

Herschel Grammar School



**INDUCTION BOOKLET
SEPTEMBER 2021
GUIDE FOR PARENTS**

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Headteacher's Welcome



Dear all our new Year 7 pupils

Welcome to Herschel. I'm really sorry that I've not been able to meet you all face to face as I usually do but I hope the Zoom meetings with a senior member of staff have helped you to find out more about the school.

I'm sure some of you are thinking that you have achieved what you wanted to achieve, you've been successful in your 11+ and gained your place here. But this is not the end of a journey. It is the beginning, and it will be an exciting, rewarding but challenging journey. Many of you will have been the top of your class in primary school. That may not be the case here.

Learning is about knowing things you don't already know, about understanding ideas and concepts you don't already understand, about developing skills you don't already have and to do that successfully you will experience failure, you won't always get things right, because if you do you won't have learnt anything new.

You will have tests and assessments. Many of these are designed to tell us the gaps in your learning, so that we, you and your teachers, know what needs to be taught next. You won't get everything right in those tests/assessments.

So not being able to do something is important in lots of way, but the most important thing about failure is how we deal with it. If you get up, dust yourself down, try again, and again and again if necessary, you will be successful. Understand that trying, and keeping on trying, is the first part of the journey to success. You will need to struggle, to persevere, to be resilient. And we will help you do to that, in partnership with you and your parents.

We know parents are committed to supporting their child and the school – I know secondary school is a big change, but actually our expectations around parental support are going to be much the same as at primary school - communicating with your child's tutor, helping your child to be organised, monitoring home learning, uniform and encouraging punctuality.

So new Year 7's, embrace the opportunities inside and outside the classroom that we offer here at Herschel. That's one of the key messages I emphasise in my individual meetings with you. Make sure you join the clubs or get involved in competitions or charity work or leadership opportunities. This will really help you feel that you belong here at Herschel. And also make sure you challenge yourselves in lessons, persevere with your learning, I promise that you will be happier if you do.

I look forward to welcoming you in September and to celebrating your successes over the next 7 years.

Yours sincerely

Mrs Jo Rockall
Headteacher

Head of Learning Welcome



Dear Parents and Guardians

I would like to welcome all parents, family members and pupils to Herschel. My name is Mrs Barton and I am the Head of Learning for Year 7. Some of you are familiar with our school and staff already as you have older children who are studying at Herschel and some of you are new to our school community. Unfortunately, due to the current climate with Covid 19, we are unable to host our usual induction evening. Nevertheless, I will ensure that you get all the information needed to ensure for a smooth transition for your child ready to start in September. Herschel Grammar School is a very caring and supportive environment which will help your child as they embark on their journey into secondary education.

My role as a Head of Learning means I will be getting to know the year group quickly. I am sure many of your children have mixed feelings about the next chapter in their lives, as well as both parents being worried about what the coming months may be like. I hope that the parent induction booklet, pupil magazine and the virtual induction evening video will help reassure you that you have chosen an excellent school where you will feel safe, happy and valued.

My role in Year 7 is to support pupils so they are able to reach their full potential. I will be working alongside a team of Year 7 tutors who will be there to work through all sorts of issues from lost pencil cases, falling out with friends, needing help with home learning tasks and time management. Each pupil will be allocated a form tutor who will be there to greet pupils each morning, take the register and ensure the pupils are ready for the day ahead. The pupils will meet their tutors in September and will get plenty of time to get to know them as well as meet their fellow classmates.

Staff at Herschel are approachable and willing to help. Please don't hesitate to contact staff if you are concerned about your child. Please refer to the key staff contact sheet within this booklet to see who to contact for different issues.

I am very much looking forward to meeting all your children in September and supporting them in their transition from primary to secondary school.

Yours sincerely

Mrs Barton
Head of Learning for Year 7

Pupil Welcome

Prefect Welcome

My name is Mihika Chopra, and on behalf of the senior prefect team, it's my pleasure to welcome you to Herschel! We are a community filled with joy, charm, and enthusiasm. Pupils and staff alike, work in harmony, ensuring that we are academically, and socially supported. You'll never have to look far for any guidance; teachers, senior prefects, and peer mentors are always available to support you in any way possible. Your education and well-being matter to everyone, because we were all once in your shoes, and the Herschel family is always willing to lend a hand to one another.

I vividly remember being in your place, feeling nervous, yet excited, in anticipation of all the new opportunities awaiting me. Even though starting a new school can be daunting, the charisma that Herschel holds will soon make it feel like another home. The vast number of classrooms and the trek upstairs is all a part of the awe-inspiring experience, learning to navigate, and exercising plenty while doing so! During my six years at Herschel, I've encountered some truly inspirational and determined teachers, encouraging me towards success, along with the wonderful friends I've made, whom I'm immensely grateful for. I've learnt many lessons, overcome obstacles, and enjoyed adventures I'd never have imagined before. The experiences which await you will be sure to challenge you, but also push you further towards your ambitions.

I'd like to highlight the multitude of sports, academic, and social clubs offered, along with the various trips, and friendly competitions; there's always something to explore! My favourite has always been our activities week, indulging our healthy competitive spirit, and leaving us positively refreshed! A wonderful way to make friends is to join clubs, and perhaps find a new talent or hobby along the way! Some clubs are run by older pupils, so it's also an apt opportunity to ask questions and gain any advice. Be sure to sign up if something catches your eye, and don't turn down the chance of exploring it; a sense of adventure is always useful when navigating someplace new!

