

# HIGHGATE WOOD SCHOOL

EVERYONE  
MATTERS  
EVERYONE  
ACHIEVES



TRANSITION 2023

CONSIDERATION • COOPERATION • COURTESY • CONTRIBUTION

# Where to find us

## Highgate Wood School

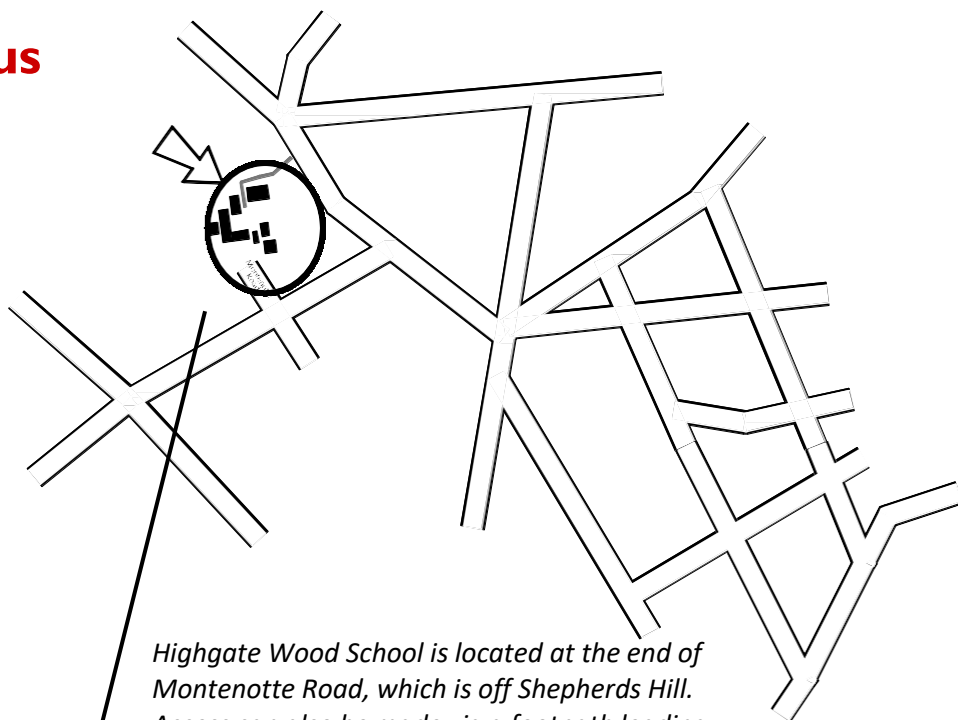
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Visit us at our website:

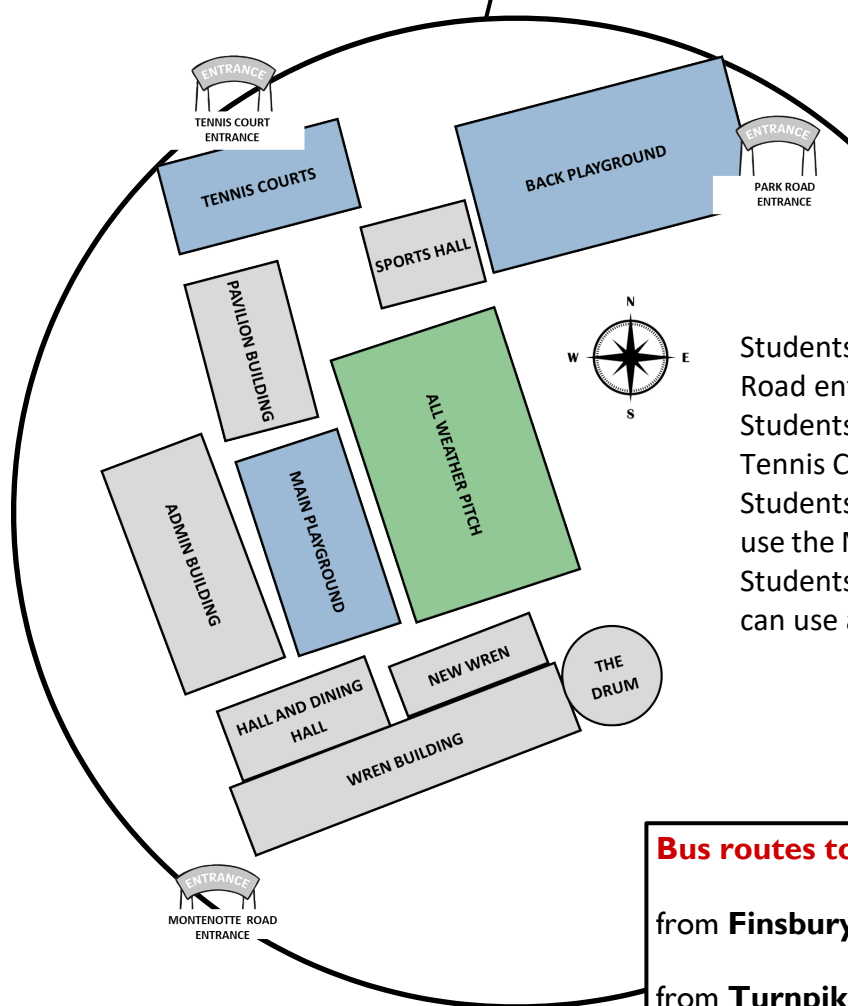
[www.hws.uk.com](http://www.hws.uk.com)

