



YEAR 7

**PARENT INFORMATION EVENING
Tuesday 13 September 2011**

AUTUMN TERM 2011

YEAR 7 PARENT INFORMATION EVENING

Agenda for Tuesday 13 September 2011
7.00pm The Great Room, Mansion

1.	<i>Welcome from the Head of Senior School</i>
2.	<i>Mrs S Barry – Head of Year 7</i>
3.	<i>Mr P Watters – Director of IT</i>
4.	<i>Break into tutor groups:</i> <i>Mr Stevens – The Victoria : Esher</i> <i>Mrs Short – Charlotte's : Longcross</i> <i>Miss Norsworthy – The Albany : Norwood</i> <i>Miss Forrest – Matron's : Radnor</i>

Attached papers:

- Year 7 Contact Sheet
- Bags and Laptops
- Year 7 Prep Timetable
- Referral slip
- Green slip
- Character Qualities on a two-year cycle
- This month's character quality : Respect for Others
- Lost property procedure
- Code of Dress for the Senior School
- Sample menu



HEAD OF YEAR:

Mrs Barry

LIST OF TUTORS:

Mr Stevens	-	The Victoria:	Esher
Mrs Short	-	Charlotte's:	Longcross
Miss Norsworthy	-	The Albany:	Norwood
Miss Forrest	-	Matron's	Radnor

SUPPORT TUTORS:

Mr Longman
Mrs Webb
Mrs Hart
Ms Michaels
Mrs Engelhardt

PTA REPS:

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BAGS AND LAPTOPS

Year 7 pupils are at an age when bones and muscles are developing. They should take care of their bodies and the following points should be noted:

- Pupils should not be carrying around all their books for the day as their bags become extremely heavy. They should be encouraged to use their lockers regularly at each break time to limit the books they carry. A copy of their timetable on the inside of their locker door will help them organise themselves. Pupils need to develop confidence in themselves that they can be organised in this way. They do have time before school, at morning break, at lunch break and the end of the day to do this.
- Pencil cases can become extremely heavy!
- House bags have been issued to every year 7 pupil. There are expected to contain a maximum of two periods of books and pencil cases. Therefore school bags need not be carried around school by year 7 pupils. Pupils should visit their lockers at each break to ensure they have the right books for each lesson.
- Bags should be worn with both straps.
- When using laptops it is important to sit up straight and not slouch.
- Pupils should not work at their laptops for more than 20 minutes without a break. Stretching fingers, back and legs every break is a good idea.
- Pupils need to make a conscious effort to blink their eyes as watching a screen tends to reduce the natural regularity of blinking and so eyes become dry and tired.
- We encourage pupils to personalise their laptop cases and request name tags are sewn on the exterior of the case to ease identification.
- Spare copies of your child's timetable will be sent home during the first week of term – we suggest these are stuck to your fridge door or family notice board!

Year 7 Homework Timetables

Tutor group 7 Esher

Mon	Tues	Wed	Thurs	Fri
Science	Drama	Science	Art	English
Music	Maths	IT	Maths	History
Technology	Geography	English	Religion	Languages
		Languages		

Tutor group 7 Radnor

Mon	Tues	Wed	Thurs	Fri
Science	Art	Religion	Science	English
History	Maths	English	Music	Drama
Technology	Geography	Languages	Maths	Languages
			IT	

Tutor group 7 Longcross

Mon	Tues	Wed	Thurs	Fri
Religion	Technology	Geography	Drama	English
Music	Maths	English	Maths	Art
History	Science	Languages	Science	Languages
			IT	

Tutor group 7 Norwood

Mon	Tues	Wed	Thurs	Fri
Religion	Technology	Science	Geography	English
Drama	Maths	English	Maths	Science
IT	Music	Languages	Art	History
				Languages

CLAREMONT FAN COURT SENIOR SCHOOL
REFERRAL SLIP

- FOR INFORMATION ONLY
- REFERRAL

Name:
Subject:

Tutor Group:
Lesson:

Date:
Teacher:

INCIDENT

- > Late by more than three minutes _____
- > No equipment _____
- > Late to Registration _____
- > Failure to respond to Library reminders _____
- > No work or prep done _____
- > Failure to attend staff detention/Study Hall _____
- > Cheek or Rudeness (Excessive-send out) _____
- > Missing lesson _____
- > Verbal abuse to pupil (Excessive-send out) _____
- > Other Offence _____
- > Incorrect Uniform _____
- > Hair _____

Give Details: _____


Details of any punishment administered: _____

Please tick the offence/offences and pass the completed slip to the pupil's tutor. Tutors please ensure that this is then passed to the Year Head.

Claremont Fan Court School
GREEN SLIP

Name _____ Yr _____ Tutor _____ Date _____

Reason for Praise _____



Staff _____ Tutor _____ Year Head _____



Character Qualities on a two-year cycle

Respect for Self Self-worth Self control Health Mental poise Self-confidence Striving for excellence	05/9/11 12/9/11 19/9/11 26/9/11	Honesty Integrity Truth Trustworthiness Ethical standards	04/10/10 11/10/10
Responsibility Reliability Obedience Accountability	03/10/11 10/10/11 17/10/11	Compassion Generosity Community service Gentleness Kindness and consideration	01/11/10 08/11/10 15/11/10
Industry Efficiency Thoroughness Initiative Motivation Accuracy Focus and concentration Punctuality	07/11/11 14/11/11 21/11/11 28/11/11	Joy Humour Enthusiasm Spontaneity	29/11/10 06/12/10 13/12/10
Peace Harmony Peacemaking Forgiveness Serenity	05/12/11 12/12/11	Creativity Resourcefulness Innovation Imagination Originality	03/1/11 10/1/11 17/1/11 24/1/11
Love Friendship Sincerity Caring Kindness	03/1/12 09/1/12 16/1/12 23/1/12	Courage Tenacity Conviction Facing fears Moral courage	31/1/11 07/2/11 14/2/11
Wisdom Maturity Knowledge Judgement Detachment Understanding Logical reasoning	30/1/12 06/2/12 20/2/12 27/2/12	Faith Trust Hope Expectation Conviction	28/2/11 07/3/11 14/3/11 21/3/11
Co-operation Team work Team building Leadership Relationships Participation Readiness to compromise	05/3/12 12/3/12 19/3/12 26/3/12	Commitment Loyalty Effort Dedication	28/3/11 04/4/11 25/4/11
Patience Empathy Resilience Calmness Perseverance Endurance Fortitude	23/4/12 01/5/12 07/5/12 14/5/12 21/5/12 28/5/12	Environmental Awareness Beauty Sacrifice Conservation Moderation and balance Preservation	02/5/11 09/5/11 16/5/11 23/5/11
Freedom Vision Independence Lack of restrictions Choice Equality Fairness Social justice	11/6/12 18/6/12 02/7/12 09/7/12	Humility Gratitude Selflessness Grace Inner strength	06/6/11 20/6/11 27/6/11 04/7/11
Respect for Others Acceptance and tolerance Courtesy and politeness Listening to others Respectful language Appreciation	06/9/10 13/9/10 20/9/10 27/9/10		

RESPECT FOR SELF



Self Worth ♦ Self Control ♦ Health ♦ Self Confidence ♦ Mental Poise ♦ Striving for Excellence

- ❖ I value myself and my ideas – I don't put myself down
- ❖ I don't give up when challenges come
- ❖ I am pleasant and polite
- ❖ I don't complain over disappointments
- ❖ I think before I speak and act
- ❖ I use my time wisely
- ❖ I eat healthy food
- ❖ Personal hygiene is important to me
- ❖ I find ways to keep calm in difficult situations
- ❖ I don't react when I am hurt and angry
- ❖ I am not influenced negatively by my peers
- ❖ I demand high standards from myself

