

MOVING UP TO

COPLESTON HIGH SCHOOL

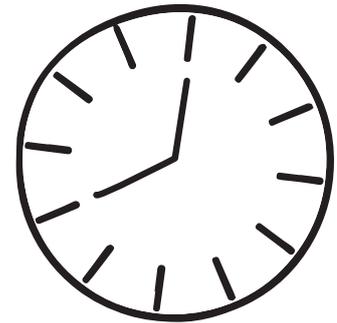


Your guide on what to
expect from your new school

copleston.suffolk.sch.uk

Copleston
High School
Part of GIPESWYK COMMUNITY
EDUCATIONAL TRUST
Achieving success together

USEFUL INFO



PRINCIPAL

Mr A Green

RECEPTION OPENING TIMES

Monday to Thursday
8.00am - 4.00pm

Friday
8.00am - 3.30pm

ACADEMY ADDRESS

Copleston High School,
Copleston Road,
Ipswich
IP4 5HD

WEBSITE

www.copleston.suffolk.sch.uk

If you need to contact us, or if you would like hard copies of anything from our website, please email Ms Steggall, who deals with admissions and will be happy to respond to your query.

mail@copleston.suffolk.sch.uk

TELEPHONE NUMBER

01473 277240

DEDICATED SICKNESS & ABSENCE NUMBER

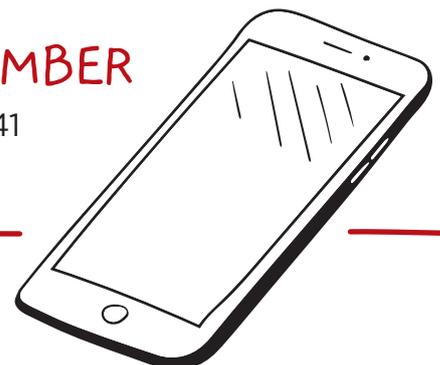
01473 277266

EMAIL

transitions@copleston.suffolk.sch.uk

FAX NUMBER

01473 277241



WHAT'S INSIDE

4 WHO'S WHO

5 YOUR TUTOR GROUP

6 WELCOME FROM THE LEADER OF LEARNING, YEAR 7

8 YOUR FIRST WEEK AT COPLESTON

9 THE SCHOOL DAY

10 WHAT YOU NEED FOR SCHOOL

11 YOUR NEW UNIFORM

12 GETTING INVOLVED

13 BREAK TIMES AND LUNCH TIMES

14 THE BEACON OF BRILLIANCE

16 SLANT

17 REWARDS FOR GOOD BEHAVIOUR

18 WHERE TO FIND HELP

18 SCHOOL ABSENCES

19 WHAT WE EXPECT OF YOU

20 SCHOOL MAPS

22 DIGITAL DEVICES POLICY

23 HOW TO GET TO COPLESTON

24 TO HELP YOU REMEMBER

USEFUL PEOPLE TO KNOW!

WHO'S WHO?



Mr Common
CEO of the Trust



Mr Green
Principal



Miss Bradshaw
Leader of Learning of Year 7
and Deputy Safeguarding Lead



Mr Pheasant
Primary Liaison coordinator



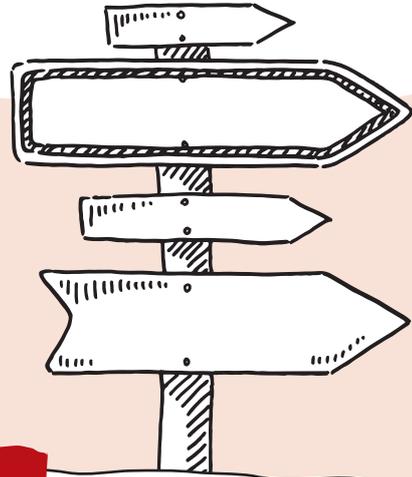
Mr Harrington
Assistant Principal in charge of
Curriculum and Learning



Mrs Pilkington
Head of Learning Support (SENCO)

YOUR

TUTOR GROUP



YOUR FORM TUTOR WILL BE:

Blank space for writing the name of the form tutor.

THEIR STAFF CODE IS:

Blank space for writing the staff code.

YEAR 7 TUTOR GROUPS

Blank space for writing the year 7 tutor groups.

WELCOME

PARENTS/CARERS AND PUPILS

Firstly, I would like to thank you for taking the time to visit our new online learning resource for transition. Although it is very different to what we are used to, I am really excited to welcome you to enjoy the interactive journey. We have designed and created a whole area specifically for Year 6 students packed with engaging activities and resources to suit everyone. Similarly, we have created a parent section on the school's website for you to peruse at your convenience.

I want to make it as smooth as possible for everyone, so I hope I can communicate with you as much as possible in the lead up to welcoming students into school. I am mindful that both students and parents/carers will have lots of interesting questions to ask me or other key members of staff at Copleston, so I have created a useful support services document full of key staff to signpost you in the right direction. Feel free to email me and I will do my very best to get back to you as promptly as possible.

