

# Notes



Sir William Romney's School



## **CURRICULUM AND PASTORAL GUIDE**

**YEAR 7**

**ACADEMIC YEAR 2015-2016**

## Notes

# Teaching Staff Email Addresses

NAME	POSITION / DEPARTMENT	EMAIL ADDRESS
Barker, Mr D	Leader of Learning Science & PE	<a href="mailto:d.barker@swr.gloucs.sch.uk">d.barker@swr.gloucs.sch.uk</a>
Blackwood, Mr F	Second in Mathematics	<a href="mailto:f.blackwood@swr.gloucs.sch.uk">f.blackwood@swr.gloucs.sch.uk</a>
Blake, Mrs L	Curriculum Coordinator Drama / Learning Manager Y10-11	<a href="mailto:l.blake@swr.gloucs.sch.uk">l.blake@swr.gloucs.sch.uk</a>
Brown, Miss K	Teacher of Girls' PE	<a href="mailto:k.brown@swr.gloucs.sch.uk">k.brown@swr.gloucs.sch.uk</a>
Brown, Mrs S	Learning Manager Y7 / Teacher of Childcare	<a href="mailto:s.brown@swr.gloucs.sch.uk">s.brown@swr.gloucs.sch.uk</a>
Copcutt, Mrs S	Second in Science	<a href="mailto:s.copcutt@swr.gloucs.sch.uk">s.copcutt@swr.gloucs.sch.uk</a>
Daniels, Miss J	Assistant Headteacher	<a href="mailto:j.daniels@swr.gloucs.sch.uk">j.daniels@swr.gloucs.sch.uk</a>
Davies, Mr C	Leader of Learning Creatives	<a href="mailto:c.davies@swr.gloucs.sch.uk">c.davies@swr.gloucs.sch.uk</a>
Dorber, Mr J	Learning Manager Y9 / Teacher of Mathematics	<a href="mailto:j.dorber@swr.gloucs.sch.uk">j.dorber@swr.gloucs.sch.uk</a>
Duke, Mr M	Curriculum Coordinator ICT	<a href="mailto:m.duke@swr.gloucs.sch.uk">m.duke@swr.gloucs.sch.uk</a>
Fairclough, Mr J	Teacher of History	<a href="mailto:j.fairclough@swr.gloucs.sch.uk">j.fairclough@swr.gloucs.sch.uk</a>
Farr, Mr J	Curriculum Coordinator Boys PE	<a href="mailto:j.farr@swr.gloucs.sch.uk">j.farr@swr.gloucs.sch.uk</a>
Findlay, Miss D	Learning Manager Y8 / Teacher of English	<a href="mailto:d.findlay@swr.gloucs.sch.uk">d.findlay@swr.gloucs.sch.uk</a>
Gibson, Mrs J	Teacher of Science / T&L Coordinator	<a href="mailto:j.gibson@swr.gloucs.sch.uk">j.gibson@swr.gloucs.sch.uk</a>
Godwin, Mr D	Curriculum Coordinator History	<a href="mailto:d.godwin@swr.gloucs.sch.uk">d.godwin@swr.gloucs.sch.uk</a>
Hancock, Miss R	Curriculum Coordinator Music	<a href="mailto:r.hancock@swr.gloucs.sch.uk">r.hancock@swr.gloucs.sch.uk</a>
Harrison, Mrs C	Teacher of French	<a href="mailto:c.harrison@swr.gloucs.sch.uk">c.harrison@swr.gloucs.sch.uk</a>
Hopson, Miss K	Assistant Headteacher / Leader of Learning Mathematics & ICT	<a href="mailto:k.hopson@swr.gloucs.sch.uk">k.hopson@swr.gloucs.sch.uk</a>
Jones, Miss C	Teacher of DT Food	<a href="mailto:c.jones@swr.gloucs.sch.uk">c.jones@swr.gloucs.sch.uk</a>
Jones, Mrs J	Curriculum Coordinator Geography	<a href="mailto:j.jones@swr.gloucs.sch.uk">j.jones@swr.gloucs.sch.uk</a>
Lomas, Mrs I	Curriculum Coordinator RE	<a href="mailto:i.lomas@swr.gloucs.sch.uk">i.lomas@swr.gloucs.sch.uk</a>
Lynham, Mrs T	Leader of Learning Humanities	<a href="mailto:t.lynham@swr.gloucs.sch.uk">t.lynham@swr.gloucs.sch.uk</a>
Mackay, Mr S	Headteacher	<a href="mailto:s.mackay@swr.gloucs.sch.uk">s.mackay@swr.gloucs.sch.uk</a>
Manser, Mrs B	Teacher of Mathematics	<a href="mailto:b.manser@swr.gloucs.sch.uk">b.manser@swr.gloucs.sch.uk</a>
Pullin, Dr C	Teacher of Science	<a href="mailto:c.pullin@swr.gloucs.sch.uk">c.pullin@swr.gloucs.sch.uk</a>
Regan, Mr C	Teacher of French / German	<a href="mailto:n.randell@swr.gloucs.sch.uk">n.randell@swr.gloucs.sch.uk</a>
Rogers, Mrs N	Teacher of Art / DT	<a href="mailto:n.rogers@swr.gloucs.sch.uk">n.rogers@swr.gloucs.sch.uk</a>
Skipp, Mr R	Leader of Learning English with Drama & MFL	<a href="mailto:r.skipp@swr.gloucs.sch.uk">r.skipp@swr.gloucs.sch.uk</a>
Smith, Mrs C	Teacher of Science	<a href="mailto:c.smith@swr.gloucs.sch.uk">c.smith@swr.gloucs.sch.uk</a>
Staynings, Mr J	Teacher of English	<a href="mailto:j.staynings@swr.gloucs.sch.uk">j.staynings@swr.gloucs.sch.uk</a>
Wagner, Mr M	Curriculum Coordinator DT	<a href="mailto:m.wagner@swr.gloucs.sch.uk">m.wagner@swr.gloucs.sch.uk</a>
Williams, Mrs K	Teacher of English and Drama	<a href="mailto:k.williams@swr.gloucs.sch.uk">k.williams@swr.gloucs.sch.uk</a>

