



Moving from primary to secondary school is an exciting and significant event in your child's life. It is an important milestone which marks a change in expectations of your child regarding crucial life-skills such as independent working and self-organisation.

When a child starts at secondary school, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not used before. These changes can be a challenge for students, but they soon get used to them and staff are always willing to help and support. We hope this booklet will assist you and your child in preparing for some of these changes.

### **What are the main differences between primary school and Farmor's School?**

Most students will need to travel further to get to school, often by bus. This will mean that they will need to be organised to make sure that they catch the bus on time.

They will have 14 different subjects and teachers, this means that they will need to bring in different equipment and books each day for each lesson. We advise that students pack their bags the night before to make sure that they have the correct equipment each day. They also need to think about the type of bag they use. Can all the equipment fit in it? Is it easy to carry?

The school site is much bigger than their primary school and students will be taught in many different areas for each subject. They will need to learn the school layout and how to get to lessons on time. There are lots of signs up and Prefects and Staff will help guide them in the early stages until students become familiar with this.

Homework will be set by each subject, on a regular basis, so they will need to look on the '**Show My Homework**' internet site each day to ensure that they do not miss anything. They will need to learn to manage their time so that they are able to complete all homework and hand it in on time.

They will have the opportunity to work in Science laboratories, PE areas and Design and Technology workshops where they will be taught about Health and Safety. Teaching styles may vary for each subject. Each lesson is 60 minutes long.

## Initial worries and concerns

Inevitably, when there is change there is apprehension about the new systems and challenges that lie ahead. It is quite normal to worry about things and, although they are common concerns, most children report that they are no longer worried about them after just a few weeks.

1. **Getting lost** – Please reassure your child that there are lots of people who will be willing to help them find their way during the first few days. We will create an activity for students to complete when they are able to join us which will give them an opportunity to explore the site with their tutor group.
2. **Too much homework** – We have a fantastic internet based system called '**Show My Homework**' which details what homework they have been set by each subject, and when it is due to be handed in. Providing they do the homework as they get it, they should be able to complete all work set to a high standard. However, if they experience problems they must speak to their tutor or subject teacher as soon as possible, so that they are able to support them. Parents can get a log in too and there is a free app called 'satchel one' that you and your child can download and use.
3. **Meeting new people** – Each year we have lots of new students starting at Farmor's by themselves; it can be scary, but we do have lots of opportunities for them to meet new people: tutor time, clubs at lunch time, library at break and lunch. Getting to know one another and settling in is a main focus in the early weeks of Year 7.
4. **Having lots of new teachers** – Students will find it difficult to remember all the new teachers names, so it is a good idea to make a note of the subject and teacher name. It will take a little while to get use to the different teaching styles and routines. We hope to have your timetables before the summer holidays so there is a chance that you may have this information before September.
5. **Not getting to lessons on time** – In the first week of starting school, in September, there will be people around the school to help students find their lessons. Teachers will understand that students may get lost or go to the wrong room in the first week. Students could use break time and lunch time to make sure they know where they are going.
6. **Not having the right equipment and books** – Students should pack their bags the night before by checking their timetable and making sure they have the right equipment for each subject. If they do forget something, they need to speak to their subject teacher at the beginning of the lesson.
7. **Getting a detention** – Detentions are only given out for behaviour that falls below our expectations (see Student Pack) or missed homework and take place at either break time or lunch time. To avoid detentions, students should behave in appropriate ways in lessons and around the school. If there is a problem with homework, speak to a teacher before it is due in.

8. **Work being harder than primary school** – Work does get hard, but it will be age-related and work will be appropriate for their learning needs. If students are having difficulties, they should speak to their subject teachers or tutor.
  
9. **Missing the bus/bus in general** – Students should be at the bus stop at least 5 minutes before the bus is due. However, if they do miss the bus they should contact home to arrange a lift into school. If it means that they will be late to school, you will need to phone the school to let them know. Most buses have CCTV and we appoint bus prefects on each bus route but if there are any issues on the buses please report these to your child's tutor/Mr Hockey.
  
