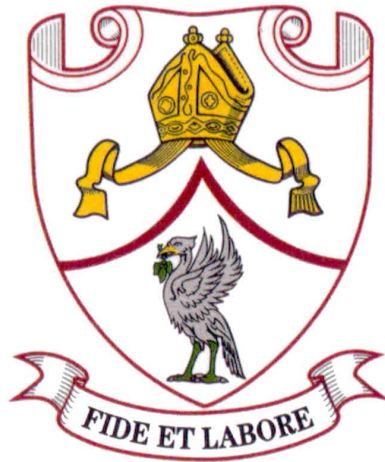


# **ST MARGARET'S C.E. ACADEMY**



*"Achievement by faith and  
work"*

**IMPORTANT INFORMATION FOR**

**NEW STUDENTS**

**(AND THEIR PARENTS!)**

**2024 ENTRY**

Please also check the school website  
[www.stmargaretsacademy.com](http://www.stmargaretsacademy.com)  
for all important information and updates

## **THE SCHOOL DAY**

When you arrive for school in the morning, students in Year 7 enter the school via Church Lane. Students must make their way to the Y7 tutor group lines, which are on the Small Yard, ready to line up by 8:45. From your lines, you will either go to your form room or to a Y7 collective worship in the drama hall. When you are not in a Y7 collective worship, during registration you will check that you have all the correct equipment for the day, have an opportunity for an act of worship with your tutor group and often do some reading together.

Unlike your primary school where most of your lessons are in the same classroom you will move about the school for different lessons. This may seem a little strange to begin with, but you will soon get used to the idea.

On the first day you will be given your daily timetable which tells you what lessons you have, in which rooms you will be taught and who will teach you the different subjects. Some of your lessons will be with other members of your tutor group so you can help each other to find your way around school. If you have any problems older students and members of staff will help you until you get to know the school a little better.

## **IMPORTANT INFORMATION YOU SHOULD KNOW ABOUT**

### **1. ROAD SAFETY**

Always use the crossing outside school when crossing the road and take care at bus stops and railway stations. Aigburth Road is a very busy main road. Students and parents/carers should take the utmost care at all times. If you come to school on your bike, please ensure you wear a helmet and be wary of reversing cars. Your bike should be stored in the bike shed on the small yard.

### **2. FIRE**

In each classroom there is a copy of the fire regulations and a plan of the school showing the route out of the building.

Make sure you have read the one in your classroom/form room. Fire drills are practised regularly during the school year.

### **3. CODE OF CONDUCT/REWARDS**

**SMART** (St Margaret's Acting Responsibly Together)

So that we can have an orderly community in which everyone can benefit we must all act responsibly together. A high standard of self-discipline and behaviour is required from all students. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors and one another.

Please move about the school in a quiet and orderly manner. Keep to the left, do not run and follow the school's one way system.

Always pay careful attention during lessons - learn to listen and listen to learn.

**There are 5 rules displayed in each classroom:**

- 1. Arrive on time and enter the room quietly.**
- 2. Come to the lesson properly equipped.**
- 3. Listen to and follow instructions immediately.**
- 4. Speak up in class when called upon.**
- 5. Treat others, their work and property with respect.**

Students following these rules will be rewarded with merits. Demerits and further sanctions are issued for any students who fail to adhere to these rules.

The SMART system also applies outside of the classroom and the simple rules for good behaviour in the corridors, the Dining Room and the yards can be found on posters around the school. Once again Points and/or consequences apply.

### **Rewards**

The rewards culture in school promotes and celebrates achievements of all pupils for the following areas:

- Attendance;
- Subject rewards;
- Behaviour;
- Sport;
- Music;
- Effort grades;
- Enrichment and volunteering;

- Pastoral reasons.

