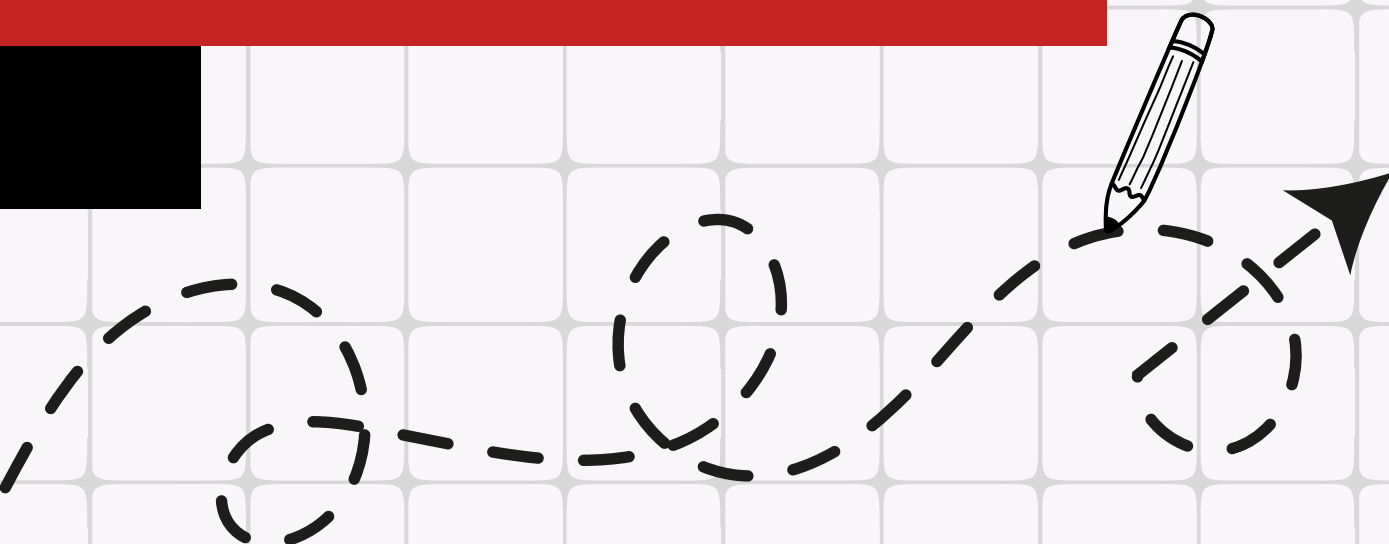




Student Handbook.

LITTLE HEATH SCHOOL

2024-2025





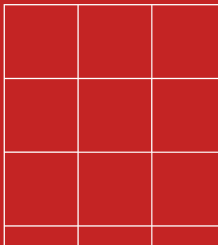
Welcome

In a few weeks you will be starting your secondary school life. This is an exciting time and we can't wait to welcome you into the Little Heath School family!

Please read through this handbook with your parents/carers very carefully, as it contains lots of important information.

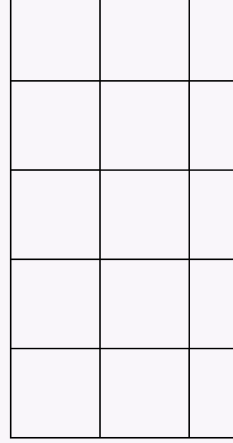
If you are uncertain about something, please remember that we are all here to support and help you so please, just ask.

Key Stage 3 team



IMPORTANT THINGS YOU
NEED TO KNOW BEFORE...

September



01

Uniform | *What will I need to wear?*

We want you to be proud to wear the Little Heath School badge, and to recognise the importance of having a smart appearance both in school and within the wider community.

You will need to wear:

- White polo with the red LHS logo
- Black v-neck jumper with the red LHS logo
- Smart black tailored school trousers or plain black smart skirt
- Plain black polishable shoes

Please remember that we do not allow nail varnish or excessive make up in school.

