

July 2021

Dear Parent / Carer

Re: Student Invite to Transition Day - Friday 3rd September

We look forward to welcoming your child at Longdendale High School in September 2021.

To support your child through a smooth transition into school, we would like to invite your child to their transition induction day on **Friday 3rd September 2021**. As COVID-19 impacted on our original plans we have made the decision as a school to only have Year 7 in the building on 3rd September.

This day will comprise of a range of exciting activities to support transition to Longdendale. On this day your child will get the opportunity to meet their new form tutor and tutor group for the first time and they will learn the values and routines of our school to ensure that they are ready for the first day in lessons.

Ties will be presented in an assembly at the end of the day. Payment for ties can be made on ParentPay and you will receive a notification email from 2nd September.

Students should wear their school uniform and lunch will be provided on the day but they can bring a packed lunch if they prefer.

Mr Hulley (Head of Year) will greet the students as they arrive promptly at 8:30am and will be directed to the Outdoor Pursuits Centre ready to start.

We have also attached a guide for families with the information you require. Please read this carefully as it has all the important information that you require from us regarding transition to high school.

If your child travels on a bus to school these will be running on 3rd September and there is a form to complete online by using this link:

<https://tfgm.com/tickets-and-passes/igo-pass>

This enables students to have an IGO pass which they must provide to the driver to prove their age to avoid paying full fare. Additionally, if you travel from Derbyshire, there is an additional form to complete online:

<https://www.derbyshire.gov.uk/site-elements/documents/pdf/transport-roads/public-transport/b-line-application-form.pdf>

On the next page there is information about our data collection forms you must also complete before your child starts in September with us.

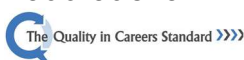
If you have any questions please contact your child's Head of Year, Mr Hulley, in the first instance, email address a.hulley@lhs.aspireplus.org.uk

Normal school timetable resumes on Monday 6th September at 8.30am. We look forward to welcoming your child to our school in September.

Yours faithfully



Miss G Lowe
Assistant Headteacher



Parents will receive a login for Operoo.

Operoo is an online form submission service where we will collect important information from you for your child.

After receiving your login, you will need to confirm your child's profile. This profile contains important information that you need to check and amend as appropriate. The profile has information relating to medical and dietary information received from the local authority through your application for your child.

You will also receive a number of vitally important forms that we ask you to read and/or complete prior to your child starting with us in September.

The forms include:

- Data Protection notice
- Biometric consent form
- Emergency closure procedures
- Home-School agreement
- Photos and videos permission

Further forms will be added for your completion in due course.

Regular reminders will be sent to you regarding outstanding forms.

There is a 24/7 Live Chat support for anyone experiencing difficulties using the system or you can contact school.

Longdendale High School



Longdendale
HIGH SCHOOL



Induction Pack
The class of 2026

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Welcome

A very warm welcome to your new school. All the staff at Longdendale are very excited that you have chosen to come here – we think it's a great place to learn and develop. We hope that you are excited to be joining us too! It's OK to feel a little nervous, you've not attended a high school before and things are going to be a little different than what you're used to.

If you are worried please don't worry too much, there are lots of people here whose job it is to help you settle in quickly and make sure that you're supported. We are an inclusive school and understand that every child is an individual and we treat you individually. In no time at all you'll feel completely at home here and hopefully you will be taking part in some of our many extra curricular (out of lesson time) activities.

Getting to School

Longdendale may be further away from where you live than the primary school you go to now.

One of the things that grownups are most bothered about is your safety, they will want you get to and from school as quickly and safely as possible. If you have a mobile phone make sure you add the school telephone number as one of your contacts. If you have a problem on your way to or from school, and you are unable to contact your family, please call school on **01457 764006**.

What's the best way to get to school?

If you use public transport and are in secondary school you will need an IGO pass. To obtain an IGO you will need to either go to the bus station and collect an application form or download one from;

<https://www.tfgm.com/tickets-and-passes/igo-pass>

For all information about bus routes and timetables please get in touch with Transport for Greater Manchester.

<https://tfgm.com/>



Practice your journey to school before your first day!!

What happens if I'm late?

