



Upton Court
GRAMMAR SCHOOL



**TRANSITION INFORMATION
FOR STUDENTS
2019-20**

Welcome to Upton Court Grammar School!

We are committed to helping you make a fantastic start at Secondary School. This booklet is full of useful information for new students, and should answer most of your questions and concerns about joining us in September!

WHO'S WHO

Mr Pritchard - Headteacher

Mr Sahota - Head of Year 7

Mrs Earle - Director of Student Welfare

As well as the staff members listed above, you will all have a Form Tutor, who you will see in registration every morning. They will be there to help you with any issues and to support your time at Upton Court.

There are also the Head Boy, Head Girl and Prefects. They are all 6th formers who have extra responsibilities to help keep the school running smoothly. They wear badges so that you know who they are and their photographs are on the Prefects notice board in the corridor by the hall.

We want you to get to know all of us. Your first point of contact will be your own form tutor but any of the other people on the team will be ready to help you.

At Upton Court Grammar School female members of staff are addressed as 'ma'am' and male members of staff as 'sir'.

BEHAVIOUR FOR LEARNING – Tips for making a positive start:

1. Be on time for lessons.
2. Make sure that the correct uniform is worn at all times.
3. Ensure that you have all the right equipment for your lessons.
4. Get ready to start the lesson. Get your diary, pens, etc out. Get on with the starter activity in silence or read through your notes from the previous lesson.
5. Listen carefully to the teacher's instructions. Listen to others in class when they are speaking.
6. Understand what the Lesson Objectives are. Set your own targets for the lessons. Determine what you need to do to ensure you achieve the lesson objectives.
7. Participate fully in the lesson, whether individually, in pairs or in groups.
8. DO NOT: distract others in the lesson; ask to leave the room unless you have a special pass; eat or drink anything except water in the lesson.
9. Have your mobile phone switched off while you are in school.
10. Check that you have met the Lesson Objectives and your own personal targets for improvement.
11. Record your homework carefully in your diary.
12. Tidy up and wait quietly to be dismissed. Get to your next lesson without delay.

CODE OF BEHAVIOUR

All the rules of the School are based on common sense, courtesy, and consideration for other people, and on safety. These rules will be in your student planner, and your Form tutor will go through them with you.

REWARDS FOR EFFORT

Culture Points are given for good work, progress, behaviour or effort and are recorded in your diary and on your school record.

Certificates are awarded for exceptional achievement in individual subjects, as a form member and for gaining the highest number of Culture Points. These will be awarded in Celebration Assemblies at the end of term.

Attendance certificates are issued by the Attendance officer for students with 100% attendance each term and presented to students in assemblies.

You may also be nominated for an 'UCGS Heroes', Subject Hero or Form Hero award by a member of staff or another student.



SANCTIONS

If you do behave badly, fail to do your work properly or forget your books or equipment, you may be given a detention after school. Detentions will be recorded on your school record. The behaviour policy is clearly laid out in your planner, and teachers will clearly explain their expectations at the start of term. If you have a detention after school your parents will be given prior notice.

UNIFORM

It is your job to keep yourself neat and smart. Remember that you should be wearing shoes – trainers are a part of your PE Kit. All uniform must be marked clearly with your name using woven name tapes or permanent marker. Do not forget to mark your shoes and coat. You cannot wear your coat inside the main building so take it off when you come inside.

If you are not wearing the correct uniform, you will be given a step and this will be recorded on our school system.

NO JEWELLERY OTHER THAN A PLAIN PAIR OF STUD EARRINGS AND A WATCH ARE ALLOWED



AEROSOLS

Remember that aerosols must not be brought into school and will be confiscated and disposed of if found.

HOMEWORK

Some of you will be used to doing homework. For others it will be a new experience. Here are a few guidelines.

- Write down ALL the details carefully and accurately in your school diary when the homework is set, including when you have to hand it in.
- Look in your diary BEFORE you go home to make sure that you have everything that you will need.
- Do your homework SOONER rather than LATER and allow plenty of time so that you can settle down to produce your best work.
- Arrange at home to have somewhere quiet, warm and well lit to do your homework, either at a desk or a table.
- When you have finished make sure that you put everything in your school bag that you will need for the next day.

We expect that most of you will have interesting hobbies, belong to groups like the Guides or Scouts or have extra lessons such as languages, music, karate or dancing. If you organise your time properly you will be able to fit in both your hobbies and your homework. If you are a bad organiser you will have to start to think carefully about how you are going to fit all your commitments into the week.

If you have problems with your homework, go and see your teacher at the earliest opportunity.

On cold and wet days it gets very busy and so it is a 'first come first served' basis.

FEELING ILL

If you are feeling ill or hurt yourself at school you should go to your classroom teacher who will send you to the medical room.

