



# THE MINSTER SCHOOL

## Student Guide 2021

A Church of England Academy

# Contents

Welcome Page	3
School Ethos Statement	4
The Pastoral Team	5
This Year's Term Dates	6
Times of the Day	7
Map of the School	8 - 9
Student Code of Conduct	10
Rewards	11
Home Learning	12
Behaviour for Learning (consequence system)	13
Uniform	14 - 16
Support for Students	17
Good Attendance	18



# Welcome

## A very warm welcome to the Minster School

Welcome to The Minster School!

The Minster School has been providing education in this area since 956AD – we are one of the oldest continuous educational establishments in the country. You are the next generation, following in the footsteps of the thousands that have gone before you in becoming part of The Minster School family. You are joining a school with a track record of success, a school that is well respected across the community and a school that I am immensely proud to be Head of.

We do have high expectations of you. We expect you to work hard, try your best and demonstrate good manners with high levels of courtesy. As a school we will support you in your studies in order to flourish as young adults. Our work is underpinned by our motto – Succeeding Together – and we will strive to ensure that you are as successful as possible.

This booklet is here to help support you as you make your transition to secondary school. You will find information regarding key staff, timings of the day and a map of the site. Keep this booklet safe as you will want to refer to it in September.

I look forward to meeting you soon.

Mr B Chaloner - Head Teacher  
The Minster School



I would like to join with Mr Chaloner in welcoming you to the Minster school. Every year it is an absolute pleasure and delight to meet new students and to watch them develop and flourish throughout their life at the Minster school. Our school ethos is based around 5 virtues, Wisdom, Optimism, Resilience, Kindness and Service. These are virtues that we all try to live out and that we will help you to develop during your time here. Supporting you, both in the classroom and out, is our key purpose. You can

always talk to any member of staff but there are two key ones, your form tutor, who you will see every day, and your year group PSA (Pastoral Support Assistant). If you are worried or simply unsure about something please speak to them.

Underpinning all that we do is the concept of working hard, which we believe is key to success in all aspects of school life and beyond, this is expressed in Colossians 3:23  
*“Whatever you do, work at it with all your heart, as though you were working for the Lord.”*

I hope you are looking forward to joining us.

Mr A Wall - Deputy Head

**Work hard, be respectful to others and you'll be very successful.**

# School Ethos

## “Succeeding Together”

Enabling all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

**Wisdom** - Learning to think critically, act justly and consider the views of others

**Optimism** - Gratitude for what we have and positive hope for the future

**Resilience** - Self-belief to take on new challenges, persevere and seek support from those around

**Kindness** - Always considering the needs of others and acting through compassion and care

**Service** - Using your gifts and talents for the benefit of others in school and in the wider community

*“Whatever you do, work at it with all your heart, as though you were working for the Lord.”*

Colossians 3:23.

# The Pastoral Team

## Tutors

Each child will be in a tutor group, which will have a member of teaching staff as the tutor. In our school system the tutor is an important role, and will often be able to provide all the support and guidance a young person needs as they progress through school.

## Pastoral Support Assistants (PSA)

Each year group is supported by a full time member of staff. Where you feel a particular issue needs greater support or more immediate attention the PSA for each year group (listed below) can provide this along with others in the team.



Year group	Pastoral Support Assistant (PSA)
Transition (current y6)	Mrs Marriott— s.marriott@minster.notts.sch.uk
Y7	Mrs Marriott— s.marriott@minster.notts.sch.uk
Y8	Mr Roberts—i.roberts@minster.notts.sch.uk
Y9	Mrs McHugh—c.mchugh@minster.notts.sch.uk
Y10	Miss Batchelor—s.batchelor@minster.notts.sch.uk
Y11	Mrs Redmond—w.redmond@minster.notts.sch.uk

## Support staff

Mr Leitheiser is the School's Behaviour Mentor, supporting a range of students across different year groups. Mrs Derby is the PSA for sixth form and Mrs Pascual the Attendance Officer.



