



THE ABBEY SCHOOL

A BUSINESS & ENTERPRISE ACADEMY

BE THE BEST  
YOU CAN BE



# WHAT DO I NEED TO THINK ABOUT FOR MY FIRST DAY?

## Getting to school safely

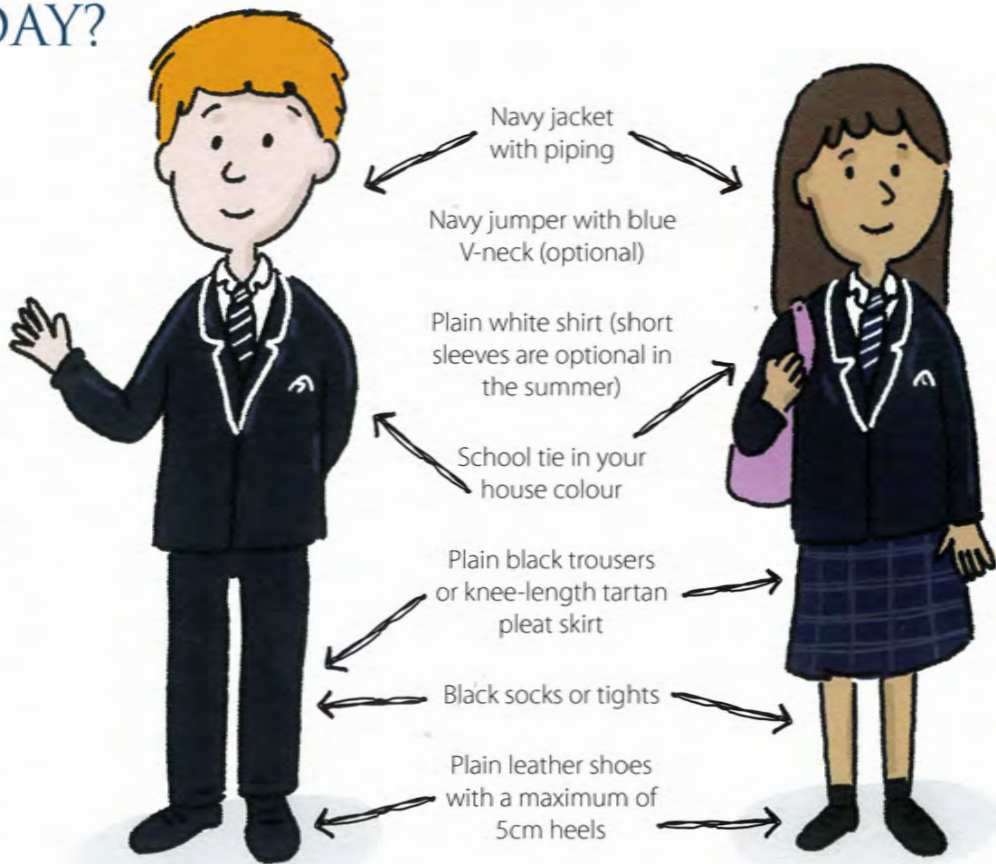
Some students walk to school, others come in a car or take the train.

Remember always to cross roads safely. If you need to cross the A2, use the bridge. For roads where there are no pedestrian crossings, remember to look up and check for traffic. You should always make room on the pavement to allow others to use it.

We want you to be a brilliant ambassador for our school by being kind and considerate of other members of our local community, especially when you travel to and from school. If you are being treated unkindly or feeling frustrated about how others treat you, ask an adult for help.

## Uniform

We have high expectations at The Abbey School, so you should wear the correct school uniform from the first day.



# WHAT EQUIPMENT SHOULD I BRING?

You must bring an Abbey School bag with the 'Terrific Twelve' items.

These are:

- Blue or black pen
- Pencil
- Rubber
- Ruler
- Glue
- Whiteboard pen
- Pencil sharpener
- Calculator

We will give you a:

- Knowledge organiser
- Reading ruler
- Reading book from our library
- Planner (with timetable)

The maths department will tell you which calculator you need, and your food and technology teachers will let you know which ingredients to bring ahead of your lessons.



## Mobile phones and earphones

Mobile phones and any form of earphones should not be seen once you are on the school site. You should put them away before you cross the zebra crossing into school.



# WHAT IS EXPECTED OF ME?

## Our Abbey Values are:

- Integrity
- Persistence
- Altruism
- Responsibility
- Creativity
- Resourcefulness
- Reflection

## Abbey students are:

- Kind and thoughtful
- Brave and resilient
- Happy and positive
- Motivated to be the best they can be
- Honest, hardworking and helpful
- Determined, with a 'can do' approach to life and learning
- Listeners who do what they are asked first time, every time.

## Line Up

We have Line Up every morning. At Line Up:

- Be on the playground by 8.30am and line up at 8.40am.
- Take out your equipment and check your uniform. Stand in silence for Tutor checks.
- Follow your Tutor into the building to practise STEPS and SHAPE skills.
- Enter the building and walk on the left in an orderly fashion.
- Wear bags on your shoulders and use entry procedures.



