



Fulston Manor School

EVERYBODY MATTERS, EVERYBODY SUCCEEDS, EVERYBODY HELPS



YEAR 7 TRANSITION 2018 – 2019

STUDENT BOOKLET

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WELCOME TO FULSTON MANOR SCHOOL

We are delighted to welcome you as a student to Fulston Manor School. We hope you find this booklet helpful. It will hopefully answer your questions about our school and help you prepare for when you start in September.

There are lots of things happening over the next few weeks and months that will help you to feel a part of your new school.



HEADS OF HOUSES

Mrs K Franks



Miss H Jeffery



Mr H Deeks



Mr G Abbott



Stanhope

Morrison

Hales

Cromer

A BEGINNER'S GUIDE TO FULSTON MANOR SCHOOL

Starting at a new school is an exciting time, but it can also make you a little nervous. This is quite natural and understandable. In just a few weeks, you will feel settled and many things that seem impossible now will be so easy that you will wonder why you were ever worried about them.

This booklet is an attempt to answer some of the questions you may need to ask during your early days. It will not cover everything and some of what it does cover may not concern you yet, but make sure that you keep it with you so that you can check what to do in each new situation.

Always remember the golden rule – when in doubt, ask. It does not matter who you ask, your Tutor, your Head of House, another adult in the school, another student – we have all been new here and will try to help you.

WHAT DO I NEED TO KNOW FOR SEPTEMBER?

We have included things that would be a good idea to find out straightaway and remember as soon as possible, for example:

- Where is my House area?
- What class am I in for my lessons?
- Who is my Tutor?
- Who is my Head of House?
- Where is the House Office?
- What if I feel unwell?
- Where is the Reception/School Office?
- Where is the School Finance Office?

When you know the answers to all these questions, you are well on the way to settling in.

If you are then prepared to ask about anything else you do not know, your daily life will very quickly become simple and easy.

IMPORTANT INFORMATION

WHAT WILL HAPPEN ON MY FIRST DAY?

When you arrive at Fulston Manor School you will be directed to House Areas. When everyone has arrived you will go to your Tutor Room with your tutor and some of the older students who will be looking after you for the following few days. You will spend some time with your tutor in the morning and they will distribute student handbooks and timetables so that you know what lessons you will be having. They will also allocate you a locker in the House Area. Your tutor will explain the format for the rest of the day, including what will happen at break and lunchtimes. The map in this handbook will help you locate buildings and rooms.

NAMING YOUR POSSESSIONS

You must label all your clothes on the inside, preferably with sew on, embroidered labels, as these last longer.

TRAVELLING TO SCHOOL

You may live within walking distance of school or you may need to travel by bus or train. If you are not used to public transport, it may be a good idea to practise your journey several times over the Summer holidays.

You will need to be sure of the following:

- The location of the bus stop or train station you will use to get to and from school.
- What time you will catch the bus or train and what time the next ones are.
- How to get from the bus stop or train station to school.
- The time of the bus or train for the return journey.
- What you should do if you miss your bus or train, plan this with your parents.
- How to read a timetable to ensure you know when the bus or train leaves and when you will get to school or home.

If an older student is travelling with you, you will need to be clear where you are meeting after school.

MOBILE TELEPHONES

It is recommended that you do not bring a mobile phone to school as mobile phones can only be used in House area at break or lunch with the sound turned off.

Personal headsets, for example i-pods, MP3 players, etc. should not be brought into school.

WHAT TIME SHOULD I ARRIVE IN SCHOOL?

Breakfast Club 8:00 a.m. – 8:30 a.m.

Your school day starts at 8:40 a.m. when the doors open for you to go into your House area. You have time to collect all the things you need for the day, **before** registration at 8:50 a.m. All students should make their way to tutor by 8.45am.

