



ASHFORD SCHOOL
Inspiring Minds

Year 7



WWW.ASHFORDSCHOOL.CO.UK

Welcome to Year 7 at Ashford School

You are starting an exciting time of your life when you will be able to explore all sorts of opportunities and develop specialist interests. This booklet will help you understand how the School works. If you are not sure of something you must ask your tutor, any other adult, or one of the senior pupils. We are all here to help you to be successful.

You are expected to work hard and to grab every opportunity that you can! You have been offered a place at Ashford School because you are capable. You can do anything you set your mind to, with hard work, persistence and determination. Along the way, you will be supported, guided and cheered on by your teachers, your classmates and mentors. We expect you to do your studies, play sport, perform in concerts or plays and try new activities.

Through doing these things and more, you will develop your understanding of the world, of others and of yourself.

We look forward to meeting you.

Yours,

Ms Jennie Denton
Assistant Head Lower School

Miss Heather Loughlin
Head of Year 7

At the heart of academic life are the Ashford School Learning Habits.

These form the centrepiece of our wider ambition to stretch and challenge our students as much as possible across all areas of school life, in a way that is consistent, coherent and cohesive.

The six habits are designed to reflect the qualities that we most value in Ashford School students and will be used to help promote the very best progress and outcomes from the student body.





The Classroom Code

To make sure everyone has the same opportunity to do their best in lessons, we will:

- Arrive on time and organise ourselves in the classroom in a sensible manner
- Be quiet and attentive when the teacher wants to start the lesson.
- Arrive with all textbooks, exercise books and other equipment that is needed.
- Remember to take our Homework Planner to each lesson so that I can write down any homework that is set.
- Listen carefully to instructions.
- Complete all tasks that the teacher has set carefully and thoroughly.
- Listen in silence and be attentive whenever the teacher is instructing/explaining/talking. Interrupting an adult when they are speaking is rude and unfair to others who are trying to listen.
- Seek the teacher's permission to contribute to class discussion by raising a hand so that everyone has the chance to speak.
- Complete all homework by the given date. If there is a problem, we will tell the teacher in advance.
- Not swear or use abusive language – we know this is unacceptable and upsets people.
- Tidy up after ourselves at the end of the lesson so that the room is ready for the next class.
- Stand quietly behind our seats at the end of the lesson and wait to be dismissed.
- Not bring food or chewing gum into the lessons.
- Make sure we are neat and tidy at the end of the lesson and leave the class with our blazers on, respecting the school uniform code.
- Remember to take my Surface Go to each lesson and to charge it when I get home.

What you should do if...

...you are sick in the morning before school.

If you are ill at home, then your parent should telephone the School to let us know that you won't be coming in and the reason why (01233 625171). If possible, your parents should ring before 8:30 – the office is open from 8:00 but before that time you can leave a message. Your parents should also email your form tutor letting them know.

...you become ill during the day.

If you feel ill during a lesson, tell your teacher and you will be given permission to go to the Health Centre. They will help you to know what to do next.

...you have a medical appointment (doctor, dentist, etc)

If possible, try to get medical appointments out of school time. If this is not possible, then your parents should email your form tutor before you have the appointment. If it is before School, then come into school as soon as you can and follow the procedure for late arrival. If it is later in the day, come into School as normal and ask your form tutor to put on the register what time you must leave for your appointment.

When it is time to go, politely ask to leave if you are in a lesson and go to Reception to sign out. **If you leave School for any reason during the School day you must sign out at Reception – this is a fire safety regulation.** If you can come back to School after your appointment, then sign in again on your return.

...you lose something in School.

If you lose something (clothes, kit, pencil case, books, or any other belongings) then tell either Reception or your form tutor. You can also ask to look in lost property. All of your clothes and equipment should be labelled. Any found items with your name on will be returned to you.





...you forget your homework.

Don't panic! Tell your tutor or your teacher at the earliest opportunity and make sure you bring it in the next day. Don't make a habit of this – try to be organised.

...you bring the wrong books to School.

Don't panic! Tell your teachers at the earliest opportunity and make sure you copy up any work afterwards. If you've got homework to hand in, make sure you bring it in the next day.

...you forget your stationery.

Miss Loughlin keeps spare pencil cases and exercise books for this purpose. Tell your form tutor during morning registration and you will be able to borrow one for the day. It must be returned the next day.

...you arrive late to School.

If you arrive after 8:30 in the morning you must go to Reception to sign in before you do anything else.

...you forget your PE kit.

See the PE staff as soon as you can. They will tell you what to do.

...your Surface Go runs out of charge.

If you have forgotten to charge your battery and it runs out during School, go to the Somerville Library or Miss Loughlin – they have spare chargers.

...you have a question about something not covered in this booklet.

If you have a question that is not covered in this book, then contact Ms Denton - dentonj@ashfordschool.co.uk, Miss Loughlin - loughlinh@ashfordschool.co.uk, or you could ring Reception on 01233 625171.

Don't be afraid to ask if you are worried about something!

Top Tips from Current Year 7 Pupils



"Bring a padlock for your locker".

"Give your form tutor a spare key for your locker padlock in case you lose your original!"

"No matter what school you are from, you will make forever friends in the first five minutes."

"If you ever need ANYTHING talk to Ms Denton, Miss Loughlin, or your form tutor."

"Go on the PGL trip – it's amazing and you get to know everyone really well."

"When you change for PE, put your uniform in your bag so you can find it again afterwards!"

"Don't worry about homework – it's really not that bad!"

"Don't be scared of keeping up with the homework because they don't all have to be in the next day".

"Don't worry about getting lost because it's a lot smaller than it seems at first."

"Don't be nervous because once you get there all of the students and teachers are really nice, even if you don't know anyone there."

"Don't be scared to talk to new people".

"In the first week you might be worried because you're little, but people will help you".

"Don't be afraid to ask for help if you get lost or if you don't understand something".

"Ask the sixth formers – they can look scary but actually they're really nice".

"Remember to charge your Surface Go every night!"

**Watch this video to hear more from current Year 7
Students:**

<https://youtu.be/hQNaWvaHlI4>

