

# First day Guide

Dear Student,

Here is some advice to help you with your first day at Castle View Enterprise Academy.

## Where should I go on my first day?

You should arrive at school at 8.40 am and go straight to the Year 7 base entrance where you will be taken to the Hall. You should find a seat and take your coat off. You will be met by Mrs Steel, (a familiar face) and your Form Tutors.

## What should I bring?

- A school bag and pencil case
- Pens and pencils
- Coloured pens/pencils and calculator
- Dinner money or sandwiches

When you start at the new school, you will need a school bag.



Make a list of the things that will need to go in there:-

When you have received your timetable you will know on which days you need to bring your PE kit or cookery ingredients.

## What will happen during the day?

You will meet your Form Tutor and your Tutor Group. Here you will be given your timetable and have the opportunity of getting to know each other. You will then begin your life at Castle View Enterprise Academy.

After break you will be taken to the Hall where your subject teacher will take you to your first lesson.

## What should I do if I get lost?

Ask someone to help you! Everyone at the school is helpful. Go to Student Services there are always staff on duty who are only too willing to help you.

### What should I do if I need the toilet?

Please try to go to the toilet at Break or Lunchtime. However if you really need the toilet put your hand up and ask the teacher. If you have a medical condition which means you often need the toilet, bring a note and your Head of Year will give you a toilet pass.

### What should I do if I feel ill?

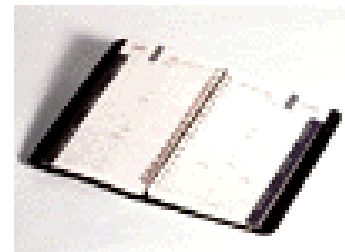
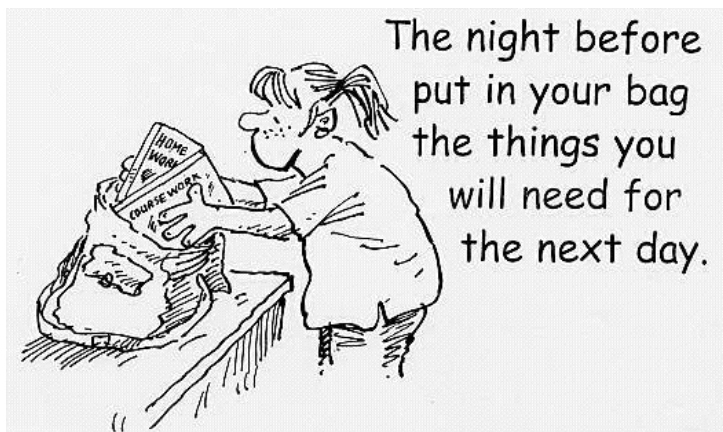
If you feel ill you ask the teacher if you can go Student services. They will decide if you need to be sent home and will contact your parents for you.



### Will I get homework?

You might get some homework towards the end of your first week. Try to get into the habit of doing your homework regularly and remember to bring it to the lesson. Write your homework in your Student planner so you know what to do and when it is to be handed in. the planner is important to help you get organised so use it wisely.

Always try to be organised.



### Remember:

Everyone at the school wants you to be happy and to do well. Please talk to someone if you have a problem or are worried about anything.

### Don't forget

Everyone here has had a first day! We understand and so do the other students in the school. We have all been told stories about what happens on the First day. Your head will not be flushed down the toilet and you won't be thrown down the bank.

These stories have been told for many, many years - ask your parents. These stories were even around when Mrs Steel was at school!

# People to help you

At some point in time we all need help, so don't be afraid to ask for it!

At Castle View Enterprise Academy there are lots of people who can help you if you have a problem.

## ***Head of Year & Welfare Officer***

Your Head of Year is responsible for all the students in Year 7. Your Head of Year will monitor your attendance, punctuality, behaviour and work as well as dealing with any problems you may have. Our Welfare Officer will support the Head of Year in this role.

## Form Tutor

Your Form Tutor is the person you see each day. Your Form Tutor will register you in the morning and afternoon. Your Form Tutor is also responsible for your everyday well being and is someone else you can go to for help.

## Subject teachers

If you are worried about your work or cannot do your homework then speak to your subject teacher. If they don't know you have a problem then they can't help you. Mrs Steel also does a homework club one evening after school, again go to her for help.

## Lead Students

In Year 11 some students wear green ties they are Lead Students. They have special responsibilities in school and have been specially chosen because they are responsible and helpful. If anything or anyone is troubling you then they will advise you and take care of you. Two Lead Students will be attached to each tutor group so you will get to know them very well.

## Peer Mentors

Peer mentors have gone through mentor training at our school. They will be in the Year 7 base every day both during registration and at break time. If you need anyone to talk to, please speak to them they can help. This is a person who can help you adjust to life at Castle View Enterprise Academy and answer any questions you might have.

# Parents' Guide

## Possible questions:

### What should I do if I have any concerns or my child has any problems?

Although we hope that your child will be very happy here, problems do occasionally arise. Please contact the school on 0191 561 5533. Our office staff will be happy to answer any questions or they will transfer your call to the Head of Year 7.

If necessary an appointment can be made for you to come into school to discuss the matter further.

### What should I do if my child is absent?

Please inform the school as soon as possible. Ideally we would like to know if a child is going to be absent from school before 8.30am on that morning. An explanatory note must be provided on their return to school.



Please encourage good attendance, as good habits developed in

Year 7 will ensure your child's future success. Each student should aim for at least 95% attendance.

If your child has a medical appointment then please inform the Form tutor via a note or medical appointment card.



### How can I find out how my child is doing if I am concerned?

Again please contact the school. However, your child's Head of Year, subject teacher or Faculty Coordinator will contact you by letter or phone if there are any specific problems e.g. homework or behaviour. Interim reports will be sent to you in November and July and a detailed report including national Curriculum levels and exam results is issued in the Spring Term. Progress can also be discussed during Consultation days.

### What equipment will my child need?

We expect children to be equipped with pens, pencils, rulers, maths equipment and dictionaries if possible.

### What is the school dress code?

School uniform is very important to us at Castle View Enterprise Academy and we expect all pupils to be dressed in the correct manner. School uniforms and PE kit can be purchased from the School Reception.

Leisurewear is not appropriate for school and we do not expect extreme hairstyles. Nose studs or other facial piercing is not allowed.

### What happens if my child misbehaves?

Hopefully this will not be the case! However if your child does misbehave they may be given a detention. A detention slip will be issued informing you of the date and time of the detention. Detentions can last for any length of time up to an hour after school. Your child may be placed on report where teachers comment on your child's behaviour or work each lesson. The report is brought home for parents to read and sign.

Most children however, work and behave very well and we encourage this through the use of various reward systems.

### How much homework will my child receive?

Homework is important and teaches students to work independently. It also prepares them for their GCSE's.

Your child will probably receive a piece of homework a week from each subject. Please encourage your child to complete their homework. A Student planner will be issued for your son/daughter to keep a record of work set. Please check and sign your child's planner each week.