10. **Bullying** – In the event of any bullying, children should speak to their tutor or any adult they feel comfortable talking to. We also have anti-bullying ambassadors who are students that they can talk to. Bullying is not tolerated at Farmor's and it is our responsibility to ensure that all students are fully supported.

During your child's time at Farmor's School they may need help and support for a number of different reasons. At Farmor's we have a strong support system which your child can use to help them solve their issues whether they are small or large. Their tutor should be the first person they turn to for support along with their subject teachers. If they feel that their tutor or subject teachers are unable to resolve their concerns, they can see the Head of Year, Mr Hockey.

### **Who can help?**

- Tutor – Settling in period, general issues and concerns
- Subject teacher – Subject-related issues
- Head of Year - Issues that are unresolvable by the tutor or subject teacher
- Student Services – If your child feels unwell, needs medical assistance, is unsure of a lesson.
- Prefects – Getting lost, general questions about school, bullying
- The School Link Nurse (Weekly Drop-in Sessions on a Tuesday)
- Finance – Anything financial including buses

## Who to contact?

Farmor's School is a much larger school than you or your child will have been used to and it can seem like a more formal place. This section is to help guide you to the right contact if you have any queries.

- **To report a child's absence** phone **Student Services on 01285 712302 and press Option 2** by registration time so that the relevant people can be informed.
- If your child needs **time off** from school, you will need to contact either their **tutor**. The **Tutor** should also be contacted for any generic school related issues that you may wish to share
- If you wish to discuss a **subject-specific** concern please email the relevant class teacher in the first instance or the relevant Head of Department where appropriate.
- Any **significant pastoral enquiries or unresolved issues from the above**, please contact Mr Hockey – Head of Year [phockey@farmors.gloucs.sch.uk](mailto:phockey@farmors.gloucs.sch.uk)
- If you have any questions or problems with **ParentPay** or the **school buses** you can either phone **01285 712302 then option 4** or email the finance department - [finance@farmors.gloucs.sch.uk](mailto:finance@farmors.gloucs.sch.uk)

It can be difficult to speak to a teacher during the day because of their teaching commitments, so it may be **easier to email them**. Teachers will then be able to email you back at their earliest convenience and can arrange a call/meeting as required. It is also unlikely that a particular member of staff will be available on request if you come to the school without a previous arrangement. Please speak to Main Reception in the first instance and appropriate assistance will be arranged.

## Key Farmor's Staff

Headteacher	Mr M Evans
Deputy Headteacher	Mr S Shaw
Business Lead	Mrs S Dorey
Assistant Headteacher (Pastoral)	Mr R Eckersley
Assistant Headteacher (Sixth Form)	Mrs E White
Assistant Headteacher (Inclusion)	Ms N Sturla
SENCO	

### Heads of Department

Art	Ms P Badger
Business Studies & Economics	Mr P Imeson
D&T	Mrs C Andrews-Alsaigh
English	Mrs S Simmonds
Geography	Mrs C McLarty
History	Mr J Speake
Computing and IT	Mr M Alsaigh
Mathematics	Mr G Spurr
Modern Foreign Languages	Mr S Pike
Music	Mr J Driver
PE	Mrs D Johnson
Performing Arts	Mr T Newman
Science	Dr S Bettington

In most cases the staff email address is first initial/surname followed by @farmors.gloucs.sch.uk  
i.e [phockey@farmors.gloucs.sch.uk](mailto:phockey@farmors.gloucs.sch.uk) for Mr Paul Hockey

## **Year 7 Tutor Team**

**Head of Year:** Mr Hockey [phockey@farmors.gloucs.sch.uk](mailto:phockey@farmors.gloucs.sch.uk)

**Tutors:** We will send a list of tutors, including which tutor group your child is in and a short welcome video from the tutor on 26<sup>th</sup> June.

Every morning, students will register with their Tutor, receive daily notices and have an opportunity to speak to them about any issues or concerns they may have. During the school day, Mrs Whiteman & Mrs Hartshorne are available in Student Services to help with most matters, including medical.

