



Welcome to Laurus Cheadle Hulme



Student Transition Booklet

This booklet is designed to answer any questions that you have about coming to High School.

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1. Who are the key members of staff?

You will meet lots of key staff during the first week of school.

Senior Leaders



Mr Peet
Head of School



Mr Retburg
Deputy Heads of School



Mrs Moroney

Teachers

You will be taught by several teachers by following your timetable and some of these staff will be starting at Laurus Cheadle Hulme at the same time as you.

Head of Year

Your Head of Year is there to support all aspects of life at school and will be a main contact for you.

Your Form Tutor

You will be put in a form tutor group with a teacher who you will meet with every morning.

2. What is Student Support?

Student support is a space in the school where a team of staff are based that support all learners to be successful in the classroom.



Miss Pointon
SENCO



Miss Mannion
SEND Lead



Miss Emma Warrington
Trust Director of Inclusion

Miss Pointon is the school SENCO and has responsibility for all students with Special Education Needs or Disabilities. She works closely with Miss Mannion who is the SEND Lead. They take responsibility for different year groups and will meet with parents/carers. They are supported by Miss Warrington, who is one of the Trust Directors of Inclusion.

We have several staff whose job is to support students with specific aspects of learning or behaviour. You may take part in individual or group sessions with them to develop areas of Numeracy, Literacy, Emotional development and Social Skills.

Learning Support Assistants are an important part of the SEND team. They also follow a timetable and are often in the lessons to support all students to be able to be successful learners. LSAs are grouped into year groups so you will get to know a handful of LSAs really well.

3. How is the School Day Structured?

Breakfast	From 8.00am
Form Time	8.20am – 8.35am
Unit 1	8.35am – 9.30am
Unit 2	9.30am – 10.25am
Break Time	10.25am – 10.45am
Unit 3	10.45am – 11.40am
Unit 4	11.40am – 12.35pm
Lunch	12.35pm -1.15pm
Unit 5	1.15pm – 2.10pm
Unit 6	2.10pm – 3.05pm
Electives	3.05 – 4.05pm

At morning break you have time for a snack, to meet up with your friends or to go to the toilet. You can go to the **dining room** or the **MUGA**.

Your lessons throughout the day will be called Units. Each Unit is 55 minutes long. You will have a 20-minute break at 10.25am and a 40-minute lunch break at 12.35pm. Your school day will finish at 3.05pm and you can go home or stay for extra-curricular activities.

On a Wednesday the school day finishes at 1.20pm after afternoon registration. Some students take part in the electives after school or spend time in the school library. Some students choose to go home at this time.

At lunch time you have time to eat your lunch, to meet up and play with your friends and to go to the toilet.

You can **buy food** using your lunch card at the dining hall or bring a **packed lunch** with you. We can replace lost lunch cards and you can buy food using your name.

Find out more about the dining hall and the food on offer here:



Some students are invited to go to **Our Place** at lunchtime. This is a lunchtime club in a classroom where students can relax, draw, play games, read books and meet with friends with the support of Learning Support Assistants.

4. What does a timetable look like?

We follow a weekly timetable which means you will have the same lesson at the same time each week. You will receive a timetable that looks a bit like this:

	Mon	Tue	Wed	Thu	Fri
1	Drama Mr O Gardner Auditorium	Maths Dr R Gaston 0.40	Spanish Mx P Holmes 2.30	Maths Dr R Gaston 0.40	Beliefs & Values Mrs L Anderson 2.26
2	Geography Mrs R Rees 2.25	Geography Mrs R Rees 2.25	Maths Dr R Gaston 0.40	Computing Miss C Liddle 2.43	Art Mrs J Burdsall 1.27
3	English Miss N Fitzpatrick 1.33	Science Miss B Davies 2.11	English Miss N Fitzpatrick 1.33	English Miss N Fitzpatrick 1.33	Maths Dr R Gaston 0.40
4	Spanish Mx P Holmes 2.30	English Miss N Fitzpatrick 1.33	Music Mr M Cosadinos 0.29	Creative Design Miss K Chadwick 1.19	English Miss N Fitzpatrick 1.33
5	Physical Education Miss C Rowcliffe SPH1	Spanish Mx P Holmes 2.30	Registration Miss N Fitzpatrick 2.26	Science Miss B Davies 2.11	History Miss K Whelan 1.12
6	Science Miss B Davies 2.11	History Miss K Whelan 1.12		Physical Education Miss C Rowcliffe SPH1	Spanish Ms M Morato 2.03

Your timetable shows the following format:

Name of Curriculum Subject

Name of Teacher

Classroom number

Some of the subjects might not be ones that you have had experience of at primary school and lots of our students are excited about that.

