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Mount Grace School
Committed to Excellence

Welcome to Mount Grace School

It is my great pleasure to welcome you to Mount Grace School. You will find the staff and your fellow students equally welcoming and supportive. We all want you to settle in quickly and to start to play your part in the development of the school.

Everybody who visits the school comments on the friendly nature of our students and the beautiful environment in which we work I hope you will help us keep it that way!

Mount Grace continues to go from strength to strength: we have been praised by the Minister of State for Education for our KS3 results; we are amongst the top 100 schools for sustained improvement at GCSE and we are confident that this success will continue. I am sure you want to be part of these achievements and we will work hard together to make sure your efforts are rewarded with even greater success in the future.

In addition to Specialist Status, we have modernised our Technology workshops, upgraded our ICT network and invested heavily in ICT equipment.

Mount Grace will be an exciting place to be over the next few years – I hope you will participate fully in the opportunities that will come your way and promote the reputation of your school amongst your friends and relatives.

Best Wishes

Peter Baker
Headteacher



Arrangements for the Beginning of the Autumn Term

Monday 1 September Inset Day
Tuesday 2 September Year 7
 Year 11, 12 & 13 by appointment
Wednesday 3 September FULL SCHOOL

Dates of the School Year

AUTUMN TERM 2008

Commences: Monday 1 September 2008
Ends: Friday 19 December 2008
Half Term: Monday 27 October – Friday 31 October 2008
Inset Days: Monday 1 September 2008
 Friday 3 October 2008
 Friday 14 November 2008
 Monday 1 December 2008

SPRING TERM 2009

Commences: Monday 5 January 2009
Ends: Friday 3 April 2009
Half Term: Monday 16 February – Friday 20 February 2009

SUMMER TERM 2009

Commences: Monday 20 April 2009
Ends: Tuesday 21 July 2009
Half Term: Monday 25 May – Friday 29 May 2009
Inset Days: Monday 20 July 2009
 Tuesday 21 July 2009



Times of the School Day

8.30am	8.40am	Staff Briefing
8.40am	9.00am	Registration & Assembly
8.45am		Register taken
9.00am	9.50am	Period 1
9.50am	10.40am	Period 2
10.40am	11.00am	Morning Break
11.00am	11.50am	Period 3
11.50am	12.40pm	Period 4
12.40pm	1.18pm	Lunch
1.20pm	1.25pm	Register taken
1.25pm	2.15pm	Period 5
2.15pm	3.05pm	Period 6

Curriculum

The following are the subjects you will be studying in Year 7. Please refer to the Curriculum Booklet handed out on 3 July for further details.

Subject	Periods per week
English	4
Mathematics	3
Science	3
A Modern Foreign Language	3
Design & Technology (Food, Textiles and Resistant Materials)	2
<u>Humanities</u>	6
Geography , History, Citizenship & Religious Studies (CRS)	
Art	1
Music	1
Information Technology	1
Business	1
Physical Education (PE)	4
Drama	1

The above may be subject to change



Rewards

You can expect to get merits for good work and for being helpful in other ways. Your merits are stamped in your Homework Planner. When you have ten merits you will be presented with a “Merit Award” Certificate in your Year Assembly. “Headteacher’s Awards” are given for other special achievements eg Attendance.

There is a half-term “Achievers’ Draw”. Students’ names go into the draw once for every five merits earned. The year committee has £20.00 to be spent on prizes each half term.

We have a behaviour system based on the school’s “Rules for Learning”. The school’s rules for learning are the minimum needed to ensure good behaviour and the upholding of the rights of students and staff. They are based on:

- Respect for self
- Respect for others
- Respect for learning
- Respect for property

Quite simply – the rules students have agreed are:

Attend School regularly	Maintain at least a 95% attendance rate.
Be punctual	To school and to lessons, if there is a problem, provide a note
Be organised	Bring everything you need for each lesson eg homework, equipment, planners and dictionaries and be in full school uniform.
Respect	The rights of teachers to teach and students to learn, without annoyance, interruption or harassment.
Listen	Listen in silence to your teacher and other students.
If you have a problem	Discuss this politely and sensibly, preferably at the end of the lesson.