# This Year's Term Dates

Nottinghamshire School Holidays 2021-22



September 2021 to July 2022

(changes approved at Children & Young People's committee 18.1.2021)

September 2021						
M	T	W	T	F	S	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2022						
M	T	W	T	F	S	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

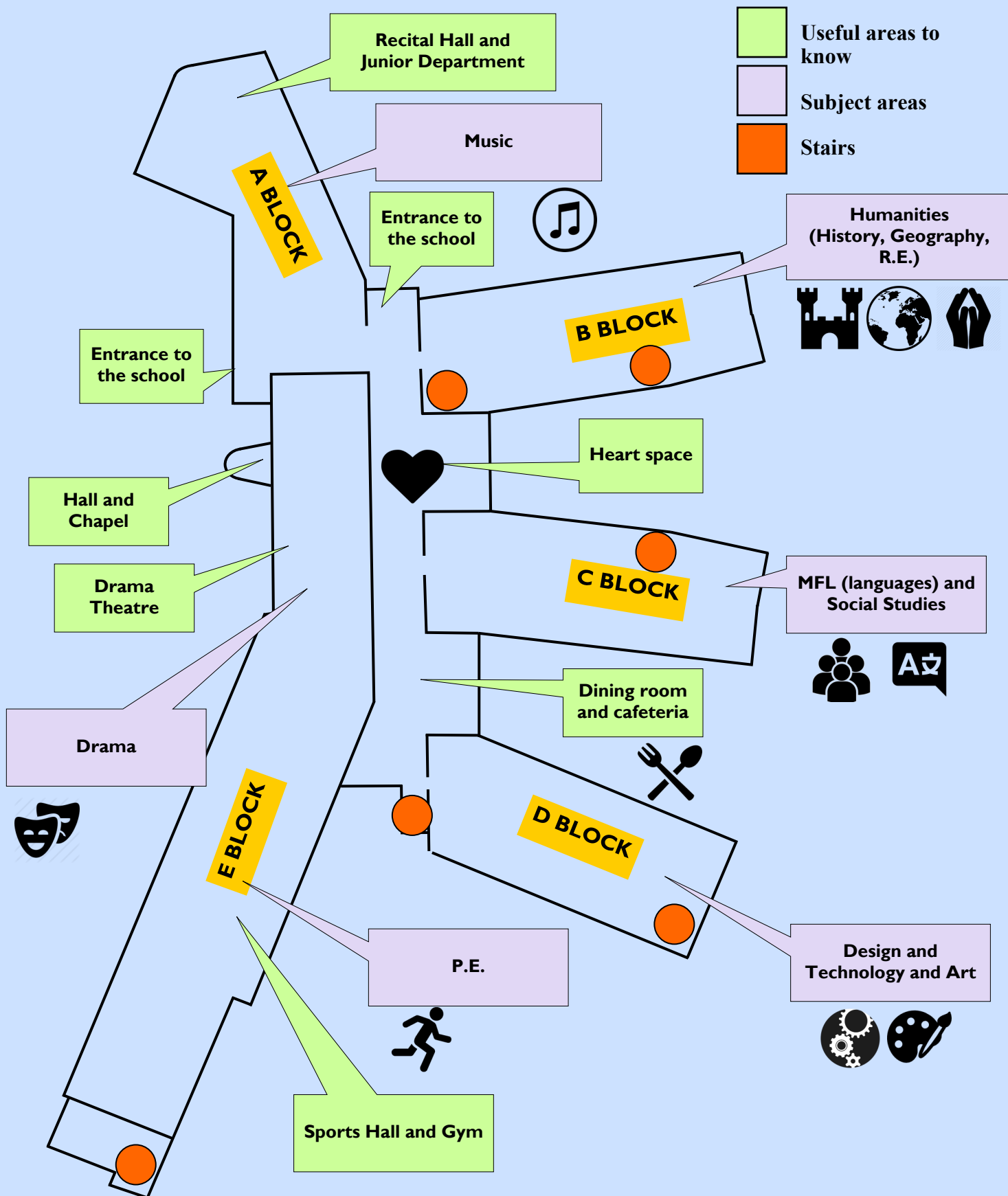
- Inset Days
- School Holidays
- Public Holidays
- Administration Day

