WROTHAM SCHOOL A GREAT EDUCATION

RESPECT INTEGRITY CONFIDENCE OPEN-MINDEDNESS MOTIVATION COMMUNICATION TEAMWORK CREATIVITY RESILIENCE COMPASSION

WROTHAM SCHOOL

Year 7 Induction Book 2021

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Welcome letter from Mr Cater, Headteacher

HIGH EXPECTATIONS CHALLENGE OPPORTUNITY



Dear Student

Welcome to Wrotham School. We are very pleased that you will be starting here in September. Our aim is to challenge and support you to make excellent progress and to provide you with a broad range of opportunities to develop and grow into confident adults.

We value working in partnership with your parents and believe the mutual support we can give each other will be of great benefit to you. We are proud of our strong and highly qualified staff team who will be happy to support you throughout your time at the school.

We wish you every success and we look forward to working with you.

Yours sincerely

Mr Michael Cater Headteacher

Welcome letter from the Year 7 Pastoral Team

Dear Student

Welcome to Wrotham School! We are really pleased that you will be joining us as part of the Wrotham School community.

We are rightly very proud of the Wrotham School community and are sure that you will be happy and successful here. If you have had the chance to visit us on one of our open days or taster lessons, you will have spoken to some of our students and teachers, and so you will understand why we feel that the atmosphere of this school is so special.

One of the aspects of Wrotham School that we are most proud of is the development of our students' Character Strengths. During your time at Wrotham School, you will have many opportunities to develop these Character Strengths both within and outside of lessons. We know that helping you to develop your character will help you in your time at school and for the rest of your life.

If you look on the Wrotham School Facebook page or website, you will see some of the fantastic things that go on here. Some of the highlights in Year 7 include trips to London Theatres, Canterbury Christ Church University and the Hindu Mandir at Neasden. As well as the Year 7 disco, the Year 7 Survival Camp is always a highlight of the year. Here you will make your own shelter, cook on campfires and even have a bush tucker trial! The whole school trips abroad, School Production, Summer Music concert and annual Wrotham Walk are also good fun.

You are starting Wrotham School at an exciting time because our new Sports Hall opened last September. So in addition to the 3G pitch, you will be able to benefit from some of the best sports facilities that any school can offer. Our sports teams are very successful and we regularly complete in county competitions in many different disciplines.

Lastly, but most importantly, we are very proud of the fact that students at Wrotham School achieve some of the best exam results in Kent. We know that if you are willing to work hard you can achieve the very highest grades at GCSE and beyond. We achieve these results from setting challenging and engaging lessons from your first day and we have high expectations of all of our students. We are very good at supporting students who have particular difficulties in their learning and working together to make them successful.

We appreciate that this year continues to be unusual and that you have not have the full opportunities to visit Wrotham School for induction days. To help to make up for this, when we reopen next year, we will start with two days for only Year 7 students so that you get a chance to make friends, meet your teachers and explore the school site. In the meantime, we will be arranging to meet you online so that you have a chance to ask us any questions.

Best wishes and we look forward to seeing you soon,

Mr Williams

Assistant Headteacher

Mrs Jacques

Head of Year 7

Mrs Sanders Assistant SENCO

HIGH EXPECTATIONS



At Wrotham School we have high expectations of everything that we do and for everyone who is a part of our school community. Wrotham is a place where success is celebrated and hard work is rewarded. We want our students to be confident, hardworking and supportive of each other. We encourage everyone to make contributions to our school community and ethos.