Follow us on twitter:

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*Highgate Wood School is located at the end of Montenotte Road, which is off Shepherds Hill. Access can also be made via a footpath leading from Park Road.*



The Park Road gate is open early in the morning until 8:30 a.m. It then remains closed until the end of school.

Students in Year 7 and 8 use the Park Road entrance.

Students in Years 9 and 10 use the Tennis Court entrance.

Students in Years 10 and Post 16 use the Montenotte Rd entrance.

Students who arrive before 8:15am can use any entrance.

### Bus routes to get to the school

from <b>Finsbury Park</b>	<b>W3</b> or <b>W7</b> bus
from <b>Turnpike Lane</b>	<b>41</b> bus
from <b>Wood Green</b>	<b>W3</b> or <b>144A</b> bus
from <b>Archway/Haringey</b>	<b>W5</b> bus



We hope you enjoy your first day at Highgate Wood School.

There is a lot to learn and understand about your new school. Most of it will be covered in the first days of the autumn term when you will be given your timetable, your student planner and get introduced to all your lessons and your teachers.

Today you will get your first introductions and the first pieces of information to help make your time at Highgate Wood School successful, enjoyable and fun.

### **Introducing...**

**Mr P Cozier** *Headteacher*

*I'd like to take this opportunity to welcome you to Highgate Wood School. I hope you have a very useful and informative day today and I look forward to seeing you again in September when you begin your seven years of secondary school life with us.*

**Ms E Issitt** *Assistant Headteacher*

*I hope you enjoy yourself today. I look forward to getting to know each of you and am sure you will all settle in very well at Highgate Wood School. As well as myself, there is a large team of people here to support you during your first days and weeks. These include your Form Tutor, Head of Year and other members of staff here to help you. There will always be someone to ask if you need to find something out or have any concerns or worries.*

## Your House

You will be a member of one of our three Houses:

Da Vinci, Seacole and Edison. Each House is made up of three Tutor Groups in every Year Group:



7H, 7I and 7G are in Da Vinci House



7A, 7T and 7E are in Seacole House



7W, 7D and 7S are in Edison House

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## Year 7 Form Tutor:

Your Form Tutor acts as your “parent” in school. She or he is responsible for you and you to them. Your form tutor is the first person to approach if you have any problems or difficulties.

Today you will find out which House you are in, which Tutor Group you are in and who will be your Form Tutor.



**7H**

Ms Dobрева

**7I**

Ms Jaffa

**7G**

Mr Uyar



**7A**

Ms Ekojikoko

**7T**

Mr Streeting

**7E**

Ms Price



**7W**

Mr Nakrani

**7D**

Ms Stead

**7S**

Ms Golamgouse

## Some staff to get to know:



**Mr Cozier**  
Head Teacher



**Ms Nafi**  
Head of Year 7



**Ms Issitt**  
Assistant Headteacher  
Transition Lead



**Ms Tusiime**  
KS3 Pastoral Support Officer

## School Day and the School Week

The school day begins at 8.35 a.m. Please don't be late!

