



Manshead School

A Church of England Secondary School

“In search of personal excellence”



TRANSITION DAY PACK

Name:.....

Learning Guide:.....

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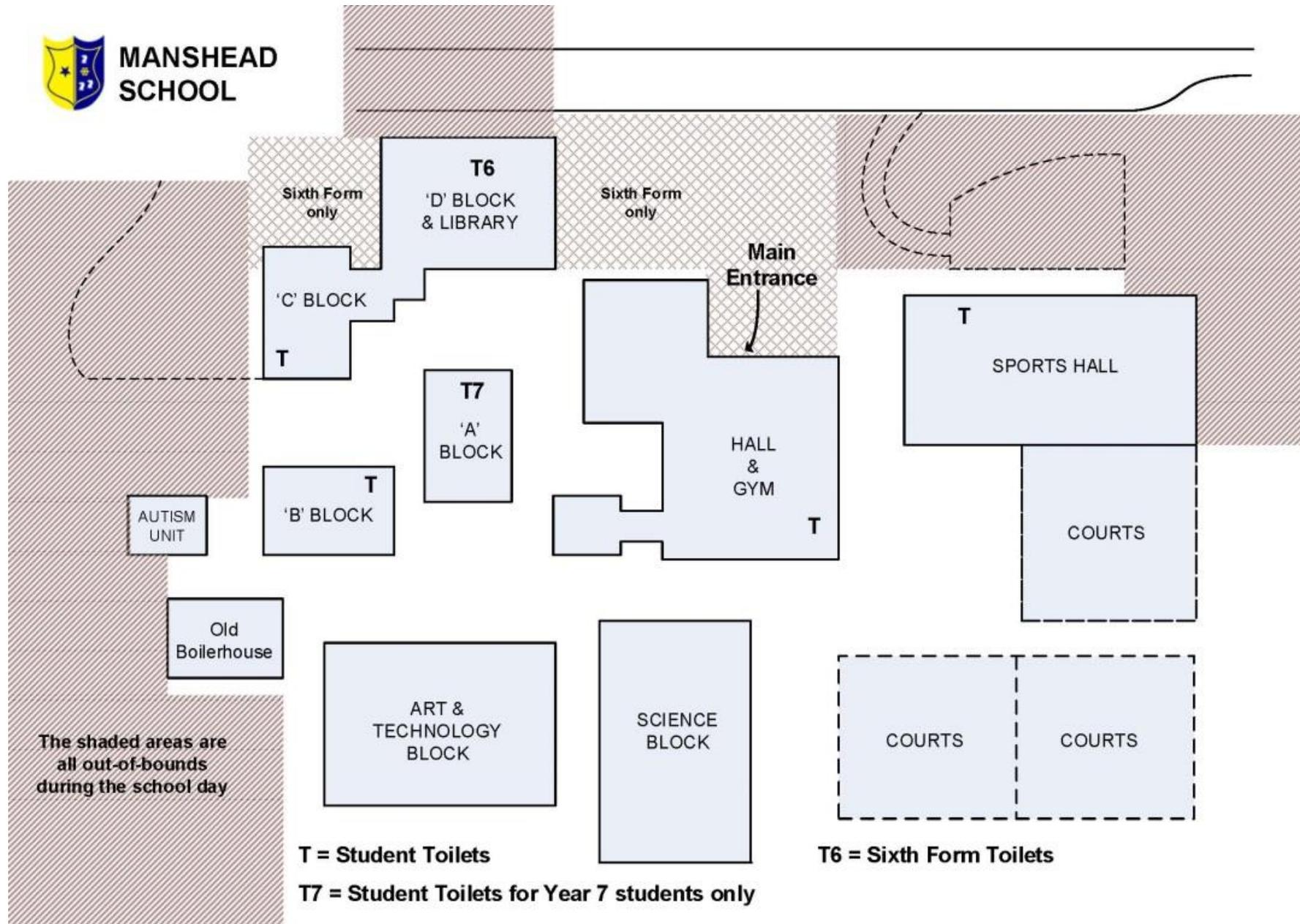
Our Shared Values

The values of Respect, Responsibility, Faith and Compassion help us to work together to form a relationship that allows each individual in our community to be in search of personal excellence.

- **Respect** Everyone in our School is expected to treat themselves, others and the environment with respect.
- **Responsibility** Everyone in our School is expected to understand the consequences of their actions.
- **Faith** Everyone in our School is invited to develop their understanding of Christian belief, worship and Lifestyle.
- **Compassion** Everyone in our School is encouraged to be generous in their concern for others.

