

THE CUMBERLAND SCHOOL
YEAR 7 HANDBOOK
2017/18

The Cumberland School

ABOUT THIS BOOK

This book is written especially for you and your parents to help you to get to know about your new school. It goes through what will happen during your first days at The Cumberland School, how your day at school is organised and it gives useful information on how to help you get organised.

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WELCOME FROM THE HEADTEACHER

Ms. G. Dineen



I am very proud to be Cumberland's Headteacher and I hope that you are as excited about joining Cumberland's community, as we are about welcoming you. Starting secondary school can be both amazing and a bit frightening, but we are confident that once you have taken part in the summer inductions days, met your new tutor group, form tutor and Head of Year, you will be looking forward to the start of September 2017 and your time at Cumberland.

During your time in year 7 you will have the opportunity to develop your skills and resilience. You will be supported to become a 'determined and ambitious learner' keen to take risks and help others. You will find out about the world you live in and also about yourself. You will begin a journey of discovery with us, supported by your parents and all of the staff here. You will become part of Cumberland's community. It will be an exciting journey with ups and downs – and I can't wait for it to begin.

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CUMBERLAND VALUES

Respect - "Always respect other people's feelings. It might mean nothing to you but everything to them".

Roy T. Bennett

Working with others - "Coming together is a beginning; keeping together is progress; working together is success."

Henry Ford

Courage - "I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear".

Nelson Mandela

Actively listening - "Listen with curiosity. Speak with honesty. Act with integrity".

Roy T Bennett

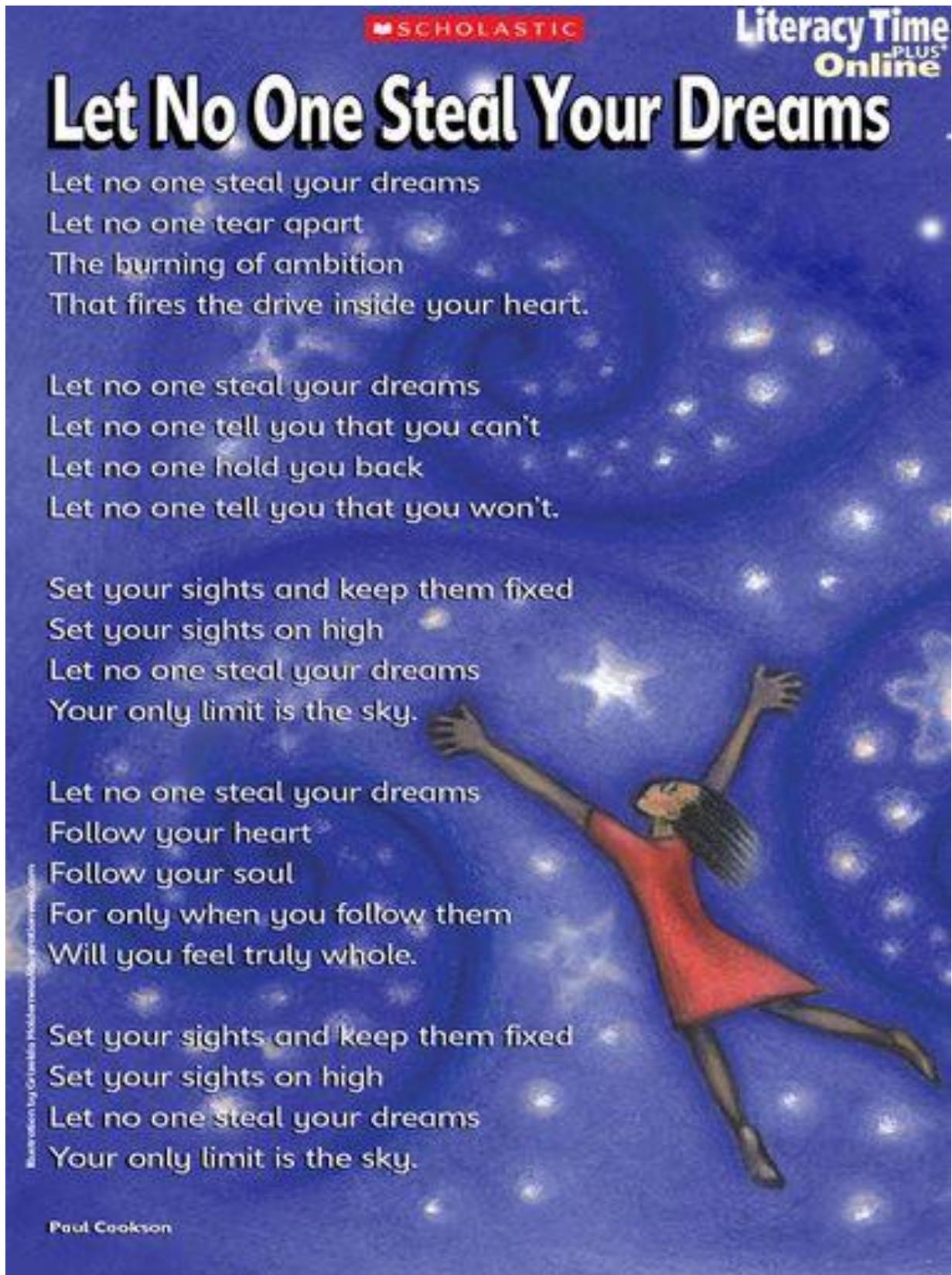
Enquirer - "When was the last time you did something for the first time?"

