

St. Olave's Grammar School



Parents'/Carers Survival Guide

2014 – 2015

Introduction

Starting secondary school is a big step. Your child will be moving from being one of the oldest in a relatively small school to being one of the youngest in a much bigger school. Some children will be moving with friends and classmates from primary school, and others may not know anyone in their new school. For all of them, there will be a lot to take in and learn, particularly in the first few weeks.

We want all children at St. Olave's to do as well as they can and to make the most of their talents so they are prepared for life when they leave school. This booklet will give you some background about the differences between primary school and secondary school. There are also plenty of handy tips to help you and your child through the transition.

The move to secondary school comes at the same time as your child is becoming more independent. Being a parent to a teenager will bring with it quite different experiences from when your child was younger, and we hope this guide will help support you and your son through the transition to his new school.

Helping your son settle in

Most children settle into secondary school within a few weeks. Some children, however, find it much tougher. Here are some top tips to help them settle in if they are still finding it hard after a few weeks.

- Keep talking to your child about how they are getting on, and take time to listen, even if it takes a while for them to talk to you. They might not want to talk much at first, so be patient.
- Remind them that other children who may appear very confident may also feel as nervous as anyone else.
- Be positive. Encourage your child to think of something good that happened at school, and make sure their afterschool time is enjoyable.
- Don't panic. The vast majority of children have a happy and fulfilled time at school even if it's a bit of a struggle at first.

If your child continues to have difficulty with their learning, relationships or behaviour at school, ask to speak to their form tutor or head of year. By working together, the School and parents can make sure that children get the help they need in order to thrive. Some children find it difficult to adapt to new school rules. Helping your child understand these rules is one important way you can help your child settle in.

Bullying

Some parents and children worry that secondary schools are big, scary places where they might get bullied. So here's the good news: OFSTED stated in their last inspection that "our students reported that rare incidents of bullying are dealt with quickly and firmly. The numbers of bullying incidents are small. They are recorded meticulously, and monitored during and after resolution. The school involves parents fully when appropriate."

We encourage all students to report any bullying they experience or see, and the school has systems in place so they can do so safely. Of course that doesn't mean that no one is ever bullied at school, but it does mean that we take it very seriously. St. Olave's School will not tolerate bullying, and we work with students and their families, to make St. Olave's a 'bully-free zone'. The School has an anti-bullying policy, which can be found on the school website.

What is bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (*Department for Education, 2011*). There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour;
- It is repeated over time;
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

This can take place in or out of school. It is never acceptable, and nobody should have to deal with it on their own. Bullying can also happen using mobile phones and computers. This is often hard to spot and can be more difficult to stop than other forms of bullying. Nasty messages can be easily passed around or things are posted online so lots of people can see them.

Signs of bullying

Children and young people will often hide the fact they're being bullied from family and teachers, so it's good to be aware of some tell-tale signs. These are some of the ways that bullying can affect children:

- Getting miserable on Sunday nights;
- Frequent unexplained illnesses, or wanting to stay home from school;
- Not sleeping well;
- Coming home with unexplained injuries, or with belongings or money lost or damaged;
- Not wanting to see friends, or becoming quiet and withdrawn;
- Drop in standards of work at school.

Of course, teenagers are changing all the time, so these don't necessarily mean your child is being bullied. If you are worried that your child may be being bullied, try to talk with them about it.

If you child is being bullied

Don't delay – contact the school immediately. Talk to your child's Form Tutor, but, if it doesn't get better speak to the Head of Year.

A Quick Reference A-Z

Absence:

If your son is unwell please keep him at home. Absences must be explained by letter to the Form Tutor when a student returns to school. The School must be informed on the first morning of absence by telephone or via email registration@saintolaves.net

Activity Weeks:

These are held in the Summer Term. Your son will be off normal school timetable and will be involved in different activities. There will be more information about this later on!

After School (before 5.30pm)

Students must use the Park Avenue exit (not Goddington Lane) between 3.30pm and 5.30pm. Only in exceptional circumstances should students be collected at the front of School (e.g. carrying a large musical instrument or a sports injury) during this time. After 5.30pm students should be collected from the front of School (the Park Avenue gates will be locked). Only students who are being supervised by a member of staff may stay on the School site after 3.30pm. The Main School library is open until 4.15pm and the Sixth Form Library is open until 4.30pm. Students wishing to stay on-site between the end of School and the start of an evening event must seek specific permission and be supervised during this time. A member of the Senior Leadership Team will be on site until 5.00pm.