The school communicates rewards using:

- The Principal's commendation letter celebrating improvement;
- Merit Point letters celebrating a positive contribution to the school;
- Text messaging to celebrate achievements;
- Praise Postcards sent by teaching and pastoral staff;
- Prizegiving service is used to celebrate the attainment and achievement of students who have been awarded special prizes by the school. Collective worship and year assemblies regularly promote rewards;
- Golden Meal tickets are awarded to students from each year group who on a weekly basis accumulate the most merit points.

The school monitors the use of rewards using PARs, a data management system to centralise the recording of all merits and demerits; attendance; punctuality and behaviour reporting. It is the role of form tutor and HoY to oversee cumulative totals and ensure Pastoral Support Plans are well timed to halt any deterioration in behaviour

## Sanctions

There are four consequences that make up the classroom sanctions ladder. They are displayed in every classroom. Student should be reminded of them periodically. They must be used as described below. Do not introduce your own variations. It is also extremely important to be consistent when using them - research has shown that this is a major concern of the students.

Students must be told why they have been punished and what the next consequence will be. We need to be able to demonstrate to parents that students chose to misbehave in spite of repeated warnings and advice. **Never punish on suspicion and never punish the whole class. Pastoral colleagues will not support class teachers who offer whole class sanctions and will therefore remove these from the system. Students should not be asked to wait outside a classroom for any length of time unless they are subject to a time out pass instigated by HoY or SENDCO.**

### SANCTION 1 First Warning

If a student breaks one of the rules, his name should be recorded - either on the whiteboard/ mark book/PARs. He should be informed of this. **Discussion should not take place, nor should you ever remove a student's name in exchange for a promise of good behaviour.** If he breaks no further rules in the lesson, he suffers no further sanction.

### SANCTION 2 Second Warning

If a student breaks a second rule in the lesson (either the same rule or a different one), he should be warned that if he breaks another rule he will be given a 30 minute detention.

### SANCTION 3 30 minute detention

Students can be detained for 30 minutes for the following reasons:

1. Breaking 3 rules.
2. Serious misbehaviour - you should give students some advance warning of the kinds of misbehaviour that you consider are deserving of this level of punishment.
3. Failure to hand in homework after receiving a homework letter - see Homework Policy for details.

To be placed on a 30 minute detention, a student must be issued with a letter to take home. The detention should be recorded on PARs to generate a centralised register.

The student concerned has to serve the detention on the following school day and return the reply slip to his Head of Year at the start of the next day. The Head of Year is responsible for ensuring that the detention is served and for making arrangements for serving of two or more detentions given on the same day. Failure to report to a 30 minute detention will lead to 1 hour detention given by the student's Head of Year. Should a student fail to attend the 1 hour detention, he will be placed in the Internal Exclusion Unit on the next school day. If a student receives three 30 minute detentions for behaviour in any one school day, then they will be isolated in the Internal Exclusion Unit the next day and parents / carers will be invited in to discuss the student's behaviour. The Detention Duty is staffed by all teachers on a rotational basis - see separate guidelines for the conduct of this duty.

#### SANCTION 4 Internal Exclusion Unit

Students can be sent to the Internal Exclusion Unit for the following reasons:

1. Breaking 4 rules in a lesson.
2. Breaking the Severe Clause - see below for guidelines.
3. For receiving 5 X 30 minute detentions in one term.
4. For other serious misbehaviour outside of the classroom.
5. Selling items / goods for the value of money

Please note: The length of time spent in IEU can range from **1 lesson to 5 school days** depending to the severity of the incident. Generally, the first instance of being removed from a lesson in any one half-term will result in students staying in IEU for the remainder of that lesson. Any further visits will result in students staying in IEU for the equivalent of 1 school day.

#### BULLYING

Bullying may take many forms and will not be tolerated by the school in any form whatsoever. The school has an anti-bullying policy to reduce bullying, and students are regularly consulted to monitor and make suggestions about bullying.

If you are a victim of bullying, or if you observe incidents involving others, do not hesitate to inform a member of staff. You should not put up with bullies in school, nor in your group of friends.

Incidents can also be reported to Prefects, Peer Mentors and via the Sharp anonymous anti-bullying website.

