

Your pocket guide
to
Archbishop Temple
Church of England High School



Faith + Nurture + Service

SCHOOL UNIFORM AT ARCHBISHOP TEMPLE

We have high standards at Archbishop Temple Church of England High School. Here are the details of full, correct uniform.

- Navy blazer with school badge
- Plain, pale blue shirt with collar
- Navy-blue, knee length, pleated skirt (we recommend you get slightly longer to ensure you get more time out of the skirt)
- Dark grey tailored trousers
- School tie
- Socks worn with a skirt must be knee length, and navy blue
- Socks worn with trousers should be dark in colour
- Black leather shoes (no visible branding)
- Dark/navy outdoor coat
- Dark/navy backpack / rucksack
- Navy, V-necked, long-sleeved jumper with school badge (optional)

Please note:

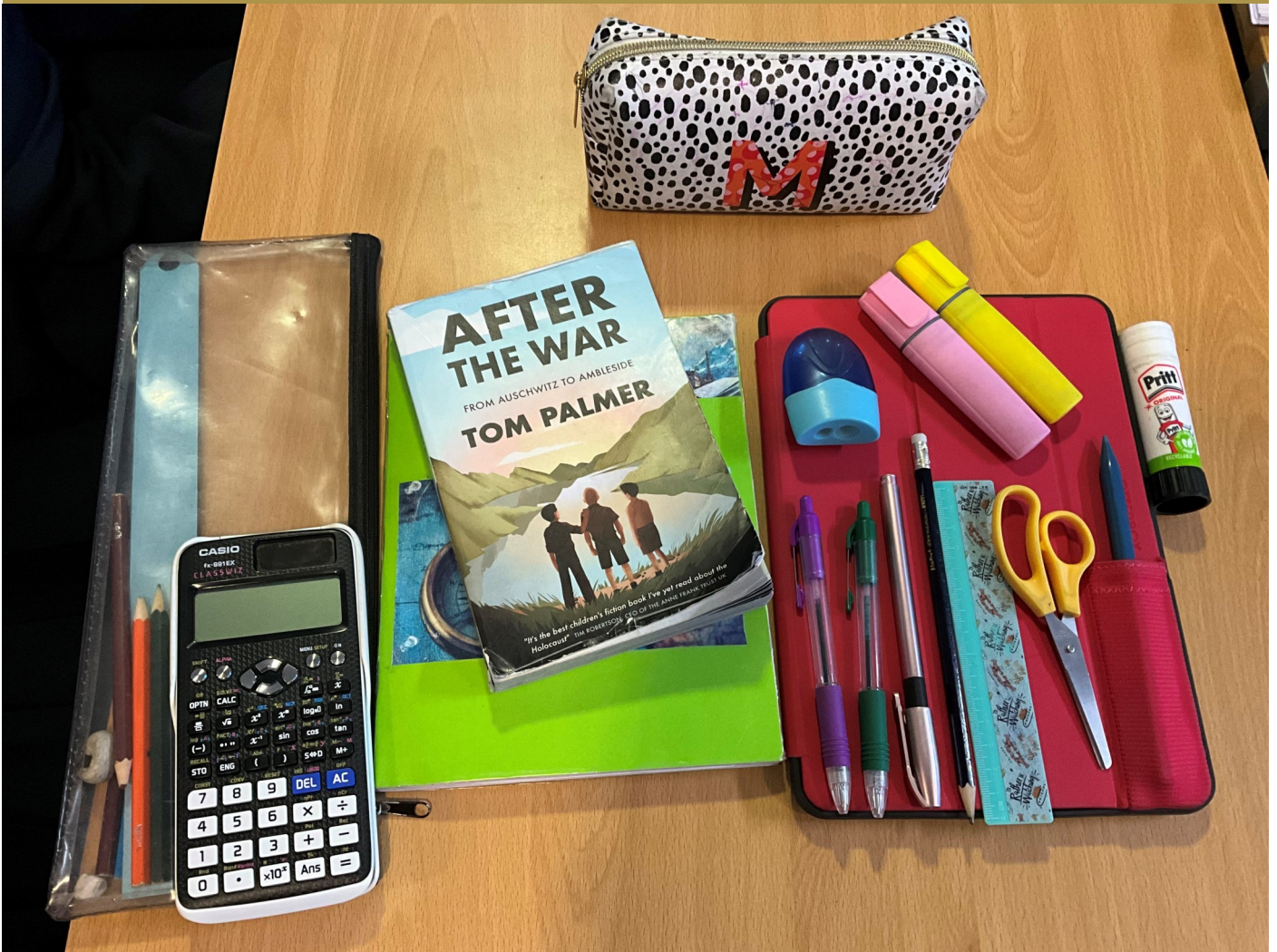
Make up (including fake tan), false eyelashes, nail varnish, gel polish, false nails, and jewellery are not permitted.