If you arrive to school after form time starts at 8:30am the student entrances are closed, and you must enter through the main reception. If you do not have an authorised reason for being late, you will be given a late mark and a same day 15-minute detention. If you are late twice in a week the detention will increase to 30 minutes. If you have been for an appointment you must have a note or medical card. In these instances, you will not have a detention and will not be marked as late. If you are persistently late for school or your lessons, we will be in contact with home. Your parents / carers can get a fine if you are persistently late for school. Being on time is a good life skill and part of a good work ethic.

Timetables

We have a two-week timetable, the weeks are called blue and red. It's really important that you keep your timetable with you at all times when you are in school – it tells you where you need to be and when. Make sure you check it each night when you are packing your school bag.

Each day starts with form time and there are five lessons each day that we call 'periods'. Each period lasts for one hour, sometimes you might have a double period of a subject, this will last for two hours.

Mobile Phones

Many of you may have a mobile phone. For the benefit of everyone we have some rules about their use. Currently, you may bring your phone to school but you must not use it in classrooms or corridors; sometimes a teacher may allow you to use your phone if it is related to a task in the lesson. If you wish to use your phone for your own purposes, this may only be at break and lunchtime and only in the Dining Room and outside the school building.

Please do not use your phone to make calls, take pictures, video or record sound. We all need to respect that not everyone wants their time at school to be recorded.

Rewards

Your achievement, effort and behaviour will be recognised and celebrated in the following ways:

- Praise and encouragement.
- Achievement points.
- Postcards home.
- Certificates & badges.
- Attendance Awards.
- Celebration Assemblies.
- Award Ceremonies.
- Reward trips.



Achievement Points	How to boost your balance
1	<ul style="list-style-type: none"> ✓ Excellent contribution to class discussion ✓ Trying a new task independently ✓ Excellent effort in a lesson ✓ Helping another student ✓ Acts of respect/kindness to others ✓ Picking up litter ✓ Helping a visitor ✓ Excellent collaboration or teamwork
5	<ul style="list-style-type: none"> ✓ Equipped for the week (High 5) ✓ 100% attendance for the week ✓ 100% punctuality for the week ✓ Full, correct uniform
25	<ul style="list-style-type: none"> ✓ Assisting with open evenings/school events ✓ Contribution to the local community ✓ Voluntary work ✓ Excellent contribution to sports events, musical events, shows or performances. ✓ Mentoring of younger students ✓ Participating fully in remote learning for all subjects. ✓ Earning a Reward Postcard from a Head of Department or Senior Leader ✓ Earning a Curriculum/Literacy/Attendance/Achievement/Pledge Badge ✓ Earning a Form Tutor/Learning Leader Award
50	<ul style="list-style-type: none"> ✓ Outstanding contribution to the school/local community ✓ Head Teacher Award Badge ✓ Remote Learning Champion Award

Each half term celebration assemblies are held to celebrate achievements and significant improvements for individuals and groups of students.

Your individual achievement point balance is celebrated with the following rewards:

Achievement Point Thresholds	Reward
Highest boy & girl	Head Teacher Platinum Badge
500	Gold Badge
350	Silver Badge
200	Bronze Badge
100	Learning Leader Award
50	Form Tutor Award