WEEK ONE AND TWO MON, TUES, WED & FRI		WEEK ONE - THURSDAY		WEEK TWO - THURSDAY	
Students in School	8.40	Students in School	8.40	Students in School	8.40
Registration/ Assembly	8.50 – 9.15	Registration	8.50 – 9.00	Registration	8.50 – 9.00
		Tutorial Period (PSHE)	9.00 - 9.50		
Lesson 1	9.15 – 10.25	Lesson 1	9.50 – 10.30	Lesson 1	9.00 – 10.30
Lesson 2	10.25 - 11.35	Lesson 2	10.30 – 11.35	Lesson 2	10.30 – 11.35
Break Time	11.35 – 11.55	Break Time	11.35 – 11.55	Break Time	11.35 – 11.55
Lesson 3	11.55 – 1.05	Lesson 3	11.55 – 1.05	Lesson 3	11.55 – 1.05
Lunch	1.05 – 1.45	Lunch	1.05 – 1.45	Lunch	1.05 – 1.45
Collect equipment from House area	1.40 – 1.45	Collect equipment from House area	1.40 – 1.45	Collect equipment from House area	1.40 – 1.45
Lesson 4 (incl. Registration)	1.45 – 3.00	Lesson 4	1.45 – 3.00	Lesson 4	1.45 – 3.00

Answer the following questions:

1. What time should I arrive in the morning? _____
2. What time will I need to get up? _____
3. How long does each lesson last? _____
4. Why is it important to be punctual for lessons and for registration?

5. What will happen during registration periods?

MY TIMETABLE

WHICH ROOM DO I GO FOR MY LESSONS?

Many different rooms – teachers stay in their rooms and you go to them. This is because many of the rooms have specialist equipment in them. When walking to a lesson, we expect you to behave appropriately and to be punctual.

HOW WILL I KNOW?

You will be given this information with your timetable. This will tell you what rooms you are in. Your teachers will understand how hard it is to find your way around at first and they will be helpful and understanding. Help one another to get to lessons on time.

WHAT IF I LOSE MY TIMETABLE?

You should keep a copy of your timetable on the inside of your locker, one at home and one in your student handbook so that you can always find out what you need to know. If you do lose your timetable, ask your Tutor for a replacement.

A Copy of a Timetable

1Mon	1Tue	1Wed	1Thu	1Fri	2Mon	2Tue	2Wed	2Thu	2Fri
7IL/Ht	7IL/Mt	7IL/Fr	7IL/EI	7H/Mu	7IL/Ht	7IL/Mt	7IL/Fr	7IL/EI	7H/Mu
History	Mathematics	French	English Language	Music	History	Mathematics	French	English Language	Music
Mrs N Wicks	Mr A Kaushal	Mrs C Ward	Mrs K Wells	Miss K Monaghan	Mrs N Wicks	Mr A Kaushal	Mrs C Ward	Mrs K Wells	Miss K Monaghan
E5	N16	R8	N11	P2	E5	N16	R8	N11	P2
7IL/Mt	7IL/Cz	7IL/Rs	7IL/Sc	7IL/EI	7IL/EI	7IL/Sc	7IL/Rs	7IL/Sc	7IL/EI
Mathematics	Citizenship	Religious Studies	Science	English Language	English Language	Science	Religious Studies	Science	English Language
Mr A Kaushal	Miss N Norman	Mrs J Wisbey	Mrs L Scott	Miss J Jeffery	Miss J Jeffery	Miss H Al-Rawi	Mrs J Wisbey	Mrs L Scott	Miss J Jeffery
N16	M7	E5	G7	N11	N11	G7	E5	G7	N11
7H/It	7IL/Fr	7IL/Sc	7H/Ar	7H/Dt	7H/It	7IL/Ht	7IL/Sc	7H/Ar	7H/Dt
Information Technology	French	Science	Art & Design	Design Technology	Information Technology	History	Science	Art & Design	Design Technology
Mr M Dunt	Mrs C Ward	Miss H Al-Rawi	Mrs J Smith	Mr A Gray	Mr M Dunt	Mrs N Wicks	Miss H Al-Rawi	Mrs J Smith	Mr A Gray
B12	R8	G7	Y8	Y2	B12	E5	G7	Y8	Y2
7.4/Ga	7H/Pe	7H/Tx	7IL/Gg	7IL/Mt	7.4/Ga	7H/Pe	7H/Tx	7IL/Gg	7IL/Mt
Games	Physical Education	Textiles	Geography	Mathematics	Games	Physical Education	Textiles	Geography	Mathematics
Miss C Smith	Miss C Phillips	Ms H Robbins	Mrs N Wicks	Mr A Kaushal	Miss C Smith	Miss C Phillips	Ms H Robbins	Mrs N Wicks	Mr A Kaushal
SH	Gym	Y4	E1	N16	SH	Gym	Y4	E1	N16