#### OTHER PUNISHMENTS

In serious cases you may be suspended from school for a period of time and then invited to come in with your parents and agree to obey the rules in school before being readmitted. In very serious cases, students may be permanently excluded from school.

You are expected to obey all members of staff without argument. If you feel you have been unfairly treated you may appeal to the teacher concerned or Head of Year at the end of the school day.

Regardless of where you are, when in school uniform, the following acts are strictly forbidden and could lead to a temporary or permanent exclusion:

Physical violence

Bullying and/or threatening behaviour

Discriminatory behaviour

Damage to property

Purchasing alcoholic drinks

Disruptive behaviour on public transport

Theft

Possession of any offensive/dangerous items

Smoking

#### **4. PRESENTATION OF WORK**

Presentation of work is always important. Taking care over how you present your work will create a good impression on your reader. Always try your best to present your work with pride.

To make sure your work is presented appropriately, follow the following advice:

- Listen to and follow instructions from your teacher about how your work should be set out;
- Keep your books neat and tidy, free of any graffiti;
- Always head written work with a title and date. Both should be neatly underlined;
- Try to draft your work then check for content, organisation and accuracy. Rewrite as necessary, then write-up neatly;
- Take care with layout making proper use of margins and indented paragraphs. Write in blue or black ink and only use colour when this is necessary to aid presentation;
- S.P.A.G. (**S**pelling, **P**unctuation **A**nd **G**rammar):
  - Always check your work for spelling, punctuation and grammar. Do not hope for the best - make sure your work is correct otherwise your marks and grades will suffer in ALL subjects;
- You may be able to make use of the computer facilities in our Resources Centre and classrooms to improve the presentation of your work.

#### **5. HOMEWORK**

Homework is an important and necessary way to build on the things you will learn at St Margaret's. You will be set homework regularly that is designed to help you with your studies. All students are expected to do homework.

Some of the reasons for setting homework are given below.

1. to encourage students to develop the practice of independent study;
2. to develop perseverance and self-discipline;
3. to allow practice, where it is needed, of skills learned in the classroom;
4. to permit more ground to be covered and more rapid progress to be made;
5. to enable classwork to concentrate on those activities requiring the teacher's presence;
6. to open up areas of study, and to make possible use of materials and sources of information that are not available in the classroom. The Resources Centre is available for you to find information from a number of different sources;
7. to involve parents (and other adults) in students' work.

Try to do your homework at the same time each evening in a quiet place where you are free from distraction.

You are likely to achieve more by working for short periods than in a single long session when your concentration will lapse.

Above all, **PLAN AHEAD** to make the best use of time and do not leave projects, coursework or homework until the last minute.

#### **6. MOVEMENT ABOUT THE BUILDING**

When moving about the building, **WALK**, keeping to the left as much as possible. **DO NOT RUN**. Take extra care on the stairs.

The following areas are always out of bounds, unless accompanied by or with the permission of a member of staff:-

- Cricket and Sports Centre
- School field

- Classrooms, laboratories and computer study rooms
- Design Technology Suite and Garage
- Sixth Form Centre
- Staff Room
- School Offices
- Finance Office
- Medical Room
- Drama Hall

## 7. BEFORE SCHOOL, BREAK AND LUNCHTIME

All students must stay on the school premises once they have arrived in the morning. You must not leave during break or lunchtime.

The yards can become crowded at these times, as many games take place. It is important that students respect each other and their environment if we are to enjoy our leisure time in clean, safe conditions. Please place all litter in the bins provided.

Toilets in the main building are available for use at the start of break and at lunch times. Remember to use the toilet before school and at break and lunchtimes so that you don't need to go during lesson time!

The Resources Centre may be available at break and lunchtime, but you must go there within five minutes of the start of these breaks. It is important that you obey the rules when using the Centre - remember that students will be studying in there and need a quiet working environment.

