



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Reception

WELCOME TO ELLIS GUILFORD

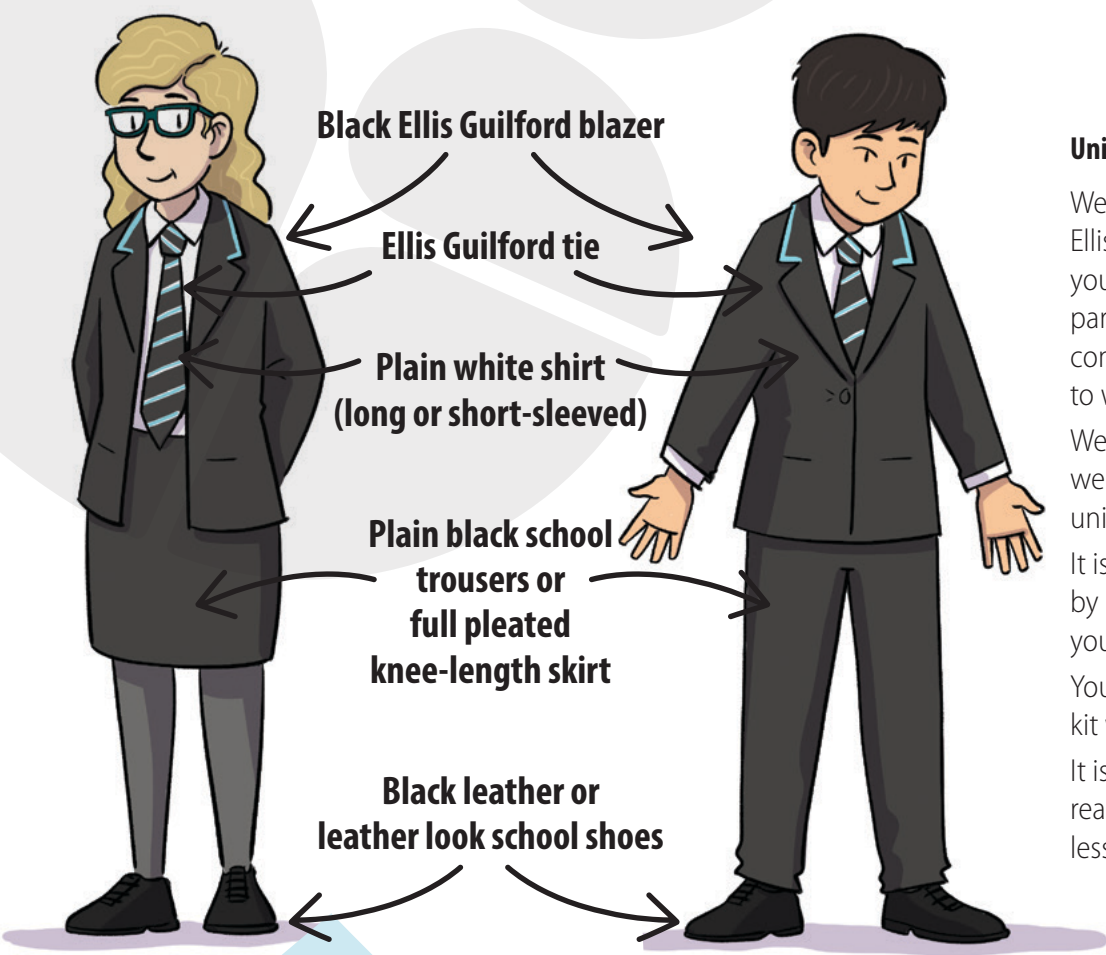
We Learn As One

Here is your guide to starting Year 7 at Ellis Guilford. It has all the information to help you need to get off to a great start!



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WHAT DO I NEED FOR MY FIRST DAY?



Black Ellis Guilford blazer

Ellis Guilford tie

Plain white shirt
(long or short-sleeved)

Plain black school
trousers or
full pleated
knee-length skirt

Black leather or
leather look school shoes

Uniform

We are very proud to be part of Ellis Guilford and we hope that you are already starting to feel part of our wonderful school community and looking forward to wearing the uniform.

We have simple uniform rules, but we expect you to wear the correct uniform from your very first day.

It is important to respect yourself by presenting yourself well. So you should always look smart.

You will also need to bring your PE kit when it is on your timetable.

It is a good idea to get everything ready the night before, so you are less likely to forget anything.

