



Welcome to Maiden Erlegh School!

Student Handbook



Welcome!

Welcome to Maiden Erlegh School!

As you prepare to finish primary school and join us here at secondary school, we know that you might have a mixture of emotions. Some of you will be excited; others will feel nervous. You may just be feeling a mixture of both! This is all perfectly normal, and we have put this handbook together to answer some of the questions that you may have. We hope that it helps and that you are excited to join **#TeamMaidenErlegh!** We are very much looking forward to welcoming you.

You don't have to remember everything in this booklet, since there is quite a lot to read but it will hopefully be a useful guide for you. Everything will become a lot clearer when you join us in September. We are all here to support you if you are unsure of anything, no matter how small it may seem; if it worries you, then it will be important to us!

We have been doing lots of work behind the scenes and have spoken to your Year 6 teachers so that we can find out a little bit more about you. Miss Nimmo is an Assistant Headteacher who will work very closely with your Head of Year, Miss Avery, to ensure that you settle in quickly, make good progress and are happy.

Nearly all students are nervous on their first day of secondary school, and you will probably be no different. We will arrange for you to come into school before students in other year groups arrive and you will spend some time with your new tutor group before you start lessons. Everybody tends to worry about getting lost, but there will be plenty of staff on hand to point you in the right direction!

In the meantime, enjoy your last weeks at primary school and the summer holidays. If you have any questions about our school, ask your parents/carers to get in touch and we'll do our best to answer them.

We are very much looking forward to seeing you in September and supporting you in this next step of your school journey.

Mr S Jump
Headteacher

Miss C Nimmo
Assistant Headteacher

Miss E Avery
Head of Year 7





Dear Year 6
students.....

Messages to you from our Year 7s



Dear Year 6 students,
Hello hello! Welcome to Maiden Erlegh! I hope you enjoy your school life here! No need to be worried, the teachers are nice, and you'll meet lots of new friends!

Charlize

Dear Year 6 students,
I always thought secondary school would be scary and I would definitely get detentions, but if you listen to your teachers and be kind and friendly to others you won't struggle. Remember you can always talk to elder years if you need help with anything.

Kyra

Dear Year 6 students,
I was worried when I first joined of getting a detention, but actually the teachers are actually so nice. I really hope that you have a lovely time at Maiden Erlegh School, it's really fun because you can play football at break on the astro. I enjoy making my friends laugh a lot, so I hope you have a lovely time in year 7 and see you when you get here.

Harry

Dear Year 6 students,
I was worried about the amount of homework I would get, but in the end, I found out that I needed to do it the night I get it. Don't do it the night before it's due otherwise it will be a rush.

Ali

Dear Year 6 students,
I know exactly how it feels like when you are new to a school/ community. School might be fun to you when you are in primary but this is a big step up! If you are worrying about getting detentions, let me tell you don't even worry about it. I've been here for months now, follow the rules, listen and enjoy, you will be fine! Oh, and they serve good food at lunch too! Remember, enjoy, take part and stay safe!

Paris

Dear Year 6 students,
I was worried about being late to lessons and getting in trouble. You don't need to worry about that because for the first 3 months or so the teachers won't be mad and won't give any detentions. After a while you will easily find your way around school and won't get lost.

Isabelle

Dear Year 6 students,
I have had lots of fun at Maiden Erlegh and honestly, it's much better than I thought secondary school would be. I love the independence and have made many new friends and I'm sure you will too!

Alice

Dear Year 6 students,
Many of you will be worried about getting lost; I know I was. But after a day or two, you will have it all figured out.

Tommy





The School Day

You will need to be in school by 8.30am. Registration will start at 8.30am. *On Day 1 in September, we'll direct you to the Main Hall for a welcome assembly!*

On each school day, you will have five lessons. Remember, we'll help you to understand which snack (lunch) break you are on each day!

