

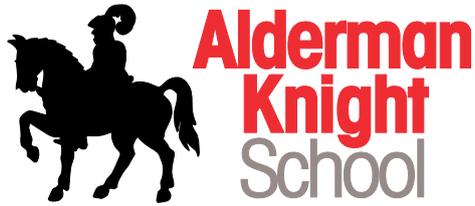
# Pupil Information Booklet

## Key Stage 3 - Year 7



Welcome

'Learning and Achieving Together'



# Message from the Headteacher

Our school motto is 'learning and achieving together' and we will do everything we can to make you feel safe and happy here so that you can enjoy your learning and make lots of progress.

Starting secondary school is a big step and probably something you have been thinking about for a long time. You may be feeling a little bit anxious or worried which is quite understandable. We all feel worried when we are doing anything different or going somewhere new for the first time and we don't know much about what will happen when we get there!

So, to try and help you get to know a bit more about the school and what it is like we have put together this booklet. We have tried to answer the questions we think you might ask! However, we know we will not have answered them all but if you write them down, you can bring them with you when you come and visit which we hope will be very soon.

When you visit with your family, we will give you a tour of the school and talk to you about how we do things at Alderman Knight School. Although we are different to your primary school there will be lots of things that will be similar. Before you start in September, we will arrange for you to meet some of the other children who are joining us and some of the staff who will be looking after and teaching you.

We are absolutely delighted you are joining Alderman Knight School and we really hope that you will be very happy with us.

We look forward to seeing you soon.

Best wishes

Mrs Steel  
Headteacher



# What a school day will be like

## Tutor Team

Your Tutor Team will be a very important part of your time at Alderman Knight School. We will choose which tutor group to put you in and you will get to meet the staff in your tutor team before you start in September. Every tutor team has a tutor (usually a teacher) who will see you at the beginning and end of the day for registration and tutor time sessions. Your group will go around together to different lessons with different teachers. Your tutor group will also have one or more teaching assistants who will stay with the group all day and help you in every lesson.

The first people you will have for support are the adults in your tutor team and you will get to meet these staff when you come into school for the New Tutors day in July.

## What happened at the start of the day?

On arrival at school, you will wait with your parents/carers or in your taxi/minibus for the staff to come out and greet you. Once it is time, you will come into school and into your tutor room. Staff will be around to show you where to go if you're not sure.

During registration you will:

- Make sure all your belongings are placed in your locker
- Hand in any electronic devices. These will be locked away during the school day and given back to you at the end of the day
- Attend 'Wake and Shake' and assembly during registration on some mornings of the week
- Go through any changes to your school day
- Work on developing your independence and life skills
- Take part in tutor reading and maths challenges



**The front of school**



**The 'mouse' hole**



**Lockers**

## What do I need to bring to school?

- A refillable water bottle.
- Snack for break time or maximum 50p to spend in the tuck shop.
- Your own pencil case if you want to. We will provide everything you need for your lessons, so you don't have to bring one.
- PE kit (when needed).
- Swimming kit (when needed).
- Forest school kit (when needed).
- Your parents/carers have a list of what is needed for PE, Swimming and Forest School

## What do I wear to school?



- White shirt or polo shirt
- Grey or black trousers, knee length skirt, pinafore dress, school shorts or school culottes.
- Black or brown smart school shoes
- Navy sweatshirt or cardigan
- If it is cold a coat should be provided to be worn outside.
- In the summer months, pupils can wear red & white gingham summer dresses or grey school shorts.
- Slim fit trousers, jeans or jogging/sports trousers and trainer type shoes are not acceptable as school uniform

## What happens during the school day?

School starts at 08:40. At the start and the end of the day we have registration and tutor time. This is the same for each day of the week. After tutor time you will start your lessons at 9am. We have six 45-minute lessons spread across the day. Some lessons will be a double; these are usually for practical lessons, like Food Studies and DT.

You will have lessons in the following subjects:

- English and Reading
- Maths
- Science
- Computing and IT
- Humanities (Geography and History)
- Food Studies
- Design Technology (DT)
- Drama
- Art
- Personal Social Development - including Life Skills (PSD)
- Religious Education (RE)
- Physical Education (PE)
- Music
- Enrichment

## Timetable Information

We have a two-week timetable (the weeks are called Week A and Week B). Your timetable will be different in week A and week B but we will help you remember which week we are on and help you remember which lesson to go to. We do not have bells in the school so the teachers and teaching assistant will help you get to your lessons at the right time.

