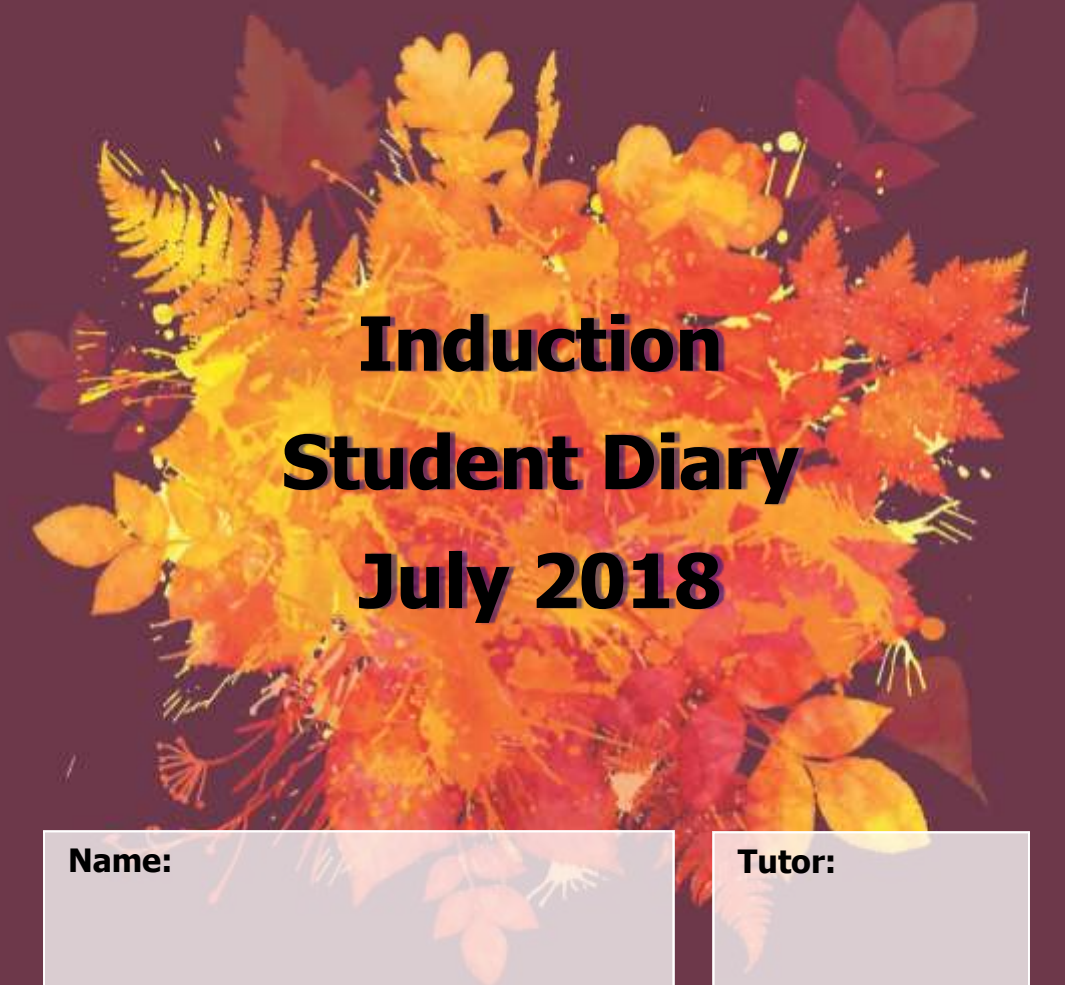




**THE  
BRAKENHALE  
SCHOOL**



**Induction  
Student Diary  
July 2018**

**Name:**

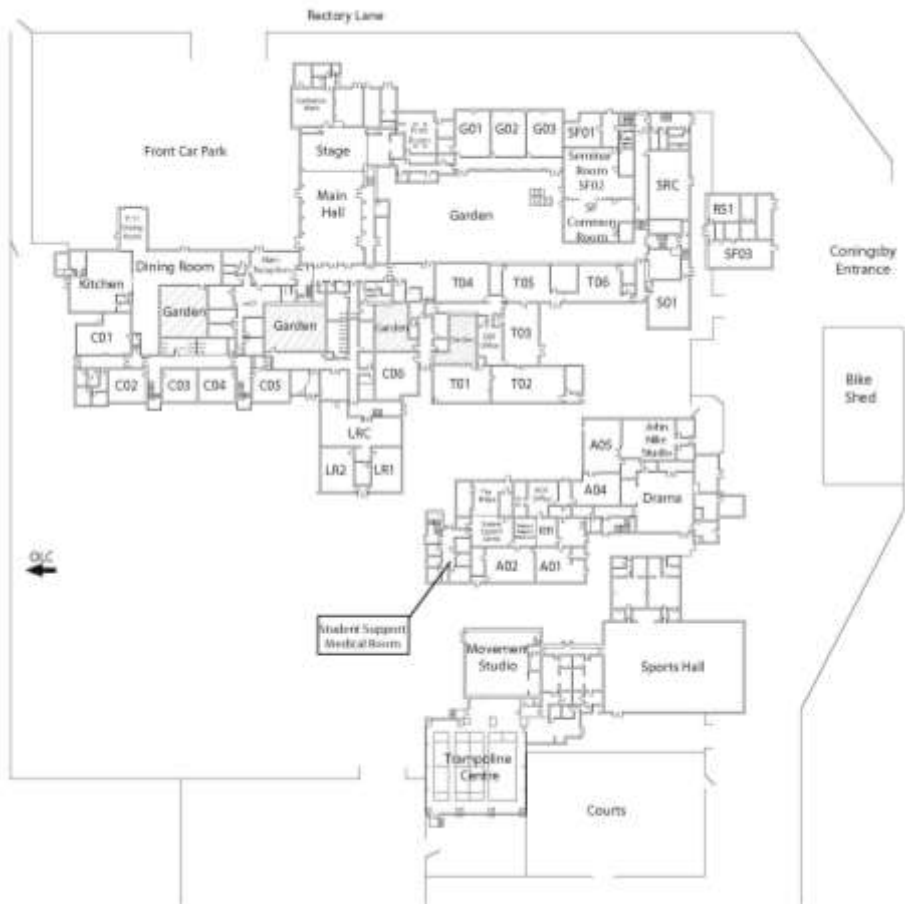
**Tutor:**

**HIGH EXPECTATIONS & CHALLENGE FOR ALL**

# Welcome to Brakenhale School's Year 6 Transition Day

We hope that you have two enjoyable days and that you fully participate and engage with lessons.

Please find below a map of the ground floor:



## GENERAL INFORMATION

### The School Day

Arrive in School	8:30
Morning Registration/Assembly	8:40 – 9:00
Period 1	9:00 – 10:00
<i>Travel Time</i>	<i>10:00 – 10:05</i>
PERIOD 2	10:05 – 11:05
Break	11:05 – 11:25
Period 3	11:25 – 12:25
<i>Travel Time</i>	<i>12:25 – 12:30</i>
Period 4	12:30 – 1:30
Lunch	1:30 – 2:00
Afternoon Registration	2:00 – 2:05
Period 5	2:05 – 3:05
Extra-Curricular Activities	3:05

### Break and Lunchtime Arrangements

- Stay in school from 8.40am to 3.05pm, unless there is an organised school activity.
- Join in with extra-curricular activities.
- Purchase food from the dining hall.
- Packed lunches may be eaten in the dining hall or outside.
- Students must not eat or drink in the classrooms or corridors.

### How to Get Help

Main Reception is open 8.00am to 4.00pm. Students should go to main reception:

- ✓ To hand in any notes.
- ✓ To hand in any trip or other money.
- ✓ If a teacher has not arrived to class.
- ✓ If they need help and are not sure what to do.

### Form Tutor

Your tutor will support you in all aspects of school life; with work, relationships with others and with any personal matters. If you have any problems you should talk to your tutor first and they will be able to either help you themselves, or advise who else will be able to help.