Tutor	8.30am - 8.50am		
Lesson 1	8.55am - 9.55am		
Lesson 2	10.00am - 11.00am		
Break	11.00am - 11.25am		
Lesson 3	11.25am - 12.25pm		
Lesson 4/Lunch	Lesson	Lunch	
	12.55pm-1.55pm	1	12.25pm-12.55pm
	12.30pm-1.00pm 1.30pm-2.00pm	2	1.00pm-1.30pm
	12.30pm-1.30pm	3	1.30pm-2.00pm
Lesson 5	2.00pm - 3.00pm		



We recommend you wear a non-smart watch to help ensure that you get to each class on time. You will not be able to use your mobile phone to tell the time, as your phone must be switched off and, in your bag, while you are in school.



Snack (Lunch) Break

Morning Break:

You will have a 25-minute morning break where you can get some fresh air, eat a healthy snack, have a drink, and use the toilet.

Lunch:

Our **snack (lunch) break** in the middle of the day allows you to buy food or eat your packed lunch in the dining room.

We have three snack breaks so it may not be at the same time each day. Do not worry - your tutor will tell you about the timings on your first day and you will soon get used to it!

If you would like to buy your lunch in school, your parent or carer will put money onto ParentPay, and you will be given a pin number on your first day of school. Lunch costs about £3.50. If you forget your pin number, don't panic, we can look you up using your name as well. We don't accept cash.

If you bring a packed lunch, don't forget: **no cans, fizzy drinks, or glass bottles. You must eat in the dining rooms during your snack break.**

We recommend you bring a re-fillable, reusable water bottle with you to school. You can fill it up at lunchtime in the dining room, or outside the PE changing rooms, where the water fountains are.

If you forget your lunch, check at reception in case it has been brought in from home. If it hasn't then you can speak to one of the Lunchtime Controllers; we don't want you to be hungry and we'll always ensure you get to eat.





Code of Conduct

All pupils/students are expected to behave in a manner which promotes the best that they can be, and where behaviour is in the best interests of the school community.

Everybody must:

Treat everyone in the school community with kindness and respect

Speak calmly and politely to all people, whoever they are. Never do, say or write anything which is hurtful or hateful or which constitutes bullying or harassment (this includes via social media or by text message).

Move around the school and classrooms in a safe and responsible manner

Use the correct stairs and one-way systems, and do not run or push others as you move around the school. You may put other people's safety at risk. Please hold the door open for other people.

Respect the school environment and the property of others

It is more pleasant for everyone if the buildings are clean and in good condition. Do not vandalise or graffiti your school. Treat other people's property as you would wish them to treat yours.

Be attentive and polite in lessons and contribute positively

The lesson will be more interesting for you if you are positive and take part. Treat other people as you would want them to treat you. Everyone in the classroom has the right to learn and you must not prevent that.

Work hard and do their best in class and with homework/independent study

Students are expected to attend lessons, with the correct equipment and be ready to learn. They are expected to always try their best in lessons and when completing homework.



Code of Conduct

Attend school regularly and arrive at school and lessons on time.

Students are expected to make their way directly to and from school and should disperse quickly and in an orderly manner. It disrupts the lesson if you are late, and it is difficult for you to take part if you do not have the right equipment with you.

Take responsibility for and managing your own learning

Ensure your work and homework is up to date and handed in on time. Have the correct equipment and books with you. Act on the advice and feedback of your teachers. Go through what you have learned each week and never be afraid to ask for help should you need it.

Listen to members of staff and follow all instructions

Teachers have the right to decide who sits where and to determine the content of a lesson.

Use digital/smart technology and the internet safely and positively

You must abide by the Acceptable Use Agreement (*more details to follow*): your use of mobile telephones or any other digital technology should never cause disruption to learning, or be used as a medium for bullying or harassment, or be used to bring the school into disrepute (for example, where the school or members of the school community are mentioned on social media and blogging sites outside of school).

Dress smartly and appropriately always, and ensure appearance is in line with our expectations

Please wear the correct uniform. Make sure that you are smart, for example have your shirt tucked in and your tie done up properly.

