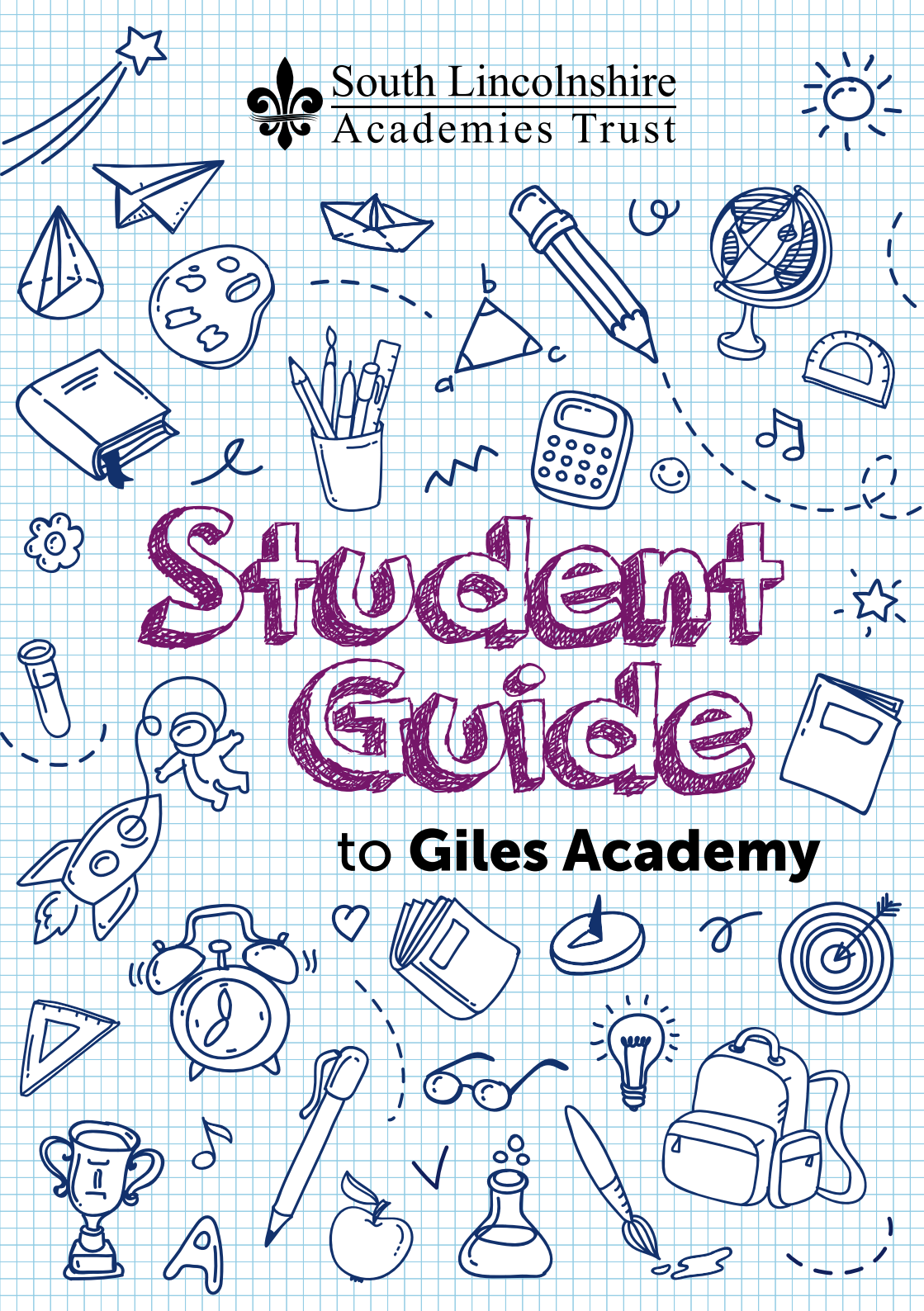


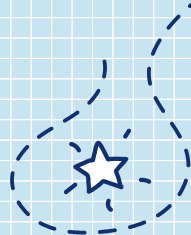
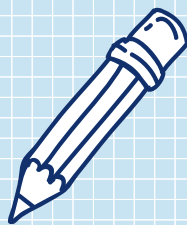


# Student Guide

to **Giles Academy**



# Hello



I'm Mrs Simons and will be your Pastoral Year Lead when you start at Giles Academy in September.

