



Formby High School

YEAR 7 PARENT HANDBOOK 2021



— Get on board and make a flying start! —





MESSAGE FROM THE HEADTEACHER

Starting secondary school is an exciting new challenge which can be overwhelming both for students and their parents. There are so many differences between primary and secondary school and children will initially feel out of their comfort zone. They are expected to cope with a lot of changes in their routine and become more independent and responsible for organising themselves. Children worry that they will get lost, that they won't like their teachers or that they won't make friends, and part of our job is to give you information to help reassure them.

As parents, you will have your own worries about transition. Over the last 18 months we have all had the added uncertainty created by Coronavirus, school closures and self-isolation with which to contend. I am also aware that many families will have lost loved ones or watched them suffer as a result of Covid-19. From September, our role will be to address and alleviate both the general concerns regarding transition as well as the additional strain created by the current situation. In this guide we have tried to give you as much information as possible to help you and your child prepare for high school and adjust to the new routine. We also explain how we can support you with any problems you may have.

The key to successful transition is to encourage students to be organised and establish a routine. The habits your child develops in Year 7 will stay with them throughout secondary school so it is worth the effort to encourage independence and responsibility from the start. It can be difficult to strike the right balance at first and parents can end up doing too much or too little for their child. A useful tip is that you should never do anything regularly for your child that they are capable of doing for themselves. Children often require a lot of help and support in the first few weeks but after that they are usually capable and keen to take responsibility for themselves.

This handbook is designed to give you all the information you need to support your child's transition to Formby High School. We have tried to provide as many practical tips and ideas as possible so you can help him/her become more independent, enjoy their learning and embrace the school's motto 'Determined to Achieve'.



GOVERNORS

We are fortunate to have a dedicated, experienced Governing Body who work closely with the school as critical friends and strategic partners. Collectively, our Governors have a diverse range of skills and experience and are willing to give their time and commitment in support of the school. The main functions of the Governing Body are to:

- Ensure all students have an excellent education
- Provide challenge and support to the Headteacher and staff
- Represent parents and the local community
- Ensure the school spends public funds responsibly



Mrs F Grieveson
Chair of Governors

Governors carry out their responsibilities in a number of different ways, including visits during the school day, working closely with the Headteacher, Senior Leadership Team and staff, and attending formal Full Governing Body and committee meetings. The Governing Body is made up of a variety of community, co-opted, parent and staff Governors who each serve a four year term of office. They are determined to support the staff of Formby High School in providing the best education and the safest learning environment for all students so they can fulfil their potential. We were delighted to be awarded the Governor Quality Mark in recognition of the excellent work of the Governing Body.

Governors look forward to meeting new parents at any of the school events, attending productions, concerts, sports fixtures and Friends of Formby High School functions. In addition, we would welcome conversations at our Year 7 Parent Consultation Evening and at the Headteacher Surgeries, where a Governor will be present.

For Surgery appointments and all other communication with the Governing Body, please contact our Clerk to the Governors, Mrs L Forster.

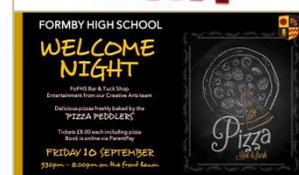
FRIENDS OF FORMBY HIGH SCHOOL



The Friends of Formby High School (FoFHS) are a pivotal part of the life and work of the school. This dynamic group of parents and staff generously volunteer their time and energy, working tirelessly to support and promote the school and its students. Over recent years, their fundraising efforts have supported the purchase of a minibus, development of the performing arts specialism, the new table tennis quad and most recently, spearheading the school library project and providing dictionaries for Year 7 students.

Throughout the year, a calendar of fundraising events are organised to support a number of school projects and local charities (here to the right, are just a few examples of last year's fabulous events). We very much hope that 2021-22 will include the return of our New Year 7 Family Welcome Night, our annual Quiz Night and much, much more.

We would welcome the support of new parents at our half termly meetings. Please contact us on fofhs@formbyhighschool.com for further information.



SENIOR LEADERSHIP TEAM



Mr D Mackenzie
Headteacher



Mrs K Blanchard

Deputy
Headteacher



Mr S Cook

Senior
Assistant
Headteacher



Mrs G Parkinson

Assistant
Headteacher



Mr P Slater

Assistant
Headteacher



Mrs A Harrison-Forsyth

Assistant
Headteacher

YEAR 7 TEAM

All students are allocated to a dedicated tutor group throughout their time at Formby High School. Each day starts with registration with their form tutor. We also have a year group assembly once a week in the School Hall.

