges
- I will develop my ability to learn independently



Equipment

You will need to have a good strong waterproof school bag to carry lots of equipment around with you.

In this bag you will need:

A pencil case with,

- Pens
- Pencils
- Pencil sharpener
- Ruler
- Rubber
- Protractor
- Compass
- Set square
- Set of coloured pencils

Also,

- Scientific calculator
- Dictionary
- Rough book—a book that you can write in when you do not want to put your work straight into your exercise book
- iPad (fully charged)

Items not to be brought into school.

- Felt tip pens/Felt tip markers
- Liquid paper/Tippex
- Chewing gum/Bubble gum
- Make-up
- Nail varnish
- Coloured outdoor coats
- Hand held games consoles / music players
- Jewellery—including earrings and nose studs



Rules for movement around school

1. Walk calmly and sensibly to lessons. Walk on the left hand side in the corridor.
2. Go by the most direct permissible route to your lesson.
3. Lockers must only be used:
 - before morning registration
 - at the start of break and lunchtime
 - after Period 5**Do not** go to lockers between lessons.
4. Respect students, staff and property at all times.

School Rules

1. No phones or electronic devices to be used in the school building.
2. No chewing gum is allowed in school.
3. No smoking or E-Cigarettes or vaping.
4. No make up or nail varnish is allowed.
5. No jewellery other than a wrist watch.

Homework

Most days you will receive some homework. All homework is published on DODDLE our online platform that both students and parents can access. It will have clear instructions and a deadline for your homework allowing you to stay organised.

Teachers will ask you to finish homework for a certain day and you must always make sure that you hand it in at the correct time.

All the teachers know which night they have to set your homework and you will have a homework timetable. Homework will last about an hour every evening when you are in Year 7. It **MUST** be done even if you are playing in a football or netball team, going out with your parents or going to the Mosque.

Achievement Rewards

Achievement points are awarded by staff for a variety of reasons including excellent attainment, effort, attendance, behaviour and contribution/participation in all aspects of school life at Pleckgate. There are then a variety of ways that these achievements are celebrated throughout the year.

Behaviour Systems—Stages

Pleckgate promotes outstanding behaviour. Our behaviour monitoring system is one based on “Behaviour for Learning,” recorded on the school’s SIMS system. If you choose to display poor behaviour there will be consequences based on a “Stages System”. The different stages are as follows:

Stage 1 - First warning

Stage 2 - Minor sanction given by the teacher

Stage 3 - Detention with the teacher

Stage 4 - Student removed from class and 1 hour detention given with the teacher.

If your behaviour is extremely poor this may result in you being in isolation for the rest of the lesson or even the day.





What do I do if.....?

- **YOU ARRIVE AT SCHOOL AFTER 8.30am** ~ give your name to the members of staff on duty in Reception then go to Tutor Group or the assembly hall if you have assembly that day.
- **YOU ARRIVE AFTER 8.50am** ~ you should log in on the InVentry System at Reception. The receptionist will help you do this. You then go to your lesson. You will bring a note the following morning to your tutor explain why you were late.
- **YOU GET LOST** ~ ask a student or member of staff for directions. Everyone is happy to help.
- **YOU ARE WORRIED ABOUT ANYTHING, INCLUDING BULLYING** ~ ask your Tutor , Mr. Clegg or the Empathy Team (you will be told about this team on your first day) for support.
- **YOU ARE ABSENT FROM SCHOOL** ~ ask your parent or carer to ring the absence line on 01254 249134 (press option 1) and bring a note for your Tutor on the day that you return to school.
- **THE FIRE ALARM RINGS** ~ listen to the teacher, keep calm and follow your teachers instructions. You must line up in your Tutor Groups on the courts at the rear of school. Your tutor will be there to help you.
- **YOU NEED TO GO TO THE TOILET** ~ In lessons you are permitted to use the toilet if you have a medical pass. Medical passes can be obtained by parents liaising with Mr Clegg. During Break and lunch you will be shown which toilets are available for you to use.
- **YOU FEEL ILL** ~ If you feel unwell in lesson tell the teacher . If you are out of lesson you will go to Student services.
- **YOU LOSE ANYTHING** ~ At break, lunch and after school you can go to Student Services to ask about Lost Property. If you have lost a locker key you see Mr Turnbull in G69. You do not go during lesson time.
- **YOU HAVE AN APPOINTMENT DURING THE SCHOOL DAY** ~ Your parent must write a note that you show your tutor at the beginning of the day and the teacher whose class you need to leave. You must be collected from reception by a named adult in order to leave school.



Uniform

Uniform must be worn in school, to and from school and at official functions organised by the school. We believe that with ALL students in uniform, we can best reach those objectives of substantial achievement in an orderly atmosphere. Furthermore the appearance and general conduct of students makes an impression on the community and parents are asked to co-operate in ensuring that this impression is a favourable one.