Developing Character

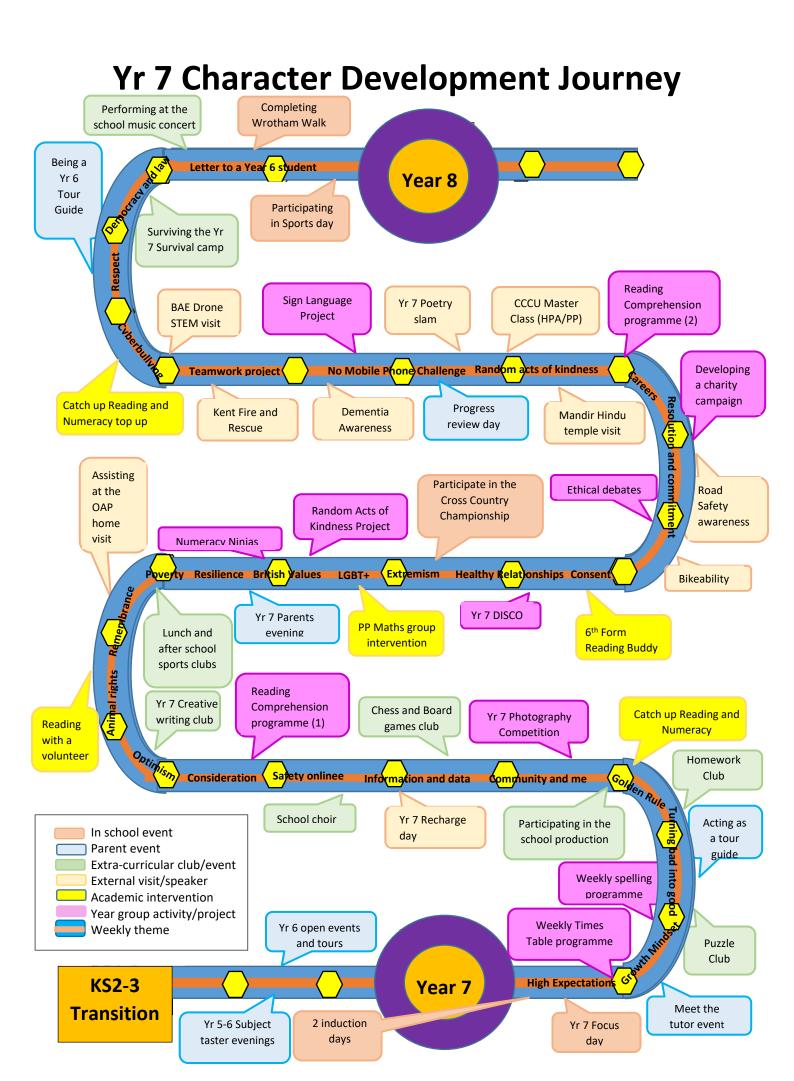
Good character is the foundation for thriving societies and individuals. It is character that we believe creates interesting and successful people and that alongside academic success is the most important factor in achieving potential. We aim to develop you into a confident young person who is a successful learner and someone who contributes positively to society.

Character Education is integral to the success at Wrotham School. At Wrotham School, there is no conflict between high expectations and a rigorous academic education on the one hand and outstanding personal development on the other. In addition, we believe that a focus in developing character strengths through spiritual, moral, social and cultural opportunities leads to effective personal development and embeds British values into the school culture.

Students, parents, staff and governors have helped to identify ten character strengths that we aim to develop in the individuals that make up our school community.

RESPECT COMMUNICATION INTEGRITY CONFIDENCE TEAMWORK OPEN-MINDEDNESS MOTIVATION CREATIVITY COMPASSION RESILIENCE To develop these Character Strengths we have established a range of activities and learning opportunities that are delivered through extra-curricular activities, assemblies, and morning 'mentor time'. Your child will learn much more about these when they join the school, as can be seen on the Year 7 Character Development Journey below.

New for 2021 will be the Life, Society and Character lessons as part of the curriculum. You will be learning about personal, social, economic and health related issues. Lessons will cover global and local issues as well as the new policy of Sex and Relationship education – now compulsory for all students. Lessons on managing money, maintaining health, personal safety and relationships or delivering first aid will your skills for life beyond school.



CHALLENGE

At Wrotham School we believe that learning is not confined to the classroom. During your time at Wrotham we will provide you with many different opportunities to challenge yourself and have new experiences. The Year 7 Character Development Journey details some of the challenges you will have a chance to experience during your first year at Wrotham School.