## Welcome to Sir William Romney's School

Year 7 is the beginning of a very exciting and important journey. Students are gently guided into a new and varied educational experience. They begin to develop a more independent approach to both academic and social skills. It is important that students form good working habits in this first year to secure a productive work ethic for the entirety of their school career.

The transition from primary to secondary school can be challenging for some, but students are fully supported by their tutors, teachers and the support staff. The induction programme, along with additional support such as 1:1 visits, student tours, primary visits, taster days and the summer school all secure a smooth transition. Our aim is to ensure all students have the best possible start at Sir William Romney's.

In Year 7 all students attend tutor periods. Initially within these sessions there is a focus on team building, social skills and the development of individual self esteem. To complement this induction all students participate in a team building visit. As we approach the second term and beyond, students utilise the tutor sessions to enhance their literacy and numeracy skills, along with developing a broad and balanced view of current issues. Students are allocated one tutor session per week in the Learning Resource Centre where they can read, access the ICT suite or participate in board games. Tutor sessions are also designed to ensure students can track their academic progress by reviewing their target grades which are based on their primary attainment and their CATs scores. Students then take the responsibility to set new targets to ensure they can take the next step to progress in their studies.

Students are actively encouraged to participate fully in school life, this includes extra-curricular activities. It is often the case that the students who engage in these opportunities often excel in their academic studies. The more students put in to their school career, the more they will benefit. Year 7 is the start of a new chapter in a student's life; it is important that they listen to and act upon advice from staff to reach their full potential.

This handbook has been designed to provide you with the necessary information to support you and your child in their first year at Sir William Romney's. It offers details on points of contact along with general information concerning school life. If you need clarification on any details please do not hesitate to contact me. I look forward to meeting many of you in the future.

