



Blackfen School for Girls

Raising aspirations - releasing potential

Information for Students



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What happens on my first day at Blackfen?

When do I start?

Your first day at Blackfen School for Girls is **Thursday 3rd September**

What time should I arrive?

You should arrive at school at **8:20am** on your first day



Where should I go when I arrive?

You will be directed from the front gate on where to go, as you did for Welcome Day. You will sit with your form group in an assembly, go to practice a fire drill and then move on to be with your tutor for the morning to make sure you have everything you need.

What should I wear?

Your Blackfen uniform with **everything clearly labelled** with your name so that it can be easily identified. The list can be found on our website in the induction section. You will not need your PE kit on the first day.

Remember!

No jewellery, except for a wrist watch if you have one and a pair of gold or silver small earring if you have pierced ears – no hoops.



Will I be in the same class as my friends?

Each Year group is organised into Tutor Groups

There are 8 tutor groups in each Year. You will meet your tutor and tutor group each day at 8:30am for 10 minutes and at 10:40am for 20 minutes.

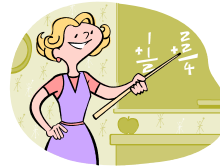
You will also be placed in a teaching group called a class.

There will be 8 classes in each year group so you will get to meet a new set of students that is different to your form. You will also have a different mixture of people for Dance/Drama, PE and Technology and you will be in a Science and Maths Set based on your ability at primary school so we can support you with progress.

You cannot be sure that you will be in the same form or class as all of your friends from primary school but you can be sure that you will mix with a wide range of students and soon make lots of new friends.

You may be coming to Blackfen on your own. Be brave! You will meet lots of new people waiting to make friends with you!

Who will my teacher be?



You will be taught by lots of teachers; in fact, a different teacher for each different subject. You will soon learn all their names and get to know what they expect from you.

There is one teacher whom you will get to know very quickly and that is your **Form Tutor**.

Your Form Tutor will also make sure that you are happily settled into the routine of life at secondary school. They are the person to talk to if you have any questions about our school.



What do I need on my first day?

Come prepared for a normal school day. Pack your school bag the night before.



Use this checklist to help you.

- School Planner (you will be given this on your first day)
- Reading book
- A pencil case containing the following:
- Pens (blue or black biros or fountain pens)
- Black drywipe pen
- Round topped safety scissors
- Glue stick
- Highlighters
- Fine liner
- a pencil and eraser
- a pencil sharpener
- coloured pencils (not felt tips)
- a ruler
- Maths equipment: Pair of compasses, a protractor & a scientific calculator
- check your parents have put money onto your account used to purchase food from the dining areas or a packed lunch
- bus pass or travel card (if you need it)
- some tissues
- sanitary protection (if you need it)
- your asthma inhaler (if you need one)

You will need all these things every day and will need to get into the habit of packing your bag the night before school to make sure that you do not forget anything.

You do not need to bring your P.E. kit on the first day but make sure that at other times you pack it ready for the day when you do have P.E.

How is the school day organised?



On a normal day, you will start in your tutor group at 8.30am to be registered for 10minutes. You should arrive between 8.15a.m. and 8.25a.m. so that you will not be late.

Time	Session
8.20am	Arrival at School
8:30am – 8:40am	Morning Registration
8:40am – 9:40am	Lesson 1
9:40am – 10:40am	Lesson 2
10:40am – 11:00am	Tutor Time/Assemblies
11:00am – 11:30am	Break (30 mins)
11:30am – 12:30pm	Lesson 3
12:30pm – 13:30pm	Lesson 4
13:30pm – 14:10pm	Lunch (40 mins)
14:10pm – 15:10pm	Lesson 5

It will help you if you learn these times before you arrive in September.



Which lessons will I have?

You will study a wide range of subjects. Some you will know from your primary school. Others may be new to you. Each lesson lasts for **one hour**. There are five lessons every day. Here are the subjects you will study.

English



Drama/Dance



P.E.