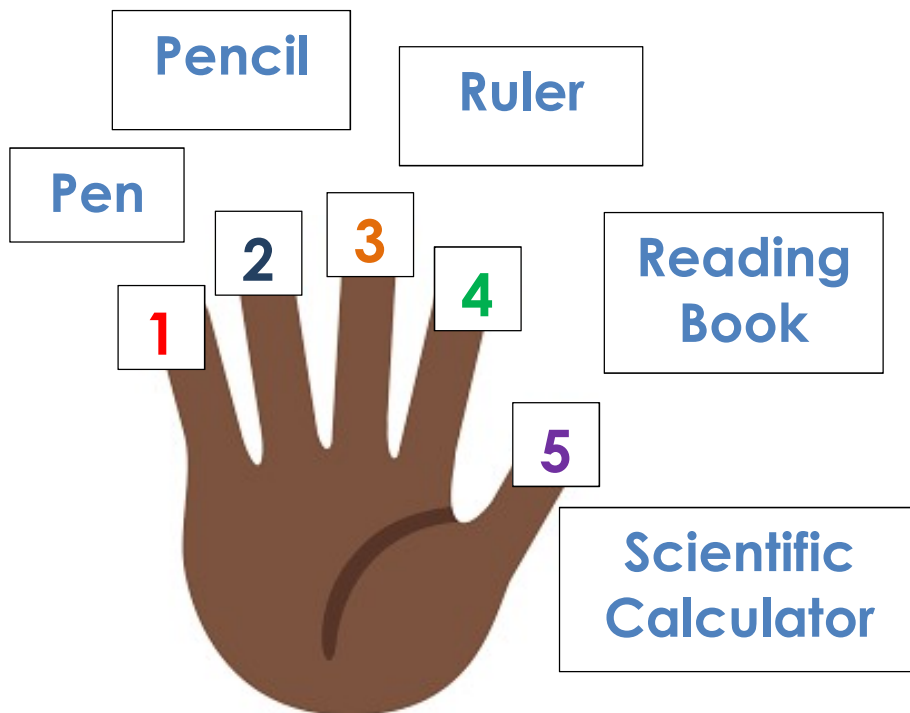
You may also choose to spend your reward points by exchanging them for small prizes at the school reward shop. These include stationery items, books and vouchers.

Badges:

Amazing achievements will be recognised by a badge being awarded to you to wear on your blazer.

Reward	Badge
Executive Headteacher Award – Termly	Stamford Park Badge Awarded to any student who achieves all six competency badges in an academic year.
Headteacher Award – Weekly Nominated by staff for outstanding contributions to school / within a subject area / in the community.	Core Value / Competency Badge (A/S/P/I/R/E)
Curriculum Award – Half termly Nominated by departments for academic excellence or most improved in a subject area including literacy.	Subject Badge (most improved and academic excellence)
Attendance – Half termly Based on attendance per term.	Attendance Badge (Bronze/Silver/Gold)
Pledges Y7/8/9 – End of Academic Year Based on the criteria set for each pledge annually.	Pledge Certificate (Bronze/Silver/Gold)
Student Leadership – Year 11 Based on role within Student Leadership body.	Named Badges (outlining role)
Anti-Bullying Ambassadors / Smile Team (on appointment to role) Based on role within the Anti-Bullying team.	Smile Team Badge Anti-Bullying Ambassador Badge Diana Award Badge (upon completion of training)

High Five



You are expected to bring your:

- scientific calculator
- pen
- pencil
- ruler
- reading book

with you to all lessons plus subject specific equipment such as your PE kit.

Your High Five will be checked every day by your Form Tutor. Make sure you pack your bag the night before, making sure your High Five is complete. If you go to tutor period without it you will be given a same day detention!

Form Tutors

Your form tutor will go through each school year with you. Their job is to look after you inside school. If you have any questions, problems or worries it is their job to help you. We have form time each morning from 8.30am to 9:00am. Once a week you will have a year group assembly. The other four mornings there is a timetable of activities.

Each day your form tutor will take the register from their computer, which you will politely answer 'yes Miss' or 'yes Sir' to your name. They will check your uniform and your High Five. If you have been absent from school they will speak to you about why you were not in school. 100% attendance is what everybody should aspire to achieve.

If you have un-authorised absence from school you may not qualify for any of the reward trips or activities throughout and at the end of the year. You will be sat in a seating plan, this will be organised by your form tutor. Being late to school is not acceptable. We want everybody to develop professional work habits. On the rare occasion you are late to school and it is not your fault, please bring in a note.

Your form tutor will monitor your behaviour closely and reward you when you make positive contributions in a number of different ways. However, if you don't make good choices they will discuss these with you and your parents and carers if necessary. We are a community, everyone is responsible for the choices they make. It is really important for the benefit of everyone that you make good choices and you are respectful to everyone.

Head of Year



Firstly, a very warm welcome to you all Year 7. I am **Mr Hulley** - your **Head of Year**. I've worked at Longdendale High School for over ten years now so and I know quite a lot of your big brothers, sisters and parents! And, importantly, I know a lot about the school, how it works and how to help you settle in to life at secondary school.

In my role, I lead the team of Year 7 form tutors, which means most mornings you will see me visit your tutor groups to make sure everything in tutor time is running smoothly and to help support you as you begin to get used to life in high school. It's really important that you feel happy and safe at school, so I'll always be available to listen to you and talk to you if you ever need any help and guidance.

