

Year 7 Handbook

2024 - 2025



ST. AIDAN'S
CHURCH OF ENGLAND HIGH SCHOOL

Life in all its fullness



ST. AIDAN'S
CHURCH OF ENGLAND HIGH SCHOOL

Living and learning according to our Church foundation and the example of Saint Aidan, we strive to be a centre of educational excellence where each and everyone knows the gift of life in all its fullness.



Learning all that we can about the world and how to live well in it

It is good for us to study, explore and determine the fullness of life. We may discover new interests, talents and enthusiasms. We will contribute to the world in better ways, understanding how to live and learn well.



Exploring our calling and achieving the best for others and ourselves

We aim for and look forward to the many achievements and blessings to come and to exploring our calling in life. We work hard and respond well to challenges, achieving the best for others and ourselves.



Putting good relationships at the heart of our community

We strive to create a community where everyone learns well together, sharing the journey with common values and goals. We try our best, at all times, to relate well to each other and to be kind and keen in the service of others.



As God's children, upholding dignity and respect, justice and charity

We respect and celebrate each person for who they are and, as God's children, we recognise the importance of kindness and diversity. We welcome each and everyone, upholding dignity and justice and looking after one another.

Our prayer

Everlasting God, you sent Saint Aidan to proclaim the gospel in this land: help us to live as he taught, to love you and to love our neighbours as ourselves; through Jesus Christ our Lord. Amen.

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From the Headteacher

Academic Year 2024 - 2025

Dear

Welcome to St Aidan's School. I hope that you will be happy here and that you will enjoy the experience of learning with us in all kinds of ways. St Aidan's has an excellent reputation, built up by those who have gone before you and many parents and carers want their children to join the school. We look forward to working with you now, to make sure that you behave and work in such a way that maintains this reputation as we learn well together and show kindness in everything that we do.

You will find that St Aidan's offers more than just a study of different subjects and I do hope that you will take advantage of the many extra-curricular activities that are available. Every pupil should join at least one club or activity during their first year, exploring interests and enthusiasms as you grow up.

St Aidan's is first and foremost a Christian school and this means that in everything we do or say we should be thinking about the teaching of Jesus, and the example of Saint Aidan. We want everyone at St Aidan's to live life in all its fullness and to always 'Love our Neighbour', thinking about those less fortunate than ourselves.

I wish you every success in your time at St Aidan's and we are confident that, together, we will see you reach your potential in everything that you undertake in your time with us.

Mrs Sián Dover
Headteacher





Starting in Year 7

When you join St Aidan's you will be put into a form group. Your form tutor will take the place of your class teacher in primary school as this is the person you will see every day. They will get to know you throughout your time at St Aidan's; their job is to help and encourage you, and together you will record your achievements and successes. They will also be there to guide you through any difficulties you may have and help solve any problems you encounter. Secondary school is a fresh start for all and there will be lots of opportunities to meet new people, study new subjects and join new clubs.

You will also have a Head of Year and Assistant Head of Year who are responsible for the whole year group. Their role, along with your form tutor, is to help you settle in quickly and have a successful and happy time at St Aidan's.

There will be 10 form groups in Year 7 and you will find out which form you are in when you visit us on the Transition Day in July.





The School Day



The day begins with registration and check-in with your form tutor in your form room.



If you are late to school you need to sign in using the InVentry System located at Reception. If you arrive late you must register at Reception.



You will have 5 lessons every day each in a different classroom, 3 in the morning with one break and 2 consecutive lessons in the afternoon.

It is important to be punctual at all times, especially making sure you are in time for registration in the morning and lesson 4 in the afternoon after lunch.



School Uniform

Our uniform ensures that you are smartly dressed while at school and can be identified as a member of the St Aidan's community. All items of uniform and kit should be clearly marked with your name- then they can be returned to you if they get lost! You will need a sensible weatherproof outdoor coat (leather or denim not allowed) and you should bring a named water bottle that can be refilled at school.

Uniform List

Navy blue V-necked St Aidan's jumper or cardigan.

White shirt/blouse with school tie – the tie should cover the fastened top button of the shirt. Shirts must always be tucked in. A similar short sleeved shirt/blouse may be worn in summer (with tie).