Follow Instructions	Carry out instructions given by your teacher in a pleasant and co-operative manner.
Hands Up Rule	If you need help, or want to answer a question, put up your hand and wait silently and patiently. Do not shout out.
Hands Off Rule	It is illegal even to touch someone without their consent. Show respect for others by avoiding physical contact and physical contact games at break and lunchtime (ie no pushing, spitting, kicking, tripping, wrestling holds etc.)
Always do your best	In class and for homework always produce the best work you can achieve.
Please do not bring ...	Chewing gum, cigarettes, alcohol, illegal substances or offensive weapons into school

Students are rewarded for excellent behaviour, attendance and effort in class by being able to participate in our ‘Challenge Week’ during the last week of the Summer term.

We want students to follow the school rules and to earn the rewards.

Arrangements of Classes

New entrants will join a **tutor group** of approximately 28 other boys and girls under the care and supervision of carefully chosen FORM TUTORS. These experienced members of staff are firm, reassuring and approachable teachers.

Each Tutor Group is carefully arranged to contain students of all abilities, a balance of boys and girls and will also take into account any recommendations made by primary schools.

The Form Tutors make a team led by the Head of Learning. It is their joint responsibility to help new students to settle quickly into their new surroundings, to know them by name and to create a



friendly, caring and hard-working atmosphere within the Tutor Group where every student feels secure.

If you have any problems or are made to feel uncomfortable at any time **DO NOT HESITATE** to talk to your Form Tutor who is the person you will see every day.

A student mentoring scheme PALS (Pupils As Listeners) is in operation. Year 8 and 9 PALS will be on duty every day in L21.

Classroom Procedures

Moving from Primary to Secondary School involves many changes including the fact that students will now be moving around the school, visiting many more classrooms and being taught by a number of different teachers.

While we cannot expect every lesson to be identical, it is important that all students are aware of the following procedures for good classroom discipline

- Prompt arrival at the classroom.
- Waiting quietly and in an orderly manner outside the classroom door.
- Entering the classroom calmly and with purpose when instructed by the teacher
- Removing all outdoor clothing.
- Being thoroughly prepared with all the necessary equipment for the lesson.
- Remaining in the seat allocated by the teacher and speaking as required during the course of the lesson.
- Moving around the classroom sensibly only if the classroom activities dictate this.
- Packing away quickly and getting ready to move on to your next lesson.



What To Do – Where To Go

Morning School begins at 8.40am. When the bell goes you should be **in** your Tutor Group Room for registration. If you arrive after 9.00am you must sign in with the Attendance Officer.

Absence Notes

If you are unable to come to school your parent/carer must telephone the school on each morning you are absent **by 9.00am**.

If you have been absent from school you must remember to bring an absence note to your Form Tutor on the day you return to school.

This note should be dated with your full name and form, explain why you have been away from school and be signed by your parent or carer. Alternatively a note can be written and signed in the student's planner. If a note is not brought you will receive an unauthorised absence; **this is equivalent to truancy**.

Holiday Leave

Holidays during term time hinder progress in lessons and are strongly discouraged. However, if it is essential to take your child out of school during term-time, parents/carers must request leave of absence from the Attendance Officer **at least one month** before the trip. Each case will be considered on its merits. Application packs are available from Reception.

Attendance At School

We expect all students to attend school on every session the school is open. You must attend your Form Registration to receive your attendance mark! If you arrive after 9.00am you must sign in!

If you are late without good reason you will receive detentions and letters will be sent home.

Excellent attendance (95%+) will ensure good progress at school.

If you are not at school – you're missing out!



Medical Matters

If you feel ill or hurt yourself, you must ask your teacher, Form Tutor or Head of Learning to detail the reason and sign your planner. You must take this to the School Office where someone will look after you and call your family. If you have any kind of medication – tablets, medicine, spare asthma inhaler etc you must leave them in the School Office along with written instructions from your parent/carer as to when you may take them. **They must be clearly labelled with your name and form.**

Please make sure we have your correct details (emergency contact numbers etc) in school at all times.

Activities at Lunchtime and After School

A variety of activities take place during the lunchtimes and after school.