Lastly, I'd like you to think of the secondary school experience like a train ride. While there may be some screeches, the ultimate destination; becoming the person you aspire to be, is all worth it. Herschel will no doubt equip you for this journey, helping you meet valuable peers, and in gaining a greater knowledge of the world around you!

Success, responsibility and care: our school motto emphasises what I ask of you. Challenge yourself, remain true to your identity, explore opportunities, and be bold. From me to you, you'll fit right in!

Mihika Chopra, Senior Prefect

Herschel, A new start

When I walked through the school gates, I was unsure on how to feel because this was all very new to me and I always thought that the teachers were extremely strict and would give us 3 hours of homework due the next day, but I soon realised that there was absolutely nothing to worry about and I would get used to it very quickly. I know that getting into a prestigious grammar school is something to be very proud of and you will most probably want to be known in an amazing way and for being the smartest person in your class but, if you do not understand something and it does not make sense according to you, the teachers will put so much effort to make sure that you understand it that, when it clicks into your brain, it will never leave. Also, another big worry of mine was getting lost and getting late to all my classes but there are teachers and older pupils available to make sure that you get to the right class and even if you are late, the teachers are very understanding and allow you to be a bit late as you are getting used to the school. Herschel is now like a home to me and sooner or later it will be a home to you as well.

Nishchay Mardithaya, Year 7

Extra-Curricular Activities at Herschel

Alongside academic learning, pupils are provided with a variety of clubs from dance to football to netball, I could go on and on about how many clubs there are at Herschel! As well as developing leadership qualities, pupils are encouraged to work as a team and prepare themselves for the future. So, if you are looking for something that will shape you into a well-rounded, healthy person, then you are in the right place! You can always count on the clubs to lighten up your mood. In all aspects, clubs are extremely fun and enjoyable, and they teach you to be competitive and determined. Extra-curricular activities at Herschel is the perfect place to challenge yourself and seek for improvement, the teachers are always supporting you and pushing you to reach your full potential. From my experience, the clubs have made me feel relaxed, confident, and passionate to try my best in everything.

Sanjana Mageshwaran, Year 7

The Curriculum

SUBJECT INFORMATION

Details of the subjects your son/daughter will be studying are included below.

English

English lessons will be lively, interesting and varied and will offer opportunities for pupils to develop their skills in speaking and listening, reading and writing. Pupils will be taught in mixed ability groups and work will be differentiated for those pupils who are able to work at a slightly faster pace.

Speaking and Listening: Pupils will be encouraged to discuss issues, tell stories, read poems aloud, work in pairs and groups, perform plays and give individual talks.

Reading: Much of the work in English lessons will centre around reading. We encourage pupils to read widely and learn to think and talk about what they have read as well as write about it. Some of the work will involve use of our well-stocked library and ipads. There will be the chance to read web-sites, poetry, non-fiction and biography as well as novels, plays and short stories.

Writing: Learning to write accurately and neatly is an essential skill. Pupils will have the opportunity to develop word-processing and editing skills and also look at different styles and forms of presentation. We will cover creative writing as well as more factual and formal tasks, such as letter writing, newspaper articles and leaflets.

Library lessons: Pupils will have a weekly library lesson where they will take part in the Accelerated Reader Scheme. Each pupil will be tested for a reading level and take a regular quiz to assess comprehension, vocabulary and literacy on each book they have read. This is a really valuable scheme proven to raise literacy levels and encourage a love of reading and is run in conjunction with the school librarian. (For more information on this, please see the library section). Pupils will also be encouraged to discuss books and be introduced to new authors.

Mathematics

Mathematics provides us with powerful tools to help us make sense of, and operate within, our complex environment. It could be checking our change in a shop or understanding our mortgage payments. Perhaps we need to order the right number of tiles for our bathroom or work out the cost of running a car. We may choose to follow a career where we need to calculate the up-thrust on an aircraft wing, or convert sound into a digital signal. Whatever we do in the future we will make some use of Mathematics.

Through Key Stages 3 and 4 pupils study a wide range of mathematical topics in which they are expected to: use and apply standard techniques; reason, interpret and communicate mathematically; and solve problems in abstract mathematics and other contexts. Teachers use a range of teaching styles, including investigative and practical work. Home learning will be set twice a week and can take a variety of forms.

Towards the end of each half term, pupils are given an "Assessment Sheet" detailing the topics that they have studied during that half term. They should use this list as a revision list for the test that comes in the last week of each half-term. Pupils are awarded a level and sub-level according to their performance in each test. Progress is then tracked against target grades.

In Year 7 pupils are taught in their tutor groups, before being put in Maths sets in Years 8 to 11. Currently we have one more Maths set than there are tutor groups in Years 8 to 11 meaning that we are able to provide smaller sets for those pupils who find mathematics more difficult.

Equipment needed includes pen, pencil, ruler, compasses and protractor, and preferably a calculator. If you are purchasing a calculator, a "Natural Display" model, eg Casio FX-83 should be obtained although most of the work is done without the use of a calculator at this stage.

Science

Soon after arriving at Herschel Grammar School, pupils will have their first science lesson in the laboratories and will start becoming familiar with using scientific apparatus such as microscopes and Bunsen burners. Pupils are given the knowledge required to succeed in science and are encouraged to apply their knowledge and understanding to new areas to find out things for themselves. Emphasis is placed on the understanding and enjoyment of science, its importance in everyday life, and on learning how to work in a scientific way.

