

Y6 into Y7 Transition Guide

2021/22



MEDEN
SCHOOL

**ASPIRATION
EXCELLENCE
ACHIEVE**

Part 1: Pupil Information

Welcome Newcomer

We are pleased that you are coming to Meden School. We hope that this pack answers some of the questions you have been asking so that you can settle in quickly and with ease.

Meden is a medium sized school; there will be almost 1000 students on roll when you join us. You will probably know some of them already and you will soon make friends with the others.

All the staff are keen for you to succeed and want to help you make the most of whatever talents you may have. You will get to know your teachers very quickly.

Be prepared to work hard and be kind, taking advantage of all of the opportunities we have to offer. This includes the variety of extra-curricular activities and clubs.

We hope your experiences at Meden will be happy and successful.

Who's Who?

You will soon know most of the staff, but at first you will find these names useful:

Executive Head:	Mr R Hawley
Head of School:	Mr J Smith
Deputy Head of School:	Mrs L Brett
Assistant Head of School:	Mr D Penman
Assistant Head of School:	Miss A Mann
 SENDCO:	 Miss R Coleman
 Head of Year 7:	 Mr W Byrne
Head of Year 8:	Mrs F Garlick
Head of Year 9:	Mr M Hamer
Head of Year 10:	Miss C Wild
Head of Year 11:	Miss K Hickinbotham
Head of College:	Miss H Smith

What happens at Lunch Time?

School Meals

Meden School offers a variety of hot and cold food that can be purchased in the dining halls. There are various 'Meal Deals' that offer good value for money and a set menu for each day of the week.

When you first come to Meden we will ask if we can take a picture of your finger using our Biometric system. This system allows you to add money to your account, either on-line (using a SQUID account) or by using the machines in school. When you have chosen your food, you place your finger on the scanner, near to the till, and the money is taken off your account.

If you qualify for 'Free School Meals', your account will be credited with a set amount to use at lunch time on that day. Your FSM allowance will be available from 11am each day.

Packed Lunch

If you prefer to bring in your own lunch there are designated areas in school where you may eat this. Please make sure all of your rubbish is placed in the bin. Cold drinks are on sale in the dining halls. Please do not bring drinks in flasks or glass bottles as this can be very dangerous. Fizzy drinks are not permitted in school.

Break times and before school

There are arrangements in the morning and at break for you to purchase food and drinks from the dining halls.

Remember: you may have a school meal or bring a packed lunch.

You will not be allowed to leave the premises under any circumstances.

What if I lose something?

Please make sure that you clearly mark your name on all of your belongings.

If you lose something please let a member of staff know and they will direct you to lost property. It is often advisable to revisit the places you visited before you lost your item.

Lockers

There are a number of lockers available to students for a small deposit. These are useful to keep your belongings in, which will save you carrying them around. Please ask Student Services for more details.

Equipment

All students will be issued with a lanyard in their year group colour and this will form part of your school uniform. We will also provide students with a pencil case containing all of your basic equipment such as pens, pencil, ruler, rubber etc. Homework will be set on Microsoft Teams, but we will issue students with a notebook to help with their organisation. Students are expected to look after all equipment and ensure they have it with them each day. If you do not have the correct equipment for any reason you should speak to your tutor.

What do I do if I need to go out of school during the school day?

If you have to go to a medical appointment, please bring in your appointment card or a letter from home and show it to your Tutor. This also needs to go to the Attendance Officer.

If you need to leave school for any other reason please bring in a note from home.

After you have been given permission to leave school, please go to Reception and sign out. If you return before the end of the day, students are required to sign in at Reception and report to the Attendance Officer. You will then be given a note to hand to your teacher so that they can mark you present.