For PE, you will need to wear:

- Black LHS shorts or skort
- Black LHS PE polo shirt or games jersey
- Trainers with black LHS games socks

Remember you will need to bring a gum shield and shin pads for some sports.

For more information on uniform click [here](#).



02

Equipment | *What will I need to bring?*

You will need to bring the following equipment to school every day:

- Pencil
- Black Pen (two or more!)
- Ruler
- Glue Stick
- Eraser
- Colouring pencils
- Pencil sharpener
- Maths equipment – calculator, protractor and compass

You may also choose to bring coloured pens, highlighters, a glue stick and a small notebook to note down homework and important information.

We have a school 'Resources' shop which is open before and after school, and during break and lunchtime. You will need to bring cash to buy stationery from the shop.



Please do not bring anything valuable into school. If you have a mobile phone or headphones, you may bring it into school but it must be switched off and inside your bag throughout the school day.

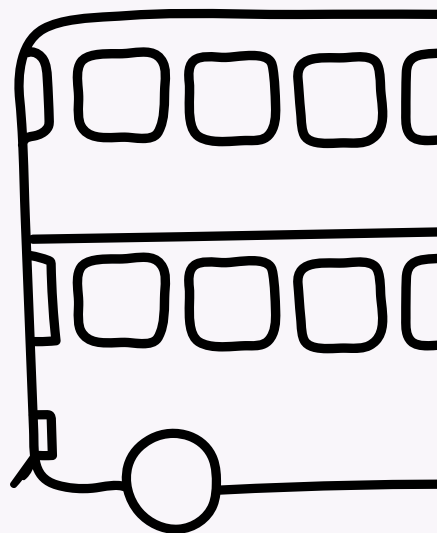
03

Transport | *How will I get to school?*

If you choose to take the BUS to school...

- Reading Buses provide three bus services for getting to school.

You can find the map and timetables [here](#).



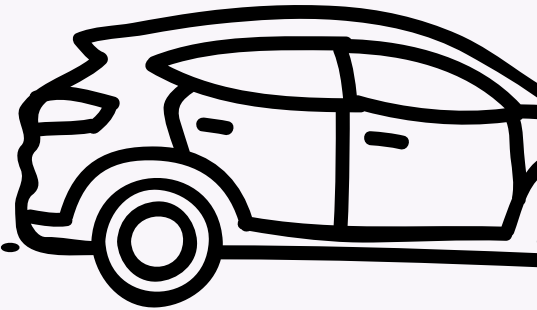


If you choose to CYCLE to school...

- Please wear a bike helmet
- Check your bike is in good condition and good working order, and make sure you ride safely
- We have a number of bike sheds which are locked during the school day but you may also wish to lock your bike or have it security stamped
- Please only walk with your bike whilst on the school site

If you choose to come by CAR to school...

- The road can get very busy at pick up and drop off times, so arrange to meet your grown up at a nearby location



If you choose to WALK to school...

- Walk with your friends
- Stay safe and stay visible



For more information about getting to school, click [here](#).