As a school our overall purpose is to develop and shape our youngest students into independent, reflective and able learners. By providing a varied curriculum, we aim to build upon the skills



MISS
BRADSHAW

LEADER OF
LEARNING, YEAR 7

and experiences that our students bring from primary school by offering them a wide range of opportunities to enrich their outcomes; inside and outside the classroom. Ultimately in Year 7 we aim to prepare students for lifelong learning within a nurturing, yet mature framework.

We understand that moving up from primary school is a really exciting time for any student and the pastoral support available provides both students and parents/carers with the security of someone familiar and supportive whilst they get used to being part of a bigger community.

Our strict but warm approach supports students whilst they lay foundations and get accustomed to our aims and ethos. Students are developed from the offset to take ownership of their day at school. Initially when students begin at Copleston, we work incredibly hard to look at all of the little things so that the bigger worries don't occur - Students will take time to adjust and settle, but it is amazing how resilient young people can be and before we know it, they're all settled in and flourishing.

The pastoral team is wholly committed to providing the support and care that your child needs to develop as a young person and learner. Leaders of Learning in Years 7 & 8 are non-teaching members of staff and this gives us a greater opportunity to work with individuals in our year groups

with relation to academic, extra-curricular and personal issues.

Extra-curricular activities for Year 7 are wide ranging. Sports activities are available most lunchtimes and subjects also offer their own opportunities for students. For Year 7 we also run 'WOW!' or 'What's on Wednesday', which is an opportunity all Year 7 students get involved in. On Wednesdays the school day ends early to allow students to take part in 'WOW!' A wide range of activities are on offer including rock climbing, nail art, first aid, baking, drama and sports. Students are able to access a number of different activities throughout the year, with the option of changing to a different activity each half term.

May I take this opportunity to say I very much look forward to working in partnership with you. There are lots of exciting times ahead and your children will be one of the first year groups to experience the new school fully completed in all its glory.

With best wishes

Miss H Bradshaw



THANK YOU!

YOUR FIRST WEEK

AT COPLESTON

You will start Copleston on Friday 3rd September 2021. You will need to arrive at the school between 8:00 - 8:20 am. Enter the school grounds and make your way to the playground at the back of the Sports Hall. You will need to use the alleyway between Copleston and Britannia Primary School. Members of staff will be at the entrances to show you the way.

At 8:30 am, once everyone has arrived, you will need to stand quietly ready to hear your name being read out. You will then be told who your Form Tutor is and will be issued with your timetable.

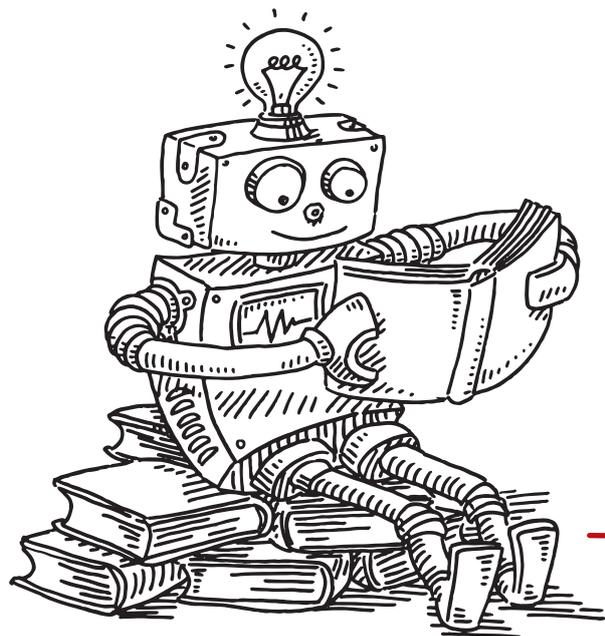
One of the biggest challenges for Year 7 is to meet and make new friends. Be polite, kind and most importantly, be yourself. You will make friends more easily. Be open-minded and encourage yourself to introduce yourself to new people. First impressions really count.

Half the year group study Spanish and the other half study French.

Your new Form Tutor will take you to your form room. This is where you will be based for morning registration. Your Form Tutor will explain your timetable with all your lessons on it and outline initial expectations. It is your responsibility to keep your timetable safe.

Your Tutor Group will have some Student Leaders attached to it; they are older students who will take you around the school and get you to all your lessons during the first two weeks. There are maps in this book to help you find your way, but if you do get lost just ask a teacher or at Student Reception. After lunch on the first day, you will need to line up in the designated area and wait for your Student Leaders, who will take you to your next lesson.

They will meet you in the playground everyday before school and after break time and lunchtime in the first week. You must all line up at the end of break and lunch in alphabetical order until Miss Bradshaw dismisses you to your next lesson.



