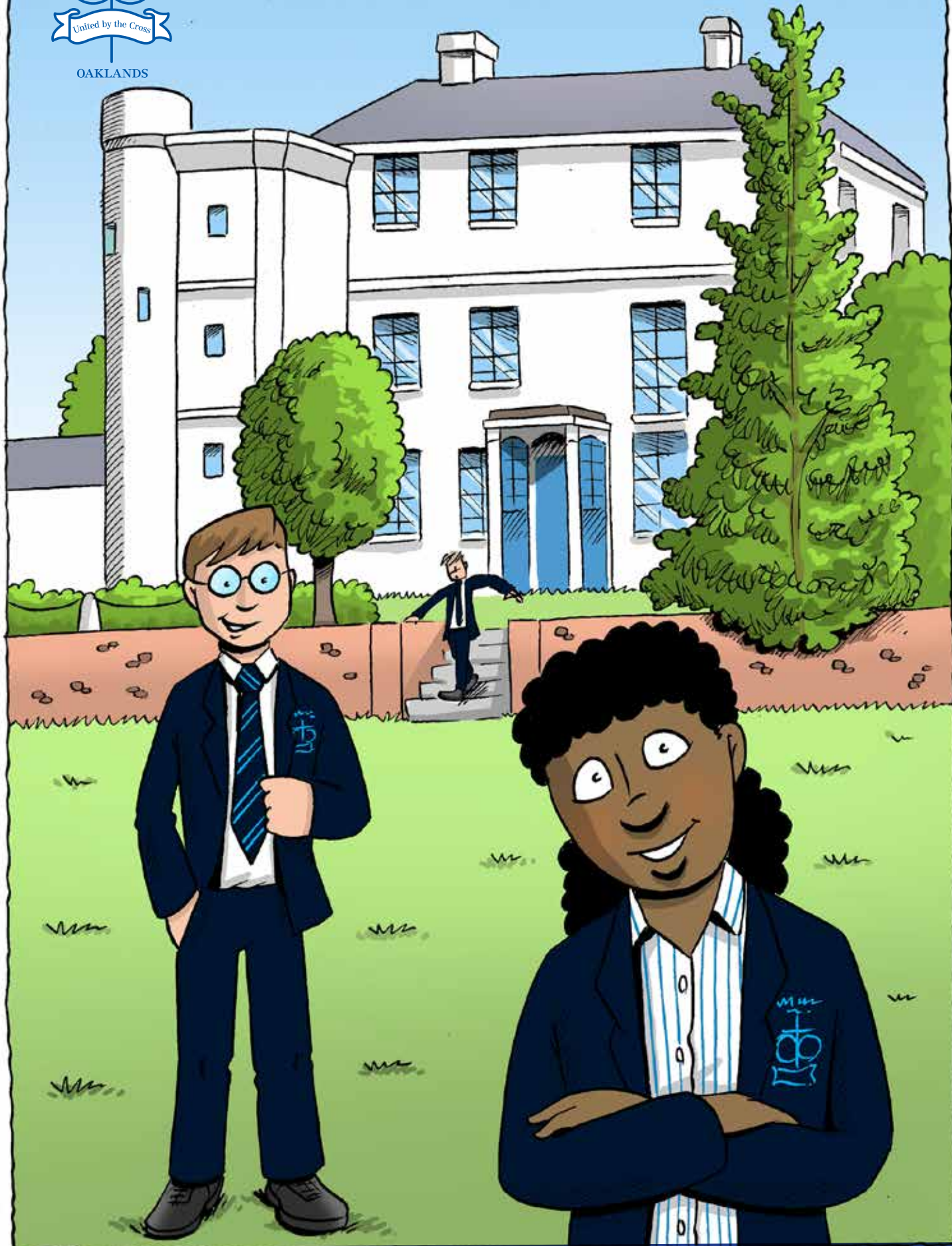




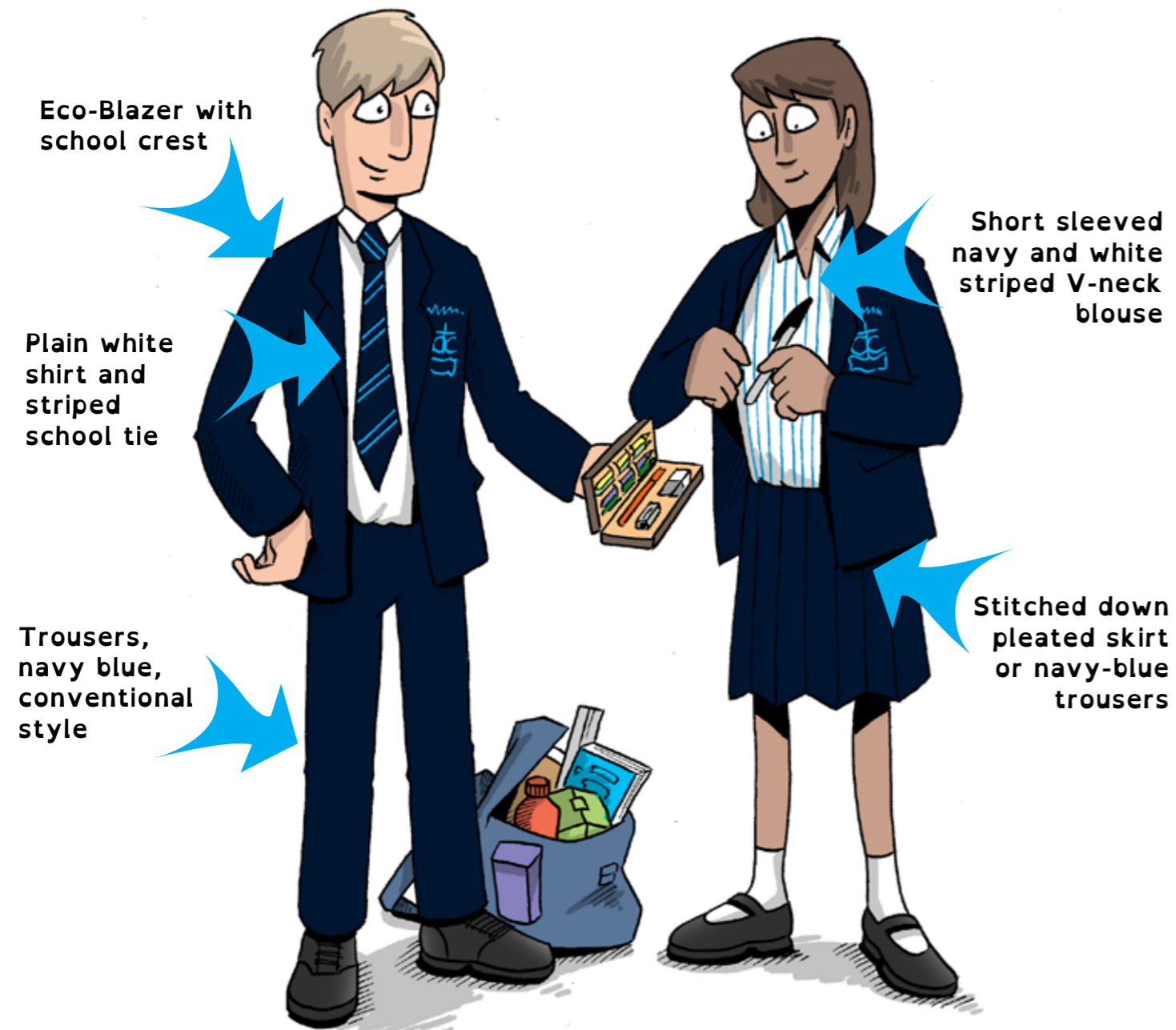
Welcome to Oaklands Catholic School and Sixth Form College



Here is your guide to joining Oaklands Catholic School and Sixth Form College. It has all the information you will need to help you get off to a happy and successful start.

What do I need for my first day?

We ask that you wear the correct uniform from your very first day. To make it easy for you, we have clear rules about what you should and should not wear. We are all proud of our school, so we expect you to be tidy and wear your uniform with pride.



Pullover (if worn) – navy blue with school crest.
Coat – navy or black to be worn over blazer in bad weather.
Black leather school shoes.