After School (after 5.30pm) and Non-School Days

Students in Years 7-11 must wait under the Chapel unless a parent has given permission for their son to make his own way home. If a student is not collected and the parent cannot be contacted then the member of staff in charge will inform the Emergency Duty Team of the London Borough of Bromley (0300 303 8671) and a social worker will take over responsibility.

Before School

Students must use the Park Avenue entrance (not Goddington Lane). Only in exceptional circumstances should students be dropped-off at the front of School (e.g. carrying a large musical instrument). Students must not arrive on the School site until 8.00am. If arriving before 8.15am, students in Years 7-11 must go directly to the Small Hall where they will be supervised by the Duty Team Leader. Food and drink is available from the School Canteen until 8.15am. Students must consume any food and drink (other than water) purchased from the school canteen in the Small Hall. Between 8.15am and the start of form period (8.40am) students may use their form rooms. They must not consume any food and drink (other than water).

Break

Cold food and drink must not be consumed anywhere other than the Pavilion, Small Hall, Courtyard or Quad/Cloisters. All hot food must not be consumed anywhere other than the Small Hall or Pavilion. Students in Years 7-10 must not go into classrooms other than to access their lockers during the first minutes of break and last five minutes of breaks (i.e. after the warning bells at 10.55am and 1.40pm). Students in Year 11 may use their form rooms during breaks. They must sit down and must not consume any food and drink (other than water).

Bullying

Bullying is rare but if you have any concerns about bullying of any kind please let the School know immediately so that the appropriate action may be taken in line with St Olave's Anti-Bullying Policy.

Catering

Food and drink at the School is provided by an external contract supplier, Independent Catering, and is of a very high standard. Payment is made using a fob which stores an electronic purse associated with a sQuid account (see below). The School no longer accepts cash or cheques in payment for catering services. Independent Catering emphasises the importance of focusing on nutritious fresh food as well as working as far as possible with local suppliers, with most ingredients and products being delivered fresh each day rather than at weekly intervals. However, the company is also conscious of ensuring that parents and students are offered good value and that food is provided at competitive prices. Further information about Independent Catering, the company's philosophy and menus can be found on its website at www.independentcatering.co.uk

Commemoration Day

A service is held every year in the Summer Term to commemorate the founding of St. Olave's School.

Communication

Communication by parents is normally done via the Form Tutor or Head of Year. The Form Tutor is the main point of contact and will know your son best. Tutors can be contacted via the school office by emailing office@saintolaves.net. The Head of Year, Mrs Beard, can also be contacted directly by emailing sbeard@saintolaves.net

Demerits

These can be given for minor misdemeanours and are recorded in the student's planner. Three demerits in a term lead to a school detention (see below).

Emergency Phone Numbers

Please keep the School informed if there are changes to your son's emergency contact numbers and/or home numbers.

Equipment List (General)

Students need to have this equipment for every lesson and their pencil cases should be checked half-termly to ensure there is nothing missing.

- Blue/Black Pens (cartridge or ball point are best)
- Ink eraser pen (if using ink)
- Spare cartridges
- Pencils (one hard and one soft, sharpened)
- Pencil sharpener (with pot to collect shavings)
- Eraser
- Small scissors
- Glue stick
- Small ruler for underlining
- 30cm ruler
- 180 degree protractor
- Compass

- Red and green pens for self/peer marking
- Highlighter pen
- Colouring pencils
- Black fine liner pen for ADT

Extra-Curricular Activities

There are a wide variety of opportunities for students to build on existing talents whilst developing new skills and interest here at St Olave's with the vast range of extra-curricular activities, often jointly led by senior students taking place at lunchtime and after school each day. A timetable for which activities are taking place can be found on the school website.

Faculty Detention

This is a detention given by subject staff, usually for incomplete or missing homework. It takes place at various times during the school week, either at lunchtime or after-school within a Faculty. Details of the location and time can be found on the slip which will be issued to the student.

Family Circumstances

Please inform the School of any changes to your family circumstances which may affect your son, such as divorce or bereavement. This is really important in helping us to provide the support that we would like to. Equally please ensure the School is notified of changes of address. If information e.g. reports should be sent out to parents separately, please notify the School of your requirements so that communication about your son is kept as open as possible.

Festival

This is the name given to the fundraising day that takes place at the end of the Autumn Term. There are lots of activities to get involved in and students raise money for charities nominated by the students.

Financial Assistance

There are funds available in case of financial hardship. Please write in confidence to the Headmaster if curriculum activities arise for which you need financial support.