Welcome from current students

Last year I was in the same position you are now and I have no idea where the time has gone! Please can I reassure you that starting a new school might make you feel nervous but that anxiety leaves you after the first week. By term 2 you will be in the full swing of things and you will know exactly what you are doing.

Before I started here I remember being worried about homework. But I have found if you are organised you just get on with it and get it done. We use Show My Homework which is an online homework diary where teachers detail your homework so that you and your parents can see it on laptops, phones and tablets. I find this really useful and I enjoy ticking off the tasks as I do them. If you haven't got a computer then you can go to homework club at lunch. There are Teaching Assistants who can help you and you can also print your work.

At Wrotham School you are rewarded with Character Strengths. These are similar to House Points, but they help you to graduate at bronze, silver or gold level. Graduation is a big celebration event. You will be invited up onto the stage and receive a certificate and badge. You also wear a long black gown and get to throw your hat into the air at the end!

George

Hello year sixes, or should I say future year sevens. My name is Lola and I have been asked to tell you about my first year at Wrotham School and why this is the best school for you. I remember summer last year, becoming increasingly nervous. But there is no need to be nervous. Instead this is an opportunity to make new friends and new experiences.

Wrotham School is much bigger than primary school but I assure you, there is no need to be worried about getting lost. When you first arrive you will have time where only Year 7 are in school so that you can ease yourself in and learn to find your way around. Also, for the first two weeks, you will have a teaching assistant in every lesson to help show you the way. You will also have a timetable with your subject, teacher and room The teachers are really understanding, approachable and are so supportive that you will soon know where all of your classrooms are. Each lesson is engaging and exciting as you learn new things with expert teachers that makes learning more interesting, fun and intriguing.

I have to mention the school cafeteria. From burger and chips, pasta king, panini, salad bar to chicken tikka, the food is lovely! Pizza, pasta, sandwiches and wraps, the choice is yours.

One of my favourite memories of the year was taking part in the Kent girls football tournament. We have been to a theatre in London to watch a play and visited the Hindu Mandir at Neasden. I have heard that the Year 7 Survival Camp you get to build a shelter and toast marshmallows on the campfire. Another favourite memory of mine was taking part in the school Christmas performance, I definitely want to do that again next year.

Lola

OPPORTUNITY

Clubs/ Trips/ Activities

One of the best things about Wrotham School is the vast number of clubs and activities that you have the opportunity to be involved in. Most are run at lunchtime or after school. Just some of the opportunities are listed below-there will be much more.

Clubs/trips/Activities

 You will have the opportunity to be involved with lots of amazing trips, clubs and activities. Just some of the opportunities are listed below- there will be much more.

Trips and activities	Clubs
Year 7 Camp	School Choir
Hindu Mandir in London	Puzzle Club
Ski trip run by the PE department	Homework Club
Year 7 Disco	Sports clubs including football,
Become a Dementia Friend	gymnastics, netball, cricket, athletics
Bikeability	Sign language
Music concert	Dungeons and Dragons
BAE Drone STEM visit	Science Club
Poetry Slam	History Club
Visit to university	
Sports Day	
Wrotham Walk	
Afternoon tea with the elderly	



School Uniform

You will be expected to wear school uniform on all school occasions (unless directed to do otherwise) and to dress smartly and tidily. All items can be purchased through **www.schooltime.co.uk** and **www.pages-schoolwear.co.uk**

School Uniform

- Black Blazer with school logo
- Plain black school trousers (not jeans, denim, chinos or skinny
- style trousers) or official Wrotham School skirt. (available from www.schooltime.co.uk or http://www.pages-schoolwear.co.uk)
- White button up shirt
- School tie
- Black tights or dark ankle length socks
- Black school shoes not trainers or trainers style school shoes
- Black school jumpers are optional to be worn under blazers

For PE

- Wrotham School Black(with Green) Polo Top with logo
- Wrotham School Black (with Green) Shorts or Black (with Green) Skirt
- White Sports Socks or white trainer socks
- Green socks (for Football and Rugby)
- Football boots
- Trainers (non-marking sole)



Students are permitted to wear one plain ear stud in each ear (these must be removed for PE). Additional studs or earrings and other body piercing, studs, bars or hoops are not allowed. Apart from watches, no other jewellery is to be worn. Nail varnish and false nails are not allowed. Subtle make-up may be worn at KS4.

