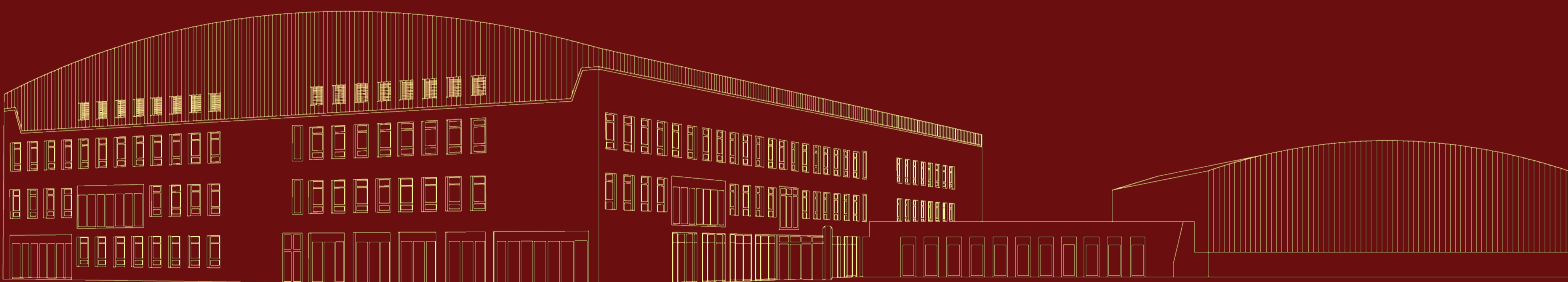




# Archbishop Beck Catholic College

TANTUM OPTIMUM SATIS  
ONLY THE BEST WILL DO

## Preparing for Year 7



## **Primary to secondary**

Making the move from primary to secondary is an exciting and significant moment in the life of your child. Here at Archbishop Beck Catholic College, we hope that all our new students settle in quickly and enjoy their college day, taking advantage of every opportunity presented to them.

Starting at secondary school is a huge milestone which also marks an important change in your child's life as they learn to become more independent and organised.

## **New experiences**

When a child starts at secondary school, we expect them to cope with a huge variety of new experiences and changes to their daily life, many of which demand skills that they have not had to use before. Many of these skills do not spontaneously appear on their first day or indeed during the transitional weeks of summer. It is important to talk your child through some of the new expectations and simple changes such as getting their bag ready the night before college, getting the bus, organising their equipment and homework and quite simply just being open to new friends and experiences.

## **Be positive**

The most important point to emphasize to your child is the need to be positive. School may have changed significantly since your school days. Things that we deem essential at the moment such as using apps and working online are now commonplace but may have been quite uncommon for some parents when they think of their childhood school experiences.

## **Making new friends**

If your child is concerned about starting secondary school, it is important to emphasize to them that everyone will be feeling somewhat anxious too. As there will be many more children in Year 7 than there were in Year 6, everyone has an excellent chance of making new friends, even children who move up with several children from their primary class tend to make more new friends also. You will find many children who share similar interests to you. That is the exciting part! The transition day and the summer school are fantastic opportunities to meet new children and to make new friends.

## **Feel more confident**

The aim of this booklet is to help you and your child to feel more confident about starting at Archbishop Beck Catholic College and to begin thinking about how you can help your child to achieve more independence whilst supporting them during these transitional months, to help and encourage them and to be ready for new opportunities and challenges.