Once a week in the morning you will attend an assembly with me. In assemblies I will present you with important ideas to reflect on and approaches to school life that will help you to understand what we want you to aspire to in your time at Longdendale. I also like to drop in to your lessons, see you at break and lunch times and I work closely with the team of tutors, Mrs Murphy and lots of other staff so that I can get to know you all and what kind of things will help you and your experience at Longdendale.

I'll be strongly encouraging us all to work together and to respect and support each other; moving to high school can be a challenge, so working together and being there for each other is really important.

I'm really looking forward to meeting you all in September and remember, if you need any help or support with anything then your tutor, myself and Mrs Murphy are here for you.

See you all soon,

Mr Hulley

Pastoral Support Worker

Hi

I'm **Mrs Murphy** and I'll be your **Pastoral Support Worker** when you join us in September.

A big part of my role is ensuring that you have a smooth transition from your primary school. I'll be making sure that you settle in well and make lots of new friends. I'm one of the members of staff that you can come to if you have any problems or worries. You may even be involved in small group work or one-to-one sessions with me throughout Year 7.



Prior to working at Longdendale, I worked at a local primary school, so I've got a really good understanding of how big a change moving to secondary school is. I am a mum of twins who have just left Year 11 at Longdendale – they both loved their time here and were proud to be a part of our Longdendale family, as I'm sure you will be too!

I'm a massive fan of all 80s films (but the best is definitely The Goonies!), I also enjoy walking in the countryside and going to gigs and festivals.

I can't wait for you all to start with us in September. In the meantime, have a great summer and take care of yourselves.

Mrs Murphy

Your behaviour matters!

Good behaviour for learning allows for the highest levels of progress to be made and this, in turn, increases your future life chances. We want you to leave school understanding you're your positive behaviour and attitudes will make your future life chances and choices better.

The responsibility for behaviour choices rests with you!

You are responsible for your actions and consequences will result from these. Rewards for positive behaviour and attitude choices and sanctions for poor behaviour and attitude choices. It is very important that learning is not disrupted by poor behaviour.

In you make a poor choice and misbehave or show a poor attitude sanctions you will receive a sanction.

'The C-System'

C1	Receiving a C1 tells you that your behaviour or attitude is unacceptable and it must stop. There is no detention at this stage.
C2	Further poor behaviour choices will result in you being issued with a C2. This will be recorded on the behaviour register and you will have a 15 minute detention. The detention will be served with the teacher who issued the C2 and they will tell you where and when to attend.
C3	If you do not demonstrate improvement in your behaviour this sanction will be applied – the C2 will be escalated to a C3. A 30-minute detention will be issued which will be served the same day which will be recorded on your behaviour register. The classroom teacher may ask for you to be removed from the lesson. If you are removed from a lesson twice in a day you will remain in the removal room for the remainder of that day and the following day.
C4	This sanction is reserved for more serious incidents or the persistent failure to meet our expectations. These incidents will likely result in a period of internal exclusion, a fixed term exclusion or a permanent exclusion.

Smart Start – Smart Depart

At the start of each classroom lesson, students will be welcomed by their teacher at the door. At this point students will prepare themselves for the lesson by retrieving their equipment from their bag and placing it on the table in front of them. Students will then complete the *Do now* activity whilst the teacher completes the register.

At the end of the lesson, students will be instructed to pack their equipment away, tidy their work area and stand behind their chairs. The teacher will dismiss the students a few at a time and you will leave the room in a calm and orderly manner.



Break Time

We have one break time in the morning at 10:00am. You may choose to go to the Dining Room, outside or stay under the canopy. If you want to play football on the AstroTurf pitch there is a rota. This is so all year groups in school get the opportunity to use it safely. You will be sharing your break time with Year 10.

The Dining Room is open to purchase food, drinks and snacks. If you need to visit the toilet now is the time. There is a water fountain in the dining room. Please ensure if you need to refill your water bottle that you do so during break and lunch times. You will not be allowed out of your lessons to do this at any other times other than break and lunch time.

High caffeine and sugar rich drinks are not allowed in school.



There are staff on duty at different points around the school.