Try to be in the playground at least ten minutes before school starts. If you are late in the morning, you will receive a late detention the following day.

All you need to remember is that each day begins at 8:35 a.m., lunch break always begins and ends at the same time and the school day finishes at 2.55 p.m.\*

We have split lunches so Year 7 share their lunchtimes with Years 8 and 9. Students in Year 10, 11 and Post-16 have their lunchtime a little later.

<b>Timings</b>	<b>Years 7, 8 and 9</b>
<b>8:35am - 8:45am</b>	<b>Dedicated Reading Time</b>
<b>8:45am - 9:00am</b>	<b>Tutor Time</b>
<b>9:00am - 9:55am</b>	<b>Period 1</b>
<b>9:55am - 10:55am</b>	<b>Period 2</b>
<b>10:55am - 11:20am</b>	<b>Break</b>
<b>11:20am - 12:15pm</b>	<b>Period 3</b>
<b>12:15pm - 12:55pm</b>	<b>Lunch time</b>
<b>12:55pm - 1:55pm</b>	<b>Period 4</b>
<b>1:55pm - 2:55pm</b>	<b>Period 5</b>

We have a two-week timetable, which means that your lessons in Week 1 will be different to those in Week 2. It may seem strange at first but you soon get used to it.

*\* On Week 1 Tuesdays, we have a condensed day with an early finish of 2.25pm for students.*



## Subjects

When you begin school in September you will be given your first secondary school timetable which will feature some new subjects as well as some familiar ones:

- ◆ English
- ◆ Mathematics
- ◆ Science
- ◆ Art
- ◆ Computing
- ◆ Spanish and French
- ◆ Music
- ◆ Geography
- ◆ History
- ◆ Drama
- ◆ Design Technology
- ◆ PE
- ◆ Life Skills
- ◆ Religion, Ethics & Philosophy

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## After-School/Lunchtime

There will be an opportunity to take part in a variety of activities. Some of these are listed below:

- Art
- Athletics
- Badminton
- Basketball
- Computing
- Cricket
- Debating
- Drama
- Football
- Gymnastics
- Hockey
- Library
- Music
- Netball
- Rounders
- Sustainability

There are also a number of trips organised, so you should watch out for posters and listen for information.

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## Music Lessons

You can apply for individual lessons on almost every musical instrument. Individual music lessons are not free so ask your parents/carers about this. Application online application forms have already been circulated.

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## Equipment

Every day you must bring into school: your Student Planner, a reading book and a refillable water bottle. You should also bring a pencil case with two black or blue writing pens, a green writing pen, two highlighter pens, two sharpened pencils, an eraser, a ruler, a protractor, a 30cm ruler, a scientific calculator, and your books/folders for the day and PE Kit (including trainers) on appropriate days. These, together with their other belongings, should be carried in a strong school bag.



## Uniform

If you have not already bought your uniform, the school blazer, jumper, skirt and ties as well as your PE kit, are available to purchase online from School Colours. You parents/carers will have received instructions on how to purchase these items.

Other items such as trousers, shirts, socks and shoes cannot be bought in school. There is no specification as to where you buy these, as long as they are the correct type. Please note that we require all students to wear formal leather or leather-look shoes. Trainers, or any shoe that looks like a trainer, is not acceptable.

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**The full uniform code is published at the end of this booklet.**

***Make sure you have your name in your uniform, especially your blazer.***





## Student Planner

With five separate subjects each day, and homework tasks and projects to work on most evenings, life will be getting busy. If you are going to be fully prepared for each lesson and any out-of-school activities, it is important to be organised.

You will receive your Student Planner on the first day and you should carry it with you at all times.

### You use your planner to:

- ◆ Keep your login details for the school network and other online tools and resources
- ◆ Keep yourself organised and remind yourself of things you need to do
- ◆ Write down any equipment you need
- ◆ Keep a diary of each day's events

### Your parents/carers can use your planner to...

- ◆ Keep in contact with your form tutor, your subject teachers and other members of staff.

