

HENDON SCHOOL



INFORMATION FOR STUDENTS ENTERING YEAR 7

2011/2012

WELCOME TO HENDON SCHOOL

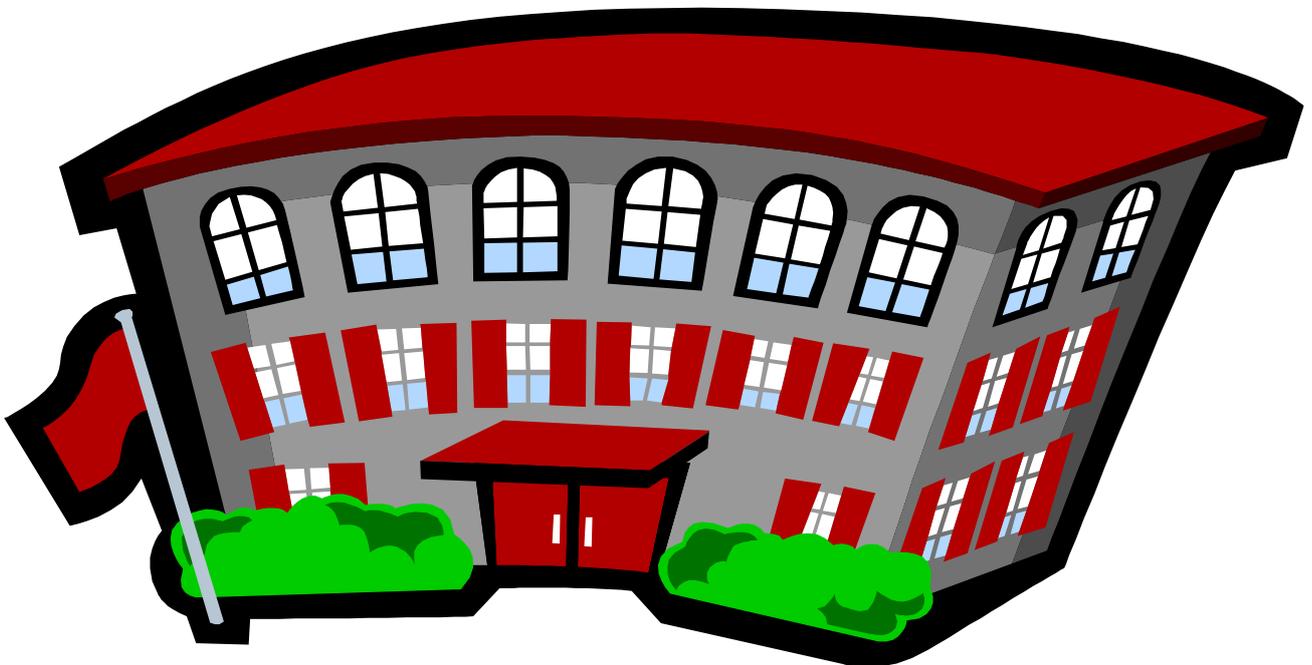
Year 7 Student Induction Day

I hope you will enjoy yourself at Hendon School and that you will soon make friends and find new interests.

This booklet aims to give you some information about the school before you arrive for your first day in September. Please read it with your parents before you come to Hendon and bring it with you on the first day of term.

Secondary school is different from primary school - things will seem very strange to you at first. It is a new start for you so make the most of the opportunities you have. You will find that the more you are prepared to join in activities the more you will enjoy school and benefit from your time here.

Mr R. Patel
Head of Year 7



THE SCHOOL BADGE

The school badge on your polo shirt and sweatshirt is a special part of your uniform.



The lamb with a flag is standing on a hill. In Saxon times Hendon was called Headun which means 'at the high down'. The lamb and flag are from the weather vane of the old parish church of St. Mary's. The lamb and flag on a hill is part of the coat of arms of the old borough of Hendon, and is now included in Barnet's coat of arms.

The school motto around the badge is in Latin.
It is OMNIA DISCENDO VINCES and means 'you conquer all with learning'.

SCHOOL RULES

The school rules are to encourage good relationships between members of the school and to help the school run smoothly.

All members of the school have the right to come to and enjoy being at school and they should behave towards each other and address each other in a reasonable and polite manner. Racist, sexist and violent language or behaviour will not be tolerated and it is everyone's duty to respect this right and to see that such language and behaviour are not used. The school buildings and facilities are for everyone's benefit and it is important that the school property is respected.

