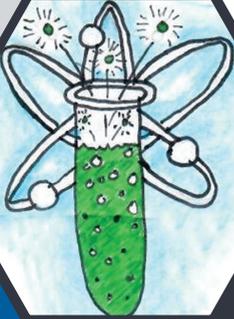




Woodkirk Academy
&
The Sixth Form @ Woodkirk Academy



STUDENT HANDBOOK



CHILD PROTECTION DESIGNATED STAFF



Mr N Cook
Vice Principal
DSL Deputy



Mr D Currie
Vice Principal
Designated
Safeguarding Lead
(DSL)



Mrs L Roberts
Leodis Support
Services Manager



Miss N Power
Leodis Family
Support Worker



Mrs A Scott
Learning Mentor

YOU ARE STARTING AT WOODKIRK ACADEMY
IN SEPTEMBER AND YOU WILL BE ONE OF
THREE HUNDRED STUDENTS IN YEAR 7.

We would like you to tell us something about yourself.

We would like you to add a photo of yourself if possible and make sure you write your name on so that we can identify you.

Please do this on a separate piece of paper and bring it with you on your first day and hand it to your Form Tutor. We encourage you to add photos or images, but please keep to just one sheet.

You could tell us about:

- **Your hobbies**
- **Your family**
- **Your favourite lessons**
- **Your aspirations**
(what would you like to be doing in 10 years' time)
- **What sports you enjoy**
- **Your pets**
- **Favourite people**
- **Or anything you think we would like to know about you**

Think about presentation, do your very best!

We look forward to welcoming
you to Woodkirk Academy.





Woodkirk Academy

&
The Sixth Form @ Woodkirk Academy

CONTENTS

Introduction, Worried? Confused? Can't get to sleep?	5
First Impressions	6
The School Day	7
Lunchtime and Breaks	8
Planner, Merits and Homework	10
Organisation and Lockers	11
Uniform	12
Code of Conduct and Behaviour	13
Mobile phone policy and CCTV in School	14
Attendance and Punctuality	15
Extra Curricular activities	16
Typical Week at Woodkirk	17
The Learning Resources Centre	18
Fire Alarm Procedure and School Buses	19
Revising for exams and Your Health and wellbeing	20
Student Leadership Group	21
Bullying, Smoking, drink and drugs policy and Illness and Accident	22
And Finally...	23



Woodkirk Academy

&
The Sixth Form @ Woodkirk Academy



INTRODUCTION



WORRIED?

Everyone usually worries when it comes to going to high school.

.....

Especially when it's big, like Woodkirk Academy. Lots of other students, if not all of them, will be feeling the way you do. It's normal to be a bit nervous, with new teachers, new routines and new people, but we're sure the transition period will help you settle in. If you have any problems, talk to your teacher and they'll be happy to help.

CONFUSED?

.....

You might not be completely sure about where you're going and what you're doing, but people will always help you.

.....

CAN'T GET TO SLEEP?

.....

Try to think about all the things you're looking forward to doing at school. There'll be lots of opportunities to take part in different activities. It will probably be the best time of your life, so make the most of it!

.....

Don't worry about your mum, dad or any other adult fussing, they just want things to go well for you and for you to be organised, relaxed and most of all happy.

This booklet is just for you and we hope it will answer some of your questions.

FIRST IMPRESSIONS

On your first day at Woodkirk Academy, the buildings will look huge and you may get a bit lost, but there'll always be someone happy to help you. You'll get a map of the school so you can find your way around more easily. For the first week or so the teachers will understand if you get a bit lost but after a few lessons you'll be expected to know where you are going. It's easy to find your way around once you know where everything is.

Y1 - Y26

← Science

Woollin Hall

Religious
Education

English
(Green Block)

English
(Yellow Block)

Learning Resource
Centre



THE SCHOOL DAY

One of the most important things about coming to Woodkirk Academy is to get a good education. We have five lessons a day.

This is our timetable:

Students must be on Woodkirk Academy site by 8.40am

8:50am – 9:15am

Form Time / Assembly

9:15am – 10:15am

Period 1

10:15am – 11:30am

Period 2 - includes 5 individual Year Group Break times

11:30am – 12:30pm

Period 3

12:30pm – 2:00pm

Period 4 - includes 3 Lunch Sitings

2:00pm – 3:00pm

Period 5 - Monday - Thursday

2:00pm – 3:00pm

Period 5 - Friday

Friday Finish!

