

# Portchester Community School

Successful Learners Confident Individuals Responsible Citizens

## Year 7 Induction Booklet 2020



Portchester Community School,  
White Hart Lane, Portchester, Fareham,  
Hampshire PO16 9BD Tel: 023 9236 4399  
[www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

# HEADTEACHER'S WELCOME

Dear Parents/Carers

Congratulations on receiving an allocated place at Portchester Community School.

We have one of our largest ever cohorts starting with us in September 2020. New students are coming from over 12 primary schools across Hampshire, Portsmouth and beyond.

This year has been a very different year for transition, due to the closure of many schools over this period of time. I hope

you have managed to go to the school website to see our 'Welcome Films'. There is a general welcome from me, your Head of Year (Mr Shaul) and Miss Grew (one of our Assistant Headteachers). A group of students have also presented a virtual tour of the school for you plus some top tips on being prepared.

As a parent myself, I recognise the importance of this decision and I know that transition to secondary school can be a testing time. Your decision now involves building a strong and trusting relationship with the school to secure a profitable five-year stay with us.

Your primary school will have been visited by our Transition Team and we will have collected some information about you to help us plan your new curriculum and timetable. You will also have an opportunity to tell us more about yourself when you meet your new Tutor and visit on one of the planned information evenings.

Our mission is to set you up for a successful and pleasurable lifetime of learning, whether this is in the career of your choice or with continued study. Key to this success is recognising the value of reading regularly and widely.

Your transition project, which is the focus of your summer work, will introduce you to the works of local author K L Knowles. The author tells an amazing adventure story using many local landmarks that you are sure to recognise with fictional characters having fun and seeking adventure. This project will be a key feature of your classroom-based work in September.



*Mr Richard Carlyle  
Headteacher*

# HEADTEACHER'S WELCOME

Your first day of term here at Portchester Community School will be on Friday 4 September 2020. Please arrive in uniform with equipment before the first bell at 8.45 am and register in the Main Hall.

We are really excited about you coming to join our strong community of students and staff. Our guiding rules of demonstrating 'Respect of Others' and 'Self Respect' at all times provides a strong foundation from which to build:

- Successful Learners
- Confident Individuals
- Responsible Citizens

Welcome to your new school.

Kind regards.

Mr Richard Carlyle  
Headteacher

## TERM DATES 2020/2021

Term 1	Friday 4 September to Friday 23 October 2020
Term 2	Monday 2 November to Friday 18 December 2020
Term 3	Monday 4 January to Friday 12th February 2021
Term 4	Monday 22 February to Thursday 1 April 2021
Term 5	Monday 19 April to Friday 28 May 2021
Term 6	Monday 7 June to Friday 23 July 2021

NB: These dates are subject to change.

### **INSET Days (School Closed):**

Thursday 3 September/Friday 2 October/Friday 29 January and Friday 26 March.

# TRANSITION

## TRANSITION KEY DATES:

At Portchester Community School, we understand that the transition from primary to secondary school is an exciting time but that it can also be daunting for students. Our transition programme is designed to give you the best possible start to secondary school life.

Event	Information	Date
Meeting/Tour	An opportunity to book a meeting/tour with a member of the Senior Leadership Team	By appointment
Year 7 Transition Evenings	'Primary to Secondary Transition Information'	Tuesday 14, Wednesday 15 and Thursday 16 July
Year 7 First Day	Year 7 Induction Day - no other students in school	Friday 4 September
Meet the Tutor	We invite you and students to email your Tutor	Ongoing
Year 7 Parents' Evening 1	Discussion with Tutors	Wednesday 16 September
Year 7 Parents' Evening 2	Discussion with Teachers	Wednesday 23 September

## PARENTS' EVENING ONLINE BOOKING SYSTEM:

By using the online booking system, you can choose your own appointment times from any Internet connected device. You will not have to wait for your child to make appointments or negotiate times.

## TRANSITION CONTACTS:

Mr A Shaul  
Head of Year 7  
T: 023 9236 4399  
[a.shaul@portchester.hants.sch.uk](mailto:a.shaul@portchester.hants.sch.uk)

Mrs K Kingston  
Pastoral Assistant for Year 7  
T: 023 9236 4399  
[k.kingston@portchester.hants.sch.uk](mailto:k.kingston@portchester.hants.sch.uk)

Mrs H Tonks  
Administrative Support Leader  
T: 023 9236 4399  
[h.tonks@portchester.hants.sch.uk](mailto:h.tonks@portchester.hants.sch.uk)

# YOUR CHILD'S FIRST DAY

**Date: Friday 4 September 2020**

Where should students go on their first day?

