

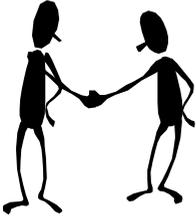
A CATHOLIC ACADEMY FOR ARTS AND SCIENCE



# ST BERNARD'S HIGH SCHOOL



## YEAR 7 GUIDE



# WELCOME

Dear Student,

By now I hope that you feel a member of our school community and that you are looking forward to starting the term. You will have many other questions and I hope that this booklet will fill in some of the gaps.

It is important to us all that you make a happy and confident start to life at St Bernard's. It will be a very important stage in your education and I want it to be as successful as possible.

We are a Christian Learning Community who work hard together. We use the word "TEAM"

T Together

E Everyone

A Achieves

M More

To remind ourselves how we should work together. Every individual is important and you have been invited to join this community and share fully in the work and activities of the school.

I wish you a happy and successful time at St Bernard's.

Mr A Sharpe  
Head Teacher

# FACTS ABOUT MY NEW SCHOOL



When you start to plan a move to a new school it is a good idea to find out as much as you can before your first day there.

These are some important facts that you will need to remember: -

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The name of my new school is

St Bernard's High School

The address is

Milton Road, Westcliff on Sea,  
Essex. SS0 7JS

The telephone number is

01702 343583

The fax number is

01702 390201

The e-mail address is

[office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk)

The name of the Head Teacher is Mr A Sharpe



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## ADAPTING TO SECONDARY SCHOOL

You will find that there are differences in a secondary school. The main ones are:

- ⇒ changing classrooms, lessons and teachers
- ⇒ regular homework
- ⇒ finding your way around the building and being on time for your lessons

DO NOT WORRY - your Head of Year, Form Tutor, Peer Mentors, other staff and prefects are always available to help you.

You can, however, help yourself by:

**BEING ORGANISED**

**BEING ADAPTABLE**

**LISTENING CAREFULLY TO INSTRUCTIONS**

**MAKING GOOD USE OF YOUR PLANNER**

# STAFF

There are many staff in a large school and not all of them will teach you. Some teachers have special jobs to do for the school as well as teaching classes. Some of our staff do not teach. Somebody will be there to look after students who are worried or unwell. The administration team, technicians, Learning Support Assistants, premises team and the catering staff all have special roles.

Each school has a **structure** with the Head Teacher responsible for the whole school and other staff sharing out all the different jobs.

Some of the jobs have special names that you may need to learn.



**THE SENIOR LEADERSHIP TEAM** includes the Head Teacher. There are five members of this team. Mrs Barnes, Mrs Bennett, Mrs O'Brien and Miss Clancy are the Assistant Head Teachers and Mrs Krone is the School Business Manager. They have responsibility for how the school is run and for how best to help you in your studies.

**ADMINISTRATION STAFF** support the teachers and are there to provide assistance when you need it. They will look after you if you are unwell and provide a contact between school and home when necessary.

**HEAD OF DEPARTMENT** is in overall charge of his/her subject area. There is a Head of Department for each subject taught at St Bernard's.

**HEADS OF YEAR** are in charge of specific year groups within the school. Your Head of Year is an important person in your life at St Bernard's. The Head of Year 7 is Miss James.

**SUBJECT TEACHERS** teach you the different subjects that you have. There are specialists for every subject, unlike primary school where your class teacher teaches you for a variety of subjects.

**HEAD OF INCLUSION** is Mrs Whittle who works with students with specific learning difficulties and/or medical conditions.

**ENGLISH AS AN ADDITIONAL LANGUAGE CO-ORDINATOR**, is Mrs Joyce who supports students with English as a second language.

**LEARNING MENTORS** are Mrs Palmer, Mrs Henderson and Mrs Brook.

# FORM TUTORS

Your Form Tutor is much like your class teacher at primary school. He/she will take your register once a day, will mentor you and so will get to know you better than any other teacher in the school. Your Form Tutor may also teach you for another subject. Try to get to know your Form Tutor as well as you can. He/she can help you with any queries or problems you may have so please feel you can go to him/her should the need arise. You may have the same Form Tutor for several years. Your Form Tutor will give you your planner and timetable on the first day of term. Make sure that you carry your planner with you at all times. By doing this you will always know where you should be at all times of the day.

