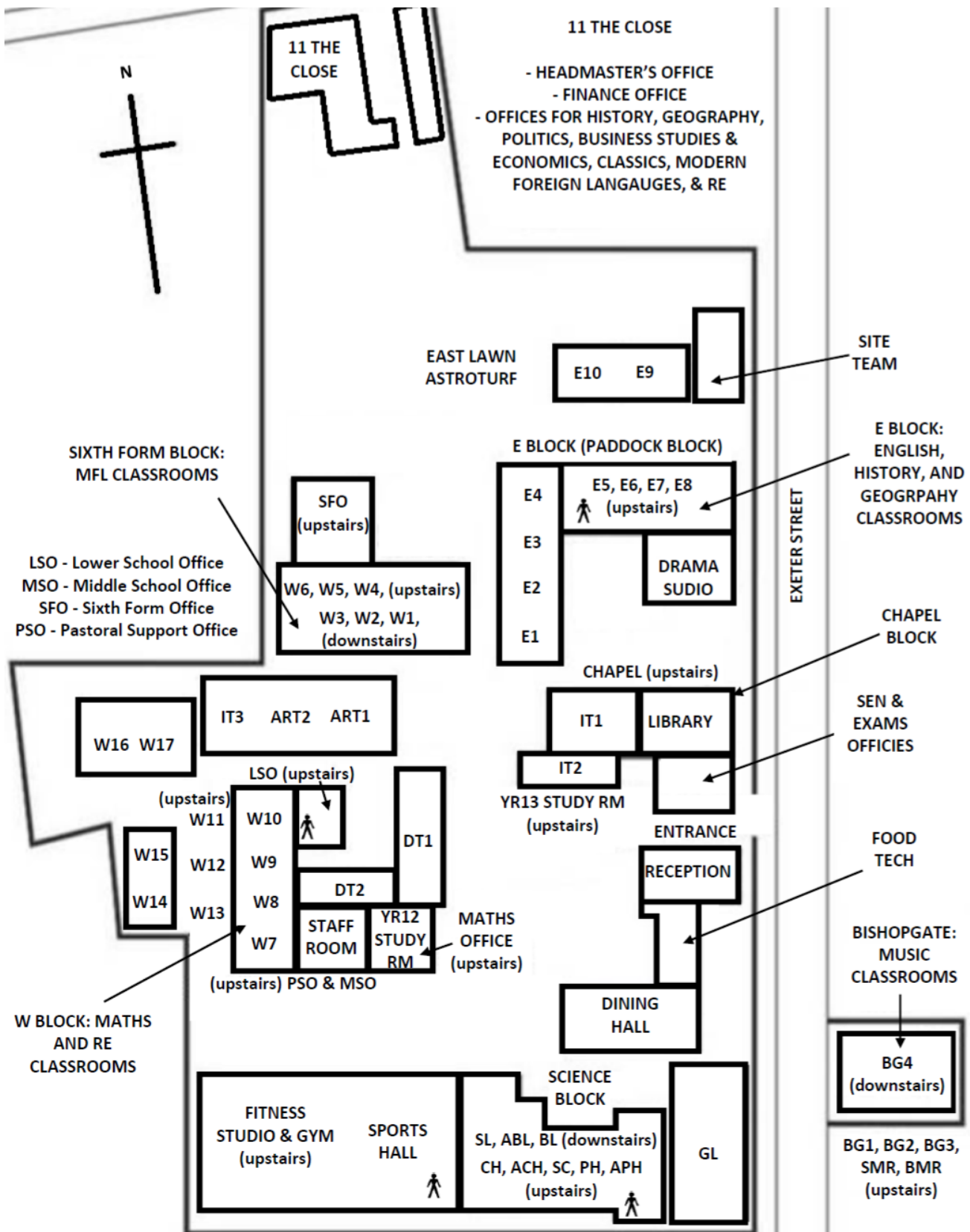




**BISHOP
WORDSWORTH'S
SCHOOL**

Year 7 Induction Booklet

Site Map



Welcome to BWS

Welcome to Bishop Wordsworth's School.

Starting a new school is an exciting event in a young person's life, but it can also be a bit scary and daunting. It is natural to be a bit nervous!

Over the next few weeks at BWS you will be busy meeting new teachers, making new friends and settling in to new routines.

You will be given lots of new information by your teachers and your tutor. It is really important that you listen carefully to this information, but don't worry, we don't expect you to remember it all straight away! Your teachers and tutor are here to help, so please ask them lots of questions!