The Science Faculty is well equipped with a wide range of resources that includes all necessary practical apparatus, data logging equipment, videos, films, posters and worksheets. Pupils will have access to digital textbooks. Home learning is set regularly and often requires pupils to research topics for themselves.

The Science Faculty follows a 2 year Key Stage 3 programme of study. Pupils' progress is monitored through their contribution to class discussion, their written work, through regular tests and pupil self-assessment and reflection.

Pupils are taught in their tutor groups in Year 7 and are set in subsequent years. There is one more set in science than there are tutor groups allowing for smaller sets for those pupils who need greater support.

As expected, pupils achieve high standards but most of all - Science is fun!

Art & Design

Pupils have the opportunity to work with a variety of media, such as paint, charcoal, pastel, pencil, collage, paper maché and card, employing methods of working in both two and three dimensions.

They are encouraged to work directly from observation and develop ideas creatively, gaining knowledge and an understanding of Art, Craft and Design, through research and investigation into the work of other artists, designers and crafts people. Emphasis is placed upon the individual developing as an artist. Pupils are encouraged to work independently, to develop their artistic style as well as appreciate Art and its link to well-being.

All pupils, in line with school requirements, are expected to bring their sketchbook, pencils, including a 2B pencil, rubber, sharpener and ruler to every lesson.

Computing Technology

In Year 7 we start by introducing pupils to working on a large network, and all of the responsibilities that involves in terms of use, access, file saving and resource implications, along with "**online safety**". After these initial few lessons, pupils will also be introduced to the initial concepts of computing, investigating the use of binary representation for numbers and images, as well as learning how the computer functions internally. In the course of Year 7, CT pupils will undertake programming and games making incorporating multimedia, first presenting the design of their programs in graphical form. Pupils will learn to model with spreadsheets, and consider how their use of technology impacts other curriculum areas.

Design and Technology (D&T)

'Some of the best inventive moments are born out of 'wrong thinking'. Most people start with the right way so they all follow the same path. The wrong way will lead to mistakes from which you can learn and create new discoveries – the kind of original ideas that come to life when we dare to be different, keep an open mind, and have no fear of failure.' James Dyson (inventor).

In D&T, we promote the value of design and making in people's lives and in doing so provide enjoyment through creative expression. We enable this through a variety of projects that allow pupils to; create their own ideas, improve their dexterity, learn how to use CAD/CAM to make products, evaluate their work, take risks (and fail) within a safe environment and to have fun. We help them to discover how to apply their learning from all other subjects (maths and science in particular) to real life situations. Pupils use a variety of design strategies to develop resilience and problem-solving skills, whilst also understanding the importance of considering different people's needs. We foster independence and individuality, developing responsible citizens who gain skills that they can transfer not only into the wider workplace, but also into the rest of their lives.

During Year 7 pupils are offered the following opportunities that are integral to their learning and enhance their engagement with the concepts, processes and content of D&T:

- analyse products to learn how they function
- undertake focused tasks that develop knowledge, skills and understanding in relation to a variety of design and make assignments
- engage in design and make assignments in different and progressively more complex contexts, including for purposes and uses beyond the classroom

- work individually and in teams, taking on different roles and responsibilities
- use ICT as appropriate for image capture and generation; data acquisition, capture and handling; controlling; and product realization
- On a personal level, pupils develop resilience by learning from failure. They are encouraged to struggle with modelling in particular and to develop strategies to help themselves succeed.

Food Preparation and Nutrition is taught in a carousel system within D&T. All pupils will take a FP+N module in year 7. In this module, pupils learn a range of skills that equip them to cook healthy dishes. Healthy eating is encouraged through learning about the Eatwell Guide and essential nutrition. Social and environmental awareness is developed through the understanding of food provenance and food miles.

Pupils in Year 7 are taught in mixed ability groups of 22-24 pupils. They have 3 hours of lessons per fortnight.

Drama

"Imagination is more important than knowledge. For knowledge is limited, whereas imagination embraces the entire world, stimulating progress, giving birth to evolution." - Albert Einstein

On this course pupils will develop "life and employability skills" which will support them in any chosen future career. This includes communication, team work, imagination, creativity, self-motivation, adaptability and organisation through a variety of topics explored practically. Drama is ultimately the study of human behaviour and so pupils will interpret scripts, stimuli and scenarios with other group members and will enjoy trusting others and learning devices and theatre skills. During the course expressive skills will develop, assisting pupils in all walks of life and supporting them into becoming well-rounded members of society.

Alongside Drama in the curriculum, pupils can get involved in school productions, Drama showcases and the Summer Soirée, as actors, dancers, choreographers, set builders or designers, make-up artists, or as members of a stage management team.

History

In History pupils will study two main areas. Medieval Realms is a study unit on England in the Middle Ages and involves work on the Battle of Hastings, castles, the plague and many other topics. The Making of the United Kingdom is a study involving Henry VIII and the Reformation up to the Civil War.

Their work in History will enable pupils to develop many skills: decision-making, discussing, detecting bias, understanding cause and effect, to name but a few. Pupils will improve their ability to research and organise information, using books, videos, sources and computer-based resources.

Geography

Geography at Herschel looks to equip pupils to make sense of the world around them. In year 7 pupils study a variety of topics that look at both human and physical geography (map and atlas skills, development, rivers and weather and climate). We look to include fieldwork wherever possible to engage pupils with the wider world.