## The School Day

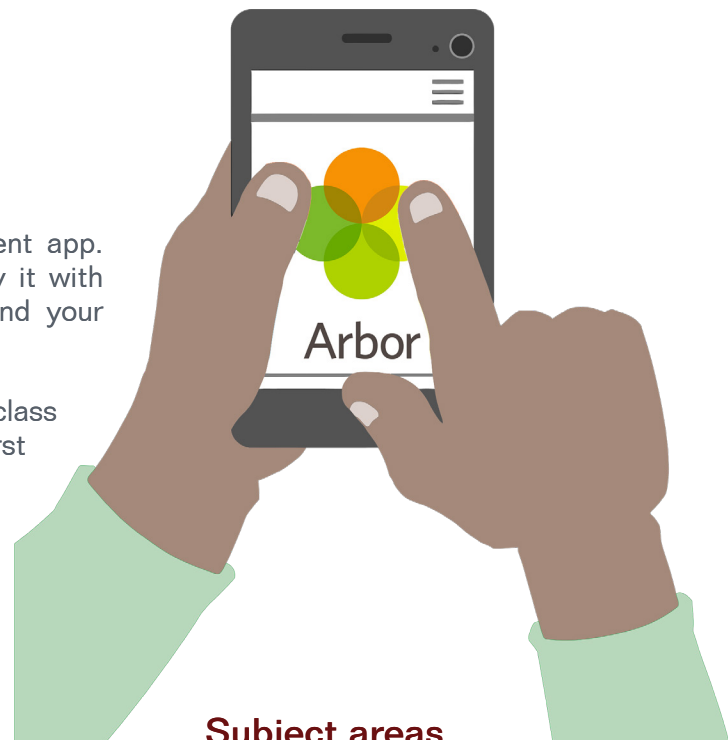
When the school day begins, you should be at your form classroom ready for registration with your form group. When you arrive in college, toilets will be open and you will be able to buy breakfast in our dining room which is a nice way to meet up with new friends before the day begins. Our breakfast club is open from 7:30 - 8:20. At 8:25am, we ask all students to be at their form rooms ready for registration which begins at 8:30am. Students are registered as late if they arrive after 8:30am. Parents will be able to view attendance and punctuality information on the Arbor Parent App.

## Timetable

You will be given a timetable on your first day.

You can also view your timetable on the Arbor Parent app. You must keep your timetable safe and always carry it with you, particularly as you get used to the building and your different subjects and teachers.

It's natural to feel worried about getting lost but each class will have a classroom assistant with them during the first week to help you all get to know the building and you will go for lunch and morning break earlier during your first week as you get used to the timings of the college day.



## Subject areas

The building is divided into subject areas on each floor so this makes it easier to remember where your subjects will take place.

At the end of the college day, students are encouraged to attend extra-curricular activities which take place in many subjects.

If students are not participating in an activity, they are asked to leave the site.



# Your classes

## Six lessons every day

You will have 6 classes each day. On your timetable you will see a class code (7a/En2), a classroom number (EN04) this is classroom number 4 in the English department. Finally, you will see the teacher's name.

Here is an example for Monday lesson 6.

The subject is:

**English**

The class code is:

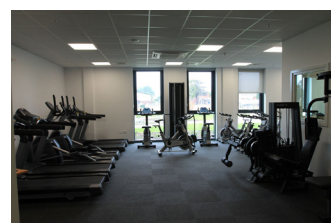
**7a/En2**

The classroom number is:

**EN04**

The teacher is:

**Mr Daly**



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>SCIENCE</b> 7a/Sc2 EN04 Mr D O'Hanlon	<b>PE</b> 7a/Pe3 EN05 Mrs S C Burke	<b>SCIENCE</b> 7a/Sc2 EN04 Mr D O'Hanlon	<b>SCIENCE</b> 7a/Sc2 EN04 Mr D O'Hanlon	<b>ART &amp; DESIGN</b> 7a/Ad2 EN04 Ms A-M Campbell
<b>GEORGRAPHY</b> 7a/Ge2 EN04 Mr D Hamill	<b>PE</b> 7a/Pe3 EN05 Mrs S C Burke	<b>PERFORMING ARTS</b> 7a/Pa2 EN04 Mrs S H Forster	<b>MATHEMATICS</b> 7a/Ma2 EN04 Mr J Higham	<b>LANGUAGES</b> 7a/La2 EN04 Mrs E Loftus
<b>LANGUAGES</b> 7a/La2 EN04 Mrs E Loftus	<b>ENGLISH</b> 7a/En2 EN04 Mr K McCormick	<b>MATHEMATICS</b> 7a/Ma2 EN04 Mr J Higham	<b>ENGLISH</b> 7a/En2 EN04 Mr G Daly	<b>HISTORY</b> 7a/Hi2 EN04 Mrs T A Hannah
<b>COMPUTER SCIENCE</b> 7a/Cp2 EN04 Mr P S Gould	<b>RE</b> 7a/Re2 EN04 Mrs B M Johnson	<b>ENGLISH</b> 7a/En2 EN04 Mr G Daly	<b>RE</b> 7a/Re2 EN04 Miss K E Freeman	<b>ENGLISH</b> 7a/En2 EN04 Mr G Daly
<b>RE</b> 7a/Re2 EN04 Miss K E Freeman	<b>MATHEMATICS</b> 7a/Ma2 EN04 Mr J Higham	<b>HISTORY</b> 7a/Hi2 EN04 Mrs T A Hannah	<b>DESIGN &amp; TECHNOLOGY</b> 7a/Dt2 EN04 Mr L R O'Brien	<b>SCIENCE</b> 7a/Sc2 EN04 Mrs S Buckley
<b>ENGLISH</b> 7a/En2 EN04 Mr G Daly	<b>SCIENCE</b> 7a/Sc2 EN04 Mr D O'Hanlon	<b>GEORGRAPHY</b> 7a/Ge2 EN04 Mr D Hamill	<b>DESIGN &amp; TECHNOLOGY</b> 7a/Dt2 EN05 Mr L R O'Brien	<b>MATHEMATICS</b> 7a/Ma2 EN04 Mr J Higham

Our building has been designed to help students get around easily. Each subject is colour coded so you will quickly get used to knowing which subjects can be found on each floor. If you are attending summer school, try to remember which subject areas you discover. The more you try to remember how to find your way around, the quicker you will settle into the new building.

## Ground floor

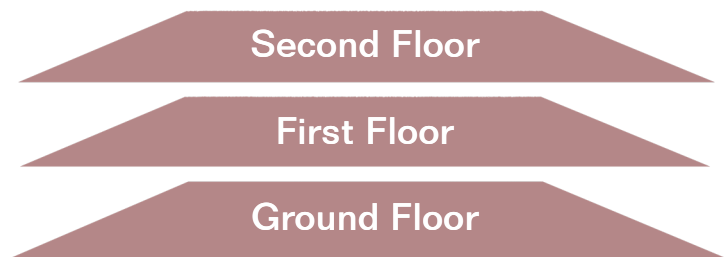
Student services, learning mentors, first aid, assembly hall, sports hall, gym, toilets, dining room, Art, DT, PE, Performing Arts/Music

## First floor

English, Modern Foreign Languages, History, Geography, RE, the Chapel

## Second floor

Science, maths, ICT, Business Studies, Media, Psychology, Travel & Tourism



Archbishop Beck Catholic College Atrium

# Getting here and home again



## Key tasks for students

- Getting up on time
- Getting your bag ready the night before
- Getting dressed, washed and ready to walk out of the door with everything you need for the school day ahead
- Leaving the house to get to the bus stop or to school on time
- Getting on and off the bus at the right time and place
- Being in the right place at the right time at the end of the day if you are being picked up
- Going straight home unless alternative plans have been agreed with your parents

## How parents can help

- Before your child starts, do a practice journey to college. If walking, time the journey. If getting the bus, ensure that your child knows which stop to get off and what to do if they get off at the wrong stop. Also, check bus times for the morning and afternoon.
- Talk to your child about what they would do if they miss the bus. Firstly, don't panic, another bus will come along. They may need to consider leaving the house earlier if the buses are unreliable.
- If you are dropping off your child in your car, we politely ask that parents make any drop offs away from the college building. Access to the college is very congested in the morning as staff arrive. We ask that only parents of students with walking difficulties drop off at the building itself.