If you have to bring medicine or tablets to school, take them to reception for safekeeping.
DO NOT CARRY THEM AROUND SCHOOL WITH YOU!!

ABSENCE

If you are absent your parents should telephone the school (01753 522892) or report your absence on INSIGHT on the first day you are away and each subsequent day.

PAYMENTS

To remove the need for cash and cheques in school we are asking all parents to use Parent Pay. If you already have a Parent Pay account you can simply login to that account. Please make sure you enter your most up to date contact details and e-mail address. Parent Pay holds an electronic record of your payments. If you do not have a Parent Pay account, please contact Student Services.

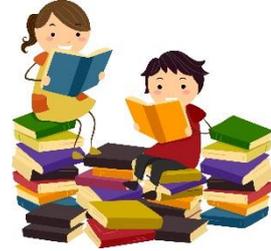
LIBRARY

The School Librarian is there to help you so don't feel shy about asking questions. During one of your first English lessons you will be introduced to the Library in more detail.

The Library may be open for you before school, at break time and after school. The Librarian will be able to tell you when you can use it. There will be signs on the door and prefects to help you. You may have out 3 books at any one time. Books are issued for 2 weeks and can be renewed unseen. If you take a book out of the library it is your responsibility to ensure that it comes back on time. Overdue books incur a fine of 5p per day.

As well as books, the library has access to the internet and a variety of magazines and newspapers.

Throughout the year there are reading competitions and events with prizes available!



HOLIDAYS

You need to apply in advance for any leave of absence for things such as medical appointments. UCGS is not permitted by law to grant leave of absence for family holidays unless there are exceptional circumstances. Leave of absence will not normally be granted to students whose attendance record is below the expected 95%.

A leave of absence form can be collected from reception and should be completed and returned as far in advance as possible.

You should try to avoid being off school because you will very quickly get behind with your work. If you have been away you need to copy up the missed work as soon as possible. **ASK THE TEACHER FOR HELP IF NECESSARY.** This is very important as you will need the work for exam revision.

LATE FOR SCHOOL?

If you are late for school and arrive after 8.25am you must come in through the main door (which is otherwise out of bounds) and sign the Late Book in Reception. This will ask you for your name and the reason for your lateness. If you do not sign in when you arrive late, a text message or email will be sent home to your parents.

APPOINTMENTS

If you have an appointment, e.g. at the dentist, you must bring your appointment card, or a letter of explanation from your parents, and show it to Mrs Murphy. At the time you need to leave school you must go to Reception and sign out. Report to Reception again when you return. We need to know who is in school in case there is a fire!

BEING ORGANISED

Your School Diary is intended to help you with your organisation. Look after it carefully and **CARRY IT WITH YOU ALL THE TIME YOU ARE AT SCHOOL**. You will need to write down your homework and other important things in your diary.

Removing pages and using Tippex in your diary is **NOT ALLOWED**. If for any reason you forget or lose your diary, you must see a Senior School Co-ordinator to get a temporary diary sheet. Your parent/guardian must sign your diary **every weekend** as your form tutor will check your diary every Monday morning.

WORK BOOKS

When your exercise book is full it will be replaced, free of charge, by the subject staff – provided that it is in good condition, with no pages missing. You need to show it to your teacher. If you lose or damage your exercise book before it is finished, your teacher may charge you to replace it. Keep your exercise books in good condition: do not scribble on the covers. Text books for certain subjects will be given out – **KEEP THEM SAFE!**

REMEMBER that the state of your books is a reflection of your attitude to your work. Presentation of work is important. Well-presented work is more likely to earn you good marks as well as House Points and is much easier to learn when you come to revise for tests and exams. Written work is very important in a grammar school, so make sure it is all finished and in full detail. One word scribbles won't make much sense when you come to revise work a year later!

Remember diagrams look better in pencil (make sure it is sharp). Use coloured pencils rather than felt tips as they tend to be messy. Always give your work an underlined heading. Do not use Tippex – it is banned from the school. A single line through mistakes is quicker and neater.

INDIVIDUAL TEACHERS WILL HAVE THEIR OWN SPECIAL REQUIREMENTS SO YOU WILL NEED TO LISTEN CAREFULLY TO INSTRUCTIONS AND MAKE SURE YOU FOLLOW THEM.

COMPUTER MISUSE

It is important that you do not use any generally unacceptable language, attempt to bypass the proxy server or access games sites while using a school computer. All use of computers at school is monitored and recorded. If any of the above are attempted while you are logged onto a computer, whether it was you who did it or not, you are responsible and will be punished accordingly.

THE SCHOOL DAY

All the times of registration and lessons are in your School Diary. Unless you are involved in a school activity or detained for a valid reason, you should leave the building 15 minutes after the end of school.

You should move immediately and quickly from one class to another.

At break and at lunchtime you should normally be outside on the playground.

