

MISSION

“TRANSITION 2017”

Liskeard School and Community College

Induction Booklet

2017				JUNE		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27		29	30	

www.print-2017-calendar.com

‘Achieving more together’



THE COUNTDOWN TO SEPTEMBER HAS BEGUN...



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Question 1: I have been allocated a place at Liskeard School; what do I do now?

We are delighted that you have decided to join us and we look forward to seeing you on your **Induction Day at Liskeard School on Wednesday 28th June.**

- Please read this booklet carefully before Induction Day and bring it with you to school. There is also information about videos to watch in the transition section of the Liskeard School website.
- Students should travel to school in the same way as they would in September. The bus companies have been alerted to expect temporary 'riders' for the day.
- Students should either bring a packed lunch or enough money for a snack at break and a school meal. £3.00 will be enough. If you would normally have free school meals you will be able to choose a meal to the value of £2.20 for free.
- Students should wear their Primary School uniform.
- Students will be met at the school bus or outside school reception by staff and escorted to the tennis courts (or Old Hall if it is wet.)
- Students should bring:
 - Pen and pencil
 - Money or lunch
 - Drink in a leak proof bottle
 - Trainers for afternoon activities.
 - Photograph of themselves for their 'Mission Transition' booklet.
- Parents and students are welcome to return for the **Induction Evening commencing at 6.00pm in the New Hall on Wednesday 28th June** to learn more about Liskeard School.
- Please bring your completed **admission form and Porthpean forms and payment** to Induction Evening.



Question 2: Who will support me in my transition to Liskeard School and my learning?

You will have met **Miss Birkbeck, the Primary Transition Co-ordinator** at your Primary School. If you have any questions before September about your move to Liskeard School, please direct them to Miss Birkbeck.

Head of Year 7. Your Head of Year, Mr Glasgow, will be carefully monitoring your progress and will liaise with you, your parents and your tutor to ensure your time in school is positive and productive.

Assistant Head of Year 7. Your Assistant Head of Year, Mrs Harris will work closely with the Head of Year to ensure you are happy in school.

Your **tutor** should be the first person you see if you have any questions or problems in school after September. You will have a tutor base where you will meet with your tutor every day after lunch (except on assembly day).

Some pupils will know **Mrs Warr**. Mrs Warr will co-ordinate transition to Liskeard School for pupils who have Special Education Needs or Disabilities (SEND) and require extra support. Mrs Warr will ensure that your needs are met by teachers and Learning Support Department staff as you pass through transition into Year 7.

Your **subject teachers** will be able to help you with any subject concerns. Please speak to subject teachers if you have any problems in a particular lesson or with a specific piece of work.

You may have help in lessons or at lunch times from one of Liskeard School's many **Teaching Assistants**. In lessons, teaching assistants are there to help you access the learning taking place. The teaching assistant may leave you to work independently for periods of time too to help you develop new skills.

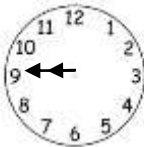
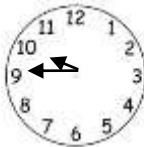


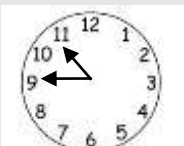
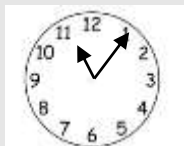


Your tutor group will have four **Peer Mentors** from Year 9 linked to it. The Peer Mentors will help you settle in during the first few weeks but they will also be present in your tutor base during some tutor periods each week. The Peer Mentors are well trained and will know most things about life at Liskeard School so they are useful people to ask if you have a question or are worried about anything.






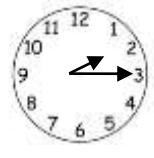

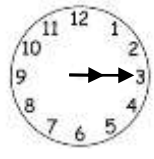


Question 3: What are the timings of the school day?

Times of the School Day (2016-17)

You should be in school at 8.40am in preparation for the first warning bell to signal the start of the school day.

