



HAYDON  
SCHOOL

**YEAR 7**  
**TRANSITION BOOKLET**

2020 - 2021

ACHIEVING  
**INDIVIDUAL EXCELLENCE**  
IN A CARING COMMUNITY



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# Welcome to Haydon School

This booklet will help you get to know Haydon School and some of the staff that work here.

This booklet will tell you about:

- ◆ The seven buildings in Haydon
- ◆ Important places to know
- ◆ Room Numbers
- ◆ Staff you will be seeing around the School
- ◆ What you need to remember
- ◆ Answers to some of your questions





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# Seven Buildings

Haydon School is made up of seven different building



ST NICK'S



ST MARY'S



SOCIAL SCIENCES



LANGUAGES



DOBSON

WOODS



6th FORM



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# ST NICKS

**St Nick's Building has important places in it:**

Reception, Staff Room, Head Teachers Office, Admin/Finance office and the Medical Room.

**Ground Floor:**

Maths numbers 30-39

**First Floor:**

Maths and Science 40-49

**Second Floor:**

Science 50-59



ST NICK'S



MEDICAL  
ROOM



RECEPTION



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# WOODS BUILDING

**Ground Floor:** Technology - D&T, Wood, Graphics, Resistant Materials - (T1-T7)

**First Floor:** Technology – Food Technology – (T10-T11) Science – (SC3 and SC4)

**Second Floor:** Art – (A21-A25)



WOODS



TECHNOLOGY  
CLASSROOM



FOOD TECHNOLOGY  
CLASSROOM



ART CLASSROOM



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# DOBSON BUILDING

**Ground Floor:** History, Geography and RE – (70-79)

**First Floor:** Geography and IT (80 – 89) and the IT Office



DOBSON  
CORRIDOR



GEOGRAPHY  
CLASSROOM



DOBSON BUILDING /  
THE QUAD



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# ST MARY'S BUILDING

**Ground Floor:** Learning Support (Rooms 6, 7 and 8), Library, the Canteen, St Marys Hall (Assembly Hall)

**First Floor:** The Link, Student Support, Open Learning Centre and Reflection Room

Media (10, 12 and 13) Drama (11 and 11A)

**Second Floor:** English (20-28) Music (M1, M2 and M3)



ST MARY'S  
ENTRANCE



CANTEEN



LEARNING  
SUPPORT



THE LIBRARY



ST MARY'S  
HALL



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# LANGUAGES BUILDING

## Ground Floor:

Language Classrooms (LO1 – LO6)  
Audio Lab – (computer room L00)  
Back on Track Room

## First Floor:

Language Classrooms (LO7- L11)  
Audio Lab – (Computer Room L13)



LANGUAGES  
BUILDING



LANGUAGES  
CLASSROOM



THE AUDIO  
LAB



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# SOCIAL SCIENCES

**Ground Floor:** Sociology/Business – S01- S05

**First Floor:** Sociology/ Psychology (S06- S14)



SOCIAL SCIENCES  
BUILDING

# 6TH FORM

This is the 6<sup>th</sup> form building, but you would not need to go in to the main 6<sup>th</sup> form area as you are only in year 7.



Building	Rooms	Subjects/ Areas	Other
<b>Reception / Admin Block</b>	<b>Ground Floor:</b> Reception /Head teachers office / Reprographics / Finance Office /Staff Room		
<b>St Mary's Building</b>	<b>Ground Floor :</b> Canteen / Learning Support / Library / St Marys Main Hall / Drama Studio/ Rooms 3-9 / SENCO <b>First Floor:</b> Year 7 and Year 11 office /Link unit/Reflection Room/Open Learning Centre/Media <b>Second Floor :</b> Rooms 20 – 28 (English)/ Rooms M1, M2 , M3 (Music) St Mary's gym is situated on the Link corridor between Dobson and St Mary's	Drama Music  Media  English Canteen	Lift Access Available
<b>Woods Building</b>	<b>Ground Floor :</b> T1 -T7 <b>First Floor :</b> T10 -11 / SC3, SC4 <b>Second Floor –</b> Art Rooms - A21 – A23	Science  Art  Design	Lift Access Available
<b>Sixth Form</b>	<b>Ground Floor :</b> Coffee Shop / Study Room / Common Room /Sixth form office Year 13 <b>First Floor:</b> Sixth Form Year 12 office /Year 8 office	Sixth Form	Access Available
<b>St Nick's Building</b>	<b>Ground Floor :</b> St Nicks Dining Hall / Maths Corridor Rooms 30 – 37 / Room T1 , T2 <b>First Floor:</b> Rooms 40 -49 – Year 10  <b>Second Floor:</b> Rooms 50 -59 – Year 9	Maths  Science	Medical Room on Ground Floor  Access Available
<b>Social Sciences</b>	<b>Ground Floor :</b> Rooms S01 – S04  <b>First Floor:</b> Rooms S05 – S07  <b>Second Floor:</b> S10 - S14	Social Sciences	Stair Access
<b>Dobson</b>	<b>Ground Floor :</b> Humanities corridor –Rooms 70-79 / Girls Changing Room / PE teaching rooms (Weights rooms WR 1 and WR2) Dobson Gym  <b>First Floor:</b> Rooms 83 -89/ Network office	Humanities  PE  ICT	Lift Access Available
<b>Languages</b>	<b>Ground Floor :</b> Rooms L01-L06  <b>First Floor:</b> Rooms L07-L012	Languages	Lift Access