*We encourage parents/carers to check your planner regular to keep up to date with what is happening with you in school.*

**Teachers may also use your planner to contact your parents/carers.**



## **Behaviour for Learning**

The purpose of coming to school is to learn. We learn different subjects, but we also learn how to behave positively towards one another so that we can thrive and achieve and become good citizens.

We build an environment in our classrooms and around the school that allows us all to thrive and to learn. The way we behave at Highgate Wood School is based on the 4Cs: Consideration, Cooperation, Courtesy and Contribution. You will be hearing a lot about the 4Cs today!



## **Rewards**

You will be rewarded for good work and behaviour by receiving merits. Merits are recorded electronically and are available for you to see on your Satchel One account. Your Satchel One account will also show any demerits you may have had for negative behaviour.

Your parents and carers will also see all your merits (and any demerits) on Satchel One as they have their own account for this too.

As you receive more and more merits, you will qualify for certificates and badges on Satchel One. Your good conduct will also allow you to be involved in the rewards trips and activities that are arranged through the year.

## Homework

Year 7 students receive regular homework for all subjects. For English, Maths and Science you will receive one-hour of homework each week. In your other subjects you will be set approximately one hour of homework every fortnight.

You are set homework to enhance your knowledge and understanding, improve your skills, consolidate what you have been learning in class and develop your ability to work independently. You will not get the same sort of homework task every week, and you will not always get exactly the same task as others in your class.



Your homework will be available online on a site called Satchel One (Show My Homework). You will receive details of how to use this in your first week. Your parents/carers will also be able to see what you have been set on Satchel One.

Your parents/carers can use your planner to make comments to your teacher about homework (e.g. if it has been too difficult or too easy.) If you are away when a homework is set it is your responsibility to find out what it was and get it done. Always try your best. If you cannot do your homework speak to the teacher before it is due in. Homework is not always assessed in the same way. It could be assessed by the teacher, but it could also be assessed by your peers, or even by yourself.



## **Breakfast and mid-morning Break**

The Dining Hall is open from 8:00 am until 8:35 am and also through mid-morning break. You will be able to have healthy snacks and drinks here during these times. You will purchase your food and drinks with your lunch card. Cash cannot be accepted at the tills but you can use it to top up at the machines in the canteen.

## **Lunch Break**

At Highgate Wood School we have a split lunch. Students in Years 7, 8 and 9 have their lunch times at the same time. Students in Years 10, 11 and Post 16 have their lunch time later. Most students have school lunches from the Dining Hall or the outside Pod which has a cafeteria system and others bring a packed lunch.

## **If you feel ill**

If you feel ill during a lesson or tutor period tell your teacher and they will decide what to do – which may involve sending you to visit our Medical Needs Officer who will decide if you should return to lessons, be treated with first aid, or sent home. If it's during break time or lunch time you should go to the Windrush Office who will call someone to see you.



## Learning Resource Centre

The Learning Resource Centre from 8:15 until 4:30 pm each day. The LRC is well-stocked, well used and offers a service which will encourage you to become an independent learner, a capable ICT user and an enthusiastic reader. We also offer lots of extra-curricular activities such as competitions, reading clubs, debating club and author visits.



## Physical Education

Girls and boys have two PE lessons each week and you will cover the full range of activities - team games, athletics and gymnastics. PE offers many House events, including Sports Day.

Your PE Kit is in your House Colours and will need to be worn for all your PE lessons.

## Computer Rooms

Highgate Wood School has an extremely well-equipped computer network which extends to the Learning Resource Centre and most departments. All students have their own username and password which gives



them access to the school network as well as their school e-mail account and a range of on-line resources, including Google Workspace.

In Year 7 you have Computer Science lessons but you will also be using our ICT facilities in different subjects both inside and outside of lessons.

You will be asked to sign an agreement about how you use ICT and that will include expectations about your on-line behaviour when you are out of school as well as within it. Your work on the computer network will be routinely monitored to ensure you are making best use of it.