Checklist

There are many things for you to remember each day. Use this checklist to help you:

Have you remembered?	Checklist
	Dinner money or packed lunch
	Pencil case with pens, pencils, crayons, ruler, rubber, notebook, calculator and a school bag to put
	Homework to be handed in.
	Check your timetable:
	<ul style="list-style-type: none"> • Do you need your PE kit? • Do you need your library book? • Do you need your calculator?
	Absence note if required

Are all of your belongings clearly marked with your name?

Please do not bring any of the following to school:

- Large sums of money in case you lose it.
- Jewellery or articles of great value.
- Aerosols – aerosols are banned in school due to health and safety.

Do not worry if this seems a lot to understand or remember. All of the staff will be able to answer your questions when you are in school. There is always somebody around to help.



School Day and Lesson Timings September 2021

The school day from September is changing slightly and the start and finish times is fixed according to your year group. For Year 7 Students in September your school wee will look like this:

Monday

Event	Time	Duration
Staff Briefing Time	8.40am	10mins
Start of the Day: Tutor Time	8.50am	25mins
Period 1	9.15am	50mins
Period 2 / Break	10.05am	1hr 5mins (50mins Lesson, 15 mins break)
Period 3	11.10am	50mins
Period 4 / Lunch	12.00pm	1hr 30mins (50mins lesson, 40mins lunch)
Period 5	1.30pm	50mins
Period 6	2.20pm	50mins
End of the Day	3.10pm	
Transition Project learning Pathway Time	3.10pm - 4.00pm	50mins

Tuesday to Thursday

Event	Time	Duration
Staff Briefing Time	8.40am	10mins
Start of the Day: Tutor Time	8.50am	25mins
Period 1	9.15am	50mins
Period 2 / Break	10.05am	1hr 5mins (50mins Lesson, 15 mins break)
Period 3	11.10am	50mins
Period 4 / Lunch	12.00pm	1hr 30mins (50mins lesson, 40mins lunch)
Period 5	1.30pm	50mins
Period 6	2.20pm	50mins
End of the Day	3.10pm	Remote Learning at Home

Friday

Event	Time	Duration
Staff Briefing Time	8.40am	10mins
Start of the Day: Tutor Time	8.50am	25mins
Period 1	9.15am	50mins
Period 2 / Break	10.05am	1hr 5mins (50mins Lesson, 15 mins break)
Period 3	11.10am	50mins
Period 4 / Lunch	12.00pm	1hr 30mins (50mins lesson, 40mins lunch)
Period 5	1.30pm	50mins
End of the Day	2.20pm	Remote Learning at Home

Part 2: Parent/Carer Information

Pupil Guidance and Support

Upon entering Meden School your child will be placed in a tutorial with approximately 28 other students. The tutorials are in year groups and will be led by a Tutor who is responsible for the pupils' daily registration, welfare and academic progress.

The Head of Year is responsible for the general discipline, guidance and support of students, as well as for achievement and monitoring progress.

What do I do if I have a concern?

Please contact your child's tutor in the first instance for general enquiries or their class teacher for subject specific enquiries. We aim to respond to all enquiries within 48 hours wherever possible.

Teachers can be contacted by:

- Email
- Writing in your child's notebook
- Contacting Reception or emailing office@medenschool.co.uk

Please phone Reception if you would like to make an appointment with a member of staff. Please do not turn up to Reception and expect to see a member of staff without an appointment.

Communication between school and parents should be respectful at all times and abusive language or aggressive behaviour will not be tolerated.

If your child is unwell during the school day their teacher will contact Student Services and a First Aider will go and see them. We will contact parents/carers at home to arrange for them to be collected from school if necessary, so please ensure we have up to date contact numbers.

Your child must not use their mobile phone to contact you themselves and will be given a sanction if they try to do so.

Conduct in and around school

Good discipline, based on respect for the school and all other members of the school community, is a matter of considerable importance. Parents/Carers must be aware that when action does prove necessary to correct a student's misbehaviour, both extra work and after-school detentions are normal parts of the disciplinary procedures. We look to you for support in our efforts to achieve good behaviour. A code of practice is in place which aims to reward good behaviour and positive achievement as well as sanctioning unacceptable behaviour.