Free School Meals

Free school meals are available to eligible students attending Bromley local authority maintained schools. Parents who meet the eligibility criteria are encouraged to apply for free school meals; your child be provided with a school dinner free of charge and the school will receive additional funding to benefit all students. Application can be made online through the following website: www.bromley.gov.uk

Form Prefects

Each Lower School Form has two Sixth Form Prefects attached to it. They act as 'big brothers and sisters' and are another useful source of information and support for your son.

Form Tutor

Form Tutors are at the heart of the pastoral system at St. Olave's. They are the one constant in the day for each student and offer stability, consistency and tutors will know each member of their form well. He/she is the first point of contact for you and your son. Please feel free to raise any worries or

queries with them. The key aims of the form tutor are: to promote personal, moral, spiritual and social development; to promote academic achievement; to build self-confidence, self-reliance and resourcefulness in each individual student and to encourage thoughtfulness, tolerance and respect

Goddington Lane

Unless special permission is obtained or a student has to carry a heavy musical instrument, only the pedestrian entrance at Park Avenue should be used. Parents/carers may not drop boys at the Goddington Lane entrance.

Head of Year

The Head of Year, Mrs Beard, oversees the pastoral and academic progress of your son. She will be responsible for his safe and happy transition from primary school to St Olave's. She supports the Form Tutors in their role and deals with the most significant incidents or concerns.

Holidays

Holidays in term time should always be avoided. If special circumstances apply, an application should be made to the Head of Year. An application form must be completed, copies of which are available from the School Reception, the Head of Year, or can be found on the school website.

Homework

Students are usually set one subject per night, which should last up to one hour, though boys may be set more frequent, shorter homeworks in certain subjects. A homework timetable will be supplied to help your son plan his time appropriately. Staff may be forced to deviate from the published schedule from time to time but every effort will be made to help your son manage his workload. Please let the School know if your son is spending considerably more or less time on his homework.

House System

St Olave's is divided into four houses: Bingham (yellow), Cure (red), Harvard (green) and Leeke (blue). There are a variety of House Competitions throughout the year which we encourage all students to take part in, including various sports, collection of merits, chess and debating.

ICT

Your son will be given a user account at the School and he will have the opportunity to use ICT in many lessons. He should have his own memory stick to transport work to and from school but we recommend that he always saves it somewhere else as well. Your son will have a designated email account which he can use for school purposes – NB our network is carefully monitored for signs of misuse.

Illness

If a student feels unwell during the school day, they must go to Reception. Reception will decide whether their parents will be asked to collect them. Students must not ring their parents directly and ask to be collected. If students are unwell during a lesson, they should inform their teacher who will send or escort them to reception.

IPM (Individual Pupil Monitoring)

This is a scheme run throughout the School where a student's progress is carefully monitored against individual targets. Most departments set one IPM each half term and these assessments take various forms dependent on the subject.

KS3 Commendations

These are given out by each department in Years 7-9 at the end of each term to reward students for their work in that subject. Students can be awarded a certificate only once in a subject during the course of the year.

Leaving School Early

If a student has a medical appointment or music exam for example and has gained permission to leave during the school day, they must always sign out at Reception before they leave. Equally, if they arrive late due to a medical appointment, they must sign in at Reception.

Letters

Letters from school will be sent home via an electronic system known as Schoolcomms. Please ensure the school has an up-to-date email address to send letters to. If you do not have access to an email account, please inform the school office. The school will send letters home via your son. Please return any reply slips promptly. Letters will also be made available on the website.

Library

Students in the Lower and Middle School are able to use the Main School Library at break, lunch and after school until 4.15pm. Students are able to borrow books, do homework and use the computers. The Librarian, Mrs Beck, also keeps a small amount of equipment, which students can buy, using cash, to replace anything missing. This service is available at break and lunchtimes. A list and cost of the equipment available for purchase can be found in appendix 1 of this booklet.

Lockers

Each student is allocated a locker in or near their form room. Please purchase a small padlock for your son to bring in to school on the first day of term; he should also bring in a clearly labelled spare key to give to his tutor.

Lost Property

Please make sure that everything that is brought into school is very clearly named. The School and PA work hard to return named items to students. St Olave's does not accept any responsibility for any lost items; it is the student's responsibility to look after his own property and in the event of an item being lost, to conduct a thorough search of the School himself. Missing items should be reported immediately to Reception. Students will be able to check the Lost Property Room for missing items on Tuesday and Thursday mornings at break-time (10.40am) only. Please note, we are unable to loan out items from Lost Property.

Lower School Celebration

This is held in the Summer Term to celebrate the achievements of students in Years 7 to 9, followed by Sports Day in the afternoon.