## Attendance and Punctuality



All students are expected to attend school regularly and punctually. If you are absent, bring a note for your Form Tutor on the day you return to school and find out about any work that you missed so you can catch up.

Your parents/carers receive an automatic text message if you are absent from lessons and the school has not been told. If you are going to be absent for more than one day, your parent/carer should phone the school's absence line and leave a message.

## Cashless Catering

Instead of paying for food with cash, we use a card system. Using your card will identify you at the tills and allow you to spend the money on your account.

You can put money onto your account using the machines in school or by going online.

We hope that most parents and carers will want to use this online facility (which is called SCOPAY). It is easy to use and means that you won't need to bring money into school.

If you are entitled to free school meals that money will automatically appear on your card every day.

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## ID Cards

The card you use to pay for your meals is also your official school ID card. You will use it to collect your printing from the printers and also to allow you to take out library books and resources from the Learning Resource Centre. **Your card must be kept safely and worn round your neck on your lanyard.**

If you lose your card you will have to pay for a new one.

On the first day of term you will be issued with a temporary card that will work in exactly the same way as your proper ID card, it just won't have your photograph on it. Your proper ID card should be ready within a few weeks - once your school photograph has been taken.

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**You should not bring items of value to school, e.g. jewellery, a lot of money, MP3 players, iPods, mobile phones, computer games or consoles.**

If such items are brought into school it is at your own risk. Electronic devices must be switched off and put away. If a mobile phone is seen or heard anywhere on the school site it will be confiscated by a member of staff and returned a full week later.



## **School Council**

Each tutor group has two elected representatives on the school council. They are the delegates for the year group and have the power to put forward ideas, suggestions and complaints to improve life at school. From time to time the School Council meet with the School Governors and the School's Leadership Team to discuss issues and agree plans.

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## **Reports and Progress**

Your teachers will regularly assess your effort, homework and behaviour in their subject. Subject departments, as well as your Form Tutor keep a careful eye on this information to ensure you are doing your best at Highgate Wood School.

Your parents/carers will receive progress reports based on these assessments and they also form the basis of conversations at Pastoral Review Day in December and the Year 7 Parents' Evening in March.

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## **Lost Property**

Your uniform, sports kit and all equipment should be marked with your name. Report any losses to your Form Tutor. Go to the School Office and enquire whether your lost property has been handed in.





## **Dedicated Reading Time**

Reading is the single most important activity that will help you improve your understanding, develop your skills and make good progress in all subjects that you study at school.

At Highgate Wood School we set aside dedicated reading time for all students. During this time students read books, usually of their own choice, to support the development of their literacy.



## Equal Opportunities

At Highgate Wood School we believe that every student and adult has the right to be treated equally and fairly, regardless of race, sex, sexuality, ability or home background. If you feel that you have been treated or spoken to unfairly because of any of these, please see your Form Tutor and if you feel it amounts to bullying or discrimination complete the online alert to report bullies on the school website.

## The Highgate Wood Way

The principles which form the basis of everything we do at Highgate Wood School are summarised by the four words:

- |   |                    |   |                      |
|---|--------------------|---|----------------------|
| ◇ | <b>Courtesy</b>    | ◇ | <b>Contribution</b>  |
| ◇ | <b>Cooperation</b> | ◇ | <b>Consideration</b> |

*These go together to become what we call the Highgate Wood Way*

## Highgate Wood School Aims

At Highgate Wood School the education of every young person is held to be of equal value. The school seeks to create an environment in which all students can...

- ✓ Achieve their **full potential**, including the highest standards of academic achievement.
- ✓ Feel **valued** and **value others**.
- ✓ Become **confident, self-reliant** and **caring** members of society.
- ✓ **Understand themselves** and develop a **critical awareness** of the world in which they live.

EVERYONE  
MATTERS

### School Motto

Our motto is everyone matters, everyone achieves.

EVERYONE  
ACHIEVES

We will do everything we can to support every student to be the best they can be, and we expect all students to do their best to be their best too!

### School Mission Statement:

To inspire our students to be confident and open-minded through exceptional teaching in a caring school community.