Mrs S Brown  
Year 7 Learning Manager

# Curriculum

The curriculum in Year 7 has the following subjects: Art, Drama, Design Technology, English, French, Geography, History, ICT, Mathematics, Music, Personal Development, Physical Education, Religious Education, Science and Skills. The content of the core subjects is described in more detail below.

## English

In English at Key Stage 3 students develop their skills in Reading, Writing and Speaking and Listening. They will follow wide ranging schemes of work organised under themes such as "Childhood", "War" and "Language over time". Throughout all units there will be regular development of technical accuracy in written and oral communication and students will explore a range of forms both in their own writing and the material we read and study. This will range from whole fiction texts such as "Private Peaceful" to extracts from the works of Charles Dickens and Shakespeare. They also have one lesson per fortnight in the school library; during this lesson they will develop library skills, research skills and read both fiction and non-fiction texts. Regular reflection and response to feedback is built into schemes of work to ensure students are making as much progress as possible.

## Mathematics

During Year 7 students are set in four groups. All students will be working on the four main strands of Mathematics; Numeracy, Algebra, Geometry and Statistics. A piece of homework will be set once a week and will consist of a variety of tasks to support and consolidate their learning. We have very high expectations in the department and expect that all students arrive to lessons prepared to work and fully equipped. All students should have: green pen, black pen, pencil, ruler and scientific calculator (which can be purchased from the department for £5.50).

## Science

In Science at Key Stage 3 students follow the Activate Science programme which incorporates Biology, Chemistry and Physics, and has been developed in line with the new KS3 Science National Curriculum. The integrated learning develops students' scientific knowledge and investigative skills that help relate science to the real world. Students have seven one hour lessons over the two week timetable which is divided between two or three teachers teaching different topics concurrently. Students are given specific targets and levelled objectives for every lesson to ensure they can take ownership of their own learning. This also means staff and students can easily monitor progression throughout the topic. End of topic assessment occurs every six weeks. Topics taught:

Biology: Cells, structure and function of body systems, reproduction

Chemistry: Particles and their behaviour; elements, compounds and atoms, reactions, acids and alkalis

Physics: Forces, sound, light, space

# Extra-Curricular Activities

There is a wide range of clubs and activities available to students throughout the Year. The majority of these take place either at lunchtime or at the end of the school day. There are sometimes visits organised by the school in the evening and you will be informed about these as they occur.

LUNCHTIME CLUBS			
DAY	YEAR	WHAT	WHERE
Monday	All 10 & 11 All	SEN Club Multi Gym Cross Country Club	Sports Hall Sports Hall Outside
Tuesday	All 7 All	Netball Shooting Rugby Help with school work	Sports Hall Outside Library (from 1.30pm)
Wednesday	10 & 11 All All All	Multi Gym Ukulele Club Freeball Design Technology	Sports Hall Music Sports Hall DT
Thursday	All	Badminton	Sports Hall
Friday	All 10 & 11 10 & 11 All	Gymnastics Multi Gym Indoor Football Recorder Club	Gym Sports Hall Sports Hall Music
AFTER SCHOOL CLUBS			
Monday	11	Photography*	AR1 (finish 4.40pm)
Tuesday	7 to 9 7 to 9 All 10 & 11 All	Netball Rugby Choir ICT Japanese	Tennis Court Outside Music IT HU2 (finish 4.30pm)
Wednesday	10 & 11 10 & 11 7 10 & 11	Netball Rugby Pottery* Music GCSE Composition	Tennis Court Outside AR2 (finish 4.40pm) Music
Thursday	All 10 & 11	Design Technology Music GCSE Composition	DT Music

KS3 Future Tech & Coding Club - tba

\*Please see Mr Davies, Leader of Learning Creatives, if interested in Pottery or Photography Clubs

Remember there is a minibus service to Avening, Nailsworth and Horsley every Tuesday and Wednesday at 4.40pm

## Trips and Visits

The following trips involving Year 7 students are planned for this year. In addition, foreign trips planned for other year groups are included to give you an overview of the experiences offered in other years in the school. This may be subject to change. An estimate of the cost of each trip is provided.