Students should use the main school entrance on their first day. They will then be directed into the school's Main Hall.

What time should students arrive for?

8.40 am.

Will breakfast be served on the first day?

No. However, the 'Free Breakfast Club' will run from 7:30 am – 8:35 am from Monday 7 September 2020 in Odyssey.

What do students need to bring?

Please bring all of the items required for a normal school day: bag, pencil case, PE kit and trainers and a packed lunch.

What will students do on the first day?

Students will spend time with their Tutor and learn about how their timetable will work on a daily basis. They will also experience their normal lessons for a Friday and meet some of their Teachers. At some point in the morning, all Year 7 students will be photographed individually for our school records and have their finger print entered on to the cashless catering system.

What happens at lunch?

Please bring a packed lunch. Year 7 will be given full priority for the first week and will enter the canteen early to ensure that they can feel comfortable and confident with the system. If students had free schools at primary school, we automatically get this information and they will have their account credited online.

What will students study in each subject?

Please refer to the school website and, using the 'Information' tab, you will be able to click the tab for each subject and the Year 7 curriculum outline can be viewed.

Is uniform required?

Full school uniform must be worn. Please see the uniform guide at the end of this booklet.

# ABOUT THE SCHOOL

## THE SCHOOL DAY

07:30 am – 08:35 am	Breakfast in Odyssey (optional)
08:40 am	School starts and the gates close
08:45 am – 09:00 am	Registration and Tutor Time
09:00 am – 10:00 am	Period 1
10:05 am – 11:05 am	Period 2
11:05 am – 11:25 am	<b>Break 1</b>
11:25 am – 12:25 pm	Period 3
12:30 pm – 1:30 pm	Period 4
1:30 pm – 2:10 pm	<b>Break 2</b>
2:10 pm – 3:10 pm	Period 5
3:10 pm	School finishes
3:15 pm	After school clubs. Timetable on the school website

## PASTORAL CARE

Tutors are responsible for the general welfare of their students. Each student is placed in a Tutor Group of approximately 22 students and meets with their Tutor every morning for registration and form time. Tutors are the first point of contact for students requiring help, support and advice. Each Tutor is part of a Year Team led by their respective Year Leader. They are supported by a Pastoral Assistant.

## STUDENT RECEPTION

This is the main entrance and exit for the school for students. At this reception, students can enquire about a range of services, including support and guidance for school uniform, timetabling, transport, illness and counselling. Students will sign in and out of school if they are required for an appointment or if they are ill.

## PERSONAL PROPERTY

Mobile phones are the responsibility of students and must be kept switched off and out of sight at all times, unless instructed otherwise by a Teacher. Electronic items should not be brought into school.

Students can rent a locker at school for the year and this is strongly recommended.

Please ensure that all clothing, PE kit and coats are named. This will ensure that any item can be returned directly to your child.

# ABOUT THE SCHOOL

## COMMUNICATION WITH PARENTS

The school communicates with parents in the following ways:

- School website ([www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk))
- Twitter – [@pcsinformation](https://twitter.com/pcsinformation)
- Paper letters distributed via students
- E-mail and text message systems
- Via Tutors and Year Leader

Please speak to your child's Tutor as your first point of contact for teaching and learning related queries within the school.

## PLANNERS

At the beginning of each academic year, students will be given a Student Planner which will help them to plan their work, record their achievements and identify targets. Parents are expected to monitor and sign Student Planners weekly.

## POSITIVE BEHAVIOUR AND REWARDS

The school has an established and effective Behaviour Policy which guides student behaviour. The policy includes clear rules and procedures for students and staff to follow.

The school puts great emphasis on positive behaviour and rewards effort, achievement, attitude to learning, attendance and extracurricular and community involvement via the school's Rewards Policy.

Key features of the policy are:

- A system that rewards students who have consistently met or have exceeded our expectations.
- The new system will allow students to exchange Merits for a range of different rewards.
- Parents are able to see how many Merits their child has gained and from whom.
- Merit totals will be celebrated in end of half-term achievements.