Code of Conduct

BE RESPECTFUL

- Respect other people's feelings
- Respect other student's right to learn
- Respect the teacher's right to teach

BE COURTEOUS

- By following all instructions
- As you move around the buildings
- In the way you speak to everyone

BE ORGANISED

- Be on time for schools and for each lesson
- Come fully equipped to all lessons
- Keep to homework and coursework deadlines

Classroom Behaviour Rules

It is the responsibility of every member of the class to create a positive learning environment.

- Arrive on time to every lesson
- Wear full and correct school uniform
- Have the correct equipment for your lesson
- Follow the teacher's instructions without questions
- Respect the learning environment including the teacher's right to teach, other student' work, displays and school equipment.

Corridor Behaviour Rules

- Keep to the right
- Obey the one-way system signs
- Queue in single file
- Running or jostling is not allowed
- Move without delay – punctuality to lessons is important

General Rules

- Wear full and correct school uniform
- If you wish to leave the premises for **any** reason during the school day you must first obtain a pass-out from your Head of Year and report to the Every Child Matters Department when you leave. You **must** sign back in at the Every Child Matters Department when you return.
- Student visiting the Every Child Matters Department during lessons and lesson changeovers must have a note from their class teacher.
- Do not bring glass bottles or chewing gum to school.
- Dangerous items and illegal substances such as cigarettes, matches, lighters or laser pens are forbidden. Any student bringing weapons into school will be excluded.
- Portable music devices such as MP3 players should not be used in the classroom.
- **Mobile phones are not allowed in school and the school does not accept any liability for their loss.** We have the right to confiscate any mobile phone or communication device like a Blackberry if it is being used at any time during the school day. This includes headphones. Parents or carers will have to collect the confiscated items from the Main Office.
- Student should not enter the buildings until 08:40 a.m. except for the Dining Room, HIU, Sixth-Form Common Room or to attend activities organised by a member of staff.
- Hot food should not be taken out of the canteen. Food (including sandwiches and crisps) should only be consumed in the canteen, courtyard or sandwich bar.
- Place litter in the bins provided

WRITE THE NAMES OF YOUR TEACHERS BELOW:



Form Teacher
English
Drama
Mathematics
Science
French
Geography
History
Music
Religious Education
Art
Technology
Physical Education
Information Communication Technology
Librarian
Head of Year 7

DAILY ROUTINE

School starts at 8.40 a.m. and finishes at 3.20 p.m. Monday – Thursday and at 2.20 p.m. Friday.

The day is divided into 5 lessons of one hour each, a morning break and lunchtime.

THE SCHOOL DAY

Monday – Thursday

8.40 – 9.00 : Form Time/Assembly
9.00 – 10.00 : Period 1
10.00 – 11.00 : Period 2

11.00 – 11.20 : Break

11.20 – 12.20 : Period 3
12.20 – 1.20 : Period 4

1.20 – 2.15 : Lunch

2.15 – 3.15 : Period 5

3.15 – 3.20 : Afternoon Registration/dismissal

Friday

8.40 – 8.55 : Form Time
8.55 – 9.45 : Period 1
9.45 – 10.35 : Period 2

10.35 – 10.55 : Break

10.55 – 11.45 : Period 3
11.45 – 12.35 : Period 4

12.35 – 1.25 : Lunch

1.25 – 2.15 : Period 5

2.15 – 2.20 : Afternoon Registration/dismissal

Arrival at School

You are allowed to come into the school building when the bell rings at 8.35 a.m. It is important that you arrive at school on time so that you can hear any notices, hand in homework and get books ready for lessons.

Late Arrangements and Absence

If you arrive at school late, you must go to the Every Child Matters Department. If you are late you will receive a detention on the same day. If you arrive in the morning after 9.20 a.m., you must bring a note or a medical card to explain why you are so late. If you are late twice in one week, you will receive a longer detention.

All absence must be explained by a note from your parents which you must bring into school on the day you return. Please tell your form tutor of any known absence, which may be unavoidable. **Absence phone line 0208 202 9004 ext. 275.**

If you have been absent for any reason it is your responsibility to find out about the work you have missed, and see that it is completed as soon as possible.

