



COLCHESTER COUNTY HIGH SCHOOL
FOR GIRLS
YEAR 7 INDUCTION BOOKLET 2021

PERSONAL DETAILS

STUDENT NAME: _____

FORM: _____

FORM TUTOR: _____

FORM ROOM: _____

ALL INFORMATION IN THIS BOOKLET IS SUBJECT TO
CHANGE IN ACCORDANCE WITH GOVERNMENT GUIDELINES

Welcome!

Dear Student

Starting secondary school is very exciting, but you may also feel a little bit worried. That is perfectly normal, you probably have lots of questions which I hope will be answered in this booklet or by your form tutor very soon.

There is a lot to read in this booklet, but if you read it carefully and remember what it tells you, then you will get the most out of life at Colchester County High School for Girls.

This booklet is for YOU. We try to give you some information about Colchester County High School for Girls, as well as showing you what we expect from all of our students. Make sure you read it before you join us in September, then you will know that you can work hard and make progress from your very first day.

If you still have questions that have not been answered in this booklet jot them down here:

We are all very proud of our school, we hope that you will soon feel the same.

Use this box to set yourself targets for what you hope to achieve in your first term at Colchester County High School for Girls.

- 1
- 2
- 3

REMEMBER

TERM STARTS: FRIDAY 3 SEPTEMBER 2021

08:45

WHAT TO DO ON YOUR FIRST DAY

You will probably feel very excited and also a little worried on your first day. Remember that the teachers and the other students will do all they can to help you.

When you arrive, make your way directly to the **Main Hall** (through reception and on the left through double doors) and sit with your **Form Group** (this will be sent to you before the summer holidays). This is your first chance to introduce yourself to the people in your form and your form tutor so put on a big smile and come with a fun fact about yourself!

During this time your Form Tutor will come round and collect some information about how you are getting home that day so if possible have that information to hand – e.g. what bus number and where it goes from.

Once everyone is in the Main Hall I will ask for silence and then introduce myself as your Year Leader. I will give a short presentation reiterating some school rules and what you can expect from the following few days; feel free to jot down any important points in this booklet here:

You will then go to your Form room with your tutor and the rest of your form. Once there your Form Tutor will give you your planner and timetable of lessons, you will go on a quick tour of the school and we will do a practice Fire Drill. In the afternoon (after Lunch) you will attend your first two lessons according to your timetable (Week B, Friday P4 and P5).

You have been placed in a tutor group (C, O, L, H, E or S) and you will have most of your lessons with the other members of your form. You will meet in the morning in your form room, where you will be registered and told by your Form Tutor any notices for the day. This is a very important time and you must listen carefully to what you are told. You will also have a PSHCE lesson together once every week (Monday P3). If you have any questions, problems or ideas you should see your Form Tutor, Miss Seager or Mrs Stinson.

During this first week you will leave lessons at 15:20 to come back to the Main Hall where we can have an end of the day conversation and where we can help you in regards to getting home from school.

Once the school day has finished you will be free to leave at 15:35, go home and prepare for your lessons the following day.

Good luck and do not worry!

Miss Seager
Year 7 Leader, Science Teacher

The School Day

Bell at 08.43

08:45 Registration and Tutor Time OR Assembly

09:05 Movement Time

09:10 Period 1

10:10 Break

Bell at 10.27

10:30 Period 2

11:30 Movement Time

11:35 Period 3

12:35 Lunch

Bell at 13.23

13:25 Registration

13:30 Period 4

14:30 Movement Time

14:35 Period 5

Bell at 15.35 – all students should be out of school property by 16:00 at the latest

A bell will sound at 8.43, 10.27 and 13.23, you then have 2 minutes to get to registration or your lesson. At the other change over times your teacher will tell you when it is time to pack up and leave. You should then go straight to your next lesson.

For Year 7 assemblies are held at least once a week during morning registration.

There is one break in the morning. You might like to bring a snack, or buy one in the canteen via the cashless system. Please put your bag on the racks provided outside the Dining Hall. You will not be allowed to eat in your Form Room at break time. You are not allowed to leave the premises at any time without seeing your Form Tutor with a letter from home explaining the reason. You will then need to sign out at Reception located in the main entrance.

Lunchtime Arrangements

The school operates a two week timetable; Week A and Week B. As we have a lot of students to feed we stagger the lunch time slot for each year group. You will be advised of the time for Year 7 to go in to the Dining Hall. Please do not queue up before this time as it can get very busy.

You can pre-order paninis and cold food items in advance via a link on the Weekly Bulletin; these can be collected from the outside servery.

If you bring a packed lunch you can eat it outside in your allocated picnic bench area. All students will be outside on fine days. Please remember to put your litter in the bins provided. The field is open at lunch time in the autumn and summer months on fine days but there is **no** eating on the field.

Term Dates for Students 2021/2022

Autumn Term

Friday 3 September 2021
Thursday 17 December 2021

Half Term

Thursday 21 October 2021
Friday 29 October 2021

Spring Term

Thursday 5 January 2022
Friday 1 April 2022

Half Term

Monday 14 February 2022
Friday 18 February 2022

Summer Term

Tuesday 19 April 2022
Wednesday 20 July 2021

Half Term

Monday 30 May 2022
Friday 3 June 2022

Bank Holidays

Easter Monday 18 April 2022
Monday 2 May 2022

Who's who?

You will get to know your teachers very well over the coming years but there are lots of other crucial members of staff you will have contact with but might never be formally introduced to:

The Pastoral Team

Miss Seager, Year 7 Leader, and Mrs Stinson, Lower School Pastoral Assistant, work with all Year 7 Form Tutors in order to help you get as much as you can from your time at Colchester County High School for Girls. We all expect you to put as much effort as possible into your studies and get involved in the wide range of extra-curricular activities the school offers. Miss Seager and your Form Tutor will keep a close eye on your progress and keep your parents informed through reports and meetings.

The Designated Safeguarding Lead (Child Protection) is Mrs Jackson, Associate to the Principal & CEO. The Deputy Designated Safeguarding Leads are Dr Parrott, Mrs Frost, Mrs Daniels and Mrs Hughes.