## THE SCHOOL DAY

Registration	08.50am – 09.10am
Both staff and students are asked to be in the form room by 8.45am to ensure a prompt start to the day.	
Period 1	09.10am – 10.10am
Period 2	10.10am – 11.15am
Morning Break	11.15am – 11.35am
Period 3	11.35am – 12.35pm
Lunch Break	12.35pm – 01.25pm
Period 4	01.35pm – 02.35pm
Period 5	02.35pm – 03.40pm

Every Wednesday registration, WHOLE SCHOOL READING takes place and all members of St Bernard's community will read for pleasure.



## HINTS FOR SURVIVING THE SCHOOL DAY!

Each evening when you have finished your homework, you should look at your timetable for the next day to see what books and equipment you need. Then pack your bag so that it is ready for the next morning. Remember to check it against your timetable and equipment list and to look at the right week.

When you arrive at school, items not needed for the first two periods should be left in your locker. Make sure that you have everything in your bag that you need, as you will not be allowed back in the locker room during or between lessons. You should get your equipment for the other lessons at break and at lunchtime.

Your teachers may ask you to cover your books. Label them clearly with your name, form and subject. There should not be any other writing or drawings on the front of your books.

# BREAK AND LUNCHTIME

Morning break is from 11.15am - 11.35am. Drinks and snacks may be purchased from the dining hall. All rubbish must be placed in the litterbins provided.

Lunch break is from 12.35pm - 1.35pm. You may bring a packed lunch or buy a school meal in the dining hall where there is a cafeteria service.

On your first day, you will have your finger scanned and your photograph taken for our cashless catering system. You will be able to put money onto your account using the machine in the locker area or by taking a cheque to the Finance Assistant. Your parents have been sent a password and access details so they can use the internet to put money onto your account. You will be able to choose what you eat each day, as long as you have enough money in your account to cover the cost. Students on free school meals will have a set amount of money put on to their account each day.

All food and drink must be consumed in the dining hall or out on the playground. Eating and drinking elsewhere is forbidden. **Bubble gum and chewing gum are not allowed in school at all.**

The dining hall is also open for breakfast from 8.15am to 8.40am.



# HOMEWORK

Homework is compulsory and you must record it in your planner when the teacher sets it. Your parents and form tutor will sign it each week and check that it is being kept correctly.

We expect that your homework will take approximately an hour to an hour and a half each evening to complete.

## HOMEWORK HINTS

- ⇒ Be **ORGANISED**
- ⇒ Have the right **EQUIPMENT**
- ⇒ Set aside a **DEFINITE TIME** each evening and start your homework on the day it is set.
- ⇒ Try to always work in the **SAME PLACE**
- ⇒ Try to **AVOID DISRUPTION**, e.g. music, television and mobile phones.
- ⇒ Complete work to the best of your ability and **CHECK** it carefully after completion.
- ⇒ If you find homework difficult, do your best and consult your teacher about it before the deadline to hand it in.
- ⇒ Give it in on **TIME**



## LIBRARY

We have a Library that is for your use and contains books for reference and for loan. A photocopier and computers are also available here for students to use. The Library is open each day from 8.00am. until 4.30pm. There is a Librarian available to help you with any queries that you may have.

You are expected to take care of any books that are loaned to you and if a book is spoilt or lost, you will be asked to replace it.

Do not lend your books to anyone else since you will be responsible if they are lost or damaged.

# PRESENTATION OF WORK

These guidelines apply to **ALL** your written work. You may also have additional guidelines in some subjects.

## Layout

Work should include: -

Date

Heading

Indicate either - Classwork - C/W

Or Homework - H/W

On completion the work should be ruled off



## Presentation

- all written work should be in black or blue biro/ink
- rulers should be used for all straight lines
- diagrams/maps should have a heading which should be underlined
- labelling should normally be printed horizontally

Any necessary keys should be neatly drawn. Errors should be neatly crossed through.

**Correcting fluid should not be used.** Graffiti is not permitted on any books or resources used in School. No pages should be removed from exercise books. Students should check their work carefully before handing it in.

**Folders** - file dividers should be used when appropriate. Plastic sleeves should be used for a **maximum** of 5 sheets. Paper/hole reinforcers are very useful.

# SCHOOL UNIFORM

The following is a list of permitted items of School clothing to be worn by students attending St Bernard's High School. School uniform may only be purchased from Pauls Discount Clothing which is at 38-40 Southchurch Road, Southend on Sea, Essex SS1 2ND. [www.paulsdiscount.co.uk](http://www.paulsdiscount.co.uk) (unless otherwise stated). All students will require a strong suitable bag for their books. We would advise you to buy one that would fit in their locker. The locker dimensions are 20" x 14" x 10".