I'm really looking forward to getting to know you and I will be here to ensure your transition to our school goes smoothly.

This guide is packed full of useful information and top tips to make sure your start with us is easier.



In the box, there is a brilliant free 'Coraline' book (as well as the sweets from me 😊). Before you start in September, please read this book and keep it safe as you will need it for your English lessons.

Also, to help us get to know you, please complete the enclosed 'Year 6 Bridging Project' and remember to bring this in on your first day (or by Friday 15th September 2023 at the latest).

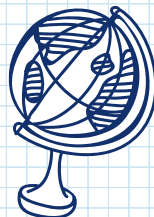
Enjoy your summer holidays!



# Your daily routine

## Wow... the school is so big! Will I get lost?

On your first day, you will get a map of the school so there is no need to worry! Other students in your group will be going to the same place so you can walk together. Otherwise you can ask a teacher or another student for help.



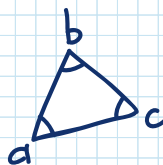
Also, on your first day (Wednesday 6th September 2023) only the Year 7, 10 and 11 students will start school to make it easier for you to find your way around. All students then return on your second day on Thursday 7th September 2023.

## What should I do if I get lost?

Don't panic! The teachers will understand (and expect) you might get lost several times, especially in your first week. Staff will be available to take you from lesson to lesson on your first day.



*TOP TIP: Have your map out and open with your timetable when walking to your next lesson.*



## Where can I go during break and lunchtime?

At morning break and lunchtime you can go to the Year 7 yard or the canteen (every Year has their very own designated yard). You are not allowed off the school site. You can also go to the Library and there are many lunchtime clubs to choose from. Packed lunches cannot be eaten in the canteen or library.

## How do I carry all my books and equipment for the day?

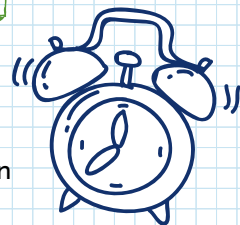
You will need a comfortable bag with strong straps. Applying for a locker is also a great idea!



*TOP TIP: A 'fashion' bag isn't always the best choice!*



# Timekeeping & equipment



## What should I do if I am late for school?

Someone always meets you on the school gate. You will then need to sign in at the school reception.



*TOP TIP: Plan your route to school and practice this in the holidays. Always leave enough time to get to school by 8.30am! If a friend is running late – then see them at school so you are not both late!*

## Late for a lesson?

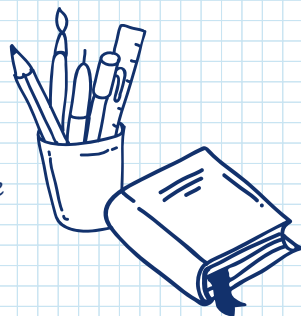
Go to the lesson, knock on the door, enter quietly and say “Sorry I am late” and give the reason why.

## What equipment do I need?

You will need a pencil case, black or blue writing pens, pencil, ruler and a calculator.



*TOP TIP: Pack your school bag the night before school including your PE kit if you need it.*



## Is homework too much?

Talk to the teacher who set the homework or your form tutor. You could also tell your parents who may support you with time-management at home.

# Transport

## What happens if I miss my bus to school?

You need to get to school as soon as possible. This may mean an adult will need to bring you or if this is not possible you will need to get the next bus. You must also contact the school and let them know you are on the way. Our school number is **01205 870693**.



## I will be going home on the bus. Where do I catch it?

Some buses come to the front of the school. You should wait for these in the allocated room and staff will send you over to catch your bus when it arrives. We also have buses leaving from the back of school, you will be shown where to catch your bus. On your first day, we will guide you to the correct room where you will wait before going to your bus.