MORE BITS OF ORGANISATION

Equipment

You will find it useful to have a school bag in which to carry your books. It is helpful if you have a pencil case with pen, pencil, ruler, rubber, coloured pencils and some mathematical instruments. **DO NOT BRING TIPPEX OR FELT PENS.** You must look after any school books which are issued to you as you will have to pay for any which are lost or damaged. Your general notebook and diary, which you will be given, should be taken to all lessons.

You are responsible for looking after your own things. Do not bring anything to school which you do not need. Mark your equipment so that you are able to identify things which belong to you.

Diary

You will be given a school diary which you should carry with you at all times. Use it to record your homework and to write reminders of equipment needed for the following day etc. Teachers will also use it to send messages home and for parents to comment.

Your parents should read your diary regularly and sign it once a week. In this way the school and home know what is happening.

Your homework diary is important:

- *To help you organise your work*
- *To help your parents see what you are doing*
- *To help your form tutor see what you are doing*
- *To send messages home*

Problems

If you feel ill or have an accident while you are at school you should go to the Every Child Matters Department where staff will help you with your problem and you can also go there if you are lost.

There is a payphone in the entrance hall which you can use if, for example, you forget to tell your parents that you will be late home.

Leaving the premises

You must never leave the school premises during the day without permission. If you have an appointment your card or letter should be shown to Mr Patel and a pass-out will be given. You can get a pass-out before school from 8.00 a.m. or at morning break. You must take this to the Every Child Matters Department, and remember to sign in again on your return. In a large building with so many people it is important that we know who is out in case of an emergency such as a fire.

Cycling to School

If your parents give permission you may cycle to school. You must get off your cycle at the school gate and walk through the car park and playground. Cycles are kept in open racks in the playground and you must have a padlock for your cycle. Your cycle should be marked with your postcode. If you use a cycle you must wear a helmet.

Getting Organised for the Day

School begins at 8.35 a.m. Your form tutor will be available to deal with minor problems.

Assemblies

You should line up by the top Netball Court at 08:35am in form groups. We will begin to enter the Hall at 08:40am and you will be registered there.

Morning Break

At morning break you can go to the Dining Hall or Sandwich Bar to buy a drink or a snack. Do also remember to go to the toilet during the break and lunch hour. You will not normally be allowed out during lessons. There is no afternoon break.

Lunch

The school operates a cashless cafeteria system. You will register your fingerprint when you arrive at school in September. Your account can be topped up using cash or cheque when needed. There is also a Sandwich Bar open during morning break and lunchtime. Snacks are also available from the Canteen during morning break. Remember all food is purchased using the cashless system.

You will have a much bigger choice of food than you had at primary school. Remember that you should try to pick healthy food most of the time.

LUNCHTIME AND AFTER SCHOOL ACTIVITIES

You are not allowed to leave the school premises at lunchtime unless you are going home to lunch. After you have had lunch there are a number of clubs and activities you can join - things like various sports, choir, computers, science. If you and a group of friends are interested in an activity, which is not offered, why not ask if it could be started.

LIBRARY

The library is open during all lesson times and after school until 4.10 p.m. (Friday – 2.25 p.m.)

Some days the library is open longer and there will be a teacher there to help you with your homework. Check the days this is available.

You can use the library during lessons to do research either individually or in small groups or sometimes the whole class goes to the library with the teacher.

You may borrow up to 2 books and you can have them for 2 weeks. The librarian will stamp the book with the date it is due back. If you want to have the book for longer than two weeks then you take them to the librarian to have them renewed for another two weeks. If you are late bringing your books back then you will be fined - 1p per day. If you lose a book you will be asked to pay for the full replacement cost so it is important to look after your books.

PEER SUPPORT SERVICE

Pupils throughout the school are trained in peer support and mediation by Mr Mann, Assistant Head teacher, and Mrs Fella, Every Child Matters Department.

Students in Year 11 who have been trained by Mr Mann and Mrs Fella using Childline resources are allocated to Year 7 form groups visiting them during registration periods to support new pupils.

Year 11 Peer Supporters led by 6th Form Peer Supporters will assist and supervise younger pupils to befriend and support new pupils throughout the school day.

A duty rota of Year 11 Peer Supporters is run at lunch-times in the Every Child Matters Department.

Do pop in and see them.