Timings of the school day

8.45 – 9.05	Learning Guide Time
9.05 – 10.05	Period 1
10.05 – 11.05	Period 2
11.05 – 11.25	Break
11.25 – 12.25	Period 3
12.25 – 1.25	Period 4
1.25 – 2.10	Lunch
2.10 – 3.10	Period 5





SUCCESS

TO

STEPS

- 1. Outstanding**
 - Independent learner
 - On task
 - Supportive and considerate
 - Shows leadership
 - Keen and interested
 - Encourages others

- 2 Good**
 - Focused learner
 - Class work completed well
 - Works well with others
 - Good work rate

- 3 (/) Satisfactory**
 - Completes work to satisfactory standard
 - Takes part in Group work

- 4 Room for Improvement**
 - Limited progress
 - No homework
 - Off task
 - Lack of concentration and motivation
 - Late
 - Lack of Equipment

- 5 Disengagement from learning**
 - Low level disruption
 - Interference with learning of others
 - Disengagement from learning
 - Persistently off task



Behaviour for Learning CODE OF CONDUCT

Students MUST ..

1. *Arrive promptly to your lessons*
2. *Come to your lessons dressed in the correct uniform and with the correct equipment*
3. *Be prompt in starting your work and following instructions*
4. *Speak only when given permission to do so ... you should not be talking or chatting unnecessarily*
5. *Be respectful towards staff and other students... respect everyone's right to be heard and everyone's right to learn*
6. *Complete all work to the best of your ability*
7. *Show that you are ready to learn e.g. by sitting up straight and facing the front or by raising your hand to speak.*
8. *Put away all mobile devices*
9. *Sit where you are asked to sit*
10. *Follow the instructions of the teacher without fuss or argument*

Working Together

You will achieve your best when students and school and home are all ***working together***

The school will

- Provide you with the right sort of curriculum (this means the right subjects, at the right level of challenge for you)
- Encourage you to do well and to feel good about doing well
- Help you to sort things out if they go wrong, through your Learning Guide
- Give students and home regular feedback about how you are doing
- Set regular and appropriate homework
- Give you opportunities to take part in sport, clubs and educational visits

We ask that parents/carers should

- Ensure regular and punctual attendance; let school know the reasons for any absence; avoid holidays during term-time
- Provide the correct uniform and equipment
- Encourage the completion of all homework
- Attend Consultation Evenings to review progress with teachers and Learning Guides
- Support the school's Behaviour and Discipline Policy

Students will

- Attend school regularly and on time, wearing the correct uniform and bringing the appropriate equipment to all lessons
- Work hard to do well, taking pride in what you achieve
- Behave well and follow instructions from staff
- Attempt all work that is set, including homework and coursework, and meet the deadlines that are set

Safe Use of IT

We want to be able to provide students with excellent IT facilities to support their school work and we want to help them to stay safe on-line. Students need to play their own part in this. For the most part this means sticking to the same sort of common-sense rules that apply to all of our behaviour at school. Specifically:

- Keep your log-in and password secret
- Never walk away from your PC while you are still logged on to it; if you do need to leave it for a short while lock it (Windows key + L)
- School computers are for school work
- Visiting chat rooms, playing internet games and emailing games to one another are not allowed
- Emails and documents should be sensible, polite and school-related
- Cyber-bullying will not be tolerated. This means that you should not use text messaging, internet sites, email or instant messaging to deliberately hurt someone or to make another student feel intimidated or unhappy
- While in school your use of the internet should only be as directed by your teachers. You must not attempt to access parts of the school computer network that you have not been asked to by a teacher, to hide your network identity, to get around safety and security filters, or to spread computer viruses
- Downloading and/or saving copyright material is against the law
- Do not give out personal information in emails, such as addresses or phone numbers, and do not arrange to meet people you don't know
- Do not interfere with other people's work or files
- Printers, like computers, are for school work only

If you do not observe these rules then the school's behaviour sanctions will apply and your access to computer facilities may be suspended or cancelled. This can affect your schoolwork, but we cannot allow silly actions by one student to threaten the availability of computer facilities to all students

If you are not sure whether what you want to do is OK, just ask first. If you or your parents are concerned about keeping yourself safe on-line please refer to the further guidance on the school website.

Mobile phones and Portable Music Players

We do not ban mobile phones from school. However, our policy is that they should be switched off in lesson time and only used outside the buildings at break and lunchtime. If students do not follow these rules the phone or music player will be confiscated and will be stored securely in reception where parents can collect them. Earphones should not be visible at any point during lesson time and these can also be confiscated.

If a student refuses to hand over an item for confiscation an incident slip needs to be completed and passed to the relevant Head of Year. Students and parents should be aware that thefts of mobile phones do occasionally take place in school and our response will involve one or more of the following depending upon the circumstances - an internal investigation, referral to police or no action.

If mobile phones are not really needed our advice is that students should leave them at home. The use of picture phones to take and transmit photographs of people without their permission is illegal.