<i>Issue No</i>	3
<i>Date</i>	January 2007
<i>Revised</i>	September 2009 September 2010
<i>Initiator</i>	JIR
<i>Level of Approval</i>	Head of Senior School



Claremont Fan Court School

LOST PROPERTY PROCEDURE: Senior School

- Pupils are to be encouraged to look after their possessions by taking good care of them, securing all personal items in lockers at all times and ensuring all belongings are clearly and permanently named. Pupils should never lend or borrow kit from other pupils.
- All PE kit should be contained in a named school PE kit bag. The kit bag should be securely held in lockers during the school day and taken to PE lessons as required.
- School bags and PE kit bags left at school overnight must be kept in the pupil's locker. If school bags or PE kit are left on shelves, in corridors or around the school after school activities have been completed they may be confiscated to the facilities department.
- All property must be named indelibly with sewn in labels. In addition, all PE kit must be labeled with either big size labels sewn prominently on the front of all kit items or machine embroidered by the school supplier.

In the event that items are lost the following procedures will be implemented:-

- The following items if found will be taken to the appropriate department. TFT folders, sewing kits etc. to the TFT department; DT folders to the DT studio and Art pads to the Art room.
- All keys, glasses, watches will be taken to reception where they are easily accessible for collection during the school day.
- Mobile telephones and iPods will be held by the Head of the Senior School for collection.
- The school no longer has a lost property room.
- All named school uniform will be returned to the pupil via the tutor teacher. Pupils who consistently leave named uniform unattended will be issued with a referral or detention.

- Items of PE kit that are named will be held by the PE department and returned to pupils in the Sports Hall. Pupils who consistently leave named kit unattended will be issued with a referral or detention.
- Any unnamed non-uniform items will be sent to a charity shop.
- Any unnamed uniform items and PE kit will be sent directly to the Good as New Shop for resale.
- At the end of the summer term all lockers will be opened and emptied. All unclaimed items will be disposed of.

9.3 NAMING OF UNIFORM

All day uniform (including underwear and socks) must be clearly named with woven name tapes sewn into neckbands or waistbands.

Kukri PE kit (compulsory for new Year 7 pupils, optional for current pupils – available from Alleycatz) must be named using the AlleyCatz embroidery service with your child's first initial and surname, or just surname. PE uniform for pupils in Years 8 and above must have 20 mm high name tapes with the pupil's full name sewn on the front of garments underneath the school logo.

All PE clothing must be named by the beginning of the academic year.

Footwear must be permanently and clearly named.

School bags must be permanently and clearly named.

Sports bags (available from AlleyCatz) must be named using the AlleyCatz embroidery service.

Watches, pens and other personal property (such as tennis racquets and lacrosse sticks) should be clearly named and stored safely during the school day.

It is almost impossible to reunite unnamed clothing with its rightful owner.

9.4 CODE OF DRESS FOR YEARS 7-11

The school blazer is to be worn everyday to and from school.

The School insists that **all** pupils wear the correct uniform. **The School reserves the right to send a child home if the code of dress is disobeyed.**

Shirts and Blouses

These must be tucked in at **all** times.

Skirts

Skirts must reach the knee – please allow for growth. Skirts should be replaced when your child grows such that the length of skirt remains at the knee.

Trousers

Ill-fitting trousers are not permitted. Parents are requested to take up the hems of trousers which are bought to allow for growth. A belt may be necessary.

Socks/Leg Warmers

Ankle socks are not to be worn over tights. Neither leg warmers nor leggings are permitted. Trainer liners are not acceptable.

Hair

No extreme hair cuts or hair colourings are allowed.

Girls: Hair is not to hang over the face. It must be clipped and tied back at all times. Staff teaching practical lessons may require more stringent controls. Hair bands and hair ties must be navy blue or maroon.

Boys: Hair must be no longer than collar length. It should not fall over the face. Boys should be clean shaven.

Jewellery

Girls: One small plain gold or silver stud in each ear for those with pierced ears is allowed. No other jewellery is allowed. No other studs are permitted.