Secondary School may be a bit overwhelming at first, but please remember that things will get easier. Before you know it, everything will fit into place and you will find yourself fully immersed and enjoying life at BWS.

This booklet gives you a brief overview of life in Lower School and also provides answers to many frequently asked questions that boys have when starting at BWS.

This is your school for the next five years (at least); work hard, try new things, and make the most of the opportunities on offer to you.

I hope you have a happy and successful time here.

All the best,

Mrs Drummond (Head of Lower School)

Lower School

The Lower School at BWS comprises two year groups: Year 7 and Year 8.

Year 7 is made up of 5 tutor groups: Jewell, Martival, Osmund, Poore and Ward, often shortened to J, M, O, P and W.

Lower School Team

Mrs Drummond – Head of Lower School (Head of Year 7)

Mrs Collingridge – Assistant Head of Lower School (Head of Year 8)

Mrs Bazire-Smith – Lower School Pastoral Support

Year 7 Tutors

7J Tutor – Mrs Martin, tutor room: W4

7M Tutor – Mrs Beer, tutor room: W7

7O Tutor – Ms Doran, tutor room: E7

7P Tutor – Mr Corson, tutor room: E1

7W Tutor – Mr Brown/Mrs Harkness, tutor room: E4

House Captains and House Prefects

	Jewell	Martival	Osmund	Poore	Ward
House Captains	Will Pischel Millie Gurney	Otto Jenner Edward Klein	Alex Facey Matilda Jeffery	Will Durrant Victoria Herbert	Patrick Dulong Anna Hayakawa
House Prefects	Benedict Davies Denise Grzymkowska Lucy Ventham Selwyn Rai	Ben Smith Jack Jones William Self	Alfie Moore Henry Knight Kirsty Clay Nyah Merryweather	Poppy Egerton Srisha Sampalli William Cook William Taverner	Abi Wareham Charlotte Parsons Finlay Dow Izzy Kealey

Daily Routine

Session	Start	Finish
1 st bell 8.55		
Registration/Tutorial	9.00	9.25
Period 1	9.30	10.00
Period 2	10.00	10.30
Break	10.30	10.50
Period 3	10.50	11.20
Period 4	11.20	11.50
Change Over	11.50	11.55
Period 5	11.55	12.25
Period 6	12.25	12.55
Lunch	12.55	1.45
Period 7	1.45	2.15
Period 8	2.15	2.45
Change Over	2.45	2.50
Period 9	2.50	3.20
Period 10	3.20	3.50

School starts at 9.00am.

If you arrive early, then you must make your way immediately to your designated outdoor space and stay there (Year 7 go to the East Lawn Astro Turf). If it is raining, then you may go to your tutor room.

The school day ends at 3.50pm.

All pupils must leave the site by 4.00pm unless they are under staff supervision.

Assemblies 2023-24

Assemblies run from 9.00-9.25am. When the first bell goes (8.55am), make your way to the assembly/tutorial.

	Assembly
Monday	Year 7 Tutorials, Tutor Room
Tuesday	7J and 7W Chapel, School Chapel
Wednesday	Whole School Headmaster's Assembly, Sports Hall
Thursday	7M and 7O chapel, School Chapel
Friday	Lower School Assembly, Sports Hall

Note: 7P will have Chapel on Tuesdays, Period 3.

Cathedral Services

Cathedral Services are held once a month. You'll be given more detail prior to each service.

House Assembly Weeks

The normal assembly pattern will be suspended on the 4th week in of each the Autumn and Spring half terms for House assemblies.

There will be no House Assembly in the first half of the Summer half term; they will resume again on the 4th week of the second half of the summer term.

House Assemblies take place in the Sports Hall.

The running order will be the same each week:

Monday J House
Tuesday M House
Wednesday O House
Thursday P House
Friday W House

Games and PE

On the days that you have PE or Games, you will need to arrive at school in your PE/games kit plus track suit bottoms. You will stay in your PE/Games kit all day (you will not change back in to school uniform after PE/Games). Kit should be school kit or navy blue with no large logos. Gum shields are advisable.

Students training at lunch will change at lunch into sports kit and then remain in kit for the afternoon.

Footwear for PE: one pair of outdoor trainers and one pair of indoor trainers.

Footwear for games: football boots and shin pads.

In the first week of the Autumn Term, boys will be shown how to get to and from the school field on Britford safely. After this, it will be pupils' responsibility to get themselves to and from the field.

After-school activities such as cross-country training which take place at the school field will require pupils to get themselves to the field, and take responsibility for their journey home afterwards as they will be dismissed from the field.