Ready, Respectful and Safe:

Please keep Maiden Erlegh School tidy: We want you to be proud of your school and help us to keep the school tidy. Please pick up any litter and put it in the rubbish bins, or recycling bins provided. There are recycling bins for paper, card and some plastics in all classrooms.



Look after the furniture: Use all 4 legs on a chair – please don't tilt or lean back, and do not sit on the tables.



Line up quietly outside classrooms: If everyone keeps their voice down, then everyone can be heard.

Be helpful and polite to everyone: Please be always respectful.

Chewing gum is not allowed in school: Please do not bring it in.

And finally... You may bring a mobile telephone into school, but please keep it switched off and in your bag unless your teacher gives you permission to use it. If you use it without permission, you will have to give it to a member of staff and collect from reception at the end of the day.





What do I do if I feel ill?



If you feel sick or have an accident during the day, a member of staff will help you.

You will be advised to go to, or be escorted to, Student Services. A member of our First Aid team will then be able to assist you.

If you are feeling ill during break-time, you can go directly to Student Services.

You must always tell a member of staff if you are unwell. Never take yourself off to the toilet on your own.

We know that when you feel ill, you might want to call or text home and speak to someone to let them know. But it is important that you let your teacher know first. Try not to worry your parents/carers by calling them – we are all here to help you feel better. When you see the first aider on duty, they can call home for you and let your parents/carers know if you don't feel well.

Don't panic – if you have forgotten sanitary products, we have those too!





Tutor Groups

Your tutor is one of the most important people to you at Maiden Erlegh. You will see your tutor for registration each morning and we hope that you'll see them as someone you can trust; someone whose company you enjoy and whom you can turn to for help.

*'Your tutor is someone who will help you
with any problem'
Year 7 student*

You can ask your tutor if.....

- You fall out with your friends and want some advice.
- You win a competition inside or outside school and want to share that success.
- You feel that other students are being mean to you.
- You have some ideas for activities which you could do as a group.
- You want to share some good / bad family news.
- You are getting tired or disorganised.
- You have been somewhere interesting.
- You have received House Points
- You don't understand some work you have been given and are afraid to ask the teacher who set it.

Your tutor is there to help, support and guide you. They will work very closely with your Head of Year and will make sure that you are safe and feel safe whilst at school. The most important thing is that they care about you and want you to do well!



Our House System

You will also be put into one of six houses:

**Roddick
Bolt**

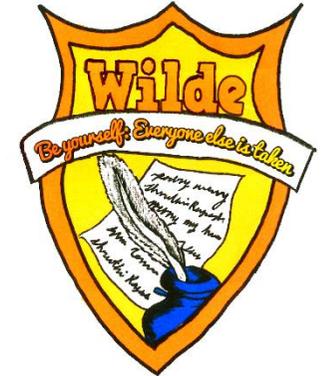
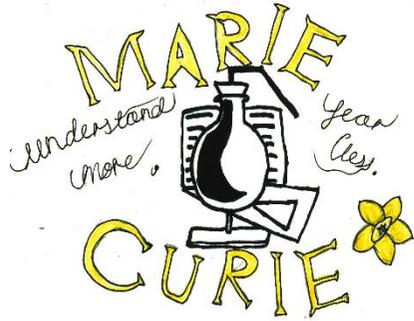
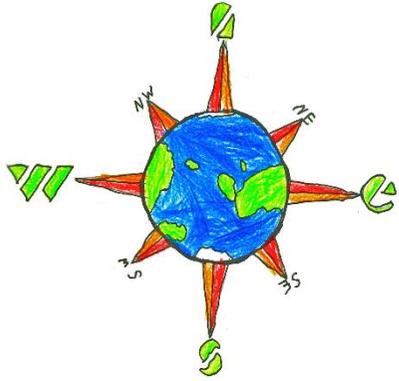
**Wilde
Curie**

**Yousafzai
Attenborough**

These houses were chosen by the students and the logos were designed by them too.

When you get house points, they go towards the total for your house. When you take part in sports day, you compete in house colours.

The houses are a really important part of school life, and you will be given your house badge to wear on your uniform when you arrive!