Look out for further details about any of the activities which interest you. If you are staying at school after 3.05 pm for activities such as sports or musical events, please make sure your family know where you are and approximately what time you will return home.

Mobile Phones and Electronic Equipment

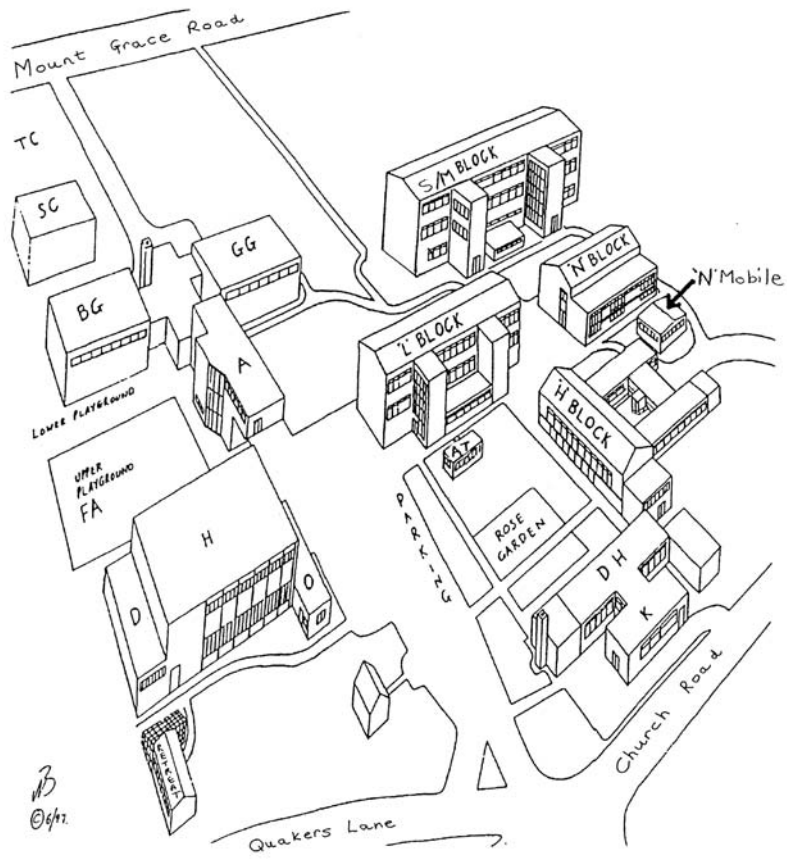
Students are allowed to bring mobile phones and small electronic music players into school at their own risk. Phones **MUST NOT** be used during the school day, but music players can be used at break and lunchtime.

Staff will confiscate phones if they are seen or heard. Phones must be switched off and kept safe by the student.

If a mobile phone/music player is lost or stolen, the school will not follow it up in any way.



Map of the School Site





School Grounds

'A' Block	Ground Floor First Floor	Sixth Form and KS4/5 Heads of Year Base Music
'N' Mobile		KS3 Heads of Year Base
'H' Block	Ground Floor First Floor	D&T Department ICT Modern Languages
'L' Block	Ground Floor First Floor Top Floor	Staff Room Library Learning Support/Oasis Headteacher's Office Humanities Art ICT Humanities
'N' Block	Ground Floor First Floor	English Media Studies Reprographics Business Studies English
'S' Block	Ground Floor First Floor Top Floor	Science Science, Video Conferencing Suite Mathematics

TC	Tennis Courts	D	Drama Studios
SC	Squash Courts	O	School Offices
BG	Boys' Gymnasium	H	Main Hall
GG	Girls' Gymnasium	DH	Dining Hall
FA	Fire Assembly Point	K	Kitchens
AT	Attendance		



Travel

Students travel to school in a variety of ways but it is vital that students remember at all times that they are representing the school and they should travel in full school uniform and follow the Code of Conduct. The School Travel Plan encourages students to walk or cycle to school and discourages car journeys.

Contact with the School

Please, never hesitate to contact the Head of Learning or a Form Tutor by letter or by telephone. You will be given a School Calendar in the first week of term showing dates of events throughout the school year.

Two reports will be issued during the year, an interim and a full report.