Hairstyles should be smart and neat, with no extreme colours or patterns.

Handbags/fashion bags are not allowed.

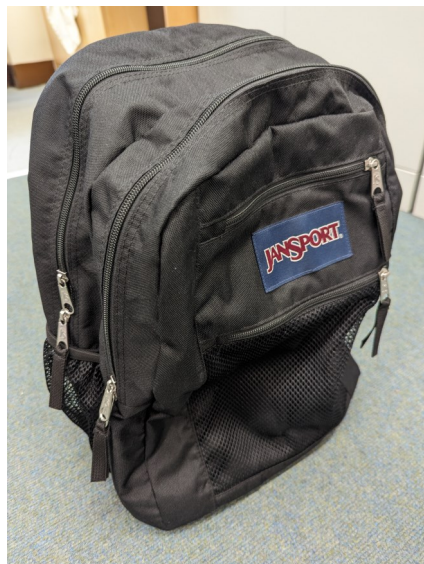


WHAT EQUIPMENT WILL I NEED?



You will need to bring the following items to school each day in your dark coloured school rucksack

- A pencil case with a minimum of 3 black, green and purple pens
- 30 cm Ruler
- Pencil
- Rubber
- Scientific calculator
- A reading book
- Highlighter pens
- A set of coloured pencils
- A glue stick
- iPad (from October 2024)



WHAT HAPPENS ON MY FIRST DAY?

When you start with us on Tuesday 3rd September, you will arrive at school from 8.10am, school starts at 8.20am. Staff will be at the main entrance to direct you where you need to go. These will include the Year 7 Form Tutors, Mrs Parkinson, Head of Year 7 and Mrs Banner, Assistant Headteacher. Your parents/carers cannot come into the school grounds with you. You will say goodbye to them on St. Vincent's Road.

Then you will go to the Main Hall where we will have a welcome Assembly with our school chaplain Jo and then your Form Tutor will take you to your form rooms, just like on Transition Day.

Years 8—11 will arrive at school later in the morning.



DURING YOUR FIRST WEEK YOU WILL:



- Spend time with your form tutor and get to know the people in your form, learn about our school routines and ethos.
- Have your photo taken.
- Take part in sports / games
- Take part in Worship
- Get to know the school site
- Learn!

What will I learn about in year 7?

In year 7, you will study Art, Computer Science, Design & Technology, Drama, English, French, Geography, History, Mathematics, Music, PE, PSHE, RE, Science and Spanish. There is lots of information on our school website about the different subjects if you want to find out more.

We know that you may be feeling a bit nervous when you join us, so you will get lots of support to ensure you settle in quickly and confidently.



WHAT HAPPENS IN A SCHOOL DAY?



Each day will look like this:

Arrive at school from 8.10am and head to the junior yard.

| | |
|-------------------|---------------------|
| 8.20am – 8.50am | Registration |
| 8.50am – 9.50am | Period 1 |
| 9.50am – 10.50am | Period 2 |
| 10.50am – 11.05am | Break |
| 11.05am – 12.05pm | Period 3 |
| 12.05pm – 1.05pm | Period 4 |
| 1.05pm – 1.50pm | Lunch |
| 1.50pm – 2.50pm | Period 5 |
| 2.55pm | School buses depart |

After school, you are welcome to go to homework club in the school library. Our school library will be supervised from 2.50pm to 4.30pm from Monday to Thursday every week during term time. This is a quiet space where you can complete homework, run by Mrs Rigg, our librarian.

WHAT EXTRA-CURRICULAR CLUBS ARE AVAILABLE?



We have a wide variety of clubs available to suit all tastes. They will help you develop leadership, teamwork and communication skills. Our clubs cover a huge range of interests, including art, chess, choir, drama, Eco-club, Euro-club, Chinese club, Lego robotics, Warhammer and more!