Lanyard - compulsory lanyard in the year group colour.

All students in year groups 7-10 must wear black trousers in a tailored style, i.e. no jeans or leggings style.

Plain black shoes and black ankle socks (no trainer socks).

St Aidan's hoodies may be worn outdoors, and for PE. No other hoodies are permitted.

The only jewellery permitted other than a watch is a small gold/silver cross and chain. If ears are pierced, one pair of small gold/silver studs may be worn. Make-up may be worn discreetly but should not be excessive. False nails/acrylics or false eyelashes are not permitted as they are not appropriate in the school working environment and can pose a risk when doing practical work in many subjects. Hair, too, should be kept tidy and smart. No extreme styles are allowed.

Year 11 students may choose to wear trousers or a pleated navy skirt again as supplied by uniform retailers. This should be of sensible length no more than 3 inches above the knee with plain dark navy/black thick tights. Straight pencil skirts are not acceptable. There is a different Year 11 tie, which can be purchased from Emblazon or Rawcliffes in Harrogate.

Emblazon, 37 – 39 Tower Street, Harrogate HG1 1HS (01423 529935)
Rawcliffes, Rawcliffe Corner, 63 East Parade, Town Centre, Harrogate HG1 5LB

PE Kit

- St Aidan's navy sport t-shirt
- St Aidan's skort or plain navy shorts or plain navy leggings or plain navy tracksuit bottoms
- Navy football / hockey socks
- White ankle socks (not trainer socks)
- Shin pads
- Football boots (moulded studs suitable for our 3G pitch)
- Trainers – one pair suitable for inside and outside use (these must be clean for indoor use)
- St Aidan's PE hooded sweatshirt

Other branded optional items are available to purchase

The school has a range of sanctions and will use them for persistent uniform infringements. Whilst some of these items are “optional” alternative items should not be worn unless stated.





What you will need

Every day you will need to bring a well-stocked pencil-case with you. In some subjects you will also need additional equipment, materials or kit which your teachers will tell you about in your lessons. You should also keep a reading book in your bag at all times; you can bring one from home or use our brilliant school library.

Each night make sure you prepare all of your equipment ready for the next day. Your pencil case should contain:

Pens – cartridge or roller ball type with black ink

Pencils – normal and coloured

White board pen

Ruler

Rubber eraser

Geometry equipment (as recommended by the Maths Department)

Calculator, the Maths department recommends Casio FX-83GTX or Casio FX-83GTCW

Glue stick

Please make sure everything is clearly named.





What you will study

In Years 7, 8 and 9 you will study lots of different subjects, some that will be familiar to you and some that are completely new! You will study:



English



Maths



Science



Religious Studies



PSHE



History



Geography



Modern Foreign Language



PE



Art



Music



ICT



Design Technology (Food/
Product/Textiles)

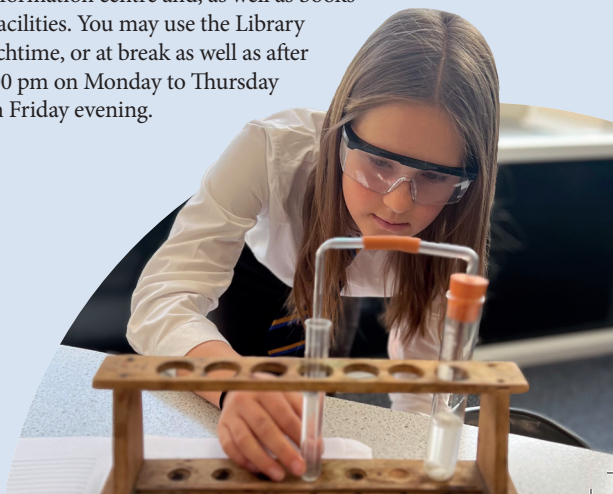


In Years 10 and 11 you will work towards formal Key Stage 4 qualifications; you will be able to choose some of your own subjects to fit in with your own skills and abilities and with your future career hopes.

The most important thing to remember is that you are here at school to learn. You will probably do better in some subjects than others and enjoy some lessons more than others but we expect you to try your best at all times.