**School Map Key**



Canteen



Medical Room



Water Fountain



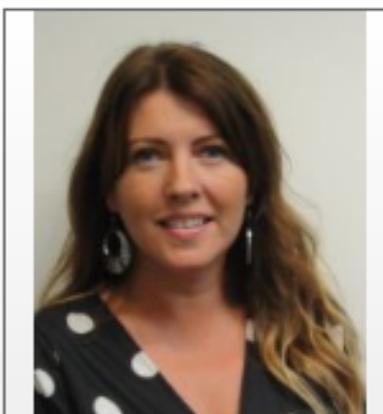
Library



Accessibility Ramps

# STAFF

There are a lot of staff at Haydon. You will meet your Form Tutor but here are a few people you will soon get to know.

Mr Jones - Headteacher Office—St Nick's	Mrs Hitchman - Year Leader	Mr Baglan - Deputy Year Leader
		
Mrs Evans -SENDCO Office—Room 8 St Mary's	Ms Casey - Key Worker/ Office -Room 8 St Mary's	Miss Kelly - Medical Officer
		



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# SAFEGUARDING TEAM

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**MRS WALL**

OFFICE IN LIBRARY

Designated  
Safeguarding Lead



**MISS MCCARTHY**

OFFICE IN LIBRARY

Deputy Designated  
Safeguarding Lead



**MR KIDD**

OFFICE ST NICKS  
FIRST FLOOR



**MS WILDING**

OFFICE BEHIND  
RECEPTION



**MR JONES**

HEADTEACHER'S  
OFFICE



**MRS MARTIN**

OFFICE IN THE  
SIXTH FORM

Should any student, staff or visitor have any concerns or disclosures that they wish to make in regards to safeguarding, please speak to any member of the safeguarding team.

# The Daily Routine



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**What time does the Form time start?**

*8.40am*

**What time does the first lesson start?**

*9.00am*

**What time should I make sure I arrive at school?**

*Try to be here by 8.20*

**What time does school day end?**

*2.50pm*

**How long are lessons?**

*Lessons are 1 hour each*

**How should I travel to school?**

*We would like you to walk or cycle if you can , please avoid being dropped off by car and if you do need to—please ensure you are dropped off at the end of Norwich Road or Wiltshire Lane*

**I am worried I might be late to school , what shall I do?**

*Over the holidays , practise the route to school, give your self plenty of time , use the TFL website if you are travelling on public transport to check the quickest route. Ensure you set your alarm and give your self plenty of time to get ready and have a good breakfast. We expect all students to be on time so give yourself extra time in case there is traffic or delays.*

**What breaks do we get?**

*Students get a 20 minute break between 11-00 and 11-20 and Lunch is a 30 minute break between 12-20 and 12-30*

**What do I need for school?**

*Bag, Pens, Pencils, Ruler, Calculator, Correct School Uniform*



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# Our Expectations

**We expect you to move around school in a calm, orderly manner , walking on the left.**

**We expect you to be considerate of other students and staff , please keep noise to a minimum as lessons may be on during your lunch break**

**We expect you to stay within your designated play area and eat in then canteen and within the designated zones**

**We expect you to have your mobile phone placed on silent and this must remain in your school bag from when you arrive at the school gate and should only be switched on again once you leave the school gate. If you have n emergency that you need to call your parent or guardian please let a staff member know .**

# Haydon Values

At Haydon we encourage all students and staff to embody our core values in everything they do ,staff will reward those students who follow these core values.





# Attendance

This is Simon. He is in Year 7 and has 90% attendance.



Is that good?

What does this mean?

Simon thinks this is pretty good, so do his parents.

Are they right?

**90% attendance = ½ day missed every week!!**

**1 school year at 90% attendance = 4 whole weeks of lessons MISSED!!!**

**90% attendance over 5 years of secondary school = ½ a school year missed!**

Students who have attendance of **95%** or above achieve the highest grades or levels.

Students who have an attendance of less than **80%** fail to achieve their target grade or level.

**What would you say to Simon as to why he should improve his attendance ?**

.....  
.....