## 8. CARE OF THE FORM ROOM

It is the forms' responsibility to ensure that their form room is kept clean and tidy. Any breakages or graffiti should be reported immediately to your Form Tutor or the Caretaker

## 9. SCHOOL UNIFORM

A high standard of personal appearance is expected of all students. We hope you take a pride in your appearance and keep your uniform in a good, clean condition. This is important for our reputation in the city.

All students are expected to wear full school uniform in school and when travelling to and from school.

Anyone arriving at school in non-uniform clothing may expect to be sent home to get changed.

<b>Shoes</b>	Plain black shoes (NOT TRAINERS/CANVAS/BOOTS) should be worn around school (except PE lessons). See enclosed sheet for help.
<b>Hair</b>	If hair hangs below the collar it must be tied back and not covering the face. Extreme styles will not be tolerated.
<b>Shirt</b>	Plain white – patterned shirts are not permitted. Shirts should be tucked in at all times.
<b>Ties</b>	Regulation year group tie. Ties must be worn at full length and top buttons must be properly fastened.
<b>Pullover</b>	School pullover or plain black V-neck only. Crew neck not permitted.
<b>Blazer</b>	Plain black with relevant house badge. This must always be worn throughout the school day unless permission is given in lessons to temporarily remove it.
<b>Socks</b>	Sober coloured only. Not white or bright colours.
<b>Jewellery</b>	No jewellery should be worn in school. Any items of jewellery may be confiscated, to be returned with receipt of a letter from parents.



<b>Coats</b>	Should be dark in colour and plain. Not to be worn moving around inside school.
<b>Trousers</b>	Tailored dark grey or black trousers should be worn, not denims/cords.

If you are unable to wear the correct items of school uniform for a justifiable reason you must bring a letter from a parent to explain the circumstances. This must be shown to your Form Tutor who will sign and return it so that you can carry it through the day. We expect the correct item to be worn the next school day unless other arrangements have been agreed by the Head of Year with your parent.

Note: it may be necessary to relax these regulations during hot weather. Such arrangements will be announced by staff.

## **10. P.E. KIT and OVERALLS/APRONS**

### **P.E. KIT/SPORTSWEAR (Available from Trutex and AMJ Schoolwear Ltd )**

Football and Rugby	Boots, games shirt (black/white striped), rugby shirt, black shorts, red socks.
Athletics & P.E.	No separate uniform is required for Athletics.
Cricket	Parents are encouraged to buy cricket whites and boots if students are selected for the school team.
Optional extras	Training shoes - these are acceptable for CERTAIN ACTIVITIES ONLY. They must only be brought to school when PE/Games is on your timetable.

**They must not be worn at break, lunchtime or travelling to and from school so that we can ensure the indoor PE areas are as clean as possible.**

### **PRACTICAL LESSONS**

An overall or apron must be worn in some practical lessons - particularly in Design Technology workshops.

Please ensure that all uniform, PE kit and apron are marked with your name.

## **11. EQUIPMENT**

Every student is expected to provide a clear pencil case providing:

- Black or blue pen
- Green pen
- Pencil
- Ruler
- Pencil sharpener
- Rubber
- Scientific calculator
- Highlighter
- Glue stick
- A reading book

This equipment is **ESSENTIAL** for you to take part fully in every lesson. If you don't have your equipment at the start of the day, you will get a demerit. If you get three demerits in a half-term, you will get a detention.

### **Note**

Personal radios/stereos, liquid paper, marker pens and aerosol sprays are not permitted in school. These items will be confiscated if found.

### **SCHOOL EQUIPMENT**

Text books and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.

### **BAGS**

A plain bag is needed for carrying books, equipment and PE/games kit.

## **12. VALUABLES AND LOST PROPERTY**

### **Valuables**

Please do not bring expensive items or large sums of money to school. Payment for school trips, holidays or other activities, can be made via Parentmail +Pay. If you do bring a large sum of money to school, it must be handed to the school office at the start of the day, in a clearly marked envelope bearing your name and form and the amount of money inside.