Website

To keep up-to-date with school news, visit our website at www.mountgrace.org.uk. All newsletters and general student letters are posted on our site as well as PTFA news and other useful information.

Reporting

There will be a Parents' Evening in the autumn term where target levels and a progress report will be given. All teachers will be present to discuss your child's progress. We welcome you and your son/daughter to meet with all of his/her teachers to discuss progress and strategies for further improvement. An Informal Exhibition of Work Event will also be held in the autumn term. A full report is produced in June/July.



Year Committee and School Council 'The Student Voice'

You will have a part to play in the running of your school.

In the course of the year your form will elect two members to your Year Committee. This will meet regularly with the Head of Learning and will give you a chance to talk about the things you want for the school.

You will also help elect two students to represent your Year on the School Council (all the other Years in the School also have two representatives each).

The School Council meets at least once every half term and enables students to meet the Headteacher. Students talk together about the way the school is running and the different things students would like the school to do – for them or for other people.

The Counselling Service

In Year 7 the Counselling Service aims to assist pupils transfer from Primary to Secondary school as smoothly as possible. Some take these changes in their stride, but others benefit from extra support in addressing individual concerns or acquiring the skills that they need to take them forward in a group setting. It is about building confidence and a sense of personal achievement.

Much of what we do as counsellors in these early days enables children to succeed later on in other areas of school life as they learn more about themselves and are able to take on new challenges.

Finally, we also aim to support parents because we know that the transition from Primary to Secondary school can be a very anxious time for the whole family and feel that knowing we are here and what we do will help to allay some of the concerns or worries that you may have.



Food and Eating Dining Hall Opening Times

Morning Break:	10.40 am – 10.55 am
Lunchtime:	12.40 pm – 1.15 pm

School Meals

The Catering Service provides meals in accordance with healthy school standards. A two-course lunch with a choice of main meals, including a vegetarian option, served with potato dishes, vegetables, freshly prepared salads and pasta bowls, followed by a hot or cold dessert is available at £1.95 a day.

Additionally, there is a choice of fast food items at lunchtime, again, these are sourced and cooked as healthily as possible.

At morning break students can buy a range of hot and cold nourishing items, including freshly baked filled baguettes, bacon roll, pizza, soup and a roll and fruit salad.

Students pay for their food using a swipecard system. (Please see the swipecard information supplied to you separately).

Students who are eligible for free school meals should take up this opportunity to receive a quality meal. It is your entitlement. Students eligible for free school meals will receive a daily lunch allowance on their swipecard. The swipecard itself will look exactly the same as the swipecard issued to all students and parents will be able to provide additional funds on the card for purchases of snacks and drinks at breaktime or additional to the daily meal allowance.

Packed Lunch

You can eat your packed lunch in the canteen. Please remember it is your responsibility to dispose of your rubbish in the bins provided. We hope you will leave the site as you would like to find it.



Chewing Gum

Chewing gum is often discarded without thought for anyone else. Such behaviour is inconsiderate, unpleasant and unsightly.

Chewing gum is, therefore, not allowed in school

Lockers

A fee for the use of a locker for five years, from Years 7 to 11, is included in the utility charge. Lockers with either a key or a combination lock will be issued in September.

The cost of a replacement locker key is £5 and requests for replacement should be made at reception. Also, please note that the school cannot accept any liability for property left in the school.



School Library Opening Times

DAY	OPENS	CLOSES
Monday	8.30am	4.00pm
Tuesday	8.30am	4.00pm
Wednesday	8.30am	4.00pm
Thursday	8.30am	4.00pm
Friday	9.00am	1.00pm

You will find a wide range of books in the Library – stories, information and reference, plus a selection of magazines and newspapers.

You may borrow three books at any one time, more in the school holidays and you will normally be allowed to keep them for three weeks. You may reserve a book if it is not available on the Library shelves.

There is a suite of computers in the Reference Library. All the computers are linked to the school network. With permission, these computers may be used at break times and lunchtimes.

Further information on GCSE options choices, colleges and universities, apprenticeships and careers is available in the Library. The Library also has a wide range of stationery which students may purchase at very reasonable prices during break and lunchtimes.