Resilience - "The ability to climb over life's obstacles rather than be defeated by them".
Andy Goulty



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A poster for Scholastic Literacy Time PLUS Online. The background is a dark blue night sky filled with numerous bright, multi-pointed stars. In the lower right quadrant, a young girl with long dark hair, wearing a red dress, is depicted floating or jumping with her arms and legs outstretched, reaching towards the stars. The text is arranged in several paragraphs on the left side of the poster, with the Scholastic logo at the top left and the 'Literacy Time PLUS Online' logo at the top right. The author's name, Paul Cookson, is at the bottom left.

SCHOLASTIC Literacy Time ^{PLUS} Online

Let No One Steal Your Dreams

Let no one steal your dreams
Let no one tear apart
The burning of ambition
That fires the drive inside your heart.

Let no one steal your dreams
Let no one tell you that you can't
Let no one hold you back
Let no one tell you that you won't.

Set your sights and keep them fixed
Set your sights on high
Let no one steal your dreams
Your only limit is the sky.

Let no one steal your dreams
Follow your heart
Follow your soul
For only when you follow them
Will you feel truly whole.

Set your sights and keep them fixed
Set your sights on high
Let no one steal your dreams
Your only limit is the sky.

Paul Cookson

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**INFORMATION
FOR
PUPILS**

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YEAR 7 DAILY TIMETABLE

8.35	Lesson 1
9.50	Lesson 2
11.05	Break
11.25	Lesson3
12.40	Lunch
1.20	Form time
1.45	Lesson 4
3.00 - 4.30pm	Homework/club time

You are expected to be prompt for all lessons. The school day always starts at 8.35am and changes of lesson will always be indicated by your teacher asking you to pack up your things, stand behind your chairs and when it is time, you will be asked to make your way to either the next lesson or to break/lunch. The movement around school must be done quickly, quietly and calmly.

If you arrive to school very early in the morning, you can have a breakfast (cereal, toast and jam and tea or hot chocolate) in the canteen. Full cooked breakfasts are also available to purchase in the canteen from 7.30am.

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Morning Break

During the twenty minutes of morning break you will normally leave the school building and go to play in the playground. If the weather is very cold or if it is raining then you can go under the covered area or to a designated classroom. You might also like to use the library.

If you need to go to the toilet, this is the time to go!

The school canteen is open during morning break for sandwiches, snacks and drinks. At five minutes before the end of morning break you will hear a bell and you should then gather your equipment together and go straight to your next lesson.

You will be surprised how quickly you will learn the routines of the school. During your first weeks you can always seek help from older pupils or ask one of the teachers on duty for help.



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Lunchtime

At the beginning of lunch you need to form a line outside the canteen doors. A teacher will be on duty along with lunchtime assistants and they will send you into the canteen for your lunch. For the first few days you will be the first group of pupils to line up and be allowed into the canteen.