04

Transition Day | *Visiting school before September*

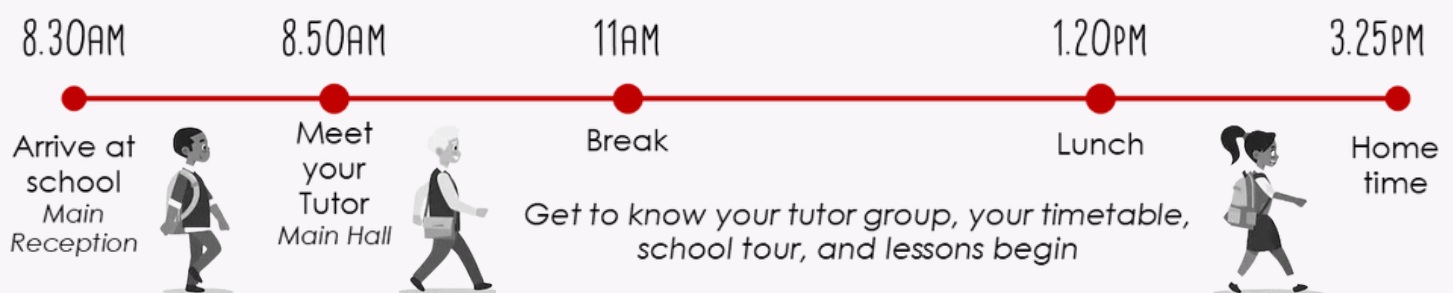
In July, you will have the opportunity to come into school for a day. You spend time with your Form Tutor, and have a chance to get to know the students in your form. You will be introduced to your Head of Year, as well as other key members of staff who will be there to help and support you with your move to Little Heath. There will be some fun 'getting to know you' activities throughout the day, and a tour of the school. We can't wait to see you and show you around!

IMPORTANT THINGS YOU
NEED TO KNOW ABOUT...

Your First Day

05

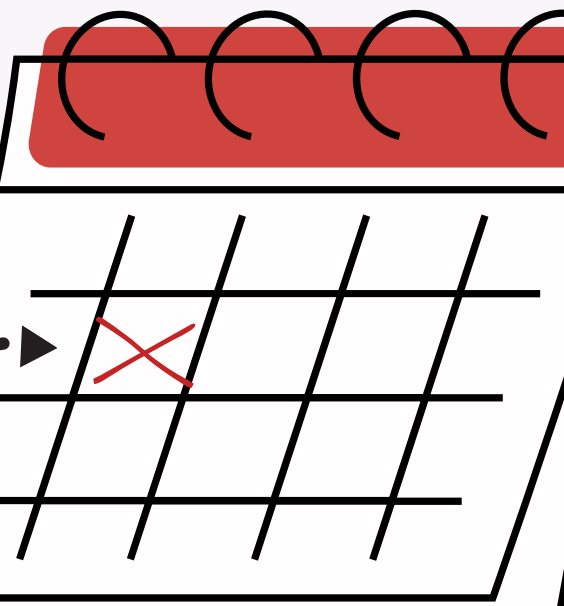
What happens on my first day?



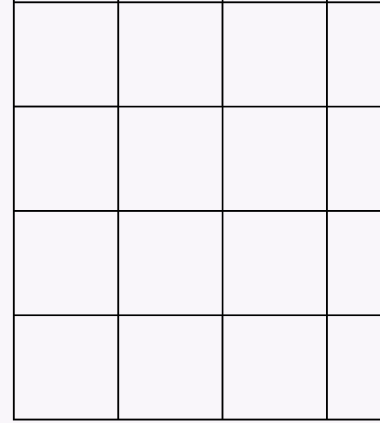
You will have lots of time to get to know your Form Tutor and the rest of your tutor group. You will also get to have a walk round the school, and you'll start your first few lessons.

You will be given a Transition booklet on Transition Day. We would love it if you could spend some time over the summer holidays to work through this booklet so your Tutor can find out a little more about you. You don't need to complete all the questions, but please try your best to complete it and bring it with you on your first day. If you misplace it, you will be able to download a new copy from the school [website](#).

Please bring all your stationery and a small notebook. You will not need to bring your PE kit on the first day, even if it is on your timetable.



School Life



06

Your Timetable

We work on a two week timetable – Week 1 and Week 2. You will be given your timetable on your first day. Keep a copy somewhere visible at home, and stick a copy in a small notebook, and make sure you are prepared for each day by getting your bag ready the night before.