BREAK/LUNCH FOOD

The restaurant is open from 8.00am and at break and lunchtime. You can buy hot and cold food there which must be eaten in the restaurant. If you have a packed lunch, this must also be eaten in the restaurant. You are not allowed to eat anywhere else in the school.

Year 7 will be let out of P4 ten minutes early so that they can arrive at the restaurant before the rush. Line up in an orderly way inside the restaurant leaving bags on the shelves provided. You will be expected to leave your table clean and tidy for the pupils who follow you.



MOVING AROUND THE SCHOOL

Keep to the left of corridors and stairs. If asked to do so, line up in single file outside classrooms so that you do not block the way.

You may enter and leave the school grounds only by the main gates.

You should STAND UP and BE QUIET when a member of staff or a visitor enters the room. Give them your attention as a courtesy.

Put ALL your litter in the bins provided.

If you lose anything, e.g. a ball, on the school roof ask Mr Walsh, the Caretaker to get it for you. DO NOT CLIMB ON THE BUILDING.

Library stairs, the school field (in bad weather), bicycle racks, the front of the school, near parked cars, behind huts, by gates and practical rooms are all OUT OF BOUNDS.

CYCLING TO SCHOOL

If you wish to cycle to school you must bring a signed cycle permission letter. Your bicycle should be clearly marked and you should keep a record of the frame number. Bicycles must be parked in the cycle racks and securely locked. Do not ride your bicycle anywhere inside the school grounds.

LOST PROPERTY

If you lose anything try to remember where you had it last and retrace your steps. If you cannot find it, it might have been handed in to Reception, the PE office (PE kit) or the Caretaker so always check those places. Lost Property can be found in the Head of Years office. If you lose something it may be several days before it finds its way to Reception or Lost Property so check back to make sure.

Found property should be handed to Reception.

LOCKER

At the start of the year you will be issued with a locker if you have paid a £5 nonreturnable deposit. If you have any problems with your locker ask your tutor or student services for help.

Please make sure that you buy a large padlock with a key. Small padlocks can easily be broken off and if the padlock is very small, lockers can still be opened. **Keep the padlock on your locker at all times** even if there is nothing in it. This will stop anyone else taking your locker and using it themselves.

VALUABLES

The school is not responsible for any valuable item, for instance ipods or jewellery, so no expensive items should be brought into school.

Things do get lost but there are things you can do to help:-

1. Do not come into school with more money than is absolutely necessary. Any loss of personal property or damage to school property should be reported immediately to a staff member!
2. Avoid bringing very expensive phones or ipods to school – it is better to bring a cheaper version.
3. Buy a school bag on which a padlock can be fitted and ensure it is locked whenever the bag is left unattended, as it will be sometimes during technology, music and art
4. Boys should wear trousers with a back pocket with a button on so that money and mobile phones can be kept on them when they are playing football at break and lunch.
5. Ensure that you have a substantial padlock for your locker door and keep it padlocked whether there is anything in it or not.
6. Buy a zippy bag from the PE Department (cost £1) so that valuables can be left in the valuables box during PE lessons to reduce the risk of items being lost. Under no circumstances should money or mobiles be left in bags or blazers in the changing rooms. If a theft does occur during a PE lesson the staff should be informed immediately so that pupils can be kept back and a search made.

MOBILE PHONES

Mobiles must be switched off in school. If a phone rings in a lesson it will be confiscated and you will have to collect it from Reception at the end of the school day. You are responsible for keeping your phone safe: **you bring it to school at your own risk.**

MUSIC

At Upton Court Grammar school we have a thriving Music Department, which welcomes you to attend activities in addition to your class music lessons. You can take lessons in many instruments. If you wish to learn to play an instrument, or do already play one, you will need to complete the application form and return it.

The Music Department also offers various activities and does shows and concerts during the year. You will have the opportunity to get to know about each activity during your music lessons.



CLUBS AND ACTIVITIES

During lunch breaks and after school there are a large number of clubs and societies that Year 7 and 8 pupils may join. Many clubs welcome beginners so do not be afraid to go along to find out about the activities.

You must listen carefully in assembly for notices about meetings open to Year 7 or 8 and also read the notice boards around the school. Clubs are a good way to make new friends, discover new interests or develop old ones.

HOUSE SYSTEM

There are six houses and your house depends on which form you are in. You can represent your House by taking part in lots of events to gain points towards winning the House Cups.

The events are varied and fun and wide ranging. In the past they have included:

- Sports day and inter-house sporting events.
- Debating competitions.
- Creative and artistic challenges.
- Public speaking competitions.
- Rock, Paper, Scissor tournaments!

There are house/culture points available for taking part, and the overall winning house each year gets a special prize – this year each winning form group had a session to play on inflatables and bouncy castles!

If there is anything else you are unsure about, feel free to ask your form tutor or any other member of staff!