JUMPER:	Navy blue school jumper with badge
BLOUSE:	Years 7-10 inc – Blue/white check Year 11 – White
SKIRT:	David Luke Navy blue <b>mid-knee/below the knee length</b> pleated skirt
TROUSERS:	David Luke Navy blue
SOCKS:	Navy blue or white ( <u>no trainer socks</u> ) purchased from any supplier
TIGHTS:	Plain navy blue, black or flesh coloured purchased from any supplier
SHOES:	Sensible black low up to 2.5cm heel. (No platform, stilettos, plimsolls/trainers or boots are allowed. This includes ankle height boots).
COATS:	Plain coat in a single dark colour, in a style suitable for school. (No denim, leather, fur fabric or fluorescent coloured coats may be worn).
JEWELLERY: (Optional)	1 watch, 1 pair of small studs (one in each lobe). A small simple cross and chain may also be worn. No body piercing is permitted. <b>No Smart watches should be worn.</b>
HAIR ACCESSORIES:	Small and simple in navy blue, black or brown no flower slides or clips. Hair must be natural colour. Hair cannot be of two contrasting colours e.g. black and blonde, black and red, blonde and blue etc

## **PE UNIFORM (COMPULSORY AND PURCHASED FROM PAULS DISCOUNT CLOTHING) (unless otherwise stated)**

SHIRT:	Navy blue sports polo shirt with logo
SHORTS:	Navy blue with logo—two styles available
TRACKSUIT	Navy blue
TROUSERS	
HOODED SWEATSHIRT:	Navy blue with logo
SOCKS:	Plain white short sport socks (no trainer socks) purchased from any supplier as per picture
TRAINERS:	Any colour (no black soles) purchased from any supplier
HOLDALL	Navy blue with logo and name <b>(NOT COMPULSORY)</b>



All items of clothing should be named. PE kit should be embroidered with name. The shirt and hooded sweatshirt on right breast; the football style shorts on the right leg and trousers under waistband at rear. Embroidery available at Pauls Discount Clothing.

# LIST OF STANDARD CLASSROOM EQUIPMENT

You will find that all of the items listed below will be used regularly, most of them every day. When you pack your school bag each evening, remember to check that they are there. It is also a good idea to label them with your name if you can.

Pens	Pencils	Whiteboard Pen
Colouring Pencils	30 cm Ruler	Protractor
Rubber	Compass	Pencil Sharpener



A pencil case large enough to contain all the above items:

Dictionary for Modern Foreign Languages

Dictionary for English Language

English Thesauru

Bible - Good News Bible

Calculator – Casio

Art pad

Art Equipment 2 paint brushes, fine black pen, rubber, 2B pencil, pencil sharpener, scissors, glue stick, oil pastels, acrylic paint, watercolours and A4 folder

Sellotape/Prittstick.

No TIPPEX, please.

Relevant Exercise and Text Books for subjects

A plain school bag which will fit into a locker (locker dimensions are:- 20" x 14" x 10")

Students should also have a reading book with them

## LOCKERS

All students have their own lockers. A maintenance charge of £20.00 is paid at the beginning of Year 7. You will need to purchase a 32mm padlock to secure your locker. You must remember to bring your key to school every day. If you forget your locker key, the padlock can be cut off at 8.45am and the locker will be left open for the rest of the day. If your padlock has a code you must not share this with anyone else. Any valuables should be handed in to reception to be kept safe for the day. Another padlock will need to be purchased by you. You are expected to look after your locker and keep it clean and tidy.

You should attend your locker before registration or during the first and last 5 minutes of break or at lunchtime and after school. You must not go to your locker during change of lessons.

# LITURGY AND WORSHIP

**L**IFE  
IS ONLY  
FOR  
**L**OVE  
**T**IME  
IS ONLY THAT  
WE MAY FIND  
**G**OD

**ST. BERNARD**

Prayer is at the heart of our school and there are many opportunities for you to join in the liturgical life of the school. Many of you have already told us about being servers, readers, actors, dancers and musicians at Church and school assemblies and we want you to be able to do so here.