## **At Highgate Wood School the 4Cs (Consideration, Cooperation, Courtesy, Contribution) are the basis for how we behave.**

**Courtesy:** We expect an automatic sense of courtesy underpinned by the use of “please,” “thank you” and “sorry”.

**Consideration:** We expect our students to always be considerate of each other and their surroundings — walking quietly and sensibly, using the bins provided for litter and holding doors open for each other.

**Contribution:** We want our students to ensure that they are always making a positive contribution to the school community, taking part in as many activities as they can and taking collective responsibility for making Highgate Wood School a better place.

**Cooperation:** We expect all our students to cooperate with members of staff and with each other. Even when students are unhappy with a decision, we still expect them to cooperate first and then find a way to deal with the situation.

### **Students are recognised for the 4Cs by:**

- Receiving praise
- Positive comment on class sheet
- Merits and 4Cs single awards
- Phone calls, letters and praise cards home
- Electronic messages home
- Certificates
- Headteacher’s commendation
- School prizes
- Trips and visits



## **What will happen September?**

### ***In the first weeks you will...***

#### **Join your teaching groups**

Students in Year 7 will not be taught in tutor groups but in new teaching groups of 27. You will be told of your groupings when you join in September.

#### **Be given your new timetable**

This will allow you to plan for yourself, to decide which books or equipment should go in your bag for the next day and what work needs to be done. Remember that Highgate Wood School uses a two-week timetable, so it will be a fortnight before you see all the teachers who will teach you.

#### **Get your Photo ID Card**

Your picture will be taken by the official school photographers on your first day. This will be used by the school for your ID Cards and it will also allow your parents and carers to purchase photographs of you as a Highgate Wood School student, in your full school uniform.

#### **Join Clubs**

You will be finding out about all the other things that happen outside lessons. This will include all types of clubs and activities that you can join in with. These are your opportunities to meet other people, find out about new things and enjoy yourself.

## **Complete some assessments**

Many of your teachers will want to set you some tests at the beginning of term so they can quickly find out your strengths and weaknesses in their subject. Some subjects, for example Mathematics, will give you a more formal assessment. You will get information about these well in advance.

## **Get lost**

You will get lost at least twice in the first few weeks. That's quite normal. Everyone will be the same – even new teachers! Don't worry, there will be plenty of people to ask and your teachers will understand if you are late for a lesson.

## **Have lessons in specialist workshops and laboratories**

There is a great chance to use all the exciting and expensive equipment. Do remember that you will not be able to use all of it in your first week. Be patient.

## **Get your user area and password**

You will be given a user name and a password for the school's computer network. These will give you access to computers in the school, for your Satchel One and Google Workspace accounts and many other online resources including your school e-mail. You must remember your user name and your password - and make sure you keep your password private.

## **Get to know all your teachers**

You will get to know your teachers and they will be looking forward to getting to know you. Even with around fourteen new teachers, this will not take you long. Remember that first impressions are important, so do your best.

## **Go home**

When you go home during the first few weeks your parents/carers will be bursting to find out how you got on. They will want to know every detail of your day. If you can, try to tell them and reassure them to make them feel better. It only lasts a short while – they have been worried about you as well.

## School Uniform Dress Code

We expect all students to wear the correct uniform with pride and for it to be kept clean and smart at all times. This includes to and from school, the playground, corridors, classrooms, when attending school visits/trips and other school related external activities and for all external examinations.

### Boys

**Shirt:** Plain white, tucked into trousers at all times. The top button should be fastened.

**Trousers:** Plain black tailored trousers, not to be worn below the waist, i.e. no visible underwear. **NO JEANS, LEGGINGS, TRACKSUIT BOTTOMS or CORDS**

**Ties:** All students must wear a school tie with their year group strip. Ties must be pulled smartly up to the top shirt button. Ties should be at a length that at least five of the black and white stripes can be seen of the thick edge.

**Jumper:** HWS Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed. No other form of jumper is acceptable.

**Jackets:** Plain black HWS blazer with school logo on breast pocket and HWS blue lining. This must be worn at all times except inside a classroom where blazers may be put on the back of a chair (or hung on coat hooks).