# Times of the Day

	<u>7 &amp; 8</u>	<u>9 &amp; 13</u>	<u>10, 11 &amp; 12</u>
<b>8:50-9:50</b>	Period 1	Period 1	Period 1
<b>9:50-10:50</b>	Period 2	Period 2	Period 2
<b>10:10-11:10</b>	Break	Break	Tutor
<b>11:10-11:30</b>	Tutor	Tutor	Break
<b>11:30-12:30</b>	Period 3	Period 3	Period 3
<b>12:30-1:00</b>	Period 4	Lunch	Period 4
<b>1:00-1:30</b>	Lunch	Period 4	
<b>1:30-2:00</b>	Period 4		
<b>2:00-3:00</b>	Period 5	Period 5	Period 5

# Map of the School

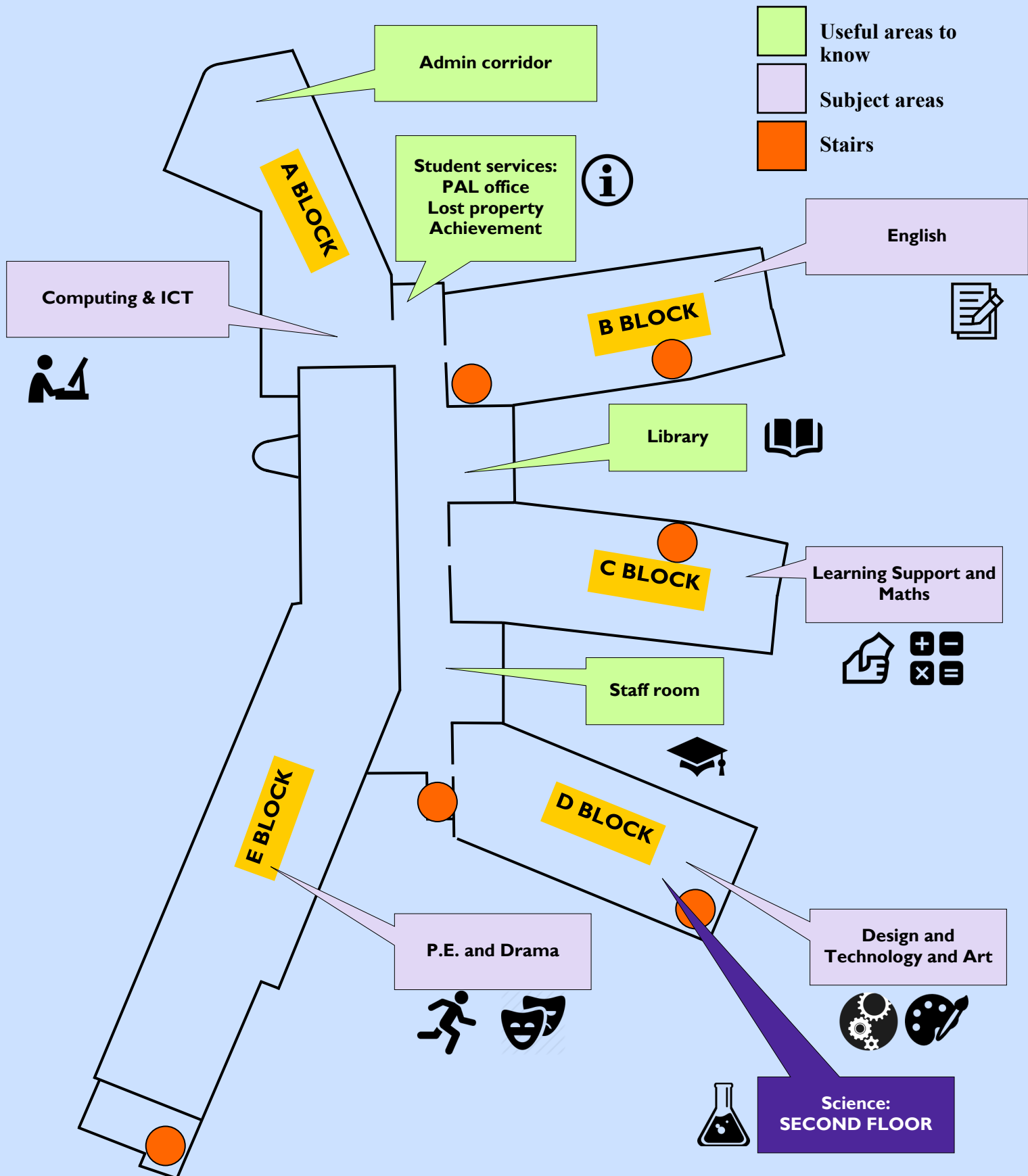
## Ground Floor





# Map of the School

## First Floor



# School Code of Conduct

## **“Engage with learning and allow others to learn Show respect for others and our school”**

**This Code of Conduct applies in lessons and in social times, in the real world and the virtual world, when someone is watching and when no-one is.**