You will get a copy of your timetable at the beginning of the school year. You will have different teachers for the different subjects and will go around to different rooms for your lessons. You will go around to the different lessons with your class and the teaching assistant(s).

At the end of the last lesson, at 2.45pm, you will go back to your tutor room for tutor time. You will have time to talk about the day with your tutor, you can collect your things from your locker and your electrical device will be given back to you. At 3.00pm your tutor team will take you out to the front of school to meet your parents or taxi/minibus.

## The timings of the school day

Time of day	What happens
8:40am	School Starts – Registration and Tutor Time
	Lesson 1
	Lesson 2
10:25	Break
	Lesson 3
	Lesson 4
12:20	Lunch and Break
	Lesson 5
	Lesson 6
2:30pm	Tutor Time
2:45pm	School Ends

## What happens at break times?

Morning break is from 10:25 to 10:55, you can go outside to use our large playground and play or gym equipment. There is a tuck shop which sells a small range of drinks and snacks; you can bring in 50p to spend or you can bring your own drink and snack from home.

You will also have a break time at lunch time. You can go outside and use our large playground and play equipment. The MUGA (Multi Use Games Area) is open at morning and lunch break to play football and other ball games.

If you prefer not to go outside there is a quiet room open at break and lunchtime where you can go to read



## What happens if it is wet break?

If it is raining, we do not use the playground or play equipment. You will be given a room to go to. These rooms are often your tutor room. Staff will provide activities, such as colouring or board games.

Tuck Shop is still available during Wet Break, it will be brought to every classroom.



**Quiet Room**

## What happens at lunchtime?

Each morning in registration you will be asked if you are having a packed lunch or a school dinner. The school dinner menu is on a rota and usually changes 3 times a year, you will be sent a copy in advance. For school dinners, you can choose to have the main meal, a vegetarian option or a jacket potato with a filling.

### **For pupils having school dinners**

If you have ordered a school dinner you will go to the Orange Hall to have your lunch.



**Orange Hall**

You might be asked to sit at a table with pupils from different classes. There are always lots of staff on duty to help you if needed. The food will be served to you by people on your table. At the beginning of the dinner service, a member of staff or a pupil will be asked to say grace. We expect everyone to use a knife and fork to eat their hot dinner.

### **For pupils having packed lunches**

You will be told where you are having your packed lunches. This may be in one of the classrooms or it might be in the Main Hall. You might be asked to sit at a table with pupils from different classes. There are always lots of staff on duty to help you if needed.

### **End of Lunch**

All pupils will remain in the hall when they have finished eating until a member of staff informs them it is time

## What are Enrichment Lessons?

On a Friday in week B, we have an Enrichment afternoon. This gives you the chance to do something you would not normally do in lessons. These sessions are really fun and popular with pupils. Previously we have had lots of Enrichment activities including:

- Computer Programming
- School Production
- Textiles
- Lego
- Drumming



## Where and when are assemblies?

There will be a morning assembly once a week during tutor time for Key Stage 3 and 4. There is a whole school assembly on a Friday afternoon on week A. Each tutor group has a chance to help prepare and present an assembly to the rest of the school.

We have Celebration Assemblies three times a year where we give out certificates, share your wonderful work and achievements you have gained. Your parents and carers are invited to come to these assemblies.

Assemblies usually take place in the Main Hall with the various tutor groups coming together. Sometimes they may take place via Zoom in your tutor rooms.

## What happens if I feel ill?

If you feel ill or hurt yourself, we have a medical room where you can go. A member of staff will look after you and if needed your parents/carers will be asked to come and collect you.



**Medical Room**

# A VISUAL TOUR OF THE SCHOOL



## Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre are new, attractive and spacious buildings being built in 2013 and 2017 respectively. Our third phase of our building project, Knight View was completed ready for September 2021. The learning and working environments are second to none.



### Contact Details

Alderman Knight School  
Ashchurch Road  
Tewkesbury  
Gloucestershire  
GL20 8JJ  
Main Reception - **01684 295639**

Website - [www.aldermanknight.gloucs.sch.uk](http://www.aldermanknight.gloucs.sch.uk)