<p>Miss Seager Year 7 Leader Biology Teacher</p> 	<p>Mrs Stinson Pastoral Assistant (Year 7)</p> 	<p>Mrs Tarrier Pastoral Assistant (Year 8 and 6th Form)</p> 	<p>Mrs Joslin Pastoral Assistant (Year 9-11)</p> 	<p>Dr Parrott Vice Principal Chemistry Teacher</p> 
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The Office Staff

<p>Mrs Adkinson Cover Manager First Aider</p> 	<p>Mrs Church Receptionist First Aider</p> 	<p>Mrs Curtis Attendance Officer</p> 
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Mrs Aves – Receptionist

Mrs Brown – Administration Assistant

The Librarians

Teaching Support Staff



Other



Mr Atkinson - IT Manager

Your Teachers

It will help you if you fill in the names and email addresses of your teachers as you are told them, you could also include where you might usually find them during the school day:

My Form Tutor	My English Teacher
.....
My Mathematics Teacher.....	My Biology Teacher.....
.....
My Chemistry Teacher	My Physics Teacher
.....
My Drama Teacher	My Art Teacher
.....
My Healthy Living Teacher	My French Teacher
.....
My Geography Teacher	My German Teacher
.....
My History Teacher	My ICT Teacher
.....
My Music Teacher	My PE Teacher.....
.....
My Creative & Critical Thinking Teacher.....

Student Planner

You will be given your student planner on the first day of term.

It contains a lot of general information about the school, such as rules, uniform and health & safety, as well as telling you our holiday dates and events throughout the year. This is a very important book, and should be with you in all lessons; make sure it is always neat and tidy and up to date.

It gives you a page to fill in your personal timetable for each day, as well as space to fill in any homework set. It also has room to record merit awards from teachers for exceptional work or outstanding effort in either classwork or homework.

Your planner needs to be signed by your parents each week and will be checked fortnightly by your Form Tutor. Do not worry - your Form Tutor will explain to you exactly how it should be used on your first day at Colchester County High School for Girls.

Homework

You will be expected to complete homework for each subject now you are in secondary school. You may not be used to doing homework so this will be a step up from primary school but if you stick to your timetable and do your homework as soon as possible, ask friends and teachers for help then you will manage very well.

You will receive no more than 3 pieces of homework a day; each piece should take no more than 30 minutes to complete (unless it is part of a larger project which spans across multiple homework slots). Homework is set to a timetable which I create to avoid too many pieces set on one day, you will receive this on the first day but it may change in the first couple of weeks. However, a teacher may decide to set you homework earlier in the week to allow you extra time to complete it or may need to set the homework off schedule once in a while. Although this may be frustrating and will mean you have an extra piece of homework on one day; if you have been sticking to your timetable and doing homework as soon as you can it should not be a problem.

Homework must be recorded in your planner, along with the due date, to help you stay organised and meet deadlines.

School Uniform and Equipment

School Uniform

You have already received details of our School Uniform in the information you received when you were notified of your place. It is important for students to wear their uniform in the correct manner and to keep it looking smart, even when you are on your way to or from school. As a member of Colchester County High School for Girls your uniform will say a great deal about you to visitors, members of the public and other members of the school and you should be proud to wear it. You will need to wear your blazer at all times, and ask permission in class to remove it.

School Uniform Year 7 September 2021

1. **BLAZER** is a navy blue jacket with school logo on pocket, only available **from Coes**.
2. **BLOUSES** are pale blue and of cotton or polyester/cotton; they are plain, V-necked, reverse collar style with long or short sleeves. These are available **from Coes** or they may be purchased from any appropriate retailer.
3. **TROUSERS** are **plain dark navy and of classic, straight leg style**. These are available **from Coes** or they may be purchased from any retailer, but must be of the appropriate style. Fashion styles, for example, low-waisted trousers or tapered legs, are not acceptable.
4. **SKIRTS** are kilt-style, navy, grey and white tartan and must be of a length that is worn **on the knee (ie to at least the middle of the knee)**. The skirt is only available **from Coes**.
5. **CARDIGAN** is navy blue with pale blue stripes at the cuff and only available from **Coes**, however a plain navy V necked cardigan with plain navy buttons may be purchased from other retailers. The cardigan is an optional item of uniform.
6. **SHOES must be leather or leather look, flat heeled in plain black**. Fabric or canvas shoes, converse shoes, trainers, sling-back and backless/toeless shoes are not acceptable. Boots or ankle boots are not to be worn in school. If boots or trainers are worn on the way to school, a change of shoes must be brought to wear in school.
7. **TIGHTS** should be plain navy, black or natural **not** patterned. Plain white, navy or black **ANKLE SOCKS** only may be worn. Bare legs without socks or knee high/over the knee socks are not acceptable.
8. **COATS** and scarves may **not** be worn in school. A **CCHSG School Scarf** is available from **Coes** as an optional item of school uniform. Hoodies are not acceptable.
9. **OVERALLS** are worn for Science and Art. They are dark blue and long-sleeved and must be embroidered with your daughter's first name (approximately 5-10cm high) on the left front and left back shoulder. **This must be purchased from Coes**. From Year 10 a long-sleeved white overall may be worn for Science, which may be purchased from a range of suppliers.
10. **HAIR** of shoulder length or longer should be tied back for safety in all practical subjects with navy, black or natural hair colour bands or slides. Hair which goes beyond natural colour tones in natural combinations or is extreme in style is not acceptable. Headcoverings worn for religious reasons e.g. headscarf, must be plain navy or black and of a short style.

11. **JEWELLERY** – no jewellery or badges (except badges connected with school) may be worn with school uniform. Only small gold or silver plain studs may be worn in pierced ears; only one ear stud may be worn in each earlobe. No other piercings including ear stretchers are acceptable. A watch may be worn; i-watches or similar are not permitted. Jewellery which is not permitted must be removed and will be confiscated.
12. Make-up, nail varnish or false nails **must not** be worn with school uniform.
13. Water-proof jacket and trousers and a base layer (vest) are recommended as students will be spending time outside during break and lunch time. A foldable waterproof mat to sit on may also be useful.
14. **SCHOOL BAG** should be of a style suitable for carrying to, from and around the school. Bags with wheels or a trolley-type attachment are not acceptable for health and safety reasons.