In Year 7, you will study the following subjects:

English	Technology
Mathematics	Geography
Science	Music
ICT	Art
History	PE
Drama	RE
French	Personal Development Programme (PDP)



The School Day

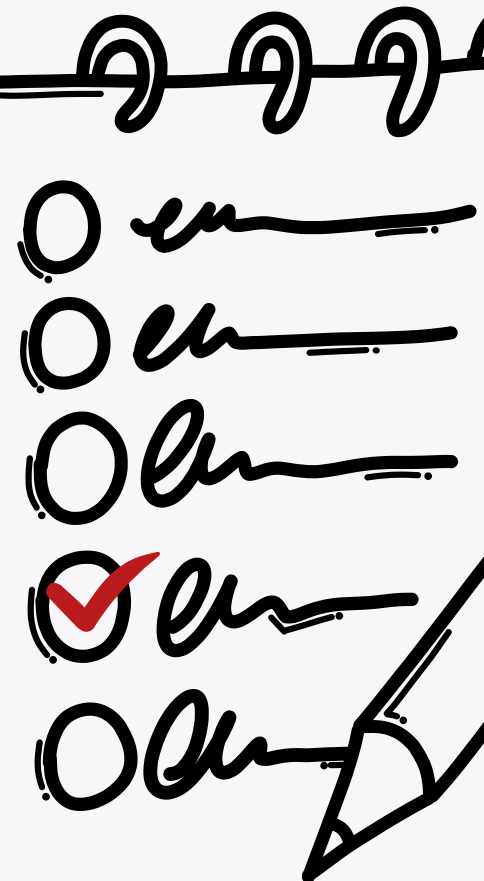


START	FINISH	
8.50am	9.00am	Morning Registration
9.00am	10.00am	PERIOD 1
10.00am	11.00am	PERIOD 2
11.00am	11.20am	Morning Break
11.20am	12.20pm	PERIOD 3
12.20pm	1.20pm	PERIOD 4
1.20pm	2.05pm	Lunch*
2.05pm	2.25pm	Afternoon Registration & Assembly
2.25pm	3.25pm	PERIOD 5

**If you choose to eat lunch in the canteen, the slot for Year 7 and Year 8 students only, is 1.20pm - 1.40pm.*

Homework

We use an online system called Satchel One (you may also hear some people refer to it as 'Show My Homework') which you will be shown how to use when you start in September. This is where your teachers will set homework and where you can upload work. Make sure to check it every day.



Here are some top tips for homework success:

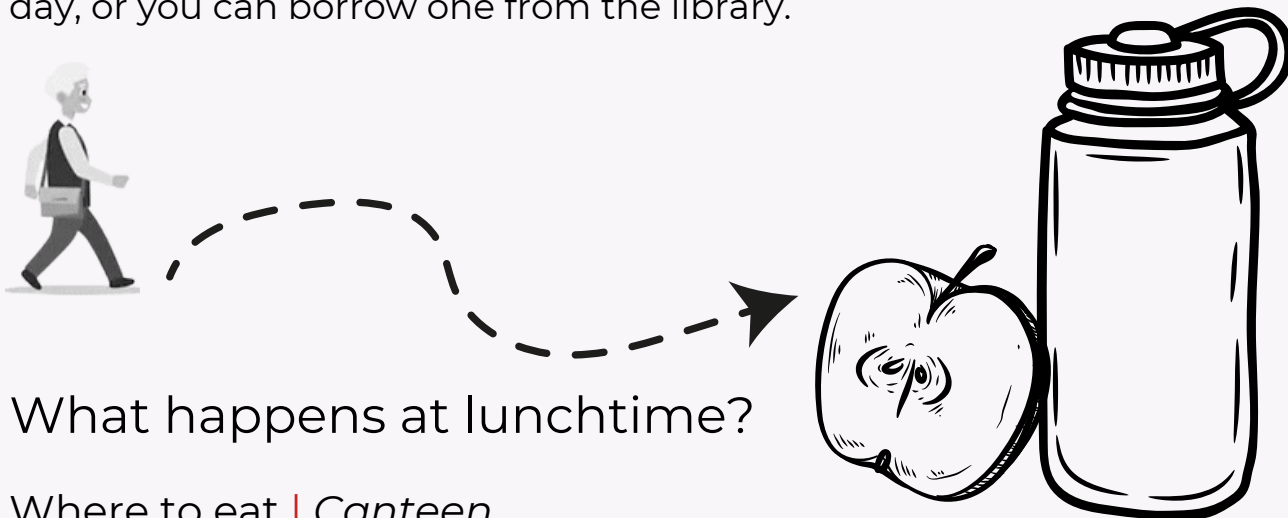
- **PREPARATION** Rule off your last piece of work. Put the title and date and underline it. Write HWK in the margin
- **CONTENT** Think carefully about what you want to write and keep your writing neat. Mistakes happen, so just cross them out neatly with one line
- **DIAGRAMS** Always use pencil. Label them clearly and give them a title. Use a ruler for drawing straight lines
- **WORKSHEETS** If you have to stick things in your book, trim them to fit, and stick them in carefully
- **COMPUTERS/INTERNET** Most teachers will be happy for you to complete homework on your computer. Remember to ensure the work is your own and reference your sources
- **IMPROVING YOUR WRITING** Proof read your work before you submit it. Ask an adult to look at your work and give you some feedback. Remember to look back at the targets you were given with the previous piece of work to remind you of what to improve on this time
- **CHECKING HOMEWORK** Check what homework you have on Satchel One each day
- **HANDING IN** Be sure to hand in your work on time. The submission date is shown on Satchel One