### Year 7 only:

Science Festival	January	£10
Tewkesbury Abbey	June	£8
Normandy	July	£350

### Foreign trips:

WW1 Battlefields (Year 9)	July	£330
Ardeche 2017 (Years 8 to 11)	July	£760
Iceland 2016	July	£760

### Curriculum trips:

There are a number of curriculum based trips during the year and parents will be informed of these as they occur. In general these are relatively low cost (£10 - £25). These include drama, art and sports trips and are often open to all year groups.

## The Year 7 'Experience'

The best way to give parents an overview of Year 7 is to tell the story of the year...

Month	Date	Event
<b>September</b>		CATs Tests
	10th	BBQ & Disco
	18th	Whole School Walk
<b>October</b>	1st	Parent/Tutor Evening 5pm to 7.30pm
<b>December</b>	15th	Christmas Concert
<b>March</b>	9th	Parents' Evening 5pm to 7.30pm
	21st to 24th	School Production 7pm
<b>May</b>		Summer Uniform Commences
<b>July</b>	4th to 8th	Enrichment Week Normandy Trip

## Contact Details - Who's Who

Mrs S Brown - Year 7 Learning Manager  
s.brown@swr.gloucs.sch.uk

Mr J Fairclough - Tutor for 7JFH  
j.fairclough@swr.gloucs.sch.uk

Miss K Brown - Tutor for 7KB  
k.brown@swr.gloucs.sch.uk

Mr J Staynings - Tutor for 7JS  
j.staynings@swr.gloucs.sch.uk

Miss K Hopson - Assistant Headteacher  
k.hopson@swr.gloucs.sch.uk

Miss L Scourfield - SENCO  
l.scourfield@swr.gloucs.sch.uk

### Enquiry Guidance

For most enquiries the first point of contact should be the member of staff best able to deal with the issue in the first instance:

- Single subject related - subject teacher then Head of Subject
- Multi-subject / general progress issues - Form Tutor then Learning Manager
- Tutor group related - Form Tutor then Learning Manager
- Concerns about relationships/well-being - Form Tutor then Learning Manager
- Support for Learning - Miss Scourfield
- Attendance - Mrs Lomas
- Behaviour - Mrs Andrews

Any other enquiries - school office for advice

Plain white shirt with top button done up and school jumper.

School tie must be worn with the knot up to the neck.

Hair should be of a natural colour and style.

Any make up should appear natural.

Nail varnish is not allowed.

Skirts should be plain black and modest (near the knee), tube skirts are not acceptable. Girls may wear black trousers instead (these must not be jeans or skin tight).

If worn, tights and socks must be plain black or skin tone.

Plain flat black shoes must be worn.

A maximum of one small, plain stud may be worn in each ear. No other piercings are allowed.

A watch may be worn but no other jewellery is permitted.

Black tailored shorts may be worn in the summer.

**Winter Uniform**

**Summer Uniform**

## School Uniform

The winter and summer school uniforms are represented below. The winter uniform is worn from October until the end of Term 4 (usually April). The summer uniform is worn in Terms 5 and 6 until the end of September in Term 1. Sweaters, ties, polo shirts and PE kit are sold through the school.

Plain white shirt with top button done up and school jumper.

School tie must be worn with the knot up to the neck.



Hair should be of a natural colour and style.

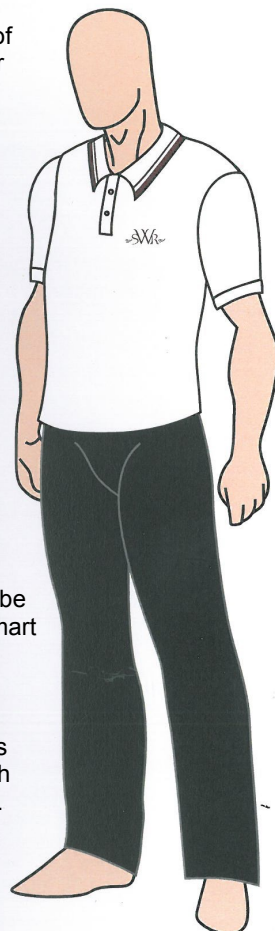
Shirts should be tucked in.