There is an emphasis on the development of practical skills such as data collection and presentation, map work, decision making and the use of reference materials. Lessons include a variety of approaches and make use of information technology, film, group discussion, role-play as well as textbooks and other printed material.

Modern Foreign Languages

During Year 7 pupils will start to study French or Spanish. They will continue to study this language for the remainder of Key Stages 3 and 4. Some may then choose to carry on with their studies in the sixth form. Pupils will learn to talk about themselves and their families, where they live, their school and free time. They will read and listen to authentic texts in the foreign language and they will also be given plenty of opportunity to speak and write the language. There will also be a focus on translation. In addition, pupils will discover something of the way of life in the countries where the language they are learning is spoken.

Music

Music in the lower school is a practical subject. Pupils learn a variety of musical techniques on different instruments and use these skills to make up their own music or to perform other music of their choice. Pupils are encouraged to bring their own instruments to school.

Pupils have the opportunity to participate in various extra-curricular groups. A range of peripatetic lessons are offered (see below), and opportunities also exist for solo singers, instrumentalists and performances in concerts.

Music Lessons

The Music Department at Herschel offers a range of instrumental and vocal lessons, including Guitar, Piano, Keyboard, Singing, Drumkit, Violin, Flute, Clarinet, Saxophone. If interested, please contact the Head of Music, Mr Piggott at api@herschel.slough.sch.uk

Physical Education (PE)

Pupils in year 7 have 4 PE lessons per fortnight, each 1 hour in duration.

Year 7 Boys Activities

Gymnastics, Football, Hockey, Basketball, Badminton, Rugby, Athletics, Tennis, Cricket

Year 7 Girls Activities

Gymnastics, Football, Netball, Hockey, Dance, Badminton, Rounders, Athletics, Cricket

Expectations in PE

- Pupils are required to wear school PE kit for all lessons and details can be found in the pupil planner and this booklet
- **Pupils will attend school in their PE kit on the days that they have PE.**
- Pupils who are ill or injured are expected to take part in lessons and must also bring kit (they are allocated coaching or refereeing tasks)
- All jewellery must be removed for PE lessons
- All items of PE kit must be labelled with first and last name
- Football boots are recommended for boys and required for those attending football club.

Teachers assess pupils both formally and informally throughout the Key Stage for their performance in the following areas:

- Quality of skills in practice
- Decision making and application of tactics
- Performing in front of an audience
- Developing physical and mental resilience

Extra-curricular Activities

The PE department also offers a wide range of extra-curricular activities after school and we compete in a number of these across the district and beyond. These include football, netball, badminton, cricket, rounders and hockey, as well as performance activities like martial arts, athletics, dance and gymnastics. **Most clubs are free of charge.** Clubs are usually open to all pupils and teams are selected on merit at trials.

We also organise an annual ski trip overseas which is open to all pupils. This is advertised in the spring term. For any sporting queries, please email Mrs Lilley, Head of PE jlilley@herschel.slough.sch.uk

Religious Studies (RS)

The study of religion is all encompassing. It includes an exploration of many cultures, lifestyles and forms of spirituality. Pupils will investigate all six major world Faiths and be introduced to Philosophy and Ethics. In Year 7, topics will include, 'Who Am I?', 'What does it mean to be a Hindu?', 'Does God exist?' and 'Jesus – Son of God or trouble maker?'

Pupils will be involved in group activities and discussion, use ICT to enhance their learning, complete structured written assessments and make links between RS and other subject areas such as Art, Music, Poetry and Media. Pupils' own ideas and experiences are the essence of RS and help to enrich our understanding of religious belief and practice.

Personal, Social, Health & Citizenship Education (PSHCE)

The PSHCE programme will enable pupils to stay safe and to be the concerned, caring, informed and effective citizens that the 21st century world needs!

Pupils will be involved in role play, debates, discussion groups, games and exercises - sometimes with their tutor group and sometimes with pupils from other tutor groups. The programme will also include experts and theatre groups coming in to school.

During Year 7, pupils will work through a module-based course looking at such topics as settling in to secondary school, identity and choices, sex and relationships, bullying and drugs, and there will be several opportunities to take part in discussion forums and enter Citizenship-based competitions – so encourage them to get involved!

The programme will also cover important skills such as thinking, team building, leadership and action planning to help pupils manage their own learning and progress, and provide them with careers guidance to help them plan out their future choices.

OTHER INFORMATION

The Library

The Library is open from 8am to 4pm daily.

Adjacent are computer rooms and these are open for pupil use at lunch time and afterschool every day until 5pm except Fridays when they close at 4pm. Food and Drink are not permitted in these computer rooms.

Pupils may use the Library before school, at breaks, lunchtimes and after school. The main library is a good place to find information for home learning and leisure reading. There is a wide selection of fiction and non-fiction books and tablets, dvds, chess, draughts and other board games are available. Most resources are available for loan.

The English Department runs Library lessons for lower school incorporating the Accelerated Reading Scheme. There is also a flourishing Reading Club and Chess League for all years.

Online Learning

All pupils will have their own username and password for the school's network, which also allows them to access OneDrive. OneDrive provides 1TB of cloud based data storage so that pupils can access all of their documents from any internet enabled device either at home or at school, and the same username and password can be used for off-site access.

Pupils will have a school email address in the form of adminnumber@herschel.slough.sch.uk so that they can communicate with each other about academic matters and also directly with members of staff as and when they need to. Again, this is accessible from any internet enabled device.