Students in Years 7 – 10 will finish at 2.00pm

Students in Year 11 and Sixth Form will finish at 3.00pm

**Friday
Finish!**

LUNCH TIME

Our timetable may look simple enough until Period 4, which is where you might get a bit confused. Don't worry, you'll soon get used to it. There isn't enough room for everyone to have lunch at the same time, so depending on your lesson you will go on one of three lunches.



There are two places to eat inside school

When you get your timetable on your first day, your teachers will tell you the lunch you're on, so please don't worry about this.



WOOLLIN HALL

You can eat your packed lunch in Woollin Hall. You can also buy sandwiches, salad boxes and drinks. If the weather is nice, you might want to eat your packed lunch outside. There are certain areas you can do this - in the middle and front yards. Please make sure you always put your litter in the bin.

You're not allowed to bring energy drinks (Lucozade, Red Bull, Powerade etc) and drinks with a high sugar content (Coca-Cola, Fanta etc) to school.

MAIN HALL

A variety of food is served in the Main Hall, including pasta, roast dinner, curry, vegetarian options, jacket potatoes and salads.

Once a week every Year Group is able to go to the front of the queue. This is Priority Lunch.

BREAKS

If you're wondering how you're going to survive from 8.50am until 12:30pm, then don't worry; we have a break for 15 minutes. You can buy food in the Main Hall or Woollin Hall. In the Main Hall you can get bacon sandwiches, toast, cheese on toast, crumpets and drinks. Snacks are available in Woollin Hall, including sausage rolls and biscuits.

If you want something before school, you can get breakfast in the Main Hall from 8.00am. Remember, energy drinks (Lucozade, Red Bull, Powerade etc) and drinks with a high sugar content (Coca-Cola, Fanta etc) are not allowed in school.

PLANNER AND MERITS

When you start you'll be given a planner for the year. It will help you plan work and write down what your homework is, and when to hand it in. It also has a calendar so you can make sure you don't forget important events.

You can also keep a record of your achievements.

You get Merits for lots of reasons including: good behaviour; producing a good piece of classwork or homework; extra special effort in the above and beyond initiative; good attendance. You'll also get a certificate once you reach the required number of Merits:

Rewards are given throughout the year, depending on how many merits you have been awarded – 'jump the lunch queue', Love2shop vouchers.

If you try your best, teachers are only too keen to reward your efforts.

MERIT CERTIFICATES

BRONZE – 75 MERITS
SILVER – 150 MERITS
GOLD – 250 MERITS
PLATINUM – 350 MERITS



HOMEWORK

Year 7 homework is in the form of extended projects for some subjects and others follow a weekly timetable. You'll get a handbook in September with information about each of the projects and the introduction and deadline dates.

Your class teacher will give you guidance and support when you start the PE and Music homework, you'll take part in an after-school

activity for six weeks. There'll be a range of different activities available so you can choose at least one which you'll most enjoy.

You're also encouraged to get yourself involved in clubs and groups before and after school.

ORGANISATION

- You must bring everything you need to every lesson. It's best to pack your bag the night before!
- Make sure your bag is big enough for everything you need each day.
- If you need to bring a sports bag for PE, lockers are available so you don't need to carry it around all day.
- Make sure you bring the correct books for every lesson for the day.
- You might need, or might be asked, to bring some extra equipment, for example PE kit, drawing equipment, calculator.
- You must respect school property.
- Name your own equipment clearly, especially your PE kit, uniform and coat. That way you'll get items back if you lose them.
- Liquid correction fluid is **banned**.

LOCKERS

It's your choice whether you have a locker, but they are really useful. You can keep your PE kit and coat in them during lesson time. You're not allowed to take your coat into lessons.

At the start of Year 7, you'll be asked if you want a locker; this will be issued to you by the end of the first term.

The cost is £5 and you'll get a locker number and key.

You keep your locker until you leave the Academy.



UNIFORM

We have a high standard of uniform at Woodkirk Academy.

This separates us from other schools and academies, helps us feel part of a team and creates a good image outside of school. There is a full list of what is and what is not allowed on the Academy website, in the Induction Evening Pack and in your Planner, which you'll get in September.

Remember to put your name in all items of clothing!