Classroom Behaviour Protocol

As you are aware here at Meden School we strive to put students first in everything that we do. We aim to maximise student attainment across all aspects of the curriculum to ensure that all students are able to strive towards a common goal; success.

As you will appreciate achievement is directly linked to behaviour and our classroom expectations are transparent and clear to all;

- Arrive to lessons on time and with the correct equipment
- Follow instructions the first time
- Listen to the person who is talking
- Keep hands, feet and unkind words to yourself
- Put your hand up if you want attention

The classroom behaviour protocol uses a consequences pathway which warns students when 'off task behaviours' are noted by teachers, which affect learning. The following pathway will now be consistently used in every classroom:

Students are told 'the rule and consequences reminder' before being issued with the first warning:

- C1 Misbehaviour
- C2 Further Misbehaviour
- C3 Further Misbehaviour
- C4 The student will be removed from the lesson and sent to Department Ice.

A C4 will result in the student being given a detention which will be recorded in the planner on the day it will be served.

If students' behaviour is severe enough they may be issued with a Main School Isolation sanction. This is for behaviours such as failure to attend a C4 detention, truancy, smoking, failing to follow a reasonable request and verbal aggression towards another student. This list is not exhaustive. Students in Main School Isolation complete an extended day compared with other students.

Please note that if a student fails to behave or attend 'School Isolation' or for any other incident that the Head of School deems serious, a fixed term exclusion may be issued.

Exclusion Procedure and Parental Rights

Exclusion will be used for serious offences, only after other sanctions have failed. Exclusion is a serious matter for the pupil, the family and the school. A pupil may be excluded by the Head of School:

- For a short specified period
- Permanently

Parents/Carers have well defined rights of representation and appeal, which will be made clear through standard documentation when exclusion occurs. It is important that parents/carers appreciate their role and their legal responsibilities in respect of their child's behaviour, both in and out of school and are aware of the school rules and discipline. The school will always seek the involvement and support of parents/carers when serious disciplinary measures, including exclusion, have to be taken.

Attendance

Regular school attendance is essential for students to make good progress, achieve their academic potential and consequently have better opportunities in life. Every student at Meden School, in line with Government expectations, is expected to maintain an attendance level of 96% or above. It is the responsibility of everyone in our school community; parents, students, staff and governors to ensure they achieve this, and therefore we constantly monitor and review the attendance of all students. Just a few days absence from school can have a massive impact on the overall attendance percentage for a child.

Mrs Guy is our Attendance Officer and she is based in Student Services. Mrs Guy is very understanding but it is her job to ensure that students are in school and you may receive a call from her if your child is not in school for any reason.



Illness

If a child is ill and cannot attend school it is important to contact the school immediately by telephone (01623 843517 option 2) to explain the absence. If we do not receive a message about the absence, a text message will be sent informing parents/carers that a child is absent from school. A quick responsive phone call to this text is necessary, so that we know a child is safe.

It is essential to make sure the school holds an up to date mobile number for all parents / carers so that these vital messages are received.

Meden School's advice is to send students to school at all times, even with slight signs of illness and staff will support as required.

Lateness

Punctuality is very important. Please make sure your child leaves home early enough to be on time for the start of the school day. Registers are taken during each lesson. **First lesson is your Tutor period which begins promptly at 8:50am therefore students need to be in school for 8.45am.** If a child arrives late to school, they will need to go straight to the Attendance Officer to sign in. The Attendance Office is located in Student Services. Once they have explained their lateness they will be given a late slip to take to lesson. Teachers will not permit a child to enter the lesson without a late slip notification. Detentions are given for lateness.