Pupils will be offered the chance to download the latest Microsoft Office suite for their computers or other devices at home – each pupil is licensed to run this latest software on up to five devices.

Access will also be provided to class resources and home learning assignments via Microsoft Teams.

Teams is an online classroom hub, where your child can chat with their whole class (including their teacher), in groups with other pupils, and one-on-one with their teachers. Each class has its **own** dedicated Team.

Teachers will be uploading resources such as Notes, PowerPoints and PDFs to the '**Class Materials**' section and within the '**Assignments**' section, your child can:

- See the work that their class teacher has assigned to them,
- See deadlines set,
- submit that work
- view their feedback, and
- view grades/scores (if applicable).

The school uses Microsoft Office365 and exchange email systems. This is an industry-standard system. Used outside of school, there is a simple keyword detection monitoring system as well as industry-leading spam and junk filtering. This helps to ensure when your child is using school their school email, inappropriate or harmful content should not get through, but no system is 100% reliable.

In school we use a leading monitoring system called Impero. This is a powerful online-safety technology for protecting pupils with real-time monitoring and keyword detection and ensures violations to our acceptable use policy are picked up and dealt with.

Pupils will be introduced to all of the above in September, along with the acceptable use policy for using school ICT equipment and systems, and further information will be sent to parents.

Parents can also find a wealth of information about the school and its curriculum areas on the 'parents' area of the school website, along with the latest version of the school calendar (which can be synced with your device).

Uniform

The school uniform is one of the aspects of the school which helps us to promote a positive self-image in our community and helps pupils to be proud of their school. It is for these reasons that our uniform requirements are enforced vigorously and we expect that uniform is worn correctly at all times. Shirts must be tucked in and worn buttoned to the collar. If there is a reason why a pupil needs a temporary exemption, permissions must be requested from the Head of Learning.

Absence/Lateness

Should your son/daughter be unwell we expect you to call/email and advise the school **by 8.30am on the first day of absence**. Contact details – Mrs Maggie Smajlaj the Attendance Officer on 01753 967554 or msm@herschel.slough.sch.uk. You can also report your child's absence via ParentMail. Lateness is not accepted except in exceptional circumstances.

Leave of Absence

The school does not expect any pupil to take leave of absence (eg holidays) during term time. Only in exceptional circumstances are Headteachers able to authorise leave of up to 10 days once across the whole of a pupil's schooling. The school has the right to refuse leave of absence and can impose penalty notices if pupils take leave which has not been authorised. It is advisable not to make any arrangements until you have obtained permission. Should leave be requested, **please give at least four weeks notice** in writing to the Head of Learning.

Valuables

Pupils must not bring valuable or large amounts of money to school. If it is lost or stolen, the school cannot accept any responsibility. Pupils are reminded that they are responsible for their possessions and should not leave valuables in blazer pockets or bags unattended.

Changes in Address/Telephone numbers

Please inform Mr Jose Rodriguez on jrd@herschel.slough.sch.uk immediately of any changes to contact details.

Home learning and Pupil Planner

Your son/daughter will be issued with a Pupil Planner to write in home learning details. Form Tutors and subject staff will inspect the planner regularly and will often write notes for your information. Please feel free to communicate with staff in the same way. **We require you to sign your son/daughter's planner every week and to monitor his/her progress**. Please do not hesitate to contact the School if you have any queries. The Head of Learning and Form Tutor will always be pleased to help you.

School Policies

School policies are available for you to view via the school website.

Rewards and Sanctions

High standards of work and behaviour are rewarded in school on a day-to-day basis through the awarding of merits that are linked to the school ethos of Responsibility, Success and Care. At the end of the school year there is the annual presentation of awards for attitude to learning, attainment, effort and attendance.

At Herschel our standards are high but a detention system is operated should standards of work or behaviour decline. If your son/daughter is given a detention, it will be recorded in the Pupil Planner at least 24 hours before the detention is due. A reason for the detention will be given along with a date and venue. **If your son/daughter uses the school transport they will still be expected to attend detentions after school and alternative travel arrangements will need to be made.** We anticipate your co-operation in the running of this system.

Use of Mobile Phones

Year 7 pupils are not allowed to use mobile phones in school. We understand you may wish your child to have a mobile phone for their journey to and from school, but it must be stored in their locker as soon as they are in school.

If any pupil in Year 7 is seen with a mobile phone it will be confiscated. If your child chooses not to buy a school locker they should not bring a mobile to school.

The school will not take responsibility for mobile phones. Should you need to contact your child during the school day please contact the school office.

Chewing Gum

Chewing gum is not permitted in school.

Biometric System

We operate an on-line payment system for the purchase of school food at break and lunchtime. This reduces the amount of cash circulating in the school and makes the process of having a free school meal simpler.

Your child's account can be easily credited online through your ParentMail account. The system uses the latest biometric technology to scan the child's finger which generates a unique number to identify the child.

This system is also used in the school library.

Your child's finger will be scanned in September.

ParentMail

The school uses ParentMail for written communication with parents/carers. All information will be sent by email and you can register a number of email addresses if you wish.

You can use your ParentMail account from your computer or by using a free mobile phone App.