Marshall's Awards

These are small grants awarded to students who wish to pursue a particular interest. Application forms need to be obtained from the Head of Year.

Medication

Medication should only be taken to school when absolutely necessary. Acutely unwell children should be kept at home. Epipen and inhaler users should carry this medication with them, but also supply a spare via the School's Reception to be kept locked in the Medical Room. A copy of the School's Medication Policy is available on the school website.

Merits

Merits can be awarded for a variety of things from helpfulness to a good piece of work. They are collected on a sheet in the Planner and students also receive certificates when they have gained 25, 50 and 75 merits, and so on.

Mobile 'Phones

Students may bring mobile 'phones to school but they may only be switched on during break and lunchtime. The School accepts no responsibility for the loss or damage of these items. The camera function on mobile 'phones must not be used.

Oyster Cards

An 11-15 Zip Oyster photocard allows free travel on buses and trams, and child-rate travel on Tube, DLR, London Overground and most National Rail services in London.

Your child can get an 11-15 Zip Oyster photocard if they're:

- Over 10 years and 11 months
- Under 16 on 31 August

Your child's Zip Oyster photocard is valid until 30 September, after the end of the academic year in which they turn 16. You'll be asked to pay a £10 administration fee when you apply. Your child needs a valid Oyster photocard to get free travel on buses and trams, child-rate Travelcards and pay as you go fares. Applications can be made on the Transport for London website.

Parents' Evening

There is one Parents' Evening a year – the Y7 Parents' Evening takes place in the second half of the Spring Term. Appointments are made by the students with their teachers and an appointment sheet for this evening is located in the back of each student's planner.

Payment fobs

Each student will be provided with an electronic fob for use in payment for catering services. Funds from the catering purse on the associated sQuid account (see below) will be credited to the fob when it is first presented to the reader at School. The fob is provided free but if your son loses one there is a charge of £5.00 for a replacement, although any outstanding balance on the account can be transferred immediately to the new fob.

Planner

Each student receives a planner. This is used as a homework diary and a place where parents and teachers can make brief notes or comments. The planner should be signed each week by parents and

your son's Form Tutor. If the planner is lost, students will automatically be given a School Detention and asked to purchase a new one for the value of £3.

Pupil Premium

This scheme is currently worth £900 per child, per year, and is very easy to apply for. There are numerous important benefits:

- Registering your child as eligible for Free School Meals (FSM) will bring more money to the school to help your child achieve;
- The school will keep you fully informed about what they spend the Pupil Premium on;
- Other benefits may be available for children registered as eligible for FSM, for example, help with the cost of music lessons or school trips;
- Registering for FSM is confidential and your peers, and your child's peers, need not know you have applied;
- Taking up the meal is recommended but optional; however, the nutritional and financial benefits of your child eating the free meals are important.

If you think you might be eligible, please register your child's eligibility for free school meals (FSM)? This can be done easily at: <http://local.direct.gov.uk/LDGRedirect/index.jsp?LGSL=4&LGIL=0>

Reports

There are three reports in Year 7. Two interim reports in the Autumn and Spring Terms which will give grades according to the effort your son has put into each subject. There will be a full written report at the end of the Summer Term.

School Bag

A sturdy rucksack is the best option as it distributes the weight evenly and prevents books from getting damaged. It should be a plain, dark colour. Please ensure that it is named.

School Chaplain

The Chaplain, as well as overseeing the Chapel, has an important role in offering pastoral support to students and their families in times of need. He can be contacted via the School Reception.

School Counsellor

The Counsellor, Mark Sheldon, has an important role in offering support and advice to students. Meetings with the counsellor are confidential and students can be referred to the counsellor by self-referral, HoY or the Form Tutor.

School Day

The school day begins at 8.40 am, although most boys are here by 8.30am. There is no entry to the School before 8.00 am. Between 8.00 am and 8.15 am students report to the Small Hall. The School runs a two week timetable of 6 x 50 minute periods a day. The day ends at 3.30 pm. There is a twenty minute break every morning and during the lunch break, which lasts for one hour, apart from eating (!), students will often find themselves involved in games, music practices or at clubs.

School Detention

This is held on a Friday from 3.30 pm to 4.45 pm in the Main School Library. It can be given for three demerits, or a more serious one off misdemeanour. Three School Detentions in a term usually results in a Saturday Detention.

School Reception

If an urgent message needs to be passed to your son, please telephone by 12.30 pm. Reception will not be able to accept any forgotten articles, such as homework, musical instruments or PE kit.

Snow and Severe Weather

Before school: If snow is on the ground then students must follow the **Before School** procedures (see above) except that between 8.15 am and the start of form period Years 7-13 students must stay within the school building and covered areas of the quad.