HOMWORK

- Try to work out a regular routine for your homework. You will have some homework every night.
- Write the homework instructions accurately in your diary each day.
- Check your diary each evening.
- Do your homework when you arrive home from school, don't wait until you have watched the TV and are too tired!
- Find a quiet place to work.

After doing your homework, make sure you have:

- *packed your bag with the things you will need for school the next day.*
- *give any letters to your parents so that reply slips can be returned promptly.*

If you have problems with your homework you can go to the Homework Club in the library after school. There will be someone there to help with your problems.

Remember also that the library is open at lunchtime and after school and is a quiet place where you can do your homework and look up information in the books and on the computer.

With all this help you should be able to do your homework and hand it in on time. Teachers may be cross if you have produced nothing but will understand if you have tried to do the work.



Academic Review Days

At Hendon we value a strong a relationship between personal tutors and the pupils as a key factor in achieving success. To foster this positive relationship we collapse the normal timetable and hold academic review days at key points throughout the year. These days provide an opportunity for parents, pupils and their personal tutor to sit down together and discuss the progress you have made. The personal tutor will be able to discuss not only academic targets but also look at issues surrounding resilience and self-esteem which are important for students in realising their full potential.

Trips

During Year 7 there will be numerous school trips which are essential for you to attend. It is the responsibility of pupils to make parents aware of upcoming trips and meet deadlines for payments. Failure to meet payments can result in you not being allowed to go on trips and miss out on key aspects of learning.

Trips that have run in the past for Year 7 include a Maths and RE visit to St Pauls Cathedral, a History trip to East London and a cross-curricular trip to Paris.

In the Summer term a whole week is dedicated themed activities called Activities Week. Activities Week in Year 7 is an exciting time where you get to experience a wide range of activities both in and out of school that you would not normally experience as part of the curriculum, and ends with the school's Summer Fair. There is always several trips run during this week, and it is essential that all payments are received by set deadlines. Failure to do so may result in trips having to be cancelled.

SCHOOL UNIFORM

Year 7



- Navy blue reversible coat/fleece with school badge
- Navy blue and White polo shirt with school badge
- Boys: black tailored trousers (Not jeans or corduroys)
- Girls: black tailored trousers or navy blue skirt (not jeans, velvet or corduroys or tight fitted trousers or leggings)
- School sweatshirt with school logo
- Sensible black or brown shoes
- **Plain** black or navy blue tights
- White socks
- Navy blue school scarf with school logo
- A headscarf worn for religious reasons must be white, navy blue or black

The following items of jewellery and accessories may be worn:-

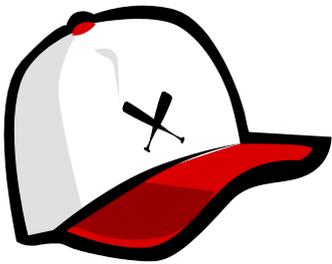
- Small plain stud earrings no bigger than 3mm in diameter (for safety reasons)
- One religious necklace
- One plain ring

The following items are unacceptable and may not be worn:-

- Tracksuit tops worn as a coat
- Sweatshirts with logos or hooded sweatshirts
- Black jumpers or black cardigans
- Skirts shorter than knee level
- Hats anywhere in the school grounds
- Patterned tights or striped/brightly coloured socks
- Trainers - this includes black trainers, plimsolls, converse shoes
- High heels, platform shoes, any boots
- All types of coloured scarves
- Any extremes of fashion, including revealing or excessively tight clothing

The following items of jewellery and accessories are unacceptable and may not be worn:-

- Multiple necklaces, multiple rings and plastic fashion jewellery
- Hooped earrings of any size (for safety reasons)
- Earrings bigger than 3mm in diameter (for safety reasons)
- Visible Body piercing including lip/face, eyebrow or tongue piercing
- Sovereign rings
- False nails and nail varnish
- Extreme hairstyles including multicoloured hair, tramlines or any logo's shaved into the hair
- Lines shaved into eyebrows
- Any forms of make-up including eye shadow, eye liner, mascara and lipstick



Students in incorrect uniform or of unacceptable appearance may be required to return home to collect the correct items of uniform or footwear at short notice. Students may also be placed in internal exclusion until the uniform is corrected.

Decisions will be made at the discretion of the Head of Year and the Director of Lower or Upper School.

Hendon School is proud of its uniform and the students who wear it.