## STAR, STEPS and SHAPE

**You should follow our STAR behaviour rules to:**

- Sit up straight
- Track the teacher
- Always address the teacher with your hand up
- Show Respect through silence

**We have STEPS for Genuine Mutual Respect. We say:**

- 'Sir' or 'Miss' every time or use a name
- 'Thank you'
- 'Excuse Me'
- 'Please'
- 'Style'. This means we want you to use good body language, facial expressions, tone of voice and choice of words.

**SHAPE helps you to have excellent communication skills. We:**

- Always use full sentences
- Keep our hands away from our mouth
- Articulate clearly when speaking and are thoughtful about our choice of words
- Project our voices
- Eye track. Look at people when talking

to them.

## Corridors

Your teachers will be in the corridors to greet you as you pass and welcome you to their lesson. Remember to stick to the one-way system, which keeps everyone moving and reduces accidents.

## Classrooms

**Entry 1. Line up** Your teacher will stand at the doorway and ask for STAR.

**Entry 2. Greeting** When six or more students are lined up, you will be asked to enter the classroom and stand behind your chairs.

**Entry 2. Recital** In 'standing star' position you will take part in an energiser while you wait for the rest of class to arrive.

**Entry 2.** When everyone has arrived, you will be asked to recite the Year 7 pledge "I will concentrate, remain focussed and give 100% effort in all I do to achieve my potential." You will then sit down.

**Exit 1.** signals for books to be passed along the rows and put away your things. At

**Exit 2.** stand behind your desk in silence, ready to be dismissed. At **Exit 3,** say 'Good morning/afternoon, Sir/Miss' as you leave.

## Corrections and detentions

Staff do not give warnings or shout; they use corrections. Two corrections are given; a C1 and C2 before a C3 which means you have to go to our reflection room and will have a detention after school. Detentions are 30 minutes but will be longer if you don't attend.



## Golden ticket

Every lesson has an opportunity for one person to gain a golden ticket for the most outstanding contribution to the lesson. House points are awarded to those who did exceptionally well but did not gain the golden ticket.

# WHAT DOES THE SCHOOL DAY LOOK LIKE?

Your school day will look like this:

	Monday to Thursday	Friday
Morning Line Up	8.40 – 8.45	8.40 – 8.45
Tutor Time	8.45 – 9.30	8.45 – 9.00
Period 1	9.30 – 10.30	9.00 – 10.00
Period 2	10.30 – 11.30	10.00 – 11.00
Period 3a	11.30 – 12.30	11.00 – 12.00
Period 3b Lunch	12.30 – 13.30	12.00 – 13.00
Period 4	13.30 – 14.30	13.00 – 14.00 finish at 14.00
Period 5	14.30 – 15.30 finish at 15.30	

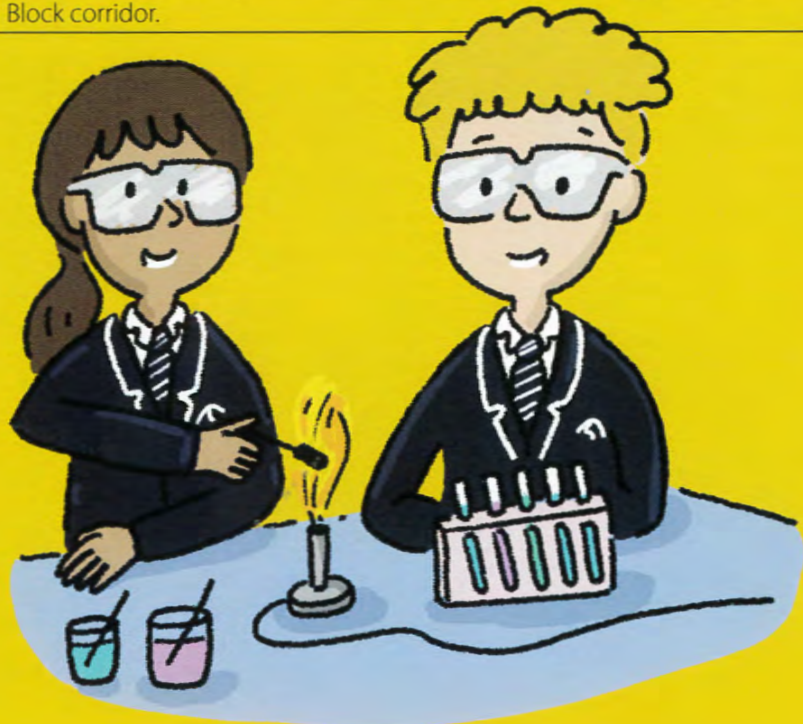
## Homework

Your teachers set homework regularly. If you would like to do homework at school and have more support, you can attend Homework Club, which is run by Abbey School staff from Monday to Thursday in the B Block corridor.

## What subjects will I study?

Students in Year 7 will study:

- Art
- Healthy Food
- Geography
- Maths
- Science
- Modern Foreign Languages – Spanish or French
- Performing Arts – Drama and Music
- Design & Technology
- English
- History
- Religion and World Views
- PE



# WHAT OTHER ACTIVITIES CAN I DO?

We have lots of exciting clubs and activities you can do before school, at lunchtime and after school. Our extra-curricular programme changes throughout the year. The benefits of doing extra-curricular activities include better grades, improved attendance and better teamwork and leadership skills. They also help you feel like you are part of the school community.