Always make sure you understand what you have to do before you leave the classroom. If you are not certain about the instructions, **PLEASE ASK!**



DEAR Time | *Drop Everything And Read*

Every day, you will have 20 minutes of silent reading during one of your lessons. You will need to bring a reading book to school every day, or you can borrow one from the library.



What happens at lunchtime?

Where to eat | *Canteen*

We have a school canteen serving hot snacks, sandwiches, salads, fresh fruit, cold drinks and home cooked main meals. You use your finger image/scan to pay for food. Your parent/carer is able to put money on your account via ParentMail. The Year 7 canteen lunch slot is 1.20pm - 1.40pm. They also run a service from 8.00am each day where you can buy breakfast.

Where to eat | *The Snack Shack*

The Snack Shack is in the middle of the school and provides a range of healthy options, including soup, sandwiches, pizza, salad, pasta pots, fruit juices, cakes, drinks and snacks. The Snack Shack is covered by a large canopy and there is outdoor seating available.

You can also bring a packed lunch from home to eat in our designated outside areas when the weather is fine or in the canteen in wet weather. In colder weather you can also use your tutor room to have your lunch.

Water fountains are situated around the school and you can fill up your water bottles at break and lunchtime.

What to do | *Extra-Curricular Clubs*

Little Heath offers a wide variety of clubs at lunchtimes and after school. They are an important part of school life and we would really encourage you to try something new! Some clubs offered in Year 7 include Art Club, Choir, Writing Club, Drama productions, Board Games Club, Homework Hub, Coding Club, Debate Club, Christian Union, Islam Club, Pride+ and a range of sporting clubs including football, netball, hockey and athletics. The clubs are reviewed and the timetable is updated every term.

What to do | *Library*

The Library is open Monday to Thursday from 8.00am to 4.00pm, and Friday from 8.00am to 3.30pm. Mrs Cossey is the School Librarian and is happy to help you during these times. You can borrow books from the Library and you can have up to four books on loan to you at one time. Books are loaned for two weeks after which they must be renewed or returned.

Computers are available for you to use and it is an ideal place to do your homework, do some research or read quietly.

In Year 7 you will have some lessons in the Library where we will talk to you about how to choose a good book and how to use the School Library System to search for books.

You will be participating in the Accelerated Reader program. This means that you will take an assessment to determine your reading level. You can then pick a book in your level and then when you have finished it you will take a short quiz on the computer. This means we can check that you have understood what you have been reading, and from the results of your quizzes your teacher can set your reading targets and help with the selection of books.

