



ST. JOAN OF ARC
Catholic School

Induction information booklet 2020



WELCOME TO THE ST JOAN OF ARC COMMUNITY

Hi year 7,

As you prepare to leave your primary school and move to St Joan of Arc Catholic School, there will be many changes and new experiences for you to process. This booklet has been written to help you with the move.

Hopefully it will help you to get ready and answer some questions you may have, as well as giving you the key information you need to make sure you have the best start you can in the new term.

I look forward to seeing you all very soon and I wish you all a great and safe summer.

Miss Simon



Hi Year 7, I'm Miss Gray and I work really closely with Miss Simon, your Learning Coordinator.

At St Joan, I will be your Pastoral Lead which means that I will be here to help and support you during your transition to secondary school. You can come and talk to me about anything, for example, if you're worried about your homework, making new friends or finding your way around the school. I'm based in the cottage which you may have spotted on tour. Miss Simon and I share an office there, so it will be super easy to find us before and after school and I'm always out on duty every break and lunchtime if you need me.

I can't wait to meet you all soon and I look forward to getting to know you better

Who else is on the Year 7 team?

At St Joan of Arc, each year is split into 8 form groups, each named after a saint. Each form group (and house name) has a form tutor who you will see twice a day during TCT (teacher contact time). It is their job to check in with you everyday and make sure things are ok. If you have any problems, they are your first point of contact.

You will have that chance to meet with them very soon – keep your eye out on the website under the section year 7 induction 2020 !

Other key staff you need to know:

SLT: Deputy Heads – Mr Doyle, Mrs O’Hanlon

Assistant Head – Mrs Gammage

Matron: Mrs Sibley

Chaplain: Deacon Liam Lynch



Hello and welcome to your new school. I’m Deacon Liam, the school chaplain. You might not have heard of a chaplain or a deacon before. I may be dressed like a priest but I’m not! I can do some stuff like baptise and bless, but in school as the chaplain, I’m here to help pupils and staff stay close to God in the business of everyday life. This involves creating opportunities for prayer and celebrating together as well as helping us remember that God is close in times of difficulty. I’m really looking forward to meeting you all in our Year 7 retreat days too. Have a great summer and see you soon!

The School day

Registration TCT or Assembly	8:40-9:00
Period 1	9:05- 10:05
Break	10:05-10:25
Period 2	10:25-11:25
Period 3	11:30-12:30
Lunch	12:20-13:05
Period 4	13:10-14:10
Period 5	14:15-15:15
Registration TCT	15:15-15:25



Getting around

St Joan of Arc probably feels like a big school compared to your primary school, so it will take you a little while to find your way around the buildings.

You may have already watched the video tour of the school we have made for you . In your first few days you will have a tour around to help you start to get familiar with key areas and places you need to know. But the main thing is don't worry- there will always be staff and students around if you need it to show you the way – no-one expects you to know where you are going straight away !

Each lesson will take place in a different classroom/area with a different teacher. The classrooms for all of the subject areas are in the same part of the school, and each building and classroom has its own number that you will become familiar with once you have your timetable. For example Maths takes place in the S block , Miss Simon's classroom is D2.4

You will be surprised just how quickly you get to know your way around so please don't worry about getting lost. It can be a bit of a worry for people when they start secondary school, but it is something that you do not need to worry about. Teachers do not get cross if you arrive at lessons a few minutes late when you are new at St Joan of Arc. Other members of staff, or students, will help you find your way also. Please remember to ask, people will be more than willing to help.

A normal school day

When we start in the new year you will be given your timetable for the year. This will show you what lessons you have each day, which room they are in and who your teacher is.

At St Joan of Arc, we have a two-week timetable (week A and week B). You will need to make sure you know which week we are in so that you know which lessons you have that day - if you are unsure, or have forgotten, the calendar on the school website will be able to tell you.

You will have a lot of different books and equipment to look after but you do not need to bring it all in everyday. Below is the equipment list (things you will need to bring with you everyday) the rest will depend on what lessons you have that day, for example, you only need to bring your PE kit in when you have PE or if you are staying for a sports club/practise that day.

Everyday equipment:

- School bag (this needs to be big enough to hold your school books (A4 size)
- Pencil case (pens, pencils, ruler, sharpener, rubber, glue stick, colouring pencils, highlighters)
- Maths set and science calculator
- Reading book
- Books for the lessons you have that day



Make sure you pack your bag the night before, then you check it again before you leave in the morning to make sure you have everything you need.

Some people find it useful to have a locker that they can keep other equipment or their PE kit in as well as their mobile phone. This is up to you and your parents - they will have received a letter about hiring one if you want to.

Uniform:

At St Joan of Arc we pride ourselves on our uniform. It is one the ways that bonds and unites us all together as a community, as well as being a beacon for who we are when we are out and about in the local area. Below we have listed the basic uniform list (your parents will have received a more detailed list for buying)

Boys - White shirt with school tie, black trousers, school sweatshirt, school blazer, smart black leather shoes (no trainers/trainer style or boots)

Girls - White blouse with open-neck collar, school kilt or school trousers, school sweatshirt, school blazer, tights (black or natural) or socks (white, not knee-high), smart black leather shoes (no trainers/trainer style or boots)

Please remember you can only wear your school jumper - you are not allowed to wear any other jumpers or hoodies. During the wet weather and winter months you will need a sensible coat that will keep you dry and warm.

Jewellery - you are allowed a single, simple stud in the lobe of each ear. (No other piercings in the ear/nose etc are allowed in school). You are not allowed to wear rings - any jewellery worn to school that is not allowed will be confiscated by a teacher.