Mobile phones can be used at break and lunch times. However, you cannot make telephone calls. Your phone needs to be switched off and away when the bell signals a return to learning. Not everyone wants to be a social media star so please, do not take pictures, audio or video recordings.

It is really important for our school, our local community and our planet, that we use the litter and plastic recycling bins to dispose of our rubbish. Please be respectful. We all have to share this space.



Lunch Time

At primary school you may have your lunch in the school hall or in your classroom, at Longdendale the only places you are allowed to eat food is in the dining room, under the canopy and outside. You cannot take plates or cutlery out of the dining room.

At Longdendale we will encourage you to eat healthily, there may be a bigger choice of food than you are used to. Every student has an account, this means that you don't need to bring any money to school, your parent/carer can put money into your account. If you receive free school meals, your allowance will automatically go onto your account each day.



When you start at Longdendale you will be given a letter to take home, this will have a login and password for your parents to create a 'Parentpay' account. Here your parent/carer can add money to your account for you to spend on breakfast, break and lunch. This can also be used to pay for trips and other purchases at school. There is also a machine in school where you can add cash to your account.

Dining Room Expectations

- Make sure that you arrive at the Dining Room with enough time to buy and eat your dinner.
- Do not take trays, plates or cutlery outside.
- Make sure you have enough money in your account before queuing for food.
- Queue up in an orderly manner in single file and wait your turn.
- If you forget your money please see the member of staff on duty in the Dining Room, we will always make sure that you get some lunch.
- Enjoy a well-balanced meal and remember your five a day!
- You should always be seated, unless waiting for food.
- Eat with manners, all students eating hot food are expected to use cutlery.
- If you are not eating a meal and the Dining Room is full, please make a space available for someone who is.
- Clear all rubbish from your table, if rubbish is left on your table you will be asked to return to remove it.
- Be polite and respectful to all of the Dining Room staff.

School Uniform

Blazer / Jumper	Year 7-10: Navy blue blazer with a V-neck grey jumper Year 11: Black V-neck jumper with navy blazer. Blazer and jumper to display LHS logo. Blazer sleeves not to be rolled up.
Tie	Striped tie in school colours – Class of 2026: Purple. Class of 2025: Silver. Class of 2024: Turquoise. Class of 2023: Red. Ties to be worn with five stripes visible (no more than five cm above the waist). Year 11 will wear a plain navy blue tie. Students in leadership positions will wear a light blue tie.
Trousers / skirts	Dark grey tailored trousers or pleated skirts. No jeans or skin tight trousers or skirts. Skirts should be worn professionally, on or just above the knee and not rolled at the waist. Skirts need to be worn with black tights (see below), no bare legs. No leggings / footless tights.
Shirt	White shirt with collar that buttons to the top. Shirts/blouses should be tucked in at all times.
Socks / Tights	Plain navy, grey or black socks to be worn with trousers. No decorations such as ribbons or bows. Black tights, at least 60 denier if you choose to wear a skirt.
Shoes	Plain black shoes. No trainers / sports shoes, no brands such as Adidas, Nike, Converse, Puma. Boots or canvas shoes. No shell-toes.
Jewellery	A wrist watch and one pair of stud earrings worn in the earlobes. No nose studs, tongue studs or other facial piercings. No other jewellery eg bracelets, rings etc
Bag	Strong waterproof bag which is large enough to hold an A4 file.
Make-up	Discreet.
Nails	No nail varnish or acrylic nails, including French nails.
Hair	No extreme hair styles such as shaved patterns or stripes. Hair should not be unnatural in colour. Hair accessories should be plain black, grey or navy. Head scarves should be plain navy.
Outdoor wear	All outdoor wear including jackets, scarves, gloves or hoodies are not to be worn in school.
PE Kit	Compulsory: Navy and sky blue top and navy and sky blue shorts, both with our school logo. Navy and sky blue sports socks. Optional (Can be worn instead of shorts): Navy tracksuit trouser / navy sports legging, both with logo. Optional: Navy and sky blue hooded top, Navy and sky blue panelled rain jacket. (With school logo). Trainers / football boots.
GCSE Dance	GCSE Dance kit: Navy and sky blue top (as PE kit). Navy sports leggings or navy tracksuit trouser, both with logo. Suitable dance shoes, no trainers. Long hair must be tied back.
Summer Uniform	In the Summer Term, jumpers will become optional.