5. What happens at Form Time?

During form time you will go to your form room, which is usually the classroom that your Form Tutor is based in. Our forms are named after our school motto 'Dream Big' and you will be in one of the following forms: 7D, 7R, 7E, 7A, 7M, 7B, 7I or 7G.

At form time it is an opportunity for further development and tutors might go through school notices and share key information with you. Once a week you will have an assembly in the Auditorium. You will get to know your form tutor group well and you will all be allocated the same House.

Houses

There are four houses called Altius, Magnus, Citius and Fortius. Staff and students are all allocated a House. You will have a T-shirt in your house colour and will wear this during house events and competitions. In the picture you see our students in their house colours competing in a house Quidditch competition!

Read more about the Houses and their meanings here:



6. What happens on the First Day?

Firstly, it is important to remember that it is normal to feel nervous whenever you experience something new. All students will be feeling nervous and even some of the staff will.

Finding the right place in the morning

Before your first day you will already know the name of your Form Tutor and the code of your Form. On your first day when you arrive at school there will be lots of staff who will direct you to the MUGA area. There you will look for a member of staff who will be holding a sign with the form code on it. Please find your code and line up with your new form. You will be expected to be calm and respectful. Once all the students arrive at school Mr Peet will welcome you to school.

What next

Your form tutor will then walk you to your new form room. You will have an extended form time which means you won't have lessons straight away. Only Year 7 students will be in school on the first day. You will receive your journal and timetable and do some activities to get to know your classmates.

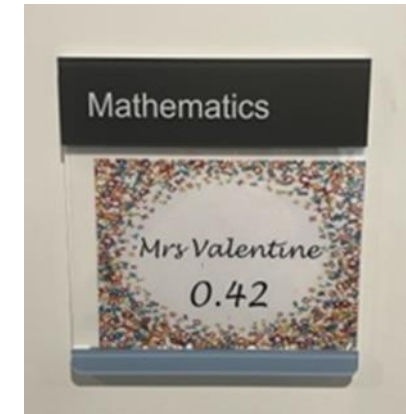
What else will happen?

- You will be shown what we need you to do if the fire bell sounds.
- You will have a tour of the school so that you can start to see where the different rooms are, including the toilets, First Aid, Student Support and the Dining Hall.