Time (from)	Time (to)	Activity
8.45am 	9.45am 	Period 1
9.45am 	10.45am 	Period 2
10.45am 	11.05am 	Break
11.05am 	12.05pm 	Period 3
12.05pm	1.05pm	Period 4

		
1.05pm	1.50pm	Lunch
		
1.50pm	2.15pm	Tutor time / Assembly)
		
2.15pm	3.15pm	Period 5
		

Term Dates 2017-18

	Start date	End date (inclusive)
Autumn Term	Wed 6 th September 2017	Wed 20 th December 2017
	Half term: 23 rd October – 27 th October	
	Non pupil days: Monday 4 th , Tuesday 5 th September and Friday 24 th November	
Spring Term	Mon 8 th January 2018	Thurs 29 th March 2018
	Half term: 12 th – 16 th February	
	Non pupil days: Thursday 4 th January (notional INSET day), Friday 5 th January and Monday 19 th February	
Summer Term	Mon 16 th April 2018	Tues 24 th July 2018
	Half term: 28 th May – 1 st June	
	May Day bank holiday: Monday 7 th May	

Holidays in term time will not be authorised.



Question 4: How will I find my way round?

- At the back of this book you will find a map. You will also be given a larger map on Induction Day.
- On Induction Day you will be escorted from one room to another by your Peer Mentors.
- You will soon find that rooms of a subject are grouped closely together in one building.
- Each room at Liskeard School has been given a letter and a number code.
- The letter helps you to find the subject and the number will help you locate the specific room.
 - E = English
 - M = Maths
 - S = Science
 - IT = Information Technology
 - T = Technology
 - G = Geography
 - H = History
 - RE = Religious Education
 - L = Languages
 - Mu = Music
 - A = Art
 - PE = Physical Education
 - DRS= Drama Studio
 - DAS = Dance Studio
 - OLH = Old Hall
 - NWH = New Hall
- If you cannot find your way at any time, please ask someone to show you the way. Any adult or older pupil will be able to help until you know your way round!



Question 5: What uniform and equipment will I need?

All students in Years 7 to 11 are required to wear correct, neat and tidy uniform in school and on the journey to and from school. All items should be clearly named.

Black blazer

OPTIONAL - A black V neck jumper to be worn with a blazer (not a cardigan)

An **outdoor coat** to be worn over the blazer (not a hoodie)



Sew on school badge

(NEW for Sept 2017, available for order on Induction evening.)

Pale blue school shirt

(long or short sleeved) with a top button.

School tie

(NEW DESIGN for Sept 2017 available for order on Induction evening.)



Plain black trousers

(not tight or clingy fabric)



Black skirt

(Knee length and not tight or clingy fabric)

Flat black leather shoes. (Not trainers, boots or pumps)



Sports Wear

Compulsory	Optional Items
School PE top* School PE shorts* School sports socks* Trainers Football boots	Long sleeve top* School tracksuit bottoms* School jacket* School base layer* PE hoodie*

*Specialist items of PE kit will be available for order on Induction Evening.

You will also need essential equipment for lessons:

Every lesson	Maths and Science	IT and Languages	PE	Food Technology
Planner Exercise book Black pen Pencil Eraser Sharpener Ruler Calculator Purple pen for making corrections and improving work	Protractor Compass	Headphones Dictionary (French or Spanish)	Games kit and footwear (suitable for the activity)	Your ingredients or money as required. Large container for the dish being made. Hair band for long hair.



Question 6: What are lessons like at Liskeard School?

- Lessons and learning at Liskeard School should be fun and interesting.
- You will have a different teacher or teachers for each subject that you study.
- Your teacher will most likely seat you in a specific place in the classroom.
- Your teacher will encourage you to progress in your learning by completing work to the best of your ability.
- In some lessons you may need to work with other people in the class either in pairs or small groups.
- You will be encouraged to gain more independence in your learning building on the skills you have learnt at Primary School.
- Sometimes other adults will help you in your learning. This may include Teaching Assistants or Sixth Form Assistants.
- You will be rewarded for excellent work, effort, trying hard and not giving up easily or for outstanding contributions to learning with school **merits**.
- Teachers will also sanction pupils who are not behaving appropriately or who are not working to the best of their ability using the **'Three Strike System'**.
- You will be assessed at regular intervals throughout your time at Liskeard School to ensure you are meeting your potential.



Question 8: How much homework will I get and who can help me with it?

You will be set regular weekly homework for most subjects. You may have some project homework to complete in some subjects too. You should remember to:

- ✓ Write the homework down in your planner including the date it is due in. We will introduce you to an online homework diary called 'Show My Homework' in September too.
- ✓ Organise your time – don't leave homework until the last minute!
- ✓ Use the ALC for resources to help you with your homework. The ALC is open from 8am to 5pm including break and lunchtime.
- ✓ Attend Cyber Cafe after school for homework help.
- ✓ Ask your teacher or a friend if you get stuck.
- ✓ Hand your completed homework in on time.