Mobile phones must not be visible, switched on, or used in any capacity whilst on the school premises. Should students wish to access their device to contact a parent then this can only be done under the supervision of their Head of Year. If parents wish to contact their son, then this can be done via the school office who will do their best to pass on the message. Should a phone be visible in school, it will be confiscated and kept in the front school office. The device will be placed in a safety deposit box and can only be returned at the end of the school day via Mr Gibbons, Mrs Wyke, Dr. Silverstone or the Head of Year. Colleagues in the office will not return phones. Should a mobile phone be confiscated, the student will receive a thirty-minute detention. Smart watches are discouraged, but if boys do have them their 'connected' functions must not be used in school. If boys do use them in school, they will be confiscated in the same way as mobile phones.

Buying and selling equipment and other articles is not permitted.

Do not leave valuables, including bus passes, in unattended blazers or coats. Hand them in to your PE teacher when doing PE/Games.

### **Lost Property**

The school has a designated area for lost property which is by the vending machine opposite the canteen. There is also a lost property section in the school sports centre. If you lose anything, please check these areas first. If you cannot find an item, you should also see your Head of Year who will help you. Go back to all the rooms you have been in, retrace your steps.

### **Personal Lockers**

All students are given a locker for their own personal use. The students are able to secure the lockers with a personal code shortly after they get one. The lockers can be used to store bags, coats, PE kit, books etc. They are accessible only at certain times during the day.

## **13. FOOD**

Hot and cold snacks are available from the Dining Hall at break. Hot and cold meals are available at lunch time. Packed lunches should be eaten in the Dining Hall.

The school operates a Cashless Catering system. Students can load money (notes or coins) on the Revaluation Machines that are located on the ground floor. No cash is accepted in the Dining Hall. Students entitled to free school meals will already have been credited in order to purchase a lunch. They will however have to add money for any purchases they wish to make at break time or for drinks.

Parents will also be able to take advantage of paying for school lunches online via the school's Parentmail and +Pay. Please see information on school lunches.

Please queue in an orderly manner. You will not be allowed into the Dining Hall in the last five minutes of break or lunchtime.

You must not eat in classrooms or corridors at any time. Water is permitted in sealed containers during lessons. Chewing gum is forbidden in school.

### **PLEASE DO NOT LEAVE LITTER. LOOK AFTER OUR ENVIRONMENT**

#### **14. THE RESOURCES CENTRE**

The Resources Centre offers some of the best studying facilities in the South Liverpool area and supports the school's overall strategy of meeting the requirements of the National Curriculum and our pupils' general educational needs.

The Learning Resource Centre houses 32 computers, a library of 6,500 books, a projector and interactive white board and seating for up to 60 students. The non-fiction books are designed to support the curriculum and the fiction books to support the Key Stage 3 and Key Stage 4 readers. Staff and students are actively encouraged to suggest books they would like to be added to the collection.

The Learning Resource Centre is divided into two sections. The main area houses the computers and the library, whilst a separate room contains soft furnishings, tables and a selection of books and periodicals.

#### **15. RELIGIOUS LIFE AT ST. MARGARET'S**

Each day begins with an act of worship. These take the form of year group worship, held in the Drama Hall, or worship with tutor groups in form rooms.

Each year begins with a celebration of the Eucharist in St. Anne's Church/Drama Hall. Members of the Intake Year are invited to an evening celebration of the Eucharist, in the September of their first year. Parents are also warmly invited to attend on this occasion. Throughout the year, Year Group Eucharist is celebrated at set points in the Church calendar (ie. Advent & Lent). We encourage our students to take part as much as they feel comfortable.

The School Carol Service is held in Liverpool Cathedral.

Our Chaplain, Matt Bentley leads our Christian Group which meets weekly and outside speakers are often invited to these meetings.

All students should have access to a Bible in order to do research at home and complete some of their homework. Many versions exist and any will be acceptable, though the 'New International Version' is particularly good for students at Key Stage 3. At the start of the Year 7, depending on their availability, 'Good News for Everyone UK' (formally The Gideons) do a short presentation and gift each student with a New Testament and Psalms, although there is no obligation to take one.