Mrs G Edey
(Science Dept)

Climate for
Learning Leader
for Year 7



| | | |
|----|---------------------|--------------------|
| 7F | Mr Jenkins | Mathematics |
| 7O | Mr Tynan | Business/Computing |
| 7R | Mr McGuinness | Geography |
| 7M | Mrs Broomfield | English |
| 7B | Miss McDonald | Mathematics |
| 7Y | Miss Hill / Mr Hunt | RAVE / PE |

PASTORAL CARE

At Formby High School we have created a safe and welcoming environment for students. Your child can approach any member of staff if he/she has a problem and feel reassured that they will be listened to and offered help and support. To help your child settle in and make new friends, he/she will be put into a tutor group at the start of Year 7. The group will have a form tutor who will see the students every morning for registration and one full lesson each fortnight for RESPECT. If your child has a question or a problem, their form tutor is the first person they should go to for advice.

The form tutors will work closely with the Climate for Learning Leader for Year 7 to make sure all students in their tutor group are making progress and settling in to life at Formby High School. As a parent, if you have any concerns about how your child is settling in, or any particular problems you would like to make us aware of, you should contact the school and speak to Climate for Learning Leader for Year 7.



Mrs Blanchard

Designated
Safeguarding Lead



Mrs Taylor

Pastoral Support
Manager



Mr Silcock

Pastoral Support
Worker



Mrs Butterworth

First Aid



Based in and around the **Well-Being Centre**, our dedicated and experienced Pastoral Team will always try to resolve students' problems and provide help, support or just a listening ear.

YOUR FIRST YEAR

AUTUMN TERM 2021

| | |
|---|---|
| Wednesday 1 September Thursday 2 September | INSET Day 1 (staff only) Term starts with a Welcome Assembly at 10.00am for Year 7 |
| Friday 3 September Thursday 23 September Friday 22 October | Normal timetable for all years Open Evening INSET Day 2 (staff only) |
| Monday 25 – Friday 29 October | Half Term |
| Monday 1 November Thursday 25 November Friday 26 November Friday 18 December | Term resumes Presentation Evening INSET Day 3 (staff only) Term ends |

SPRING TERM 2022

| | |
|---|--|
| Wednesday 5 January | Term commences |
| Monday 14 – Friday 18 February | Half Term |
| Monday 21 February Tuesday 22 February Friday 3 April | INSET Day 4 (staff only) Term resumes for students Term ends |

SUMMER TERM 2022

| | |
|--|---|
| Monday 18 April Monday 2 May | Term commences May Day Bank Holiday |
| Monday 30 May – Friday 3 June | Half Term |
| Monday 6 June Friday 24 June Wednesday 20 July | Term resumes INSET Day 5 (staff only) Term ends |



OUR SCHOOL DAY

One of the first things that your child will have to get used to is the school timetable. Your child will be given a timetable on their first day. A duplicate copy will be provided to take home and display in the bedroom or on the fridge, to be referred to when packing the school bag. Students and parents can also find timetables within the Class Charts app.

Reading this timetable can be difficult at first because there are different times, subjects, rooms and teachers. Your child will get used to this after a while but to get him/her started we have shown an example timetable on the next page and how it should be read.

The first thing to understand is the times of the school day. Our school day is based on a fortnightly cycle. The timings for Week 1 of the cycle are:

| | |
|-------------------|--------------------------------------|
| 8.55am | Tutor Period |
| 9.10am – 10.10am | Period 1 |
| 10.15am – 11.15am | Period 2 |
| 11.15am – 11.30am | Break |
| 11.30am – 12.30pm | Period 3 |
| 12.30pm – 2.05pm | Period 4 (including 30 minute lunch) |
| 2.10pm | Period 5 |
| 3.10pm | End of day |

The timings for a Week 2 are the same except for Friday afternoons. **Every Friday afternoon of Week 2, school finishes at the end of lesson 4 at 2:20pm.**

Each year group has an assembly once a week. On the day of the assembly students should arrive at school and line up outside the School Hall at 8:50am so that assembly can start at 8:55am.