CODE OF CONDUCT AROUND SCHOOL

- Always be polite and respect the feelings of others.
- Follow instructions from adults, first time, every time.
- Wear your school uniform correctly at all times.
- Only eat and drink in the designated areas and put all your litter in the bin.
- Keep away from areas where the 'out of bounds' signs are displayed.
- Only use the toilets designated to your year group. (Yrs7/8; Yrs9/10; Yr11).
- Always carry your planner when out of class during lesson time.
- Move safely around school at all times.
- Respect the local community before and after school.

BEHAVIOUR

Woodkirk Academy takes pride in the conduct and behaviour of its students. You're expected to follow four simple rules in all your lessons:

- Always follow instructions the first time they are given.
- Always arrive with all the necessary books and equipment needed for the lesson.
- Always raise your hand and wait until you are asked to speak.
- Always get on with your own work and allow others to do the same.
- These rules are the **Classroom Code of Conduct**.
- Woodkirk Academy expects a high standard of behaviour from every student. You must learn to consider the consequences of your actions and show respect towards others.
- Mobile phones are banned. **You must not bring your phone to school.**



REMEMBER

You must **NOT** bring your mobile phone to school.



CAMERAS (CCTV)

Woodkirk Academy has a security system which is used to protect and keep you and the school site safe.

Cameras positioned inside and outside the Academy can zoom in on any potential issues.



ATTENDANCE

You are expected to have a very high attendance rate, at least 96%. If you can't come to school then it must be for a good reason.

What you need to do if you are not going to be in school

If you are ill, ask your parent to ring the attendance number **0113 8873602**, email attendance@woodkirkacademy.com or use the **MyEd app**. This must be on the first day of your absence and **before 9am**.

If you know you are going to be absent during the school day, for example for a medical appointment, your parent must phone, email or you must take a letter to Student Services, explaining the reason for your absence.

Your Form Tutor will always investigate any unexplained absence. If you have a problem then you must talk to someone. Truancy will not solve anything!

It is your responsibility to make sure you ask your subject teacher about what happened in the lessons you missed and you will need to catch up on any work. You could also ask a friend about the homework that was set and, maybe, you could do this homework before your return.

If your parents have a question about attendance, there is more information on the Woodkirk Academy website, under Parents / Attendance Information.

PUNCTUALITY

You are expected to arrive on time. You should be on the school site by 8.40am before the first bell rings. You must be in your form room by 8:50am. You must arrive promptly to your lessons. You must only use the toilets at break and lunchtime (if you have a medical problem you will receive a toilet pass).





EXTRA-CURRICULAR ACTIVITIES

There are lots of clubs you can go to at the end of the school day, including sport, music, drama, dance, ICT and art. It's an excellent opportunity to try lots of new activities and meet new friends.

There are also lots of different trips during the year, from skiing to residential.

A TYPICAL WEEK AT WOODKIRK ACADEMY

At Woodkirk, different members of staff will teach you for your subjects. On your first day in September, you'll get your full timetable and find out who will be teaching you.

You may be thinking the teachers will be very strict, but you will find this is rarely the case. They are polite, friendly and always willing to help you. So don't be shy or afraid to ask them anything.





THE LEARNING RESOURCES CENTRE

The Learning Resources Centre contains the Library, Careers Centre and 40 computers.

You can go to the LRC to do your homework before and at the end of the school day, and at break. You may use the computers for Internet access and word processing. But take care!

The opening times are:

8.00am - 8.45am Monday - Friday
 3.00pm - 4.00pm Monday -Thursday
 2.00pm - 3.00pm Friday

Each year group can also use the LRC one day a week at lunchtime. For Year 7 students this is Monday.

There is an excellent selection of fiction and non-fiction books, periodicals and careers literature for you to borrow.

FIRE ALARM

If you hear the fire alarm it is essential to remain calm and follow these instructions:

- Leave your belongings; your teacher will guide you out of the building.
- Evacuate in **silence** and walk briskly.
- Once you are outside, join your form on the front yard and line up in alphabetical order so that your teacher can take the register.
- You must line up in **silence**.

NEVER IGNORE THE ALARM!!!!

SCHOOL BUSES

There are a number of buses each day to get you to Woodkirk Academy.