A navy jacket available from Coes



Blue school blouse with reverse (v necked) collar



Kilt style skirt worn to at least the middle of the knee from Coes.



Navy blue trousers of a classic straight leg style (if purchasing from a store other than Coes please do not remove labels without checking with the school that they are of the appropriate style)

Kit for Physical Education

Advice on specific activities and kit requirements will be given by your PE teachers.

Basic PE Kit

- Navy blue shorts embroidered with the school logo only available from Coes
- Sky blue polo shirt - only available from Coes
- Navy long sleeved top with the school logo - only available from Coes
- Plain navy tracksuit trousers - **available from Coes or other retailers. Please check with PE Department regarding acceptable styles.**
- White short socks
- Mainly white trainers (coloured stripe or logo is acceptable) for indoor PE and on netball courts.
- A white, navy or black base layer may be worn under PE kit in colder weather (white only for school team matches)
- PE bags should be of a style suitable for carrying to, from and around the school. A draw string PE bag will fit into a locker more easily.

Items required for Specific PE Activities

- **Netball/Tennis/ Rounders (Autumn & Summer term)**

An optional navy skort with the school logo is available from Coes (shorts as above are acceptable)

- **Cross Country/Football/Rugby (Spring term for all years)**

Long navy blue football socks with school logo only available from Coes
Outdoor trainers (mainly white) or astro boots for outdoor PE activities, shin pads for football.

- **Swimming (Summer term unless attending extra-curricular swimming activities)**

A one piece plain black or navy swimsuit (not halter-neck, with white strip is acceptable), swimming cap, towel and flip-flops. (Advised not to purchase until swimming is on the PE Timetable for Year 7).

It is recommended that the basic kit and autumn term items are purchased initially.

ALL CLOTHING & PROPERTY MUST BE CLEARLY NAMED INCLUDING SOCKS & TRAINERS

All property is brought into the school at the owners risk and the school cannot be held responsible for theft, loss or damage. Expensive electronic items should not be brought into school. Students should use their locker and padlock for storage of possessions including their mobile phone during the day.

Parents should be aware that the School's contents and insurance cover does not extend to students' property. Parents should include their child's belongings within their domestic insurance policies if required. **Marking of clothes and other property with the owner's name is required.**

Stationary Equipment

Students are requested to bring with them to every lesson:

- A blue/black ball point or fountain pen
- A green pen for self assessment
- A purple pen for progress
- A pencil, ruler, rubber and sharpener
- A glue stick
- A whiteboard marker
- A mathematical calculator
- A reading book
- A set of drawing pencils from B to 6B (Art)
- A compass and protractor (Mathematics)

Optional:

- Colouring pens/pencils
- Highlighters

Students should NOT bring their own scissors into school.
Students should NOT bring any form of correction fluid (e.g. Tipp-Ex) into school.

School Procedures

1. Students in Years 7 – 11 should not arrive before 08.30. Students who arrive before 08.30 may purchase breakfast “to go” in the Dining Hall from 08.00 or wait outside the school building. If students are unsupervised in teaching/form rooms they will be instructed to go outside.
2. School Reception is staffed from 08:00 until 16:00. This is the first point of contact for general school enquiries.
3. If students are late for morning (08:45) registration, they must sign in at Reception. Persistent lateness will result in school sanctions.
4. If students are absent the school attendance line (01206 576973) should be contacted by 08:45 by parents giving the student name, specific reason for absence and expected duration of absence. This should be followed up with a written note or School Gateway confirmation on their return.
5. If students need to leave the premises during the school day a note must be given, in advance, to the Form Tutor. Before leaving students must sign out at Reception.
6. If students feel ill or have an accident during the day students should inform a member of staff **immediately**. A First Aider will then be contacted to deal with the situation and contact parents if necessary. **Students must not contact parents directly themselves before going to Reception.**
7. **Students must leave the building by 16:00 at the end of the day.** Students may only remain in school if they are in a supervised after school club or activity with a designated member of staff.
8. All students’ belongings should be named. Valuable items should not be brought to school. Students who lose an item should retrace their steps, and then report the loss to Reception. If for any reason they have to bring a large sum of money to school (this should be pre-arranged), they must give it to Reception for safe keeping.
9. We operate a cashless catering system in the Dining Hall. Parents can top up their child’s credit via Parent Pay and there is a cash payment machine for student use on the ground floor corridor. All trips and visit payments should be made via Parent Pay and accompanied by a signed written consent slip.
10. For safety reasons no student may bring an aerosol to school. Cigarettes and associated items, e-cigarettes, alcohol, illegal substances, sharp items and offensive weapons are strictly forbidden.
11. **Mobile phones.** Many students have long journeys to school that are made safer by the possession of a mobile phone. For this reason only, mobile phones may be brought to school. **They must be switched off and out of sight during the school day.** ie in a locked locker. If phones are used in school they will be confiscated until the end of the day when they may be collected from the School Reception. Parents will be contacted if phones have to be confiscated for a third time. Additional school sanctions may also be applied for example handing in the phone each day to Reception. Mobile phones are brought into school at students’ own risk.
12. In an emergency, a brief telephone call may be made from Reception. All emergency calls from parents to a student during the school day must go via Reception.

Student Code of Conduct

Students at Colchester County High School for Girls are expected to be courteous to and considerate of all other members of the school community at all times.