Trousers should be plain black and smart (no jeans).

Plain black shoes must be worn with plain dark socks.

**Winter Uniform**

A maximum of one small, plain stud may be worn in each ear. No other piercings are allowed.



A watch may be worn but no other jewellery is permitted.

Black tailored shorts may be worn in the summer.

**Summer Uniform**

## Homework

Homework is seen as being an integral part of the curriculum and gives students an opportunity to do research, practice skills and to work with a wide range of media. Some subjects, Mathematics, Languages, Science, English and Drama, require regular consolidation and opportunities for practising processes and so these subjects are set for students every week. All other curricular subjects set extended learning pieces on a carousel basis throughout the term. Students will be given a timetable for their extended learning pieces at the start of each term. In Year 7 these extended learning pieces take approximately one hour to complete, one and a half hours in Year 8 and two hours in Year 9.

All homework is recorded by the student in her/his planner. Planners are checked regularly by tutors and parents are asked to sign student planners once each week. There is an after school homework club called 'Explore' to support students in completing their homework.

## Learning Resources Centre

The Learning Resources Centre is open at break and lunchtime for quiet reading, newspapers and board games including chess and draughts. It is also open after school on Tuesday and Thursday to complete homework, do coursework or for revision.

The Learning Resource Centre lends fiction books which all students should have in their bags for registration and English. There is also a wide selection of non-fiction books, both curriculum-based and for hobbies.

## Setting Arrangements

All students in Year 7 will be set in Maths, English, Science, and Languages (French) based on their current attainment. For all other subjects students will be taught in mixed ability groups.

It is very important that students are placed in an appropriate group in the areas that are set by ability to ensure that they are challenged and engage with their learning. As students can make progress at different rates, at each reporting interval the progress and achievement of all students in the year is evaluated by the Learning Manager, and decisions about movements between sets are made in discussion with Leaders of Learning. Parents will be informed of any such decisions as soon as possible, usually by phone call and then by letter.

## Resilience

At Sir William Romney's School we value resilience highly. We encourage students to develop this skill and we report on students' level of resilience in every report.

Resilience is seen through perseverance; being on task in lessons; avoiding distractions; working to the best of one's ability and bouncing back quickly from disappointments. It can be viewed as a combination of effort and attitude.

Resilience is a vital skill for succeeding in life – in education, in employment and in all other areas of society.

## Reporting

Reports on students' progress are called Interims and are issued at key points during the year.

*Interims include:*

- current working levels/grades for each subject
- the students' target grades in each subject
- homework
- attitude to learning  
(both on a scale of 1-4, with 1 being high and 4 being low)
- attendance percentages
- behaviour report

The interims indicate through colour coding, whether the achievement has increased from last report and whether they have reached their target grade.

There are opportunities following every interim to contact school with any questions you may have via staff email addresses or by contacting the school office.

## Absence

Attendance at SWR is good and individual records of attendance appear as a percentage on a student's report. Students should aim for 100% attendance. If a child is absent from school, parents/carers are asked to phone the:

**SCHOOL ABSENCE LINE    01666 501099**

On each day of the absence, please leave a short message giving a reason and an indication of how long the student may be absent. If no explanation has been received for an absence, this may trigger an automatic absence alert call to home or mobile number.

Family holidays should be arranged during school holidays in order to ensure continuity of education for students. Please do not ask for leave of absence for a family holiday in term time. It is only in exceptional circumstances that the Headteacher has the legal authority to grant leave of absence in term-time.

### Lates

If a student arrives late at school, they must sign in at Reception. If a student is late twice in a week, without good explanation, we will require them to attend an after school SLT detention.