The canteen has a cafeteria system which means that you can choose your own selection of food. The meal of the day (meat or vegetarian option with a desert) represents excellent value for money. Good advice is to make sure that you take a selection of meat and vegetables and use the salad bar. Fruit, yoghurts and other desserts, along with soft drinks, are available.

Lunch is served on plates which, together with your cutlery, need to be returned to a collection point in the canteen when you have finished eating. During lunch you can sit with your friends and catch up on how they are getting on in their first days at The Cumberland School.

When you have left the canteen you are free to use the playground for your break, unless it is raining and you will then be directed to indoor areas where you stand quietly and read or talk to your friends. We are very lucky to be able to have many staff on duty who will be around the school to help supervise both at break and lunch times.

There are over 1600 people in The Cumberland School (this includes the staff!) who will require lunch during our lunch break. This poses quite a challenge.

Remember that we need your cooperation at all times to make sure the system works fairly, smoothly and efficiently. Please remember that you must not leave the canteen with any food.

In addition, you must never leave the premises at lunch time or at any time during the day, unless you have special permission and are being collected by a parent or guardian.

At the end of lunch break you will hear the bell. You should then gather your equipment together and go to your next classroom to meet your teacher.

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[At The End of The Day](#)

We hope that your first days at The Cumberland School will be happy ones.

Remember that this is the time to get into good habits. So before you go home every night you should check your homework diary or Show My Homework to make sure that you have all the equipment and books you need for successfully tackling your homework.

The library will be open from Monday to Thursday until 4.30pm. If you decide to complete homework before you go home, you will be given light snacks at 4.30pm. Be aware that pupils who fall behind in their homework will receive a school sanction, be placed in the 4 o'clock club and detained each evening to complete homework.(between 3pm and 4pm)

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 Phone 020 8472 1729 Email:
 howard@ianhoward.co.uk vat no 203845328

SCHOOL UNIFORM

ITEM	COLOUR	STYLE	IT IS FORBIDDEN TO WEAR THE FOLLOWING
Outdoor coat	Plain dark	No Logos	Bright colours, logos that are not the schools or inappropriate designs.
Trousers	Navy	Tailored	Tracksuits, Jeans or Jean style
Shirt	White	No Logo	
School Tie	Year group tie	Blue for Year 7	
Blazer	Navy	School Logo Compulsory	
Jumper (optional)	Navy	School logo	Any other colour
Shalwar Kameez	Navy	With Logo	Any other colour
Hijab	Navy	With Logo	Any other colour or decoration
Skirt	Navy	With logo	Inappropriate length
Shoes	Black		Trainers, boots, plimsolls, Converse.
School Bag		School Logo	Compulsory from Ian Howard
P.E. KIT			
Polo Shirt	White	School Logo	Any other colour
Shorts/PE Skirt/Or Skort	Black	Plain/School Logo	Any other colour
Tracksuit	Black	School Logo	Any other colour
Sweat Shirt	Black	School Logo	Any other colour
Trainers	Plain		
Socks	Black & White		

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IS THERE ANYTHING WHICH YOU ARE NOT ALLOWED TO BRING OR WEAR TO SCHOOL?

No mobile devices. These can be stolen and they often cause trouble, with text messages being passed around. Young people on their way home have had their phones stolen. We do not accept responsibility for any mobile phones. Any that are found during the school day will be confiscated and returned to only a parent/guardian.

No money in large amounts should be brought in by pupils. It can be a temptation to steal. The school cannot accept responsibility for any money that is lost or stolen.

The following are not allowed in school:

Chewing gum

False nails

Facial piercings

Like every other school we have rules to ensure your health and safety. Certain items are banned for your protection and these are detailed in your planner and in our behaviour policy.

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HOMEWORK

Your School Planner and Show My Homework

On your first day at school you will be given a planner. There is a special part in your planner for writing down your homework. Very early on in the term you will be given a homework timetable telling you which lessons will set homework each day. Every day you will need to write down the lessons that will be setting you homework on that day.

Your homework will also be put online on a website called Show My Homework. You will be given a login for this in September.

Each lesson's homework will last about thirty minutes, so please ensure that you find a regular time and a quiet place to do this homework well. You will need to check your planner regularly to make sure that you bring the right work and books for each day and that you bring your homework in on the right days.