1. You are punctual for registration, all lessons and appointments. If you are late you should apologise to the members of staff concerned and give a reason.
2. You go to lessons with all the equipment and books you need – this is your responsibility. When your teacher talks to the whole class, you are silent and concentrate. If the class is asked a question, you put up your hand to answer and do not call out. You work sensibly within your class and do not distract or annoy others. A request or instruction from a teacher should be carried out at once and without argument.
3. You make careful notes of any homework set in your student planner and hand your work in on time.
4. You move around the school in a controlled and considerate manner **keeping to the LEFT on two-way corridors and stairs and/or following signed directions**. You help by opening doors and standing back to let people pass.
5. You come into the assembly hall in silence. You listen respectfully to the assembly. You also leave the assembly hall in silence, row by row as dismissed. You take your turn to assist with chairs after assembly.
6. You keep the school clean and tidy by placing all litter in bins and keeping walls and furniture unmarked. You do not bring chewing gum to school. You look after books and equipment.
7. Appropriate behaviour is expected at all times. You act as appropriate ambassadors for the school when on any school activity or when wearing school uniform, including to and from school.
8. You follow the school dress code as outlined in the student planner for your year group. If you are in Years 7 – 11, you wear correct uniform, in the correct manner, at all times and with pride. A letter will be sent home to the parents of students who persistently flout the uniform rules, and sanctions will be applied according to the School Behaviour Policy.
9. Smoking is strictly forbidden on school premises. Cigarettes, matches, lighters and e-cigarettes are not allowed in school and if found will be confiscated and parents informed. You may not smoke when off school premises if you are still in uniform or otherwise associated with the school.
10. Possession of, use or abuse of alcohol, illegal substances, pornographic images, sharp items or offensive weapons on school premises is strictly forbidden and could lead to exclusion from school. Aerosols should not be brought to school, for safety reasons.
11. You keep your mobile phone switched off during the school day. **All emergency calls must go through Reception during the school day**. If you use your phone in school it will be confiscated until the end of the day when you may collect it from the school office. Parents will be contacted if phones have to be confiscated more than twice. Your mobile phone and any other valuables are brought into school at your own risk. You take responsibility for your own possessions by keeping them in a locked locker.
12. You follow the eSafety, ICT Acceptable Use, Anti Bullying & Behaviour, Sanctions & Rewards Policies & Home/School Agreement (copies available from the School Office).

13. You follow the Form Room Behaviour Protocols. You ask permission before entering a classroom if a member of staff is there. You are not allowed to play music in your form rooms at break and lunchtime or use your mobile telephone in school.
14. You are always respectful and polite towards any other member of the school community.

Form Room Behaviour Protocols

Students are expected to be outside in their allocated area unless a wet lunch is declared. Being allowed to remain in form rooms is a privilege; therefore it is the responsibility of everyone to respect their form room and to behave in a considerate, safe and sensible manner.

STUDENTS CAN:

- Sit on chairs or stand.
- Go outside in fine weather, especially in the summer.
- Use the board for learning activities or information messages only.
- Clear up their own litter and leave the form room tidy, ready for lessons.
- Visit friends in other form rooms, ideally in their own year group, but be respectful of others especially younger students.
- Respect students who wish to work at lunchtimes in their form room especially at examination times.
- Move furniture provided it is replaced before the end of lunchtime
- Be accommodating when teachers need to use the room for lunchtime activities.
- Leave the door open for supervisory staff to call in.

STUDENTS CANNOT:

- Eat at break or lunchtime in the Form Room
- Leave litter on desks/floors.
- Sit on tables, windowsills or radiators.
- Lean out of windows.
- Stand on chairs.
- Behave in a loud or unsafe manner (i.e. no screaming or running).
- Throw anything.
- Use the teacher's computer or teaching resources without permission.
- Sit in corridors or stair wells.
- Use a mobile phone or personal music player.

Students in Year 7 – 11 can eat at breaktime and lunchtime in the Dining Hall or outside in the designated eating areas only.

Students in Year 12 & 13 can eat in the Sixth Form Common Room, Dining Hall, Patio area or outside.

Rewards in Years 7 & 8

Students earn merit stickers for effort or achievement in subject lessons. Students who have been particularly helpful may earn 'Helping Hands' merits.

Merit stickers are placed in student's planner.

On reaching 20 stickers a Bronze Merit Certificate is awarded
40 stickers a Silver Merit Certificate is awarded
80 stickers a Gold Merit Certificate is awarded
120 stickers a Platinum Merit Certificate is awarded

Certificates are awarded for 100% attendance.

Letters or school postcards are sent to students deserving of praise for specific activities on a regular basis.

Sanctions

If everyone follows the Code of Conduct the community will run smoothly and happily. If you fail to do so, you may expect to be punished. This punishment may take the form of a detention, an isolation period in school or at home. In the event of a serious offence, you may face exclusion.

When behaviour is unsatisfactory the following procedures apply.

1. In lessons, the first point of reference is the Subject Teacher followed by the Head of Department, then the Form Tutor and, if necessary, the Year Leader, Vice Principal or Associate Principal (Students or Staff). Around the school the first point of reference for misbehaviour is the Form Tutor.
2. You may be kept in at break or lunch time at the discretion of individual staff and the time will be used for constructive work. The member of staff concerned is responsible for students in detention.
3. Students may be put on report at the discretion of the Year Leader or Senior staff.
4. A student may be placed in detention after school from 15.45-16.45. A letter will be sent home in advance stating the reason for the detention. Parents are responsible for their daughter's safe transport home after the detention. Depending on the reason for the detention the time will be used for constructive work or community service tasks.
5. The Senior Leadership Team may place students in detention or lunchtime inclusion for serious or persistent unsatisfactory behaviour. In the event of a serious offence students may be excluded.

Student Wellbeing

Student wellbeing is an important aspect of school life and we aim to ease the transition from primary to secondary school.

The Form Tutor is your first point of contact for any issue; you will see your Form Tutor on a daily basis during morning registration.

The Year Leader (Miss Seager) and Pastoral Assistant (Mrs Stinson) are available to deal with issues during the day or issues which the Form Tutor feels are more serious. Students are welcome to visit the Year 7 Pastoral Office if they need to talk or seek assistance.

Year 8 student mentors are available to the Year 7s as directed by the Year Leader.

Student Voice (2 students are elected from each year group to represent the views of that year group) allows students to voice their opinions to a peer which can then be brought to the attention of staff.

Student Wellbeing Ambassadors (across year groups) also run drop in sessions for students who wish to discuss matters with a peer. Any serious issues are brought to the attention of supervising staff.