If you are really finding it hard to understand or to keep up with the work, please talk to your subject teachers about it - the teacher is there to help. You may prefer to discuss any difficulties with your Form Tutor.

Remember too, that only you can do the learning. Teachers will guide and instruct and encourage you, but they cannot learn for you. To help develop the skills of study, they will sometimes set homework, projects or 'assignments' which you will have to plan and complete yourself. You will find that using the School Library is helpful. The Library is an information centre and, as well as books has computer facilities. You may use the Library during any lunchtime, or at break as well as after school until 5.00 pm on Monday to Thursday and 4.00 pm on Friday evening.



Homework

Regular homework will be set throughout Year 7. Homework will include a range of tasks across subject areas including written work, research and investigation, private reading, literacy tasks and revision.

Homework is an important part of your learning and helps develop the ability to study on your own without a teacher.



How will I know how I'm doing?

In your lessons teachers will give you regular feedback; this may be verbally in class, written in your exercise book or marks on tests and assessments.

In Year 7 you will receive three Progress Review reports and have one parents' evening in the Summer Term. During your first term there will also be a "Meet the Form Tutor Evening" for your parents/carers to discuss how you have settled in.

Your Progress Reviews will tell you and your parents/carers the level you are working at in each subject and report on your attitudes to learning. There will also be an Information Evening for parents and carers early in the Autumn term to explain our assessment and reporting system.



Food!

Food at St Aidan's is excellent! Our catering staff work really hard to provide a wide range of foods and meals which are available for you during the school day.



Our Café opens from 8.00 am each morning to provide breakfast and appropriate snacks before school and a full range of food is available during break (yes, including pizza!). Each year group has lunch in a designated dining area in a year group sitting. Food can only be consumed in the dining areas – you must not eat in your Form Room or around the school building at any time.

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Meals are bought by means of a cashless card catering system, which will be explained to you when you start at St Aidan's. On your first day you will be given your card which you use to pay for your lunch, the card can be credited using the ParentPay system. As a guide a hot meal and dessert will cost from approximately £3.50 each day. Alternatively, you may bring a packed lunch which you must eat in the dining area with your year group.

If you are attending a lunch time club early lunch passes are available from the member of staff running each club.

The Sixth Form Café will be open afterschool so you can purchase snacks and drinks at the end of the day.

If your parents think you may qualify for free school lunches, please see your Head of Year, who will explain the system to you.

Chewing gum is forbidden in school.



Clubs and Activities

There are loads of different clubs and activities for you to take part in at lunchtime and after school.

Notices will be given in assemblies, displayed in department areas and in your form room, giving times and places of the various activities and facilities which are available to you. There really is something for everyone! Your form tutor, head of year and subject teachers will make sure that you have all the information you need to take part in any club you would like to try- there are no formal joining processes!

These were just some of the activities and clubs available to Year 7 pupils last year:



Art Group



Reading Club



Coding Club



History Club



Creative Writing



Eco Club



Train Club



DT



Wellbeing



Chess



Science Clubs



Drama



Musical Groups



Sports Clubs (tennis, football, gymnastics, basketball, badminton, running, netball, crickets, rounders)

There is also a dedicated outdoor playing space for Year 7 which can be used all year round and the fields can be used at break and lunch, weather permitting, in the summer term.



The St Aidan's Offer

You will have the opportunity to participate in a number of educational and fun trips and visits throughout your time at St Aidan's. Places on trips are always conditional on your good behaviour at school and the same high standards of behaviour expected at school are required on trips.

We regard the trips as being of extreme value to staff and pupils alike; brilliant memories for life are made on school trips and they are of enormous benefit to your education and personal development. Further details about the St Aidan's Offer can be found on our website.