The Library works very closely with the English Department to encourage wide personal reading. We focus on reading for information, reading to develop individual writing skills, reading to widen vocabulary and, above all, reading for enjoyment.



The following is a selection of novels taken from the Year 7 Reading List from which we would like you to choose at **least three** to read during the summer.

Summer Reading List

Author	Title	Author	Title
Applegate, K A	Everworld	Banks, L R	I, Houdini
Blackman, M	Dangerous Reality	Breslin, T	The Dream Master
Colfer, E	Artemis Fowl	Dahl, R.	Boy
Cross, G	Revenge of the Demon Headmaster	Gavin, J	I want to be an Angel
Gates, S	Cry Wolf	Horowitz, A.	Granny
Jacques, B	Mariel of Redwall	Jarvis, R.	The Whitby Child
King Smith, D	Merman	Paulsen, G	Tucket's Ride
McEwan, I	The Daydreamer	Pratchett, T	Johnny and the Bomb
Pierce, T	Alanna- The First Adventure	Ridley, P	Scribbleboy
Pullman, P	Northern Lights	Stewart, P	Beyond the Deep Woods
Rowling, J K	Harry Potter and the Philosopher's Stone	Strachan, I	The Joke Shop
Swindells, R	Room 13	Thomas, R	The Class that went Wild
Twain, M	Tom Sawyer	Wilson, J	Vicky Angel



Girls' Uniform

Stockists - Lee Joy of Potters Bar

Coat	Navy/Black Coat, Navy/Black Raincoat, Navy/Black Jacket, Navy/Black Anorak <i>(A coloured section is acceptable as it helps Road Safety)</i>
Blazer	Black with School Badge <i>(optional)</i>
Skirt *	School Design available only from 'Lee Joy' <i>(Knee length. Must have at least one for special school events)</i>
Trousers *	Black uniform trousers with embroidered MGS logo only from 'Lee Joy' <i>(optional uniform item)</i>
Blouse #	Plain white shirt-style or open-neck blouse
Jumper *	Black V-neck with school motif <i>(essential for Years 10 & 11)</i>
Tie *	Red/Silver/Black <i>(optional)</i>
Shoes	Suitable black, low-heeled only <i>(No sling-backs, trainers, 'converse' canvas shoes, boots, platform soles, stilettos)</i>
Socks/tights	Plain white or black socks <i>(below the knee)</i> or plain black or natural tights <i>(no tights/socks combinations)</i>

(In the summer, short-sleeved, monogrammed shirt-style blouse may be worn with uniform skirt)

Girls' Physical Education Kit

Polo Shirt *	White, short-sleeved aertex
Athletic shorts *	Red
Games' Socks *	Red with white trim
Sweatshirt *	Red with School logo <i>(Essential for protection in cold weather)</i>
Tracksuit	School Colours <i>(supplied by Henry Tilly – see below)</i>
Plimsolls/trainers	White
Socks	White
Towel	

Girls' Basic Uniform Requirements:

2 blouses, 1 skirt, 1 jumper, blazer, complete sports kit, tie

Approx. Price List	Under 5 ft.	£100
	5 ft. plus	£150



Boys' Uniform
Stockists - Lee Joy of Potters Bar

Coat	Navy/Black Coat, Navy/Black Raincoat, Navy/Black Jacket, Navy/Black Anorak (<i>A coloured section is acceptable as it helps Road Safety</i>)
Blazer	Black with School Badge
Jumper *	Plain black, V-necked with School motif
Trousers	Black (No cords or jeans)
Shirt	Plain white, long sleeved (<i>short-sleeved sports shirts not allowed</i>)
Tie *	Red/Silver/Black
Shoes	Suitable black (no trainers, boots or canvas footwear)
Socks	Plain charcoal, grey or black

Boys' Physical Education Kit

Football Shorts *	White
Plimsolls/trainers	White
Polo Shirt *	White short-sleeved aertex
Socks	White
Boots	Football
Football socks *	Red with white trim
Rugby shirt *	Red - Reversible
Junior Rugby Shorts *	Green
Senior Rugby Union Shorts *	Green with pocket
Safety Studs	
Tracksuit	School colours (<i>supplied by Henry Tilly – see below</i>)
Towel	