If homework is not handed in on time or is incomplete, the teacher will set the student a 20 minute lunchtime detention. If the homework is not handed in after this or the student does not attend the detention a WHOLE SCHOOL after school detention is set for 1 hour.



Question 9: What can I eat at school and how much money will I need?

- School meals are cooked on site at Liskeard School. A sample weekly menu is below and the most up to date menu's and meal deals can be found on the school website.
- We have a cashless catering system where each student has their own account. Money can be loaded on to the account via the internet or by using the cash loader in the new block.
- To pay for your food, your thumb is scanned. The system uses reference points on your thumb and does not take a full finger print. Parents will need to complete the authorisation for use of the cashless system.
- The canteen in the Old Hall and New Hall provide a variety of meals including a vegetarian option every day.
- The main school dinner will cost £1.80 (with pudding £2.20).
- A variety of snacks are also available at break and lunch time including pizza, bacon rolls, chicken wings, flapjack, homemade biscuits and more!
- A variety of drinks including fruit juice and milkshakes are available to purchase also. Water is available to drink if you prefer.
- Students who are entitled to Free School Meals will have £2.20 loaded daily on their cashless account by the school. They will use their thumb scan to pay for food like all other students. An application form for FSM is available to download on the Liskeard School website. www.liskeard.cornwall.sch.uk and from Liskeard School reception.
- Students bringing a packed lunch to school will be expected to eat in the Old Hall also. Please note that energy drinks and fizzy drinks are NOT allowed in school.

SAMPLE MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cajun Chicken with Chunky Bean Salsa	Ultimate Beef Burger	Roast Topside of Beef	Gammon Steaks with Pineapple	Battered Fillet of Fish
Tortellini Tomato and Crème Fraiche	Polenta Cake with Mozzarella	Leek and Cheese Patties	Pan Bagnal	Vegetarian Lasagne
Spiced Cous Cous	Potato Wedges	Roast Potatoes	Mashed Potato	Chunky Chips
Oat Crusted Bloomer	Sesame Seed Loaf	Floured Plait	Crown Loaf	Poppy Bread
Broccoli Florets Carrot Rondelles Or a Salad	Garden Peas Or a Salad	Puree of Swede Savoy Cabbage Or a Salad	Carrot Batons Broccoli Florets Or a Salad	Minted Garden Peas/Leeks Or a Salad
Toffee Apple Crumble With Bay Custard	Almond & Orange Sponge Cake with Custard	Summer Pudding with Crème Fraiche	Coconut Macaroon Tart With Vanilla Custard	Seasonal Fresh Fruit Salad



Question 10: What is there to do before school, at break and lunchtime?

- Breakfast Club is available to students from 8.00am in the New Hall. You can purchase breakfast and meet friends there.
- The ALC (Active Learning Centre) is available to students before school at breaktime, lunchtime and after school. Opening hours are 8.00am to 4.30pm.
- Some students may go to the Learning Support Games Club during these times.
- The main school building is open to students from 8.30am.
- At break and lunchtime you will be encouraged to get some fresh air. The tennis court by the Old Hall is for Year 7 students only to play in.
- You will use the Old Hall to eat your breaktime snack, school dinner or packed lunch. Food is not allowed in other areas of the school except during the summer term when the canteen may provide 'take-away' snacks to purchase.
- After school the Cyber Cafe is available for you to complete your homework.
- Many clubs run at lunch time and after school. Ask your tutor and take a look at the Year 7 noticeboard in the New Block for information about clubs that are running each half term.
- You should check with your Head of Year or your tutor if you are unsure about where to go during certain times of the day.



Question 11: What other activities can I do and what clubs can I join when I start at Liskeard School?

There is something for everyone at Liskeard School. You will be encouraged to participate in life outside of the classroom to develop new skills and independence.

RECEPTION
DUTY

TUTOR
REP

DANCE AND
DRAMA
PRODUCTIONS

GAMES
CLUB

ASTRONOMY
CLUB

SCHOOL
COUNCIL

MUSIC
LESSONS

SCIENCE
LEADERS

SPORTS
TEAMS

JAZZ
BAND

and many more...