Values

At our school, we think certain values are really important for everyone to grow and do well. Integrity means being honest and doing the right thing, even when no one else is watching. Tolerance is about understanding and respecting people who are different from us, making our school a friendly place for everyone.

Aspiration means setting goals and working hard to achieve them, while respect means treating everyone kindly and fairly. Kindness is about being nice and helping others, and perseverance is about never giving up, even when things are tough.

By following these values, you'll not only do well in school but also become kind and responsible people who can make a big difference in the world.





Attendance

You should ensure that you are at school on time each day. If you are going to be absent, you should ask whoever is at home to telephone or email the school by 8.30am so that we know where you are.

If you don't register in the morning and there is no reason given, then the Attendance Officer will contact your parents/carers.

Attendance Certificates: At the end of each term those students that have achieved over 98% attendance and have not been late will receive a special certificate.

Those students who do not have a day's absence **all year** and are never late also receive a special certificate in recognition of this.



Medical and Dental Appointments should not be made during school hours unless it is impossible to do it at another time. If you have to go to an appointment, then your parents/carers have to email the school office or write a letter and you will need to show this to your tutor. When it is time to leave the school site, you must sign in and out at Student Services.

It is very important to be at school as much as possible. Research shows that students who attend school achieve more and settle in better – you should aim for 100% attendance.



Uniform

You will probably have lots of different feelings when you put on your new uniform: excitement, but also nervousness - but we really hope you will feel proud and that you'll try to always look smart.

We expect you to tuck your shirt in and to do the top button up on your shirt. You will quickly become expert at doing up your tie and polishing your shoes



There is a detailed list in the parents/carer handbook of the uniform that you will need before starting in Year 7.

Remember to make sure that all your clothes have your name in them, especially your PE kit!





What do you need on your first day?

On your first day, come immaculately dressed in your uniform and bring the following in your school bag:

- This handbook
- A transparent pencil case with a pen
- At least 1 spare pen
- Two pencils, both lead (normal) and coloured pencils
- A rubber
- A rough book
- A small dictionary (Oxford School Dictionary recommended)
- A refillable water bottle, and food for lunch or some money on your online ParentPay account. (You will receive your pin from your tutor)
- Mathematical instruments: protractor, pair of compasses, 30cm ruler, and a scientific calculator



You are expected to have a reading book with you every day.

You are expected to have a scientific calculator for every mathematics lesson.

You will be given a School Diary on the first day and you must use it and bring it to school with you every day.

Once your timetable starts, you must bring the books or folders and other equipment/kit you need in each lesson.



Rewards

We like to reward you when you get things right. That might be for a good piece of work, putting a lot of effort into something that you have been asked to do, or for helping the school community. Whatever it might be, we have a lot of different ways of rewarding you:

- Verbal praise (we will say “well done” to you)
- Letters home
- Postcards home
- House points (for effort, achievement, or service)
- Meetings with senior staff
- Certificates
- Prizes



To celebrate your fantastic achievements, you will receive House points. These points are then used to invite students to our celebration events. In the past we have had cake parties, pizza parties, film evenings and a BBQ, to name a few.

Furthermore, the Headteacher awards one student ‘Student of the Week’, who is invited to have a hot chocolate with him during break time. This is from nominations by teachers for an example of going ‘**above and beyond**’ what is expected.





Support and Sanctions

Sometimes teachers will make appointments to see you, they may want to help you improve a piece of work or to ensure that you learn something you may not understand. These are not sanctions; they are designed to help you. Please do not worry if a teacher asks you to attend one of these, you are not in trouble.

We can ask you to use a report card which focuses on two or three areas of your behaviour which you can improve on. The aim is to remind you in each lesson and your teacher will love giving you positive praise. You then share this with your tutor and your parents/carers, so they know how you are doing.

On the odd occasion, you might not get things quite right. This might mean that you receive a sanction. Sanctions range from a discussion with a teacher, to detentions. Your teacher will record a detention of longer than 15 minutes and your parents/carers will be notified via a Parent App. This is so that they know how you are getting on in school and also that they know where you are when you are late home from school. We would suggest talking to them about it when you get home and think about how you can avoid getting another one. Your tutor might be able to give you some advice on this.