Sixth Form Prefects may be assigned to assist with the form at Tutor Time during morning registration. The Head Student Team are role models and ambassadors for the school and often deliver assemblies to the other years showing leadership opportunities within the school.

The NHS allocated School Nurse is available at a weekly drop in for students or by appointment made through the Year Leader.

The School employs a School Counsellor who is available to see students by referral from the Year Leader. Occasionally students need to be referred to external agencies such as GP or Emotional Wellbeing and Mental Health services following consultation with parents.

General

Health and Safety

We all have a responsibility toward those around us and ourselves to ensure that we all remain safe in the school environment.

- If you see anything that could be a danger to other people, report it immediately to a member of staff
- Knives and other sharp items are not permitted in school
- Lighters, matches or other inflammatory items are also not permitted
- Aerosols are not permitted in school
- Never wilfully misuse equipment, or tamper with things provided for safety purposes – such as fire extinguishers
- If you see a fire, set off the nearest fire alarm and exit the building as quickly and safely as possible – do not stop to collect your belongings; proceed outside in silence
- Make sure you know where the fire exits are and how to use them
- Keep left on staircases, and open/hold doors for each other
- Follow instructions given by staff at all times

School Buses

Once Bus Passes have been issued you may be refused permission to get on the bus by the driver if you have forgotten your pass, so it is very important to bring it with you every day. No student may travel on any bus other than the one they have a pass for. If you want to go to a friend's house you will have to make your own arrangements. Check that you know where your bus will drop you off and pick you up and the timetable.

Students need to follow the rules of the bus company and behave appropriately.

Cycling to School

If you bring a bicycle to school, please make sure that it is safe and bring a lock for it (preferably a 'D' lock). Bicycles are locked in the cycle area at the back of the school. Students cycling to school must wear an appropriate safety helmet. Please make sure that you have lights on your bicycle for the dark evenings.

Being Picked up by Car

If you are being picked up by car, parents should park in the Visitor car park in Norman Way or on the surrounding side roads. Parents must not drive students beyond this car park in Norman Way, even if they have a musical instrument to carry or if the weather is inclement at the beginning and end of the day. The front of the school is very busy with students from CCHSG and the other schools in the area, and therefore using the main entrance as a drop-off point is extremely dangerous.

Entrance to the school should always be via the front gates.

Medical

If you feel ill during the day you should tell a member of staff who will assist in getting a first aider. You will then be taken to the medical room and your parents will be contacted if necessary.

Do **not** telephone home before going to the office.

Please note you are **not permitted** to use your mobile phone in order to ring home, this will be done by the school office. All emergency calls from parents to a student must also go through the office. Mobiles phones should be switched off in your locker during the school day.

Students are not permitted to carry **ANY** medication on their person (unless emergency medication such as an EpiPen or asthma inhaler has been previously arranged with the Year Leader). In order to bring in medication your parent needs to complete a **Medical Consent Form**. The medication can then be brought into school and kept in the office where you will be able to take it under supervision.

Please keep the school informed of any medical conditions that may impact your ability to access the curriculum (e.g. broken fingers, using of crutches, asthma).

We ask that students who have been physically sick at school are collected within the hour to reduce the spread of infection. If your residence is further than one hour by car, we suggest someone closer to the school is nominated to collect the student.

It is also important that students who have been physically sick do not return to school until at least 24 hours since the last bout of vomiting has passed.

Security

Please put your name on everything that could be lost or forgotten. Do not bring valuable items to school, but, if for a special reason, you have to, hand it into Reception for safekeeping. If you lose or find anything tell your Form Tutor, Miss Seager or report directly to Reception.

You will be given a padlock for your locker and it should be used to store items each day. You will only be able to access your locker at morning registration, break time, lunchtime and after school. If you lose your padlock you will need to bring one from home or purchase a new one.

All forms of personal musical equipment (iPods, mp3 players, etc.) may not be used in school. An e-reader can be used for reading only and is brought in at your own risk.

If you have parental permission to bring a mobile phone to school, it MUST BE COMPLETELY TURNED OFF during the school day, not just set to silent and be in your locker. You will be given a plastic wallet with your name on in which to place your phone in, in your locker each day. You cannot retrieve your phone until afternoon registration if you get a school bus or need to leave promptly, but ideally it should be in your locker until the end of school.

If phones are used in school they will be confiscated until the end of the day when they may be collected from the school office. Parents will be contacted if phones have to be confiscated for a third time. Students may be required to hand their phone in at Reception each day if it is misused. **Sending unkind messages or cyber bullying is not tolerated and will result in school sanctions for students found to be involved in this type of activity.** Mobile phones are brought into school at students' own risk.

Lunchtime Clubs

During lunchtime you can join in with an organised activity such as sports and musical activities, debates and charity clubs. You can also go to the library or computer rooms. Cold lunch should be pre-ordered and collected from the outside servery if attending a lunchtime club. PE lunchtime clubs take place in the first part of your lunchtime.

School Trips

You may be asked to represent Colchester County High School for Girls in a team or some other way and we hope that you will be proud to do this. Spectators are usually welcome at matches. There are a number of educational visits at home and abroad and other occasions of which you may be asked to participate. Only students who can be relied upon to act in a responsible and cooperative way will be allowed to join these trips.

Student Voice Introduce the School Canteen

General Points:

The cashless catering system allows students a maximum spend of £10 per day, unless parents specifically request to change this. Your parents need to credit your account on ParentPay.

The canteen also opens for breakfast “to go” in the morning. Anyone can use it from 8:00 to 8:30.

You can pre-order your sandwiches and Paninis via the online link on the Weekly Bulletin by 08:30 that day to ensure that you get the filling you want and to avoid the queues at lunchtimes. These items can be collected from the outside servery.

You need to leave your bags in your form room or in the storage area outside the canteen.

You cannot take any hot food or drinks out of the canteen for safety reasons. Soup is considered hot food, paninis however, can be taken outside.

Every year group has an allotted time to go to lunch to avoid overcrowding in the Dining Hall. You will be advised of the Year 7 lunch time slot.