Maths



Science



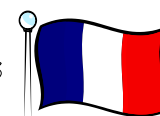
Art



Technology



Modern Languages



Music



Religious Studies (RS)



History

SPCS



Geography



Computing





What do I need to take to lessons?

Lockers are available for new students in year 7, your parents can find information about this on the induction section of our Website. This will help make sure you bring the right books and equipment to each lesson.



You will have your timetable in your student planner and it's important that you check what you need for every day.

You need to bring the same basic equipment **every day** - pens, pencils, reading book etc. Remember to bring special equipment on certain days, for example P.E. kit, library books etc.

You should also bring your asthma inhaler (if you need one). It is your job to make sure that you pack your bag every night with the right things for the next day.



What about homework?



Homework and home study are very important because they let your teachers know if you have understood your lessons.

You must make sure that you always do your homework as well as you can. You will be given homework from a range of subjects weekly. We will support you in how you manage your time and get used to home learning.

You need to be organised if you want to do homework successfully. Get into a good routine of doing it as soon as you get home from school and before you watch T.V., go out with your friends or have tea. You could also stay for the homework club in the school library.

Always remember to bring your completed homework back to school, ready to give in to your teachers on time.



What if I don't understand my homework?

If you do not understand your homework when it is given to you in a lesson, ask your teacher, politely, about it. Tell them that you do not understand what you have to do.

If you do not understand it when you get home, have a go and do the best you can.

Perhaps someone at home may be able to help you, or you could put a question on TEAMS.

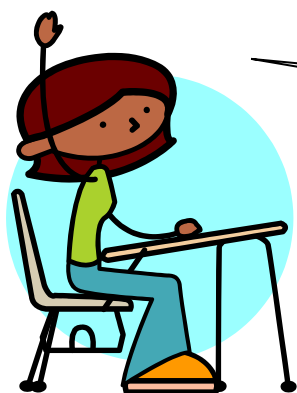
You will have a class TEAM for every lesson – an ideal way to use it!



If you have problems with your homework, tell your subject teacher about them **as soon as you can**.

Note: TEAMS is an app or website called MS Teams and you will get log-in details when you are here.

You will also have a log in to an **EduLink App** and we will show you this on your first week.



How will I remember everything?

You probably won't - but don't worry! - **There is always a solution!**

On your first day you will be given a **Student planner**.

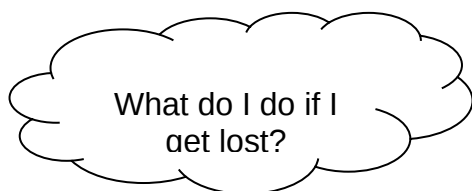
This will help you to keep track of everything.

In your **Student planner** you will write down your timetable,

(Your Form Tutor will show you the best way to do this.)

Bring your **Student planner** to school every day because it needs to go with you everywhere (even to the toilet!).





Don't panic!