Games at Britford Lane Sports Field

Please follow this guidance when travelling to the Britford Lane Sports Field for Games lessons.

- Give way to other pedestrians.
- Be courteous and polite when other pedestrians give way to you.
- Do not take up the whole pavement.
- Travel in at least groups of threes, so if there is an emergency one person can send for help while the other two stay together.
- Do not climb the fence at the under pass, instead, walk up the pavement.
- Do not leave the main school site or the field before you are told to do so by a member of staff.
- Inhalers, EpiPen's and any other medication should be carried with you.

Catering

Breakfast: Grab-n-Go service every morning in the Dining Hall 8.00am - 8.55am.

Break: The Year 7 Food Shack (on the East Lawn Astro turf) is open serving sandwiches and snacks.

Lunchtime: Hot food is available in the Dining Hall. The Year 7 Food Shack is open serving sandwiches and cold snacks.

Payment: In order for you to purchase this food, your parents will need to add money to your cashless catering account. Payment can be made with thumb print or pin.

You can bring in your own packed-lunch each day. Please remember that nuts, or products containing nuts, are not allowed.

Any drinks you bring into school must be non-carbonated and must be brought in a named water bottle.

Designated Yard Areas

Each year group has a designated social area to spend lunchtimes and break. The Year 7 designated area is the East Lawn Astro turf. Please stay in your designated area.

Homework Timetable

Your homework timetable will be communicated to you via Teams once you have completed your training with this software.

Teams Training Timetable

This will take place in your tutor groups at the following times during one of your Maths lessons.

Tutor Group	Member of Staff	Day and Time	Venue
7J	JMR	Thursday P7 & 8	IT1
7M	RST	Friday P5 & 6	IT1
7O	AJG	Wednesday P3 & 4	IT1
7P	HLE	Friday P3 & 4	IT1
7W	RST	Friday P1 & 2	IT1

Year 7: 20 minutes per subject

Subjects marked with an asterisk (*) will be set once every two weeks.

Science^ - Science will be set once a week, in one of the two Science slots.

Homework should be done at regular times and completed to the best of a boy's ability. Where homework is finished within the 20 minutes, it should be supplemented with revision.

Frequently Asked Questions – Part 1

Q: Where is the Lower School Office (LSO)?

A: Upstairs in the Maths Block.

Q: What do I do if I am being bullied/teased?

A: Tell someone! Speak to your tutor, LSO or your parents. If you tell someone straight away, the issue can be dealt with quickly and efficiently.

Q: Someone is teasing me and I don't want them to get in trouble. I just want it to stop. What can I do?

A: Tell your tutor or LSO. We don't always resolve issues using sanctions/detentions. We often resolve issues through discussion and dialogue.

Q: What do I do if I feel ill at school?

A: Put your hand up in class and tell the teacher. Go to reception and tell the receptionists you are not feeling well.

Q: Are mobile phones allowed at school?

A: No. Whenever you are on the school premises, mobile phones need to be off and out of sight. You will receive a sanction if you are caught with your phone out. If you need to call your parents, go to reception.

Q: What do I do if I get stuck with my work?

A: Contact your teacher: speak to them at lunch/break or send them a message (email or MS Teams).

Q: What do I do if I have a problem with an older boy?

A: Tell LSO. Try and note the colour of the tie the older boy is wearing (this will help LSO to identify the older boy).

Q: What do I do if I have a problem with IT?

A: See Mr White (Head of IT) in IT1 (Chapel Block).

Frequently Asked Questions – Part 2

Q: Where can I go if I want somewhere quiet to sit at lunch/break?

A: Try the area outside the SEN Department (in Chapel Block) or the library.

Q: What do I do if I have a problem at break/lunch time?

A: Every lunchtime and breaktime, a number of teachers are on duty around the school site. Find a teacher on duty and ask for help. LSO staff and the receptionists are also available at lunch/break.

Q: What do I do if I am feeling lonely at school?

A: Tell someone (e.g. your tutor, LSO). It can be easy to feel a little lonely in the first year while you are finding your feet at BWS.

Q: I have 5 distinctions for good work. Where can I collect my Headmaster's distinction from?

A: Go to the Headmaster's Office in the Number 11 building.

Q: Whom can I talk to if I am worried about something?

A: Your tutor or LSO. Even if the problem relates to your life outside of school we can still help!

Q: I want to report an issue but I am worried about being called a 'snitch'. What do I do?

A: There are often ways the school can deal with an issue without revealing your name. Using the word 'snitch' or anything similar is not allowed at BWS and will be dealt with seriously.

Q: What do I do if I have lost my bag/PE kit?

