

June 2008

Dear New Pupil

I am very pleased to hear that you will be joining us this year and hope that your time at Benton Park will be a happy one.

We know that moving schools is a big step in your life but we will try to help you to settle as quickly as possible. I can tell you that we had an OFSTED inspection - I am sure you have heard of those - recently and the Inspectors said that we do an excellent job in helping new pupils to move from their primary schools to Benton Park.

We hope that this 'Welcome Booklet' answers any questions you may have and we hope that you share it with your parents.

Before you join us you will have a chance to look around the school with a guide from our present year 7, and there will be an opportunity for you to ask lots of questions which will help put your mind at ease.

I look forward to meeting you very soon.

Yours sincerely

Richard Hoban
Deputy Head

Very Important Dates for You and Your Parents/Carers

| Date | Time | Event |
|---|---|---|
| Monday 30 th June 2008 | 7.00 p.m. in Benton Park School Hall | New Parents' Welcome Evening |
| My visit to Benton Park is from 9.30 to 11.45 a.m. on Tuesday 1st July 2008 | 9.30 to 11.45 a.m. | You visit Benton Park for a good look around and some transfer activities. |
| Friday 25 th July 2008 | 10-12.00 noon | Mr Hoban will be in school to answer any late questions or concerns |
| Friday 29 th August 2008 | 10-12.00 noon | Mr Hoban will be in school to answer any late questions or concerns |
| Tuesday 2 nd September 2008 | 8.30 a.m. | Your first day at Benton Park School |
| Wednesday 3rd September 2008 | 8.30 a.m. | All other year groups return to school |

New Intake Helpline from 1st May 2008 to 3rd September 2008

0777 33 717 44

All messages will be answered as soon as possible.

Arrangements for your first day.

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| Tuesday 2nd September 2008 (Timetable Week 1) |
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1. You should arrive at school for **8.25 a.m.** and wait on the play area in front of the gyms. (There will be a school special, run by First Bus, which will leave Rodley at 7.55 a.m. and travel through Calverley and turning right at Greengates to arrive at Benton Park for 8.25 a.m.)
2. When the bell rings please stay on the playground area in front of the gyms with Mr Hoban and Mrs Mawson.
3. At about **8.40 a.m.** you will be taken into the school hall to meet the Principal and other senior teachers. (You will be taken in earlier if it is raining).
4. After a short welcome you will be divided up into your Tutor Groups and will spend the first three lessons with your Form Tutor.
5. During this time you will get lots of information about the school including your timetable and another tour of the school buildings.
6. Morning break is at 10.45 a.m.
7. After break you will go back to your form tutor.
8. At 12.00 you will go to period 4 (Tuesday Week 1 on your timetable)
9. Lunch will be at **1.05 p.m.** Pupils who have chosen to go home for lunch may do so at **1.05 p.m** and return at **1.40 p.m.**
10. At **1.45 p.m.** you will go to Tuesday period 5 (Week 1) on your timetable. There is only one lesson in the afternoon.
11. School continues until **2.45 p.m.**
12. At the end of afternoon school those pupils using the 'School Specials' to Calverley/Rodley (L25 & L27) will go to the Bus Park and will be shown the correct bus to go home on. All other pupils will make there own way home.

13. On Wednesday 3rd September 2008 (timetable Week 1) it is full time tabled lessons and years 8,9,10 and 11 will be in school. Period 1 will start at 9.00 a.m. to allow the other year groups to get their timetables.

Please note if you are nervous on your first day you may need to go to the toilet rather more often. Please don't be afraid to ask!

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| What do I need for school.....a checklist! |
|---|

| Item | Check |
|------------------------------|--------------|
| School bag (not too big). | |
| Lock and two keys. | |
| A good smudge free pen | |
| Simple calculator. | |
| Angle measure. | |
| Ruler. | |
| Pencils. (including colours) | |
| Felt tips. | |
| Rubber. | |
| Jotter/rough book. | |
| School Planner. | |
| Dictionary. | |
| Dinner money. | |
| Packed lunch. | |
| School uniform (see later) | |
| P.E. kit (see later) | |

The School Routine

To ensure that the school is a civilised and productive community the school has a routine which everyone needs to be aware of and follow.

Entry to the school.

- The school entry bell sounds at 8.30 a.m. and 1.45 p.m.
- To maintain an orderly entry to main block of the school and accommodate the problems with narrow entrances and stairwells the pupils and students have the following designated entrances.

Year 7 Girls enter through the centre 'B' block door and use the wider staircase at the lift end of the school to get to form rooms if in the main building.