Question 12: What are the school rules at Liskeard School?

The school rules at Liskeard School will be similar to those you had to follow at Primary School. The rules are in place to keep students and staff safe, healthy and happy.

- Students are expected to be punctual to school and lessons.
- Students are expected to bring the correct equipment to school including books, planner and writing equipment.
- Students should wear full uniform correctly at all times including on the journey to school.
- Homework should be completed to the best of your ability and handed in on time.
- Mobile phones, iPods etc. can be brought to school at your own risk however they must be turned off and placed in your bag. They must not be seen, used or heard in lessons unless your teacher suggests you use them for a learning activity. (You should not bring anything to school that is valuable in case you lose it.)
- Students are expected to be respectful of the school environment and the people in it.
- Eating in lessons and on corridors is not allowed. Chewing gum is also banned.
- Parents, students and staff are expected to adhere to the **Home School Partnership** agreement.



Question 13: What is the *Home School Partnership* agreement?

PARENTS / CARERS

We will:

- ✓ Encourage and support students in their learning, both at school and at home.
- ✓ Provide the necessary equipment and uniform.
- ✓ Inform the School directly if we have any concerns or queries (rather than share them publicly on social media) so that they can be dealt with immediately.
- ✓ Ensure regular, punctual attendance.
- ✓ Support the policies of the school in maintaining high standards of behaviour and uniform.
- ✓ Attend parents' evenings.
- ✓ Check this planner weekly for notes.

Parent / Carer signature _____

STUDENTS

We will:

- ✓ Be punctual and attend school regularly (including bringing notes to explain any absences).
- ✓ Bring the correct equipment to any lessons.
- ✓ Wear the correct uniform and be smart in appearance.
- ✓ Try our best in all lessons, work sensibly with classmates and co-operate with adults.
- ✓ Take responsibility for communication between home and school. Show any messages from school to home immediately.
- ✓ Respect and take responsibility for the environment.
- ✓ Comply with the ICT Acceptable Use Policy.
- ✓ Co-operate with adults in school without argument.
- ✓ Be respectful, polite and courteous.
- ✓ Have a positive attitude to learning. Be resilient and believe in yourself.
- ✓ Have an appreciation of the Co-operative values.

Student signature _____

STAFF

We will:

- ✓ Provide high standards of teaching and learning.
- ✓ Care and support students through the tutor system and build constructive working relationships.
- ✓ Use rewards and sanctions consistently and clearly.
- ✓ Provide a safe and attractive physical environment for learning.
- ✓ Communicate with parents regularly.
- ✓ Listen to concerns and respond appropriately.

Tutor signature _____

Question 14: What is the *Three Strike System*?

Behaviour at Liskeard is excellent. The vast majority of students work exceptionally hard and show respect to the staff and to their peers. Occasionally some students forget the rules or choose not to follow them. When this happens the three strike system is used.

Minor infringement:-

- Uniform
- Lateness
- Unthreatening inappropriate language
- Rudeness
- Off task behaviour
- Lack of equipment
- No planner
- Use of mobile/iPod

LISKEARD SCHOOL

3 STRIKE BEHAVIOUR SYSTEM

First Minor infringement

STRIKE 1

Action: name on board

Escalation issue:-

(takes effect at any stage in the 3 strike system)

- Swearing at someone (pupil or staff) abusively
- Swearing in response to an instruction
- Violent behaviour
- Bullying

Second Minor infringement

STRIKE 2

- Action:
- a) Pupil to wait outside classroom.
 - b) At appropriate time teacher will speak to pupil outside room and a final chance given.
 - c) Pupil to re-enter classroom on last chance.
 - d) Add a tick to name on board.

Third Minor infringement

STRIKE 3

- Action:
- a) Pupil sent to Department Time Out with work to complete.
 - b) Pupil receives a teacher detention at lunchtime. (20 minutes)
 - c) If pupil does not attend the lunchtime detention a **WHOLE SCHOOL** after school detention will be set. (1 hour)
 - d) Referral completed and sent to Head of Year for school record.

ESCALATION ISSUE 1

- Action:
- a) Patrol will be called immediately.
 - b) Patrol will escort pupil to the Assistant Head of Year.
 - c) Referral completed and sent to Head of Year for school record.
 - d) A single escalation issue will result in a day in the **INTERNAL EXCLUSION ROOM**