7. How do I find the right classrooms?

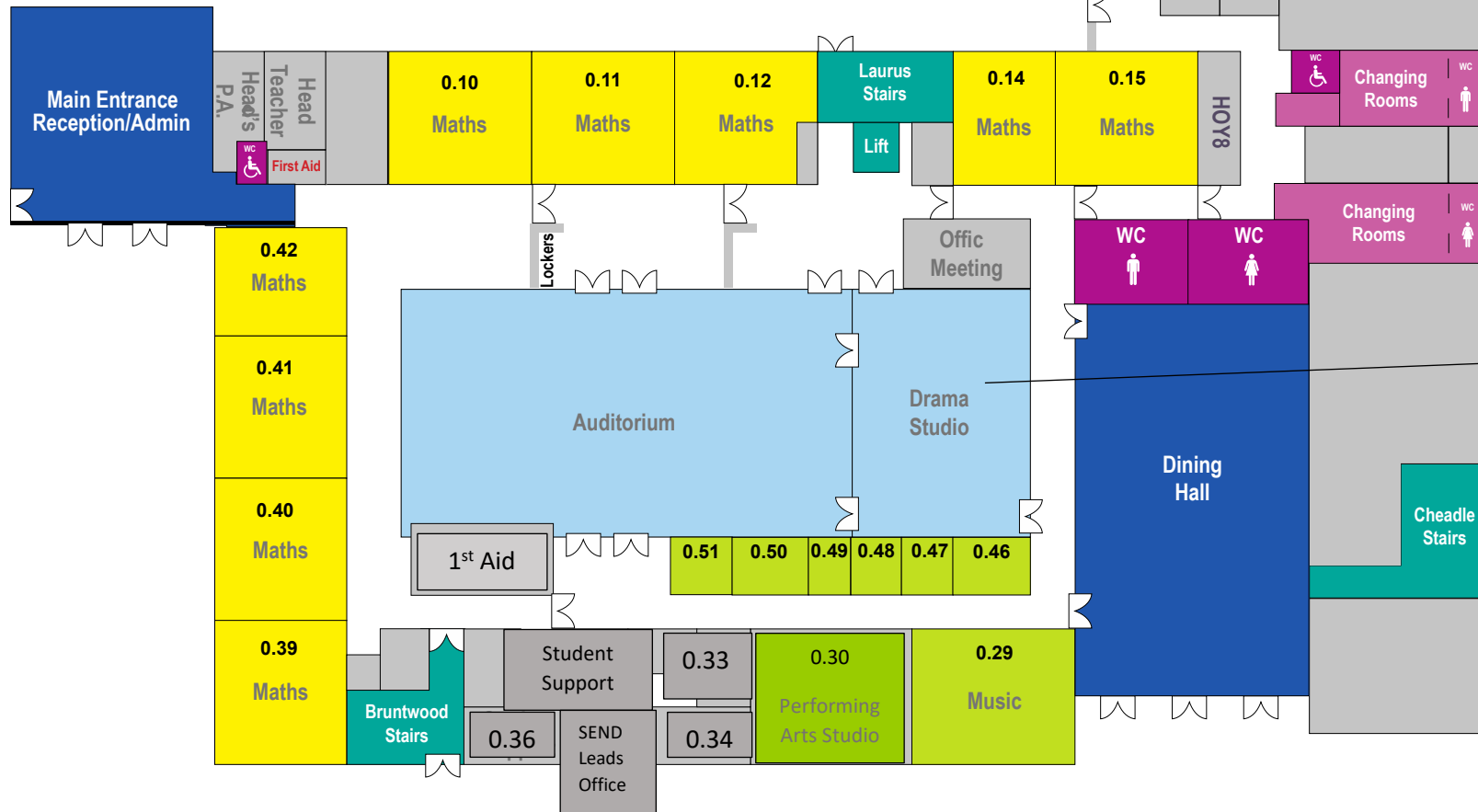
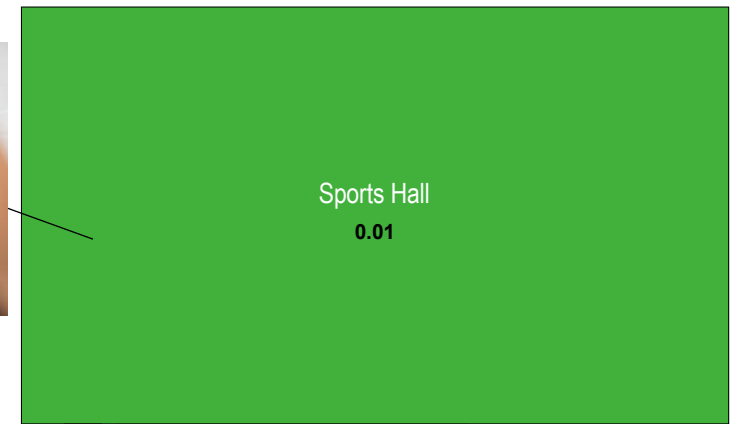
These coloured boards can be found on every floor of the school. They tell you what floor (0, 1, 2) has what subjects.