## **MUSIC**

Besides the usual music lessons in class, students can also take part in other musical activities.

These include: -

### **Choir**

We currently run two choirs at St Margarets. Year 7 choir rehearses on Monday lunchtimes and the full school choir has weekly rehearsals every Wednesday at 3.20pm. The Choir is open to anyone who enjoys singing who is prepared to work hard during weekly rehearsals. Year 7 students are welcome at both choirs. During 2022/2023 the choirs have performed at two very successful concerts, the annual Anglican Cathedral Carol Service, Remembrance Day services, leavers service for year 13 and will also perform at the Liverpool iSing project at the Liverpool Philharmonic Hall in June.

### **Ensembles**

The school band consists of a mixture of brass, woodwind, strings and percussion. The band performs at most of the school annual events and all instrumentalists are welcome. School band rehearses once per week after school. Any student interested in the school band should speak to the Director of Music, Miss Smith, who will arrange for them to attend rehearsals.

Folk group is a newly formed ensemble that rehearses on Friday lunchtimes. Students can learn to play ukulele, tin whistle, guitar, percussion and learn music from the British Isles and beyond.

### **Instrumental Tuition**

At St Margaret's C.E Academy we are very keen for all young people to be involved in music making. We want to encourage students from the very start of Year 7 to engage in instrumental lessons, music activities and to join the school band or choir. Our peripatetic teachers offer individual lesson on all instruments and voice. Students keen to take up instrumental tuition can express an interest via google forms which will be emailed to all parents in September.

## **EXTRA CURRICULAR ACTIVITIES**

Extracurricular activities play a large part in the life of students at St Margaret's, such as:-

Christian Union

Choir Band

Art Animation/Art Masterclass

I.C.T.

Craft Club

Sports Teams (cricket, basketball, football, badminton, rugby, cross country, athletics)

School Trips (Skiing in Italy/USA, Geography trip to Italy, History trip to Rome, etc)

Duke of Edinburgh

Poetry Club

**“What to do if.....”**

- (1) You don't know where to go for the next lesson.**  
Obviously, follow your classmates. If you've lost them, look at your timetable to see which room to go to. Don't worry if you are going to be late, all teachers will be understanding at the start of term.
- (2) You need to see a teacher.**  
Unless you've arranged otherwise, go to the staff room. Wait outside until any teacher is going in or out, or knock and ask for the teacher you want.
- (3) You need to hand something in to a teacher.**  
The teacher may have specified where it should be handed in, e.g. to their own teaching room. If this is not the case, then take the item to the staff room. Ask any teacher to place the item in the particular teacher's pigeon-hole. (Generally it is not necessary to see the particular teacher just to hand something in.)
- (4) You need to see your Head of Year.**  
Go to their office which is situated in the main corridor, or go to the staff room.
- (5) You are selected for a school team.**  
Well done! It is very important you are clear on the arrangements. Look at the notice and listen carefully to the instructions. Write it down. Make sure you know if the match is home or away. If it is out of school time, what time do you expect to return? What clothing do you need? How will you get home? Are your parents clear on the arrangements? The times are sometimes in the school calendar, but they can be altered. (After returning, the teacher with you cannot go until the last pupil has been collected. It is not fair to keep them waiting because you have not given your parents the correct information.)
- (6) You are selected for a school team, but it clashes with something else.**  
Generally, school fixtures come first and you are expected to play. However, there are exceptions, e.g. you may be chosen to represent the city, or you have an important family event. If this is the case, it is essential you tell the teacher concerned as soon as possible so that the team can be re-organised. It is extremely bad manners and unfair to the rest of the team if you simply don't turn up.
- (7) You arrive at school feeling upset. (e.g. pet has died, family argument).**  
Bring a note from a parent to your form tutor, or simply tell your form tutor.
- (8) You forget to bring in your homework.**  
You may be able to phone home, asking someone to bring it in. Otherwise, tell the teacher involved – don't let them find out by discovering your work is missing.
- (9) You forget to do a homework.**  
There may be time at break for you to sit in the Resources Centre and do it (not anywhere else, please), but do not make a habit of this. If you do not have sufficient time to do this, then warn the teacher that you will need to hand it in late.
- (10) You are unable to do a homework.**  
Try to produce *something*, as evidence that you have tried. If necessary, ask a parent to write a note to the subject teacher, explaining that you have tried.