RULES AND DISCIPLINE

WILL I BE GIVEN A SET OF RULES?

Yes. Most of the rules are common sense and general awareness of others. If you behave in a sensible way, you are unlikely to get into trouble. When in doubt – **ASK!** Read the classroom expectations.

WHAT SORT OF PUNISHMENTS WILL I GET IF I DO GET INTO TROUBLE?

Hopefully, you will not get into trouble, but if you do your punishment will depend on what you have done wrong. You may be given lines to write, extra work, a detention or, if the matter is serious, you may be isolated or placed in the Bridge Centre. By punishing you, we hope that you will learn from your mistakes.

RESPONSIBILITY CARD

Every term you will be issued with a responsibility card. If you do not follow the rules on:

1. Uniform being worn correctly
2. Having all the books & equipment needed for lessons
3. Being on time for lessons and registration
4. Not bringing chewing gum into school
5. Not taking food out of the House Area
6. Using a Mobile phone appropriately

A teacher will sign your card. If five signatures are collected, then a house detention will be issued which is 30 minutes long.

If you follow all of the rules on the card you will receive positive points.

STUDY SUPPORT CLUB

This club meets in the Library and an ICT room on Monday to Friday from 3.00 p.m. until 4.00 p.m.

You simply come along if you wish to do any homework you have been set.

There are fully trained staff on hand to help and advise you and you will have full use of the Library, including the computers, to help you complete your homework.

Everyone welcome!

FULSTON MANOR'S OWN PEER MENTORING SYSTEM

- Having trouble settling in?
- Cannot seem to find your way around?
- Would like to make new friends but having difficulty?
- Finding the school too big, too noisy and too crowded?
- Don't understand how the school day runs?
- Forever losing/forgetting equipment?
- Have your old friends found new people to play with?

Please don't worry quietly to yourself. The specially trained students and staff in the Peer Mentoring drop-in centre (opening times will be posted on your tutor room wall) will be able to help you. Please feel free to drop in for a chat, for advice and support. It is what we are there for. The e-mail address is here4u@fulstonmanor.kent.sch.uk.

HOMEWORK

WILL I GET HOMEWORK?

Yes – and you may need some help getting yourself organised to do it. Take some time to think about it now and you will be less likely to find a problem when it starts. It is a very good way of learning to work independently, homework is an important way to reinforce learning and help increase your progress in lessons.

Think about where you live and answer these questions.

1. Which is the noisiest place in your house?

2. Where is the most likely place in your house to be quiet and peaceful?

3. Where will you be doing your homework?

4. Is this a good or bad place to work?

5. Why?

6. Can you work here without being disturbed? YES/NO

7. Is there space for you to spread your books and folders? YES/NO

8. Which other activities do you like to do in the evening?

Ask a member of your family or your Tutor to help you plan your time well so that you can still do all the other things that matter to you.

WHAT IF I CANNOT DO MY HOMEWORK?

Try to complete your homework in the allotted time. If you are unable to it is important that you see your teacher for help. Your parents will need to write a note in your planner explaining the circumstances. Teachers can usually be found in the staff room or in classrooms. Please remember it is important to speak to staff and explain your reasons for not completing work. Failure to complete homework may result in a further sanction and negative points.

WHAT IF I HAVE FORGOTTEN MY HOMEWORK?

