

Y6 into Y7 Transition Guide

2020/21



MEDDEN
SCHOOL

**ASPIRATION
EXCELLENCE
ACHIEVE**



Part 1: Pupil Information

Welcome Newcomer

We are pleased that you are coming to Meden School. We hope that this pack answers some of the questions you have been asking so that you can settle in quickly and with ease.

Meden is a medium sized school; there will be more than 900 students when you join us. You will probably know some of them already and you will soon make friends with the others.

All the staff are keen for you to succeed and want to help you make the most of whatever talents you may have. You will get to know your teachers very quickly.

Be prepared to work hard and be kind, taking advantage of all of the opportunities we have to offer. This includes the variety of extra-curricular activities and clubs.

We hope your experiences at Meden will be happy and successful.

Who's Who?

You will soon know most of the staff, but at first you will find these names useful:

Executive Head:	Mr R Hawley
Head of School:	Mr J Smith
Deputy Head of School:	Mrs L Brett
Assistant Head of School:	Mr D Penman
SENDCO:	Miss R Coleman
Head of Year 7:	Mrs F Garlick
Head of Year 8:	Mr M Hamer
Head of Year 9:	Miss C Wild
Head of Year 10 & ASL:	Miss K Hickinbotham
Head of Year 11:	Ms T Taplin
Head of College:	Mrs L Brett



What happens at Lunch Time?

School Meals

Meden School offers a variety of hot and cold food that can be purchased in the dining halls. There are various 'Meal Deals' that offer good value for money and a set menu for each day of the week.

When you first come to Meden we will ask if we can take a picture of your finger using our Biometric system. This system allows you to add money to your account, either on-line (using a SQUID account) or by using the machines in school. When you have chosen your food, you place your finger on the scanner, near to the till, and the money is taken off your account.

If you qualify for 'Free School Meals', your account will be credited with a set amount to use at lunch time on that day. Your FSM allowance will be available from 11am each day.

Packed Lunch

If you prefer to bring in your own lunch there are designated areas in school where you may eat this. There are also lots of picnic areas around school that you may use when the weather is nice. Please make sure all of your rubbish is placed in the bin. Cold drinks are on sale in the dining halls. Please do not bring drinks in flasks or glass bottles as this can be very dangerous. Fizzy drinks are not permitted in school.

Break times and before school

There are arrangements in the morning and at break for you to purchase food and drinks from the dining halls.

Remember: you may have a school meal or bring a packed lunch.

You will not be allowed to leave the premises under any circumstances.

What if I lose something?

Please make sure that you clearly mark your name on all of your belongings.

If you lose something please let a member of staff know and they will direct you to lost property. It is often advisable to revisit the places you visited before you lost your item.

Lockers

There are a number of lockers available to students for a small deposit. These are useful to keep your belongings in, which will save you carrying them around. Please ask the finance office for more details.

Planners

All students will receive a planner at the beginning of the school year free of charge. These are used to record any homework items and should be signed by students, their parent/carer and their tutor every week. If you lose your planner you will be charged £3 for a replacement. These can be purchased in reception or the finance office. Planners are a key point of contact between school and home.



What do I do if I need to go out of school during the school day?

If you have to go to a medical appointment, please bring in your appointment card or a letter from home and show it to your Tutor. This also needs to go to the Attendance Officer.

If you need to leave school for any other reason please bring in a note from home.

After you have been given permission to leave school, please go to Reception and sign out. If you return before the end of the day, students are required to sign in at Reception and report to the Attendance Officer. You will then be given a note to hand to your teacher so that they can mark you present.

Checklist

There are many things for you to remember each day. Use this checklist to help you:

Have you remembered?	Checklist ✓
Dinner money or packed lunch	
Pencil case with pens, pencils, crayons, ruler, rubber, planner, calculator and a school bag to put them in	
Homework to be handed in. Check your planner!	
Check your timetable:	
<ul style="list-style-type: none"> • Do you need your PE kit? • Do you need your library book? (you will need to bring a book each day) • Do you need your calculator? 	
Absence note if required	

Are all of your belongings clearly marked with your name?

Please **do not** bring any of the following to school:

- Large sums of money in case you lose it.
- Jewellery or articles of great value.
- Aerosols – aerosols are banned in school due to health and safety.