If you are wearing non-uniform items, you will be sent home to change or the parent may bring in correct uniform items. If we cannot contact your parents, you will be out of circulation at break and lunchtimes.

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What to bring to school	What NOT to bring to school
 Re-usable water bottle Pencil case containing Pens Pencil Ruler Pencil Sharpener Rubber PE kit Snacks and lunch (unless buying from the canteen) A scientific calculator. We recommend the Casio fx-85GT X. If you are unable to source this, you will be able to purchase one from school when you start. Mobile phone (optional – must be switched off and in your blazer pocket between 8.30am and 3.05pm) 	 Any products with nuts. We are a nut-free school. No Fizzy or Energy Drinks Chewing gum Sweets or drinks to sell to other students Jewellery, electronics and other valuable items Cash – We do not accept cash payments. All payments need to be made via Scopay. Any games, toys, equipment that is not relevant to your learning

Homework

We use an online homework website/app called 'Show my Homework' (**www.showmyhomework.com**) to set and communicate homework to both students and parents. Both you and your parents will be provided with log in details to access the website which will also enable you to upload the app to your phone.

We consider homework to be an important element of the overall learning process. Homework helps you to develop the practice of independent study, and through this perseverance, resilience and self-discipline; practise skills learned in the classroom; cover more ground and make more rapid progress; make use of materials and sources of information that are not accessible in the classroom and to push your ability and capability to reach the highest grades.

In Years 7 and 8 each subject will set at least 30 minutes homework each week. (One hour for Maths, English and Science). Your homework performance will be taken into account and an Attitude to Learning Homework grade will be reported home each term on a scale of 1 to 4.

Teachers will upload homework tasks to 'Show my Homework'. It is important that homework is handed in on time. If you do not submit homework, without good reason, the teacher will record this on your behaviour record which can be viewed on Parent Portal and an ATL Homework score of 4 will be reported. It is your responsibility to check 'Show my Homework' daily, and hand in the work to the teacher by the deadline set. You can attend Homework Club at lunchtimes if you require support from a Teaching Assistant or to print.

Parents are responsible for seeing that homework is completed and for informing their child's teachers of instances of difficulty or any other special circumstance. This can be done via email or by separate letter. Parents are asked to check 'Show my Homework' on a daily basis to help support their child with their homework. Parents are also asked to support their child by providing a suitable space for homework. Access to the internet is beneficial. Parents can check the Parent Portal to see if this is being handed in on time.

There will be no compulsory homework set during the holidays. However optional 'Up for the Challenge' Homework will be set for students who want to take on the challenge of higher level work. Prizes are awarded for exceptional work. You will be expected to do this unaided and use your own research skills.



Key members of staff

Mr Wright – Executive Headteacher	Mr Cater – Headteacher
Mr Williams – Assistant	Mrs Sanders – Deputy SENCO
Headteacher/SENCO	
Mrs Jacques – Head of Year 7	Mr Pickles – Assistant Head of Year 7
62	Progress Tutors – You will meet them every morning at the beginning of the school day
	Teachers – You will have different teachers for different subjects.
	Teaching assistants – You may have a teaching assistant in your class. They also run homework club
Mrs Hall – Assistant Head of Year 7	

Rewards, behaviour, rules and safety

We want to focus on what makes your experience of school positive. Every student has the opportunity to collect 'Character Strength Points'. At the graduation event your family members are invited to come along and watch you, in a real cap and gown come up onto the stage to receive the highly regarded graduation badges and certificates. You can graduate at Bronze, Silver or Gold level. This is our chance to recognise those students that positively add to our school and contribute to the ethos of 'High Expectations, Challenge and Opportunity'. Here is the graduation criteria:

Level	Academic Achievement	Character
GOLD	On track to achieve target grades in 8 subjects including English, mathematics and science. Contributed in an outstanding way to the school or wider community.	Have evidenced development in all Character Strengths with 30 credits awarded in each of the 10 categories. Less than 30 behaviour points in a year.
SILVER	On track to achieve target grades in 5+ subjects including English, mathematics and science. Commendation from HOY/SLT	Have evidenced development of all Character Strengths with at least 10 credits awarded in all of the 10 character strengths. Less than 30 behaviour points in a year
BRONZE	Making good progress towards target grades in 5+ subjects including English, mathematics and science. Commendation from HOY/SLT	Have evidenced development in all Character Strengths with 5 credits awarded in all of the 10 character strengths. Less than 30 behaviour points in a year.