At Archbishop Temple, we pride ourselves in giving students lots of extra-curricular opportunities in sport to extend their learning in PE. These start with football, netball and basketball in autumn term. Moving onto badminton, table tennis, volleyball and dance in winter. Finishing with cricket, rounders and athletics in summer. All clubs are open to anyone to attend, from these practices pupils will be chosen to represent school on a local, county and even national level.

How do I know which clubs are available?

At the start of each term, you can find out what clubs are available by checking the clubs and activities leaflet on our school website. Clubs are also advertised every day on the Morning Report in form.

WHERE DO I BUY FOOD FROM AT BREAK & LUNCH?



The Lighthouse Cafe is a place where you can enjoy a well-balanced meal at an affordable price in the comfort of a light and airy dining area.

Morning break is at 10.50am and you are welcome to come to the Lighthouse Café and purchase a wide range of delicious snacks including cereal, croissants, mini pizzas, hash browns, cheese wraps, waffles and bacon barmes, all freshly made in house. We also have a wide range of drinks available, including hot chocolate.

There's no need to bring money to school. We use an online payment system and your parent/carer may top up your Scopay account and you just give the catering staff your pin, which will be given to you on your first day.

Lunch is at 1.05pm, you are welcome to purchase a tasty meal deal for just £2.70 from the Lighthouse Café (see the menu on our school website) or you can eat your packed lunch in the Lighthouse Café's light and airy dining area.

IPADS FOR LEARNING

From October onwards, you will bring your iPad to school every day. It is your responsibility to charge your iPad fully each night before school.



Your iPad will be used in class to help support your learning. You may use interactive game software that will allow you to compete against your classmates and test your understanding of a topic, the results provide instant feedback to your teacher.

In other lessons, iPads may be used to research information or access online textbooks and activities. Some days, you will use your iPad, and the apps school provides, to work creatively with multi-media on an individual or group project.

We recommend that your parent/carer purchases an iPad through school. School purchases iPads in bulk, so they will receive a better deal. If you choose to bring your own iPad, this will need to be set up on our school network before you will be allowed to use it. You won't need to download any apps to your iPad, school will do this for you. You will receive further information regarding iPads at the parent/carer transition evening on Monday 1st July 2024 and we advise that your parent/carer waits until then before making a decision.

There is a strict code of conduct for the use within school. You are only allowed to use your iPad when a member of school staff is monitoring your use via Apple Classroom. Don't worry this will all be fully explained.

You will not use an iPad in every lesson. If it is not in use, your iPad will stay in your bag or face down on your desk. You will not be able to use your iPad at break or lunch, unless you are doing homework in the library.

LIBRARY

The library is run by our school librarian and enthusiastic and knowledgeable pupil librarians. It is open to pupils and staff at break and lunchtime every day of the week and after school until 4.30pm for Homework Club Monday to Thursday.

There are over 4,500 books of fiction and non-fiction in our school library. You will have two library induction lessons. The first lesson will explain how you use the library and answer any questions you may have. The second lesson will be in October, once you have received your iPad and will explain how you can search the library catalogue and use the Borrow Box app, to enable you to borrow e-books and e-audiobooks.

iPad use in the library is limited to completing homework, reading e-books, listening to e-audiobooks or completing Firefly tasks.

To borrow a book, you simply give Mrs Rigg your name. You can borrow up to 3 books at once for 3 weeks at a time. If you haven't finished reading a book it can be renewed.



LIBRARY



Mrs Rigg regularly runs book sales and book swaps in the school library. Authors regularly come to school to give talks to pupils and sign books in the library and we get involved in literary events.

The school library runs a ‘read to your sibling’ scheme. This scheme encourages you to read to your brother or sister.

The school library regularly takes part in awards. Each year, pupils are invited to read books for the following awards; Carnegie Medal of Illustration (illustrated books), Excelsior Awards (graphic novels & Manga), Young People’s Book Awards (science books) and Young Quills (historical fiction books).

If you get involved with reading and reviewing books for awards and show an interest in getting involved in library events, you can be nominated to become a pupil librarian in Year 8.

The library is also used by subjects such as Modern Foreign Languages and Art, to enable you to explore books in other languages and find out about careers in the arts.

HOMEWORK

You will have a homework timetable so you know which subject will give you homework on which days.