Tell your teacher at the beginning of the lesson. Do not wait for them to find out. It is essential to speak to the teacher to apologise and explain. The teacher will understand as long as this does not happen frequently. If you keep forgetting your work you should speak to either your tutor or Head of House about organisational skills.



BREAKTIME AND LUNCHTIME

WHERE CAN I GO AT BREAK AND LUNCHTIME?

You can either go to your House area or outside. In the summer, you can also go onto the field. Please remember that food and drink can only be consumed in the House area.

WHAT IF I AM HUNGRY?

You can buy snacks at break time and full meals at lunchtime in your House area. You can also bring things in from home, although canned drinks, chewing-gum and sweets are not allowed at any time.

CAN I SEE MY FRIENDS IN OTHER HOUSES?

Not in their House areas, but you can always arrange to meet them outside.

CAN I LEAVE THE SCHOOL GROUNDS?

Again the answer is no, unless you go home for dinner. If you need to leave the premises you must have permission from your Head of House and receive an exeat to give to reception.

WHERE ARE THE TOILETS?

In your own House area. You should not use the toilets in other House areas or elsewhere on the school site.

WHAT IF I WANT TO BUY MY LUNCH?

We operate a cashless catering system, your parents will be informed on how this works. You will record your fingerprint, which parents will authorise. This will be taken during your induction days or on your first day.

WHAT IF IT IS SOMETHING I DON'T LIKE?

There is always a very good choice. Unless you are very fussy about food, you will always find something you like.

HEALTHY SCHOOLS

All food served by the canteen complies with the government's healthy eating guidelines. But as we want Fulston Manor to be a **really healthy school** we encourage pupils to bring only healthy foods into school for their packed lunches or break time snacks. Therefore the following rules apply:

- No fizzy drinks (cans or bottles) are allowed in school at any time.
- All savoury snacks and chocolate bars are banned Monday to Thursday (chocolate coated biscuits are allowed).
- Full Fat Fridays – on a Friday students are allowed to bring in savoury snacks and chocolate bars.

FREQUENTLY ASKED QUESTIONS

HOW DO I GET MY BUS/TRAIN PASS?

If your parent or carer has applied for a bus/train pass, you can collect your pass during the first week of school from reception. Passes are sent directly to us but sometimes do arrive late. You may need to have money with you in case the pass has not arrived.

WHAT IF I FEEL UNWELL AT SCHOOL?

If you are in a lesson, inform your teacher. If you are not in a lesson, go to the House Area.

WHAT IF I FIND IT HARD TO ADJUST TO MY NEW SCHOOL?

Talk to your Tutor or Head of House. If you are worried about a specific subject then you should talk to your subject teacher. If you are not sure who to speak to then you should go to your Head of House. Someone is always available to help you. Please do not worry.

WILL I HAVE MY OWN LOCKER?

Yes. You will be given a locker in your House area where you can place your belongings. You will not be able to carry your bag around the school. At the beginning of each lesson, you will need to collect your books and equipment, please note that you will need to collect equipment and books in the morning for lessons 1 and 2. Please ensure you have a spare key which can be given to your Head of House.

DO I NEED SPECIAL EQUIPMENT FOR LESSONS?

This will depend on the lesson, but your teachers will make it clear to you.

HOW DO I FIND OUT ABOUT WHAT IS HAPPENING AT FULSTON?

Events, letters, announcements and calendars are placed on the school website and notices given to tutors. Parentmail letters will also be sent to parents/carers.

WHAT CLUBS OR ACTIVITIES CAN I JOIN?

We would encourage you to participate in a wide variety of clubs. There is such a great choice that you are sure to find some that you will like. Your House areas are also available for you to work, sit with friends, relax or play board games. The school has a very good library, which is open at lunchtime and after school.

During your first term, joining in with the activities will help you to meet new people and make friends.

CAN I BE PART OF A SPORTS TEAM WHEN I JOIN FULSTON MANOR?

Yes there are a large number of different sports on offer from netball, hockey and dance to football and rugby. There is something for everyone. Go along to the PE department to find out what they have to offer. There are regular tournaments and competitions where you will have the chance to represent Fulston Manor.

