# HIGHGATE WOOD SCHOOL – TRANSITION EVENING

# WELCOME



# FORM TUTOR

#### My role:

- I am your first point of contact
- I will be here to support your child throughout the school year
- I will help you with any concerns
- I will be assessing your child's attendance, punctuality, work ethic, uniform, equipment etc.

#### When and where do we meet?

- In (my teaching room) or another designated room
- Each day for 25 minutes between 8.35am and 9.00am
- We will read silently for 15 minutes (reading book = part of equipment list)
   and then complete activities set by the Head of Year

### **SEPTEMBER**

#### Today, students have learnt about the following;

- School Day
- The 4Cs
- Mobile phones
- Required equipment
- House Teams
- ID Card
- Merits
- Demerits
- Homework



# OUR SCHOOL VALUES THE 4c Values

#### CONSIDERATION

- We respect and care about others we are kind
- We respect our school and environment

#### **COURTSEY**

- We are polite and respectful to all members of our HWS family; we say please and thank you
- We listen to others when they are speaking and listen before we give our own opinion

#### **COOPERATION**

- We follow instructions the first time ALWAYS
- We arrive to school and to lessons on time

#### CONTRIBUTION

- We are equipped and prepared for learning
- We work hard in lessons, participate positively and always do our best
- We go above and beyond to contribute to our HWS family

### THE 4Cs and the Highgate Wood Way





This is what makes our students 'Highgate Wood School' students!

## **UNIFORM**

Tie must show five stripes

Skirt must not be rolled up

Trainers are not allowed

Top button done up

Shirt must be tucked in

Blazer must be worn in School building at all times

Lanyard must be worn at all times



Make sure you read the uniform code very carefully in your journal in September

#### 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.

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

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

Pullovers\Cardigans: 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 or cardigan is acceptable.

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

Shoes: Plain black leather (or leather look) shoes with flat heels. Plain black low-heeled ankle boots are also acceptable. No coloured trip trim or stitching. School shoes must be formal shoes and not have the look of a trainer or sports shoe.

#### Girls

Shirt: Plain white, tucked into trousers/skirt at all times

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

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 lie with their House strip. Ties must be pulled smartly up to the top shir button. Ties should be at a length so that at least five of the black and white stripes can be seen of the thick

edge of the tie.

Pullovers\Cardigans: 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 or cardigan 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). Shoes: Plain black leather (or leather look) shoes with flat heles. Plain black low-heeled anbie boots are also acceptable. No coloured trip trim or stitching. School shoes must be formal shoes and not have the look of a trainer or somes shoe.

#### All

Religious Wear: Religious wear is acceptable, although the school does require that items be restricted t black, navy or white Bag: Students must have a bag that is large enough and strong enough to carry all school books.

Coat There is no uniform coat. However if students choose to wear a coat, it should be plain coloured with n

Offensive or obvious logics or slogans. Dark colours are preferred. Coats must be large enough so uniform jackets offensive or obvious logics or slogans. Dark colours are preferred. Coats must be large enough so uniform jackets can be worn under the coat. NO HODDIES. Headwear: Hat5/caps can be worn outside and in the playground, but must be removed inside the building.

Leave levellery: Large items of jewellery should not be won, e.g. large hoopel, aerrings (earnings bigger than that which comfortably can fit a finger between the ear to be and the earning large bracelets or ringles. Necklases! Chains should be worn under shirts so that they are not so find.

ouch subtle make up is acceptable.

A separate booklet to fully explain the school uniform dress code and where to purchase uniform items is available. If there is any doubt about whether a particular item is acceptable parents should check with the school before purchasina.

## **UNIFORM**

School uniform items can be purchased through School Colours Direct Please ensure that you have read our uniform code booklet.



The PSA will be at the school on Thursday 13<sup>th</sup>
July to sell uniform to any interested parents/carers from 3:30pm to 4:30pm.