Medical Appointments

We ask that wherever possible, all non-emergency doctor and dental appointments are made outside of school time. If it is necessary to miss lesson time for a medical appointment then you must send a letter with your child (or write a note), explaining why they need to be taken out of school. They must sign out of school at Reception before waiting to be collected from school.

Holidays

Policy regarding school attendance specifically aimed at holidays taken during the academic term changed in January 2013 in line with government regulations.

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude. Taking children out of the academic year for a holiday does not allow them to receive an efficient full-time education.

If you are thinking about taking your child on holiday during term time you must consider your decision very carefully. Full information is available under the Administration section of the website.

The procedure for requesting time off for a holiday is as follows:

- All holiday requests will need to be submitted on a 'Leave of Absence' form which can be collected from Reception or downloaded from the school website.
- Holiday requests will be considered by the Head and will only be authorised if it is for exceptional circumstances (armed forces or police). Reasons will need to be submitted on the holiday request form. You will receive notification of your holiday request from school once it has been reviewed and a decision made.
- If parents still take their child out of school for a holiday, which has been unauthorised by the Head, then school will refer them to Targeted Support to recommend a fixed penalty notice (£60 per parent, if paid within a certain time frame.)

School Closure due to Bad Weather

Wherever possible we will endeavour to keep the school open but there may be occasions, for health and safety reasons, when a decision will be made to close the school. If we have heavy snow overnight and staff are unable to get to work, a bulletin will be posted on all the local radio stations to keep you informed. Parents will be informed about school closure by the following methods:

- Local radio
- Capital FM
- Mansfield 103.2
- Radio Nottingham
- School website: www.medenschool.co.uk and Twitter @MedenSchool
- School answer phone message
- E-mail or text message

If school needs to close during the normal school working day:

- Parents/carers will be contacted by text message and/or e-mail.
- Students who have no pre-arranged place to go (i.e. home, a friend or relative's house) will not be permitted to leave the school without parental permission.

It is imperative that you inform us of any changes to the contact information relating to your child. Please contact Reception to do this, or e-mail us on office@medenschool.co.uk.

Parent Portal

All Parents/Carers with parental responsibility will be given access to the Parent Portal MyChildatSchool or MCAS.

MCAS is an online portal for parents that enables you to view your child's performance at school in real-time via the internet. The facility allows you to access your child's attendance, behaviour, achievement, and reports, whenever you wish. You no longer need to wait for reports to be sent out, you can check whenever you want for the latest available information about your child. You can also update some of your important information, book parents evening and receive important messages and correspondence through the app. During the first half term you will be given a log in for MCAS and you can download the app for free from the App Store or Google Play stores. More information is on the school website.

Homework and Enrichment

The term homework, refers to any work undertaken by a student outside of the classroom and is considered an important part of the education and self-discipline of children of secondary school age. While work may be set by a teacher to be completed at home, work may also be accomplished at break time or at the end of the school day. We wish to emphasise the importance of children taking responsibility for their own success and seek the support of parents/carers in creating a suitable learning and study environment. Work set outside of the classroom will vary according to the subject. Some work may take longer to complete. Some work may need to be handed in the next day and because deadlines will vary it is important for pupils to organise their time carefully and make notes of any deadlines given.

Homework will be set on Microsoft Teams and students will be issued with a notebook at the beginning of the year to help with the organisation of homework. As remote learning will form part of the students' learning experience, it is essential that all students are able to access homework outside of school. An IT equipment survey is included on the portal so please ensure you complete this so that we can identify students needing support with equipment.

We strongly feel that homework should complement classroom studies and help contribute towards successful learning and achievement. There will be the opportunity to attend homework clubs before and after school and you will receive more information during the first half term.

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School Council

A team of elected students and representatives of all of the students in the school, meet regularly to discuss various matters relating to the school. Suggestions are put to the Leadership Team for their consideration. The School Council were part of the decision to purchase lockers for students to use in school.