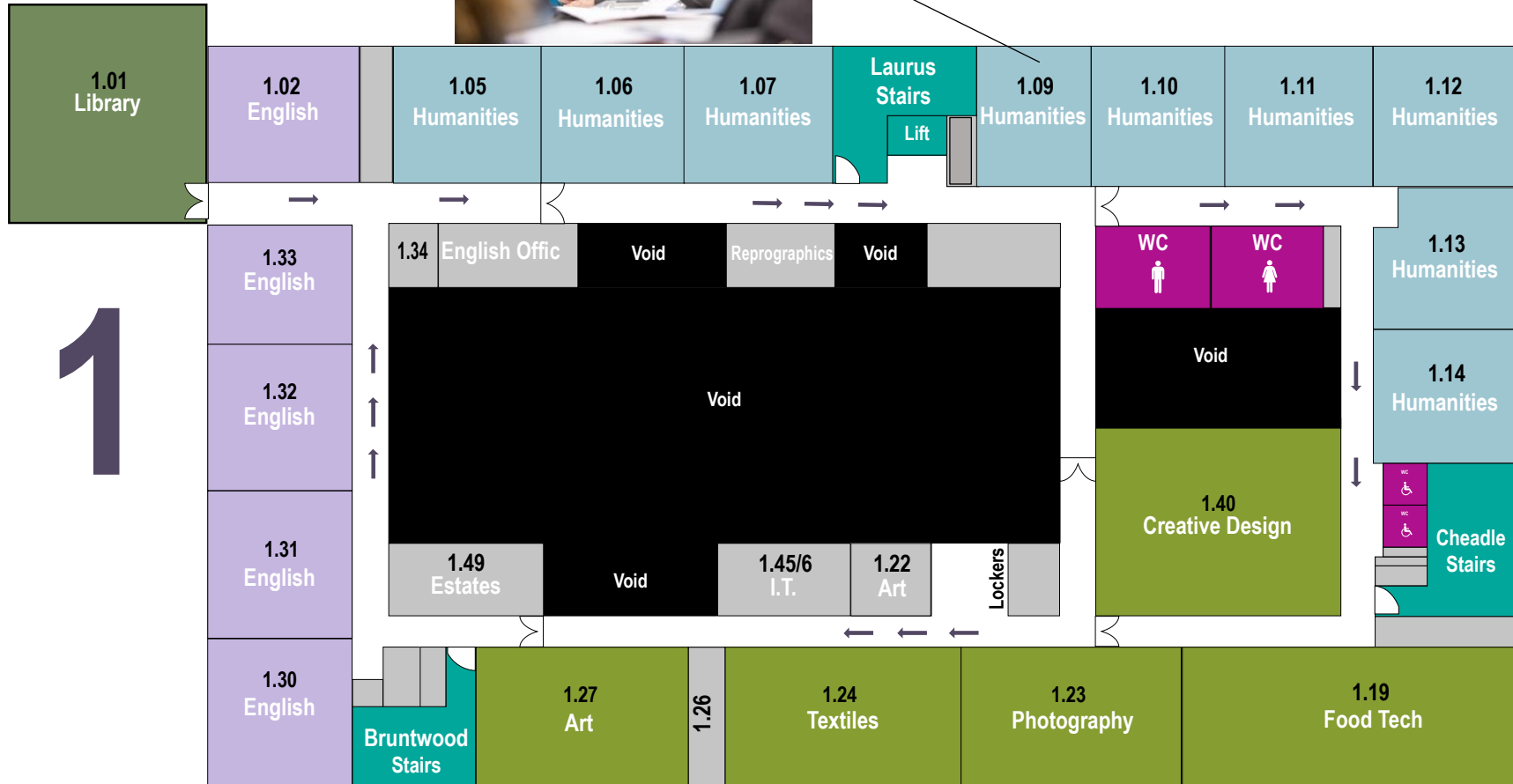


Every room has one of these outside. '0.42' is the number of the room you will be learning in. Your timetable will be full of these numbers which will help you find where to go! Numbers that begin with '0' are on the Ground Floor, '1' on the First Floor and '2' on the Second Floor.