## Attendance

Mrs V Lomas

Tel: 01666 502378 Extension 227

Email: v.lomas@swr.gloucs.sch.uk

### Students are expected to:

- Be punctual and maintain a high level of attendance
- Attend registration at 8.55am and 2.05pm
- If arriving late, to sign in at the School Office and collect a late slip
- Not leave the school grounds without permission. Prior notice is required from parents for all medical/dental appointments where possible. For emergency appointments, parents should contact school on the morning of that day.
- Make every effort to catch up with any work missed when returning to school following any absence
- Report to their tutor, Learning Manager or Mrs Lomas any issues or problems they are having within the school that may affect their learning and attendance

### Persistent Absence

A student becomes a "persistent absentee" (PA) when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level does considerable damage to a student's educational prospects. All PA students (and those close to PA) are tracked and monitored very carefully.

## **Phoenix Room**

Mrs F Phillips & Mrs M Bannatyne  
Tel: 01666 502378 Extension 267/260  
Email: f.phillips@swr.gloucs.sch.uk  
Email: m.bannatyne@swr.gloucs.sch.uk

The Phoenix Room is staffed by Mrs Phillips and Mrs Bannatyne. The Phoenix Room is the Inclusion Centre for SWR and caters for students with emotional, social or behavioural problems. In short any student experiencing any issues whether at home or school, which impact upon their ability to learn, can be supported. This support may take the form of 1:1 sessions, small group work or in-class support. Referrals to the Phoenix Room are made by the relevant Learning Manager.

## **Inclusion Room**

Miss M Gatley & Miss L Kimber  
Tel: 01666 502378 Extension 280  
Email: m.gatley@swr.gloucs.sch.uk l.kimber@swr.gloucs.sch.uk

We offer tailored support to referred individuals and groups in the following areas - academic mentoring (all key stages) in class and in the inclusion room; KS4 GCSE coursework catch-up and academic success plans; behaviour for learning 1:1/group work; enrichment for behaviour and learning, and transition support/mentoring.

## **Behaviour**

Mrs L Andrews  
Tel: 01666 502378 Extension 283  
Email: l.andrews@swr.gloucs.sch.uk

The great majority of our students behave very well and are a credit to the school. However there are instances when the behaviour of individual students can affect the learning of others. If this is the case and a student does not follow staff instructions, the student may be relocated. On rare occasions this may result in isolation of the student in the Focus Room and this may include break and/or lunchtime, and parents are informed by letter. Students who behave in an unsafe, inappropriate or disrespectful manner at break or lunchtime are placed in the "Sin Bin".

## **Academic Targets**

All students are given end of year and end of Key Stage targets. These targets are based on a students attainment on entry to school (Key Stage 2 SAT results) and on the results of the CAT tests which are taken in Year 7. It is expected that Year 7 students will make at least 2 levels of progress, for example: from Level 4A at the start of Year 7 to Level 6A at the end of Year 9. Each year a student would be expected to make at least 2 sub-levels progress eg: 4C to 4A. The interim and full reports have the end of year targets and current attainment indicated on them.

Some practical subjects (Art, Drama, Music, DT) do not have accurate data on levels of attainment in these subjects from primary schools and these subjects therefore assess students at the start of Year 7 to determine the start point for target setting purposes. These subjects then set targets based on the same principles explained above.

For comparative purposes the average attainment in most subjects at the end of Year 9 is a high level 5 (5A) or low level 6 (6C).

## **Academic Monitoring and Mentoring**

The progress of students towards their targets is closely monitored by Learning Managers and students who are working below their expected level in a number of subjects may be identified for some additional support and this will involve mentoring by their tutor and/or another member of staff. Parents will be informed of arrangements for supporting students who are in need of additional support to achieve their potential.

## **Marking & Feedback**

Students will have their work marked on a regular basis. Marking will be formative and students will be told why they have succeeded (What Went Well) and how to improve (Even Better If). All marking will require students to improve their work based on their EBI comments. This will be completed in green pen. You are encouraged to check their work and to track their progress in their books.