Acceptable Girls shoes



Acceptable Boys shoes



Shoes to Avoid for Boys and Girls

(Black trainers, plimsolls, canvas shoes, boots, sports brands like Nike, Converse, Addidas, Timberland, Kickers, Vans)



PE KIT

BOYS

- a) Red T-shirt with school logo*
- b) White shorts
- c) White ankle socks
- d) Training shoes - black soles not permitted
Trainers must be cut below ankle height

- e) Long navy football socks
- f) Rugby shirt with school logo*
- g) Football boots
- h) Shin pads
- i) School Navy blue tracksuit bottoms with school logo*

GIRLS

- a) Red T-shirt with school logo*
- b) Navy blue shorts
- c) White ankle socks
- d) Training shoes - black soles not permitted. Trainers must be cut below ankle height

- e) Long navy blue hockey socks
- f) Shin Pads
- g) Navy blue school sweatshirt
- h) School Navy blue tracksuit bottoms with school logo*

***Available only from PE Department**

TECHNOLOGY

For their own safety children must wear strong, sensible shoes during practical Technology lessons. Any child wearing unsuitable shoes (e.g. sandals) may not be allowed to take part in the lessons.

**Hendon School is proud of its uniform and the students who wear it.
All items of uniform are available throughout the year from the recommended school outfitters.**

**School Wear
140 Brent Street
Hendon London
NW4
Tel : 0208 202 2203**

MY OWN NOTES

If you can think of anything you want to ask at the beginning of September make a note of it here.

KEEP THIS BOOKLET CAREFULLY. YOU WILL NEED IT FOR YOUR PSHE WORK .

MY VISIT TO HENDON

Write something here about your first impressions when you visit the school for the day.

FINDING YOUR WAY AROUND

Remember all year 7 will be learning the way around the buildings and learning the routine of the school. Do not be afraid to ask - you may not be the only one in difficulty! Some staff will be new and they may be lost too! Do not worry if you get lost to begin with. You will soon learn your way around.

Rooms are numbered with a letter and a figure. All rooms starting with the letters A, B and C will be found in the new building and all rooms starting with the letter D, E, F, G and H will be found in the old building.

Staircases are labelled with a letter also.

There are two maps to help you.

Classroom Rules

In order for you and others to learn at Hendon School, please:



Arrive on time and ready to learn -
equipment, uniform, homework



Follow all instructions straight away



Show respect



Do not eat, drink or chew



Stay on task and do your best!



Thank you!

Corridor and Outdoor Rules



Follow all instructions straight away



Move around in an orderly fashion



Show respect



Put your litter in a bin



Thank you!

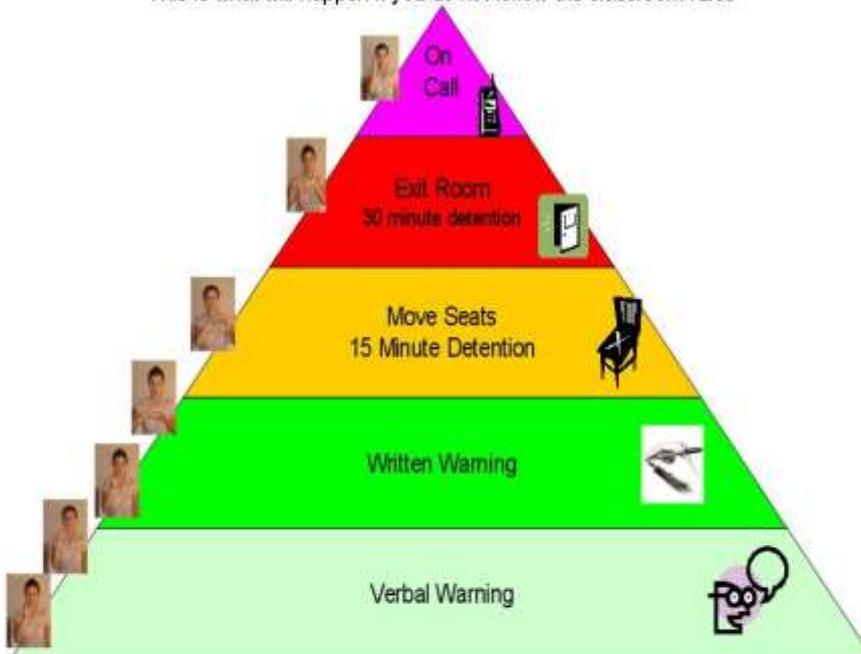
Classroom Rewards

This is what will happen if you show positive learning behaviours and learning gains