Respect runs through the core of everything we do here at Wrotham. That is respect for people, property and the environment. To make sure you all have the best start and understand what we mean by 'respect' and 'High Expectations' please read this guidance:

We are really clear about the way we want to communicate with each other. It must <u>always be respectful</u> and it must not hurt someone.

• You need to think before you say something or do something that might hurt someone else.

- We are really clear that no racist, sexist, homophobic or intolerant language is used. Wrotham has no place for such behaviour or language.
- You should not name call. Everyone is starting new, and needs our support and kindness.
- You have to take responsibility for how you behave and what you say.
- We speak truthfully and stand up for what is right. We don't stand back or encourage if someone is behaving badly. We help and support.
- We have a 'hands-off' rule. We don't fight, pull or push or touch anyone or their belongings without their consent.

Remember to treat others as you would like to be treated.

School rules

Whilst there are a number of specific school rules that you will be told about when you start at Wrotham, it is useful for you to know of the following before you start.

- You will wear your school uniform correctly school shoes, tie on, top button done up;
- You will arrive to school each day , on time, with the right equipment, ready to learn;
- You will enter classrooms calmly and sit where you are asked to without question;
- You will give 100% in every lesson because that's what will get you good results and that's why you are here;
- You will move around the school in a mature way which shows that you're a student who respects their new community. No running or shouting in school or on the playground (unless you are playing football).
- You cannot use your mobile phone on school site if you have it with you it must be on silent and in an inside pocket. It will be confiscated if seen.

As well as your Character Strengths being reported on Parent Portal, any behaviour points will also appear here. We have the highest expectations of your behaviour and strongly believe every student has the right to a safe, happy, respectful learning environment. We want you to enjoy your lessons, get the most out of them and feel confident to ask questions and engage in discussions.

- If you misbehave, you will be given a verbal warning. This should be all that is needed to get the learning back on track and keep our classrooms productive, happy places where everyone has the best chance to learn.
- If you continue to misbehave you will be issued with a C1. This will be logged on Parent Portal and you will receive a break or lunch detention.
- If you continue to misbehave after the C1 you will be issued with a C2. This will be logged on Parent Portal and you will receive an after school detention at a later date.
- If you continue to misbehave you will be issued with a C3. This will be logged on Parent Portal, you will move to another classroom and receive an after-school detention.
- A C4 is a very serious incident which may result in an exclusion.

More on our behaviour policy can be seen on the website.

Safety

It is our responsibility to keep you safe while you're at school so we need to have clear boundaries in place about where you can and cannot go and what you can and cannot do.

At break and lunch this is where you can go:

- Hall
- Playground
- Concourse
- The curve for toilets only

You also need to know how to keep yourself safe. There has been a huge rise in the number of young people in the UK who are reporting cyber-bullying as something that has affected them in the last year. Do not send offensive messages to another person. Do not send inappropriate images. Our students do tell us and we will inform your parents.

If you are concerned for your own safety or you have concerns about anyone else, you must let your Progress Tutor know. If you see anyone you don't recognise or without a staff badge on the school site, you must tell reception or the nearest member of staff.

The canteen

We use our own inhouse catering team at Wrotham. This means that we are able to provide you with high quality, healthy and a diverse range of food at a reasonable price. Main meals with drink and dessert cost approximately £3.50.



The Canteen has been awarded The Clean Food Certificate with five scores on the door which is the highest food hygiene rating and the school has received the Healthy Eating Schools Award.