### LEARNING

### **HWS Expected Classroom Routines**

#### At the start of lessons:

- We greet each other at the door with courtesy
- Students enter the room in silence and calmly take their seats
- Students start the first activity immediately

#### **During lessons:**

- Students are silent and listening unless otherwise instructed
- Students are engaged in learning activities and contribute positively
- Students do their best and cooperate at all times

#### At the End of Lessons:

- Students pack away, clear their table and floor, showing consideration for the next class
- Students stand silently behind chairs ready for dismissal
- Students leave in a staggered, orderly and calm way, entering the corridor quietly

## SCHOOL DAY

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

- Registration starts at 8.35am
- They <u>MUST</u> be in school by 8.30am
- They have <u>5</u> periods of lessons each day
- Every lesson is 55 minutes or an hour
- They have a 25 minute break
- They have a 40 minute lunch break
- They will only have lunch with Year 7,8 and 9

### SCHOOL ENTRANCE

- Their gate entrance/exit will be Park Road.
   This is often referred to as the 'Back Gate'.
- If they arrive before 8.15am, they can enter through any gate.
- If they arrive after <u>8.15am</u>, they will need to arrive at their designated gate. Theirs is the Back Gate.

# MERITS

The 4C Value		4C Achievement Point (Merit)
Consideration	<b>C1</b>	Consideration – demonstrated kindness, respect, or care for others  Consideration – demonstrated respect for our school and our environment
Courtesy	<b>C1</b>	Courtesy – demonstrated politeness and respect to members of our HWS family Courtesy – demonstrated good listening to others when they were speaking
Cooperation	<b>C1</b>	Cooperation – demonstrated good punctuality to school and to lessons  Cooperation – demonstrated an ability to follow instructions the first time
Contribution C1	<b>C1</b>	Contribution – always equipped and prepared for learning Contribution – demonstrated an ability to work hard in lessons, participate positively and do your best Contribution – demonstrated an ability to work hard with homework
	Contribution – went above and beyond to contribute to our HWS family	

### REWARDS TRIPS

- Throughout the year, there are lots of different rewards trips and events.
- In February, we have rewards trips where students will either go bowling, ice skating or trampolining. Attendance, punctuality to lessons and merits are looked at when deciding who can attend.
- In July, everyone in Year 7 is invited on a trip to London Zoo and for a big picnic in Regent's Park.

### HOMEWORK

- Homework will be set once a week for English,
   Science and Maths
- All other subjects once a fortnight
- All homework is placed on Satchel One
- Parent logins will be sent over the summer holidays



sights	Homework list Gradebook Calendar Timetable		
Wednesday 11 July	Ottomans project  Complete project on the power of the ottoman sultansVisit a library or look onlin homework 7E/Hi - History - Ms. O. Georgiades		
Wednesday 11 July	Ottomans project  Continue to work on your projects on how the Ottoman sultans showed their po homework 7E/Hi - History - Ms. O. Georgiades		
Tuesday 03 July	END OF YEAR ASSESSMENTS JULY 2018  Y7 3/7 Paper 1 Non C and 5/7 Paper 2 Calc Y8 3/7 Non C8z 4/7 Calc8x 5/7 class-test 7Z1/Ma - Maths - Miss. M. Payton		
Tuesday 03 July	Acting on Feedback  Last lesson you wrote an evaluation of your Commedia dell'Arte performance. I h homework 7E/Dr - Drama - Miss. E. Sayer		

# HOMEWORK

### **Gradual introduction to homework**

w/c 4th September	Maths	
w/c 11th September	English	
w/c 25th September	Science	
w/c 2nd October	Languages	
w/c 9th October	Art, Music and Drama	
w/c 16th October	History, Geography and REP	
HALF TERM		
•	Computer Science and Technology	
w/c 6th November	Life Skills and REP	

## **PROGRESS**

### A letter will be sent over the coming week regarding assessment at Highgate Wood School for Year 7



4th July 2022

#### Dear parents/carers of Year 7 2022

This letter outlines how we use assessment at HWS to monitor the progress of your child and how this information will be reported to you each term

Departments set key pieces of work for every year group which are completed by all students and assessed in an agreed way by staff each term. Subject teachers mark these key pieces of work using a combination of formative and summative assessment.

Formative Assessment = Comments about what students have done well and what they need to do to improve

Summative Assessment = Marks and arades

Each term your child will receive a Learning Judgement from each of their subject teachers.