Do not worry if this seems a lot to understand or remember. All of the staff will be able to answer your questions when you are in school. There is always somebody around to help.



School Day and Lesson Timings September 2020

Monday, Tuesday, Wednesday, Thursday Timings	
8:25am	Warning bell - students should be on site
8:30am – 9:20am	Period 1
9:20am – 10:10am	Period 2
10:10am – 10:30am	Tutorial
10:30am – 10:45am	Break
10:45am – 11:35am	Period 3
11:35am – 12:25pm	Period 4
12:25pm – 1.00pm	Lunch
1.00pm -13.50pm	Period 5
13:50pm - 14.40pm	Period 6
14:40pm – 15:30pm	Period 7 - Study

Friday Timings	
8:25am	Warning bell - students should be on site
8:30am – 9:20am	Period 1
9:20am – 10:10am	Period 2
10:10am – 10:30am	Tutorial
10:30am – 10:45am	Break
10:45am – 11:35am	Period 3
11:35am – 12:25pm	Period 4
12:25pm – 1.00pm	Lunch
1.00pm -13.50pm	Period 5
13:50pm - 14.40pm	Period 6



Part 2: Parent/Carer Information

Pupil Guidance and Support

Upon entering Meden School your child will be placed in a tutorial with approximately 28 other students. The tutorials are in year groups and will be led by a Tutor who is responsible for the pupils' daily registration, welfare and academic progress.

The Head of Year is responsible for the general discipline, guidance and support of students, as well as for raising achievement and monitoring progress.

What do I do if I have a concern?

Please contact your child's tutor in the first instance for general enquiries or their class teacher for subject specific enquiries. We aim to respond to all enquiries within 48 hours wherever possible.

Teachers can be contacted by:

- Email
- Writing in your child's planner
- Contacting Reception

Please phone Reception if you would like to make an appointment with a member of staff. **Please do not turn up to Reception and expect to see a member of staff without an appointment.**

Communication between school and parents should be respectful at all times and abusive language or aggressive behaviour will not be tolerated.

If your child is unwell during the school day we will contact parents/carers at home to arrange for them to be collected from school if necessary, so please ensure we have up to date contact numbers.

Your child must not use their mobile phone to contact you themselves and will be given a sanction if they try to do so.

Conduct in and around school

Good discipline based on respect for the school and all other members of the school community is a matter of considerable importance. Parents/Carers must be aware that when action does prove necessary to correct a student's misbehaviour, both extra work and after-school detentions are normal parts of the disciplinary procedures. We look to you for support in our efforts to achieve good behaviour. A code of practice is in place which aims to reward good behaviour and positive achievement as well as sanctioning unacceptable behaviour.



Classroom Behaviour Protocol

As you are aware here at Meden School we strive to put students first in everything that we do. We aim to maximise student attainment across all aspects of the curriculum to ensure that all students are able to strive towards a common goal; success.

As you will appreciate achievement is directly linked to behaviour and our classroom expectations are transparent and clear to all;

- Arrive to lessons on time and with the correct equipment
- Follow instructions the first time
- Listen to the person who is talking
- Keep hands, feet and unkind words to yourself
- Put your hand up if you want attention

The classroom behaviour protocol uses a consequences pathway which warns students when 'off task behaviours' are noted by teachers, which affect learning. The following pathway will now be consistently used in every classroom:

Students are told 'the rule and consequences reminder' before being issued with the first warning:

- C1 Misbehaviour
- C2 Further Misbehaviour
- C3 Further Misbehaviour
- C4 The student will be removed from the lesson and sent to Department Ice.

A C4 will result in the student being given a detention which will be recorded in the planner on the day it will be served.

If students' behaviour is severe enough they may be issued with a Main School Isolation sanction. This is for behaviours such as failure to attend a C4 detention, truancy, smoking, failing to follow a reasonable request and verbal aggression towards another student. This list is not exhaustive. Students in Main School Isolation complete an extended day compared with other students.

Please note that if a student fails to behave or attend 'School Isolation' or for any other incident the Head of School deems serious, a fixed term exclusion may be issued.