To catch a bus home you either wait in one of the queues on the front yard or go to one of the bus stops on the street. You'll find information about buses in the Induction Pack – Student Guide. Woodkirk students have a reputation for excellent behaviour on school buses. If you do not behave properly, you could run the risk of being banned from all school buses.



REVISING FOR EXAMS

Manage your time effectively. Keep your work neat and well-organised.

- If you don't understand something, then ask your teacher about it.
- Revise in a place where you won't be disturbed.
- Don't leave revision until the last minute and plan well ahead.
- Write brief revision notes, don't copy everything out again.
- It's better to revise little and often rather than in one big chunk. Split it up, revise one subject for about half an hour and then take a 10 to 15 minute break when you can do something enjoyable as a reward.
- Test yourself often.
- There is no substitute for hard work!



STUDENT LEADERSHIP GROUP

The Student Leadership Group (SLG) gives staff and students the chance to talk together about making improvements for the benefit of everyone. It consists of students, staff and sixth formers.

Each form group has two representatives who feedback on their behalf. The aim is to give all students a chance to express themselves and make a difference.

Being a member of the SLG helps you build up your confidence and ensures everyone has a chance to be heard.

Suggestions have included:

- Healthier eating options.
- Fundraising ideas.
- Better opportunities for recycling.
- Improved toilet facilities.

You can also join the Student Diversity Group where students meet to discuss the exciting opportunities available for a diverse school population.

In Year 11, two students will be selected as Junior Head Boy/Girl.



YOUR HEALTH AND WELLBEING

At the end of the school day, take time to relax. Make sure that you do your homework but also do something that you enjoy.

Remember, your Form Tutor is always there to help. Don't let little worries build up into big problems.

Joining an extra-curricular club is a great way of making new friends and taking part in really fun activities.





BULLYING

Woodkirk Academy treats bullying very seriously indeed; it is one of the worst things that can happen at school.

All students have the right to attend and enjoy school without worrying for their own safety. You will learn more about bullying in Personal Development Studies but here are some points to remember:

- You should never put up with any form of bullying.
- **Always** tell a teacher or one of the Sixth Form Bullying Ambassadors if you are being bullied.

- The problem is most likely to get worse if you don't tell someone.
- Never be absent because of bullying.
- Never support a bully by not telling a teacher / Sixth Form Bullying Ambassador.
- If you know someone is being bullied, tell a teacher / Sixth Form Bullying Ambassador.
- Remember – Bullying only exists because people are afraid to tell!

SMOKING, DRUGS AND ALCOHOL

It is now widely accepted that smoking can cause major diseases. Many people start smoking at school and at Woodkirk Academy we don't want this to happen. Here we are against smoking and there is great importance attached to the no-smoking policy.

There is a drugs and alcohol awareness programme which forms part of your PSHRE lessons. Misuse of drugs and alcohol is taken very seriously. If anyone uses or brings drugs, including alcohol into school, they risk immediate exclusion.

ILLNESS AND ACCIDENTS

If you feel ill in a lesson you must tell your teacher.

If you have an accident a First Aider will look after you.

If you are unable to continue with your lessons then the First Aider will contact your parent or family member.

Drinking plenty of water throughout the school day can prevent many illnesses. Remember to bring a reusable bottle to fill with water. There is a water fountain in the Main Hall.

AND FINALLY

You can always seek help from the Year 7 Pastoral Staff, Mr Lazarus or Mr Cook if you have any problems or worries.

Learning Mentors are here to help you progress through the Academy successfully. They can support you with settling in, daily routines, work or any other problems. If you feel you need their support or would just like someone to talk to they can be found in room **B17**.

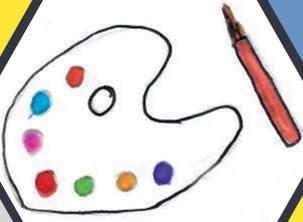
Work hard and enjoy yourself. Always try your best. The teachers are brilliant and if you don't understand anything then ask them about it.



Revise hard for exams and you will do well. Make lots of new friends but keep your old ones too.

We hope you have an excellent time at Woodkirk. Try your hardest and work to your full potential.





Working hard is the key to success!



Adjective Noun
Verb Vowel
English Vowel
ABC ? !



$6 \times 6 = 36$
 $7 \times 7 = 49$
 $150 \div 7 = 21.42$
 $1/2 = 1/2$
 $+$ \times \div $\%$ $<$ $>$ $=$