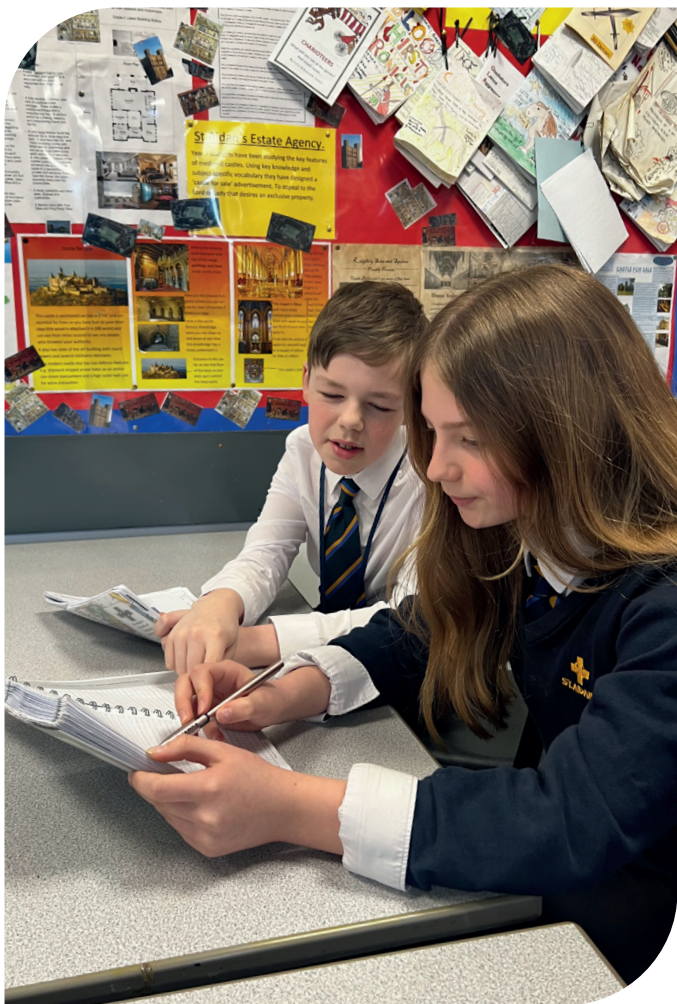
Behaviour and Expectations

Everyone attending St Aidan's has a right to expect a well-ordered, caring environment that encourages them to do their best. Our behaviour policy is based on our school values, WALK: Wisdom, Aspiration, Learning well together and Kindness. The full Behaviour Policy is available on the school website, and our WALK values are displayed around school; both will be explained to you in more detail when you start at St. Aidan's.

The key things are to do your best at all times and to be kind to those around you.

Here are some of our other basic expectations:

- Do not prevent others from learning. Listen to teachers and other students.
- In lessons do not call out or interrupt.
- Be punctual to lessons, enter teaching areas when requested and settle quietly to the task in hand.
- Remember to bring all necessary equipment to each lesson.
- Complete all work and homework on time.
- Do not abuse your planner or other school books.
- Treat one another with politeness, courtesy and respect.
- Do not use language which is abusive, offensive or rude.
- Think about your safety and that of others.
- Wear the correct school uniform.



Who you can talk to in School

There are lots of people you can talk to in school if you are ever worried about anything at all; often simply talking about your worries with a trusted adult can help you find a way through them. If you do have a problem or a concern at school you could talk to:

Your Form Tutor - about any worries including schoolwork, homework and friendship issues.

Your Subject Teachers - if you have any specific concerns about an academic subject.

Your Head of Year - the Head of Year is responsible for your welfare whilst you are at school. You may talk with them about any academic, social and family concerns you may have. Your Head of Year is also able to provide a referral to the school's counsellor or The Beacon as appropriate. To contact your Head of Year, go to their office or leave a message at Reception. Your Head of Year is supported by an Assistant Head of Year who will also be able to help you with any problems that may arise.

Medical Room Staff - we have a medical team in school. Their role is to look after your medical needs, whether physical or emotional, and they can deal with any medical emergencies and illnesses whilst you are in school.

The Beacon - the team in The Beacon are available to support you with emotional wellbeing.

You can also talk to any member of the Safeguarding Team.

If you feel you want to email rather than talk to someone directly then you can use the **wellbeing@staidans.co.uk** email and you will be contacted by the most appropriate person in school.



Absence from school

Sometimes we get ill! If you need to be absent from school because of illness, your parent/carer must telephone the school (01423 885814) or email attendanceofficer@staidans.co.uk on the first morning of your absence to explain why you are away. If we are not notified on the first day your parents/carers will be contacted.