Homework is important because:

- ☑ It helps you to go through and learn the work that you have been doing in your lessons.
- ☑ It helps you prepare for your next lessons.
- ☑ It allows you to work on your own and to do your work as well as you possibly can.
- ☑ It allows you to read more about a subject than is possible in the lesson - especially if you learn to use the school library and attend after school learning.

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ACKNOWLEDGING YOUR ACHIEVEMENTS

At The Cumberland School we aim to create a positive atmosphere and foster a culture in which praise and rewards are widely used. You can be awarded certificates and Vivos by staff for high attainment, effort, pastoral and extracurricular activities. Form tutors will monitor your commendations and Vivos. These points can result in rewards.

During assemblies with the Head of Year prizes and certificates are distributed and achievement is recognised. Formal prize giving takes place once a year in the summer term and there are termly Awards Assemblies for effort and achievement.

Your progress is regularly monitored and you will be assessed in all subjects during the year. These assessments will highlight your potential and effort in all subjects and will be discussed by you at a Pupil Lead Conference (PLC).

Pupil Led Conference

You will have about 30 minutes to talk to your parents/carer and form tutor about your learning. You will be able to choose key pieces of work from each subject and talk about your strengths and areas for development for each subject.

You will lead the PLC whilst your tutor and parent/carer listens without interrupting you, but they will be able to ask you questions at the end of your presentation. Don't worry about your presentation. You will be supported by your form tutor in tutor time to think and plan for the PLC.

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CLUBS and ACTIVITIES

There are many clubs and activities in which you can become involved. You will be given more information about these during the first term.

Extracurricular sport is strong and has led to a large number of pupils taking part in competitions within the borough. There are music clubs and activities arranged by the Music department. Several departments also arrange educational visits both here and abroad.

THE SCHOOL COUNCIL

The School Council is a really important way of getting your ideas heard for improving the school. Every year, each form class elects two class representatives who then meet on a regular basis and talk about issues relating to school life. Each year has two representatives who sit on the whole School Council and the ideas are discussed and proposals for change are debated.

Over the last academic year, the School Council has been highly influential in many major decisions about school life. For example, pupils have been consulted in areas such as extra-curricular clubs and uniform.

So, if you are interested in being a member of the School Council, and playing an important role in the development of the school, please speak to your form tutor when you start in September.

And finally pupils.....

We look forward to seeing you at the beginning of term. Remember to prepare yourself well for your new school as it is an opportunity to develop your talents to the full and to be the best you can be. Your time at The Cumberland School is only the beginning and we hope that ...

- ☑ It is an enjoyable time and that you use it well.
- ☑ That you share your talents with us.
- ☑ That you go on to become a mature, responsible and thoughtful member of society.

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**INFORMATION
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PASTORAL

Who will be responsible for my son/daughter?

He/she will have:

- ☑ A Form Tutor
- ☑ A Head of Year and an Assistant Head of Year
- ☑ A Learning Mentor

The role of the Form Tutor is to:

- ☑ Be the first point of contact with parents
- ☑ Be vigilant with regard to your child's progress
- ☑ Be available should you wish to discuss, or report, any problems to them

Head of Year 7 – Ms Shahana

Ms. Shahana is the person who monitors and co-ordinates the learning of all the pupils in the year. She will come to know your child well and may support or counsel them across a number of issues. Parents should initially approach their child's Form Tutor, but it is likely that Ms Shahana will become involved if there are difficulties or issues that need to be addressed.

Assistant Head of Year – Mr. Plange- Rhule

Mr. Plange-Rhule is the person who will monitor punctuality and rewards and will support you and Ms. Shahana during the academic year. Mr. Plange-Rhule will organise detentions for pupils who arrive late to school.

Learning Mentor – Ms. Kerrie Aylward

Ms. Kerrie Aylward is the person who works closely with the Head of Year to support and counsel pupils. Ms. Aylward will mentor individual pupils and groups of pupils to help overcome barriers which stop pupils from being the best they can be.

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HOW CAN I HELP MY SON/DAUGHTER TO MANAGE THE PRIMARY TO SECONDARY TRANSFER?