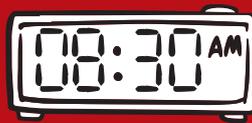
THE SCHOOL DAY

You may have had your lessons in just one or two rooms at Primary School, but at Copleston you will find that every lesson is in a different part of the school.

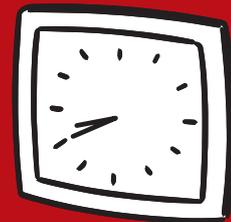
Below is a timetable showing the structure of the school day. Note that on **Wednesday**, school finishes at **2.05 p.m. not 3.10 p.m.** WOW Activities take place at 2.05 p.m. on Wednesdays.



08.20
Arrive at school



08.30 - 08.40
Registration/Assembly—You will be told by your Form Tutor which day of the week you will have an assembly



08.40 - 09.45
Lesson 1



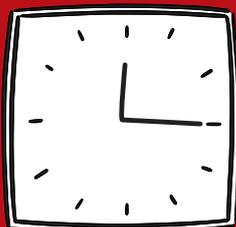
09.45 - 10.50
Lesson 2



10.50 - 11.10
Break time



11.10 - 12.15
Lesson 3



12.15 - 13.00
Lunch time



13.00 - 14.05
Lesson 4



14.05 - 15.10
Lesson 5*

***Wednesday afternoon is for enrichment activities. This is called WOW (What's on Wednesday). You will have a choice of activities ranging from sports to creative clubs.**

A STRONG SCHOOL BAG
RUCKSACKS REALLY HELP LOOK AFTER YOUR BACK!



PENCIL CASE



INCLUDING PENS, PENCILS AND CRAYONS, RULER, RUBBER, FELT PENS, SCIENTIFIC CALCULATOR



LABELLED WATER BOTTLE



WHAT YOU NEED FOR SCHOOL



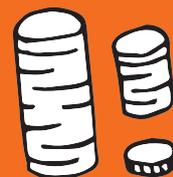
NAMED SCHOOL UNIFORM!



SPARE HAIR BAND FOR STUDENTS WITH LONG HAIR

BE AWARE YOU MAY BE ASKED TO TIE YOUR HAIR UP IN PE, SCIENCE OR TECHNOLOGY FOR SAFETY REASONS

A PACKED LUNCH OR DINNER MONEY
(£2.30 - £2.50)



YOUR NEW UNIFORM

Correct Uniform:

- White polo shirt with logo
- Maroon Sweatshirt with logo
- Plain Grey trousers
(There are specific trousers for boys and girls—these are to be bought from our suggested stockists only)
- Black shoes only
- Socks should be plain

PE KIT

- Maroon PE shirt with logo
- Black shorts
- Maroon Socks (outside)
- Trainers

Other items:

- A School Bag for your school books etc.
- A Pencil Case—Pens, Pencils and Crayons, Ruler, Rubber, Felt Pens, Calculator
- Labelled Water Bottle
- A packed lunch or dinner money (£2.30—£2.50)

Be aware you may be asked to tie your hair up in PE, Science or Technology for safety reasons.



The following uniform are acceptable:

- Polo shirt + school sweatshirt + coat
- Polo shirt + school sweatshirt
- Polo shirt
- Discreet jewellery - Earrings should be a small stud
- Discreet make up
- Student Leader or Student Council Hoodies if a student has this position in the school

The following are NOT acceptable:

- Polo shirt and coat
- Any other non-uniform sweatshirt
- Boots
- Hats
- Facial piercings of any kind including nose studs
- Multiple earrings, bracelets, necklaces or rings
- Makeup or Nail Varnish—you will be asked to remove
- Extreme Hairstyles including hair colour

GETTING



INVOLVED



YEAR 7 COUNCIL:

You can put yourself forward to be your Tutor Group representative on the Year 7 Council. The Council meets regularly, and you can have a say in what's going on around the school and you can help to organise and run various events.

Some Year 7 Council students are elected on to the School Council.

LEADER OF LEARNING HELPERS:

help to support Miss Bradshaw, Year 7 Leader of Learning. You can help with small additional responsibilities throughout the year.

We've always got other fun jobs that can be done by students who would like to offer, please ask your Form Tutor.

IN PE, YOU CAN BE VOTED ON TO THE SPORTS COUNCIL. YOU CAN THEN WEAR YOUR SPORTS COUNCIL HOODIE WITH PRIDE.