Classroom Sanctions

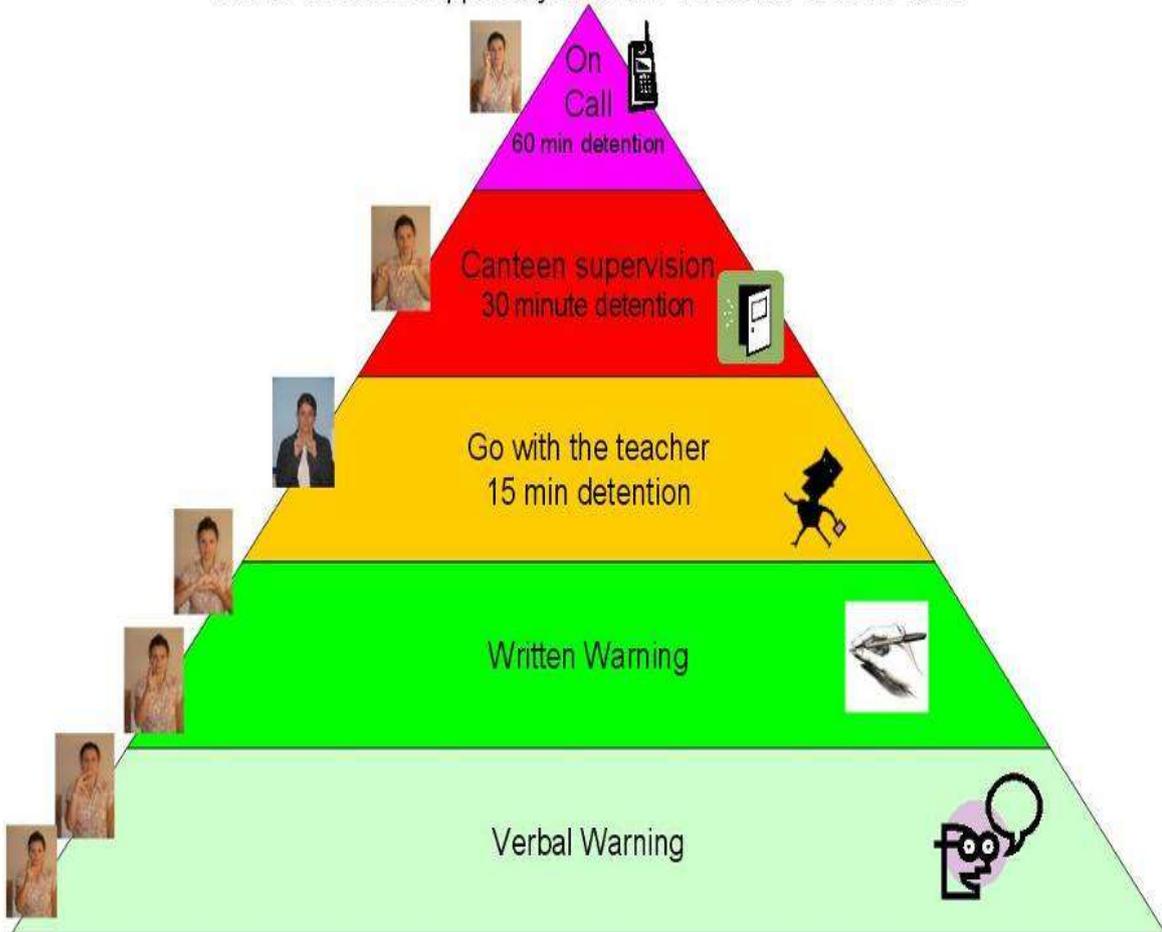
We operate a zero tolerance policy on negative behaviour
This is what will happen if you do not follow the classroom rules



Violence, aggression, sexism, racism or homophobia will result in a **fast-track** exit from the lesson

Corridor and Outdoor Sanctions

We operate a zero tolerance policy on negative behaviour
This is what will happen if you do not follow the corridor rules



Violence, aggression, sexism, racism or homophobia will result in **fast-track** to a senior teacher