One of the most difficult things for 11 year olds is managing the move between all the different lessons. We will help with this, in the early stage, by using a team of teachers and prefects to show your child around the classrooms.

Your child will need to bring different books to school every day. It would be much too heavy a load to carry if they were to bring all their books every day. You should look at the timetable they will be given on their first day and help them, each evening, to sort out which books and homework they will need to take in for the following day. Please make sure that your child has a pencil case in their bag every day.

In terms of your child's education, we are on your side! You, their parents, and we, their teachers, want the very best for them.

Our rules are simple and they are all in place so that your child can succeed. The Cumberland School is a community, and it is sometimes necessary to compromise a little so that all members of the community can be safe, comfortable and happy. We ask for your support and in turn please be assured of ours.

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How Can I Help My Child With Homework?

You can help your child by making a routine:

- ☑ Get your child to sit down at a regular time each day and at the weekend.
- ☑ Make sure that they do the work specified for that day on the correct day, so that they do not build up a backlog.
- ☑ Ensure that each piece of homework is finished.
- ☑ If homework is not being set regularly, write a note in the planner for your child's Form Tutor to read.
- ☑ Help your child with their homework by explaining words or talking through ideas.

Please do not do their homework for them, or they will not learn.

Your child's homework will be put online on a website called [Show My Homework](#). Both you and your child will be given a login for this in September. It is very easy to use.

If you need help in learning how to use this site please contact your child's form tutor.

There is a Homework Club from 8.00am until 8.30am and 3.00pm-4:30pm.

Also, the school Library is open from 8.00am if pupils want to work before lessons start.

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THE SCHOOL CANTEEN

We have a cashless system in the school canteen, this is where no cash is taken at the point of sale. Each pupil using the system will be allocated an account, much like a bank account.

We have a biometric finger recognition system. Each pupil, initially, has a fingerprint scanned. This is turned into a number. No register of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference.

How is the System used to obtain a meal?

At the till point is a dermal scanner. When your child wishes to pay for the meal they simply place their finger on the scanner; this will bring up your child's account. A display will show the till operator your child's photo, name, class and current cash balance held within the system. The selected food items will be entered into the system from the touch screen till while the product values and the total balance will show on the display. You must make sure that your child has enough money in their account before trying to buy a meal from the canteen.

How is money entered into the system?

By cash (notes/coins) into one of the three Revaluation Units, which are located as follows; one by the orange circle in reception, one outside the Library and one on the second floor outside the staff room. The machines will accept 10p, 20p, 50p, £1 and £2 coins and £5, £10 and £20 notes.

How does the Revaluation Unit work?

Firstly, your child places their finger on the scanner mounted on the cash unit. The system will identify your child and display their name and current cash balance held within the system. Coins or notes are then inserted into the slot and the new balance will show on the display.

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What if my child is entitled to Free School Meals?

It is your responsibility to apply online for Free School Meals and we encourage you to do so. The free school meals given in Primary do not happen in Secondary.

If your child is on free school meals, they will have their Free School Meals allowance credited to their account daily. Please note that this entitles your child to spend up to a limited amount of money. If they go over this limit they will need to have enough credit in their account to pay the difference. Please remember that additional funds can be added to accounts.

How much money does my child need for lunch each day?

The canteen provides a 'meal deal' for approximately £2.20 (prices for September are yet to be confirmed but will not change significantly). This includes a main, a drink and a dessert. Please note there is also an opportunity to purchase food at break.

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Attendance and Punctuality

Attendance

It is vital that your child attends school every day. This is important to avoid missing valuable lesson time and falling behind. Employers place great emphasis on consistent attendance and good punctuality and attendance will be monitored by the school's Education Welfare Officer. Registers are completed electronically each lesson and it is vital that your child aims for 100% attendance. All absence should therefore be kept to an absolute minimum.

Absence

If your child is ill and unable to attend school, please contact us by telephone as soon as possible. When your child returns they MUST have a note from you explaining the cause of the absence. This should be handed to their Form Tutor who will keep it on file. If your child is absent, please encourage them to use mymaths.co.uk and keep up to date with any work they are missing.