OUR CURRICULUM

For the first time, students will have many different teachers and lessons will be held in different rooms around the school. Most of the subjects will be familiar to your child but there will be some differences in the way they are taught. For example, Science lessons will take place in a laboratory. There may also be some new subjects that your child has not experienced before. At Formby High School, students in Year 7 study the following subjects:



English



Geography



Mathematics



History



Science



Music



Art



Physical
Education



Computing



RESPECT



Design Thinking



Religious and
Values
Education
(RAVE)



Drama



Spanish

YOUR TIMETABLE

This is how a week of your child's timetable may look like. It shows each lesson (or teaching period), the subject, the teacher's initials and which room in which the lesson will take place. The timetable will be different for Week 1 and Week 2. It is important to remember which week of the cycle it is so that your child brings the right books and equipment to school.

TEACHING PERIOD

WEDNESDAY WEEK ONE

| | Mon1 | Tue1 | Wed1 | Thu1 | Fri1 |
|----------|----------------------|----------------------|---------------------|----------------------|---------------------|
| 1 | Science SHR L3 | English CGL P11 | Computing ARI P8 | Computing JNI C18 | Music CWI A1 |
| 2 | Maths ASY A11 | Phys. Ed. EBR SH | Phys. Ed. EBR SH | Maths ASY A11 | Science SHR L3 |
| 3 | Design DWA P7 | Spanish LCR C7 | Maths ASY A11 | Spanish LCR C7 | Maths ASY A11 |
| 4 | Geography AMA C11 | History SQU P9 | English CGL P11 | Design DWA P7 | English SBE P11 |
| 5 | Spanish LCR C7 | Religious MST A12 | Science SHR L3 | History KKA C15 | Phys. Ed. SRI SH |

It will be a Week 1 when students start in September and the weeks will alternate from there. If the last week of a half-term is a Week 1 then the first week of the next half-term will be a Week 2 and vice-versa.

TEACHING ROOM

SUBJECT

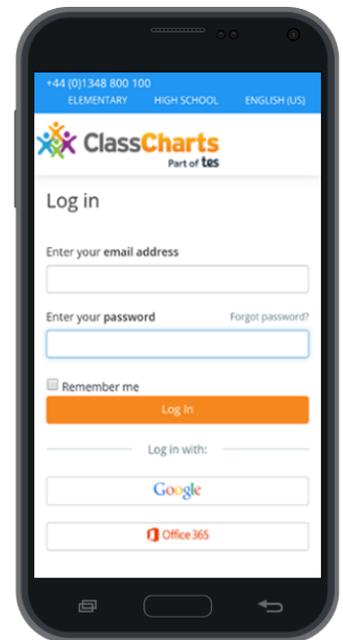
CLASS TEACHER

TOP OF THE CHARTS

Part of ensuring a happy and successful transition to secondary school is being organised and planning ahead. This will be a new challenge for students in Year 7 and we use the **Class Charts** app to help them get organised and enable you and your child to plan ahead. Students and parents have access to this fantastic tool to help your child manage homework, monitor progress and record achievements.

Homework is set by teachers with a clear explanation of the task to be completed, a realistic due date and any attached resources or web links required to complete the task. Students can also upload work for feedback using the same system.

There is also a useful 'Announcements' section for important messages to individuals, groups and year groups.



GET SMART

It is important that your child comes to school in full school uniform every day. For many students, the uniform will be more formal than they are used to and they will have to wear a shirt and tie and blazer for the first time. Students are expected to wear this uniform smartly and with pride.

The school website features full details of the school uniform and P.E. kit that your child will need from September. All items of uniform and P.E. kit **must be labelled with your child's name** and tutor group. This will avoid confusion, particularly when the students are getting changed for P.E., and also help us to return any lost items to their owners.

You can use the picture opposite as a useful guideline for what your child's uniform must look like and further guidance can be found on the school website.



GET ORGANISED

In order to ensure students are ready for lessons and examinations at all times, we also produce a comprehensive school equipment list. Form tutors are encouraged to check that students are fully equipped and we have a competitively-priced school equipment shop which operates each morning in the Finance Office.



IN THE BAG

Part of getting organised is making sure that your child has the right equipment for school. It is a good idea for students to pack their bag the night before, using their timetable as a reminder of what they will need.