A: Check all around the school site, especially the bag racks. Check lost property (ask in reception where this is). Go back to the last place you had it (if it has been picked up by mistake it will probably end up back where you left it).

Q: What do I do if I have lost my bus pass or need to borrow some money for transport home?

A: Go to reception. Reception can lend you a small amount of money (but make sure you pay it back quickly!).

Frequently Asked Questions – Part 3

Q: I need to contact a teacher via email. Where do I find my teacher's email address?

A: Most email addresses can be found on the website (you can also type a teacher's surname into the email address bar and then press Ctrl + K. This will bring up the email address). Start your email with "Dear Mr/Mrs/Miss X" and finish it with "Kind regards, Your Name". Be polite and courteous throughout the email.

Q: I have been off school for a few days with an illness. How do I catch up with school work?

A: Ask a friend to send you a picture of his school work. Make concise notes on the content you have missed (i.e. copy down the key points). Do not copy out excessive volumes of notes. Ask your teacher if you get stuck.

Q: How do I find out what my homework is?

A: Check MS Teams. You should check MS Teams at least once every day to see what homework you have and when it is due in.

Q: How do I keep my possessions safe on the school site?

A: Label all your possessions. Don't bring expensive items into school (e.g. iPads, expensive phones). Do not leave your possessions lying around the school site (e.g. don't leave your phone or glasses on the yard floor); the school is a busy place and they will be damaged. Use your locker as much as you can.

Q: I have lost my locker key. What do I do?

A: Go to LSO.

Q: I need to take medication into school. Can I carry my medication around the school site in my bag?

A: In most cases no. Medication needs to be left in reception. When it goes out of date it must be replaced.

Frequently Asked Questions – Part 4

Q: What do I do if I arrive at school and realise I don't have my homework?

A: Find the teacher before the lesson and apologise. For the first month (September), you will not be given sanctions for failing to meet homework deadlines.

Q: I am finding the work hard. What do I do?

A: See your teacher at lunch or break, and tell your tutor.

Q: How often should I check my emails and MS Teams?

A: At least once a day. Important messages get sent out all the time via email.

Q: I need to leave class to go to a music lesson. What do I do?

A: Put your hand up and ask your teacher if you can go.

Q: What do I do if I have forgotten my PE/Games kit?

A: Tell your PE teacher before the lesson (they may be able to lend you some kit).

Q: Someone is being unkind to me online or in a group chat. What can I do?

A: Report it to LSO. We will deal with it in a similar way to teasing/bullying in school.

Q: What do I do if I arrive late to school?

A: Sign in at reception.

Q: I forgot my school tie. What do I do?

A: Ask for a tie in LSO. LSO can lend you one for the day.

Q: What do I do if I need to leave school for a dentist/doctor's appointment?

A: Your parent(s) should notify the school using their Parent Portal (MCAS) account. Put your hand up in class and ask your teacher politely if you can leave. You must sign out at reception. If you are coming back to school, you must sign back in at reception.

Frequently Asked Questions – Part 5

Q: What should I do if I have an issue (e.g. an issue with a stranger) on my commute to or from school?

A: Find the nearest responsible adult or safe space (e.g. in a shop) and call your parents or BWS. You can also return to school. The LSO is normally staffed until 5.30pm every day. The school caretaker is often at school until 7.00pm.

Q: I am asthmatic; where can I store my inhaler?

A: Reception can store inhalers. Make sure you replace it when it goes out of date.

Q: Can I bring nuts, or food that contains nuts into school?

A: No. The school is a nut free zone. Some pupils are severely allergic to nuts.

Q: What should I do if I accidentally bring nuts into school?

A: Take the nuts to LSO or reception for storage. Collect them at the end of the day and take them home.

Q: Can I stay on the school site after school has finished?

A: You must leave the school site by 4.00pm, unless you have a supervised activity or you are studying/waiting in the library.

Q: What sanctions are in place at BWS for dealing with poor behaviour?

A: Depending on the seriousness of the poor behaviour, boys can receive: chores, departmental detentions, pastoral detentions, or exclusions.

Q: Can I get a detention for not doing homework?

A: Repeated failures to meet homework deadlines will result in a detention. This does not apply for the first month (September).

Q: Is there a school nurse?

A: The school nurse visits once a week (further details will be announced in due course). There are no bookings, you just need to turn up.

Q: What do I do if I fall over in the yard and hurt myself?

A: Go to reception. The receptionists know basic first aid.

Q: When should I pack my bag each day?

A: Pack your bag each evening ready for the next day. Use your timetable to make sure you have all the correct equipment.