Tips for parents/carers

We have clear rules about our uniform. We take presentation very seriously so please make sure the clothing you provide for your child is in line with our uniform policy.

Try to buy key items as early as possible so there is still stock available.

To help first day nerves (for you and your child) if your child is going to school by themselves or they are not familiar with the route, make sure they have some practice before their first day.

Equipment

You also need to bring the following items in a grey, black or navy-blue rucksack:

- clear pencil case
- black and green pens (1 of each)
- pencil
- eraser
- ruler

You will also find these items useful, so it is a good idea to have them as well:

- coloured pencils
- highlighters
- felt-tip pens

WHAT WILL THE SCHOOL DAY LOOK LIKE?

The school day at secondary school is quite different to what you have been used to at primary. You will have different subjects and teachers throughout the day.

This is what the daily routines looks like:

08:50–09:10am	Tutor/Assembly
09:10–10:10am	Lesson 1
10:10–11:10am	Lesson 2
11:10–11:40am	Break 1
11:40am–12:40pm	Lesson 3
12:40–13:40pm	Lesson 4
13:40–14:10pm	Break 2
14:10–15:10pm	Lesson 5

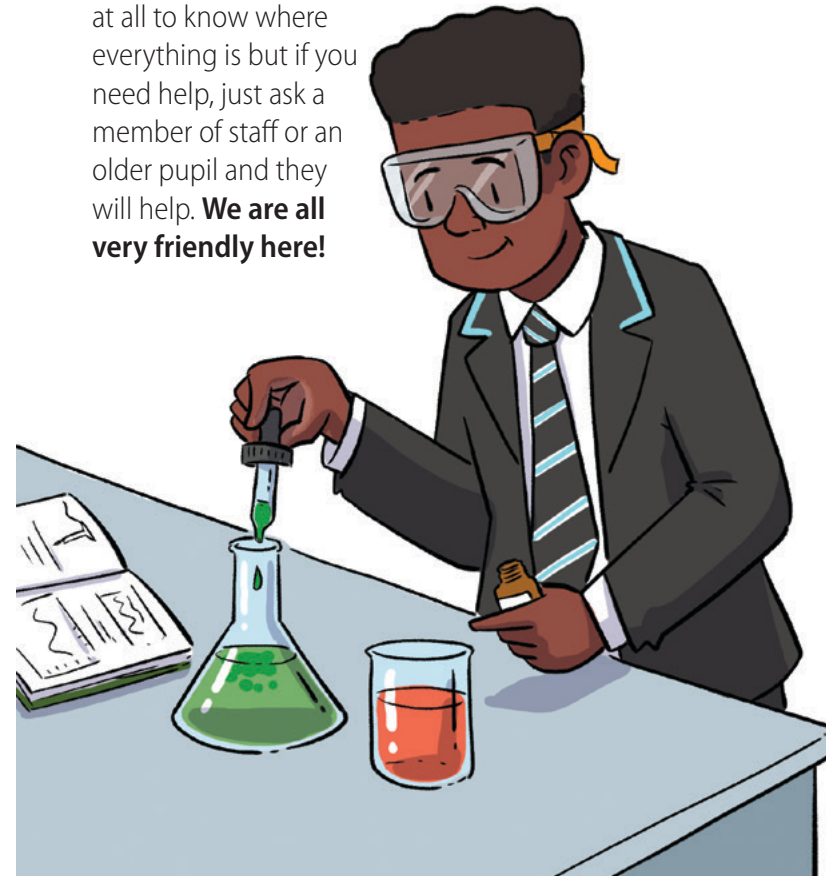
As you can see, besides Tutor Time or Assembly every day, there are five lessons and two breaks, including lunch break after Lesson 4.

We know that lots of you may be worrying about the size of our school and may be wondering about how you are ever going to know where everything is.

We will show you around on any visits you make to us before your first day and we will of course give you a map.

You will travel to and from lessons with your group and teacher, so no one can ever get lost..

It really won't take long at all to know where everything is but if you need help, just ask a member of staff or an older pupil and they will help. **We are all very friendly here!**



WHAT WILL I STUDY?