Your child should have a school bag that is big enough to carry A4 size books or folders and keep them dry. All items on the equipment list are required every day, along with a packed lunch (or top up your child's meal account via ParentPay to enable them to purchase a school meal and a drink). Your child should then make sure that he/she has all the books for lessons that appear on his/her timetable for that day.



At the start of term, the school will request a non-refundable contribution of **£10.00** per student to provide a Class Charts subscription and library membership for five years, as well as the provision of consumable resources for Design Thinking lessons AND an FHS water bottle.

Lockers are very useful as they provide a safe place to store bags. PE kits and belongings on busy days. From September 2021, we will have lockers available for students use at locations across A Building. These will be available on a daily use basis and students will need their own padlock.

PLATINUM

150

GOLD

100

60

SILVER

25

BRONZE

REWARDS POINTS

The 'spirit' of our popular rewards system is firmly rooted in an 'over and above' mindset. Students across the school can accumulate points which will be recognised through termly reporting to parents and by being awarded bronze, silver, gold and platinum badges as they accumulate points throughout the year. Students will be asked to wear the badge(s) on their blazer.

Students can gain points for a whole host of reasons and activities, from exemplary classwork and effort in class, fantastic homework and independent research, extra-curricular participation, ambassadorial and community service duties and much, much more.

HOMework

Homework is a vital part of learning and encourages students to think independently and use their initiative. In order for marking to be effective it will be used to regularly assess the progress a student is making.

Students can expect to receive detailed and incisive feedback from their teachers on **at least two occasions each half term**. The only exceptions to this will be the subjects at Key Stage Three that are allocated one period of teaching per week (RAVE, Art, Design Thinking, Cooking and Nutrition, Music, Dance and Drama). This may be feedback on an assessment completed during a lesson, a homework task or a more summative examination.

When homework is set, the teacher will upload their tasks to **Class Charts**. You can then monitor the work your child has been set and help him/her to organise their time to complete it. Students should try to get into the habit of doing their homework on the night it is set, rather than leaving it until the last minute. If your child is regularly struggling with homework, the subject teacher will be happy to assist; all they have to do is ask.



HOMework CAN BE...

- extension work
- reinforcing information
- learning facts
- independent research
- special projects
- individual practice
- revision



R Relationships

E E-safety

S Social

P Personal

E Economic

C Citizenship

T Teaching

A LITTLE RESPECT

RESPECT covers areas such as keeping healthy, staying safe and managing money as well as focusing on specific areas such as Drugs Education and Relationships and Sex Education. Lessons develop skills such as co-operative working and speaking and listening. Students also learn about topics such as how the country is governed at a local and national level, aspects of the law which relate to them and about the ways in which people can engage in democratic processes and take action to promote their views and help others. Lessons foster an understanding of the UK as a diverse society and the importance of mutual respect and tolerance. Students are actively encouraged to think of others and contribute to the wider community and whole school projects.

You can check our information video 'A Little Respect' on our school website

For students who wish to complete their homework independently here in school, we operate **STUDY+** sessions in one of our ICT suites. This extra-curricular activity offers the students access to computers and support staff, within a meaningful, relaxed working environment. Drinks and snacks are also provided.

STUDY+ HOMEWORK CLUB

- Homework
- Research
- Independent learning
- Revision

DEVELOP YOUR THIRST FOR KNOWLEDGE



SCHOOL LIBRARY

Our School Library is a valuable hub for independent learning, reading and literacy development across the school.

Year 7 students will not only have access to our large collection of fiction and non-fiction for private reading, but they will also have some of their English lessons in this great space.

Our School Librarian Mrs Ambrose, works closely with staff to introduce students to the inner workings of the library, navigating our online library system 'Oliver' and hosting events with visiting authors.

ACCELERATED READER PROGRAMME

Year 7 students will all participate in the Renaissance Learning Accelerated Reader programme which we will embed across the English curriculum through into Year 8. Following an initial online assessment, students will be encouraged and challenged to read a wide range of titles.

After finishing each book, students take an online quiz to check their understanding of the book's content, themes and characters. The system provides students with virtual rewards as well as valuable data to their teachers who will support next steps in class.

Parents will also have access to the system so they can support their child at home, encouraging conversation about their books around the table and on the sofa.