Menus for the week are advertised in advance in the Parent and Student Bulletins (sent by email) every Friday.

If you have a food allergy the canteen staff will be happy to talk to you about possible allergens in individual food items. If you want to know the ingredients of any item you just need to ask.

Personalising your food choices:

- You can swap vegetables for salad “garnish” or as an addition item for 50 pence. “Garnish” is salad vegetables or coleslaw served by staff from behind the counter, this should not be confused with salad from the salad bar which needs to be purchased separately.
- You can ask to add or remove away any of the components of the hot meals, sandwiches or paninis and the salad bar offers a wide selection of items. Jacket potatoes can be made up with any combination of fillings. Each filling is charged separately. i.e. cheese and beans counts as two fillings.
- You can pre order sandwiches and Paninis with any combination of bread/wrap and filling via the online link by 08:30.
- You can ask for half portions of food (jacket potatoes etc.) if you prefer. Some items such as cakes are already sold in half portions.
- Water can be purchased from the Canteen, but you can fill up your bottle at break or lunchtime from the water fountains on the way in or out of the Dining Hall and from the Canteen taps.
- Try to eat healthily every day. All food in the canteen is made and cooked with fresh ingredients.

Uniform and Equipment

Try to have as many of these as possible **READY** before you start in September. Fill in the table below with a ✓ when each item is ready and **labelled** with your name and form.

SCHOOL UNIFORM	READY	LABELLED
Blazer		
Blouses		
Cardigan (Optional)		
Navy Trousers/Skirt		
Plain Black Shoes		
Science/Art Overall		
EVERYDAY ITEMS		
Bag for Books		
Pencil Case		
Pens (including black/blue, green and purple pens)		
Pencils		
Sharpener		
Ruler		
Rubber		
White board pen (black)		
Maths set (including protractor and compass)		
Calculator: the Mathematics department recommend the "Casio fx-85GT Plus		
Glue stick		
Dictionary for French and German		
Coloured Pencils		
Highlighters		
ICT USB Data stick (4GB recommended)		

PE Kit

	READY	LABELLED
Sky blue polo shirt (School logo- Coes)		
Navy blue shorts (School logo- Coes)		
Navy jumper (School logo- Coes)		
Navy skort; optional (School logo- Coes)		
Plain navy blue tracksuit trousers		
Long navy blue football socks (School logo- Coes)		
White short socks		
White trainers (coloured stripe or logo is acceptable)		
Astro boots or old pair of trainers		
Shin pads		
One-piece plain black or navy swimsuit		
White, navy or black base layer (optional)		

Advice From Year 7 Students

Don't worry. It may seem colossal compared to your old school and you may be scared that you will get lost, but that is all part of the fun of a new school and it only happens once or twice. Considering how big it is, you will know your way round like the back of your hand within a week.

If you keep persevering with a positive attitude even when it seems hard, then you will go far.

At the beginning of Year 7, things will be scary as you wouldn't know where to go and what classrooms you are supposed to go to, you may not know when lunch and break are! But all you have to do is be brave and soon you will get used to where everything is and the most important part is that you will have made lots of friends and after a while you won't even realise how much you have learnt and experienced. So, just be BRAVE!

A piece of advice I would give is to try improving as you go on the year. Don't compare yourself with others. Try doing better than you did last time. It is a competition with your old self and your new self.

Don't be afraid to put your hand up and ask questions, it will help you learn and grow. Also, don't be afraid to make friends they help support you in your school life. If you have any worries, don't bottle them up. Speak to a friend, teacher, parent, carer or even a fellow student as it can make you feel a whole lot better. Just be yourself, be supportive and have fun!

The classrooms which start with 'T' are on top floor
the classrooms which start with 'F' are on first floor
the classrooms which start with 'G' are on ground floor

Don't be afraid of not making any friends if you are the only person from your school coming, many others will be in the same situation.

It can be hard, it will be challenging, sometimes you will feel like giving up but it will all be worth it at the end- don't be shy to make an impression and smile because you know you can do it and we believe in you

Make sure you pack your bag the night before, do your homework on the day you receive it and don't worry or panic about anything because you will be fine!

Don't keep items in your locker that you need in period 3/5 (you can only go to your locker before or after school and at lunch or break).
Do your homework as close to the day you got it as you can.

My advice is to take a lot of notes even if they aren't that important because it is easier to add things up and have more context to the subject.

Before Your First Day Checklist

- You have all your correct uniform and equipment including your PE kit (you will not need to bring your PE kit in on the first day) and each item is clearly labelled with your name and form
- You know how you are getting to and from school. You know the bus number and where it drops you off and picks you up (these might be different places!) The school does not provide transport so it is your responsibility to check with the bus company on details of your journey at www.csse.org.uk. We recommend doing a trial run of the journey with a parent if you are travelling by public bus to familiarise yourself with the route to school.
- You have a bag, pencil case, drink, snack and lunch (unless you have pre-ordered hot food) and an optional rough notebook ready for your first day – you do not need to bring your PE kit, science/art overall or any special subject equipment on the first day as you do not know what lessons you will have but you may need to bring them for normal lessons from the second day onwards.
- Ensure your parent has signed up to ParentPay (instructions on a separate letter) and there is some money on your account for lunch
- Ensure all enrolment documentation has been sent to the school

First Day Activities

Finding Your Way Around School

Mark the following places in different colours on the map of the school.

Your Form Room
Reception
The Main School Office
Miss Seager and Mrs Stinson's Office
Mrs Marshall's Office
Mrs Jackson's Office
Dr Parrott's Office
Mrs Frost's Office
Gym
Assembly Hall
Dining Hall
Staff Room
Library
Toilets
Fire Drill Assembly Area

Staff

There are about 70 teachers at Colchester County High School for Girls, and over 1100 students.