Among the clubs and activities you can do in Year 7 are:

- Drama
- Dance
- Choir
- Netball
- Football
- Diversity
- Gardening & Crafts
- Gaming
- Basketball
- Dodgeball
- Neurodiversity Support
- Chess
- Softball
- Rounders
- Athletics
- STEM



The library is open before school starts. We also have a breakfast club in the canteen before school if you would like something to eat and drink before school starts.

# WHO CAN I TALK TO IF I NEED HELP, AM WORRIED OR HAVE A QUESTION?

It is normal to have worries and problems, and speaking to someone when you feel like that is important. The first person to talk to is your Form Tutor, whom you will see daily. You can also speak to your Head of Year or any other staff member.

## You can talk to the Pastoral Hub team about:

- Friendships – if things are not going well
- Stress and worries
- Revision strategies
- Making the right choices
- Advice and solutions when things go wrong
- When things are challenging in school or outside of school
- Supporting young carers
- Accessing clubs
- Sharing successes with parents who may not realise what you have achieved.

## You can speak to:

- Your Tutor and lots of other staff in the morning, on the playground, before school.
- Your Head of Year in the morning and at lunchtime.
- Pastoral staff before school, at lunch or after school.
- Our in-house intervention specialist, Mrs Blythe
- Mind & Body
- The Wellbeing Team (run by the NHS)

## Bullying

- Bullying must never be accepted or ignored.
- Please do not suffer in silence OR keep quiet if you know bullying is going on.
- Always report bullying and seek help from an adult – your trusted adult can be anyone in the school.
- Staff are here to help, and the pastoral team will work tirelessly to be there for you.
- Be patient and keep reporting – sometimes, it can take a bit of time for things to be sorted out, but your support team will not give up on any worries you bring to them.



## Worry Box

If you have a niggling worry, please use our online Worry Box, which you can find on our website. It is checked daily, from Monday to Friday. In evenings or weekends, you can text Shout free on 85258 or visit [www.giveusashout.org](http://www.giveusashout.org). The Shout team can help anyone with depression, anxiety, abuse, panic attacks, suicidal thoughts, self-harm, relationship problems and bullying. Our students also use Kooth – an online wellbeing community for young people – at [www.kooth.com](http://www.kooth.com).



# WHAT IS STUDENT VOICE?

Student Voice allows you to develop ideas, discuss and call for change within the school. It promotes the idea of staff and students working together and learning from one another. At The Abbey School, there are lots of ways for the Student Voice to be heard.

The **House Council** is made up of representatives from each year who attend House Council meetings. Its responsibilities include raising issues and concerns on behalf of form groups and making decisions for the School Council to act on.

The **Student Council** is elected by the House Council. It meets and discusses school-related matters and makes suggestions for improvement. Among its responsibilities are actioning items proposed by the House Council, writing to and meeting the Senior Leadership Team when researching or reporting issues, and being an ambassadors for The Abbey School.

**Student Voice Days** see students from across the school work side by side on school initiatives, such as:

- Banning energy drinks in school
- Reviewing school uniform
- Chairing the Swale Youth Forum
- Charity fundraising ideas.

## Houses

You will be a member of a house and will wear the colour tie of your house. Each house has students from different year groups. The houses compete throughout the year for the House Cup. The houses are:

Discovery – Blue

Pioneer – Yellow

Endeavour – Green

Voyager – Red



# ATTENDANCE

It is important to come to school every day. Being here each day will increase your chances of success, allow you to spend time with your friends, and give you the support you need. You will have the best chance of achieving the life you want by being in school every day.

## Rewards for attendance

We celebrate and reward students who have 100% attendance. If you have a perfect attendance record for the week, you will be given a golden ticket at the end of the week. You can either keep it for yourself or enter it for a draw. The higher your attendance, the more tickets you will have in the draw, which is held at the end of term. Prizes include bikes and vouchers and lots more!



# TOP TIPS FOR MOVING TO SECONDARY SCHOOL

1. **Visit the school website.** You can browse and find lots of information about The Abbey School. ([abbeyschoolfaversham.co.uk](http://abbeyschoolfaversham.co.uk)).
2. **Practise packing your bag.** It is always a good idea to pack the night before.
3. **Practise buying food.** Practise buying your own drinks or food in a shop.
4. **Plan your route.** Plan your route to school and do some trial runs before you start, to build your confidence. Don't forget to sort out a bus or train pass if you need one.
5. **Get into a good routine.** Before September, get into the habit of going to bed at a good time and getting up for breakfast.
6. **Talk to friends and family.** Talk to friends and family to see if anyone you know is coming or has already come to The Abbey. This might make you feel better during the first few weeks.
7. **Prepare your uniform.** Organise your school uniform, and lay it out every night, ready for the morning.
8. **Take responsibility.** Start taking responsibility for what you need to do each day – getting your bag ready, setting an alarm, doing work and getting yourself ready in the morning.