Many students go through school without ever having a sanction - we hope that you will be one of them!



Clubs and Extra Curricular Activities

School doesn't just start at 8.30am and stop at 3pm! There is a huge range of activities for you to get involved in both before and after school. There are also bands, clubs, and project teams which you will get lots of information about from your tutor each morning. There is a noticeboard outside your Head of Year's office which will give you information about upcoming opportunities as well as notices that your tutor will share with you.

Some of the clubs that previous Year 7s have been involved in have included:

Rugby (Girls & Boys)
Football
Brass Group
Homework Club
Boys' Choir
String Group
Fitness
Robotics
Badminton
Free-running
Choir
Junior Band
Eco Club

Hockey
Street dance
Tennis
Drama Club
Chess
Samba Band
Philosophy
Art
Table Tennis
Netball
Woodwind Group
Pokémon Club!

...And the School Production!





Homework

On your first day, you will be given a School Diary. You will write your timetable into it, and you will also keep a record of all the homework you are set in it. Your homework will also be recorded by your class teacher on Class Charts and you will also have access to Google Classroom. You will be expected to spend about 30 minutes on each piece of homework that you are set.

Your diary is a very useful book, which you must try not to lose, and you must always carry it with you while you are at school.

Your tutor will explain how to use it.

It is a good idea to do homework on the night it is set. Then if there is anything you don't understand, you can find your teacher and ask them before it is due in. You can always drop into homework club if you need extra help, there are always people there to answer questions. You will also be able to write the birthdays of all your new friends in it, clubs you are planning to go to and sporting fixtures!



Inclusion

Maiden Erlegh is a very big school, and some students here need help with their reading and writing. Other people need help in class to write up their notes and get their homework sorted out. Sometimes they need someone to help them sort out their presentation, handwriting or help them to build their confidence and talk to all of the new friends they are going to make.

The Inclusion team helps all students for however long they need it. Remember to ask your Head of Year or your tutor if you think you need help. Don't worry yourself and become unhappy; we are all here for you!



Homework Club: Maiden Erlegh has a Homework Club that takes place Monday to Friday after school. You will find it in G Block (we'll show you on your school map), and this is open for all to attend. One of the rooms used is a normal classroom and the other is a computer room. Staff and students will be available to provide help if you need it, or even just explain what you need to do.





Target Bullying!

At Maiden Erlegh we want to be clear about our expectations of **everyone** in the school community. This includes parents, carers students and staff.

- Everyone will be respectful to each other.
- Everyone will report abuse or bullying of another person.
- The school will be proactive in preventing bullying and students will learn what bullying is and what to do to report it.
- The school will run an Anti-Bullying Week every year.

Teachers are trained on the signs of bullying and will listen to any student who feels they are being bullied. We have even won a gold award for our anti bullying programme.



If you are being bullied, what can you do?

1. Tell your teacher or parent/carer
2. Tell a friend and ask them to help you
3. Email school
mestarget@maidenerleghtrust.org

Literacy and Numeracy

#numeracy 

#literacy 

Basic Skills at Maiden Erlegh School

At Maiden Erlegh School we want to help you to develop your literacy and numeracy so that you have the best possible skills and can apply them to different subjects and situations in life. Having a good standard of maths and English will mean you achieve better qualifications and are in the best possible position when you apply for jobs or further education (such as college or university). Demonstrating these skills to a potential employer can ensure that you stand out from other people who you will be in competition with during life.





Your First Day!

On your first day, please be at school for 8.30am.

When you arrive, Miss Avery and your tutor will meet you under the covered way (outside reception at the front of school) and will take you into the Main Hall where you will sit with your tutor group. We'll have plenty of staff on hand to point the way to the covered way/reception area.

We will have a brief assembly before you spend some time with your tutor, and we will give you your timetable. We will make sure you have your school diary and a map. Your tutor will go through the timetable with you and help you to understand it and the way the day works at Maiden Erlegh.