When you arrive here you will not know all of the staff straight away, but here are the names of some of the staff you will need to know, fill in where they can usually be found:

Who?	What?	Where?
Mrs Marshall	Executive Principal and CEO	
Mrs Jackson	Associate to the Principal & CEO	
Dr Parrott	Vice Principal	
Miss Seager	Year 7 Leader	
Mrs Stinson	Lower School Pastoral Assistant (Year 7)	

The Fire/Lockdown Drill

Every term we have a Fire and Lockdown Drill. During a Fire Drill all of the people in the school have to leave the building, during a Lockdown Drill everyone is required to stay where they are and make the room secure.

Give 4 reasons for having a Fire/Lockdown Drill.

1.
2.
3.
4.

Why is it important that people take the Fire/Lockdown Drill seriously and act sensibly?

.....

On your form room notice board you will find a sheet of information about the Fire and Lockdown Drills. Read this notice and look at the map of the school; see if you can answer the following questions:

- 1 What does the fire alarm sound like?
- 2 What does the lockdown alarm sound like?
- 3 If the fire bell rings what action(s) do you take?.....
.....
- 4 If the lockdown bell rings what action(s) do you take?
- 5 What is the route from your form room to the assembly point?
- 6 Where is the assembly point, and what do you do when you get there?
- 7 Why do you think the register is taken?
- 8 Why do you think Fire/Lockdown Drill practices are held on a regular basis?.....
.....

Extra-Curricular Activities

Take the opportunity of making new friends and trying out new activities, or ones you already enjoy.

There will be a large number of clubs offered to you outside normal lessons.

TAKE ADVANTAGE OF THESE CLUBS - go along, you might enjoy yourself.

Fill in the table below as you join the various clubs throughout the year or make a record at the back of your PSCHE book.

Details of extra-curricular clubs will be circulated every term.

Club	Teacher	Day	Time	Place

Get Involved !!!

Extra-Curricular Activities for Year 7

Year 7 students have a tremendous range of exciting opportunities ahead of them. Details of extra curricular clubs will be circulated every term. The list that follows identifies examples of the types of activities that are on offer and that we hope students will take advantage of.

Art and Design

Open workshop - most lunchtime

Variety of Art-based competitions and specific clubs (for example designing the Induction Day cover)

Drama

An opportunity to be in or see an Open-Air Shakespeare performance in the Summer Term

KS3 Drama Club

Whole School Drama Production Club

Languages

Festival of Languages

Chinese Club

Spelling Bee Competitions

Language Leader programme

Music

Chamber Groups

Ukelele Band

Junior Choir

Flute Choir

Guitar Ensemble

Recorder group

School Orchestra

Wind Band

Science

Variety of Science based competitions and clubs

Sport

Athletics

Basketball

Fencing

Gymnastics

Rounders

Swimming

Table Tennis

Badminton

Dance

Fitness

Hockey

Netball

Running Club

Tennis

Trampolining

Additional trips eg Netball – national matches

Gymnastics and Dance - Performance / Show

Inter-tutor competitions across full range of activities

Opportunities for School Teams in a range of activities

Other activities

KS3 Computing Club

School Newspaper: The Kilt

Library Leaders

Library open before, during and after school each day

Maths ϕ Club

PSHE workshops, off timetable activities and out of school events

Debating Club

Dungeons and Dragons Club

Student Voice

What To Do If...

These are situations that you may come across in your time at Colchester County High School for Girls. See if you can solve the problems that your friends may ask about.

Lucy comes into school late. She is not very late but because she didn't know what to do when she has missed registration, she asks you "How do I get marked in?"

Philippa has been absent from school for three days. You go to visit her at her house to see how she is. She asks you what she should do when she returns to school. What do you say?

Amna is a friend of yours in a different class. She has Biology after break and says "I do not want to go to Biology because I have not done my homework." She suggests that you sneak out of school until lunchtime. What is your reaction?

Your English teacher has asked you to come and see her at lunchtime in the English office, but you do not know where the office is. How can you find it?

Suzie has torn her only school skirt on the way home. She does not want to get in trouble for not wearing school uniform the next day. What should she do?

You have a dentist's appointment at 10.00. You need permission to leave school. What is the procedure?

Joanna has forgotten to top up her ParentPay account for lunch and asks you if you can put through her lunch on your account. You only have enough for one main meal. Who do you tell her to see?

Someone you know is being bullied and is frightened to say anything in case it makes it worse. What would you do?

Sukruthi has been playing netball at lunch. She fell over and her wrist looks very swollen and is painful. What should you do to help?

During a lesson your friend Isobel takes out a bag of sweets and offers you one. What should you do?