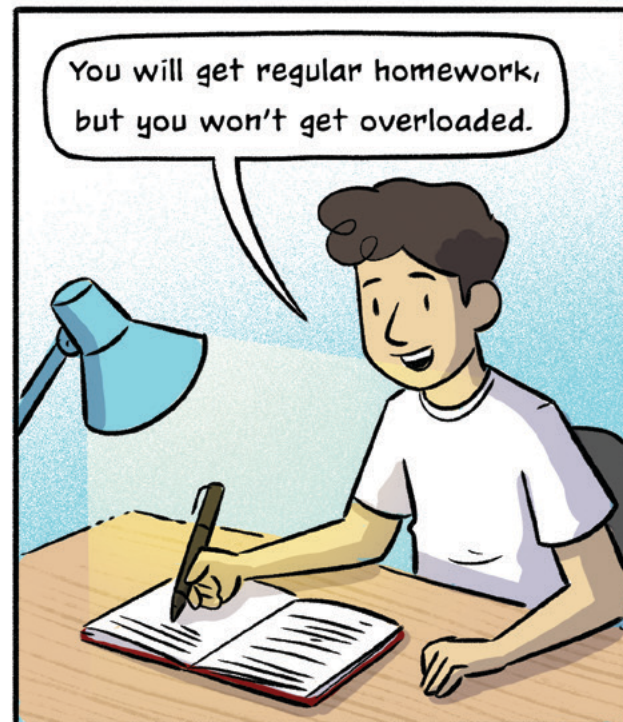
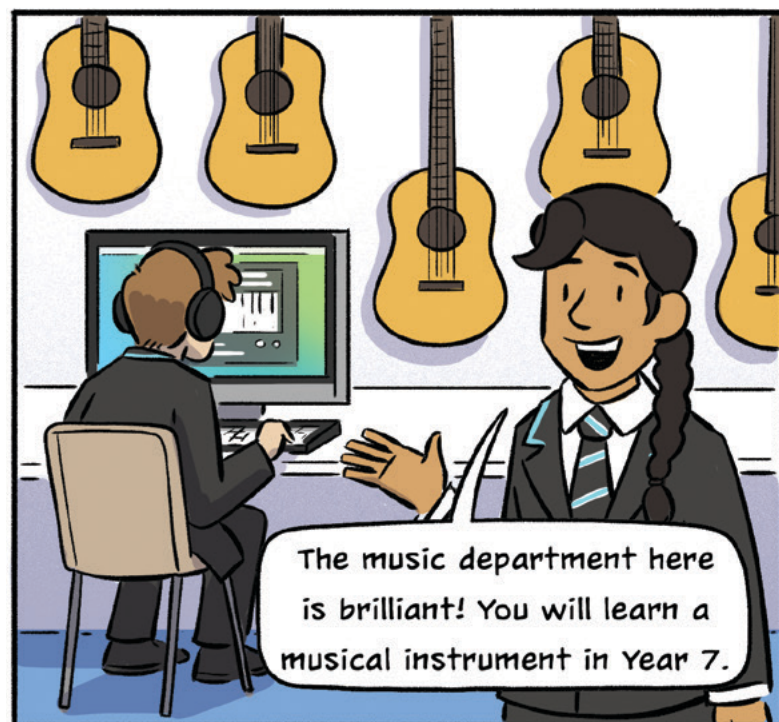
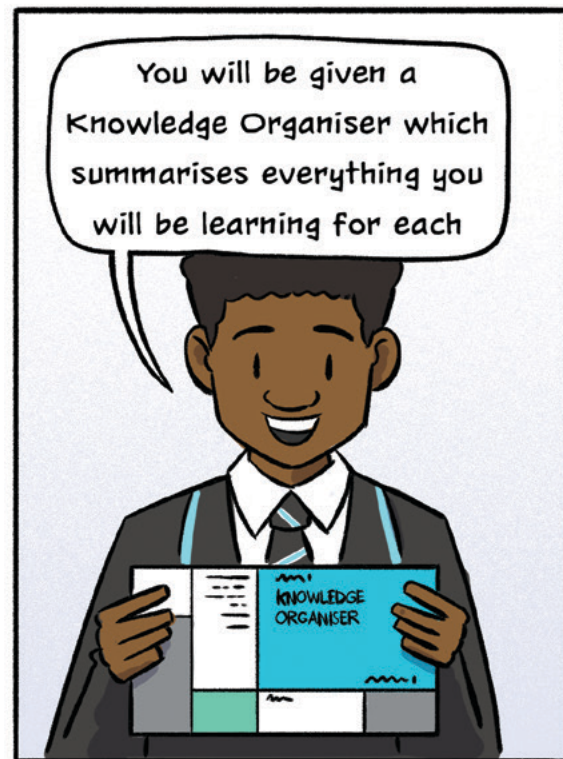
You will study a fantastic range of subjects and all of your teachers will be specialists in their area.