Boys: Rings or neck chains are not allowed. No studs are permitted.

For certain religious reasons a few pupils may have special permission to wear other jewellery. A request for this must be received in writing from parents. Unauthorised jewellery will be confiscated.

Make-up

No make-up or nail varnish, either coloured or clear is to be worn.

Shoes

Black leather shoes (not suede) to have flat, broad-based heels, not boots. Deck-style shoes are not allowed (See footwear sheet for guidance under sections **9.7 and 9.9**). Please ensure that shoes do not have deep treads. Lace up shoes must have black laces. Light weight ballet style pumps are not acceptable at the school.

9.5 SIXTH FORM DRESS CODE

Sixth Form students are role models for the rest of the School and are required to lead, uphold and embody the standards expected of all pupils throughout the school. This means that members of the Sixth Form must maintain consistently high personal standards of dress and smartness of appearance. On Open Mornings the very highest standards of dress will be required.

Students [boys]

Suits, collared shirts and ties.

Leather footwear.

Sixth Form boys are expected to be clean shaven.

Students [girls]

Trouser suits or jacket and skirt suits.

Smart respectable blouses.

Leather footwear.

Students should not have any body piercing other than pierced ears – discrete studs only. Tattooing is prohibited.

Protective clothing for practical subjects such as:

All students taking art, design technology, drama, food, photography and science must ensure that they have separate protective clothing.

PE

Students selected for representative teams must wear the team uniform. Students must wear school PE uniform for games afternoons.

If a Sixth Form student does wear clothing deemed inappropriate for school wear, staff members will refuse that student entry to their class.

May 2010



CLAREMONT FAN COURT SENIOR AND UPPER JUNIOR SCHOOL

12th ~ 16th SEPT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MAIN COURSES	Mildly Spiced Chilli Con Carni served with Sour Cream and Tacos	Freshly Cooked Fusilli Pasta served with Chicken Carbonara Sauce or Basil Pesto	Roast Pork with Savoury Stuffing and Apple Chutney	Steak and Mushroom Pie with a Savoury Short Pastry Crust	Grilled Haddock Fillets or Golden Crumb Fish Fingers
VEGETARIAN OPTION	Vegetable Chilli baked with a Savoury Oat Crumble	Goats Cheese, Mushroom and Sun Dried Tomato Pasta Bake	Stuffed Beef Tomatoes topped with Brie Cheese	Roast Vegetable Tart with Basil and Mozzarella Topping	Baked Stuffed Capsicums with a Sweet Chilli Sauce
POTATOES/RICE/PASTA	Savoury Rice	Fusilli Pasta	Roast Potatoes	Creamed Potatoes	Chunky Fries
VEGETABLES	Sweetcorn Niblets	Mixed Salad	Broccoli Florets	Sliced Carrots	Garden Peas/ baked Beans
SALAD BAR	A SELECTION OF FRESHLY MADE SALADS AND COOKED MEATS AVAILABLE ON A DAILY BASIS HOT JACKET POTATOES AND WHOLEMEAL BREAD SELECTION				
SANDWICH BAR	Plain Ham Cheddar Cheese Tuna Mayonnaise Egg Mayonnaise and Bacon	Roast Chicken Ham Plain Cheese Tuna Mayonnaise	Tuna Mayonnaise Cumberland Sausage Cheese Ham/ Ham and Salad	Plain Ham Cheese Salmon Mayonnaise Roast Turkey	BLT Ham Plain Cheese Tuna Mayonnaise
DESSERTS	Fresh Fruit Salad Fruit Crumble and Custard Fruit Yogurts	Fresh Fruit Salad Melon Platter Fruit Yogurts	Fresh Fruit Salad Treacle Sponge & Custard Fruit Yogurts	Fresh Fruit Salad Baked Rice Pudding Fruit Yogurts	Fresh Fruit Salad Chocolate Trifle Fruit Yogurts