MERITS ACHIEVED	CERTIFICATE LEVEL
250	<b>BRONZE CERTIFICATE + BADGE</b> Signed by HOY and TUTOR
500	<b>SILVER CERTIFICATE + BADGE</b> Signed by HOY and LIME MANAGER
1000	<b>GOLD CERTIFICATE + BADGE</b> Signed by HOY and HEAD TEACHER
1500	<b>DIAMOND CERTIFICATE + BADGE</b> Signed by HEAD TEACHER and GOVERNOR
2500	<b>PLATINUM CERTIFICATE + BADGE</b> Signed by HEAD TEACHER and CHAIR OF GOVERNORS

# ATTENDANCE

## ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are essential in ensuring that your child reaches their maximum potential at Portchester Community School.

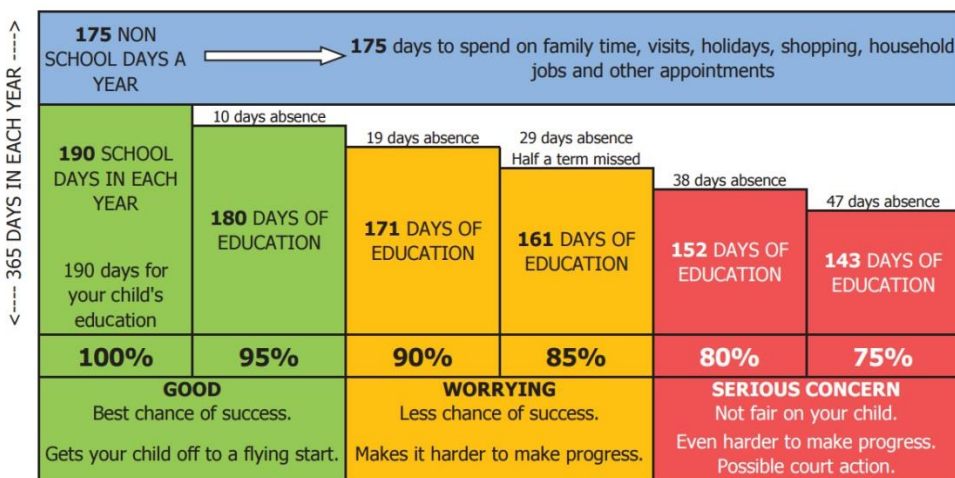
Every child is expected to have at least 95% attendance and poor punctuality is not tolerated.

If your child is absent from school, you will need to contact the school's Attendance Officer (Tel no: 023 9236 4340) on the morning of the absence.

If your child needs to leave school early or arrive late due to a medical appointment, please make the school aware and provide evidence. Medical evidence will be required for any absence over 3 days.

Please be aware no holidays are authorised except in exceptional circumstances and a fine will be issued.

## WHAT IMPACT DOES POOR ATTENDANCE HAVE ON PROGRESS?





# CHILDREN'S RIGHTS & RESPONSIBILITIES



This leaflet contains a summary of the United Nations Convention on the Rights of the Child

A convention is an agreement between countries to obey the same law. The United Kingdom of Great Britain and Northern Ireland agreed to obey (ratified) the Convention on the Rights of the Child on 16 December, 1991.

That means our government now has to make sure that every child has all the rights in the Convention, except the two they have 'reservations' about (Articles 10 and 37).

**Article 1** Everyone under 18 years of age has all the rights in this Convention.

**Article 2** The Convention applies to everyone, whatever their race, religion, abilities; whatever they think or say, whatever type of family they come from.



**Article 3** All organisations concerned with children should work towards what is best for each child.

**Article 4** Governments should make these rights available to children.

**Article 5** Governments should respect the rights and responsibilities of families to direct and guide their children so that, as they grow, they learn to use their rights properly.



## Article 12

Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.



**Article 13** Children have the right to get and to share information, as long as the information is not damaging to them or to others.