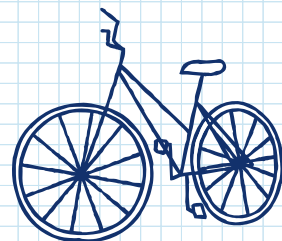


*TOP TIP: Buses leave at 3.25pm so you MUST be in your designated area by 3.20pm at the latest so you hear your bus call.*

## I'm coming on my bike today.

### Where do I leave it?

There are bike sheds on site but you MUST lock your bike. The bike sheds are located near the student entrance gate.



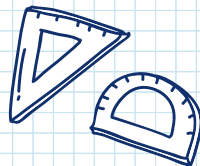
## My parent/carer is collecting me at the end of the school day. Where do I meet them?

They can meet you on the main road outside the front of school. They should not park in the school car park as they will not be able to leave the car park due to the buses entering the school. You will leave by the pedestrian gate, near the swimming pool.

# Personal

## I'm having problems with another student, what do I do?

At times you will fall out with friends - that is very normal. If it is causing you any concerns you can speak to your Form Tutor and Pastoral Year Lead or any other member of staff. They will listen to your worries, suggest solutions and support you.



## I want to make friends with people in another tutor group?

Joining extra-curricular clubs is a great way to meet new people. There are lots of clubs to choose from during lunchtime and after-school. The clubs range from lots of different sporting activities, to drama and art clubs. A list of clubs will be displayed in your form room. In your lessons you will learn names of people and probably walk to your next class together so you could chat on the way.



*TOP TIP: Remember that you should never share your details with people you do not wish to contact you and ALWAYS let an adult know where you are going and who you are meeting!*

## I want to be with my best friends in my lessons?

We try to make sure that you are in a form group with at least one person you know from your primary school. Starting a new school is a fantastic opportunity to make new friends!



## I have an appointment during the school day, what do I do?

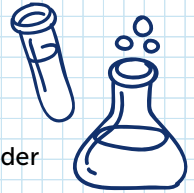
If you need to see a doctor, dentist or have a hospital appointment, firstly, try and arrange this out of school hours. Otherwise, you will must bring in a copy of the appointment card to the school reception so that the school has a record of the appointment. You will not be able to leave the school premises unless an adult arrives at the school reception to collect you.



*TOP TIP: You must sign out at the school reception before you leave the school site.*

## I feel unwell whilst I am in school?

You should try and stay in your lesson, but if you feel too poorly we have a Medical room that you can go to where a trained First Aider will be available.



## I have a minor illness so I don't want to go to school.

Unfortunately, we all get a little ill during the first few months of a new school year, such as a headache, sore throat, cough or blister. However, it is not acceptable to have time off school for 'smaller' illnesses. Even though you may not feel 100% you need to take some Calpol or other pain killers, get into school and drink lots of water throughout the day.



*TOP TIP: Avoid having time off school as this will lower your GCSE success, even in Year 7!*



# Uniform

## Great - a new uniform! Can I wear what I want?

You need to wear the uniform that is shown on the list your parent/carer has been given and you must get your uniform from the school's uniform shop. All students **MUST** wear their blazer during the school day, unless told otherwise by a member of staff. Outdoor jackets are not allowed to be worn indoors.

## Is there anything I am not allowed to wear?

You shouldn't wear anything that is not on the uniform list. Only one set of earrings are allowed and no other piercings. You are not allowed to wear make-up, nail varnish or acrylic nails.



*TOP TIP: Read the uniform list carefully. If you get it wrong you could spend the day in the Student Referral Unit (SRU). Jewellery will have to be removed and spare uniform will be issued (there are plimsols issued to replace incorrect footwear).*

## I'm having a new haircut for school. What am I allowed?

We do not allow you to dye your hair any colour besides natural colours only. Styles should be non-extreme (such as a grade 1) and no shapes or lines should be shaved into the style. If in doubt - ask before you get your hair cut!



*TOP TIP: If you are asking "Will I be allowed this style?" then the answer is probably no!*

## For PE, can I wear my own sports gear?

Afraid not! You have to buy the correct PE kit from the uniform shop. If you wear incorrect kit, this means a detention could be issued and a loan of a spare PE kit.



*TOP TIP: Get organised early! Use a locker or pack your school bag the night before school.*