You will be responsible for being prepared for your lessons, which means bringing the correct equipment:

- Writing pen – black or blue with spare cartridges
- Pencil
- Pencil case with your name on
- Rubber
- Maths set which you can buy from the Finance Office
- Colouring pencils
- Planner
- Reading book for Period 5 and Registration
- Bottle of water
- Packed lunch or fob for canteen
- All in your school back pack – get it ready each night

What is expected of me?

We are very proud of our school. We are a kind and supportive community, but we set very high standards for everyone here. We maintain our high standards because we all play our part.

You will be asked to behave correctly, and show kindness and consideration, and you will be treated in the same way. You will also be expected to respect each other, and your community.

We have some clear, simple rules:

- Arrive on time for school and for your lessons.
- Do not talk in class unless your teacher says you can.
- Bring all the books and equipment you will need for your day. This is a big change from primary, and it can take some time getting used to the planning, but you will soon settle in.
- Look after your books, P.E. kit and all equipment. Replacing books and equipment is expensive and inconvenient, so make sure everything is labelled and you look after it all.
- Fill in your planner with all your homework, and get it signed each week by your parent/guardian.
- Always be polite – in school, on buses and when walking to and from school.
- Treat all students and members of staff with respect.
- If you bring a phone with you, it must be switched off at 8.50am. You will need to leave it somewhere safe and secure, and not switch it back on until the end of the school day. Having phones around during the day disrupts your concentration and lessons and means that you aren't fully engaging with what is going on around you.
- And... try your best in all your subjects!

How can I get organised?

Get a locker... and use it! You don't want to be carrying around everything for the whole day. You can share with a friend to save costs.

Work out how you are getting to school well before your first day. Plan time for walking or cycling, or get to know your bus route and timetable. Work backwards from the time you need to be in school, planning in your journey time, so you know when you need to leave home.

Please don't worry if it seems a lot to remember – you will get the hang of it quickly – and if you are having problems with getting to grips with anything... just let your tutor know. We are here to help you.

How will I know when I am doing well?

We want you to feel happy and secure at Oaklands. We know that rewarding you when you have done well helps. We concentrate on rewarding good behaviour. You can earn points via our 'Epraise' system that can be swapped for things like stationery sports equipment or vouchers. Points can be earned for things such as good classwork, homework, attendance, being on time, acts of kindness and taking part in school life – so there are lots of opportunities to shine.

TOP TIPS FOR LIFE AT OAKLANDS



Starting secondary school is a big step, and it can take a little while to adjust. Everyone feels the same – no matter how confident they may seem. We will help make it as easy as possible, but don't be afraid to talk about anything that is worrying you. If you are struggling, let one of your teachers know. They are all here to help you.

And remember to enjoy yourself. We want you to work hard but we also want you to enjoy your time at Oaklands. We are a friendly, caring community and we want you to be happy here.

I have got some questions and worries about starting at Oaklands. Can you help?

It is quite normal to have worries about starting at a new school, and even more so when you are moving from primary to secondary, so here are answers to the most common questions:

What happens if I am lost or late?

If you get lost, ask a member of staff or older pupil and they will help. Don't worry if everything seems big and confusing – you will soon settle in. If you are late, you must sign the book in the attendance window of Student Services when you get to school, and then go straight to your lesson. It is very important to sign in so that we have a record of you being in school in case of fire and emergency.

When can I use the toilets?

You are not allowed to go to the toilet during lesson time as this disrupts lessons. So, make sure you use the toilets during break times. We know that sometimes there are emergencies, so if you really need to go, ask your teacher.



What happens if I need to contact home?

If you need to make a phone call during the school day, you should go to Student Services during break time or lunch break.



What happens if I have a dental or other medical appointment in school time?

It is best if appointments can be made outside of school hours, but we know that sometimes it is unavoidable. If you have a medical appointment during the school day, give your form tutor a note from home stating where you are going. Or your parent/guardian can email the Attendance Officer. You must sign out at Student Services before leaving the school site.

What happens if I am absent?

Your parent/guardian should contact school to explain. If they don't, and school have not been able to contact your parent/guardian on the day of absence, you must bring a letter from home to your form tutor on the day you return.