Year 7 boys enter through the main entrance doors and use the narrower staircase to get to form rooms if in the main building.

If your form room is in 'N' block then you enter through the main 'N' block door.

- Coats should be taken off on entry to school
- You should queue outside your form or subject room at the side of the corridor nearest their room.
- You should not enter the classroom without the permission of their form or subject tutor.

Wet Days

On a wet day signs will go up at the main school entrances to ask you to go to your Year Group's wet day area.

- Year 7 should go to the First Floor.

Toilets

- Toilets are available on the Ground Floor, First Floor, Third Floor, N Block and A Block for all Year Groups at breaks and lunchtimes.

Lunch-times/ Break-times.

- You **MUST** stay within the School or School grounds at lunchtime and break-times unless you go home for your meal.
- Going to the local shops or take away is **NOT** an option.
- If you buy a School meal you **MUST** eat it in the Dining Hall.
- All food bought in the hall **MUST** be eaten in the hall.
- Packed lunches may be eaten within the School Grounds (away from the Main Entrance) but your litter must be put into one of the many bins.
- Packed meals may also be eaten in the Hall.
- At morning break-time the snacks you buy in the canteen must be eaten in the Hall.
- You must leave the school building at breaks and lunchtimes unless it is wet or you are going to the canteen.

Pupil Planners.

- The Pupil Planner should be available for your use and your teachers' use in all lessons.
- All homework should be recorded in the Planner.
- You should have the Planner signed by your parents every week so that they are aware of the homework set and problems you may have had during a particular lesson.
- The planner is used to record your **CREDITS** and **MERITS**!
- There is an absence note blank at the end of each diary page in your planner. Your parents should use this if you are away. (It saves them looking for notepaper!)
- The Planner should remain free from graffiti and stickers at all times.
- If you lose your planner you lose your Merits/Credits.

Benton Park School Uniform List 2008

Benton Park takes a real pride in the appearance of its pupils. The school uniform is set out below.

If there is a problem with obtaining the correct uniform then please contact Mr Hoban as soon as possible. (0113 2502330).

Your **NAME** should be on all items of uniform.

Boys

White shirt.

School tie in official colours. The tie should be worn up to the collar button.

Grey school jumper with embroidered badge.

Tailored mid or charcoal **GREY or BLACK** trousers made from polyester/viscose or woollen fabric. Trouser length should go below the ankle.

Black or dark brown leather shoes.

Dark coloured socks.

A sensible outer coat should be worn in cold weather.

Jewellery is restricted to an inexpensive wrist-watch and if necessary one stud in the lobe of one or both ears.

Hair should be clean and tidy and be styled in keeping with the formal image the school wishes to project.

Girls

White shirt.

School tie in official colours. The tie should be worn up to the collar button.

Grey school jumper with embroidered badge.

Tailored mid or charcoal **GREY or BLACK** trousers made from polyester/viscose or woollen fabric. Trousers length should go below the ankle.

Mid-grey or black skirt of respectable length. Polyester/viscose or woollen fabric.

Black tights or white socks with skirts or flesh coloured tights in summer.

Dark coloured socks with trousers.

Black or dark brown leather shoes with low heels. Not open toe.

A sensible outer coat should be worn in cold or inclement weather.

Jewellery is restricted to an inexpensive wrist-watch and if necessary one stud in the lobe of each ear. No looped or dangling earrings.

Hair should be clean and tidy and be styled in keeping with the formal image the school wishes to project.

The following are **NOT** acceptable.

Denim or leather jackets. Training shoes.

Very short or excessively long skirts.

Jeans of any description.

Trousers with studs, tassels or multiple pockets.

Nose or eye brow studs.

Bizarre, coloured or excessively short hair styles.

Wide fashion belts.

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|----------------|
| P.E Kit |
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Girls.

White aertex cellular blouse with short sleeves.

Navy blue gym pants/cycling shorts/shorts to be worn under.....

Navy blue kilt style gym skirt.

Navy blue hockey socks.

Navy blue or white jumper/sweat shirt for outdoor work.

Clean training shoes.

White socks.

Boys.

Navy blue shorts (outdoor work).

White shorts (indoor work).

Maroon T-shirt or maroon polo shirt.

Reversible rugby shirt (from school stockists) in official school colours.

White sports socks for PE.

Sky blue and maroon hooped socks for rugby and soccer.

Rugby or soccer boots.

Clean trainers for indoor work.