Exclusion Procedure and Parental Rights

Exclusion will be used for serious offences, only after other sanctions have failed. Exclusion is a serious matter for the pupil, the family and the school. A pupil may be excluded by the Head of School:

- For a short specified period
- Permanently

Parents/Carers have well defined rights of representation and appeal, which will be made clear through standard documentation when exclusion occurs. It is important that parents/carers appreciate their role and their legal responsibilities in respect of their child's behaviour, both in and out of school and are aware of the school rules and discipline. The school will always seek the involvement and support of parents/carers when serious disciplinary measures, including exclusion, have to be taken.

Attendance

Regular school attendance is essential for students to make good progress, achieve their academic potential and consequently have better opportunities in life. Every student at Meden School, in line with Government expectations, is expected to maintain an attendance level of 96% or above. It is the responsibility of everyone in our school community; parents, students, staff and governors to ensure they achieve this, and therefore we constantly monitor and review the attendance of all students. Just a few days absence from school can have a massive impact on the overall attendance percentage for a child.

Illness

If a child is ill and cannot attend school it is important to contact the school immediately by telephone (01623 843517 ext 201) to explain the absence. If we do not receive a message about the absence, a text message will be sent informing parents/carers that a child is absent from school. A quick responsive phone call to this text is necessary, so that we know a child is safe.

It is essential to make sure the school holds an up to date mobile number for all parents / carers so that these vital messages are received.

Meden School's advice is to send students to school at all times, even with slight signs of illness and staff will support as required.

Lateness

Punctuality is very important. Please make sure your child leaves home early enough to be on time for their first lesson. Registers are taken during each lesson. First lesson – Period 1 begins promptly at 8:30am therefore students need to be in school for 8.25am. If a child arrives late to school, they will need to go straight to the Attendance Officer to sign in. Once they have explained their lateness they will be given a late slip to take to lesson. Teachers will not permit a child to enter the lesson without a late slip notification. Detentions are given for lateness.

Medical Appointments

We ask that wherever possible, all non-emergency doctor and dental appointments are made outside of school time. If it is necessary to miss lesson time for a medical appointment then you must send a letter with your child (or write a note in their planner), explaining why they need to be taken out of school. They must sign out of school at Reception before waiting to be collected from school.



Holidays

Policy regarding school attendance specifically aimed at holidays taken during the academic term changed in January 2013 in line with government regulations.

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude. Taking children out of the academic year for a holiday does not allow them to receive an efficient full-time education.

If you are thinking about taking your child on holiday during term time you must consider your decision very carefully. Full information is available under the Administration section of the website.

The procedure for requesting time off for a holiday is as follows:

- All holiday requests will need to be submitted on a 'Leave of Absence' form which can be collected from Reception or downloaded from the school website.
- Holiday requests will be considered by the Head and will only be authorised if it is for exceptional circumstances (armed forces or police). Reasons will need to be submitted on the holiday request form. You will receive notification of your holiday request from school once it has been reviewed and a decision made.
- If parents still take their child out of school for a holiday, which has been unauthorised by the Head, then school will refer them to Targeted Support to recommend a fixed penalty notice (£60 per parent, if paid within a certain time frame.)

School Closure due to Bad Weather

Wherever possible we will endeavour to keep the school open but there may be occasions, for health and safety reasons, when a decision will be made to close the school. If we have heavy snow overnight and staff are unable to get to work, a bulletin will be posted on all the local radio stations to keep you informed. Parents will be informed about school closure by the following methods:

- Local radio
- Capital FM
- Mansfield 103.2
- Radio Nottingham
- School website: www.medenschool.co.uk
- School answer phone message
- E-mail or text message

If school needs to close during the normal school working day:

- Parents/carers will be contacted by text message and/or e-mail.
- Students who have no pre-arranged place to go (i.e. home, a friend or relative's house) which should be written in the student planner, will not be permitted to leave the school without parental permission.

It is imperative that you inform us of any changes to the contact information relating to your child. Please contact Reception to do this, or e-mail us on office@medenschool.co.uk.



Homework

The term homework, refers to any work undertaken by a student outside of the classroom and is considered an important part of the education and self-discipline of children of secondary school age. While work may be set by a teacher to be completed at home, work may also be accomplished at break time or at the end of the school day. We wish to emphasise the importance of children taking responsibility for their own success and seek the support of parents/carers in creating a suitable learning and study environment. Work set outside of the classroom will vary according to the subject. Some work may take longer to complete. Some work may need to be handed in the next day and because deadlines will vary it is important for pupils to organise their time carefully and make notes of any deadlines given.