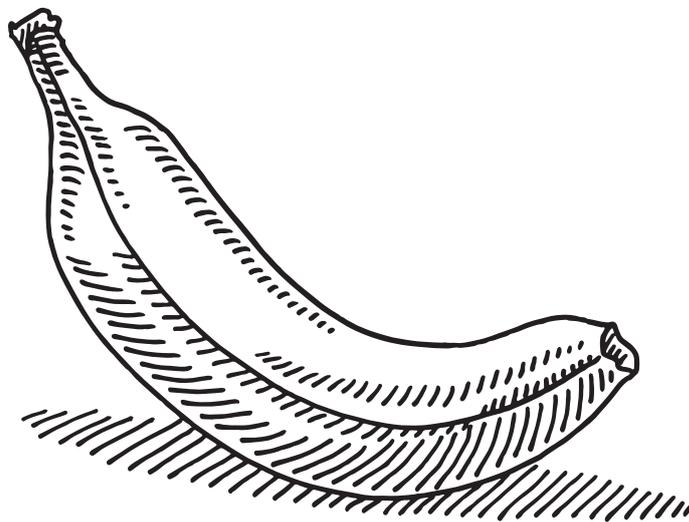
BREAK TIMES

AND LUNCH TIMES

A designated area has been put to one side for Year 7. This means that until you are confident to mix with the older year groups, you will have a place to meet your friends. We would advise you to stay in this area until at least October half term, but after that you are free, if you wish, to go elsewhere on the school site. There is a field at the back of the school where activities such as football and tennis take place.

Copleston has a student coffee bar, where you can buy hot drinks and snacks. There is also a Snack Shack. The Canteen and American Diner is open for food at breaktimes and lunchtimes and the school operates a cashless system. Those who receive free school meals will have their account credited for them.

All meals are eaten in the Canteen or in the American Diner or in the picnic area outside the canteen. Packed lunch can also be eaten in the canteen.



YOU SHOULD USE THE TOILET DURING BREAKTIMES AND LUNCHTIMES RATHER THAN DURING LESSON TIME. THERE ARE DRINKING WATER MACHINES IN THE PLAYGROUND OUTSIDE THE COFFEE BAR, ON THE PLATFORM AND BY THE A BLOCK TOILETS.

YOU WILL NEED TO BRING YOUR OWN PLASTIC BOTTLE EACH DAY. AT THE END OF BREAKTIME AND LUNCHTIME, MEET YOUR STUDENT LEADERS IN THE A PLAYGROUND.

1

- I consider and act upon all expectations of layer 2
- I take responsibility for my own progress towards lesson objectives and longer term development
- I take full advantage of all opportunities offered
- I go above and beyond expectations



2

- I never need reminding about the BASE SIX
- I always put 100% effort into all aspects of the learning including homework
- I make positive contributions to groupwork and class discussion
- I ask for help when I need it in a constructive manner
- When the learning gets harder, I work harder
- I act on verbal and written feedback with maturity and use it to change my approach



3

- I arrive on time for lessons and registration
- I arrive with the correct equipment and correct uniform
- I treat others politely and with respect at all times
- I follow instructions the first time
- I follow the SLANT rules throughout all lessons
- I have my phone turned off and in my bag whenever I am inside the building

THE BASE SIX

These are the non-negotiable expectations from all students at all times

The Beacon of Brilliance

RESILIENCE

The work gets harder; I try harder

RESOURCEFULNESS

I'm struggling; I will use the classroom displays, resources, and my peers (when appropriate) to support my learning

GROWTH MINDSET

I view a mistake as a first attempt in learning



GOLDEN TICKET

- Take responsibility of my own progress towards learning objectives
- I take full advantage of all opportunities offered
- I go above and beyond all expectations
- When the learning gets harder, I work harder
- Random act of Kindness

1

- I monitor my own learning strategies and evaluate how successful they have been
- I make changes and improvements to these strategies when needed, becoming more independent in my work
- I read widely around my subjects and complete additional research, including Super-Curriculum projects



2

- I monitor my own learning and progress through self-assessment
- When we check work or use model answers, I will identify the parts of the topic I am struggling with and work even harder to make sure I understand them clearly
- I review my work regularly to help me remember and ask appropriately for help or clarification when needed



3

- I arrive on time for every lesson and am prepared with the correct equipment. I challenge myself in every lesson and stick at it when things are difficult, showing determination and resilience
- I behave in a courteous and polite way, following the school policy. I treat others with respect at all times
- I listen carefully to instructions, tracking the teacher, and follow them promptly
- I always give my best effort when completing tasks in lessons. I want all my work, including my homework, to be the best that it can be
- I answer questions thoughtfully when asked. When others give answers I listen carefully and consider whether I can add anything to develop the answer further
- I seek feedback to help me with my learning, from my teacher or peers when appropriate. I always act on my teacher's feedback to improve my work

THE BASE SIX

Strategies that should be used in every lesson when appropriate

The Beacon of Brilliance

RESILIENCE

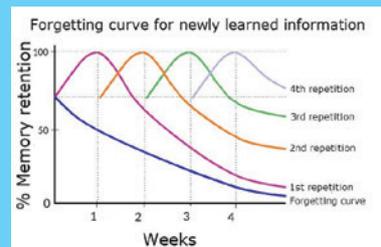
The work gets harder; I try harder

RESOURCEFULNESS

I'm struggling; I will use the classroom displays, resources, and my peers (when appropriate) to support my learning

GROWTH MINDSET

I view a mistake as a first attempt in learning



STUDENTS AT COPLESTON
ALWAYS ADOPT THE RIGHT

SLANT

ON BEHAVIOUR

SIT UP STRAIGHT
AND PAY
ATTENTION

LISTEN
CAREFULLY TO
INSTRUCTIONS

ASK OR ANSWER
QUESTIONS AT EVERY
OPPORTUNITY BUT...