Break: Wet break will be called if snow is on the ground. Students are prohibited from throwing snow whilst on the school premises.

In the event of severe weather conditions leading to school closure the following will apply:

- If the decision is taken during school hours, parents will be notified by an email sent via Schoolcomms or by letter sent home with your son/daughter. Students will be dismissed and the School will take all reasonable steps to ensure their safe journey home.
- For overnight decisions and subsequent closures, a notice will be posted on the homepage of the school website. The School will try to inform parents as soon as possible of such closures and will ensure that a notice giving the current status of the school is placed on the website no later than 7.00 am on the morning in question.

Sports Fixtures

A list of sports fixtures can be found on the school website.

Sports Kit

Sports' kit can be purchased from our on-line supplier Kukri. The Kukri online shop for sports' kit opens at set points during the year. Outside of these times it is not possible to order kit. Dates regarding future Kukri windows for ordering sports' kit will be published on their website: www.saintolaves.kukrisports.com. Students who are keen sports players are advised to buy a spare games kit, either through Kukri or from a Second Hand Uniform sale.

sQuid – Electronic Payment System

The School currently uses sQuid as a payment mechanism for catering services and school trips and is likely to extend its use for all forms of remitting money to the School. Separate purses will be set up on each sQuid account for catering and each individual trip. Parents will be provided with personalised details of how to set up an account with sQuid and will need to establish the account and make a transfer of funds to the catering purse well before the start of term.

Transport

We recommend that you complete a couple of 'dry runs' over the summer holiday to ensure that your son is confident in making his journey to and from school. The boys get to school by a variety of different means but must always arrive and leave through the Park Avenue entrance. The only exceptions to this is if they have to bring in a large musical instrument or are injured, in such cases the student can get a permit to use the Goddington Lane entrance. Students should ask at the School Office for an application form. For security reasons, the Park Avenue gate will be locked at 5.30 pm, so for events finishing after this time, students may be collected from the Goddington Lane entrance.

There are coach companies, independent of the School, that organise pick-ups from Greenwich and Woolwich, and various points en route. Further information about these coaches can be requested from the School Office.

Valuables

All money and valuables should be left securely in the student's locker during games and P.E. activities and not brought to the changing rooms.

Water

All boys are encouraged to keep hydrated through the day. Please ensure that your son has a bottle that can be filled using the water dispensers and please read the Hydration Policy on the school's website.

Wet Break

The Receptionist (or a member of SLT) will decide whether a wet break should be called and this will be signalled with 3 chimes of the School bell in succession as well as a notice on the information screens. If a wet break is signalled, all Years 7-11 students must stay within the school building and covered areas of the quad. They can use their own form room. (At lunchtime they should do so having had their lunch in the Small Hall). Whilst in their form room students must not consume any food or drink (other than water).

Further information and detailed School Policies can be accessed via the School website www.saintolaves.net.

Appendix 1

List and cost of equipment available from the Main School Library

Product	Price	Product	Price
Bookmarks	£0.50	Pencil (Automatic)	£0.30
Calculator (Casio fx-991ES PLUS)	£16.00	Pencil 2B	£0.10
Cartridge (Small)	£0.05	Pencil 2H	£0.10
Cartridge (Parker)	£0.35	Pencil HB	£0.10
Compass	£0.60	Pencil Case (Clear 13" x 5")	£1.00
Covers (A4)	£0.30	Pencil Case (Clear 8" x 5")	£0.75
Covers (A5)	£0.25	Pritt Stick	£1.10
Eraser	£0.05	Protractor	£0.10
Eraser (Ink Eraser Pen)	£0.35	Revision Cards	£1.00
Exercise Book	£0.25	Ring Binder	£0.60
Files (Report)	£0.20	Ruler (15cm)	£0.10
Highlighters (Yellow)	£0.60	Ruler (30cm)	£0.20
Pad (Narrow Ruled A4 Paper)	£1.00	Scissors	£0.90
Pad (Wide Ruled A4 Paper)	£1.00	Set Square	£0.15
Pen (Berol Handwriting)	£0.30	Sharpener (Canister)	£0.40
Pen (Bic Biro)	£0.20	Sharpener (Metal)	£0.20
Pen (Fineliner)	£0.60	Wallet (Clear Punched Pocket)	£0.03
Pen (Parker Fountain Pen)	£7.00	Wallet (Plastic Popper File)	£0.40
Pen (Zebra Rollerball)	£1.00	Wallet (Document)	£0.10
Pen (You Rollerball)	£0.30		

Notes