## Whose responsibility?

*If every child, regardless of their sex, ethnic origin, social status, language, age, nationality or religion has these rights, then they also have a responsibility to respect each other in a humane way.*

*If children have a right to be protected from conflict, cruelty, exploitation and neglect, then they also have a responsibility not to bully or harm each other.*



*If children have a right to a clean environment, then they also have a responsibility to do what they can to look after their environment.*

*If children have a right to be educated, then they have the obligation to learn as much as their capabilities allow and, where possible, share their knowledge and experience with others.*

*If all children have a right to a full life, then they should also lend help so the needy, the disadvantaged, and the victims of discrimination also enjoy this right.*

*If children have a right to freedom of thought, conscience and religion, then they also have the obligation to respect other's thoughts or religious principles.*

**Article 27** Children have a right to a standard of living that is good enough to meet their physical and mental needs. The Government should help families who cannot afford to provide this.



**Article 28** All children and young people have a right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children's human dignity. Young people should be encouraged to reach the highest level of education they are capable of.

**Article 29** Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.

**Article 30** Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.

**Article 31** All children have a right to relax and play, and to join in a wide range of activities.



# UNIFORM



## SCHOOL UNIFORM

We firmly believe that our uniform promotes a sense of pride within Portchester Community School and gives a strong and positive identity in the local community. The full uniform must be worn at all times of the day. It is our policy that all children should wear school uniform when attending school, representing the school or when participating in a school-organised event outside of normal school hours. Uniform is compulsory and a condition of accepting a place at Portchester Community School.

BOYS' UNIFORM	BOYS' PE KIT	GIRLS' UNIFORM	GIRLS' PE KIT
Blazer White Shirt Tie Grey Trousers Black Shoes Black Socks	Reversible rugby shirt Polo shirt Shorts Football socks White sports socks Shin pads and mouth guard Trainers/Boots	Blazer White Shirt Tie Grey Trousers or Grey Skirt Black Shoes Black socks/tights	Polo shirt Zip sweatshirt Shorts/skort Football socks White sports socks Shin pads and mouth guard Trainers

Our School uniform supplier is Skoolkit. Uniform can be purchased in the following ways:

DIRECT FROM	Online
Skoolkit Fareham 149 West Street Fareham PO16 YOA 01329 822509 <a href="http://www.skoolkit.co.uk">http://www.skoolkit.co.uk</a> Opening hours: Monday-Friday 9:00 am - 5:30 pm Saturday 9:00 am - 5:00 pm	<a href="https://www.skoolkit.co.uk/school-uniform/28">https://www.skoolkit.co.uk/school-uniform/28</a>

# UNIFORM



Blazer



Tie



Girls' Trousers



Boys' Trousers



Shirt/Blouse



Skirts



PE Polo Shirt



Boys' Rugby  
Shirt



Girls' Fleece



Shorts



Skort

## ACCEPTABLE FOOTWEAR



## RESTRICTED FOOTWEAR



CONVERSE

VANS

WEDGES

BLACK PLIMSOLLS

ANY FORM OF  
TRAINERS

KNEE OR ANKLE  
HIGH BOOTS

# SCHOOL MEALS

## SCHOOLMEALS

Students in Years 7 – 11 can eat lunch in the school dining hall. Lunch includes a selection of hot foods, sandwiches, paninis, pasta dishes and desserts. The school prides itself on offering healthy affordable meals. Students may also bring packed lunches to school. All food must be consumed in the dining hall.



We always like to think that we are not just on-site to cook the lunch, clear up and go home. We have become an integral and important partner to our schools. Students play an important role in our menu development and provide us with the feedback that shapes our future menus.

Put simply, we ensure fresh, balanced and nutritious food goes in to our kitchens and pleasurable, appealing and healthy meals come out.

## FREE SCHOOL MEALS

### How to apply:

Hampshire County Council manages free school meals. If you require support or more information, please phone the school office and speak to Mrs Tonks. Tel: 023 9236 4369.

If your claim is successful, we will be notified that your child is entitled to ‘free school meals’. We will ensure that this information is treated in the strictest confidence and handled sensitively. Students, who are entitled to free school meals, automatically have their account updated by the school’s Finance Team and this appears as a credit on their account on the Tucasi Cashless System.

## SCOPAY

This is the school online payment system that lets you make secure online payments by credit and debit card. At Portchester Community School, we are using it to make cashless payments for lunch money.

- Makes it easier for parents to pay.
- Allows parents to see what they have already paid for online and in school.
- Parents have one account for all their children.
- Payment can be done from a mobile device.
- Children do not need to carry so much cash; less risk of loss.