In Year 7 you will study:

English, Maths, Science, Geography, History, French, Spanish, PE, RSMS, Drama, Dance, Music, Art and Design, Computing, Design and Technology and Food and Nutrition.

We are really proud of Music provision at Ellis Guilford. We believe that music is for everyone. You will learn an instrument free of tuition charges! You can choose from piano, drums, guitar, woodwind, brass or strings. If you choose a portable instrument, you can even take it home so you can practise. You will also get experience in performing as everyone will join a school band.

We will give you a Knowledge Organiser which is a guide to the key points of what you will study each year.



Our Year 7 students also have some advice for about how to settle in and get off to a great start at Ellis Guilford:

Advice from Year 7 pupils:

"It's easy to make friends. There will be lots of people here who don't know anyone. Be brave and make the first move."

"The clubs are brilliant. I loved the Drama group!"

"I was a bit worried about getting used to new teachers. I thought they might be a bit scary, but they are great and make the lessons really interesting."

"I thought I would never feel at home here when I started. By the end of the first week, it felt like I had been here for ages!"

FREQUENTLY ASKED QUESTIONS

We know you will have some questions and there may be some things that you are worried about. Here are some of the things that Year 7 often ask about:

WHAT IF I'M LATE?

With good planning, you are less likely to be late. But we know things go wrong sometimes, and you cannot avoid being late. If you are, report to student reception when you arrive and then go to your lesson. When you get to your lesson, settle in with as little fuss as possible to avoid disrupting the class.

WHAT IF I GET LOST?

Please don't worry. As mentioned already, members of staff will take you to your lessons while you settling in, but anyone will be happy to help.

WHEN CAN I USE THE TOILETS?

Students leaving lessons to use the toilet disrupt learning for their classmates, so we ask that you only go during break times. We understand that sometimes there will be emergencies, so if you really need to go, let your teacher know.

WHAT IS THE FOOD LIKE?

We have a brilliant range of food on offer at Ambitions@Ellis. You can have snacks such as sausage rolls, bagels, pizza, waffles, sandwiches and sweet treats at break time.

At lunch you can have food from all over the world, vegetarian choices, sandwiches, desserts and hot and cold drinks. You won't need any cash. Just use your fingerprint to charge your online account.

WHAT ABOUT HOMEWORK?

You will receive one homework task per subject per week. We use an online resource called 'Seneca' and you will complete your homework using it.

You can also keep track of what has been set via ClassCharts.

It will need to be completed on time and to a standard that you are proud of.

So it is important to get used to planning out your week so you have time to complete your homework and fit in any other commitments you have.

Tips for parents/carers

Encourage your child to tell you about any problems they may be having with their studies, friendships etc. Remind them that their Form Teacher can give them advice and help resolve any problems or worries that they may be having.

WHAT EXTRA-CURRICULAR ACTIVITIES ARE AVAILABLE?

We have a brilliant range of extra-curricular clubs and activities available for you.

Most of them are free and they offer a terrific range of experiences.

We have sports clubs, clubs for drama and music and clubs which support what you are studying in lessons, such as STEM club. We even offer a sign language club.

Clubs on offer in any particular year are dependent in demand and availability of staff.

We also run trips to visit theatres, galleries, museums, sporting events or just for fun days out. You may even take part one-in-a-lifetime trips abroad where you will discover so much about the world and yourself!

You can also take part in our amazing school productions which take place twice a year.

They are a great way of getting to know students from other forms and years. You may get to try something new or something you love already. So we really recommend you try out some of the opportunities on offer.

Tips for parents/carers

Encourage your child to get involved. There is a huge amount on offer!



WHAT IF I NEED HELP?

You will get to know your Form Tutor very well and you can speak to them if you are worried about anything. But you can speak to any member of staff that you feel comfortable talking to. Our Pastoral Team have lots of resources to help students and you can find them in the 'Year Hub.' Whichever adult you speak to, they can help with any worries or problems you are having at school or outside. You can also tell them if you are worried about a friend or any other student here.

Whoever you speak to you, they will give you time to talk and listen. It always helps to share a problem or worry so please don't suffer in silence!

WHAT HAPPENS WHEN I HAVE DONE WELL?

We record how you are progressing in your studies and how you are behaving on 'ClassCharts'. Classcharts is an online system which your teachers will use to track your progress and share it with your parents/carers. It also has a copy of your timetable and any messages from us.