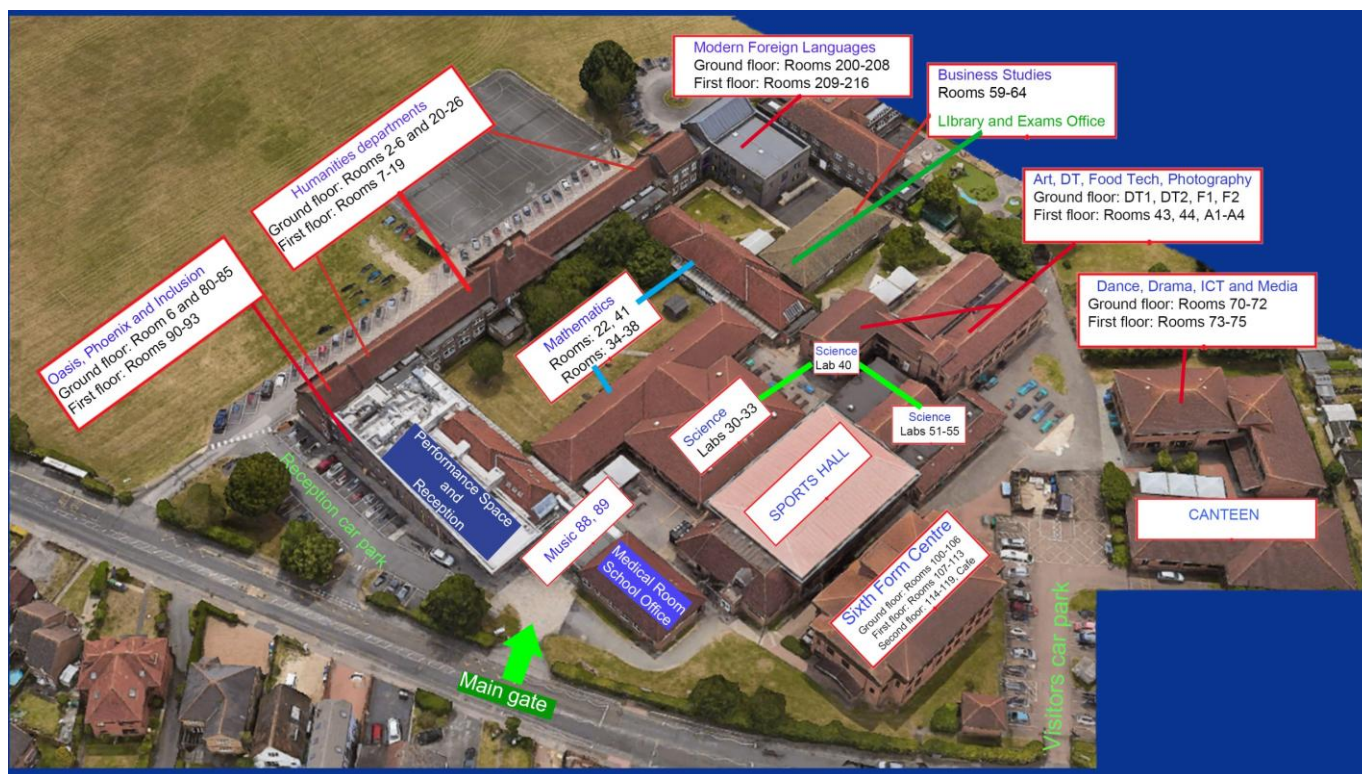


Remind yourself of where you should be by looking at your timetable in your **Student planner**.

Ask the nearest person for directions. Anyone will be pleased to help you.

Just remember that all of us (**even the Headteacher**) were new to our school once, so we all know what it's like.

Here is a bird's eye view map to help you familiarise yourself: (the blue section is unfortunately not the see haha)





Who do I speak to for advice and guidance?

In Year 7 there are a range of people who will support you.

The first person to speak to is your Tutor who you meet every day at 8:30am and again at 10:40am but you also have the following people supporting your year group.

- Student Support Officer – Ms A Osborne (Always in Room 2)
- Head of year 7 - Mr MacDonald
- Mrs Glen – Student Welfare Manager
- Assistant Head Teacher Mrs H Magrowski - KS3 Culture, Behaviour and Inclusion
- Assistant Head Teacher Mr S Neil KS3 Teaching & Learning
- Deputy Head Teachers, Mrs Makepeace and Ms Minnis
- Head Teacher Ms C Senior
- Your tutor

If you have a problem and need to talk to someone about it and it's not subject based, either go to your tutor or student support officer or Head of Year at during break, lunchtime or after school.

Friendship

Mentoring

Lost planner or
timetable

Counselling

Health Issues

Anti-bullying



REWARDS @ BSfG

AWARDS RECEIVED

- ★ 25 points ~ Sweets OR Chocolate OR Pen
 - ★ 50 points ~ 'Jump the Lunch Queue' voucher
 - ★ 75 points ~ Stationery pack
 - ★ 100 points ~ 100 badge and certificate
 - ★ 150 points ~ £5 Amazon voucher
 - ★ 200 points ~ £10 Amazon voucher
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- ★ Achieve 3 x 100 points (3 100 badges and certificates, not 300 points) across any Key Stage and get a £20 Amazon Voucher

Additionally, each term, one student per community ~ randomly selected from the top 20 students with the most reward points ~ will be awarded a £10 One for All gift card

EVERY REWARD POINT COUNTS!!