NEVER INTERRUPT
ANYONE WHEN
THEY ARE TALKING

TRACK THE TEACHER
WHEN THEY ARE
TALKING TO THE CLASS

REWARDS FOR

GOOD BEHAVIOUR



If you have done well in school, then a member of staff may give you rewards. All these rewards are recorded.

Each week your Form Tutor is given a running total and you can look at the screens around the school to see how well your Tutor Group is doing. In each Tutor Group there is a 'Student of the Week' every week.

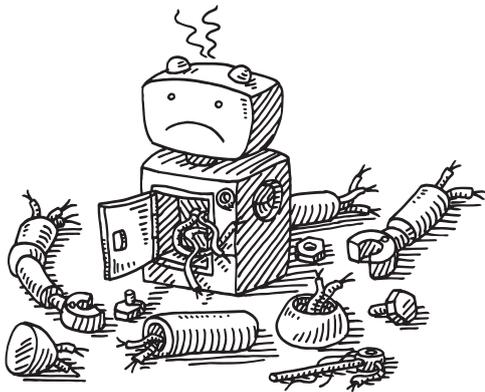
At the end of each term, in Achievement Assemblies, students with the highest number of rewards will receive certificates and prizes.

POOR BEHAVIOUR

We expect all of Year 7 to have outstanding behaviour. However, sometimes students make poor choices about their behaviour and don't meet our expectations. There are different consequences for different types of poor behaviour and we expect students to learn from their mistakes. The Year Team monitor your behaviour through our behaviour system. We will talk to your parents/carers if we are concerned about your behaviour.

WHERE TO FIND HELP

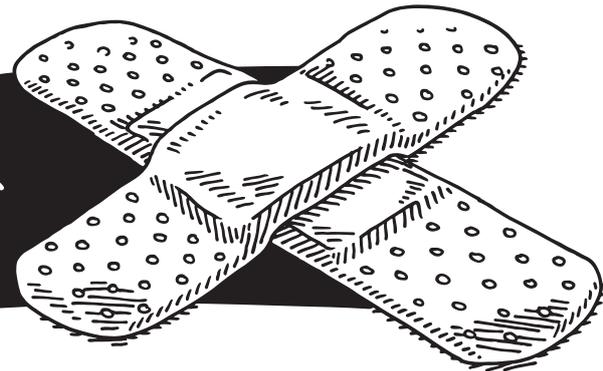
THE YEAR 7 PASTORAL TEAM



What happens if things go wrong or you're not happy and need someone to help you sort out a situation?

- The first person you should talk to is your Form Tutor. If the issue needs some time to sort out, then they may send you to the Year 7 Pastoral Team.
- One of the roles of the Leader of Learning is to offer you support when you have an issue that arises in school and you are struggling to deal with it. Miss Bradshaw will also ask to see you if you are not coping in lessons or misbehaving at school. The opposite is also true. If you are achieving good things, then you may also be seen to be given a word of congratulation.

WHAT DO I DO IF I'M SICK OR GOING ON HOLIDAY?



If you feel sick at school you must tell the Teacher who you are with at the time.

The Attendance Office will then phone your parents/carers, if necessary, to ask for permission to send you home; and you will be asked to 'sign out', that is, to put your name in a special book. At no point are you to leave school without the Attendance Office phoning or without signing out.

If you are sick at home, then your parents/carers must phone the school before registration and leave a message. Your

parents/carers should contact the school if you cannot come to school for any reason. When you return to school, you should bring a note to the Attendance Office if your parents/carers have not already spoken to the school.

If your family is planning to go on holiday during term time then you must get an Absence Request Form from the Attendance Office and the Leader of Learning will have to agree to the holiday before you go. Permission is rarely given due to Government regulations.

TO HELP YOU

WITH YOUR WORK

It will take you a little while to get used to the routines and work load of high school. To help you keep on top of your work, you should get this out of the your bag at the start of each lesson.

The Teachers at Copleston are always willing to spend extra time with you, if you do not understand a topic; you just need to ask.

Copleston has several ICT suites and also computers in the Learning Resource

Centre. You will be given a user name and password to log on to the computers and be able to search the Internet for information and helpful working sites. Be warned, the system will pick up any sites that you should not be looking at!

The school also has a large Learning Resource Centre, where you will be able to study and do personal research, as well as enjoy a good read. You will be given a Learning Resource Centre induction session during the new term.