Suppliers:

- Kid Stop, 49 Market St, Hyde SK14 2AB (0161 3684500)
- myclothing.com

School Shoes

If you arrive to the school wearing incorrect shoes you will be asked to go to reception and borrow some shoes for the day. If we do not have your size someone from home will need to bring your correct shoes to school. If neither of these options are possible you will be isolated from the rest of your year group until you are wearing the correct shoes.



School Shoes



What are lessons like in High School?

You travel around the school to each of the classrooms on your timetable. Teachers usually remain in their own classrooms. Do not worry about getting lost. There are lots of people around the building who are ready to help you.



When we walk along our corridors we always walk on the left-hand side. We move from one classroom to another in a calm and professional manner. We respect other students and staff. Our mobile phones are switched off and are away in our bags. We ensure that we have removed our coat and are dressed professionally.

When we arrive at our classroom we line up outside in single file. When instructed to do so we enter the classroom and go to our allocated seat, as per the seating plan. There is usually a task on the board for us to do straight away. You will need to get your High Five out and put it onto the table.

It's fun to learn and your lessons should reflect this. Please respect other students in the classroom by always putting up your hand if you wish to speak. Please be kind. Always treat other people how you would wish to be treated yourself.

You cannot leave the classroom without permission. If you need the toilet you will need to ask. Your teacher is instructed to only allow students to leave their classrooms in emergencies. Toilets need to be used at break or lunchtime. If you really can't wait you will need to explain this to your teacher.

If you borrow equipment, use it with care and always put the classroom back as you found it. At the end of the lesson you will be dismissed in small groups. Please be professional and respectful. A 'thank you' to your teacher and a smile will go a long way in making a good impression!

Anti-bullying

*“Bullying is defined as **repeated** behaviour which is intended to hurt someone either emotionally or physically, and can be aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance or disability.”*

Bullying at Longdendale is rare.

Taking a stand and reporting bullying requires a great deal of courage. Bullying cannot thrive if it is reported. Many learners believe that reporting bullying will make the situation even worse. This is not the case.

At Longdendale you will be listened to. We will treat the information you share with us seriously and confidentially (nobody will disclose to the bully the source of the information).



Please report any bullying.

You can do this on-line by clicking on the Safewatch link on our website.

Tell one of our
trained Anti-
bullying
Ambassadors

Anti-Bullying Ambassadors are trained, passionate young people who will stand up to bullying behaviour and believe they can change things for the better. Anti-Bullying Ambassadors believe that bullying behaviour is not acceptable and should not be part of everyday life at school. They support others and are upstanders against bullying behaviour and a support network for their peers. They stand to shape attitudes and change behaviours. They are a pillar of support, look out for others and are a strong voice for the school community.



Home Time

School finishes at 2.50pm each day. You might choose to stay behind and take advantage of the many afterschool enrichment opportunities that are available. Please make sure that somebody at home knows you are staying late at school.

You will need to walk down the hill to exit school. Please make sure that if you are meeting parents or carers who arrive in a car, they park a distance away from the school. The buses need access to Spring Street and the turning circle. No cars can enter the school site. This is for your safety and the safety of others.

If you are riding home on your bike please take care when leaving the school site. Please take care to avoid pedestrians. Do not cycle on the pavement. Wear a bike helmet.

If you are walking home it is always better to walk with somebody. Please respect our local community and stick to the paths and do not drop litter.

If you are travelling home by bus there are allocated areas for you to wait. Do not wait on the road. When requested to do so board the bus in a calm and orderly manner. Do not leave litter behind. If you do not treat other passengers, the driver of the bus with respect the bus company may choose to ban you from using their bus. There is CCTV on all buses for everyone's safety.

And Finally...

Your time at Longdendale will fly by. Take every opportunity you are given. Be kind, be brave and be the best version of you that you can possibly be.

September Induction Day

School starts for all of Year 7 on Friday 3 September at 8:30am.

You will be the only students in school for this day, you will meet your Form Tutor some of your teachers and get to know more about how your school days work before the rest of the students start to join us on Monday 5 July.