Learning Judgement	Description
Excellent	Always tries hard, persevers when learning is challenging and seeks to achieve excellence in all that they do     Participates fully in lessons and is always well-organised     Produces homework to a very high standard and often goes beyond the minimum expected
Good	Consistently works hard and seeks to produce work that meets the expected standards     Participates well in class and is well-organised     Always completes homework
Inconsistent	Can work well to produce work that meets the expected standards, but not on every task     Can participate well and be well-organised, but not consistently     Sometimes completes homework
Poor	Regularly misses homework deadlines and/or does not complete home or class work to an acceptable standard     Often disorganised     Does not concentrate well in lessons

CONSIDERATION • COOPERATION • COURTESY • CONTRIBUTION



















Learning judgements are our primary mechanism for supporting your child's progress and we share these for each subject in each termly report. They outline explicitly what successful learners need to do to achieve their academic potential.

- . An Excellent Learning Judgement indicates a student to have a secure understanding of the knowledge and skills learnt so far and to have developed excellent learning habits for
- · A Good Learning Judgement indicates a student to have a good understanding of the knowledge and skills learnt so far and to have developed good learning habits for future academic success.
- stent Learning Judgement indicates a student to have understood some but not all of the knowledge and skills learnt so far and a need to work towards a 'Good' Learning Judgement to ensure they develop the right learning habits for future academic
- . A Poor Learning Judgement indicates a student to have struggled to understand the knowledge and skills learnt so far and a need to work towards a 'Good' Learning Judgement to ensure they develop the right learning habits for future academic success.

In the vast majority of cases where a student is underachieving in a subject, it is because they are displaying the qualities described above in the 'inconsistent' or 'poor' learning judgement description. The descriptors are there to help you and your child have meaningful conversations about what they need to do in order to be more successful in and outside of the classroom. If your child receives an 'inconsistent' or 'poor' judgement from a subject teacher, this will always be accompanied by two specific identified areas for improvement from the list below. We will also provide some strategies for how to support your child to improve in each of these areas.

- Classwork (CWK)
- Homework (HWK)
- Behaviour (BEH)
- Participation (PAR)
- Organisation (ORG) · Attitude to Learning (ATL)
- Literacy (LIT)
- Numeracy (NUM)
- Attendance (ATT)

In the summer term report, your child will also receive a forecast GCSE grade for each subject so that you can see whether they are on track to meet their minimum expected GCSE grade.

1. Minimum Expected GCSE Grade

This is the minimum grade a student is expected to achieve at GCSE for all subjects. These are set using your child's prior attainment data, their Key Stage 2 Scaled Score. We compare students' results nationally against those with similar starting points and outcomes to produce our own aspirational flightpaths for our students (see 'Expected Progress' chart, No.4 below). Although these projected outcomes are aspirational, we treat these grades a minimum expectation rather than a 'target' and expect that with high quality teaching and learning, our students should be able to meet and, in many cases, exceed them. Most students at HWS do achieve or exceed these minimum expected grades.

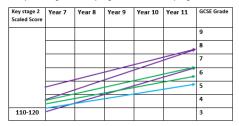
#### 2. Forecast GCSE Grade

This is a professional judgement, made by subject teachers, of the grade a student is likely to achieve in their subject in Year 11 if they continue to work at their current rate. The forecast grade should in no way be seen as fixed, or a 'cap' to achievement. Students can always improve their performance if they seek out challenges, put in the necessary effort, act on their feedback from their teachers and continually try to improve. Where students are not on track. the school will intervene in some way to support improvement.

#### 3. Scaled Scores

At the end of Key Stage 2, your child was assessed in English and Mathematics and given a Scaled Score in each subject between 80 and 120, 100 represents the nationally expected level (the average is currently around 105/106). The Department for Education (DfE) state that if children achieve this national standard, they have demonstrated sufficient knowledge in the areas assessed, therefore placing them in a good position to succeed in the next steps of their education. Children with scores above 110 are considered high prior attainers, between 100 and 109, middle prior attainers and below 100, low prior attainers. The diagram below shows the progress that students are expected and most likely to make from their different Key Stage 2 starting points.