Boys' Basic Uniform Requirements:

2 shirts, 1 jumper, trousers, blazer, complete sports kit, tie

Approx. Price List	Under 5 ft.	£100
	5 ft. plus	£150

*** Only available from - LEE JOY**
Official Uniform supplier to Mount Grace School



Mount Grace School
Committed to Excellence

Lee Joy

63 High Street, Potters Bar
01707 653366

Lee Joys are open Monday to Saturday from 9.00am to 5.30pm

Henry Tilly Sports Ltd

Suppliers of Tracksuits to Mount Grace School

94 Turners Hill, Cheshunt EN8 8LW
01992 623714

Please note the following :

- No Jewellery to be worn
(if ears are pierced, tiny studs only are allowed)
- No visible body piercing is allowed
(if such piercings are seen, serious sanctions will follow)
- Hair Colour/Style
(Must be appropriate for school. No shaven heads, extremes of fashion/colour or designer patterns)
- All uniform should be clearly marked with the owner's name
- No outdoor clothes are to be worn in the classroom
- We expect all students to look smart



Induction Day
Thursday 10 July at 9.00am
‘Changeover Day’

An Induction Day has been arranged on Thursday 10 July for ALL new Year 7 Students. (This is the official secondary transfer Induction Day for Hertfordshire Schools.)

In the interests of safety for all students, cars should be parked outside the school grounds and students escorted and left at the “Signing In” area outside the school hall.

(Mount Grace Road is a safe parking place)

Students should arrive at 9.00am and register outside the Hall at the “signing-in desks”. You will then be directed to the Hall.

You should wear your Primary School uniform, if you have one and bring with you pens and pencils.

During the day you will take part in a variety of lessons/activities and meet other members of your Form and some teachers.

The school will provide a choice of two-course lunches free of charge.

Your day will end at 2.15pm when you should be collected by a parent or carer.

All students will need to be collected at 2.15pm

To enable the students to hear important information we would be grateful if, when collecting students, ALL parents and carers would wait outside the Reception Area until they have left the Hall.

We hope students enjoy their day and find it useful.



Your first day of the Autumn Term will be

Tuesday 2 September 2008

All new students should arrive at school by 10.25am to meet in the School Hall promptly at 10.30am.

You will be the only students in the school on that day apart from Years 12 and 13 (Sixth Form Students)

Programme for the Day

- Brief talk by the Headteacher – Mr. Peter Baker
- The Head of Learning Year 7, Mr Y Bhura, will talk to all students
- Each Tutor Group will meet their Form Tutor and go to their Tutor Room for introductory session
- Lunch
- Meeting subject teachers and each other
- School ends at 3.05 pm

What you need to remember on your first day

On your first day you should bring:

- Packed lunch if you are not having a school meal
*See School Lunch page for further information
- If you live outside Hertfordshire and know you are entitled to FREE SCHOOL MEALS please bring in the necessary form from your Local Education Authority completed and signed.*
- Any forms or money not previously handed in.
- Writing equipment (pens, pencils, ruler, eraser)

No other specialist equipment will be required on your first day



Equipment Checklist ✓

Homework Planner – provided on payment of Utility Charge	
General Workbook – provided on payment of Utility Charge	
Strong A4 zipped plastic wallet (for loose papers, eg homework)	
Ink Pen (with ink/cartridges)	
Ball point pens (Black, Blue and Red)	
Pencils (HB, B, 2B)	
Rubber	
Pencil Sharpener	
2 Rulers (1 long, 1 short)	
Coloured pencils	
Compasses	
Protractor	
Pocket Calculator – provided on payment of Utility Charge	
Pencil Case	
Blank Art Sketch Pad	
Dictionaries (English, French)	
Spell Check (useful, not compulsory)	
PE Kit Bag	
Strong Bag to carry books and equipment (allowing books to be kept flat)	



Mount Grace School
Committed to Excellence

Information for New Students

Head of Learning Year 7 - Mr Y Bhura

Assistant Headteacher - Student Services
Mrs B A Crawford

September 2008

Tel: 01707 655512

Fax: 01707 663725

e-mail address: admin@mountgrace.herts.sch.uk

Website: www.mountgrace.org.uk