Each student will be issued with a **Student Planner** at the beginning of the year to help with the organisation of homework. Homework is also uploaded to the website by members of staff so that parents and students can access it. It also acts as a great reminder if students are unsure in any way about the homework that has been set.

Homework should complement classroom studies and help contribute towards successful learning and achievement.

A number of study periods are included in the curriculum to support students learning how to study.

We do have the facility for you to check homework that is set by teachers, by accessing our school website. Please go to the Parent Information section of the website and click on the homework icon.

School Council

A Council of elected students and representatives of all of the students in the school, meet regularly to discuss various matters relating to the school. Suggestions are put to the Leadership Team for their consideration. The School Council were part of the decision to purchase lockers for students to use in school.

Cycles and Scooters

Students who cycle to school must ensure that their cycle is in a safe state of repair and keep to the rules of the road. All students should wear the proper safety equipment, including a safety helmet. Students will not be allowed to cycle to school without a helmet. Students must not cycle in the school car parks or on school premises. Students who leave their cycles on the school premises do so at their own risk and are advised to use a safety lock. Students are not allowed to travel to school on a scooter. If they are seen doing this, the scooter will be confiscated and a parent/carer will need to collect it.

Loss of Books

Students are responsible for looking after school exercise books, text books and library books which are loaned to them; they will be expected to pay for, or replace lost books.



Mobile Phones

The school will not, under any circumstances, accept responsibility for mobile phones. We feel that they are not necessary as students are allowed to use the school's external telephone system providing it is considered appropriate. Furthermore, parents/carers can contact their children in an emergency through School Reception.

Mobile phones should not be brought to school. iPods, MP3 players, CD players and all other similar equipment are also forbidden in school. **Any student found in possession of any such item will have it confiscated and it will be placed in the school safe and must be collected by a parent/carer.**

Energy Drinks

Energy drinks are detrimental to learning and should not be consumed on the way to or in school. These will be confiscated and thrown away if they are brought on to school premises.

Illness at School

If a child feels unwell at school there are a number of first aiders who they can go to for assistance. If your child is unsure where the nearest first aider is located, they should go to reception who will direct them to the nearest person.

If a student is considered to be too ill to remain in school or if they have been injured in an accident, the School Office will attempt to contact a parent/carer or other relative. For this reason it is essential that we have up to date contact details on our system for all students. Please remember if you change your telephone/mobile number; inform the school as a matter of urgency. We will not send a child home unless we are certain that there is someone at home and in most cases would ask for them to be collected from school.

Uniform, Equipment and Personal Property

Meden Uniform is available from the online shop. Please use the following link to set up an account.

<https://www.just-schoolwear.co.uk/shop/Meden-School.html>

Please note that whilst the online ordering system does offer a selection of uniform items for instance, trousers, skirts, shirts, shorts, PE socks, you are not obliged to order these items here but can, in fact, purchase them anywhere you wish to, providing they meet the required standard below.

If any parents/carers do not have access to the internet or have any other issues ordering the uniform then please contact our finance officer Mrs Robinson who can help you with this

School Dress Code

We pride ourselves with high standards of dress in school and ask for the co-operation of students and parents in maintaining these. A high standard of dress impacts on the working ethos of the school and how the wider community views our students.



School Blazer - Black with school badge - available using our online system. Sleeves must not be rolled up.

Boys / Girls Blazers
 Sizes up to 36" £31.50
 Sizes from 38" £37.50

School Tie

Meden School tie, blue striped that can be purchased from our online system.

Trousers

Black (trousers should be properly tailored cloth, NOT tight-fitting, skinny fit or hipsters).



Shirt

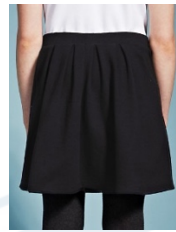
White formal shirt with stiff collar – NO fitted shirts or blouses (shirts must be tucked in at all times).

Jumper

Black V-neck (optional) – NOT cardigans or round-neck jumpers.

Skirt

Black knee-length skirt (skirts must not be shorter than knee-length or tight-fitting).



Shoes

Plain black lace-up or slip-on (heels no more than 2") – NO trainers or boots to be worn.