Finding Your Way Around

We understand coming to secondary school can be daunting and you may find it takes a while to find your way around. If you are unsure, ask your teacher to help you find your way to the next lesson. If you get lost, ask any student or member of staff. The Key Stage 3 Office or Pupil Reception can also help.

Teachers understand that it takes some time to get used to the school, so you will not get into trouble. You will also be given a map, like the one below, to help.

LITTLE HEATH SCHOOL



★ Key places to go if you need help

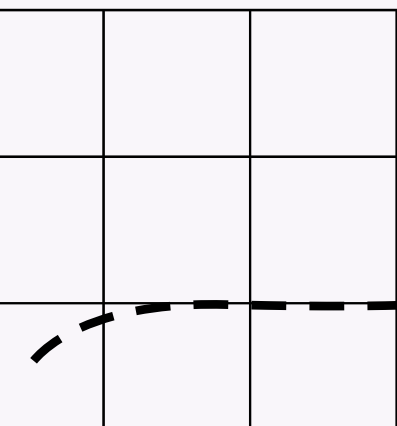
Spreading Kindness and Celebrating Success

When you join Little Heath you will be allocated a House. Our Houses are Arundel (Green), Conway (Blue), Stirling (Red) and Warwick (Yellow). Teachers award House points for positive contributions in lessons, excellent homework, resilience or a great Attitude to Learning. House points can also be given for representing the school in sport, entering a House competition or contributing to a school event, being kind to others or contributing to the school community.

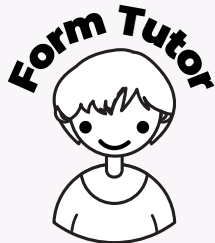


We want our students to feel proud of their achievements and we will encourage you to nominate other people in your class for praise. Your Head of Year will run praise assemblies where we share good work, progress and behaviour. Your Head of House also awards prizes to students with the highest number of praise points.

You will also have three reports during Year 7 (we call them 'Performance Reviews') and Parents'/Carers' Evenings during the year so your parents/carers can find out how you are getting on.



Who Can Help



Your Form Tutor should be your first stop for any query or worry you might have.

Here are some other people who can help...



The Key Stage 3 (KS3) team and your Head of Year, are there to support both you and your tutor. Your tutor should always be your first port of call, but you can come and see the KS3 Team during break or lunchtime.



Mr Linz, and our Student Wellbeing team are there for you if you need some support or advice. You can email Mr Linz and the team anytime at smile@littleheath.org.uk

There is a lot of information on the [website](#) to help with your wellbeing. If you need support but would rather not say who you are, you can use this [online form](#) (please be aware that this form is not available during the school holidays).



If you have a question about a lesson or homework, go and see your teacher, or send them a message via Satchel One.

If you are unsure about homework during a lesson, make sure you talk to your teacher before you leave the class.



Come to Pupil Reception...

- If you arrive after 8.50am
- If you have lost something—try to find it by looking in your classes and form rooms first
- If you feel unwell during break or lunchtime
- If you need to take medication whilst in school
- If you need to leave during the school day for an appointment - once your parent/carer has contacted us, come along on the day and get a signing out slip (either before school or during break/lunch)

Inclusion



The Inclusion team are around if you need some support, particularly if you have an additional learning need, a medical need or visual impairment, or English is not your first language.

The Inclusion team can also support your emotional and mental health, low self-esteem, and bereavement.

SMILE team



The SMILE team are a group of friendly, older students who are here to support and help you in your first year at Little Heath School.

They will be coming in to your tutor groups in the first half of the Autumn Term so that you can get to know them, and there will be a lunchtime drop in where you can come by and have a chat.

They are easily recognisable around the school by their “smiley face” badges.

We are all really looking forward to welcoming you to Little Heath School and getting to know you.

If you have any questions between now and September, you can email us transition@littleheath.org.uk

YOU are the most important person, so never sit at home worrying about something, get in touch, we are here for you!

transition@littleheath.org.uk

www.littleheath.org.uk/transition