How We Communicate with Parents

As well as letters and phone calls there are a few particular ways in which we provide information to parents (and to students):

Email – Students will find that they will receive much more information from their teachers by email than at their Middle School or Primary School. Also, the Headteacher sends students an email every Friday containing important information for the week to come. For these reasons it is important that students get into the habit of checking their email accounts very regularly. In their first ICT lessons students will be shown how to access their email, including from home. Teachers and Learning Guides will also use email to get in touch with parents, and on each Friday there is an e-bulletin to parents with important information for the week to come.

Portal – The Portal is a secure website where we include access for students to their email accounts and also links to subject areas with homework tasks. In their first ICT lessons in September students are shown how to get onto the Portal. It is important that students keep their passwords secure and follow the guidance about on-line behaviour contained in their School Planner. In our first parent e-bulletin in September we will also provide parents with a log-in username and password so that they can see what is on the Portal too.

Website – The school website at www.mansheadschoo.co.uk is where we store more general information. It is not a password-protected site.

Snow Closures etc – we pride ourselves in remaining open in all but the most extreme circumstances, and we have much the best record for remaining open of all the Bedfordshire schools. Should we ever need to close we announce that on the website, on the Portal and via text message and email. It is therefore very important that you make sure we have our current mobile number and email address.

Learning Guides – Every student is placed into a Learning Guide group when they join Manshead and remains in that group through to the end of Year 11. The Learning Guide is a mentor to the students in their group, encouraging them to achieve to their fullest potential. The Learning Guide also helps students to understand how things are done at Manshead and is the key communication focus between school and home. If parents have any questions or issues the Learning Guide should be the first person you contact.

Attendance

We have a high expectation for the school of 95% attendance levels. In the event of absences, school must be contacted with a reason left. Medical evidence may need to be provided for prolonged absences or if attendance drops below an acceptable level.

A letter or email should be provided for appointments during school time and students must sign in and out at The Hub.

MATHS EQUIPMENT

Students are required have the following equipment for Maths lessons:

**Pen
Pencil
Ruler**

**Pair of Compasses
Angle Measurer
Scientific Calculator**

An Oxford pencil case containing pencil, rubber, ruler, angle measurer and compasses may be purchased through the school. Scientific calculators are also available.

If you wish to purchase any of the above items through the school, please complete the Order form below and return it to school.

Any Maths equipment ordered and paid for will be distributed in the first Maths lessons in September.

Please make cheque payable to Manshead School.

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MATHS ORDER FORM

Student Name :.....

I WISH TO PURCHASE THE FOLLOWING:

Please tick	
Pencil case containing pencil, rubber, ruler, angle measurer and compasses	£1.20
Scientific calculator	£3.80
TOTAL	£

ART ORDER FORM

**KS3 ART
Starter Pack £5.00**



CONTENTS:

- Wallet - 30p**
- Sketching Pencils - £1.00**
- Eraser - 10p**
- Sharpener - 20p**
- Colour Pencils - £1.50**
- Paintbrush - 60p**
- Watercolour Paints - £1.90**
- (You save 60p)**

Student Name:

I wish to purchase the following items:	How many?	£
Full Art Set		£5
or Individual Items below:		
	TOTAL	£

Uniform

BOYS	GIRLS
Black V Neck Jumper with Manshead School logo (not to be tucked in to skirt or trousers)	
Approved Plain Black tailored school trousers embroidered with the school name from our uniform suppliers (No cord or denim)	Approved Plain Black school trousers or knee length skirt embroidered with the school name from our uniform suppliers (No cord, denim or leggings)
Pale Blue School Shirt to be worn tucked in to the waistband	Pale Blue School Shirt to be worn tucked in to the waistband
Year Tie knotted at the collar and hanging above the waistband outside of the shirt.	Year Tie knotted at the collar and hanging above the waistband outside of the shirt.
Socks should be black or dark grey in colour	Socks should be black, white or dark grey in colour
Sensible Black formal shoes without branding TRAINERS, BOOTS or CANVAS SHOES SHOULD NOT BE WORN	
Optional black blazer with school badge on pocket If a student opts not to wear a blazer then a school jumper must be worn.	
Outerwear/Coats We do NOT allow HOODIES to be worn on the school campus. We do allow plain zip-up tops to be worn as coats if they are of a sensible dark colour and do not have large logos.	

Appearance

- Hair should be kept tidy, of natural hair colour and appropriate for working at school
- Patterns should not be shaved in to the hair
- Jewellery worn must be sensible and of low value. Any ear rings should be of the stud type. No jewellery may be worn in Physical Education lessons or activities
- Other visible body/facial piercings are not allowed for either sex
- If makeup is worn it should be discreet in nature. If nail varnish is worn it should be clear. Nail extensions are not appropriate for school
- Hats/hoods should not be worn indoors