Each morning, time is set aside for prayer and reflection in the assemblies, which are held either in classrooms or in the dining hall. Year 7 students usually have assembly on Friday mornings. Each week we have a special theme which is linked to the readings at the Sunday Mass.

Every half term the whole school meets together to pray, sing and listen. Masses are arranged for Feast days. Mass is also celebrated in tutor groups.

Students are encouraged to enrol in reading, music and environment ministries.

Other liturgical events are arranged at special times of the year; for example, each Friday during Advent we light candles on our Advent Wreath, and hold a short service. On our Patron's Feast Day we celebrate by having a whole school Mass.

The Blessed Sacrament is 'reserved' in our chapel. Students are welcome to visit the chapel for prayer and reflection and to enjoy the peace and quiet of this special part of our school.

# CODE OF CONDUCT

*There is one principle that guides our relationships with others.*

## **EVERYONE ACTS WITH COURTESY AND CONSIDERATION TO OTHERS AT ALL TIMES.**

These are the standards which we expect:-

### **Classroom Behaviour**

- Arrive punctually, prepared for the lesson and with the correct equipment
- Listen attentively
- Support each other's learning
- Behave courteously and sensibly
- Follow instructions
- Work hard
- Know targets and work to achieve them



### **Movement around the school**

- Move safely and quietly around the school
- Follow the one way system at change of lesson
- Keep to the left of the staircases

### **Remember:**

- There are times when absolute silence is needed e.g. when your teacher is talking or the register is being taken
- The school must be kept clean and tidy
- Uniform must be worn correctly
- Help should be offered when it is needed, e.g. helping people to carry books and opening doors

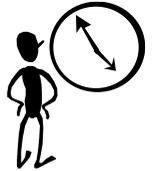
We expect that these standards will be maintained in and out of school.

# CLASSROOM EXPECTATIONS

Classrooms (including labs, workshops and gyms) are your places of work. Just as in any workplace, there needs to be clearly understood rules and expectations to allow everyone to work successfully, safely and with enjoyment.

## Start of lessons:

- Arrive on time
- Enter rooms sensibly and wait quietly until your teacher has greeted the class and then sit down
- Take out books, pens and equipment and put bags away safely
- Remain silent when the register is called
- Expect teachers to enforce rules that apply to uniform and jewellery



## During lessons:

- When your teacher talks to the whole class, remain silent and concentrate
- You must have equipment, books and folders needed
- You should always try your best and engage fully with the lessons, showing responsibility for your learning
- If the class is asked a question, put up your hand to answer: do not call out
- You are expected to work sensibly with those around you: do not annoy or distract them
- If you arrive late without justifiable cause you must expect to be detained for the amount of time you missed in order to make up the work
- Homework must be recorded in your planner
- Eating, drinking and chewing are not allowed
- Portable music players, MP3 players, mobile phones, iPods, magazines and other distractions are not allowed: they will be confiscated
- You must not leave a lesson without official permission and always have your planner signed by the teacher

## End of lessons:

- You should not begin to pack away until your teacher tells you to do so
- When told, stand and push in or put up your chairs: any litter should be picked-up
- Wait quietly until your teacher dismisses you

## GENERAL EXPECTATIONS

- Make your way quietly and sensibly around the school, keeping to the left of the corridor whenever possible

## FINALLY, BUT MOST IMPORTANT

Teachers are in the position of parents/carers while you are in school. This means in particular that:

- Requests from teachers should be carried out at once and without argument
- Staff members should be treated with respect and politeness at all times

# ACHIEVEMENTS

At St Bernard's High School we celebrate a range of achievements such as:

- Good Work
- Positive Contributions to lessons and/or the school
- 100% attendance
- Participating in school events
- Taking on a role of responsibility



These achievements may be rewarded with Certificates or prizes throughout the year.



# DETENTIONS

Detentions should not be necessary. If, however, homework is not done or badly done, or you have misbehaved or been continually late, the teacher may give you a detention. Detentions will be entered in your planner and your parents will be required to sign this. If you are given an after school detention your parents will be given 24 hours notice so that arrangements for your safe journey home can be made.

There are no special concessions even if you live some distance from the school. It is your responsibility to ensure that detentions are unnecessary.

# MOBILE PHONES

If you choose to bring a mobile phone to school it must be turned off and put away before you enter the school grounds. You must place it in your locker when you get to school and collect it at the end of the day. If a teacher sees you with a mobile phone on the school grounds during the day, even if it is turned off they will confiscate it and your parents will have to come to school and collect it.

