

Welcome letter

Hello my name is Mrs Robson and I am the SENCO at St. Bede's. This is me:

Sometimes I wear my glasses but you might see me without them.

I sometimes have my hair tied up too.



I am going to make sure that you get lots of support when you come to St. Bede's.

School has been looking very different for us all due to Covid-19. I cannot give you any details at present about what September is going to look like, but I can give you information about what a typical school day might be like.

Your first day at St. Bede's will be very structured and you will be well looked after. I will be there to support you every step of the way and I have 4 fantastic learning support assistants who will help too. I have Miss Blakelock, Mrs Oxenham, Mrs Jones and Miss Laws. You will be taken to and from lessons, break and lunch for at least the first 2 weeks until you get used to where you are going. Before you start on your first day, you will find out who your tutor teacher is, which house you are in, as well as who your head of house is. I will be there every step of the way.

The school day starts at 8.55am but you can come into school earlier if you want. The school library is open from 8am. One of my learning support assistants, Miss Blakelock, runs the library and it is a lovely quiet place to go. We have lots of books and we have computers in there too.

After you have settled in to St. Bede's (about 2 weeks), you can become more independent getting around school. The bell will go at 8.55am and you go onto the yard and line up with your tutor group. Your tutor will then take you into your tutor classroom. You will stay there for 15 minutes and your tutor will take the register, give notices and say a prayer. At 9.10am, the bell will go again and you go to your first lesson. You won't stay with all the people in your tutor group because people are in different classes. For example your tutor group might be 701 (Oswald house) but your teaching class might be 7X2.

You will receive a timetable on your first day; this tells you what subjects you have and when. We run on a 2-week timetable. We start with week 1/A and we don't count holidays (break up on a week A and will return on a week B) Here is Joshua's timetable to give you an idea:

Timetable - Adams, Joshua 701
as at 03/06/2020

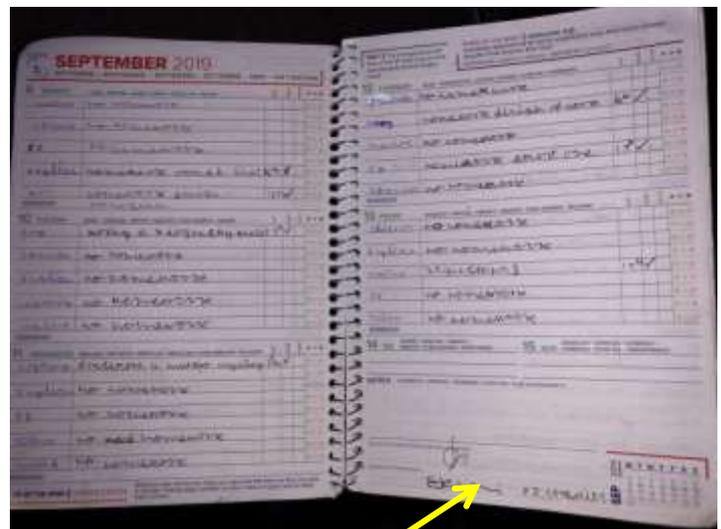
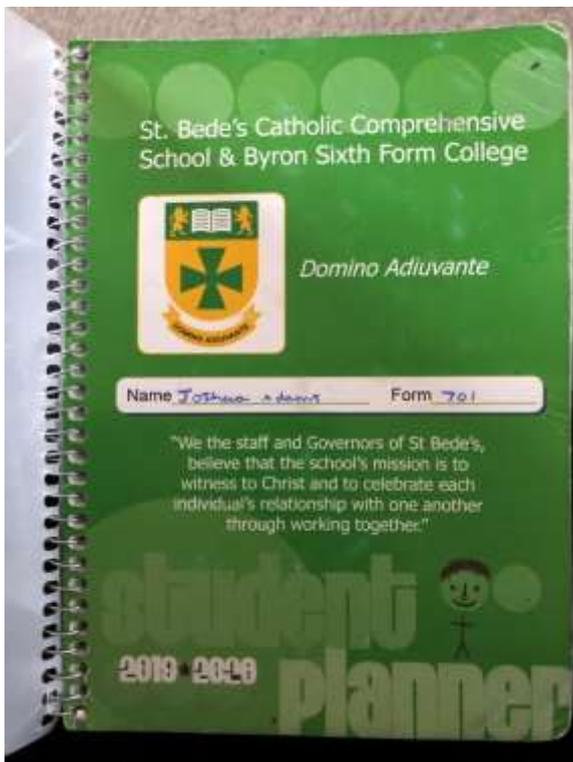
	1Mon	1Tue	1Wed	1Thu	1Fri
1	Pe SGA PE2	Es MNI HU1	En SSH En1	Ma ECH Mal	Pe SGA PE2
2	Ma ECH Mal	Gg SRE Geogra	Ma ECH Ma6	Dt SPE Food	It KOX IT2
3	Sc TAL Sc5	En SSH En1	Re ARO MU	Es MNI HU1	Hi VDU En6
4					
5	En SSH En3	Ma ECH Mal	Sc TAL Sc5	En SSH En1	Sc TAL Sc5
6	Ar VHT AR2	Re ARO MU	Mu ARO MU	Sc TAL Sc1	Tu VDU En6