Don't worry, your tutor is going to be able to answer lots of your questions on your first day.

Then it will be off to your first lessons as Maiden Erlegh students.

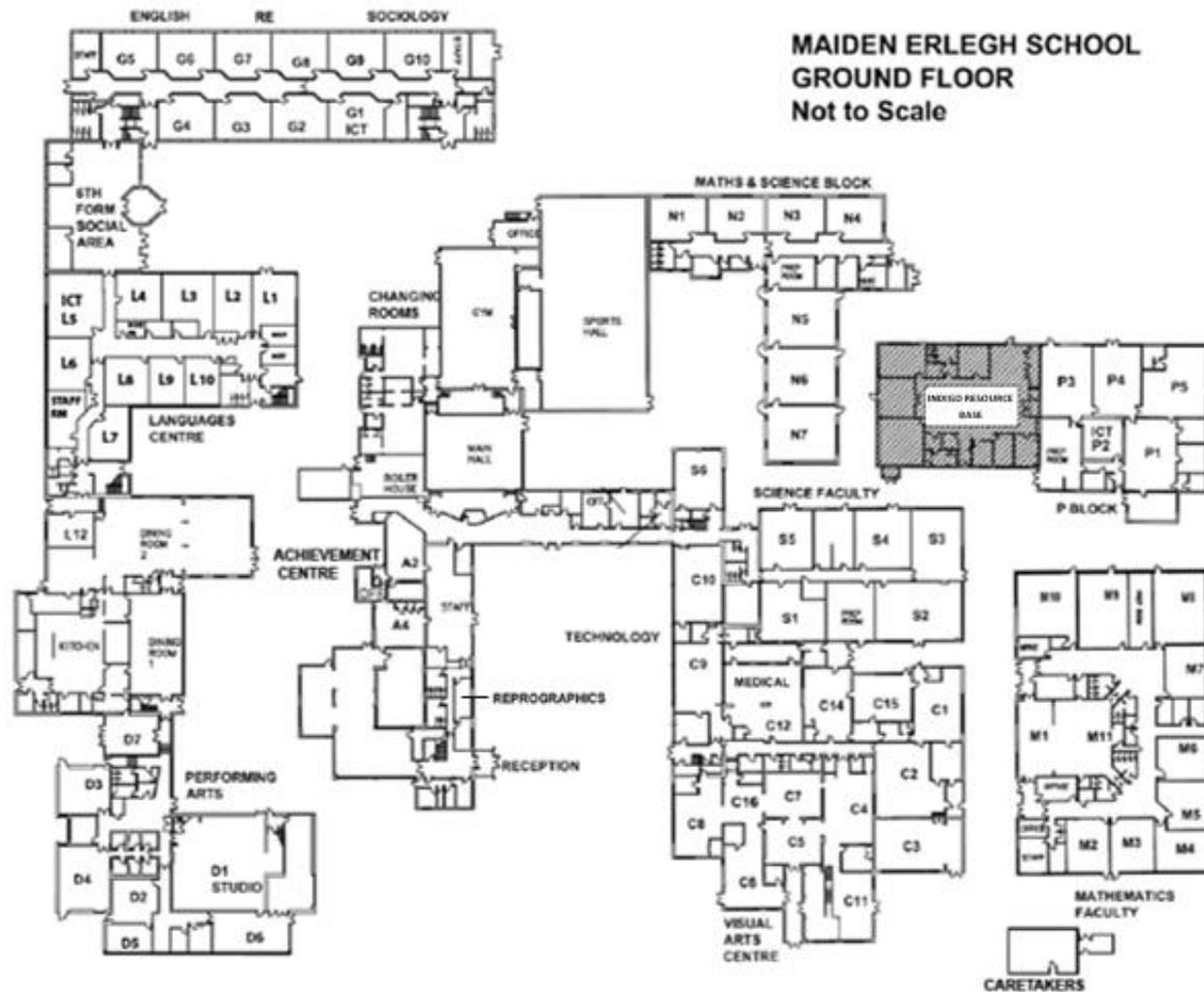


Your timetable....