When your child was registered in SIMS (school data system) you would have provided your own email address or mobile number. This information will have been imported into ParentMail PMX by the school. You will receive an email from ParentMail and please follow the instructions to register your details. If you do not receive this email, please check your junk or clutter folders. If you have any queries regarding your ParentMail registration, please contact Miss Harte in the main school office or by email – jhr@herschel.slough.sch.uk

PARENTS' CALENDAR 2021/2022

Year 7

September 2021

Wed 01.09.21	School closed – Staff INSET
Thu 02.09.21	School closed – Staff INSET
Fri 03.09.21	Start of Autumn Term for Year 7
Mon 13.09.21	Open Evening – 5.00-8.00pm
Tue 14.09.21	Pupils start school at 10.45am
Thu 23.09.21	Pupils leave school by 1.40pm – Staff Teaching and Learning meetings

October 2021

Thu 07.10.21	Year 7 Parent/Tutor Evening: 3.30-6.30pm
Tue 19.10.21	Year 7 Growth Mindset Day
Mon 25.10.21	Half Term begins
Fri 29.10.21	Half Term ends

November 2021

Mon 01.11.21	School closed – Staff INSET
Wed 24.11.21	Pupils leave school by 1.40pm – Staff Teaching and Learning meetings

December 2021

Thu 16.12.21	Mentoring Day
Fri 17.12.21	End of Autumn Term (school closes at approx. 12.30pm)

January 2022

Tue 04.01.22	Start of Spring Term for pupils
Fri 21.01.22	School closed – Staff INSET
Mon 31.01.22	Pupils leave school by 1.40pm – Staff Teaching and Learning meetings

February 2022

Wed 16.02.22	Year 7 Subject Evening (1)
Mon 21.02.22	Half Term begins
Fri 25.02.22	Half Term ends

March 2022

Wed 09.03.22	Pupils leave school by 1.40pm – Staff Teaching and Learning meetings
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April 2022

Fri 08.04.22	End of Spring Term at 12.10pm
Mon 25.04.22	Start of Summer Term for pupils

May 2022

Mon 02.05.22	School closed – Public Holiday
Wed 25.05.22	Pupils leave school by 1.40pm – Staff Teaching and Learning meetings
Mon 30.05.22	Half Term begins
Fri 03.06.22	Half Term ends

June 2022

Thu 23.06.22	Pupils leave school by 1.40pm – Staff Teaching and Learning meetings
Thu 30.06.22	Year 7 Subject Evening (2)

July 2022

Fri 08.07.22	Presentation Afternoon
Wed 13.07.22	Activities Day (1)
Thu 14.07.22	Activities Day (2) End of Term for pupils at 2.50pm
Fri 15.07.22	School closed – Staff INSET

Herschel Grammar School Home Learning Policy

1. What is home learning

1.1. Completing work outside of lessons is essential to pupils' achievement. At Herschel Grammar School we call this 'Home Learning'. Home Learning allows for opportunities to consolidate and enhance what has been covered in lessons. There will be many occasions where home learning prepares pupils for their next lessons, so completion is vital. Home learning should challenge and provide opportunities to broaden learning and provide enrichment. It should encourage independence and develop patterns that will be beneficial for future working patterns.

2. What we expect of pupils

2.1. Pupils should be completing some form of independent work most evenings. Pupils should know exactly what they are expected to do and the date by which it is to be completed. Pupils must write the details of the home learning in their planner. Pupils are also encouraged to use their OneDrive calendars to help keep track of deadlines. Pupils should be checking their school email daily.

2.2. If a pupil does not understand what is expected, he or she must ask the teacher before leaving the lesson. In addition, pupils should make sure that they have all the books, resources and online access that is needed to complete the learning.

3. What we expect of teachers

3.1. Teachers will expect pupils to aim for the highest standards of effort, performance and presentation. Where these expectations are not met teachers will use sanctions.

3.2. Teachers will help the pupils to use their time effectively and efficiently by setting clear criteria and suggesting appropriate resources and time needed. Where appropriate feedback and direction will be given.

4. What sort of work will be set?

4.1. A wide range of tasks will be set for home learning including:

- reading
- organizing work
- research
- Sketching/drawing
- revising for tests or examinations
- problem solving exercises
- using resources from OneDrive
- uploading or collaborating to OneDrive
- preparing talks/commentaries/presentations on a given topic
- practising skills learned in class
- improving or extending classwork
- redrafting
- reflecting on and responding to teacher feedback.
- watching/reviewing online clips

Many home learning tasks will be sent to pupils either through OneDrive or via email.

4.2. A major assignment may occupy more than one episode of learning. Pupils should record those tasks that are to be done at home in the appropriate 'slot' in their planner.

5. Home Learning Schedule

5.1. Average Home learning per night. There will not be a published schedule of work. However, teachers will observe the following guidelines when setting work.

Year Group	At least once per week	One a week	Fortnightly	Expected time spent per Home learning	Total number of Home Learning hours per week (approximately)
7	English Mathematics Science	MFL Design & Technology Geography History	Art, Computing Technology Drama, Music, Religious Studies.	30 minutes	7
8	English Mathematics Science	MFL Design & Technology Geography History	Art, Computing Technology, Drama, Music, Religious Studies.	35 minutes	8
9	English Mathematics Science Design & Technology	MFL Geography History	Art, Computing Technology, Drama, Music, Religious Studies.	40	9
Year 10 & 11	English* Mathematics* Options 1 2 3*	Sciences	Religious Studies.	45 minutes to 1.30 hour	10-15

5.2. Parents can see the home learning their child has been set by looking in the planner. If your child does not appear to be receiving the appropriate home learning, please make contact with the subject teacher. However, it is probably the case pupils are not writing it in their planners.