When you have done well, you will receive 'recognition' points on ClassCharts. We have lots of ways of letting you know when you have done well such as notes in your planner or diary, messages to your parents/carers, postcards and recognition in assemblies. You may also be awarded 'Star Student of the Week' or entered into prize draws!

Tips for parents/carers

If you have any concerns that bullying may be occurring, tell your child to speak to their Form Teacher immediately or any other member of staff that they feel comfortable speaking to. with the child's class teacher.

WHAT WILL ELLIS GUILFORD EXPECT OF ME?

Expectations and values:

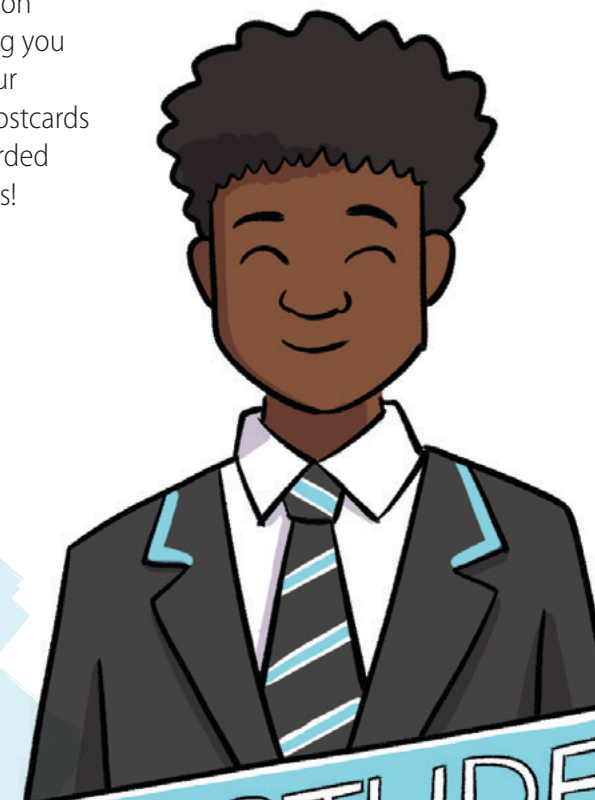
We have three Core Values that we expect everyone in our school to demonstrate in everything they do:

- Equality—give everyone a chance, to belong and succeed
- Integrity—do the right thing, with passion, with purpose
- Ambition—work hard, aim high, now and for the future

We expect respect, politeness and punctuality and good behaviour at all times. We will show you how to resolve differences when they happen and how to avoid conflict arising in the first place. These are fantastic skills which will help you throughout your time at Ellis Guilford and for the rest of your life.

WHAT IF I AM BEING BULLIED?

We do not tolerate any form of bullying. If it is happening to you, tell a member of staff or immediately. If you know it is happening to another student, it is your responsibility to report it. We all look out for each other at Ellis Guilford!



STAR STUDENT
OF THE WEEK

DIVERSITY TOGETHER

We are all different and our differences are what makes Ellis Guilford such a brilliant school.

- Ellis Guilford is a place where you can feel safe and supported and able to be yourself.
- We support students with disabilities, from all ethnicities and cultural backgrounds. We will provide help if you have recently come from another country.
- We celebrate different sexualities and gender presentations. We also support equality for women and girls.



We want the best for all of you so we will work with you to make your time at Ellis Guilford a brilliant experience and help you achieve your full potential. We want you to love what you are learning and love your time with us!

SCHOOL MAP



Key:

- | | |
|---------------------------------|---|
| 1 School Reception | 10 Dining Hall |
| 2 Visitor Parking | 11 Tennis Courts |
| 3 Main Car Park | 12 AstroTurf |
| 4 Ellis Building | 13 Bike Sheds |
| 5 Guilford Building | 14 Main Field |
| 6 PE Department | 15 Fire Muster Point (School) |
| 7 Sports Centre | 16 Fire Muster Point (Visitors & Contractors) |
| 8 Personalised Learning Gateway | 17 School Facilities Office |
| 9 Accelerated Learning Gateway | 18 Main Hall |
| | 19 First Aid Room |
| | Emergency Assembly Point |
| | CP Control Point |



ELLIS GUILFORD SCHOOL
Creative Education Trust

Ellis Guilford School

Bar Lane, Old Basford, Nottingham, NG6 0HT

Phone: 0115 913 1338

Enquiries Email: enquiries@ellisguilfordschool.org.uk

Website: www.ellisguilfordschool.org.uk

If you have any more questions, speak to your Form Teacher. We also have lots of information on our website