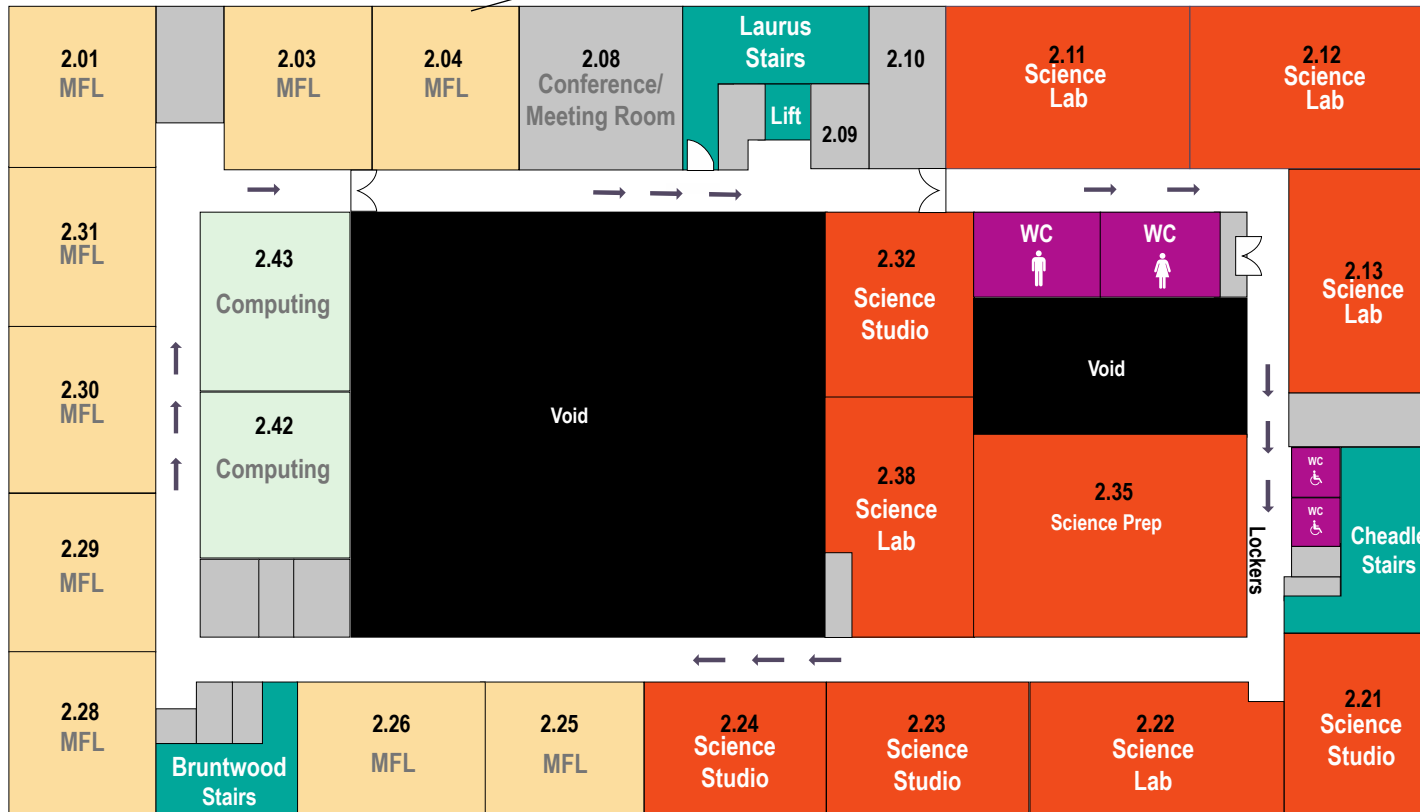
School Map

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8. What do I do if I get lost?

One of the biggest worries that students have about moving to High School is about getting lost.

It is almost impossible to get lost at Laurus Cheadle Hulme as all lessons are in the same building and there is one main rectangular corridor on each floor. After a week you will know your way around school easily and will have forgotten that this is something that worried you!

You are joining a school that is a community and in the first couple of weeks there will be many people that will be happy to help you if you do get lost. You will notice that there are extra adults in the corridor who will point you in the correct direction or walk you to classrooms. Teachers will understand that for the first couple of weeks that you are still finding your way around.

Older students will also help you out, so feel free to ask them.

Your form group stay together for all lessons, so you will always have somebody else to walk with or follow as you'll be moving on to the same classroom together.

9. What do I wear?

Your parents or carers will be sent information about the school uniform and where you can buy it. We think our students look very smart and we want you to be proud of your uniform.

We encourage you to have a look at the website via this QR code which gives you lots of information. In the policy document it explains the rules about jewellery and haircuts too, so it is important you know about this.