5.3. It cannot be emphasised too strongly that home learning is an integral part of school work and if missed, it must be caught up. If a pupil is absent through illness or a family holiday, this will mean that they will have to catch up both classwork and home learning. It is highly undesirable, therefore, for a pupil to miss school because the family wishes to take a holiday in term time.

5.4. Pupils should identify what tasks have been missed by looking in the planner of another member of their class. They should check their OneDrive groups, email and any OneDrive classroom assignments.

5.5. Pupils should record in their planner what work has been missed on the days they were absent and catch it up as soon as is possible.

6. Support for pupils

6.1. There are opportunities for pupils to work at Herschel before and after school each day. The library is open from 8.00am to 8.25am and the Library and is available from the end of school until 5.00pm most days of the week. Computer rooms are available from 7.30am to 8.25am, break and lunchtime and from the end of school until 5.00pm most days of the week.

6.2. When using these rooms pupils are expected to work quietly and should be using computers just for idle browsing or gaming.

7. Difficulties with work

7.1. Occasionally pupils may have difficulties with the work that has been set and the teacher will stress the need to ask for help should difficulties arise. Where appropriate teachers may feel it necessary to arrange support sessions for pupils.

7.2. However, where there is evidence that home learning has not taken place or work is not handed in on time the teacher may feel it necessary to place a pupil on detention or to re-do the work if what is given in does not meet the required standard. In both instances the teacher should make a note in the pupil's planner to notify staff and parents.

8. What can I do to help my child?

8.1. We would ask you to look at your child's planner each night to find out what has been set so that you can encourage and support your child's efforts. We would ask you to check and sign the planner once a week to confirm that the correct home learning has been set and completed by your child. If you feel that too much or not enough home learning has been set please make a note of this in your child's planner for his or her form tutor's attention.

8.2. Understandably many parents feel that they cannot do a great deal to help their children with their learning and indeed we wouldn't encourage you to help them so much that you end up doing it for them! However, there are several useful ways you can help. These include:

- checking the quality of the work your child intends to hand in;
- looking at the grades and teacher comments work receives and discussing these with your child;
- making a note of when tests are due and asking what mark your child received;
- testing what has been learned;
- listening to your child read completed work;
- encouraging and praising your child when the learning has been completed;
- make it clear to your child that you think home learning is important;
- asking your child to explain what he or she has been studying.

8.3. Other more general help would include allowing your child to work at his or her own pace whilst ensuring that there is time for other interests. You can also help your child organise a regular routine which allows home learning to be started while he or she is still fresh. If you do see your child sitting around with nothing to do you could always encourage him or her to look over past work to make sure it is still fully understood.

8.4. Most older children will work best in a room by themselves, but younger children sometimes need their parent's company and encouragement to help them develop good study habits.

8.5. Paid work is very useful and helps develop valuable skills. However, paid work should never impact on home learning.

8.6. Pupils should not underestimate the importance of sleep Pupils should be getting between 8 to 10 hours per night. Also pupils should avoid using electronic devices before sleep as this impacts on heavily on the body getting to sleep quickly.

9. Finally

Home learning forms a link between home and school. We need and greatly value your support and co-operation in ensuring that learning is completed.

Uniform Etiquette

Herschel Grammar School Uniform List for Year 7

All items should be CLEARLY LABELLED

Blazer	Black, regulation style with school badge, must be worn (from Stevensons).**
Trousers or Skirt	
Trousers	Plain grey material and in traditional style. Trousers made from a non-woven stretch material are not allowed.
Skirt	Plain grey in permitted school style. Skirts made from a non-woven stretch material or fashion skirts with slits are not allowed. Skirts should be of an appropriate length for a professional environment with staircases. Anyone wishing to wear a full length skirt for religious reasons must provide their tutor with a note requesting this.
Shirt	White (short or long sleeved) shirts in a traditional style only, are acceptable, and must be long enough to tuck into a skirt or trousers.
Jumper	Plain grey knitted V-neck with long sleeves in a traditional style. Cardigans are not permitted.
School tie	Key Stage 3 clip-on school tie (from Stevensons).**
Socks/Tights	White, grey or black socks or black, grey or natural coloured plain tights. NB: Socks OR tights must be worn at all times (not both).
Shoes	Black. For reasons of Health & Safety, shoes must have a low heel, and should not have a platform or high wedge. Boots/trainers/canvas shoes are not permitted.
Sportswear	Emerald green polo shirt (with HGS motif available from Stevensons)** Academy X mid-layer training top (with HGS motif available from Stevensons)** Academy X tapered tracksuit bottoms (with HGS motif available from Stevensons)** Black shorts Black knee length socks Trainers (not plimsolls – must have a good grip) Shin pads

A mouthguard is required for rugby lessons and recommended for hockey lessons.

Pupils will come into school in their PE kit on days they have PE.

Coat	It is recommended that a plain black, navy or dark grey jacket/coat is worn.
Jewellery	Only watches may be worn. For pierced ears, one small plain stud per ear only. Approval must be obtained from the Head of Learning before other jewellery is worn. Nose studs are not allowed. All jewellery must be removed for PE.
Make-up	Should not be worn. This includes coloured nail varnish.
Head scarves	Head scarves worn for religious reasons should be of a plain white, black or grey material. Please note that the wearing of the Niqab is not allowed.
Turbans	Turbans worn for religious reasons should be of a plain white, black or grey material.
Hair	Extravagant hairstyles, dyed hair or shaved heads are not permitted, and only natural hair colours are allowed.