Long Lane is one of the busiest roads in the surrounding area and we frequently receive complaints from the residents of Hartley's Village.

Please drop children off in a safe place near the college. Walking some of the way to college also helps to foster more independence in our students.



We have very high standards for our college uniform, and we are extremely proud of how smart our students look every day.

Regular uniform checks are conducted, and we expect our students to take pride in wearing the Archbishop Beck uniform.

Students can help by being organised and ensuring that they organise themselves the night before each new college day and have their uniform ready to wear the next day. This includes ensuring that any PE kit is brought to college ready for all PE lessons.

## How parents can help

Parents can help by checking your child's uniform each day and ensuring that their uniform is correct. Their school bag should be big enough to carry an A4 size folder.

Their school bag must be brought to college every day. It is part of their uniform.

With respect to school shoes, please check carefully which shoes are allowed below before purchasing expensive shoes which may not be allowed in college.



## College uniform

Please find below the expected college uniform:

The uniform requirement for Years 7 - 11 is as follows:

1	The maroon college blazer with embroidered badge: <b>this is compulsory</b>
2	The maroon college V-necked sweater / cardigan with embroidered badge: <b>this is compulsory</b>
3	Boys: White shirt and college tie Girls: White open neck revere blouse
4	Boys: Charcoal grey or black trousers (no denim or cords) Girls: Grey skirt / pinafore (any sensible style)
5	Boys: Grey Socks Girls: Grey Socks
6	<b>All Black leather polishable shoes are the only acceptable footwear.</b> Branded and designer footwear are not allowed (such as Vivienne Westwood girls shoes)

## Breakfast Club

Breakfast Club takes place every morning from 7:30am. We welcome our students into the building early every day which has proved to be a great support for working parents. Clearly, we expect our students to respect this privilege and to treat our dining room staff with respect, tidying away after themselves and appreciating the communal space.

## Break and lunch

Mid-morning break offers students the chance to enjoy a range of brunch style items.

Lunch can be purchased in our college dining room or students can bring their own lunch.

Our Catering Staff



All allergen and dietary advice are clearly displayed. Added to this, parents should inform the college of any dietary information regarding their child.

As your child gets accustomed to their new daily routine, we allow our new Year 7 group to begin their lunch earlier than the rest of the college to ensure they do not become overwhelmed by the numbers of students moving around the college.

## How parents can help

Please ensure that you top up any funds for your child on the Arbor Parent app. Bringing a refillable water bottle is to be encouraged, we have water fountains located in student services, the dining room and the PE Department. We do not allow fizzy drinks or energy drinks such as "Lucozade" in the building. Please encourage your child to bring healthy snacks and healthy food to college particularly if they prefer to bring packed lunch.