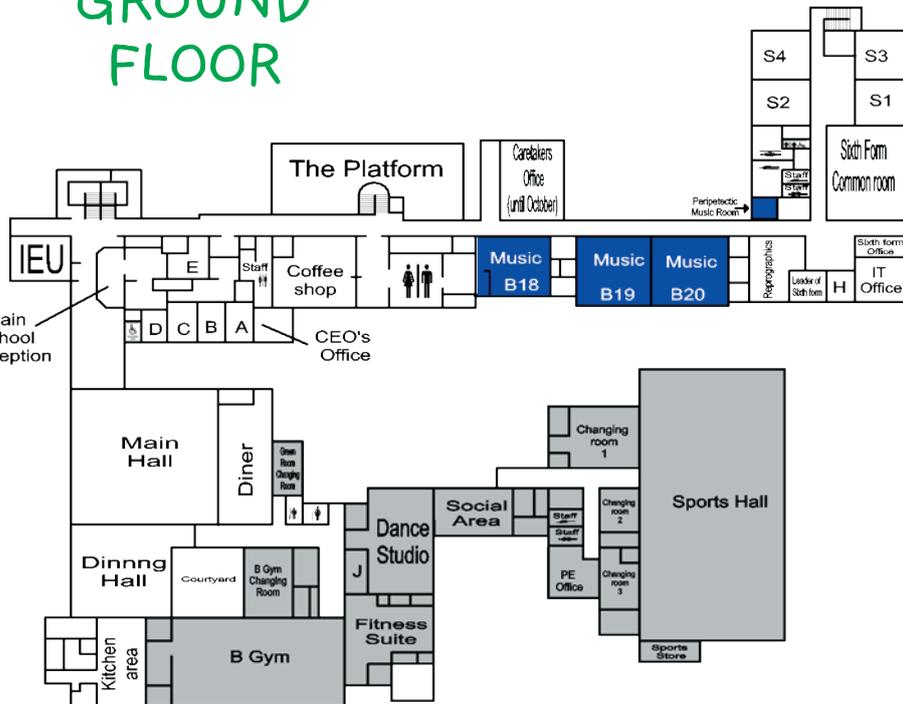
WHAT WE EXPECT OF YOU

- ✓ TO WEAR THE CORRECT SCHOOL UNIFORM
- ✓ TO ARRIVE TO LESSONS ON TIME
- ✓ TO WALK IN THE ROOM SENSIBLY
- ✓ TO TAKE OFF YOUR COATS AND BAGS
- ✓ TO GET OUT YOUR EQUIPMENT
- ✓ TO LISTEN WHEN THE TEACHER IS TALKING
- ✓ TO RAISE YOUR HAND IF YOU HAVE A QUESTION
- ✓ TO DO YOUR WORK TO THE BEST OF YOUR ABILITY
- ✓ TO COMPLETE ALL HOMEWORK ON TIME
- ✓ TO STAY IN THE ROOM UNTIL YOU ARE TOLD TO LEAVE
- ✓ TO PACK AWAY WHEN THE TEACHER TELLS YOU TO
- ✓ TO STAND BEHIND YOUR CHAIR AT THE END OF EACH LESSON
- ✓ TO FOLLOW TEACHER INSTRUCTIONS RATHER THAN LISTEN TO THE BELL