Coat

Plain dark raincoat, duffel or anorak is preferred. A **discreet** logo is allowed. **Hoodies are not permissible and will be confiscated from the student.**

Hat

Hats should NOT be worn in and around the school building.

Jewellery

Students should NOT wear jewellery except a wrist watch and one pair of small stud earrings.

Hairstyles

Hairstyles should be neat and presentable. Natural hair colours only – NO extreme styles including patterns shaved into hair. The school will be the final arbiter of the term 'extreme'.

Make-up

Should not be worn at KS3 (Yr. 7 & 8). Subtle make-up can be worn at KS4 (Yrs. 9, 10 & 11). Students will be asked to remove any make up that is judged to be unsuitable or that does not adhere to these guidelines

Belt

Plain black discreet belts are permissible.

It is appreciated that a considerable amount of money is spent on school uniform and the staff want to help to keep it clean and wearable. If a student can provide an old shirt or apron for use in Art and Craft it will prevent accidents that may occur when using paint and clay.



PE Kit

Compulsory items

- Polo PE top- Meden branded – only available from our online ordering system
- Navy/Black PE shorts (not cycling shorts)
- Navy PE Socks (football socks)
- shin pads
- trainers

Optional items

- Fleece Meden branded – only available from our online ordering system
- Navy/black blue jogging bottoms
- Mouth guard (highly recommended)
- football boots (highly recommended when playing football/rugby)

Please ensure that all property is clearly marked with your child's name so that, should they lose it, we can return it to them quickly.

Lockers

Students are offered the chance to use one of the school lockers. These are available, usually towards the end of the first half term, once keys have been collected and processed from school leavers. If your child does require a school locker, there is a minimal fee for the hire and upkeep of it of £2. Lost keys can be replaced at a cost of £3. Please ask the finance officer or reception for a letter if you would like to hire one.



Biometric Information

At Meden School we have been successfully using biometric identification finger scan technology for cafeteria purchases since 2010. Biometric identification is one of many systems used within Meden School to provide a more efficient service to students and staff.

The biometric identification systems operated at Meden School uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. The system does not create or store an image of the fingerprint.

When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images.

To continue the delivery of these systems and work within updated Governmental directives (Protection of Freedoms Act 2012) every school has to obtain parental consent for the use of student biometric data prior to September 2013. Parental consent is required to take and process biometric data from your child's finger and use this information for the purpose of providing your child with certain services, such as the cashless system used in the canteen. We will not use the biometric information for any purpose other than the in the cafeteria. Meden School will store the biometric information collected securely in compliance with the Data Protection Act 1998. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

In order to be able to use your child's biometric information in this way, parental consent is required and this is requested on the pupil consent form. You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

If you require further information then please feel free to contact school.



Biometrics Frequently Asked Questions

1. What is “biometrics”?

Biometrics is a method of recognizing an individual based on measurable biological characteristics such as the fingerprint. Fingerprints remain constant over a person’s lifespan. Surface wear, minimal temporary or permanent scarring and aging may affect but does not alter beyond recognition, the original fingerprint pattern.

2. How is a biometric image collected?

Sensors are used to scan the finger and convert the information to a secure digital format to which it is later compared. Technically, biometric capture devices create electronic digital “pictures” that are encrypted and stored and then compared to “live” pictures in order to confirm the identity of a person.

3. Is biometric technology safe to use?

Any health concerns are actually similar to those encountered in everyday life (touching a fingerprint sensor is equivalent to touching a doorknob). Biometric systems use ordinary computing and video technology that a person typically encounters in their day-to-day activities. Biometrics requires only the placement of a finger.

4. If I provide my biometric (fingerprint), who has access to it and the information associated with it?

The fingerprint scan is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader can recognize this format. Fingerprints are not transferred to any other systems.

5. Can my biometric image be used anywhere other than the School?

No. A fingerprint registered on one system will not be valid for another unique system. Only information stored on the database linked to the biometric scanner used is available when a fingerprint is scanned.

6. What if the biometric scanner is stolen?

Data is not stored on the scanner itself. The scanner is a vehicle used to confirm the authenticity of the fingerprint.

7. Can someone steal my biometric (fingerprint)?

A fingerprint is unique. No two people have identical fingerprints. It would be next to impossible for someone to steal someone else’s biometric (fingerprint).