### **Engage with learning and allow others to learn**

- Be on time for all sessions and wait quietly for the teacher
- Enter the classroom calmly and be prepared with the required equipment
- Follow the teacher’s instructions; listen carefully to the teacher and to other students when they are talking
- Keep personal electronic devices out of sight in all learning sessions unless the teacher asks you to use them for learning
- Stay in the classroom throughout the lesson – visits to the toilet or water fountain should not normally be necessary
- Talk about your learning rather than your social life
- Wait for instructions before packing away or leaving the lesson

### **Show respect for others and our school**

- Follow instructions from members of staff first time every time
- Tell the truth
- Listen politely to what other people say and show respect through good manners
- Care for those around you.
- Bullying should be addressed by everyone, don’t do it, don’t allow it to go on, report it if you see it.
- Neither swearing nor violent behaviour is ever acceptable
- Wear the correct uniform smartly
- Keep the school free from litter
- Eat only at the right time and in the right place
- Respect school property and report any damage

# Rewards

**At the school we want to recognise and reward the things you can control - how hard you work, how kind you are to others, your attendance.**

## **WORKS stickers**

WORKS stickers are given for positive behaviours by any member of staff in the school. WORKS stickers go on your school WORKS card. We give out WORKS stickers linked to our school ethos statement; wisdom, optimism, resilience, kindness and service. These virtues are important in support your success, and success of others and our school community as a whole.

When you complete a card we will contact home to celebrate your success and hard work. Your parents or carers will be really pleased to hear about your success. A completed card will earn your 10 achievement points on our school system.

## **Attendance and other rewards**

Each term your House will hold a reward assembly. In these assemblies we will hand out certificates for students who have collected a large amount of achievement points, have very high attendance or have contributed positively to the school.

Members of the school senior leadership will visit lessons and may award postcards to students showing behaviours linked to our WORKS ethos, the head teacher also sends out postcards recognising particularly outstanding contributions to the school community.

## **Department rewards**

If you work hard in a particular subject area you may receive other forms of home contact such as a phone call or postcard. This is help share your hard work with parents or carers.



# Home Learning

## Homework

The purpose of homework is to support your learning in school. You will be set homework in all of your subjects and should always do it to the best of your ability.

All of your homework will be set using *Show My Homework*. This is an online system that you can access from any device with an internet connection (<https://www.showmyhomework.co.uk/login>). You will logon with your school e-mail address and a password you will receive from your tutor.

## Managing homework

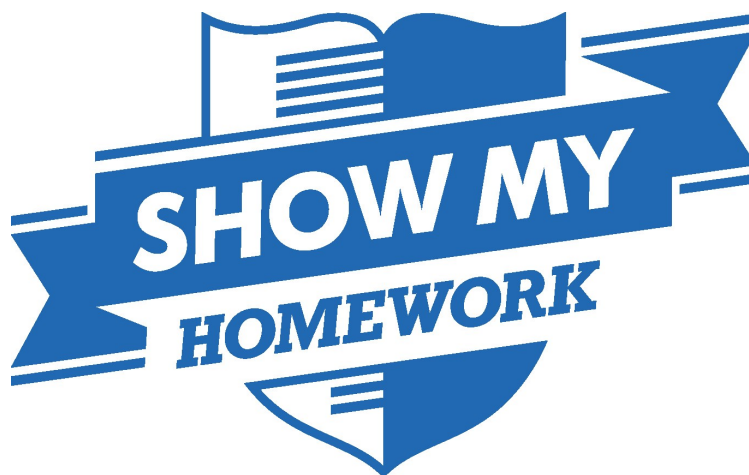
Your teachers will give you enough time to do your homework, but you will often have a number of pieces to do so you will need to be organised. It is your responsibility to manage your homework, and that includes asking for help if you need it. Do not leave it to the date of hand-in before seeking support. Teachers will be happy to help before the homework is due.