When you receive your iPad, in October, you will be able to view which homework tasks have been set on Firefly, our virtual learning platform. You will be shown how to log-in and use Firefly when you receive your iPad in your Computer Science lessons.

If you do not understand the homework task, ask your teacher to explain or to give you more details as soon as you can. Please don't leave it until the day the homework is due.

It is important that you are organised and complete your homework on time.

It is better to do your homework on the day that it is set. Don't leave homework until the night before it is due in, as you may have more than one task due in on the same day.

Get organised at home, make a space for your books, so you can find everything you need to complete your homework tasks. You might use a box, a drawer or a space in your room.

Homework Club takes place in the library after school until 4.30pm Monday—Thursday. This is a quiet place where you can complete your homework, supervised by Mrs Rigg.



TOP TIPS

1. Prepare and pack your bag the night before by checking your timetable for the next day and selecting the subject books you need. Remember to pack your pencil case, calculator, reading book and fully charged iPad.
2. If you have PE the following day, make sure you have your kit prepared and pack it in your PE bag the night before, so you have it ready.
3. Prepare your uniform the night before, so you aren't looking for things in the morning.
4. Set your alarm so you have enough time to wash, get dressed, have your breakfast, brush your teeth and set off with plenty of time.
5. If you bring a packed lunch to school, it is best to have everything ready the night before, so you can pack it in your bag first thing in the morning. Make sure you have money on your Scopay account if you are buying food in school.
6. This might be the first time you have travelled to school by yourself. Leave plenty of time to travel to school, so you arrive from 8.10am onwards. School starts at 8.20am and you will need to be on time! Check how long it takes to walk to school or the bus stop.
7. If you are planning to go to a club after school, make sure that your parents/carers know, so that you can plan how you will get home.
8. If you are unsure about anything ask a member of school staff.

FREQUENTLY ASKED QUESTIONS

Where do I go at break and lunch once I have eaten my food?

If you are not going to a club, or to the library to read or do your homework, you may spend time with your friends on the junior yard or play football on the courts on the days allocated to Year 7.

What do I do if I feel unwell?

You should let your class teacher know if you feel unwell during a lesson. At break or lunch time you should find your form tutor, head of year or any member of school staff.

Who can I ask for help if I have forgotten something?

You must make sure that you pack your bag the evening before school. If you forget something you should tell your class teacher but be aware you may be given a negative point on Class Charts, so it is very important that you are well organised.

Who can I speak to if I am worried about something?

You can speak to your form tutor, Mrs Parkinson, Head of Year 7, or any member of staff.

What happens if the fire alarm goes off?

If you hear the fire alarm, follow the teacher's instructions. We will complete a fire drill in your first term so you will know where to go and what to do. You will always be safe and we will always look after you!



FREQUENTLY ASKED QUESTIONS

What happens if I lose something?

We have a lost property area at Archbishop Temple Church of England High School. Any lost items will be taken here. Make sure you put your name in all of your belongings, so if you lose anything you are more likely to locate it. Mrs Robinson, our school receptionist, will be able to show you where lost property is stored.

What if I get lost?

Always ask for help. Pupils and staff will help you get to where you need to be. You will know your way around very quickly!

How do my parents/carers contact the school?

They can use the contact form on the school website for any help or queries.

What if I have an appointment during school hours?

Your parents/carers would need to contact the school to let them know in advance.

Am I allowed to bring a mobile phone to school?

Yes - you are allowed to bring a phone to school but whilst you are on the school site it must be switched off and stored in your school bag.

What is Class Charts?

Class Charts is our online platform for recording and tracking pupil achievement and behaviour. You will be awarded Light Points for great work and behaviour. You will receive a code in September to enable your parents/carers to view your Class Charts record at home.

STAFF YOU ARE LIKELY TO MEET



Mr Catlow
Headteacher



Mrs Dudaniec
Deputy
Headteacher



Mr Baybutt
Assistant
Headteacher



Mrs Banner
Assistant
Headteacher



Miss Shaw
Assistant
Headteacher



Mrs Parkinson
Head of Year 7



Jo Phipps
Chaplain



Mrs Rigg
Librarian

YEAR 7 FORM TUTORS



Mrs Jimenez
7L



Miss Bevins
7I



Ms Murphy
7G



Miss Lewis
7H



Mr Taberner
7T



Mrs Ward
7U



Mrs Thompson
7U



Ms Bridge
7P



Mrs Drake
7P