## **School day once we return to normal**

### **Monday**

**8.45am - 9.15am registration and PSHCE with tutor**

9.20am period 1

10.25am period 2

**11.25am Break (food can be bought from the canteen or the Snack Shed)**

11.50am period 3

**12.50pm Lunch (food can be bought from the canteen or the Snack Shed) and clubs**

1.20pm period 5

**2.20pm Finish**

### **Tuesday, Wednesday, Thursday & Friday**

**8.45am registration or assembly**

9.05am period 1

10.10am period 2

**11.10am Break (food can be bought from the canteen or the Snack Shed)**

11.35am period 3

12.40pm period 4

**1.40pm lunch (food can be bought from the canteen or the Snack Shed) and clubs**

2.25pm period 5

**3.25pm finish**

The majority of clubs happen at lunchtime with some running after school. Sports fixtures are nearly always after school on midweek days and only very rarely on weekends. Transport to and from fixtures is provided so you would just need to arrange to collect your child at the given time from the Main Car Park.

## The Code of Conduct in Lessons

- ✓ Be prompt to lessons.
- ✓ Enter the classroom or teaching area in a quiet and orderly fashion.
- ✓ Make sure you are properly equipped, ready for the start of the lesson.
- ✓ If you are late, join the lesson quietly; do not disturb the lesson. Wait for the teacher to speak to you.
- ✓ Listen carefully and follow instructions the first time they are given.
- ✓ Remain seated and raise your hand for help.
- ✓ Be courteous at all times and show respect for the views of others and their property.
- ✓ Only one person may talk at a time. Wait your turn.
- ✓ Always give your full attention as a listener.
- ✓ At the end of the lesson pack up and be silent until dismissed.

## Equipment

Your child will be given exercise books for each subject and text books will be available for them to use in class. In Year 7 it is highly unlikely that you will be asked to provide text books, but you may wish to support their learning at home with additional texts. Should you want advice on the books to buy, please do not hesitate to contact the relevant department. Your child will need to be fully equipped for school and it is a good idea to have two of everything so that if an item is lost it is easy to re-equip quickly.

### Equipment Checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Pencil case       | <input type="checkbox"/> Protractor                         |
| <input type="checkbox"/> Blue or black pen | <input type="checkbox"/> Compass                            |
| <input type="checkbox"/> HB pencil         | <input type="checkbox"/> Calculator                         |
| <input type="checkbox"/> Coloured pencils  | <input type="checkbox"/> Memory stick                       |
| <input type="checkbox"/> Rubber            | <input type="checkbox"/> Reusable leak proof water bottle   |
| <input type="checkbox"/> Ruler             | <input type="checkbox"/> Headphones (see below for details) |
| <input type="checkbox"/> Glue              |   |
| <input type="checkbox"/> Sharpener         |   |

### Headphones

The music department does not supply headphones for students to use in their Music lessons. The cost of purchasing such items becomes prohibitive and so we ask that students should come to their Music lessons equipped with a pair of headphones that they can use.

The headphones can be any style you wish, but should have a mini-jack connector (like the one you need for an iPod or MP3 player) in order that they can be plugged into the iMac computers. Reminder – The use of personal music players in school is prohibited and we politely ask that you make sure your child respects this and therefore should have headphones out of their bags only if required during a Music lesson.

## The Use of Computers, Internet & Email at Farmor's School

Farmor's School is pleased to offer students access to a computer network for email and the internet. It should be noted that the school does not accept liability for personal devices within school. To gain access to email and the internet, all students must obtain parental permission as verified by the signatures on the form attached.

### **What is possible?**

Access to email and the internet will enable students to explore thousands of media-rich websites and other repositories of information and to communicate with internet users around the world. Whilst the school has selected an Internet Service Provider (EXA networks) which attempts to filter out any unsuitable material, families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the aim of the school is to use internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students of access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

### **What is expected?**

Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. Use of personal equipment such as tablets and smart phones within the classroom is by prior agreement with the teacher. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

**Privacy** – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

**Storage capacity** – Users are expected to remain within their allocated disk space and delete email or other material which take up excessive storage space.

**Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's workspace.

**Inappropriate materials or language** – Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behaviour. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

## **Brief advice for students when using IT**

### **These are guidelines to follow to prevent the loss of network privileges at school:**

1. Use a computer in such a way so as not to harm other people or their work.
2. Respect computers and network devices just as you would any other school equipment.
3. Only use the programmes that are already installed on the network - do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Copyright laws are there for a reason – don't break them.
5. Do not view, send, or display offensive messages or pictures.
6. Keep your password to yourself – don't share it with another person.
7. Only print out material when absolutely necessary. The School employs a print quota system. Quota is allocated for the printing of coursework. Additional print credit can be purchased for personal printing.
8. Only access your account – not anyone else's folders, work, or files.
9. Notify a teacher immediately, if by accident, you encounter materials which are against the rules of appropriate use.
10. Be prepared to be held accountable for your actions and for the loss of privileges if these rules are not complied with.

## **Social Media & Mobile phones**

Although we do not allow mobile phone use at Farmor's, mobile phone use frequently impacts on school life. Over the last few years social media activity has increasingly become an issue for all schools. Conversations that take place over social media outside school can impact on behaviour and relationships in school.

The minimum age requirement for all social media sites is 16, however many children are circumventing this. Social media can be a powerful influence in a child's life and once children have access to it, they can be very unwilling to give it up. Many young people are on their phones all the time – in their room, on the bus, in bed at night, when they are eating, while you are trying to talk to them, and while they are trying to do their homework. Social media alerts can mean that they are living in a perpetual state of interruptions which impacts on their ability to concentrate and sleep.

Our experience is that, despite what they are told, some children will say and do things online that they would never do in the real world. This can have a serious impact on friendships, self-esteem and personal safety.

So what can we do about this? In school, we have a programme of education about social media and internet use which we deliver in PSHCE lessons and assemblies. As parents and carers, we suggest that you regularly check what your child is doing online. Don't be afraid to restrict their access to the internet; make sure phones stay downstairs or ask for the phone to be handed in at an agreed time. Talk to your child about their internet use and make sure that they are aware of the dangers associated with social media. For further information, [www.childnet.com](http://www.childnet.com) & [www.saferinternet.org.uk](http://www.saferinternet.org.uk) have lots of advice for parents on the subject and explain how to set up parental controls.

### **Suggested guidelines**

- ✓ **Do talk to your child about what they do on their phone and which apps/websites they use**
- ✓ **Don't allow mobile phones in the bedroom after 9pm**
- ✓ **Be aware of the age limit of certain apps - are they old enough to sign-up to them?**
- ✓ **Set-up your own account so that you can monitor their activity**
- ✓ **Check what is on their phone**

## FARMOR'S KEY STAGE 3 (YEAR 7 TO 9) UNIFORM

**Shirts/Blouses:** plain white shirt or blouse with no patterns and straight collars (vendor optional). Shirts should be tucked into trousers. *Short sleeved shirts can be worn in warm weather.*

**Jumpers:**

Blue v-neck jumper with Farmor's logo embroidered on the left breast (purchased from PMG School Wear).

**Coats:**

Coats may be worn over the top of the uniform but should not be on during lessons. 'Hoodies' (*a top of sweatshirt material with a hood*), sweatshirts or cardigans are not considered substitutes for a coat and are not allowed.

**Ties:**

School branded clip-on ties with House coloured stripe (purchased from the school using ParnetPay. Once paid for, ties will be issued in September).

**Trousers or Shorts:**

Black trousers or knee length shorts (vendor optional). Trousers should not be skin-tight/drainpipe style.

**Skirts:** Black pleated skirt (vendor optional). Skirt length should be 'decent' (when stood upright and hands placed by their sides, the skirt should be longer than their fingertips).