	2Mon	2Tue	2Wed	2Thu	2Fri
	Ma ECH Mal	Gg SRE Geogra	Hi VDU En6	Sc TAL Sc5	Sc TAL Sc1
	Sc TAL Sc5	Es MNI HU1	En SSH En1	Gg SRE Geogra	En SSH En1
	Pe SGA PE2	En SSH En1	Re ARO MU	Mu ARO MU	Ma ECH Mal
	En SSH En1	Hi VDU En6	Sc TAL Sc5	Re ARO MU	Pe SGA PE2
	Ar VHT AR2	Ma ECH Mal	Ma ECH Ma6	Es MNI HU1	Tu VDU En6

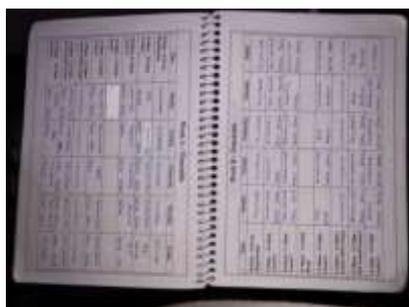
Pe = Physical Education Es = Spanish En = English Ma = Maths Sc = Science
 Ar = Art Re = Religious Education Mu = Music It = Information Technology
 Dt = Design and Technology Hi = History Tu = time with your tutor group

If you are in the 7X1 you will do Mandarin too. Your timetable also tells you which room the lesson is in and what teacher you have. For example, Joshua has PE with Mr Garlinge in room PE2. Your tutor will help you with your timetable and I will too. You keep the same timetable for the whole of Year 7 and then it will change when you go into year 8. You keep the same tutor teacher and head of house throughout your time St Bede's (unless a teacher leaves) but your class teachers might change each year. If you are part of the football academy, your football lessons will be timetabled in too.

On your first day, you will receive a planner. This is yours to help keep you organised, write homework in and it must be put on your desk in every lesson in case a teacher wants to give you a credit (a credit is a good point that is put on the system and you achieve certificates and points for your house – like Harry Potter!). This is Joshua's planner (I have told him off for drawing on it!):



Someone at home needs to sign each week and so will your tutor. You can write your subjects in and write the homework you need to do or write no homework if you don't have any.



There is a part where you can write your timetable in too. I can photocopy as many timetables as you need. It's good to have a couple spare.



Try to go to the toilet during break and lunchtime. If you need to go to the toilet during lesson time and it is an emergency, tell your teacher and they will sign your planner. Take your planner with you in case another teacher asks you where you are going.

School day

Tutor time/Registration:		8.55am – 9.10am
Lesson 1:		9.10am – 10.10am
Lesson 2:		10.10am – 11.10am
Break time:		11.10am – 11.25am
Lesson 3:		11.25am – 12.25pm
Lesson 4/Lunch Time:		12.25pm – 1.20pm
Lesson 5:		1.20pm – 2.15pm
Lesson 6:		2.15pm – 3.15pm
Home time:		3.15pm

You only have your lunch with year 8. Year 9, 10 and 11 have their lunch during lesson 5. You will also have a house assembly once a week in the main hall during tutor time.