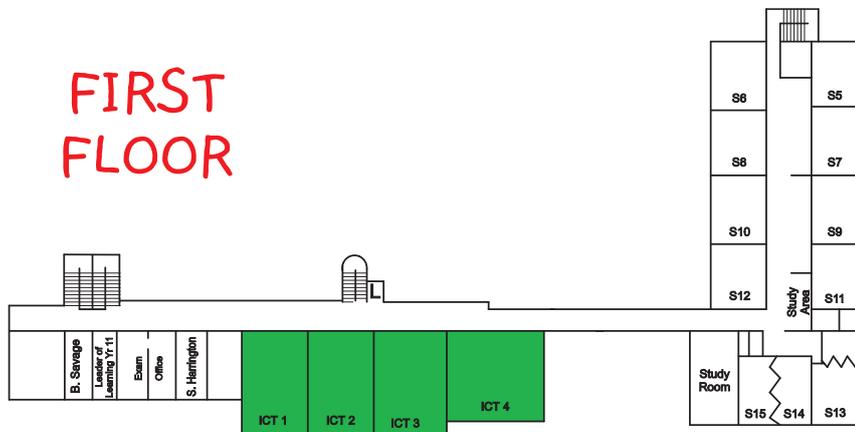
MAPS

GROUND FLOOR

ENTRANCE



FIRST FLOOR

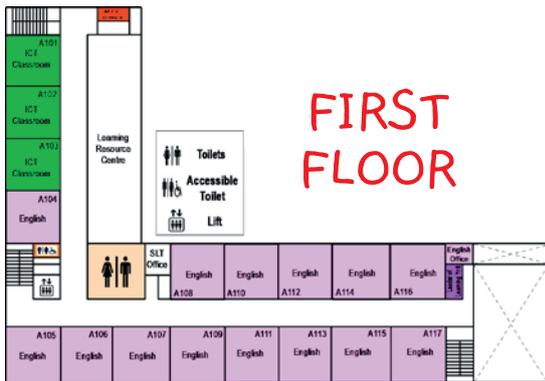


MAIN BUILDING

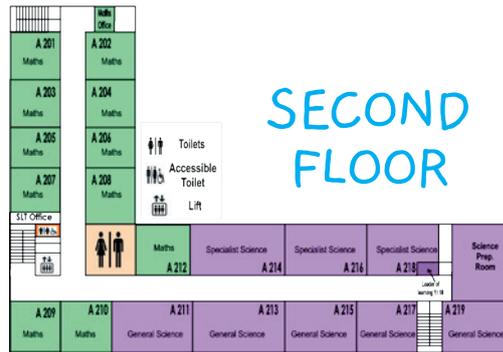


GROUND FLOOR

A BLOCK

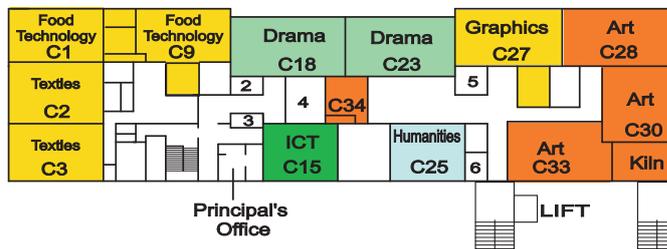


FIRST FLOOR



SECOND FLOOR

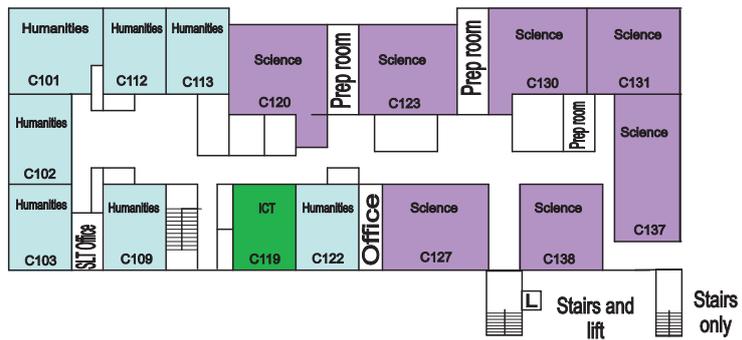
GROUND FLOOR



Principal's Office

LIFT

FIRST FLOOR



Stairs and lift

Stairs only

C BLOCK

Policy on digital devices at Copleston



✗ Phones must not be used during or between lessons unless it is a legitimate learning related purpose and the teacher has given permission

✗ Phones must not be used for making calls or checking the time

✗ No phones or headphones in corridors

✗ Phones must not be left on, even in silent mode

✗ Headphones and mobile phones should not be in sight and should be stored in a bag, apart from at break time, lunch time or outside of school

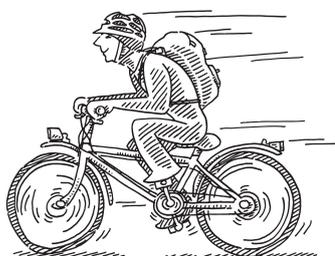
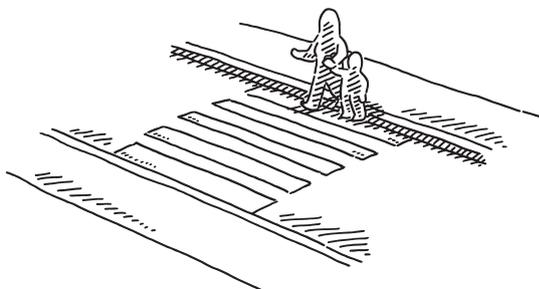
✗ Phones must not be used to take photos or videos during class time

✓ Phones may be used outside of the building at break time, lunch time or on the way to and from school, and inside the building within social spaces at lunchtime and break time

HOW TO
GET TO

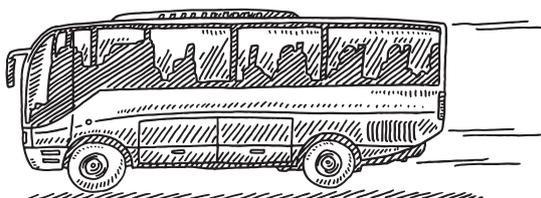
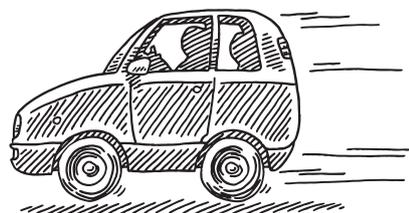
COPLESTON

IF YOU LIVE LOCALLY
WALKING TO SCHOOL WILL
BE THE BEST OPTION.