#### 4. Expected Progress from Key Stage 2 Scaled Score to Key Stage 4 GCSE Grade

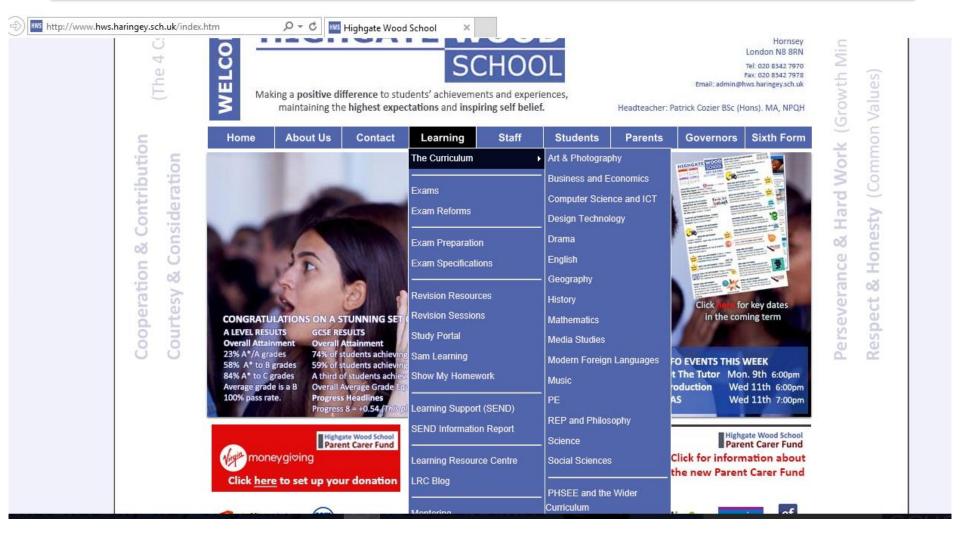


## **PROGRESS**

 You will be able to find curriculum information about each subject, including guidance on assessments, how to support your child and examples of work on the website via the 'Learning' tab.

 If you have queries about the progress your child is making, contact their subject teacher in the first instance

## **PROGRESS**



# Curriculum, homework, assessment, feedback and reporting at KS3/4

Staff will still assess students' work regularly but this may not always take the form of 'marking' e.g. a teacher may look through a set of books, identify some key misconceptions and then reteach this material in a future lesson.

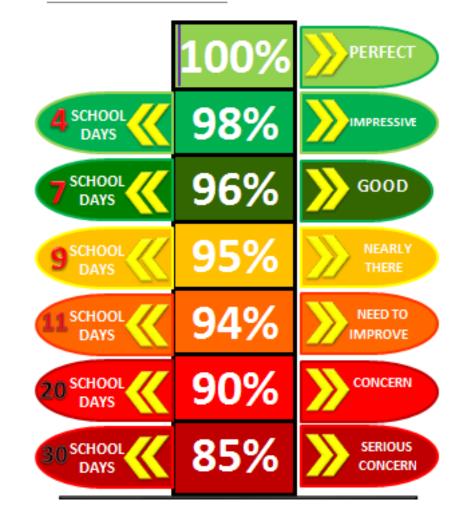
 There should be lots of evidence of peer and selfassessment along with students doing corrections, re-drafting, etc. These should be in green pen.

### ATTENDANCE AT HWS

- All students are expected to attend school every day
- We expect all students to aim for 100% attendance
- Students should arrive at least 10 minutes before the school day starts at 8.35am.
- If students' attendance falls below 96%, proof of illness or appointments is required
- No holidays taken during term time and where possible, medical appointments outside of school hours
- Phone in before 8.30am if your child isn't going to be in school

HIGHGATE WOOD SCHOOL ATTENDANCE LADDER





### TEACHING GROUPS

Students will not be taught in tutor groups

9 x tutor groups of 27

9 x teaching groups of 27

Students will be in different teaching groups:

- Maths
- All other subjects

## THANK YOU

# Any further questions?

Please remember to refer to the transition handbook that explains Highgate Wood School in greater detail.