Assemblies:

Monday – no assembly

Tuesday – Columba House

Wednesday – Hilda House

Thursday – Oswald House

Friday – Chad House (Byron 6th Form)

Head of House Teachers:

Columba (Blue) – Mr Martin (Health and Social Care/PE teacher)

Hilda (Red) – Mrs Hall (Design and Technology teacher)

Oswald (Green) – Dr Henderson (ICT teacher)

Chad (Purple) – Mr Johnson (Head of Byron and History teacher)

These teachers run each house and they teach different subjects too. I am a SENCO but I also teach Design and Technology and sometimes Art.

Mrs Stones is our attendance officer and is part of the pastoral team. She is great if you have any problems – she will look after you the same as me. She sometimes covers lessons too.

Mrs Jenkin is Head of pastoral (she is my boss!) and teaches Health and Social Care to the older students too.

Mrs Craik is our Acting Executive Head teacher and she teaches RE.

Mrs Cessford is Acting Head of School and she teaches Geography.

Mrs Stevenson (Julie) works in student services as a secretary.

Have a look on the Meet St. Bede's Pastoral and SEND Staff and see if you can become familiar with some key staff.

Library

Miss Blakelock runs our wonderful library. You can go on a lunchtime to this quiet space. We run homework club in here too.



Break time

It can get noisy at break time in the heart space (main part of the school where the dinner hall is) because everyone is in there for break. Food is served (toast, wraps etc) if you want to buy something you have to queue but they do some yummy things! You can also bring your own snack/food to eat if you want. We pay for food at school using a finger print system and this will be set up for you on your first day. If you are free school meals, you will have £1 to spend on a break time and £3 to spend on a lunchtime. If you are not, you will need to bring money in to add to the machine and you are allowed to spend up to £4 each day. The dinner ladies are really good at keeping you right. If it is too noisy for you, you can go outside (if the weather is okay), you can stand with me (I stand near the chapel out of the way) or I will find somewhere quiet for you to go.

Lunchtime

You line up on the yard at lunchtime and the dinner ladies will let you in when it is your turn. We have a counter that sells set dinners and desserts and we have a counter that sells salads, pizzas and sandwiches. You can go to either counter as many times as you want. I have a designated table that I sit on at lunchtime and you can sit with me if you want. If you have packed lunch you still have to line up. When you have finished your lunch you can either stay with me, go outside (if the weather is nice) or the library opens at about

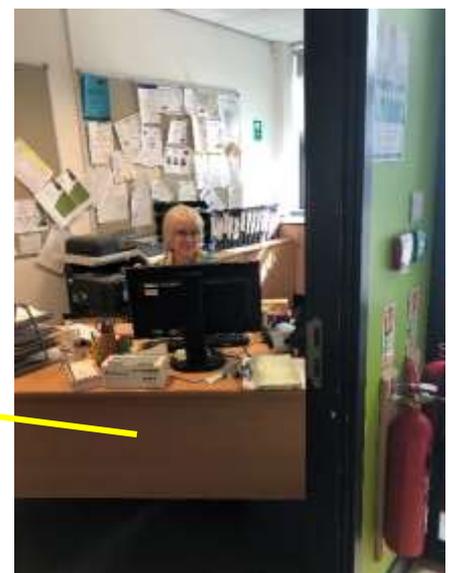
12.50pm. We know the library is open because the sign turns to green on the window. You can go in to do homework (there will be 2 teaching assistants to help you) or to read a book. I am around every lunchtime and break time if you need me.

Heart space

This is the main part of the school building. We call it the heart space. This is where you come into school. We have our break and lunch in this area. You can go outside if you want and I have some quiet areas to go to if you need it.



Students come into school using this entrance. This is not the main school entrance. You walk past Mrs Stevenson's office (student services) and she can help if you lose your timetable, need to take medication, need to phone home or if you have lost something.



You have a visit with your primary school to look forward to in July and I cannot wait to meet you all. We are making a virtual tour that we will upload onto our website and school Facebook page so you can become familiar with the different areas of the school. We know

it is a scary time for year 6 students, so we are going to make it as comfortable as we can for you all and I promise you are going to have lots of support.

Look forward to seeing you soon.

Mrs Robson