HOW DOES IT WORK?

- ★ Every term, your Reward (Achievement) Points will be added up and, via your tutor, you will be told your total points for the term
- ★ You have the choice to 'cash in' your points for a prize for that term, OR 'bank' your points for a higher prize next time
- ★ If a student does not meet the minimum points for a prize, their points are automatically banked

- ★ Throughout the year there will be competitions ~ individual and community ~ for you to get involved in
- ★ At the end of the academic year, all points are added together, and the Community Shield is awarded to the Community who have gained the most Reward Points

Questions? See the Rewards PPT on Teams

WHAT DO YOU GET REWARDED FOR?

- ★ Attendance
- ★ Clubs and Extra-Curricular Activities
- ★ Positive Growth Mindset
- ★ Progress and Achievement
- ★ Competition participation and winning
- ★ Sports Day participation and winning
- ★ Receiving a Jack Petchey Award
- ★ Positive behaviour, e.g. good organisation and being polite and helpful
- ★ Effort, e.g. in work, with yourself, to improve
- ★ Random Acts of Kindness
- ★ Being resilient ~ facing (and overcoming) challenges
- ★ Positive contribution to the wider school community

Celebration events

Students receive recognition from their peers for their successes during our achievement assemblies which take place once per term. At the end of the year each community holds a final celebration event where awards are given out to students for every subject, Attendance and personal growth. Parents/carers are invited to these end of year events.

Student Roles and Responsibilities

Student Leadership

There are a number of student groups that exist within our thriving school community where students can develop the skills that demonstrate their leadership, organisation and communication abilities.

We actively encourage every student to have the opportunity to apply for any of the positions listed below.

- Student Leadership Team
- Blackfen Parliament
- Literacy Leaders
- Student Receptionist
- Numeracy Leaders
- Prefects

Our students work closely with members of the leadership team to evaluate and improve the effectiveness of some systems that operate within the school. They take part in celebration events, interviews and support the rewards coordinator. The main role of any Student Leader is to work with other students to either support them or to develop new ideas to improve their school environment.

The student leaders are required to have a presence at all public events; including lunch with the School Governors. They also contribute items to the newsletter and communicate with our parents. Our young leaders are determined, aspirational young people seen as positive role models throughout the school.



What else do I need to know?

You will find out lots more about life at secondary school when you start here in September. But, there are two important things that you need to remember to make your time at Blackfen School for Girls happy and successful:

1. Always work hard and do your best
2. Be Kind and considerate to the people around you

You will do both of these things very well if you follow this advice:

- listen carefully to your teachers
- ask for help if you do not understand what you have to do
- be a well-prepared and organised student
- be friendly to other people.

You will soon get used to your new school and in a couple of weeks you will feel as if you have been part of our school for a long time.

QUIZ



If you do not know any of the answers, look in this booklet. Aim to know all the answers by September 5th.

1. When is my first day at secondary school?
2. What is my tutor group? (You will find this out on induction day/first day)
3. Who is my Head of Year?
4. Who is my Student Support Officer?
5. Where can I go for help?
6. Will I need my P.E. kit on the first day?
7. What do I do if I get lost?
8. What time does lunch start?
9. What time should I arrive at school?
10. How many lessons are there each day?
11. What time does school end?
12. When should I pack my school bag?

Blackfen School for Girls has a friendly staff of teachers, office workers, technicians, caretakers, cleaners and dinner supervisors. We are all here to provide a happy working atmosphere along with you, the students.



We look forward to getting to know you in September.

Finally ...

If there are any questions you would like to ask, write them down here and bring them with you to ask on our Welcome day in July.



QUESTIONS I'D LIKE TO ASK

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