Can I ride my bike to school?

You may ride your bicycle to school, but do not ride it anywhere on the school premises. A cycle safety helmet **MUST** be worn, and your bike must be roadworthy.

What homework will I get?

Homework is set in all subjects. Most evenings you will have two/three pieces of homework to complete that are expected to take you about 20 minutes each, but sometimes you will have four pieces. When you get homework, you must record it in your planner; your teacher will show you how to do this. Homework is recorded on a website called 'Show My Homework'. This can be accessed directly or via the school website. Both you and your parent/guardian will receive personal log-in details to help you find your homework. It will also alert you when a piece of homework is due.

When and where should I do my homework?

The best way to manage your homework is to have a short break when you get home from school, then complete any work you have been set. Set up a place away from distractions and switch off your phone. You can also try 'Homework Club' where you will have a quiet space to work but also support on hand from a Learning Support Assistant. If you have commitments some evenings, make sure you schedule in time for your homework.

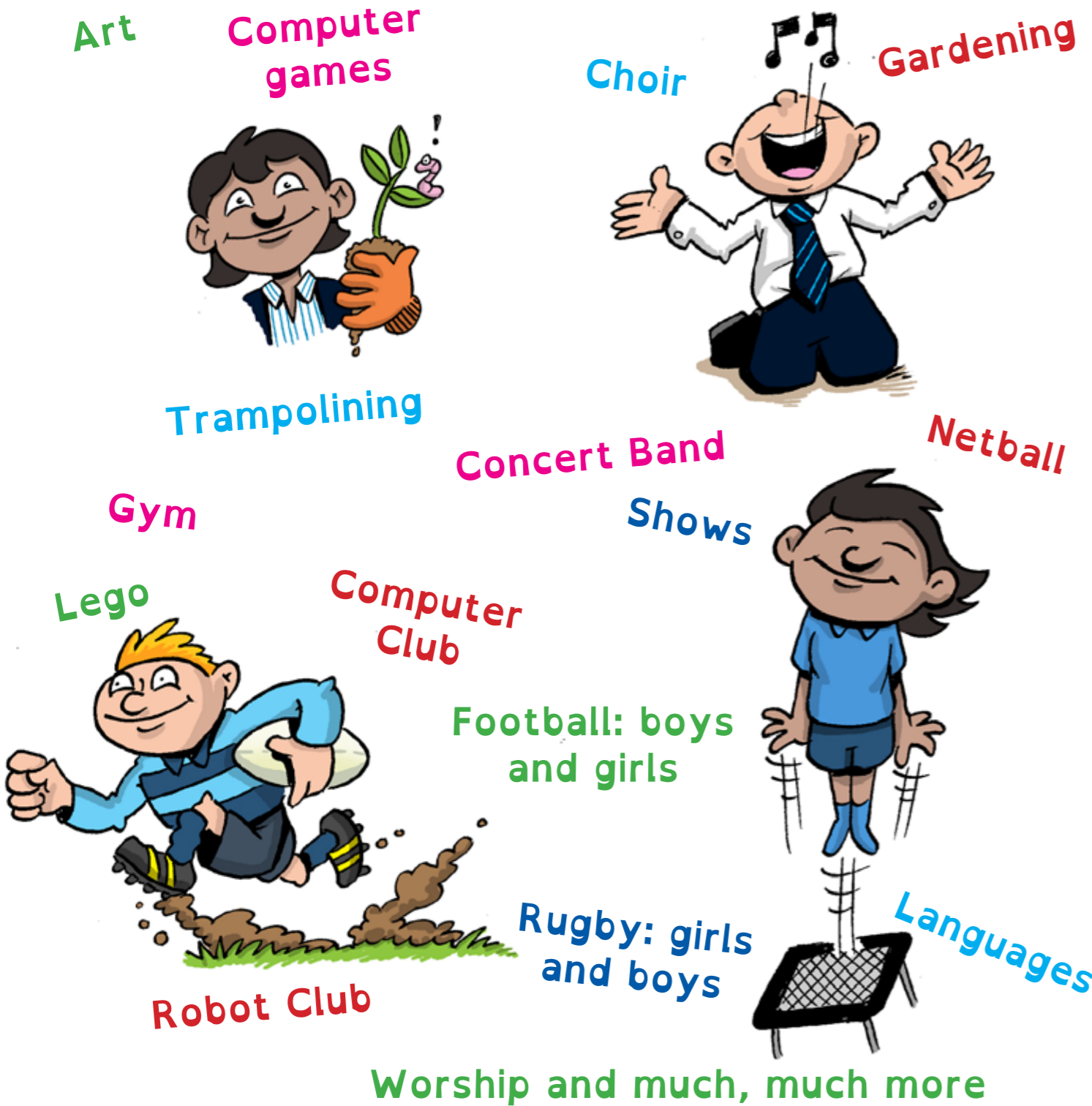
Check your planner to make sure you understand what you need to do and then do it. When you have done your homework, check you have completed it correctly, and pack your bag for the next school day.

If you are struggling with homework, please talk to your form tutor as soon as possible. They will be able to help.

What clubs and activities can I do at Oaklands?

We want you to develop as a fully rounded person, so as well as the full curriculum, we offer a fantastic range of clubs and trips. You will be offered once-in-a-lifetime opportunities when you are at Oaklands... so don't hold back and have a go at something new!

We have a brilliant range of clubs before and after school and during lunch times including:



Going abroad

We offer trips to support our curriculum. Our annual ski trip is very popular and gives you the chance to learn to ski and also experience another country.

Oaklands is a Catholic School, but I did not go to a Catholic Primary School and I am not Catholic. What will be different?

You will pray together with your tutor group every morning and in weekly assemblies. You will also pray together with your tutor group at the end of the day with your class teacher.

We also celebrate Mass either in the Chapel or the Hall. If this is new to you, don't worry. Students in Year 7 have a 'Teaching Mass' to help you learn more about the Mass, what happens, when and why.

We ask you to be respectful of worship, but you will not be expected to do anything you do not feel comfortable with. Speak to our Chaplain, Miss Keogh, if you have any questions.

This is our school prayer:

“Father, we pray as a Christian Community, to be open to the gospel message of Jesus. We value the uniqueness of each other and, in respecting and supporting one another, celebrate the gifts we bring. In unity and love we will reach out to those in need. Guide us as we work to make prayer, love, healing, peace and justice a reality within our school.
Amen. ”

What will my school day look like?

The day is divided into 5 lessons.

Sometimes you will have double lessons and between lessons you will move between classrooms. This means you will need to have everything you need for the next lesson.

MONDAY – FRIDAY	
09.00 – 09.20	Registration (am)/Assembly
09.20 – 10.20	Period 1
10.20 – 11.20	Period 2
11.20 – 11.40	BREAK
11.40 – 12.40	Period 3
12.40 – 1.40	Period 4
1.40 – 2.25	LUNCH
2.25 – 3.35	Period 5
3.35	END OF DAY

We will give you a map and a copy of your timetable with classroom numbers and subject details. We will help you find your way around and give you extra support until you are settled in. Everyone here wants to help, so if you lose anything or can't find your way... just ask!

What happens if I need help?

We want you to do well and know that you can only do that if you feel happy and secure. If you are worried about anything (this can be about school or anything else), let us know. You can speak to any member of staff including your Head of Year and Assistant Head of Year, but each tutor group has a Pastoral staff member who will look after your welfare. We will give you their names on your induction day. You will be in one of the following tutor groups:

Head of Year

Assistant Head of Year

Tutor Groups:

St Catherine (Ca)

St Clare (Cl)

St Dominic (Do)

St Margaret (Mg)

St Martin (Mt)

St Stephen (St)

St Theresa (Te)

St Vincent de Paul (Vp)

Don't keep your problems to yourself. We will be able to help.

I hope you will be excited about all the new experiences that will be open to you as you join the Oaklands community. Jesus said, *"I have come that they may have life, and have it to the full."* Whilst at Oaklands, live life to the full, dream big and grasp every opportunity. Above all be happy with everything you do and do it to the best of your ability.

God bless and good luck.

M. Quinn
Headteacher

Please let us know if you have any more questions or concerns. We are waiting to hear from you and look forward to meeting you soon.



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