Help us promote a passion for reading and open up a world of imagination and wonder!

SUPPORTING STUDENTS

We look to ensure that students with Special Educational Needs and Disabilities (SEND) are included fully in all aspects of school life, including the curriculum, extra-curricular activities and school trips.

The level of support given by our specialist team is entirely tailored to the needs of the individual and we work in partnership with parents to get this right. They are encouraged to make a full and active contribution to their child's education every step of the way. Where appropriate, the team engages with external agencies to ensure the delivery of effective special educational needs provision.

We have a dedicated team of Teaching Assistants who support some students in the classroom where there is high literacy content, a subject with large practical elements or where there may be difficulties in numeracy. The aim of such support is to build student confidence and encourage independent learning over a period of time.

Formby High School offers a range of structured programmes to support identified students and these sessions may be delivered by one of our Teaching Assistants, the SENCO or a professional from an outside agency.



PLEASE DON'T STOP THE MUSIC!

Many students join us in Year 7 having received Music tuition whilst at primary school. This valuable provision is available for all instruments in school, including voice, woodwind, brass, strings, percussion and rock and pop instruments. The lessons operate on a rota basis across the normal school timetable. Individual music timetables are issued at the start of each term. It is expected that all students who take lessons will take part in one musical extra-curricular activity at an appropriate level. The fees allow for a ten-week cycle and a range of payment options are available via ParentPay.



Lessons are provided by specialist instrumental teachers from SKY Music Hub and the independent sector. Please contact Mrs Wilkins if you are interested in your son or daughter taking up an instrument or if they wish to continue lessons from primary schools. More details are available by contacting the Creative Arts Office creativearts@formbyhighschool.com

Please note that we may operate online lessons in the early stages of 2021-22. Full details will follow shortly.



Taking part in activities outside the classroom is a great way for students to build positive relationships, develop self-esteem and lead an active and healthy lifestyle. The commitment of our students to the extra-curricular programme and the high standards they display demonstrate that the school's mission 'Determined to Achieve' resonates way beyond their academic work. Formby High School prides itself on the quality and diversity of its extra-curricular programme. Curriculum areas across the school offer an exciting range of activities at lunchtimes, after school and at weekends to enhance the curriculum provision in creative, stimulating and challenging ways.

Within both the Creative Arts and the PE curriculum areas, we offer an enviable selection of opportunities. These place us firmly in the highest performing schools in the country in many activities with participation in local and national competitions, festivals and events. Students across the school are also engaged in Sports Leadership training and the Arts Council Arts Award programme to develop valuable leadership and creative skills. Activities such as these are enhanced further through opportunities to join the Science Club, Astronomy, Creative Writing Club, Culture Club and the Chess Club. Students are also actively engaged in self-managed charity work and web-based work.

We hope that students will find out all about FHSXtra at our Year 7 Freshers' Fair in early September!

Futsal
 SchoolParliament
 ScienceClub HighlyStrung
 RockSchool FHSsingers
 LatinLunchSambaBand
 Tear7DanceClub
 CodeBreakingClub
 TableTennis
 DramaTechCrew
 CreativeWritingClub
 Study+
 FormbyHighSchool
 JazzWorks
 Football
 Rugby
 TheWorksOrchestra
 DanceMasterclass
 Athletics
 ChessClub
 CultureClub
 Netball
 Bushcraft

**FHS
XTRA**

EXTRA-CURRICULAR

STUDENT VOICE AND SCHOOL PARLIAMENT

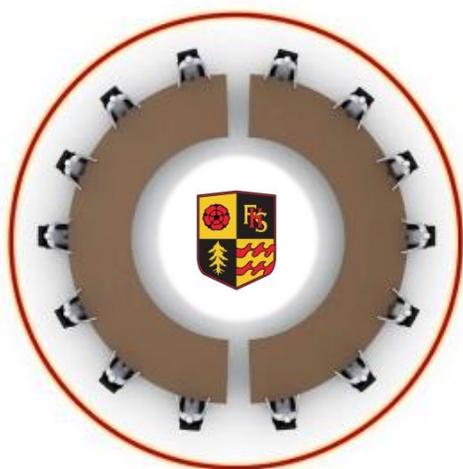


Students at Formby High School now have representation via a Parliamentary-style system. Each tutor group has two elected representatives who sit on their Year Parliament. Here students discuss issues together, often with a senior member of staff chairing the discussions. Any student who has been elected onto the Year Council is eligible to stand for election to the Junior Leadership Team (JLT). The rest of the year group then vote for their two favourite candidates who duly sit on the Junior Leadership Team for that academic year. The work of the School Parliament for 2020-21 will be spearheaded by Mrs Parkinson.