Cycles and Scooters

Students who cycle to school must ensure that their cycle is in a safe state of repair and keep to the rules of the road. All students should wear the proper safety equipment, including a safety helmet. **Students will not be allowed to cycle to school without a helmet.** Students must not cycle in the school car parks or on school premises. Students who leave their cycles on the school premises do so at their own risk and are advised to use a safety lock. Students are not allowed to travel to school on a scooter. If they are seen doing this, the scooter will be confiscated and a parent/carers will need to collect it.

Mobile Phones

The school will not, under any circumstances, accept responsibility for mobile phones. We feel that they are not necessary as students are allowed to use the school's external telephone system providing it is considered appropriate. Furthermore, parents/carers can contact their children in an emergency through School Reception.

Mobile phones should not be brought to school. Smart watches, iPods, MP3 players, CD players and all other similar equipment are also forbidden in school. Any student found in possession of any such item will have it confiscated and it will be placed in the school safe and must be collected from Student Services at the end of the day.

Energy Drinks

Energy drinks are detrimental to learning and should not be consumed on the way to or in school. These will be confiscated and thrown away if they are brought on to school premises.

Illness at School

If a child feels unwell at school they should alert their teacher who will ring for a First Aider. If a student is considered to be too ill to remain in school or if they have been injured in an accident, the School Office will attempt to contact a parent/carer or other relative. For this reason it is essential that we have up to date contact details on our system for all students. Please remember if you change your telephone/mobile number, inform the school as a matter of urgency. We will not send a child home unless we are certain that there is someone at home and in most cases would ask for them to be collected from school.

Loss of Books

Students are responsible for looking after school exercise books, text books and library books which are loaned to them; they will be expected to pay for, or replace lost books.

Uniform, Equipment and Personal Property

Meden Uniform is available from the online shop. Please use the following link to set up an account.

<https://just-schoolwear.co.uk/shop/Meden-School.html>

Please note that whilst the online ordering system does offer a selection of uniform items for instance, trousers, skirts, shirts, shorts, PE socks, you are not obliged to order these items here but can, in fact, purchase them anywhere you wish to, providing they meet the required standard below.

If any parents/carers do not have access to the internet or have any other issues ordering the uniform then please contact our finance officer Mrs Wass who can help you with this

School Dress Code

We pride ourselves with high standards of dress in school and ask for the co-operation of students and parents in maintaining these. A high standard of dress impacts on the working ethos of the school and how the wider community views our students.

Blazer	Black Blazer with Meden School Badge only available from the online shop.
School Tie	Blue striped tie for all year groups
Trousers	Black (trousers must be properly tailored cloth, NOT tight fitting, skinny fit or hipsters. No Leggings or Jeans are allowed
Skirt	Black skirts are permitted but they must be knee length. Skirts must not be shorter or tight fitting. No tube-fit skirts are permitted.
Shirt	White formal shirt with stiff collar. Can be short or long sleeved. No fitted shirts or blouses permitted. Shirts must be tucked in at all times.
Jumper	Though not compulsory, a V-Kneck jumper may be worn under the blazer. (No cardigans)
Shoes	Plain black lace-up or slip-on (heels no more than 2") – NO trainers or boots to be worn.
Coat	Plain dark raincoat, duffel or anorak is preferred. A discreet logo is allowed. Hoodies are NOT permissible and will be confiscated from the student.
Hat	Hats should NOT be worn in and around the school building.
Jewellery	Students should NOT wear jewellery except a wrist watch and one pair of small stud earrings. No other piercings are permitted.
Hairstyles	Hairstyles should be neat and presentable. Natural hair colours only – NO extreme styles including patterns shaved into hair. The school will be the final arbiter of the term 'extreme'.
Make-up	Should not be worn in Yr. 7 & 8. Subtle make-up can be worn at in Yrs. 9,10 & 11). Students will be asked to remove any make up that is judged to be unsuitable or that does not adhere to these guidelines. No false nails or Eyelashes.
Belt	Plain black discreet belts are permissible.