10. What equipment do I need to bring?

Equipment you will need for School is:

- A pencil case
- A black or blue pen
- A pencil
- A rubber and pencil sharpener
- A ruler
- Highlighters or colouring pencils/pens
- A Maths set (including a protractor and calculator)

11. What do I need to know about homework?

At Laurus Cheadle Hulme we call homework 'PP&R'. This stands for Preparation, Practice and Retrieval. It is designed to help you prepare, extend and remember the work you have done in your lessons.

You will receive regular weekly PP&R in 5 areas – English (Spellzone), Maths (Hegarty), Science (Educake), Spanish (Languagenut) and reading.

- Make sure you make a note in your journal to remind you to do this
- Include when it needs to be completed and submitted
- Give yourself as much time as possible to complete this

We have a PP&R club called 'Prep' which you can attend on Mondays after school for help and support with your work.

Independence

You will have lots to remember when you start at Laurus Cheadle Hulme. We want you to become more independent through time, and being organised will help you.

It is helpful each day to:

- Pack your bag the night before and double check you have everything you need.
- Check that you have completed your PP&R

12. What after school clubs do you have?

After school and on Wednesday afternoons we have after school clubs, that we call Electives. Electives will help you to try new things and give you the opportunity to enjoy something you may not have never done before.

Electives include a wide variety of extra-curricular activities, such as: Cheerleading, Codebreaking, Drama, Photography, Bridge, Bake Off, Golf, BMX, Spanish Karaoke, LGBT+ group, Art in Mathematics, Stitch School, Philosophy Through Film, Jazz Band, Guitar Group, Choir, Cricket, Tennis, Song Writing, STEM Fair, Stopmotion Animation, The Wellbeing Journey and many more.



13. What happens when I follow the school rules and values?

We reward students in all sorts of ways for following our school rules, working hard and upholding our school values.

Your own achievement:

You could get given House Points for the following reasons:

- Excellent classwork/PP&R** - 1 House Point
- Excellent effort/improvement** - 1 House Point
- Act of kindness** - 2 House Points
- Praise Postcard** - 5 House Points
- Badge (see below)** - 10 House Points

Certificates of Achievement

If you achieve a certain number of House Points you will get a certificate!

You could get a Bronze, Silver, Gold, Platinum or Diamond certificate!

Praise Postcards:

Praise postcards will be sent home for exceptional work, great behaviour and brilliant attitude. You will get 5 House Points per postcard!



You could get a school badge for outstanding achievement. This includes Creativity, 100% attendance, winning a competition, showing leadership skills in a group project, overcoming something you find difficult academically and many more reasons. If you get awarded these badges, 16 you can wear these with pride on your blazer!

14. What happens when I don't follow the school rules and values?

At Laurus Cheadle Hulme we expect excellent behaviour all of the time. We know that sometimes students make mistakes with their behaviour and attitudes.

Like most schools, we have a system related to times when the school rules are broken. We have two codes called a 'B' and a 'C'.

You could get a **B** for being late, losing focus, not being fully equipped, not actively listening and not starting a task promptly.

You could get a **C** for behaviour that disrupts the lesson and stops others from learning or behaviour that is considered disrespectful to teachers and other students. You will get a warning before receiving a C, and there are different levels, some of which might involve a detention during lunchtime or after school.



15. What do I do if I am worried about something or need help?

It is okay to feel worried or to need help to solve a problem. We will always help to resolve things so the most important thing is sharing the issue with somebody in school.

Friends

Ask friends or other students if you don't know where to go or talk to them about any issues.
Ask them to remind you of the PP&R too, if you need it.

Teachers

Ask your teachers if you don't know what to do in class. They can also help you if you have forgotten something or don't know where to go! Your Form Tutor is also there to help solve any issues with you

Head of Year

Your Head of Year can help you with many different issues. They help with friendship issues and can support you if you are having any problems in or out of school.

LSA (Learning Support Assistant)

Ask them to help you solve different problems in your class or to help you where to go.
You may also have an LSA who is your Keyworker. They will meet you every week to see how you are.

Your parents or carers

If you feel that you can't talk to anybody at school about an issue you must speak with somebody at home. They can call your Head of Year to share it with school.

Specialist staff

We have some specialist staff whose main job is to support students. We have staff who work in First Aid and ensure your medical needs are met. We have a school counsellor and specialist SEND staff who you could meet with.