- (11) **You run out of time and need to go to bed**  
A note of explanation from a parent is needed.
- (12) **You fail to take the correct book home for homework.**  
Do it on paper. The teacher may accept this, or may ask you to write it out again in your book.
- (13) **You receive a warning as a consequence of doing something wrong in a lesson.**  
No problem. Even the best of us makes mistakes. You will find that pupils get a warning for breaking a classroom rule. This is how the system is intended to work. Treat it as a caution and don't do anything else wrong in that lesson. If you do, then the consequences will quickly become more severe. (But even a 1<sup>st</sup> warning is recorded by the teacher, so do not make a habit of it.)
- (14) **You are given a detention, i.e. three broken classroom rules in one lesson.**  
All is not lost. There is plenty of time to show how well-behaved and conscientious you really are. If the detention clashes with something else, like a team practice, normally the detention takes priority, but ask your tutor. All detentions are recorded and are noted on your file.
- (15) **You lose your timetable.**  
It's best to have copies of your timetable at home and at school, to avoid this problem. However, see your Head of Year if you lose it.
- (16) **You can't find your friends at breaktime.**  
Have a good look for them or join another group. If you can't do either of these, then you may be able to go and read or use the computers in the Resources Centre.
- (17) **Other pupils are calling you names or being otherwise unpleasant.**  
It may be just an isolated falling-out between friends; don't rush to tell your form tutor about every disagreement. On the other hand, name-calling is bullying. You don't have to put up with it, and teachers have the means of stopping it. Don't let the name-callers make you feel guilty, it's their fault, not yours. Tell your form tutor, year head or one of the peer mentors. If it continues, tell them again. If *older* pupils are being unpleasant to you (and this is very rare) then tell a teacher straight away. Of course, if you provoke someone, you can expect a reaction, so be careful with your own behaviour too.
- (18) **You forget your lunch money or packed lunch.**  
You must see your Head of Year as possible. He or she will arrange for you to have a meal. If you forget your packed lunch and your parent brings this in for you, it will be left at the school office. **It is your responsibility to go and check to see if it is there and collect it.**
- (19) **You forget your games kit.**  
You may be able to phone home and ask someone to bring it in. If this can't be done, then tell your games teacher at the next break. You may be able to borrow something from lost property.
- (20) **You lose something at school.**  
Go back to all the rooms you've been in. It may be at your place or on the teacher's desk. Ask the teacher concerned. Check the area for storing lost property which is in the blue recycling bin by the stairs in the main school foyer. The P.E. department have a separate lost property down in the sports centre. *Do not bring valuables to school. If you must, then hand them in to a teacher for safe keeping.*

**(21) You need to bring in a mobile phone.**

Mobile phones are allowed to be brought to school but must be turned off during the school day.

**(26) You find the work too hard.**

You are probably not the only one. We know that the work is hard – it is supposed to be, so don't be disheartened, and try your best. Tackling hard work is how we learn. But if you are unsure of what to do, make sure you ask your teacher for help.

**(27) You are unhappy in school.**

Some children find it hard to settle into a new school. This is quite normal, but some children are better at hiding it than others. Once you are familiar with all your teachers, the buildings, and other pupils in your class, it will get easier - honestly! If necessary, discuss your problems with your form tutor – that's what they are there for. Or you could ask your parents to contact school.

**If this list of 'what to do ifs' does not cover your particular problem, then asking another pupil or a teacher is a good first step. We are here to help. We expect you will settle down very quickly and look forward to your successes during the year.**