It is appreciated that a considerable amount of money is spent on school uniform and the staff want to help to keep it clean and wearable. If a student can provide an old shirt or apron for use in Art and Craft it will prevent accidents that may occur when using paint and clay.

PE Kit

Compulsory items

- Polo PE top- Meden branded – only available from our online ordering system
- Navy/Black PE shorts (not cycling shorts)
- Navy PE Socks (football socks)
- shin pads
- trainers

Optional items

- Fleece Meden branded – only available from our online ordering system
- Navy/black blue jogging bottoms (sports leggings are not permitted)
- Mouth guard (highly recommended)
- football boots (highly recommended when playing football/rugby)

Please ensure that all property is clearly marked with your child's name so that, should they lose it we can return it to them quickly. If your child is excused from their physical education lesson, it is essential that they still bring their PE kit to the lesson as we will expect them all to change. This will prevent them from sitting in wet uniform all day if the weather is poor during the lesson and also allows them to take on an alternative role in the lesson that is not physical.

Lockers

Students are offered the chance to use one of the school lockers. These are available, usually towards the end of the first half term, once keys have been collected and processed from school leavers. If your child does require a school locker, there is a minimal fee for the hire and upkeep of it of £2. Lost keys can be replaced at a cost of £3. Please ask the finance officer or Student Services for a letter if you would like to hire one.

Biometric Information

At Meden School we have been successfully using biometric identification finger scan technology for cafeteria purchases since 2010. Biometric identification is one of many systems used within Meden School to provide a more efficient service to students and staff.

The biometric identification systems operated at Meden School uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. The system does not create or store an image of the fingerprint.

When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images.

To continue the delivery of these systems and work within updated Governmental directives (Protection of Freedoms Act 2012) every school has to obtain parental consent for the use of student biometric data prior to September 2013. Parental consent is required to take and process biometric data from your child's finger and use this information for the purpose of providing your child with certain services, such as the cashless system used in the canteen. We will not use the biometric information for any purpose other than the in the cafeteria. Meden School will store the biometric information collected securely in compliance with the Data Protection Act 1998. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

In order to be able to use your child's biometric information in this way, parental consent is required and this is requested on the pupil consent form on the transition portal. You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

If you require further information then please feel free to contact school.

Biometrics Frequently Asked Questions

1. What is "biometrics"?
Biometrics is a method of recognizing an individual based on measurable biological characteristics such as the fingerprint. Fingerprints remain constant over a person's lifespan. Surface wear, minimal temporary or permanent scarring and aging may affect but does not alter beyond recognition, the original fingerprint pattern.
2. How is a biometric image collected?
Sensors are used to scan the finger and convert the information to a secure digital format to which it is later compared. Technically, biometric capture devices create electronic digital "pictures" that are encrypted and stored and then compared to "live" pictures in order to confirm the identity of a person.
3. Is biometric technology safe to use?
Any health concerns are actually similar to those encountered in everyday life (touching a fingerprint sensor is equivalent to touching a doorknob). Biometric systems use ordinary computing and video technology that a person typically encounters in their day-to-day activities. Biometrics requires only the placement of a finger.
4. If I provide my biometric (fingerprint), who has access to it and the information associated with it?
The fingerprint scan is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader can recognize this format. Fingerprints are not transferred to any other systems.
5. Can my biometric image be used anywhere other than the School?
No. A fingerprint registered on one system will not be valid for another unique system. Only information stored on the database linked to the biometric scanner used is available when a fingerprint is scanned.
6. What if the biometric scanner is stolen?
Data is not stored on the scanner itself. The scanner is a vehicle used to confirm the authenticity of the fingerprint.
7. Can someone steal my biometric (fingerprint)?
A fingerprint is unique. No two people have identical fingerprints. It would be next to impossible for someone to steal someone else's biometric (fingerprint).