Regular attendance is vital to your success at school. The school's preference is that all appointments are made outside school hours, but if your parents/carers need to take you out of school for any reason (for example, to go to the doctor or dentist) they must inform the Attendance Officer. You must obtain permission to leave at the right time, making sure you sign out of school at Reception, signing in again at Reception when you return. Pupils in Years 7, 8, 9, 10 and 11 are not allowed out of school at any time without special permission from parents and their Head of Year. We ask parents that only emergency medical appointments should be made during the school day, routine dental examinations and orthodontist adjustments should be scheduled for either before or after school or during school holidays.

If you are unwell in school

If you feel unwell or have an accident at school tell a teacher straight away. Normally, you will be accompanied by another pupil to the Medical Room, where the medical team will care for you and determine if you should either be collected by your parent and taken home or return to class. In the unlikely event that you require hospital attention, your parents/carers will be informed and you will be escorted by a member of staff.



St Aidan's Website and Teams

The St. Aidan's website contains information that will be useful to you and your parents. For example, letters that are sent home are published on the website as well as calendar and trips information, term dates and training days. The website also has important or urgent information, and information relating to years groups and you can find the Health Zone.

Teams

Microsoft Teams is the platform St. Aidan's uses for online learning. You must know your email address for St. Aidan's sites and keep your password safe! You must not share your password with anyone.

eSafety Advice

You can keep up to date with further information about staying safe online by visiting the following websites: www.thinkuknow.co.uk and www.ceop.police.uk



Mobile Phones

If you bring your mobile phone to school it will need to be switched off and kept out of sight during the school day. Phones must not be used during the school day, even at social times (we'd rather you spent time chatting to your friends!), and never during lessons. If you use your phone inappropriately at school it will be confiscated until the end of the school day. Your mobile phone is your responsibility and you must look after it carefully, the school does not have an insurance policy to cover your personal belongings. The full mobile phone policy is available on the school website.

Lost Property

There is a lot to remember at secondary school and sometimes things do get lost! Make sure that everything you bring to school has your name in it, then it can more easily be returned to you if you do lose it.

If you do lose something at school then first re-trace your steps to check all the rooms you have been in that day. Then check the lost property bag racks at the end of the Maths corridor where lost items are stored. It is advisable not to bring anything valuable into school.



Finally

We can't wait to welcome you to St Aidan's; it is a happy and successful school which we hope you will feel proud to be part of. We hope, too, that you will enjoy all the brilliant opportunities that the school offers, both in your learning and the extra-curricular activities that are available to you. St Aidan's is a Christian school built on the ideas of living life in all its fullness and being kind to others at all times; we look forward to seeing you flourish in our community throughout your time here.

If you, or your parents/carers have any questions please get in touch with us at **admissions@staidans.co.uk** and we will be happy to contact you.



What do I do if?

What if I can't do my homework?	See your subject teacher straight away.
What if I am late to school?	Sign in at Main Reception.
What if I lose something?	Re-trace your steps then check the Lost Property bag racks at the end of the Maths corridor.
What if I can't do PE?	Bring a letter or a note in your planner to say why, signed by your parents.
What if I forget my packed lunch?	You will not go hungry! You will be able to use your catering card and get a school lunch (even if you need a small loan).
What if I forget my PE kit?	The PE department are normally able to provide you with spare kit.
What if I forget my books?	Your subject teacher will provide you with a piece of paper for that lesson.
What if I have problems?	See your Form Tutor, Head of Year, the nearest teacher, or you may wish to go to see the School Nurse.
What if I am absent?	Your parent/carer needs to telephone school on the first day you are absent or email attendanceofficer@staidans.co.uk
What if I forget my network password?	See the IT technician or your ICT teacher.
What if I bring money or valuables to school?	You are advised not to bring valuables into school. You are responsible for all valuables.
What if I bring my bike to school?	Leave it in the bike shed locked up.
What if I am not very happy?	Talk to your Form Tutor or your Head of Year.
Where do I go on my first day?	Go to Main Reception where your teachers will be waiting to greet you.



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