On your first day you will be given your new timetable by your tutor.

We will inform you of the names of your teachers and the room to go to. Our teachers and teaching assistants are excited to meet you for the first time!





Finding your way around

On your first day, you will be given a map of the school. During the first few weeks, you will soon find your way around. Sometimes it helps to colour in the rooms you are in.

You may not be sure of where to go in the first few weeks, but don't worry, there will be plenty of people to ask (older students, teachers, and there are sign posts up all around the school).

If I have trouble understanding something in class, what should I do?

Ask questions of the teacher...or if you are really worried go and see the teacher after the lesson. They are there to help you and want to help you to understand.

I want to cycle to school...

If you want to ride your bike to school, you must ensure that it is in a good condition and you can lock it in the cycle racks. We recommend that you wear a cycle helmet.

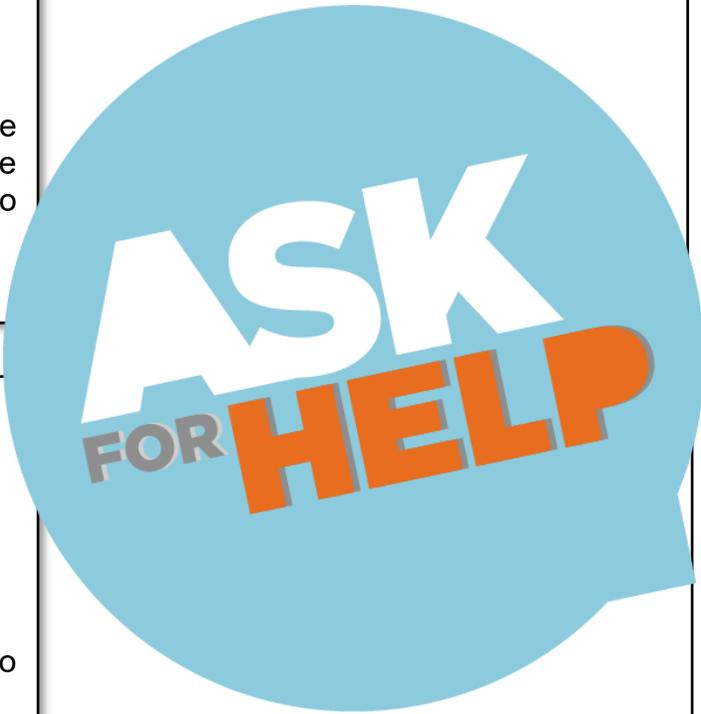
You must walk your bike around the school site, and only ride it safely when you are off the premises. If you have any problems, see your tutor.

If I lose something...what do I do?

Retrace your steps, ask people if they have seen it. You can go to Reception and see if it has been handed into Lost Property. Speak to your tutor and see if they can help.

**I am unhappy/worried.
What do I do?**

Speak to your tutor or Head of Year. We are here to help you and we want you to be happy at school. We will try to solve the problem with you.



**ASK
FOR HELP**



Finally... a message from Miss Avery, Head of Year 7

Dear Year 7 Students,

Welcome to your induction day at secondary school! We are thrilled to have you join our school community, and we hope you are as excited as we are to embark on this new chapter of your educational journey.

I am especially looking forward to meeting each one of you. I have been busy preparing for your arrival and cannot wait to help you settle in and thrive in your new school. We are confident you will find your way smoothly and enjoy all the wonderful opportunities that await you here.

Making a great first impression is important and easier than you might think! By being polite, respectful, and enthusiastic, you'll show your teachers and classmates that you are ready to be a positive and active member of our school. Remember, everyone here started as a new student once, so don't be afraid to ask questions and seek help when you need it.

We are all here to support you and ensure that your transition to secondary school is both enjoyable and successful. Let's make this year an incredible one, filled with learning, growth, and new friendships.

Have a great summer and we can't wait to welcome once again on the first day of school in September. We are so glad to have you with us!



Miss Avery
Head of Year 7