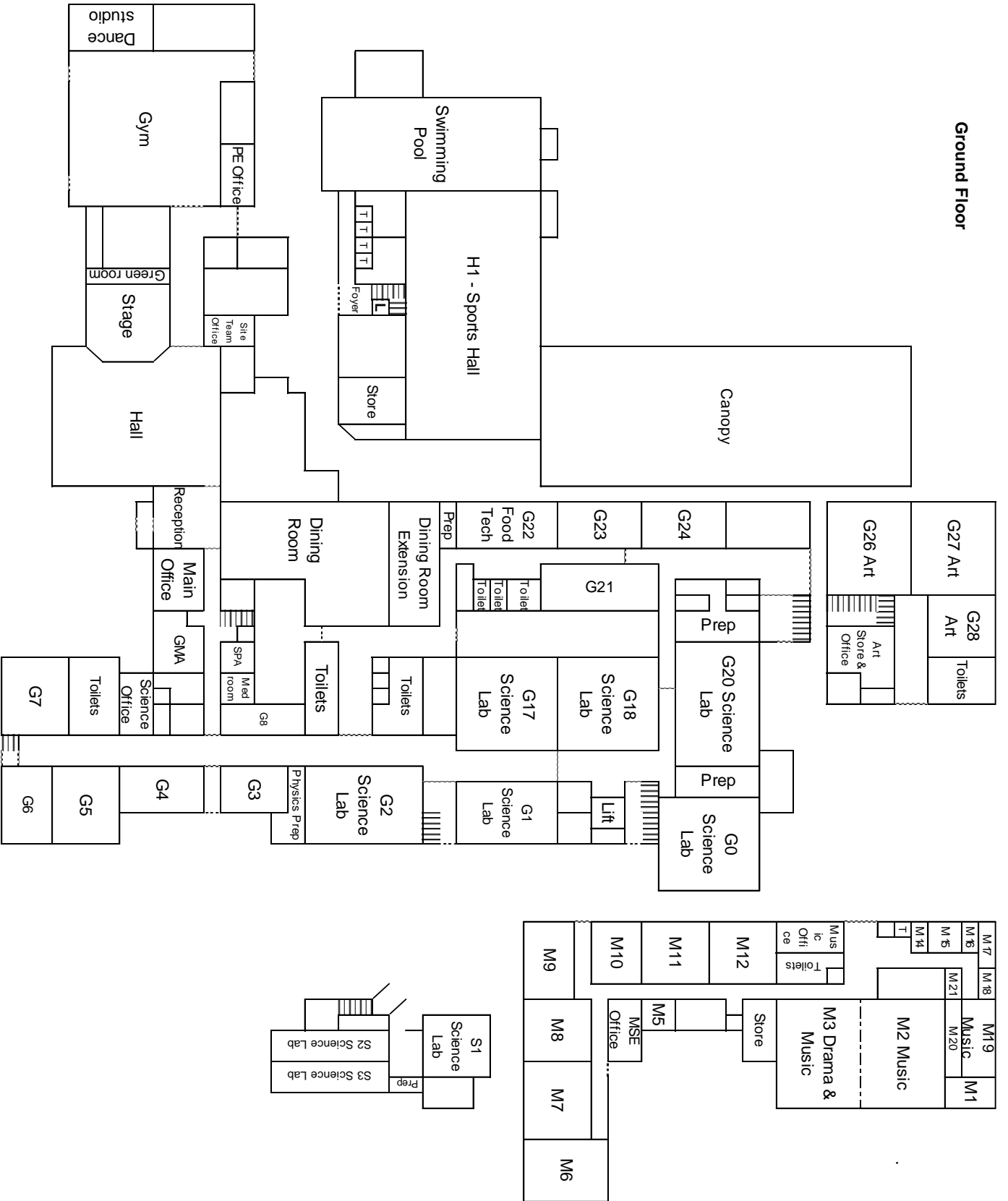
Esther has forgotten her English homework. How can she avoid getting into trouble with her teacher?

Mary has forgotten her PE kit and cannot borrow any from anybody in the class. What advice would you give her?

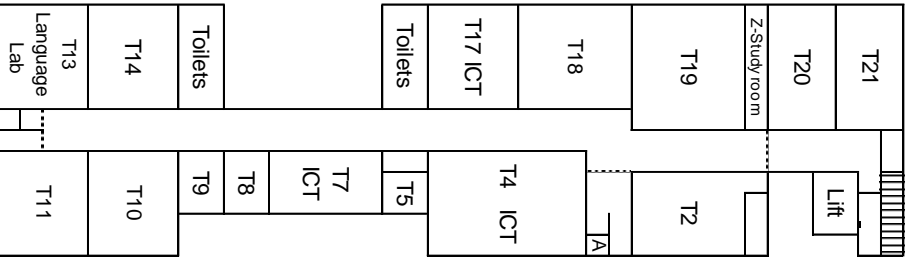
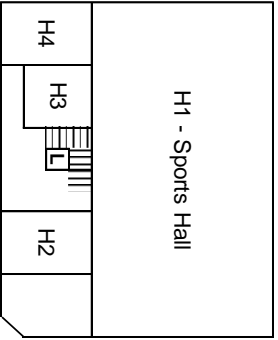
Notes

School Map

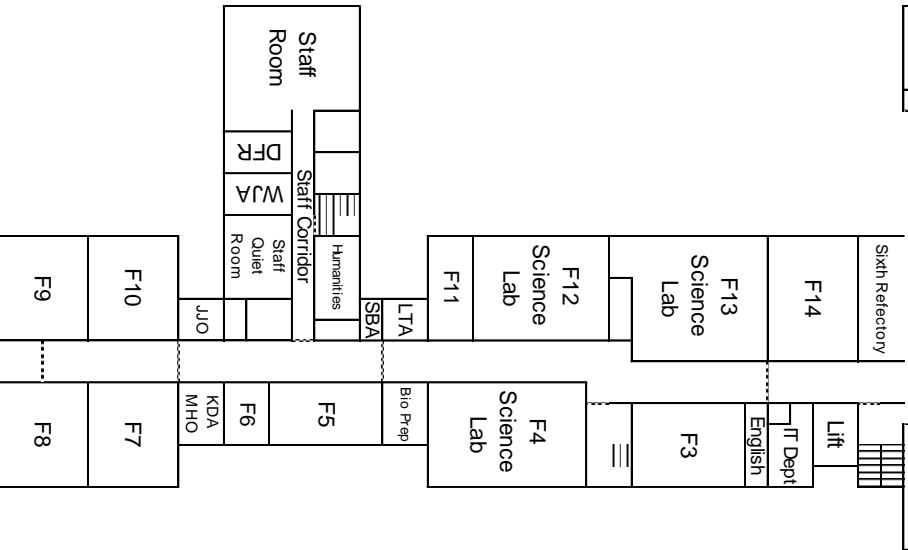
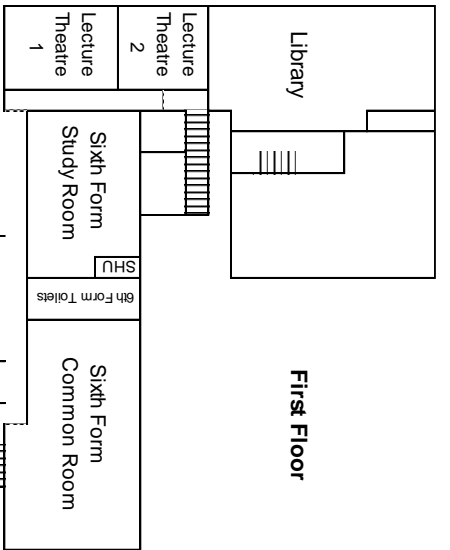
Ground Floor



Top Floor



First Floor



FIRE ASSEMBLY POINT-ON FIELD