- Breakfast (before school) Fruit, toast, bacon rolls, bagels
- Breaktime Selection of drinks, bacon rolls, bread rolls, waffles, donuts, crisps, popcorn and fruit pots.
- Lunchtime Pasta King, Pizza, Sausage Rolls, Paninis, Salad Bar, selection of hot meals, desserts, yoghurts and ice-lollies.

If you decide to bring in packed lunch, you can eat in the Lunch Hall with your friends! Year 7 go first so there are lots of seats available!

Cashless Canteen.

Through a digital checkout children will be able to purchase snacks and lunch on a daily basis. The system allows parents to:

- Add/top up their child's account
- Check their child's account for updates on purchases
- Ensure that they are satisfied their child is eating a healthy diet.

Free School Meals

If you are currently, or have been eligible for free school meals in the past, you may then attract Pupil Premium funding to the school. This is used to support children to make progress. It can be used as a contribution towards trips and other interventions. We encourage your parents check your eligibility at: **www.kent.gov.uk/education-and-children/schools/free-school-meals**

Punctuality, Attendance and Absence

Punctuality – We expect all students to arrive at school in time for morning registration and progress time at 8.30 a.m. Students who are repeatedly late may have an after school detention, a parental consultation or in extreme circumstances a Penalty Notice may be issued.

Attendance – If you are not in school, you are missing lessons and falling behind. From our experience high attending children are high achievers. The School's Attendance Officer will monitor your attendance. Please be aware that family holidays, for whatever reason, cannot be approved. Requests for holidays in term-time will not be authorised and penalty notices will be issued for holidays in term time or for persistent unauthorised absence or lateness.

Absence - In the event of illness it is important that we know every day of absence by 9.00 a.m. If your parent does not contact us, we have to assume, for reasons of child safety that you are truanting. In these situations we always try to establish contact with parents/carers to confirm that the student is safe at home. It is very important therefore that we have your parents' up to date emergency contact number for work and home.

Parents and carers can contact the school via the switchboard number **03000 658320**, attendance number **03000 658332** or email: **attendance@wrotham.kent.sch.uk** every day of their child's absence. When you return to school you must bring a signed note to confirm the reason and dates of the absence.

Parents can help to ensure maximum attendance by trying to make medical appointments outside school hours. However if you need to attend a medical appointment within the school day, these should be advised in advance where possible and copies of appointment letters/texts should be sent to <u>attendance@wrotham.kent.sch.uk</u>. Students are expected to sign out and be collected from Reception without exception.



Term dates for 2021/22

Term Begins	Term Ends
Term 1	
Thursday 2 nd September 2021	Friday 22 nd October 2021
Induction day for Years 7/12 Students only	
Friday 3 rd September 2021	
Whole School Returns	
Term 2	
Monday 8 th November 2021	Friday 17 th December 2021
Term 3	
Tuesday 4 th January 2022	Friday 11 th February 2022
Term 4	
Monday 21 st February 2022	Friday 1 st April 2022
Term 5	
Tuesday 19 th April 2022	Friday 27 th May 2022
Term 6	
Monday 6 th June 2022	Friday 22 nd July 2022

Two Week October Half Term – Monday 25th October to Friday 5th November 2021

Bank Holidays

Good Friday:	15 th April 2022
Easter Monday:	18 th April 2022
Early May:	2 nd May 2022
Spring:	2 nd June 2022
Platinum Jubilee:	3 rd June 2022



Communication

Your Progress Tutor will be the person that you meet every morning and is the first person you or your parents should speak to if you have any problems or concerns.

Mobile phones are allowed in school, but must be turned off between 8.30am and 3.05pm. If you need to contact your parents you will need to go to the school reception



and they will call for you. Likewise, if your parent need to contact you during the day, they should phone the school reception on: **0300 065 8320**

General information about the school can be found on the school website: https://www.wrothamschool.com/ and on the school's Facebook page: @wrothamschool

Communication with Parents

We are signed up to a system run by 'PS Connect' which allows us to communicate with Parents via text or email. This will be used for notices of upcoming events or short notice messages such as school closure due to severe weather.