Main Suppliers of Benton Park School Uniform

PC Sports, High Street, Yeadon
Frank Harrison, Farsley
Rawcliffes, Great Clothes, York Road, Leeds

Entry to School and Lesson Times

| Each Day | Time |
|---|-------------------------|
| Morning entry bell | 8.30 a.m. |
| Registration Assembly/ Tutorial period | 8.35 a.m. |
| Period 1 | 8.45 a.m. |
| Period 2 | 9.45 a.m. |
| Break | 10.45 a.m. |
| Period 3 | 11.00 a.m. |
| Period 4 | 12.00 noon |
| Period 4 ends. Bags to Period 5 lesson. | 1.00 p.m. -1.05 p.m. |
| Lunch | 1.05 p.m. |
| Pre-entry bell | 1.42 p.m. |
| Period 5 | 1.45 p.m. |
| School finishes. | 2.45 p.m. |

Notes;

- You always come to school and go home from school in full uniform.
- The school specials (L21, L25 & L27) leave the bus park at approximately 2.55 p.m. each day.

Year 7 Pupil Organisation. Form Groups and Teaching Groups.

- When you join Benton Park you will be placed in a Form Group for registration purposes.
- The Form Group will be a mixture of children of all abilities and you will be placed with at least one other pupil who you regard as a good friend.
- For teaching purposes you will be placed in a group with other children of similar academic ability to yourself. Every effort will be made to make sure you have a friend in your teaching groups. (unless there are very few pupils from your Primary School).
- The teaching groups will be made up after all possible information on you from your Primary School has been read.
- Whatever group you are in please make an effort to make new friends and remember you can always meet up with your Year 6 friends at breaks and lunchtimes.

Homework Advice

Homework is an important part of your education over the next five or possibly seven years.

- At the start of term you will be given a homework timetable which will tell you which subjects you will get each night.
- Homework should take about 25 minutes per subject but some people will spend more time to ensure they hand in quality work.

- When you are given homework you should record it in your Pupil Planner and note down when it has to be handed in!
- Do your homework no excuses!
- You should carefully plan when you are going to do your homework. If you do it as soon as you get home from school then you will have the rest of the evening or weekend to do what you want to do.
- Going to HOMEWORK CLUB at 2.45 p.m. in the Learning Resource Centre is always a good idea.
- Always try to do your homework in a room where you can rest on a table or desk. Most people work better if they are not distracted by TVs, videos, CDs etc.
- Avoid doing your homework late at night when you are tired or rushing it first thing in the morning before you come to school.

What should I do if ?

..... **I get lost in the first few days at Benton Park?**

Don't panic!

Check your timetable and school plan.

Look at the room numbers around you.

Ask a teacher..... "excuse me Miss/Sir could you tell me how to get to.....".

.....**I feel poorly at school?**

Ask your teacher if you can leave the room to go see the Health Officer .

If you know you are going to be 'ill' leave the room quickly and get to the nearest toilet.

School will contact your Parents/Carers if you are too ill to stay in lessons.

*You **MUST NOT** walk out of school to go home. For your safety we need to know where you are all the time.*

.....I lose something?

Did it have your name on it?

Retrace your steps to where you last had the item.

Check all the classrooms you have been in.

Ask the teachers you have been with.

Check with reception.

See your Form Teacher, Mrs Mawson or Mr Donohue for extra help in finding it.

Don't assume it has been stolen. We have very few thefts at Benton Park.

.....I am late for school? (or I am returning after an appointment)

Go to reception to get your mark.

.....I need to leave school for a medical appointment?

Sign out at reception and get the 'Authorisation Pass'.

.....I have been absent from school?

Ask a parent or carer to ring school or write a note explaining your absence. There are simple absence notes in your 'Planner' which make the process simple.

If at all possible a parent or carer should telephone school and leave a message by 8.00 am on the first day of absence.

If your teacher doesn't get a note or call then the absence will be recorded as unauthorised which will not look good on your school record.

.....**I am struggling with my schoolwork?**

*Talk to your Form Tutor or Mrs Mawson. There will be a solution!
Tell the subject teacher you are finding the work hard.*

.....**I am finding it hard to settle at Benton Park?**

Tell your Parents, your Form Tutor, Mrs Mawson, Mr Donohue or Mr Hoban. Things will get better with time but talking will really help.

..... **I feel threatened by another pupil (s)?**

*You **MUST** tell your Form Tutor, Mrs Mawson, Mr Donohue, Mr Hoban or a teacher you like and trust.*

PLEASE DON'T 'BOTTLE' THINGS UP!

Help is always available.

THE SCHOOL WILL NOT TOLERATE BULLIES.

**We all hope that you will be
happy and successful at
Benton Park.**