## Revision and preparation for assessments

As you move through secondary school you should be thinking about different ways to revise. There is no way which suits everyone, often students need to try a range of different strategies before they find the one that works for them. The most important thing is that revision should be active. Few people revise well from reading alone. It is your responsibility as a student to prepare yourself for assessment. Always try your best, and think about which revision type works best for you.

## Good revision strategies

- Make a revision timetable
- Flashcards
- Posters
- Making and then remaking revision notes



# Behaviour for Learning

## Our consequence system

As you have read, our code of conduct states that all students should “Engage with learning and allow others to learn. Show respect for others and our school”. This is important to us because everyone at the school deserves a positive community and calm working environment, so that they can enjoy their time here and achieve their full potential.

The table below shows the language we use when talking to you about behaviour and choices you make which do not meet our expectations. If you are given a C1 warning you should use that as an opportunity to avoid more serious consequences.

Consequence System	
Consequence 1 (C1)	A first warning
C2	A final warning, recorded on school system
C3	An after school detention, message sent home
C4	On-call support, message sent home, a more serious sanction may follow

## How to talk to teachers when you're upset about a consequence

If you want to talk to a teacher about an incident, perhaps if you feel they have mistakenly accused you, you must handle it correctly. If you argue or dispute the issue at the wrong time or in a rude or disrespectful manner you will be given additional sanctions. Talk calmly and politely to your teacher at an appropriate time.

## Be respectful to others

At all times of the day we expect students to be respectful to others; students, teachers, all staff, visitors. This means being courteous and kind. We value our school community as a positive one and receive compliments from visitors throughout the year. Small acts like holding doors for others, walking calmly through corridors and using appropriate language at all times are a vital part of a positive atmosphere.

# Uniform

**We have a school uniform to encourage a sense of belonging and to avoid distractions from learning.**



**Each day you must wear the following smartly:** School blazer, shirt and tie, school trousers or skirt, black socks or tights, school shoes.

**Additional items:** *a coat should be brought to school in colder months, a school jumper or cardigan may also be worn*

**Jewellery:** the only jewellery you may wear is one stud in each ear

**Makeup** should be minimal and natural

**Hair styles** should be conventional, neat, tidy and natural colours only

## **Mobile phones**

When on site your phone must be turned off and away. If you have your phone out at this time it will be confiscated and you will need to collect it at the end of the day from Student Services. If this happens more than three times you will be banned from bringing your phone to school for a period of time.

# Uniform

## **Equipment**

Having the right equipment is a critical part of being ready to learn. All we ask is that you have a: pen, ruler, pencil, eraser, calculator and pencil case with you each day. Some subjects will ask for specific other items which they will talk to you about when they need to do so.

## **PE KIT**

All items of uniform and PE Kit should be clearly labelled with name tags or permanent marker—every term hundreds of pounds of uniform arrives in our lost property, without a name it may not be returned to its original owner.

For PE you should bring:

- Minster School sports shirt
- Minster School PE fleece or jacket
- Black sports shorts
- Black long socks for winter, short white socks for summer
- Plain black tracksuit/jogging bottoms or black leggings
- Training shoes with cushion sole (boot-type shoes are inappropriate)

In the case of the following items, you will be told when these are required. These can then be purchased at the time required in order to reduce the chance of students growing out of items.

- Black football socks
- Football boots
- Shin pads

All students will play contact games such as football and hockey, and shin pads **must be** worn.

It is **recommended** that a gum shield is worn for rugby and hockey.

## **Summer items in PE**

During the summer months students are permitted to wear a peaked cap for sun protection. Sunglasses should **not** be worn.

# Frequently Asked Questions

## **How do I pay for lunch?**

All food is paid for using your student card, which you will be given when you join. You can put money on it using machines in school. To avoid the queues, it is often better to put money using the internet (link on the school website)

## **Do I get a locker?**

Yes, if you'd like to have one. Your tutor can help you find out where it is.

## **Is there a school library?**

Yes, we have a big library with a wide range of books, resources and also computers. It is open at break, lunch and also for an hour after school. It's a great place to get homework done before heading home.

## **What clubs are there?**

There are many different clubs. The list changes throughout the year, you can find the most up-to-date list on our website and through tutor bulletins.

## **Can I learn an instrument?**

Yes, music is an important part of life at the Minster School and we offer lessons for a wide variety of instruments and voice. Music lessons can be arranged through our school music department, more details are on our website. We offer a very wide range of different instruments to learn.