# ATTENDANCE AND ABSENCE

If you are absent from school your parents **MUST** send in a letter on your return giving the dates and reason for your absence.

However, please ask your parents or guardians to notify the school by telephone on the first day of the absence. Please avoid making medical, dental or any other type of appointment during the school day – this should only be done in an emergency. A letter must be sent into the school notifying us of any appointments. Holidays should not be taken during term time as absence is detrimental to your education and will not be treated as authorised absence by the Head Teacher.

## LATENESS

If you are late for school, you must sign in at the School Office. You must give your name, form and reason for lateness. If you are late without good reason you will be placed in detention.



## ILLNESS IN SCHOOL

If you feel ill in school and cannot wait until the end of the lesson tell your teacher who will send you to the medical room. If necessary you will be sent home, but only if someone can come and fetch you.

For this reason and in case of emergencies we ask you to provide us with a telephone number for contacting your parents, a relative or a neighbour. This will only be used in an emergency.

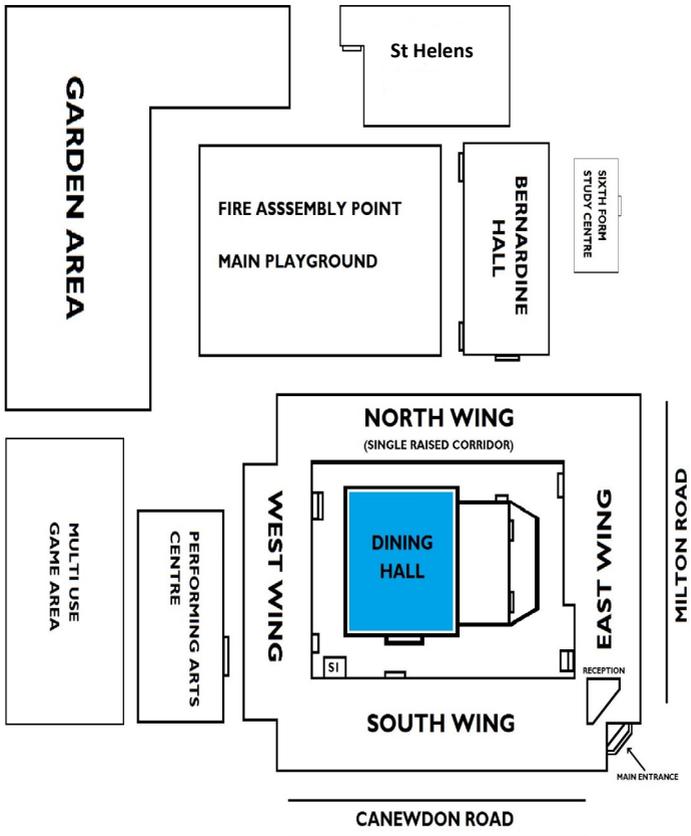
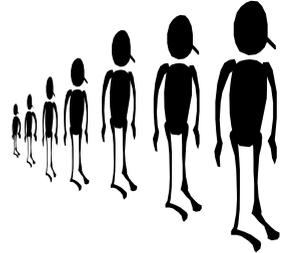
If we have no way of contacting parents by telephone, then you will stay in the medical room at school until your parents can be contacted. Do not ever leave the school without permission because you are feeling unwell, even in the lunch hour.

If you have to bring any medicines into school they should be handed directly into the School Office – with your name clearly marked on them. The school office cannot administer any kind of medication to students with headaches or stomach aches.

# FIRE DRILL

In this school we do not use bells or buzzers at the end of lessons. The only alarm you will hear is the fire alarm. At the beginning of the year we have a fire drill when you will learn what to do.

1. Following the instructions displayed in your classroom, walk silently and quickly to the playground.
2. Line up silently in register order.



# YEAR 7

## OUR THOUGHTS ON COMING TO ST BERNARD'S HIGH SCHOOL and ARTS COLLEGE

"I really like this school."

"I found the school really friendly."

"Overall my first impressions of the school are really good. I think it is a warm, friendly community where everyone is everyone else's friend. (Even the teachers are your friends.)"

"The secret I've found out is to always do my homework on the night it's set and not on the night before it is due to be handed in."

"St Bernard's is a friendly school and I feel at home there. I'm sure that the friendships I've made will last for years."

"I think St Bernard's is a great school with great teachers and great students."



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