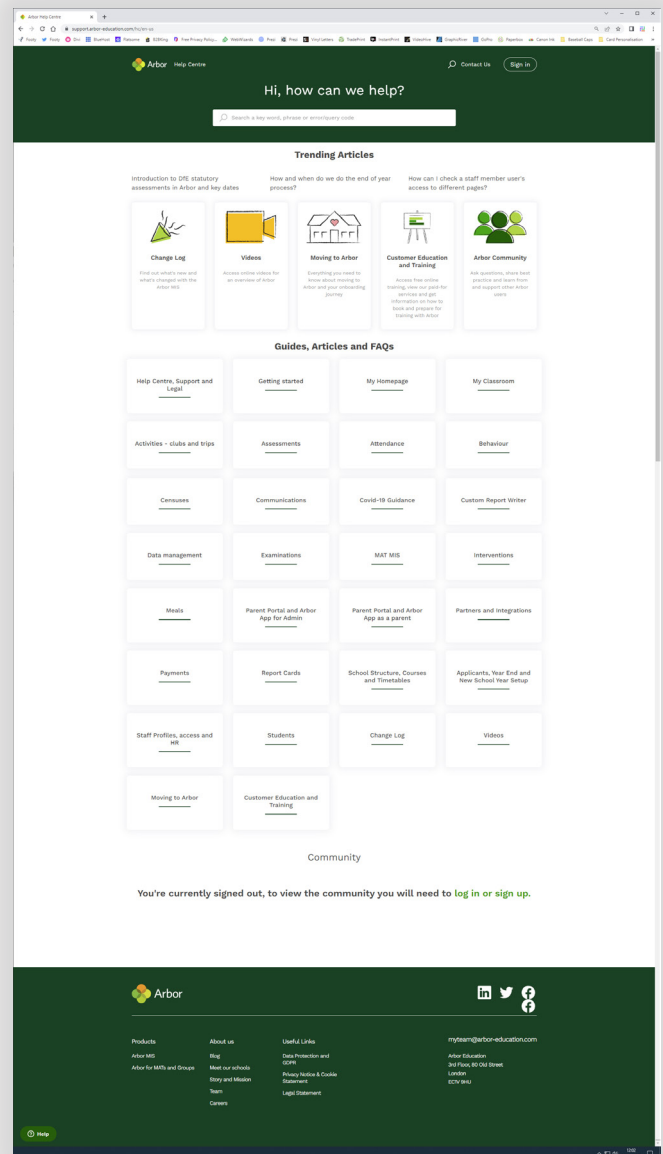
As your child starts secondary school, they will suddenly become responsible for many new aspects of their daily life. Paying for lunches and trips could easily become a major concern, particularly if your child has never been responsible for carrying cash and paying for bus fare, snacks and lunches.

At Archbishop Beck, we use the Arbor Parent app as an online payment system which means that all lunches, breakfast items and trips can be paid for without your child having to carry any cash.



Parents will be sent clear instructions on how to register for this online cashless system. As a college, we have found it to be an effective way for parents to monitor funds they give to their child for food and trips.

If you should encounter any technical problems with the Arbor Parent app, our ICT support team will be on hand to help. Furthermore, we offer a transition support afternoon during your child's first week to help iron out any issues with registration.