Information on your Attendance, Character Strengths, Sanctions/Behaviour as well as reports and termly grade sheets are distributed electronically via the Parent Portal on the school website.

Your parents will be able to meet your Progress Tutor within the first two weeks of you starting at Wrotham and during the Progress Review day midway through the academic year. They will meet your teachers at the annual Parent Consultation Evening. In particular cases of concern, a special report and interview can be arranged via the Progress Tutor, subject teacher, Head of Year or a member of the Leadership team. Concerns - It is very important that your parents let us know of any personal issues outside of school that might affect your progress. Such information is always treated confidentially. Similarly, if there are issues in school which you think we might not be aware of, please tell us.

Cashless Payments

Scopay is a system which will allow parents the opportunity to pay for school trips and other expenses through parent portal on the school's website. This provides a safer method of payment, reducing the risk of loss.

The school organises a range of educational visits which are an important addition to the curriculum. Please contact the Headteacher in confidence if financial assistance is needed. Students in receipt of Free School Meals may be eligible for support on curriculum visits.

Policy Documents

Our Policy documents are available for Parents and Students to view on the School website. If you require a copy of any Policy please contact the School Office. A small charge may be requested to cover the cost of administration.

Medical Problems /Illness /Medicines

You parents must ensure that the school is aware of any medical problems.

If you hurt yourself or start to feel unwell during the school day you should report to a member of staff. First aid is located at Reception. You parent will be contacted if we believe that you are not well enough to remain at school.

You must not carry medicines in school unless you use inhalers for Asthma or an Epipen. Medicines should be left at the school office with the Request for the School to Administer Medication form completed. We are not allowed to administer any medicines without written instructions.

Transport

Students who live locally tend to walk or cycle to school. Students who travel to Borough Green via train also walk to school from the station.

Some students arrive by car. The back car park next to Grange Park is the one way entrance for student drop. Students will leave the cars next to the Sports Hall and walk straight to the playground. Cars will proceed to leave by the

schools front entrance. Students who travel to and from school via taxi use the front car park near the school reception.

Many students travel to and from school via school bus. The KCC Travel Saver is a bus pass provided by KCC which can save parents and pupils up to 50% on the cost of travel for children and students to and from school.

The Travel Saver pass provides unlimited access to the Kent public bus network for young people Monday to Friday between 6 a.m. and 7 p.m. available to use from the start of the term until 31st July.

You should apply via www.kent.gov.uk/travelsaver. Due to current Covid-19 pandemic, please check the KCC website for deadline dates and application information. Further information is available at www.kent.gov.uk/education-and-children/schools/school-transport

To ensure that you have your pass available at the start of the new academic year, your applications must be received by 12th July 2021.

The KCC Travel Saver bus pass has a reduced fee for those families on low income and is free for Young Carers, Young people in care and Care Leavers. There is a reduction for more than two full cost passes.

Public service routes to Wrotham School are currently run by Nu-Venture, Red Route and Arriva and may be subject to change (contact details below).

Nu-Venture: (01622 882288) http://www.nu-

<u>venture.co.uk/581%20582%20160919.pdf</u> - Please contact Nu-Venture to confirm pick up points. Service No. 70, 581 & 582 to: Leybourne, West Malling, Offham, Wrotham Heath, Borough Green.

Red Route: (01474 353896) http://www.redroutebuses.co.uk/services Service No. 408 to: West Kingsdown, Vigo, Meopham, Istead Rise. Service No 418 to: New Ash Green, Longfield, Istead Rise, Meopham, Culverstone, Vigo.

Arriva: (0871 200 2233 – Travel Line) - https://www.arrivabus.co.uk/ Service No. 81 to: Ditton, East Malling, Larkfield, Leybourne, Kings Hill, West Malling, London Road – Addington & Ryarsh.

Service No. 306 to: (pm only) Borough Green, Ightham, Seal, Riverhead, Sevenoaks

Service No. 308 to: (pm only) Culverstone, Meopham, Istead Rise, Gravesend, Northfleet and Bluewater.