FANCY CYCLING TO SCHOOL? REMEMBER
YOUR BIKE HELMET, BIKE LIGHTS AND
ADDITIONAL REFLECTIVE CLOTHING. WE
HAVE A SAFE BIKE RACK FOR YOU TO
LOCK YOUR BIKES TO DURING THE DAY.

THE SCHOOL OPERATES A 'PARK AND
STRIDE' POLICY AND IF CHILDREN
NEED TO BE BROUGHT TO SCHOOL
BY CAR, PARENTS/CARERS ARE
ASKED TO DROP THEM OFF WITHIN
WALKING DISTANCE OF SCHOOL TO
AVOID CONGESTION.



THERE ARE MULTIPLE BUS
ROUTES AVAILABLE. PLEASE
CHECKOUT WHICH BUS SERVICE
WILL BE BEST SUITED TO YOU.

TO HELP YOU
REMEMBER

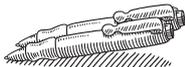
EQUIPMENT QUIZ

You must bring certain equipment to school with you. Write down the names of the things you should bring to school every day.















TO HELP YOU
REMEMBER

WORD SEARCH

F	D	P	R	M	N	A	Z	C	O	R	V	C	S	R
Y	A	D	S	M	D	C	B	T	M	G	O	R	E	O
D	R	A	M	A	I	T	Q	B	K	P	M	E	G	T
E	X	D	A	O	S	I	Z	M	L	J	R	L	A	U
M	C	Q	I	H	D	V	J	E	E	G	E	X	U	T
T	M	N	T	N	Z	I	S	G	C	S	Y	A	G	F
P	B	A	E	Y	G	T	N	U	S	L	P	N	N	R
G	M	R	A	I	O	I	T	O	N	C	U	K	A	I
W	T	E	M	N	C	E	N	X	A	I	R	B	L	E
L	U	Z	C	I	Y	S	G	M	Y	O	F	A	S	N
T	N	E	M	P	I	U	Q	E	W	N	K	O	D	D
U	M	Q	D	S	A	M	T	E	Y	R	Z	G	R	S
A	T	I	O	N	B	G	M	N	O	J	E	H	R	M
R	C	B	E	E	T	O	H	S	I	L	G	N	E	A
T	A	V	O	L	H	I	L	O	G	B	O	O	K	K

ACTIVITIES

ART

CLUBS

COPELSTON

DRAMA

ENGLISH

EQUIPMENT

FRIENDS

HOMEWORK

ICT

LANGUAGES

LESSONS

LOGBOOK

MATHS

SCIENCE

TUTOR

UNIFORM

FEEDBACK FORM



TELL US WHAT YOU THINK OF THIS BOOKLET

We really hope this booklet has helped you find out all the answers to your questions about Copleston High School.

It's the first time we have made one of these so we would love to hear how useful you found it. Please complete the following and take this page to your teacher when you start.

Circle which describes how you feel best:

1 This booklet has helped me to prepare for moving up to Copleston High School.

2 I feel confident about moving up to Copleston High School.

3 Other things I wanted to know about Copleston High School are:

Parents/Carers: Please complete the following:

1 Have you other children at this school already? Yes/No

2 Have you looked through the booklet? Yes/No

If you have, how useful did you find it?
Circle the emoji that best describes how you feel.

3 Is there anything else you think should have been included?
Please add any ideas.

Thank you! Please remind your child to take this page to school with them and hand it in when they start.



NOW... OVER TO YOU!

Make a note of anything you would like to achieve in your first year at Copleston High School... Is there anything in particular you would like to find out, or are worried about?

TARGETS:

WORRIES:

THINGS I NEED TO FIND OUT:

TERM DATES 2021-2022

AUTUMN TERM

STARTS:	Friday 3 September 2021
HALF TERM:	Monday 25 to Friday 29 October 2021
ENDS:	Friday 17 December 2021

SPRING TERM

STARTS:	Wednesday 5 January 2022
HALF TERM:	Monday 21 to Friday 25 February 2022
ENDS:	Friday 8 April 2022

SUMMER TERM

STARTS:	Monday 25 April 2022
HALF TERM:	Monday 30 May to Friday 3 June 2022
ENDS:	Tuesday 19 July 2022
BANK HOLIDAY:	Monday 2 May 2022

PROFESSIONAL DEVELOPMENT DAYS FOR STAFF ONLY

Wednesday 1 September 2021
Thursday 2 September 2021 – Performance Management
Tuesday 4 January 2022 – PD Day
Wednesday 20 July 2022 – PD Day – Disaggregated
Thursday 21 July 2022 – PD Day - Disaggregated

Copleston High School,
Copleston Road, Ipswich IP4 5HD

Phone: 01473 277240

copleston.suffolk.sch.uk

Designed by Naked Marketing
nakedmarketing.co.uk