# Independent Learning

**At Haydon School, it is really important that you enjoy your learning and you make the most of it. A big part of this is taking responsibility for your own learning and discovering how you learn best.**

## **Stretch yourself:**

Some tasks will be more difficult than others but don't always pick the easy stuff. Try to complete the more difficult tasks in order to stretch yourself.

## **If there are some tasks you don't understand, wait a while:**

It might be that you've not covered that in class yet and you just need to hold on until you understand it. Look over your notes or in the text book before asking for help.

## **Ask for help:**

If there's something you REALLY don't understand, ask your learning partner or another member of your class for help. If they don't understand either, speak to your teacher.

## **Look at the comments your Teacher has made in your book:**

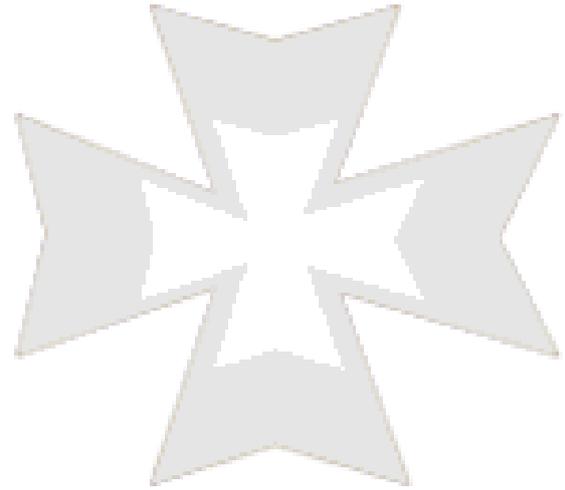
When your book has been marked carefully go over the notes your teacher has written and make sure you make the suggested improvements in your next piece of work.



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# Transition Work

**Transition work will be uploaded onto our school website.**





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# Home Work—Do's / Don'ts

**Do** check your homework on **SHOW MY HOMEWORK** as soon as you are able to.

**Do** your homework on the day it is set and do some every day

**Do** ask your teacher or Learning Support if you do not understand what you need to do.

**Do** ask your parents to write a note to your teacher if you have had a problem with doing your homework.

**Don't** copy your homework from friends/the internet.

**Don't** spend hours on a piece of homework. Spend approximately 30-40 minutes on a piece of homework

**Don't** forget to bring it into school!



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# Uniform

Have a look at our website under the Parents Tab—(School Uniform)

**Our new Uniform Supplier is 'Beats School Uniform'**

[https://beatschooluniforms.co.uk/schools/haydon\\_school/](https://beatschooluniforms.co.uk/schools/haydon_school/)

## **Main School Uniform**

Navy blazer with school

Conventional black trousers

Black skirt, with one inverted front pleat

White shirt with collar

School tie – in Year Colour

School 'V' neck jumper with school emblem – not compulsory, but no alternatives permitted

Religious headscarves – black, navy blue or white

Black, grey or white socks

Natural or black tights – no patterns allowed

Black leather shoes

Lanyard and ID badge – available from the school

Outdoor coats / jackets – if worn, must be sensible and free from logos – they must not be worn inside the school building

## **THE FOLLOWING ITEMS ARE NOT PERMITTED**

Polo shirts

Trainers or boots

Jeans, leggings and trousers with obvious zips or buttons

Skirts which are too tight and / or short and those with slits

Hoodies – these are banned from school and will be confiscated

Cardigans or jumpers, other than the school 'V' neck jumper

Only one pair of studs is allowed

PLEASE NOTE: Students may be sent home if they are not dressed in acceptable school uniform



# Worried? Don't Panic

## **1. I am worried that I won't have time to do all of my homework.**

Get into a regular routine of doing your homework , for example between 6:30 and 8:00pm , find a quiet place to study, if you are finding its taking too long to do your homework ,talk to your teacher and they can help.

## **2. What will I do if I get lost?**

You will be given a map of the school and you will be with your whole class for most of your lessons and/or you can ask any students or staff for directions and they will be happy to help.

## **3. I am worried about remembering everything I need ?**

Make yourself a checklist and pack your bag the night before and check your timetable. Bring a small notebook into school and then you can write down what you need to bring in the next day.

## **4. How will I make new friends? I want to be with my friends from primary school?**

You will be able to meet your old friends at lunchtimes but you will make new friends in your form.

## **5. What if I have no-one to talk to if I am worried or upset?**

You can talk to your Form Tutor, Year Office or Learning Support if you are upset or worried.

More FAQs can be found on our website—on our Year 7 transition page.

Alternatively please feel free to email us or ask your questions on our Twitter or Facebook page.





We look forward to seeing  
you in September

[WWW.HAYDONSCHOOL.COM](http://WWW.HAYDONSCHOOL.COM)