**** These are items that must be purchased from Stevensons, our uniform supplier www.stevensons.co.uk**

Stevensons also supply all our other uniform items.

- **Hoodies must not be worn as a substitute for a coat/jacket and are banned from the school site.**
- **Trainers must not** be worn except during PE lessons or when playing games at break and lunchtime.

Special Notes

1. For classes in Design & Technology and Art, aprons will be provided to protect clothing. In Food Preparation and Nutrition, pupils are asked to provide some ingredients.
2. All pupils should possess **a bag suitable for carrying books** and a bag for sports equipment. **Both bags should be named.**

Winter Uniform



Summer Uniform



Winter Uniform (choice of skirt or trousers)



Summer Uniform (choice of polo or blouse)



PE Kit



Who do I contact?



Herschel Grammar School – Who to contact

<p>Mrs Thorne – ath@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Admissions (Years 7 – 11) • Changes to family circumstances / relocation (Years 7 – 11) • Request for letters to confirm educational status (Years 7 – 11) • Online booking for Subject Evenings 	<p>Heads of Faculty/Subject Leaders</p> <ul style="list-style-type: none"> • Specific issues affecting learning in a particular subject • Suitable time spent on home learning
<p>Mrs Smajlaj – msm@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • To report lateness or absence for illness • Medical appointments • Injuries • Medical issues/both physical and mental health/emotional wellbeing • Immunisations 	<p>Heads of Learning</p> <ul style="list-style-type: none"> • Requests for Leave of Absence • Pastoral issues • General issues affecting learning • References • Uniform issues
<p>Mrs Stringer – pst@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Admissions (Year 12) • Changes to family circumstances/relocation (Years 12–13) • Requests for letters to confirm educational status (Years 12–13) • Free school meals 	<p>Mrs Barton – cba@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Special Educational Needs
<p>Mrs Elson – ael@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Finance queries 	<p>School trips</p> <ul style="list-style-type: none"> • Please contact the trip leader
<p>Ms Harte – jhr@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Parentmail queries • Lockers • Named lost property 	<p>Mr Devereux – sde@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • GCSE option choices and changes • General curriculum issues
<p>Mr Schroder – rsc@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Internal and external exams 	<p>Mr Rodriguez – jrd@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • Changes to contact details/address etc
<p>Mrs Lilley – jli@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • School fixtures/extra-curricular sport 	<p>Mrs Vucic – jvu@herschel.slough.sch.uk</p> <ul style="list-style-type: none"> • School transport

Year 7 Parent FAQs

My child is unwell and cannot make it into school, what should I do?

You will need to inform the school of the absence as soon as you decide that he/she is not coming into school, and continue to do this every day that they are unwell. This should be done via the Parentmail app facility, following steps to 'Notify Absence'. If for any reason you cannot access your Parentmail, please call 01753 967554 or email Mrs Smajlaj on msm@herschel.slough.sch.uk. Your child will be expected to find out from their peers what work is to be caught up, and aim to do so before the next lesson where possible.

I wish to take my child out of school during term time, what should I do?

Your child will need to collect a Leave of Absence request form from their Head of Learning at least a month before the requested date of absence. You should then fill this in and return it to the Head of Learning who will then make a decision whether or not to authorise the absence. In exceptional circumstances, the school may grant a single leave of absence of up to ten school days, once during secondary education (Years 7-11).

Who should I speak to if I don't think my child is settling in very well?

You are welcome to email their Head of Learning, or your child can come and speak with them to voice any concerns they may have. We have several options available to help pupils that are not settling in well, including 'buddies' in the year above, and peer mentors from the sixth form.

How do I find out how well my child is doing in his/her subjects?

Before the end of the first term you will receive a report with all of your child's current grades for each subject, as well as any concerns regarding their attitude to learning. If you feel your child needs additional support in a particular subject that they are struggling with, then they should approach their teacher directly.

How long should my child be spending on his/her home learning?

In Year 7, pupils are expected to spend approximately 30 minutes on each home learning task (this may be lower at the start of the year as they are getting used to it), amounting to approximately 7 hours per week.

Are there any textbooks that I can buy to help my child with his/her studies?

Some subjects provide textbooks for Year 7, whilst some do not. If you would like to purchase a book to help support your child, subject teachers may be able to give recommendations for books.

I forgot to top up my child's parentmail account, will they be able to get anything for lunch?

Yes. Pupils are allowed to get a meal if they are overdrawn, up to a total amount of £5 overdrawn.

How do I find out which topics my child will be doing in their lessons for each subject?

Via the 'school information' page on the school website, you will be able to access a course overview for every subject for each year group. This will give you a topic overview as well as approximate assessment dates.

My child has lost their planner, what should I do?

The pupil should check that it has not been handed in to the office or to their form tutor. If it does not appear, then they should see their Head of Learning with £3 to purchase a new planner.

I need to make a medical appointment for my child during the school day, what should I do?

If you need to take your child out of school during the day for a medical appointment, a note should be written in their planner to be signed by their form tutor during morning registration. If the appointment is at the start of the day and they will be arriving late, please write a note in their planner to this effect.

How will I find out if my child has a detention?

Staff will write in pupils' planners if a detention has been set, detailing the time and place of the detention. You should be checking your child's planner frequently for such messages.

How often should I be signing my child's planner?

The pupil planner needs to be signed by parents/guardians and form tutors every week – this will also help you to keep track of any home learning that has been set that week.