**Lanyard:** Your year group lanyard carrying your ID card

**Shoes:** Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black low-heeled ankle boots are also acceptable. No coloured trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe. If it looks like a trainer it will be considered to be a trainer and not allowed.

**Socks:** Black, white or grey ankle socks or below the knee socks.

### Girls

**Shirt:** Plain white, tucked into trousers/skirt at all times. The top button should be fastened.

**Trousers:** Plain black tailored trousers, not to be worn below the waist, i.e. no visible underwear. **NO JEANS, LEGGINGS, TRACKSUIT BOTTOMS or CORDS**

or

**Skirt:** School skirt, with summer blue strip. It needs to be just above knee-length with waist buttons visible.

**Ties:** All students must wear a school tie with their year group strip. Ties must be pulled smartly up to the top shirt button. Ties should be at a length that at least five of the black and white stripes can be seen of the thick edge.

**Jumper:** HWS Plain black, V-neck with HWS blue trim around the neck to be worn in cold weather as needed. No other form of jumper is acceptable.

**Jackets:** Plain black HWS blazer with school logo on breast pocket and HWS blue lining. This must be worn at all times except inside a classroom where they may be put on the back of a chair (or coat hook).

**Lanyard:** Your year group lanyard carrying your ID card

**Shoes:** Plain black leather (or leather look), suede or patent shoes with flat heels. Plain black low-heeled ankle boots are also acceptable. No coloured trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe. If it looks like a trainer it will be considered to be a trainer and not allowed.

**Tights:** Black, white, grey or flesh coloured (no patterns).

**Socks:** Black, white or grey ankle socks or below the knee socks.

*If there is any doubt about whether a particular item is acceptable parents should check with the school before purchasing.*

## School Uniform Dress Code (2)

### All

**Lanyard:** Students must wear their correct coloured lanyard with their ID facing out at all times.

**Religious Wear:** Religious wear is acceptable, although the school does require that items be restricted to black, navy or white

**Bag:** Students must have a bag large enough and strong enough to carry all the equipment listed above.

**Coat** There is no uniform coat. However if students choose to wear a coat, it should be plain coloured with no offensive or obvious logos or slogans. Dark colours are preferred. Coats must be large enough so uniform jackets can be worn under the coat. **NO HOODIES.**

**Headwear:** Hats/caps can be worn outside and in the playground, but must be removed inside the building.

**Jewellery:** Large items of jewellery should not be worn, e.g. large hooped earrings (earrings bigger than that which comfortably can fit a finger between the ear lobe and the earring), large bracelets or rings. Necklaces/Chains should be worn under shirts so that they are not visible.

**Makeup:** Teachers reserve the right to ask students to remove excessive makeup at their discretion. Light touch subtle make up is acceptable.

False Nails: Are not acceptable at school. Students found wearing them will be asked to have them removed by the following school day.

### PE Kit:

All students must have the following in their PE kit:

- Polo shirt of their house colour (purchased on School Colours)
- Black tracksuit bottoms (purchased on School Colours)
- PE hoodie (this item is optional, but no other hoodie is acceptable. purchased on School Colours)
- Black shorts
- Black sport socks
- Trainers (any colour)

NB - Only the polo shirt in the house colour is compulsory. Hoodies and tracksuit bottoms are optional but no other options apart from the ones sold through the school shop are permitted.

## Keeping informed

Even before you begin at Highgate Wood School you can find out what is going on. Our news is made available on-line through the school website and also through the school's twitter feed.

**School website: [www.hws.haringey.sch.uk](http://www.hws.haringey.sch.uk)**

**School twitter: @highgatewood**

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We hope the Transition Day has helped to make you feel happy and confident about Highgate Wood School. We trust you will now look forward to starting with us. We will certainly be looking forward to seeing you on...

**Tuesday**  
**5th September 2023**

at

**10:30 a.m.**

(School will finish early on that first day at 1:30pm)

**Uniform:**

PSA Second Hand Uniform Sale and Fitting Session for new  
Friday 13th July 3.30pm—4.30pm

More information on uniform sales will be sent to families shortly.