# Correct School Uniform



PLAIN BLACK OUTDOOR COAT

BLACK BLAZER (with school badge)

OPTIONAL BURGUNDY V-NECKED JUMPER (with school badge)

WHITE SHIRT (buttoned at the neck)

SCHOOL TIE (sitting under the shirt collar, knotted at neck, touching the waistband)

PLAIN BLACK TROUSERS  
or  
SCHOOL SKIRT (for girls, with logo on waistband, knee-length)

PLAIN BLACK ANKLE SOCKS /  
PLAIN BLACK TIGHTS (for girls)

POLISHABLE PLAIN BLACK SHOES

BRAKENHALE SCHOOL BAG



SCHOOL SKIRT  
(with logo on waistband, knee-length)



SCHOOL TIE  
(sitting under the shirt collar, knotted at neck, touching the waistband)



JEWELLERY  
(only small gold or silver stud earrings)



SCHOOL BAG  
(with logo)



PLAIN BLACK ANKLE SOCKS



PLAIN BLACK SHOES  
(polishable, non-trainers)



# Tools for Learning

## TOOLS and EQUIPMENT for LEARNING

- Filled Pencil Case
- Scientific Calculator
- Brakenhale Art Book  
for Key Stage 3
- Subject Specific items  
for Key Stage 4
- Student Planner
- Brakenhale School Bag and  
Exercise Books



## TOOLS FOR LEARNING PENCIL CASE

- Large Transparent Pencil  
Case
- 30cm Ruler
- 3 Black or Blue Pens
- HB Pencil
- Rubber
- Pencil Sharpener
- Glue Stick
- Highlighter
- Protractor
- Coloured Pencils (or Pens)

# What do you remember?

## Induction Day 1: Wednesday 4<sup>th</sup> July

		Achievement Stamp
Period <b>1</b>	Tutor Time:	
Period <b>2</b>	Subject:	
Period <b>3</b>	Subject:	
Period <b>4</b>	Subject:	
Period <b>5</b>	Subject:	

# What do you remember?

## Induction Day 2: Thursday 5<sup>th</sup> July

		Achievement Stamp
Period <b>1</b>	Subject:	
Period <b>2</b>	Subject:	
Period <b>3</b>	Subject:	
Period <b>4</b>	Subject:	
Period <b>5</b>	Assembly	

September 2018

Can you find these members of staff?  
Get them to sign next to their photo.

**Senior Leadership Team**



Ms Coley Headteacher    Mr Gibson Deputy Headteacher    Mr Hartley Deputy Headteacher    Miss Baveystock Assistant Headteacher and SENCO    Mrs Powell Assistant Headteacher    Mr Thomas Assistant Headteacher    Mr Coley Assistant Headteacher    Mr Beukes Assistant Headteacher

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**Senior Leadership Team and Year Teams**



Mr Hilton Head of Year    Mr Cooper Head of Year    Miss Douse Head of Year    Miss Rushby Head of Year    Mr O'Donoghue Head of Year    Mr Duffy Head of Sixth Form

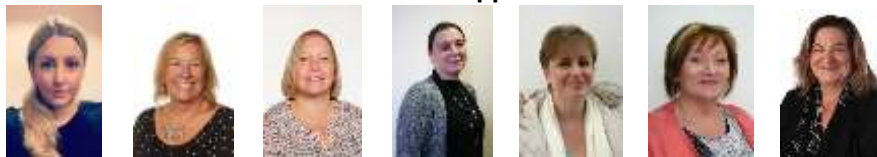
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Miss Turner Assistant Head of Year    Mrs Wilkes Assistant Head of Year    Mr Kingston Assistant Head of Year    Miss Loj Assistant Head of Year    Mrs Raby Assistant Head of Year    Mr Boucher Assistant Head of Sixth Form

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**Pastoral Support**



Mrs Gill Director Safeguarding & Intervention    Miss Manisier Deputy Safeguarding & Intervention    Mrs Palmer Behaviour Support Manager    Mrs C Harris Student Support    Julia Moore Student Support    Mrs A Ball Health Coordinator    Mrs Theal Curriculum Support

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## SUPPORT

### Where to find support in school

A safe place to visit if you are ever worried or in need of help is the student support centre. You can also speak to your tutor, head of year, or any member of staff that you feel comfortable talking to.

### Outside of school you can access support from the following organisations

#### Kooth

<https://kooth.com/>

Kooth provides free, safe and anonymous online support for young people. You can chat to their counsellors, read articles written by young people and get support from the community.