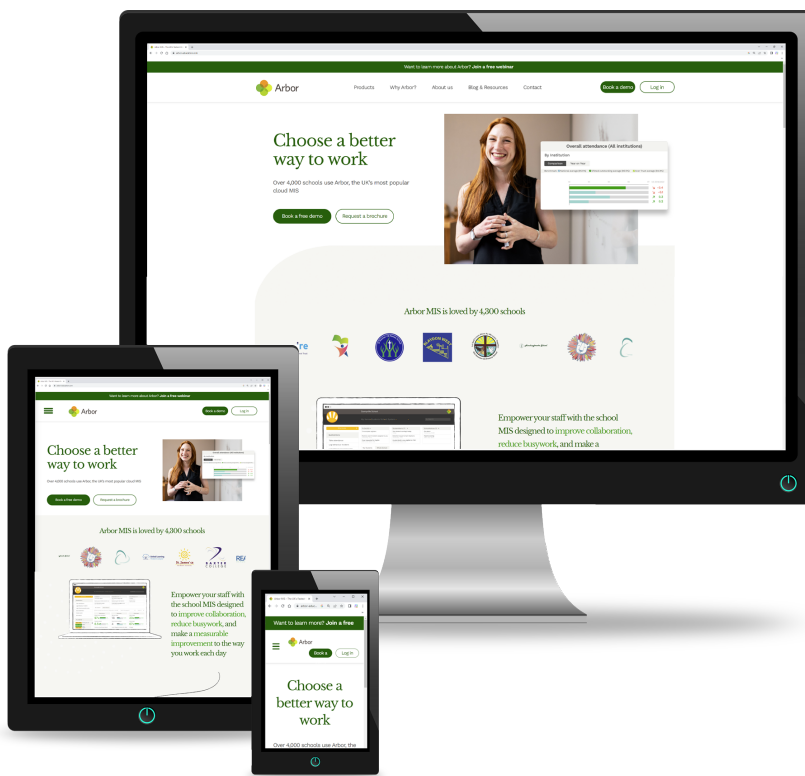


# Homework matters

Hard work always pays off. This has been proven over many years by effort put into studies showing better results in exams. As teachers, we will always see successful students are those who value their education and understand the need to be independent, resilient and be able to use their own initiative.

Our curriculum is built upon the foundations of learning characteristics that the College community believes to be fundamentally important to have a successful learning journey. The attributes identified; always give your best, motivated, resilient, confident, respectful, and positive were deemed to be qualities that would influence the learning experience here at the College.

With these characteristics in mind, completing weekly home learning (homework) tasks is crucially important.



Further to the Arbor Parent app, your child will be issued with a Home Learning Planner in which they can write down home learning tasks clearly when given in class and keep themselves organised, developing good habits.

## How parents can help

When your child begins at the college you will be asked to download the Arbor Parent app on your phone. This is an online communication and engagement tool in which you will be able to monitor tasks given to your child to complete as home learning away from class. On the Arbor Parent app, the college will also communicate both positive and negative comments to you from your child's class teachers. You will be able to get a clear picture of how your child is performing on a day-to-day basis and check on tasks that need to be completed at home, with deadlines.

It is important to get your child into good routines quickly. Create a quiet space for your child to complete home learning tasks. If ICT at home is not available, your child will be welcome to stay behind after the end of the college day to attend homework club in our Learning Resource Centre where computers and printers are available.

When a child starts secondary school, a mobile phone usually becomes an important means of communication between parent and child. For both, it helps security also.

However, we have firm stipulations regarding the use of mobile phones in the college.

We do not allow mobile phones in the building during the college day.

Our mobile phone policy has been created to ensure that there are minimum distractions to our students during their time in college.

Mobile phones must be switched off at all times when our students are in college.

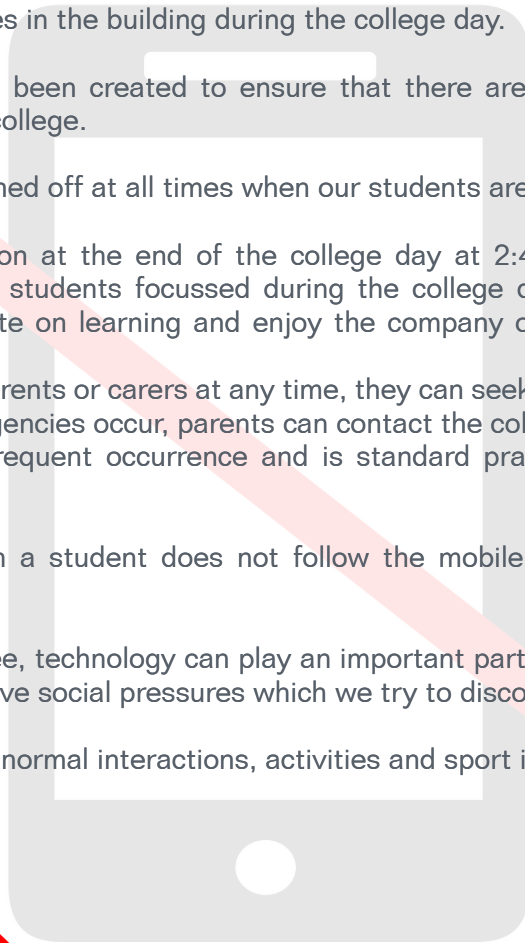
They can be switched back on at the end of the college day at 2:45pm. This policy has proved hugely successful in keeping students focussed during the college day, avoiding distractions and ensuring that they concentrate on learning and enjoy the company of other students and friends.