**Shoes:** Black. No trainers. No canvas shoes. Flat heeled. *Ankle height black leather boots may only be worn when the weather is extremely cold.*

**Socks or Tights:** Black

**The following are not allowed in school for KS3 and KS4:**

- Unnatural hair colours or 'extreme' hair styles (clipped hair should be no shorter than grade 2, hair accessories must be subtle and dark coloured).
- Excessive make-up (including coloured nail varnish).
- Jewellery (including rings, bracelets, necklaces, additional earrings\* or any other kind of piercings). *\*One pair of small sleeper or stud earrings may be worn (one in each ear). These must be removed for PE lessons. One charity band may be worn.*
- *New piercings should only be done at the start of the summer holidays.*
- Belts with large buckles and brightly coloured tops that show through under white shirts.
- Headphones and portable music players (unless in lessons with the expressed permission of a teacher).
- Mobile phones or games consoles, which are visible and switched on during the school day.

### **Catering at Farmor's - Aspens Services**

Aspens joined us in September 2018 as our catering provider. Students will be able to buy a choice of freshly made foods before school, at break and at lunchtime. Sixth Form students will also be able to buy from their own servery within the Sixth Form social space.

You can download the Aspens App to keep up to date with the current menu offer. Go to our website for further details <http://www.farmors.gloucs.sch.uk/Cashless-Catering-and-ParentPay>

### **Free School Meals**

To apply for Free School Meals for your child please visit the Gloucestershire County Council website for information and the application form

<http://www.gloucestershire.gov.uk/educationgrants>

If you don't have access to a computer, please speak to us and we will be happy to support you in making an application. You will need an email address and your National Insurance or National Asylum Support Service (NASS) number when you apply.

If your child is currently receiving Free School Meals, it is not necessary to apply again.

For further support and advice you can contact the Free School Meals Team by emailing [edsupport@gloucestershire.gov.uk](mailto:edsupport@gloucestershire.gov.uk).

## **Personal, Social and Health Education (PSHE)**

Government regulations require that all schools inform parents whenever their Personal, Social and Health Education lessons contains, certain sex education and other related issues. The PSHE programme covers many topics relating to your child's wellbeing. This includes the following areas:

- Relationships
- Sexuality
- Sexual Health
- Contraception
- Alcohol & Drug Awareness
- The Media – including areas of sexualisation, pornography and sexting

These areas are delivered at the appropriate stage of your child's development. The issues are approached within the context of the Department for Education's Guidelines, within a moral framework and in the context of the family, and above all, in a sensitive and positive manner.

If you would like further information, please do not hesitate to contact the school. A copy of the School's Sex & Relationship Policy and Drugs Policy and the overview of topics covered can be sent on request or viewed on the school website.

## Tips for a successful Farmor's experience

- ✓ Spend time with your child in the first few weeks and help them to establish a routine
- ✓ Check their timetable and pack their bag with them the night before
- ✓ Take an interest in your child's homework and subjects
- ✓ Ask them about what they have learnt and what new experiences they have had at school
- ✓ Check 'Show My Homework' daily with them to see what homework they have and when it needs to be handed in
- ✓ Help them organise their time to make sure that they are able to complete the work and hand it in on time
- ✓ Always keep the school informed about things that may impact on their learning or effect their general health and wellbeing
- ✓ Do not hesitate to contact their tutor, subject teachers, or Head of Year if you have any queries. If a positive line of communication is built between the parents and the school, it will have a positive influence on the student's school experience
- ✓ Be aware of any changes of that could indicate a concern or problem. Ask them about their lunch to ensure that they have bought or eaten it. Check their uniform periodically. Look out for changes in personality, their use of emailing or messaging and ask them about friendship groups. If you have any concerns, please contact the school as soon as possible
- ✓ Finally, praise their achievements and school experiences as much as possible.

## Glossary

CAT	Cognitive Ability Test
DT	Design and Technology – food, textiles, resistant materials, graphics
HOY	Head of Year
HOD	Head of department
IGR	Interim Grade Reports
SEND	Special Educational Needs and Disability
EHCP	Educational Health Care Plan
EAL	English as an Additional Language