The purpose of the parliamentary system is to:

- give pupils a real voice within a manageable system
- encourage students to take ownership and responsibility for their school
- enable staff to gain a student perspective
- raise awareness about democratic systems and rights in line with Citizenship education

The focus for Parliament meetings will change on a half termly basis so that each year group has the same topic to consider and then can each present their feedback, ideas and thoughts on that specific area. This whole school focus will allow the student voice to be quantified and hopefully make the School Parliament's existence much more important.



BREAKS & LUNCHTIMES

We want students at Formby High School to get the most out of their free time, as well as their lessons. The school day is structured with breaks between most lessons so students can relax, re-charge their batteries and improve concentration for the next lesson. Staff are on duty outside and in the school buildings at break and lunch times to ensure the safety of our students. There are water fountains in some of the school corridors which students are encouraged to use if they need a drink but we do not provide cups. Your child should bring a plastic bottle to school to fill up with water if required.

ABsolutely!
CATERING

At lunchtime, students can eat their own packed lunch or they can purchase hot or cold food from the Dining Hall. The main meal generally costs £2.50 and more money would be needed if your child wishes to buy a snack/drink at break time.

The school operates a cashless catering system using biometrics – you have already received information regarding registration. We have an online payment system (ParentPay) for school meals and you will receive registration details for this from our Finance Department.

FREE SCHOOL MEALS

As you may be aware, the Government provides funds to support students in receipt of Free School Meals. If you qualify and register, not only will you be able to access free school meals (potentially saving you up to £450 per year) but the school will also receive additional funding to support students.





REPORTING & PROGRESS

At Formby High School we have many different ways of keeping you informed and involved with the progress your child is making and what is going on at school. There has been a considerable amount of change to the way in which we assess students' progress and attitude to learning at Key Stage Three. As part of the final phase of our transition process, all parents will be invited to our the New Year 7 Parents' Information Evening in the Autumn Term, where we will explain how we set academic 'Achievement Bands', introduce our assessment system and how we will report your child's progress to you.

You will receive Screening and Progress Reports throughout the year, including 'Tweet' style feedback identifying students' strengths and targets for improvement. There will also be a Parent Consultation Evening where you can meet with some of your child's subject teachers to discuss the progress he/she has made.

SCHOOL RULES

Here at Formby High School we expect the highest standards of behaviour from our students and ask that they follow the guidance given below whilst in school or travelling to or from it as our ambassadors whilst wearing their uniform.

All students have a responsibility to behave sensibly, show consideration for others, and to maintain a safe environment at all times. They have an obligation to report any damage to school property or poor behaviour to a member of staff. We expect the very highest standards of effort and behaviour asking our students to work hard and to respect themselves and others.

MOBILE PHONES

We understand that it is sometimes necessary for a student to bring his / her mobile phone to school. However, phones must not be used in school and the following rules apply:



- The school is 'Phone Free from Gate to Gate'. The phone must be switched off prior to entering the school campus.
- The phone must remain off and out of sight at all times during the school day (preferably in lockers or bags).
- Students are not allowed to wear headphones at any time in school, including during morning break and lunchtime.
- Only with the express permission of a member of staff is a student allowed to use a mobile phone in school.

KEEPING IN TOUCH

PARENTMAIL®

Formby High School regularly uses ParentMail® to communicate with parents. At the start of September, you will receive an email from ParentMail, regarding setting up your registration. It is essential that you register as soon as you receive the invitation as we will send most school communications via this method and would not want you to miss out on any information.

SCHOOL WEBSITE

The school website is also a valuable source of information for all parents. It is updated regularly with school news and details of forthcoming events. Details of term dates and information about different departments are also available on the website. The website can be also set up as an app on your smartphone or tablet.

The address is www.formbyhighschool.com

TWITTER

To receive real time information about events and news at the school, follow us on twitter: @FormbyHigh



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