If students need to contact parents or carers at any time, they can seek help from the staff in student services. Equally, when emergencies occur, parents can contact the college to pass urgent messages on to their child. This is a frequent occurrence and is standard practice in schools and colleges throughout the UK.

On the rare incidences when a student does not follow the mobile phone policy of the college, sanctions will be imposed.

I'm sure that parents will agree, technology can play an important part in our lives, but it equally can create distractions and negative social pressures which we try to discourage.

Fostering friendships through normal interactions, activities and sport is our goal.



mobile phones must  
always be switched  
**OFF** in college

## Attendance and punctuality

Going somewhere new for the first time can be worrying for anyone.

Doing a trial run of your journey to the college before your first day is a great idea, particularly if it involves getting a bus that you have never taken before.

Doing this trial run will also help with creating good habits for punctuality.



We are very proud of our high standards of both attendance and punctuality. Every student must ensure that they arrive before 8:25am each day. Every day absent from college is missed learning and means that you will be less prepared and make less progress.

Not being in school can have a negative impact on social confidence, maintaining friendships is hindered by poor attendance. Students who develop a positive relationship with other students and their teachers are helped by good attendance.

### How parents can help

Please ensure that your child aims for 100% attendance. Even 95% isn't good enough, this equates to 10 days missed over the academic year which can greatly affect progress.

Please ensure that your child understands the importance of being on time. Encourage them to prepare their school bag the evening before, putting any homework, their planner, pencil case etc in their bag. At the same time, ensure that uniform, shoes and perhaps PE kit is prepared. Your child will have their own copy given to them of their timetable. It's essential that it is not lost, good practice is to keep their timetable in a blazer pocket. Their timetable can also be viewed on the Arbor Parent App.

If your child is frequently late, it will impact on learning and encourage bad habits. If your child is 15 late every day, that equates to 2 weeks of lost learning over the year.



If your child is ill and absence is clearly unavoidable, please contact the college before 8:30am on the first day of absence. The college's contact number for student services is **0151 525 6326**.

It is the college's legal obligation to investigate any rare patterns of poor punctuality and attendance.

Getting into good habits early on always helps!

We love our students to take full advantage of all activities that take place in college.

There really is something for everyone. You will soon discover an extra-curricular activity that will interest you. Activities take place every day during lunch and after college. If you are interested in music, sport, reading, chess, creative arts, dance, or drama, you can find an activity to suit you and it will help you to make more friends.

During your first few weeks, find out what's available. Lots of messages will be passed onto you and all the other Year 7 students. Try to attend one activity during your first month.

The Head Teacher's Challenge Award is one such activity. It is an independent project open to all Year 7s each year. Students can produce a project of their own choosing based on their own interests. Students have produced some amazing projects in recent years. Listen out in assembly for the launch of the Award and get involved.

## If you never try, you won't know the opportunities that await you!



### How parents can help

Encourage your child to get involved. If they are a bit shy to start with, encourage small steps towards joining in and trying new things. By trying new activities, they are taking advantage of the opportunities that the college offers which will surely be one of the reasons why you chose to send your child to Archbishop Beck Catholic College. If they try something but are not keen, congratulate them on joining in and encourage them to try something else.

## *Top tips for the first day, the first week, the first month!*

We are a hugely oversubscribed college, and we are proud of both our students and our staff.

Within student services, we have a highly trained team of staff who will support your child as they make their first steps into secondary education.

Any moments needing support will be swiftly dealt with by our team of practitioners who have great experience of supporting students. Our Learning Mentors Neil and Liz are always on hand to offer guidance and support.

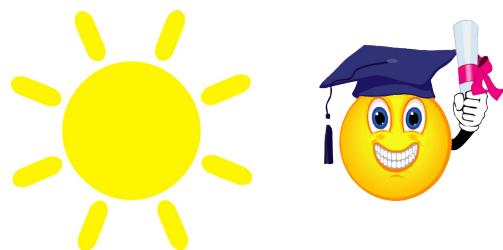
Your child's first point of contact each day will be their Form Tutor. The Form Tutor will guide your child each morning during Form Time, ensuring good habits and encouraging good routines. The Year 7 Pastoral Team offers additional, more detailed support when necessary.

**Keep in mind the tips below for a positive start to Year 7:**

1	Be organised and prepared, always get your bag ready the night before
2	Come into the building with a smile, enjoy these next steps in your college life, you are making memories
3	Enjoy your time with your classes, you will all feel nervous at first, this is perfectly normal
4	Be ready and happy to talk to new students, you are all on this journey together
5	Your teachers want the very best for you, do your best for them
6	Put your hand up in all your classes, be ready to participate, your teachers will appreciate this
7	Think of positive things that you have achieved at the end of each day
8	You will be tired during your first weeks of the new term. This is normal. Ensuring you get a good night's sleep every night will help, don't go to bed late!
9	Social media has positive aspects but also it is illegal under the age of 13, we always advise parents to monitor their child's mobile phone usage

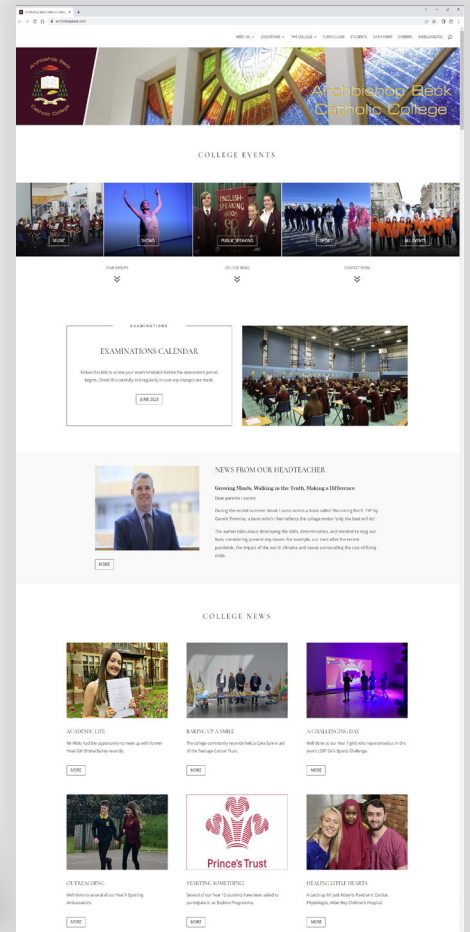
**We can't wait to  
welcome you in Year 7!**

**Have a great summer and  
we'll see you in September!**



Regularly visit our website to learn about the college, our teaching and learning methods, as well as our wide and varied events programmes. You will also discover how the college promotes an atmosphere where high standards of behaviour, respect and academic achievement are valued within our community.

You can also download the college newsletters from our website, which will keep you informed of events both in and out of the college.



Please contact the college if you have any questions, comments, or would like any further information.

## Contact Us



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archbishopbeck.com

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# *Our Vision*

TANTUM OPTIMUM SATIS  
ONLY THE BEST WILL DO

# *Our Mission Statement*

We promote the values of the Christian Gospel through the education we provide.

We will look after and support each other recognising the worth and achievement of all,  
realising at the same time our own self-worth.

In partnership with parents, carers, parishes and the local community, we will create  
an atmosphere which promotes high standards of behaviour based on mutual respect  
and a community in which everyone is valued and feels safe, secure and happy.

Our curriculum is designed to ensure everyone reaches their full potential.

We take as our inspiration the teaching of Jesus.



0151 525 6326



info@beck.uk.com



archbishopbeck.com

Archbishop Beck Catholic College is a Christian  
community founded in the Catholic tradition.  
We promote, develop and encourage our  
students to navigate their way in modern society.