## **Can I take part in plays, music performances or other events?**

There are many different performances throughout the year and we try to give everyone who is interested in performing an opportunity to do so at some point. You can find out about how to join groups and auditions for particular productions through our school newsletter, student bulletins and other promotions throughout the year.

## **I'm finding things difficult, how do I get support?**

Talk to someone. There are many people in school who can help you. The first point of contact will usually be your tutor. You can also talk to the Pastoral Support Assistant for your year group.



# Support for Students

## **Your tutor**

You will see your tutor each day. They will often be the person in school who will know the most about you. Talk to your tutor and they can either help themselves or direct you to the right person to talk to further.

## **Student Services**

Open at break and lunchtime, you can visit student services to seek help and support. This includes speaking to a pastoral support assistant, buying a new student card, asking for a new copy of your timetable or asking for details about detentions.

## **First aid**

If you require first aid you can visit the medical room at Student Services. If you're feeling poorly but can remain in school then the best thing is usually to stay in your lessons. If you're too unwell and need to go home then staff at Student Services can contact your parents.

**Important - if you need to take some medicine you can store it at student services, but only if you or your parents/carers complete a medication form and provide a copy of the prescription.**

## **Useful resources to help you:**

Please do speak to your PSA if you have any worries or concerns.

Access to a trained counsellor: <https://kooth.com>

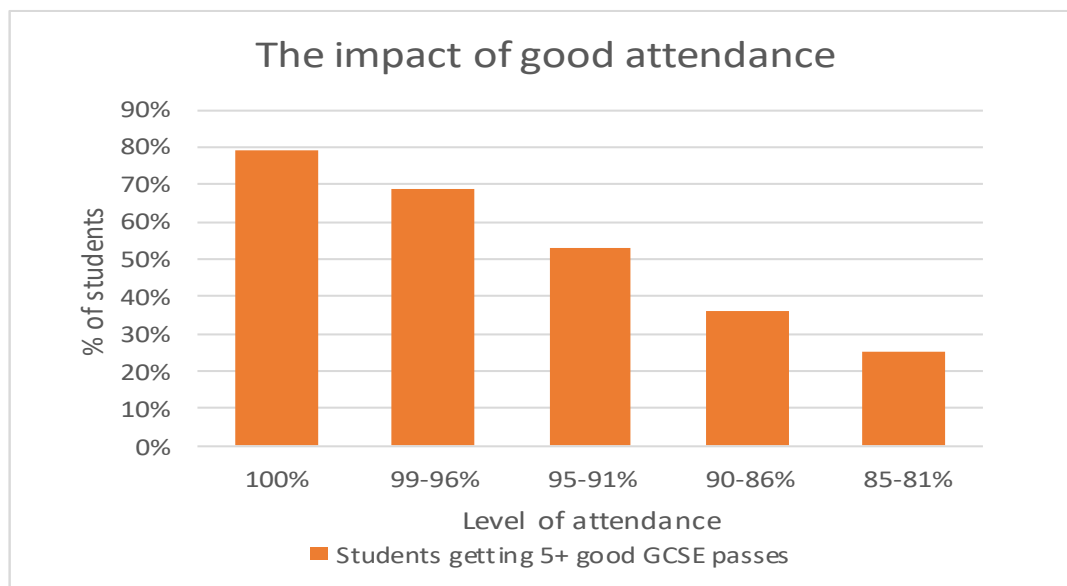
Text number for health advice (NHS): 07507 929952

Free, anonymous support through Childline: 0800 1111

# Good Attendance

## Absence from school

Making sure you're in school each day you are able to be is very important. There is a large amount of research which shows that good attendance means you will do better in your results. The chart below shows how much better students who attend school on all or most days do compared to those who miss a lot of days.



The impact of good attendance			
Attendance	100%	95%	90%
% students with 5+ good GCSEs inc. English & Maths	78.7%	55%	39%

### Make each day count:

- Believe that good attendances makes a big difference
- Believe that working hard at school makes a big difference
- Arrive on time in the morning and to all of your lessons

If you do miss school, make sure you actively catch up with the work; talk to teachers and others in your class about the work.

**Ask if you need support.** Your Tutor or a Pastoral Support Assistant can help.



The Minster School