Hair - Hair below shoulder length must be tied up at all times. Hair that is cut short must be grade 2 or above and no patterns/lines can be shaved in.

The beginning of the day

The first bell rings at 8:35am giving you 5 minutes to get to registration ready for 8:40am. I suggest you arrive at school before 8:30am to make sure you are ready for the day. This will give you a chance to meet your friends or get breakfast from the canteen if you haven't already eaten.

Registration Tutor Contact Time (TCT)/assembly –

You have registration twice a day - starting and finishing the day with your form and form tutor.

Every morning you will either have TCT with your form tutor or assembly. There will be set tasks for you to do in TCT sessions as well as giving you any notices for the day/week.

Your form tutor is the most important person for you at school - they are your go-to person if you are upset or unsure about something. You will see them twice a day (20mins in the morning and 10mins in the afternoon) where they will try and talk to you then, or arrange another time to talk with you.



Lessons

You will have 5 lessons every day, each is 1 hour long.

You will get your timetable when you join us so you know what you have each day.

When you get this I suggest you make a couple of copies - one to keep in your blazer pocket, one to put up in your bedroom and one for your parents.

Homework

You will be set up to 3 pieces of homework a day. This will be set on the website - [show my homework](#) - which is like a homework calendar. Don't worry though, for most homework, you will have a few days to complete it.

Try to get in the habit of doing most homework on the day it is set so you remember what you need to do - that way you won't have loads to do at a weekend either!

We will give you a homework timetable which is a suggestion of how to spread homework out if you do get lot.



Rewards/sanctions

We use a red card/green card system at St Joan of Arc.

Green cards are to acknowledge, praise and reward positive behaviours such as outstanding effort, helpfulness, a display of good Catholic values. Rewards will include letters home, badges and certificates.

Red cards acknowledge where behaviours are not in line with expectations. The idea is to acknowledge the wrong doing, understand why it is not appropriate and how it can be changed, whilst bringing about some form of reconciliation. Sanctions could include detentions, report cards or inclusion.

What do we expect :

RESPECT FOR YOURSELF I will: Work hard and take pride in the presentation of my work, **ALWAYS DO MY BEST**, be self-disciplined, get to school on time, **BE WELL BEHAVED**, wear uniform, look nice, respect my health.

RESPECT FOR OTHERS I will: Get along with everyone, treat others as I wish to be treated, **TREAT OTHERS AS EQUALS**, respect and appreciate other people's work, views, property and talents, make newcomers and visitors feel welcome in our school and classroom. Remember we are part of a wider community when we leave the school
WE ARE UNIQUE!

RESPECT FOR THE ENVIRONMENT I will: Enjoy and take care of our surroundings, **KEEP ALL ROOMS ATTRACTIVE AND PLEASANT**, help to create **A CALM AND QUIET ATMOSPHERE, SO AS TO FOSTER** a positive learning climate



Questions answered

<p>How long do we have between lessons?</p>	<p>There is a 5minute warning bell /change over time before each lesson. This will enough time as long as you move once the bell goes.</p>
<p>What can we do at break and lunch time?</p>	<p>Most people will spend time with their friends at break and lunch, either sitting in the canteen or outside getting some fresh air. During the winter months the hall will be open so you can be inside. You can play football or basketball on the courts – There are some clubs running at lunchtime.</p>
<p>What do I do about food and drink?</p>	<p>You will have a chance to eat at break and lunchtime. You can either bring packed lunch or buy something to eat from the canteen. There are several water fountains around the school to fill up your bottles during your breaks.</p>
<p>What do I do if I am having a problem?</p>	<p>There are lots of people who you can talk to and who will help you. The first person to see is your form tutor. If you cannot find them then come to the cottage where Miss Gray and Miss Simon will also be able to help. The most important thing is to spea k to someone - any teacher will help you if they can or point you in the direction of the best person to help.</p>
<p>What do I do if I'm late to school?</p>	<p>Before 9am: Go to registration where your tutor will mark you as late. They will then talk with you about why you are late and decide the next steps. After 9am: Go to student reception to sign in – make sure you tell us why you are late.</p>
<p>What do I do if I'm not well?</p>	<p>Talk with your parents and see if you think you can make it through the day, even if you don't feel 100%. If you are too ill to come to school, your parents will need to contact the school. You must then make sure you see or email your teacher to catch up on any work you have missed.</p>
<p>What do I do if I don't feel well at school?</p>	<p>Matron will be in school to help you if you are not feeling well - you can go and see her during break or lunchtime. If you need to go home she will call home. If you feel unwell during a lesson speak with your teacher and they will decide what is the best thing to do to help you.</p>
<p>What do I do if I forgot my homework?</p>	<p>Go and see your teacher before the lesson and explain.</p>
<p>What do I do if I can't do my homework?</p>	<p>Speak with your teacher and ask for help before homework is due in. You can either find them in their subject are or you can email them to ask for help.</p>

Am I allowed my mobile phone?	You are not allowed to use your phone in school. As you come into school it must be switched off and put away in your bag or locker. If you are found with your phone on or using it, it will be confiscated and your parents will have to come to collect it.
What do I do if I have forgotten my lunch/not got any money on my finger?	Come to the Pastoral office(the cottage) and someone will be there to help you.
Can I eat or drink in lessons?	It is important to stay hydrated, so we recommend you have a bottle of water to drink in lessons. All other drinks and snacks should be kept for break or lunch time.

Hopefully this gives you some helpful points to start preparing for joining us at St Joans.

We will continue to add more resources and information in the coming weeks to the school website for you.

In the meantime if you have any questions you can email Miss Simon at msimon@joa.herts.sch.uk and someone will get back to you.