#### Youthline

<http://www.youthlineuk.com/>

☎ 01344 311200



Youthline provides a free, confidential counselling service for young people attending secondary school, and young adults up to the age of 25 in the local area. They work across a number of locations across Bracknell Forest including their main base at The Lodge, Coopers Hill, seven secondary schools and The Spot, Sandhurst.

#### Childline

<https://www.childline.org.uk/>

☎ 0800 1111



Childline is there to help anyone under 19 in the UK with any issue they're going through. Whether it's something big or small, their trained counsellors are there to support you.

Childline is free, confidential and available any time, day or night. You can talk to them on the phone, by email or through 1-2-1 counsellor chat. Whatever feels best for you.

#### CEOP

<https://ceop.police.uk/safety-centre/>

Has something happened online that has made you feel worried or unsafe?

If you're worried about online abuse or the way someone has been

Online abuse affects many children and young people every day, CEOP has helped thousands of people in need of support.



#### Think U Know

<https://www.thinkuknow.co.uk/>



Thinkuknow is an education programme from the National Crime Agency's CEOP Command, keeping children and young people safe by providing education about sexual abuse and sexual exploitation. Thinkuknow aims to ensure that everyone has access to this practical information – children, young people, their parents and carers and the professionals who work with them.

## BEHAVIOUR FOR LEARNING CODE

We endeavour to give students the chance to rectify their behaviour before sanctions take place. This code allows individual staff to take control of situations and work on an individual basis to improve discipline. However it also accelerates to more senior staff if students are unable to improve their behaviour.

<b>Guidance on Classroom Consequences and Management of Conduct</b>			
1	<b>Planners not signed/ Tools for Learning not complete</b>	First Step: Second Step:	Short detention with tutor Thursday Surgery if first Step lunchtime detention is missed
2	<b>Uniform not correct</b>	First Step: Second Step:	Lunchtime SLT detention Thursday Surgery if first Step lunchtime detention is missed
3	<b>Lack of classwork, poor quality classwork or non-completion of homework</b>	First Step: Second Step: Third Step:	Restorative Conversation / D15 / D40 Thursday Surgery SLT involvement
4	<b>Low level disruption</b>	First Step: Second Step: Third Step: Fourth Step:	Acknowledge / encourage / remind of expectations (teacher) Restorative Conversation / D15 / D40 Thursday Surgery SLT involvement
5	<b>Late to School</b>	First Step: Second Step: Third Step: Fourth Step: Fifth Step:	Record on SIMS Lunchtime SLT detention HoY / AHoY involvement Thursday Surgery SLT involvement
6	<b>Lateness to lessons</b>	First Step: Second Step: Third Step: Fourth Step:	Acknowledge and remind of expectations (teacher) Restorative Conversation / D15 / D40 Thursday Surgery SLT involvement
7.1	<b>Rudeness/defiance to staff members</b>	First Step: Second Step: Third Step: Fourth Step:	Acknowledge and remind of expectations (teacher) Restorative Conversation / D15 / D40 Thursday Surgery SLT involvement
7.2	<b>In cases of extreme rudeness / defiance</b>	First Step:	Student removed from lesson / area and dealt with by HoD / HoY / SLT
8.1	<b>Use of inappropriate language in response to another student</b>	First Step: Second Step:	Pastoral conversation with student explaining why that is not acceptable, log incident on SIMS SLT involvement
8.2	<b>Use of inappropriate language in direct response to or directed at another student/member of staff</b>	First Step: Second Step:	Remove from lesson / area and report to HoY, log incident on SIMS SLT involvement
In both above cases the sanction is dependent upon the individual circumstances surrounding the incident.			
9	<b>Violence</b>	First Step: Second Step: Third Step: Fourth Step:	Verbal instruction to stop and separate (if appropriate) Check welfare of student Remove from lesson / area and keep out of lessons Report to HoD - Alert HoY / AHoY and SLT immediately



## Induction Experience at Brakenhale

Your name	
Your primary school	
Your tutor in September	

### People I remember are:



### The best things were:



### I have learnt:



## Induction Experience at Brakenhale



A question I have is:



Write a tweet about your induction experience:



I am excited for September because:

