



MAIDEN ERLEGH
SCHOOL IN READING

New Student Handbook



Qui Veut Peut 'if you want to, you can'

Maiden Erlegh Trust



Mr W Graham
Headteacher

WELCOME

Dear New Student,

Welcome to Maiden Erlegh School in Reading!

We have put this handbook together to give you some ideas about starting your new school, to answer some of the questions that you may have and to let you know about life here. We hope that it helps you to feel a bit more comfortable when you arrive for your first day.

There is a lot to read but don't worry if you can't take it in all in at once - we don't expect you to know everything in the first weeks and, anyway, it will all seem much clearer when you are actually here!

In the meantime, if you have any questions about the school, then you can ask your parents to get in touch with your Head of Year.

We wish you a very happy and successful time at Maiden Erlegh School in Reading.



Your first day in September

On your first day in September be at school for 8.40am and.....

When you arrive, Mr D Carpenter and other staff will meet you at the entrance to the school, on Crescent Road. You will join an assembly for the year group and will meet with your tutor.

Whilst you are with your tutor in the morning, you will meet the rest of your tutor group and be given your timetable. We will also make sure that you have a tour of our school to help you to find your way around.

You will do some lessons in the afternoon of your first day and get to meet some of your new subject teachers.

Do not worry: your tutor is going to be able to answer lots of your questions on your first day.



What do you need on your first day?

On your first day, come perfectly dressed in your uniform and bring the following in your school bag:

- This handbook;
- A pencil case with a black or blue pen;
- At least 1 reserve pen;
- A green pen
- Pencils;
- Colouring pencils;
- A rubber;
- A rough book;
- Food for lunch and a bottle of water;
- Mathematical instruments: protractor, pair of compass, 30cm ruler, scientific calculator.



You are expected to have a calculator for every Mathematics lesson. We use scientific calculators in Mathematics, as a school we recommend the CASIO fx-83GTX. It is good practise to have this calculator from year 7 so you can really get used to using it!

On the first day, you will be given your timetable. Over the next week you will have your first lesson for each subject, in which you will be given your exercise books. You need to remember to bring the correct books to each lesson, so get into good habits and check your timetable and bag the night before. Ask someone at home to help you.

If you would like to buy lunch on your first day, you will need to ensure there is credit in your ParentPay account. You will be allocated a PIN number to use at the till.

You will be allocated a locker and given a padlock. You will be responsible for bringing in keys to the padlock every day to access items in your lockers. It is expected that coats and bags will be stored in your locker. Your parents will be charged for these items. A letter will be sent out in the summer term regarding this and can be found on the school website.



Uniform and Student Services

You will probably have lots of different feelings when you put on your new uniform. You might feel strange or nervous, but we really hope you will feel proud and that you will try to look your smartest at all times.

Stevenson's are the official suppliers for the school uniform. Uniform can be purchased by visiting their shop or their website. Your parents or carers will have received a full list of what you need.



Make sure all your school clothes have your name in them. If you lose something, it is much easier to return it if we know who owns it.

If you happen to forget an item of uniform (tie, blazer), you will need to go to our uniform exchange to borrow the item and return it at the end of the day.

You must take pride in your personal appearance by following these expectations:

Natural coloured, well groomed hair / facial hair (no extreme styles) with hair below shoulder-length tied back for PE and other practical lessons.

One small silver/gold stud earring in each ear only and no other jewellery.

No nail varnish, false nails or make-up, except light foundation.



Visit Student Services if you need support including:

- Assigning items of school uniform;
- Administering first aid;
- Providing guidance to resolve your queries;
- Returning items handed back in you have borrowed;
- Liaising with your parents in respect of medical needs, incidents and illness;





Every morning from 8:00am - 8.30am.

Hot chocolate, Squash, Cereal, Toast, Hash Browns, Croissants
and Pain au Chocolate, Beans on Toast, Pancakes.

Treat day on Fridays – Bacon/sausage in a roll or Halal option.

Listen to the radio or chat to your friends, read a book, do your
homework

The choice is yours.....



£35.00 per term

(payable through ParentPay)

Lunch

Lunch: At Maiden Erlegh School in Reading, we do not have the 'lunch hour', which you may be used to, but there is a **snack break** in the middle of the day when you can buy food or eat your packed lunch.



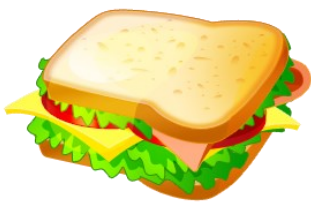
We have multiple snack sessions and so snack break may not be at the same time each day but do not worry - your tutor will tell you the timings on your first day and you will soon get used to it.

If you want to buy your snack in school, approximately £3.50 is the average cost each day. You will pay for this via Parent Pay because we do not accept cash. There is a wide choice of sweet and savoury foods.



If you bring a packed lunch, don't forget: **no cans, glass bottles, energy drinks or sweets.**

If you forget your lunch, check at Student Services in case it has been brought in from home. If it hasn't, then you can speak to one of the lunchtime staff; we don't want you to be hungry.



If you wish to have a drink in lesson time, you may only bring water to school.



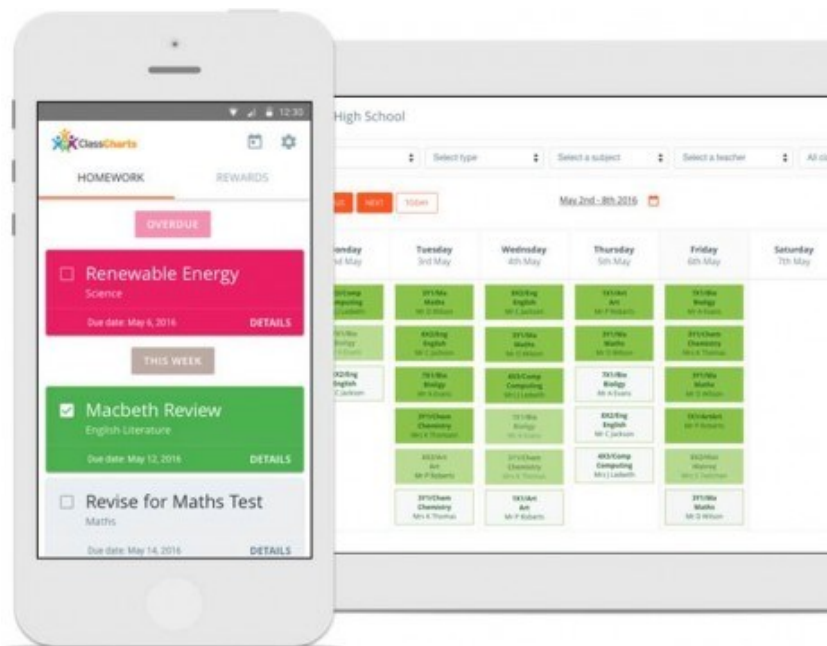
Homework

Homework is assigned using an app called 'Class Charts'. On your first day you will be given your login. This keeps a record of all of the homework you are set.



ClassCharts

Your tutor will explain how to use it.
Your parents will also have their own login so they can see the homework you have been set.



It is a good idea to do your homework on the night it is set. Then if there is anything you don't understand, you can find your teacher and ask them before it is due to be handed in.



Houses and Tutor Groups

Your tutor is one of the most important people to you at Maiden Erlegh School in Reading. You will see your tutor for registration each morning and we hope that you will see them as someone you can trust, someone whose company you enjoy and to whom you can turn for help.

G1

You might want to see your tutor if

G2

- you fall out with your friends;
- you win a competition inside or outside school and want to share that success;
- you feel that you are being picked on by other students;
- you have some ideas for activities which you could do as a group;
- you want to share some good / bad family news;
- you are getting tired or disorganised;
- you have been somewhere interesting;
- you have done some good work that you are especially proud of;
- you don't understand some work you have been given and are reluctant to ask the teacher who set it.

P1

P2

T1

T2

Your tutor is there to help, support and guide you. They will work very closely with your Head of Year and will make sure that you are safe and feel safe whilst at school. The most important thing is that they care about you and want you to do well.

'Your tutor is someone who will help you with any problem and they are always enthusiastic!'
Year 7 student, Maiden Erlegh School

We will have six tutor groups in each year. Your tutor group will be paired up with another and will be in one of three Houses. The Houses are **GRIFFIN**, **PHOENIX** and **TRITON**.



What does it mean to belong to a 'HOUSE'?



In Maiden Erlegh School in Reading, we have a **House System** and our Houses are **Triton**, **Griffin** and **Phoenix**. This means that when you join the school in Year 7 as a new student, you will get allocated a House to which you will be attached all the way through your secondary school journey.

The aims of our House System are centred around **Identity**, **Collaboration**, **Competition** and **Leadership**, as explained below:

- The House System is an effective way to help you develop your **identity** within the wider school (not only in your year group who you will get to know quite quickly).
- The House System offers you an opportunity for **collaboration** with students beyond those you share the classroom with, which creates a truly cohesive environment and ensures that age is not a barrier to friendship and teamwork.
- The House System allows you to engage in a wide variety of enrichment activities and brings in an element of **competition**. This gives an opportunity for students to explore their cultural and academic interests beyond the classroom in a more relaxed environment. In MER, we pride ourselves in the wide inter-house competition offer we have each year, which extends to all subjects and year groups from the awaited Sports Day, to termly competition such as Bio-Bakes, Languages Week, Cypher Challenge, Be Kind, The Voice and Dance-Offs amongst many other house challenges.
- The House System allows you to take responsibility, giving pupils the chance to learn and develop **leadership** skills and feel empowered within their school community. There are a variety of leadership roles, as listed below, in which students work with the Senior Student Leadership Team and Personal Development and Enrichment Coordinators to support the school House System and realise the other aims listed above.

The House System is not possible without the support of the entire school community, including staff, parents and students. Therefore, each year we call for student applications to the different roles that the House System allows:

Year 7 House Representatives

Year 8 House Representatives

Deputy House Captains

House Captains



Attendance

You should ensure that you are at school by 8.30am every day. If you are away, you should ask whoever is at home to telephone or email the school by 9.00am so that we know where you are.



If you do not register in the morning and there is no reason given, then a member of staff will contact your parents.

Attendance Certificates: At the end of each term we have a celebration assembly where those with excellent attendance and punctuality are recognised alongside those that have performed well in lessons. There are also reward events regularly throughout the year where your attendance and punctuality are taken into account when determining those students to invite. So it is very important to be in school and lessons on time!



Medical and dental appointments should not be made during school hours unless it is impossible to do it at another time.

If you have to go to an appointment, then your parents will need to email the school office or write a letter and you will need to show this to your tutor. When it is time to leave the school site, you must sign in and out at Student Services.

It is really important to be at school as much as possible. Research shows that students who attend school more achieve more, so you should aim for as near to 100% attendance as possible..



What do I do if I feel ill?

If you feel sick or have an accident during a lesson, your teacher will help you. They will give you permission to go to the medical room at Student Services. You will be given a yellow lanyard to carry which shows other teachers that you have been given permission to be out of class.



If you are feeling ill during break-time or just do not feel particularly well, you can go directly to Student Services.

One of our staff will be available to help you. They will talk to you about how you are feeling and then decide with you about the course of action to be taken.

I want to cycle to school?

If you want to ride your bike to school, you must ensure that it is in a good condition and you can lock it in the cycle racks. We recommend a D lock for locking bikes.

We recommend that you wear a cycle helmet.

You must walk your bike around the school site, and only ride it safely when you are off the premises. If you have any problems, see your tutor or your Head of Year



If I have trouble understanding something in class, what should I do?

Ask questions of the teacher.....or if you are really worried go and see the teacher after the lesson. They are there to help you and want to help you to understand.

If I lose something...what do I do?

Retrace your steps, ask people if they have seen it. You can go to Student Services and see if it has been handed in to Lost Property. Speak to your tutor and see if they can help.

Don't Panic

I am really unhappy/worried what do I do?

Speak to your tutor or Head of Year. We are here to help you and we want you to be happy at school. We will try to solve the problem with you.



What do I do if I need help?

Sometimes you might feel a little fed up, or feel like you just need somebody to talk to. Life can be difficult sometimes, and there can be good reason for this, but sometimes we can feel a little down and not know why. There are a lot of different people available to speak to at the school, and if we cannot help, we always know somebody who can.



Who can I speak to if I need help?



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Expectations

Keep the school tidy: Please pick up any litter and put it in the rubbish, or recycling bins provided.



For your safety: Do not lean back on your chair.

Walk sensibly around the school site: Keep to the left in corridors and observe any one-way systems. It can get quite crowded sometimes, so keep on the footpaths provided. Remember we walk to lessons calmly, quietly and promptly!



Be helpful and courteous to everyone: Always wait for members of staff to go through doors first. Do not barge past anybody - student or member of staff.

Chewing gum is not allowed in school: Please do not bring chewing gum or sweets in. If you are caught with chewing gum, then you will receive a consequence under the behaviour policy.

Follow the expectations of your teachers in lessons: This is important as your teacher knows the best way to

Devices: If you choose to bring your mobile phone (or any other personal entertainment device) into school, then it must be switched off and kept out of sight. We do not take responsibility for any personal items brought into school.



At Maiden Erlegh School in Reading we follow the MER Way at all times.

THE MER WAY

Opportunity Diversity Success

READY

- We are on time for school and all of our lessons
- We come to school with the correct equipment
- We switch off mobile phones and keep them out of sight
- We wear our uniform with pride; blazer on, shirt tucked in, shoes on and coats off
- We take advantage of opportunities offered through extra curricula activities

SAFE

- We move around the building calmly, quietly, and promptly
- We use the one-way system and keep to the left on the stairs
- We keep our hands to ourselves
- We use technology responsibly
- We voice our concerns to an adult if something is wrong and look out for one another

RESPECTFUL

- We are kind, show good manners and use appropriate language
- We follow instructions the first time
- We actively listen to staff and students
- We remain focused in lessons, so not to disturb the learning for others
- We keep our school clean and tidy, putting our litter in the bin

THIS IS HOW WE DO THINGS HERE



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Rewards and Consequences

We like to reward you when you get things right. That might be for a really good piece of work, putting a lot of effort into something that you have been asked to do, or for helping the school community. Whatever it might be, we have a lot of different ways of saying “well done”:



- DREAM Points on ClassCharts;
- Letters home;
- Postcards home;
- Certificates;
- Prizes and events.

Sometimes teachers will make appointments to see you; they may want to help you improve a piece of work or to ensure that you learn something you may not understand.



On the odd occasion, you may not get things quite right. This might mean that you receive a consequence. Consequences range from a verbal discussion with a teacher, to after school detentions (DASD) ranging from 20 minutes to 60 minutes. Your parents will be notified through Bromcom and ClassCharts if you receive a negative point and or a detention, and you are expected to tell them about what has happened at school so that it is not a shock to

A lot of students go through school without ever having a detention or other consequence, and we hope that you will be one of them.



The School Community and Opportunity

We are a diverse school community and pride ourselves on being a safe, supportive and fun place to learn. We value your opinion and have set up a variety of ways for this to happen.



School Ambassador

You have the opportunity to become a School Ambassador. Your Head of Year will select 12 students from the year group. This is a brilliant opportunity to represent the school.

If you are successful and your Head of Year selects you, you will be required to help with Parents' Evenings, Information Evenings, tours for guests of the school and even interviewing new teachers!



School Council

The School Council consists of one student per tutor group, nominated by your peers. If selected you will attend termly School Council meetings, where key topics will be discussed, and decided by you. For example, arrangements for snack break, provision of lockers and the rewards system.



EXTRA CURRICULAR ACTIVITIES

School does not just mean the lessons in the day! There is a huge range of activities for you to get involved in both before and after school. There are also bands, clubs, and project teams which you will get lots of information about from your tutor each morning.



Some of the clubs and societies we have offered include:

Homework Club

Anime Club

Choir

Debating Club

Football

Athletics Club

Rounders Club

Band

Duke of Edinburgh (from Y9)

Combined Cadets (CCF from Y9)

Boxing Fitness

Be Kind Club

Dungeons & Dragons

Judo

Chess Club



Dear Year 6
students.....

When I first joined the school, I was quite worried as I didn't know anyone or anything at school. However, after I received support my tutor, teachers and friends, I felt safe and happy. I really like this school because there's lots of different after school clubs, students and teachers are nice and helpful. Teachers changes the way they teach the lesson, in a special method which lets you remember the topic easier. This creates an exciting atmosphere which is why I like that lesson. Therefore, this is why I really like this school.

Year 8 -Bernice



I was very nervous and worried about starting at MER, but all the teachers and students welcomed me and made me feel at ease. I thought I was going to get lost, but the school is nice and has clear directions. The one way system makes transition times much easier. Every day at primary school I used to have packed lunch, but at MER the schools food is amazing and they always vary their choices. Overall this school is an amazing place to learn and I would definitely recommend it.

Year 8 - Sukhi

Dear year 6

If you're worried about detentions, don't be! You just need to follow the rules. The older years may seem scary but your first year will go by like a breeze. Make friends (great ones) and you're set. Soon you'll be in my place remembering your first day and smiling.

Best of luck!

Year 7 student

Dear year 6

When I started here I was worried about getting lost, making new friends and getting lots of homework. I was wrong! The building is simple and rectangular, and homework isn't as frequent as I expected. When you come here there will be lots of new lessons like food tech and design tech where you get to build stuff.

Happy learning!

Year 7 student

Dear year 6

I know how it feels to go to a new school and to be honest I felt the same. At first I felt really nervous and didn't know what to do, but the teachers were really nice and kind people and helped me feel confident and less nervous. The other students were also really kind and told me what to do and where to go. So my message to you is feel confident about yourself and DO NOT let your feelings stop you being yourself.

Year7—Azzam

Letters to you from some
of our older students



Finally.....!!!

All of the staff and students at Maiden Erlegh School in Reading are looking forward to you starting here and we hope you are too. We know that the first few days can be tiring and different and you may feel a mix of excitement and worry. These are all normal feelings and will settle down as soon as you start with us.



Before your first day, make sure you have the right equipment and uniform and this will help you to feel like you fit in and are part of the Maiden Erlegh family from day one.

Talk to your family about how you feel about coming to a new school and make sure that tiny worries do not become big ones. You might want to do a trial run of how to get to school, so there is one less thing to worry about on the first day.



We encourage everyone to participate in activities after school, so you might like to think about what you want to get involved in.

Finally, we look forward to seeing you on your first day as a student at Maiden Erlegh School in Reading.