WHAT DO I DO IF I HAVE LOST SOMETHING AT SCHOOL?

Do not assume someone has taken it. Usually, things are easily found if you retrace your steps. If you still cannot find it, go to your Head of House and the School Office/Reception.

WHERE SHOULD I KEEP MY MONEY?

Keep it in a purse/wallet on your person or locked in your locker. You should only carry enough for your essentials and, perhaps, your bus fare. Large amounts of money must not be brought into school. Hand in all valuables when doing PE, do not leave them in the changing room. We cannot take responsibility for valuables that are lost. Parents can put money onto the cashless catering system for your lunch.

WHAT WILL I DO IF I GET LOST?

Do not worry about losing your way around the school. The map provided in your planner will help you in September and an older student will be available to escort you for the first few days. Always ask an older student or teacher to direct you if you are unsure. Fulston Manor is a friendly school and there is always someone to help you.

WHAT IF I AM TOO UNWELL TO ATTEND SCHOOL?

We always encourage you to attend school but if you are not well enough to attend your parent/guardian should call your Head of House. Alternatively, they can email the Head of House. Once you are feeling better and have returned to school your parent/guardian must send a letter or email to the Head of House explaining why you were absent.

WHAT DO I DO IF I NEED TO TAKE TIME OFF FOR THE DOCTORS, DENTIST OR OTHER APPOINTMENTS?

If you need to go to the Doctor's or you have a dental appointment, you must bring a note to your Head of House at the beginning of the day. You will be given a piece of paper called an 'Exeat' which you show to your teachers, then take to the School Office to sign out. You must **NEVER** leave the school without telling somebody in the School Office.

CAN I TAKE TIME OFF FOR A HOLIDAY DURING TERM TIME?

No, holidays during school time will not be authorised.

IS THERE A PREFECT SYSTEM AT FULSTON MANOR?

Yes, there are School Prefects and also House Prefects from Year 11. They will wear badges to show that they are prefects. Some School Prefects wear a red tie. Prefects ensure that you behave sensibly, but they are also there to help. If you have a problem, a Prefect is always a good person to ask.

WHAT LEADERSHIP ROLES CAN I GET INVOLVED IN?

You can become a School Prefect, House Prefect or Student Council representative. There are lots of opportunities. Be brave and volunteer.

WHAT HAPPENS AT LUNCH TIME?

During your first week at Fulston Manor lunch will be served 5 minutes earlier for Year 7 students. If your parent/carer has decided that you will use the canteen facilities then you can use the cashless catering system to obtain lunch. Please ask your parents to make sure that they have put money on your account before you start school via the cashless catering online payment system. Alternatively, you can bring in a packed lunch. You must eat this in the House Area. For health and hygiene reasons, you must not eat in your tutor room or around the school site.

WHAT DO I DO IF I AM LATE FOR SCHOOL?

If it is before 12.00 noon go immediately to your House Office to sign in. If it is after 12.00 noon go to the School Office/Reception. This is **very** important so that we know you are in school. Then, if lessons have started, go to your lesson.



TIPS FROM OUR CURRENT YEAR 7 STUDENTS

- Try to do your homework on the day it is set.
- Do not be afraid to put up your hand in lessons.
- Be creative in all your subjects.
- Do not worry if you get lost, there are lots of people to help.
- Write everything in your planner so you do not forget to do things.
- Hand in your homework on time.
- Enjoy your time at school.
- Do not worry if you are the only one coming to Fulston Manor from your school.
- Tell the teacher if you are struggling.
- Be brave and remember you are not the only person starting something new.
- Participate in all your lessons.
- When homework is set, make sure you understand fully what to do.
- Use your planner to help you stay organised.
- Concentrate and focus in all of your lessons.
- When there is a test coming up, make sure you revise.
- Make sure you meet deadlines.
- Always learn with a positive attitude.
- If you and your parents feel that you are struggling with a particular subject, make sure you talk to your Tutor or Head of House.
- Focus on improving the subjects you find most difficult.
- Most of all make sure you have fun!