Outdoor coats are not to be worn inside the school. Parents are asked to buy only blue or black outdoor coats.

Trainers are only acceptable for PE. Caps, hoodies and denim jackets are not allowed on school premises.

Hairstyles and Colouring:

Parents should be aware that we do not permit extremes of fashion in students' hairstyles or dress. Added hair colours must be natural and subtle (bright colours, including shades of red, and dip dying, are not permitted). Hair braiding is only acceptable without beads or accessories. Close shaved heads and patterns cut into hair or eyebrows are not acceptable. Very short hairstyles or extreme hairstyles (e.g. where some hair is very short and the rest isn't) are not acceptable. Students who have shoulder-length hair or longer may be required to tie it back for Health and Safety reasons if it obscures the face.

Jewellery, Make-up and Valuables:

Make-up is not acceptable.

The school has a no Jewellery policy. Health and Safety and security considerations mean that items of jewellery are not permissible.

Watches should be removed for practical lessons when necessary or any lesson where they may pose a danger. Individual subject teachers will make the decision.

The school cannot accept any responsibility for the loss of valuables.

No facial or body piercing is permitted for Health & Safety reasons.

The school will temporarily confiscate inappropriate items of jewellery and valuables.

If a student persistently ignores these rules, the school will employ further sanctions (please also see Exclusion Policy on the school website).

UNIFORM LIST – GIRLS

<i>OUTDOOR</i>	Navy blue or black ONLY. Suede, leather, denim, hooded tops,
<i>BLAZER</i>	Compulsory. Navy blue with pre-embroidered school badge. A coloured badge will be provided by school to identify the year group
<i>JUMPER</i>	Compulsory. Navy blue with embroidered badge.
<i>TIE</i>	School design only. (clip on tie)
<i>SHOES</i>	Black flat shoes – these should be cleaned regularly. Boots, casual shoes or training shoes are NOT permitted.
<i>BLOUSE</i>	Plain white, cotton or polyester. NOT aertex or tee shirt type.
<i>SKIRT</i>	Navy blue pleated with embroidered badge worn at knee length. The wearing of navy blue trousers (plain straight legged) underneath the skirt is permitted.
<i>TROUSERS</i>	Navy blue straight legged trouser (not skinny fit or jean type material)
<i>SOCKS/ TIGHTS</i>	White or navy blue knee length socks or navy blue thick tights.
<i>HEADSCARVES</i>	Headscarves must be one of the two school approved designs purchased from the school shop.
<i>PE KIT</i>	Blue sports top with red trim and school logo. Navy blue shorts or navy blue tracksuit bottoms with embroidered school badge. Navy blue socks.
<i>JEWELLERY</i>	A <u>no jewellery</u> rule operates for all pupils, including earrings. Pleckgate supports the wearing of items of religious significance such as the Taweez, Kangha, Kirpan and Kara.

UNIFORM LIST – BOYS

<i>OUTDOOR COAT</i>	Navy blue or black ONLY. Suede, leather, denim, hooded tops, jackets with large logos and graffiti are NOT permitted
<i>BLAZER</i>	Compulsory. Navy blue with pre-embroidered school badge. A coloured badge will be provided by school to identify the year group
<i>JUMPER</i>	Compulsory. Navy blue with embroidered badge.
<i>TIE</i>	School design only. (clip on tie)
<i>SHOES</i>	Black – these should be cleaned regularly. Boots, canvas shoes or training shoes are NOT permitted.
<i>SHIRT</i>	Plain white.
<i>TROUSERS</i>	Navy blue straight legged trouser (NOT skinny fit or ‘jean type’ material).
<i>SOCKS</i>	Grey or black
<i>PE KIT</i>	Blue sports top with red trim and school logo. Navy blue shorts or navy blue tracksuit bottoms with embroidered school badge. Navy blue socks.
<i>JEWELLERY</i>	A no jewellery rule operates for all pupils, including ear-rings. Pleckgate supports the wearing of items of religious significance such as the Taweez, Kangha, Kirpan and Kara. The To-pee is NOT allowed in school.

Extra Curricular and Enrichment opportunities

There are many different extra curricular activities that will be on offer to you in September and over the course of the year. Some of these take place at lunchtime and some after school. It is important that not only do you do well in your studies but you also get involved in school life. Even if you have not got involved with such activities in your Primary School this will be an excellent opportunity for you to develop existing skills, learn new skills and even make new friends!

Examples of activities on offer to you:

SPORTS:

Netball, Football, Badminton, Cricket, Rounders, Basketball, Dance, Table Tennis, Fitness, Athletics, Gymnastics.

DRAMA:

Drama Club, involvement in School Productions.

MUSIC:

Learning to play musical instruments: ukulele, Keyboards, trumpet, drums, guitar, singing, Extra Curricular Clubs—bands, school choir, school productions

OTHER:

School Council, Environmental club, History Club, Charity Club.

There are many more clubs that will be on offer. Make sure you attend at least one!