Truancy

Truancy from school or failure to provide a reason for absence will result in school marking the absence as unauthorised. This in turn could lead to the issue of fixed penalty notices if attendance falls below an acceptable level. We will provide you with regular updated records of your child's attendance, and will let you know if we are concerned about it. You may be invited to attend a meeting at school to discuss attendance concerns.

Punctuality

Your child is expected to be at school by 8.25am each morning. Lessons start at 8.35am. After 8.35 am your child is late and she/he will be met by a Learning Mentor who will note your child's name for a detention. Two sessions of lateness in a week will result in a Head of Year detention.

After 9.30am school operates truancy call procedure whereby parents will receive a telephone call requesting a reason for their child's absence. The automated system will continue to contact parents throughout the day and subsequent days until we have received notification as to why your child is absent from school.

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WE EXPECT 100% ATTENDANCE AND PUNCTUALITY FROM ALL OUR PUPILS

[Request for Absence During Term Time](#)

If you need to apply for authorised absence, please write a letter to the Headteacher, explaining the reason for the special request e.g. a funeral.

[Medical Appointments](#)

A letter from you giving date and time plus appointment card should be given to the Education Welfare Officer. Your child should report to the front office with their note signed by their Head of Year. For general check-ups, e.g. dental appointments, these should be made either out of school hours or during the holidays.

Our rules are simple and they are all in place for sound, practical reasons. The Cumberland School is a community, and it is sometimes necessary to compromise a little so that all members of the community can be safe, comfortable and happy. We ask for your support and in turn please be assured of ours.

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[Apart from Teachers, Who Else Can Help My Child Develop Learning Skills?](#)

HeadStart Newham is an example of one of our many excellent partnerships.

What is 'Headstart Newham'?

- Headstart is supporting The Cumberland School to Build Resilience and Promote Wellbeing in all pupils
- HeadStart provides exciting activities and opportunities to support young people to overcome barriers to learning, achieve more, and be mentally healthy

How will affect your child?

- September is Resilience and Wellbeing Month - all pupils will be set a Resilience Challenge
- Headstart are working collaboratively with pupils and staff to develop resilience based tutor time activities
- Headstart have small group sessions running for pupils including: More than Mentors and Headstart Champions
- Headstart afterschool Creative Arts and Sports Activities are available every day in different locations across Newham

How can you get support for your child?

- Support your child in completing their resilience challenge
- Join in and set yourself a resilience challenge
- Make sure your child attends a weekly Creative Arts and Sports Activities
- Talk to the school if you are worried about your child's resilience and/or well-being
And finally...
- Attend the Headstart parent course, which is facilitated by parents for parents. You will leave this course feeling better able to support your children with the:
 - Changes they experience as they move from primary to secondary school.
 - Help them find their way through the teenage years.
 - Help other parents by sharing your experiences.

To register your interest and receive more information email:

amybrown@cumberland.org.uk or penny.phillips@newham.gov.uk with the word parent in the subject line. Alternatively, leave your name with the school receptionist

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TERM TIMES; HOLIDAYS; CLOSURES; PROFESSIONAL TRAINING DAYS

Thursday 7th September 2017 is the first day of school for Year 7

SCHOOL TERMS

AUTUMN - Monday 4th September 2017 – Wednesday 20th December 2017
Thursday 7th September 2017 is the first day of school for Year 7 (8.25am)

SPRING - Wednesday 3rd January 2018 – Thursday 29th March 2018
- **Pupils return on Thursday 4th January 2018**

SUMMER - Tuesday 16th April 2018 – Friday 20th July 2018

HALF TERMS

AUTUMN - Monday 23rd October 2017 – Friday 27th October 2017

SPRING - Monday 12th February 2018 – Friday 16th February 2018

SUMMER - Monday 28th May 2018 – Friday 1st June 2018

Holiday Closures

Thursday 21 st December 2017 – Tuesday 2 nd January 2018	-	Christmas
Friday 30 th March – Friday 13 th April 2018	-	Easter Break
Monday 7 th May 2018	-	May Day Bank Holiday

PROFESSIONAL TRAINING DAYS

Monday 4th September 2017

Tuesday 5th September 2017

Wednesday 6th September 2017

Wednesday 3rd January 2018

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