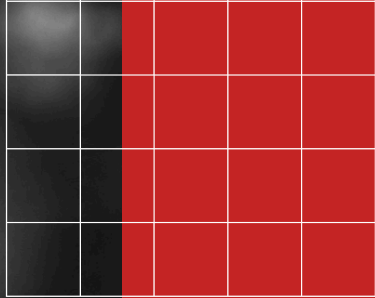




Student Handbook.

LITTLE HEATH SCHOOL



Welcome

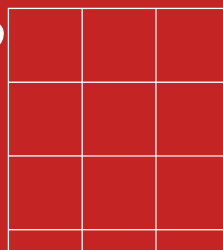
Starting at a new school can be both exciting and a little daunting, at whatever stage of your secondary education, we're really looking forward to welcoming you into the Little Heath School family.

This handbook has been put together to help you settle in and understand how things work here.

Please take some time to read through it carefully with your parents or carers, as it includes lots of useful and important information.

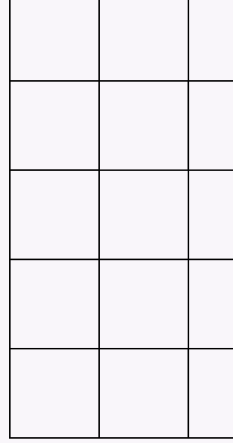
If there's anything you're unsure about, don't worry, we're all here to help and support you. Just ask!

Team LHS



IMPORTANT THINGS YOU NEED TO KNOW BEFORE...

Joining LHS



01

Uniform | *What will I need to wear?*

We want you to be proud to wear the Little Heath School badge, and to recognise the importance of having a smart appearance both in school and within the wider community.

You will need to wear:

- White polo shirt and a black v-neck jumper with the school logo
 - Red LHS logo (KS3 - Y7 and Y8)
 - Grey LHS logo (KS4 - Y9, Y10 and Y11)
- Smart black tailored school trousers or plain black smart skirt
- Smart, tailored black shorts are allowed during warm weather. No other styles of shorts are acceptable.
- Plain black polishable shoes or trainers - no visible logos or tags

Please remember that we do not allow nail varnish or excessive make up in school.

For PE, you will need to wear:

- Black LHS shorts or skort
- Boys will need an LHS bonded games jersey
- Black LHS PE polo shirt (*optional for boys*)
- Trainers with black LHS games socks

Remember you will need to bring a gum shield and shin pads for some sports.

For more information on uniform click [here](#).



Equipment | *What will I need to bring?*

You will need to bring the following equipment to school every day:

- Pencil
- Black Pen (two or more)
- Glue stick
- Ruler
- Rubber
- Colouring pencils
- Pencil sharpener
- Maths equipment – calculator, protractor and compass
- Reading book - this can be a book from home, or borrowed from the Library
- Reusable water bottle (we strongly encourage this to reduce single-use plastic waste)

You may also choose to bring coloured pens, highlighters and a small notebook to note down homework and important information.

We have a school 'Resources' shop which is open before and after school, and during break and lunchtime. You will need to bring cash to buy stationery from the shop.



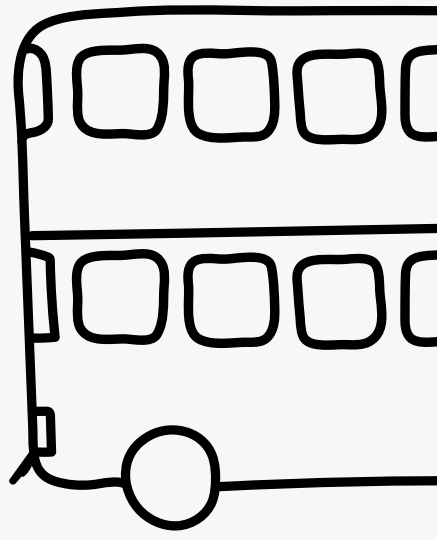
Please do not bring anything valuable into school. If you have a mobile phone or headphones, you may bring it into school but it must be switched off and inside your bag throughout the school day.

Transport | *How will I get to school?*

If you choose to take the **BUS** to school...

- Reading Buses provide three bus services for getting to school.

You can find the map and timetables [here](#).



If you choose to **CYCLE** to school...

- Please wear a bike helmet
- Check your bike is in good condition and good working order, and make sure you ride safely
- We have a number of bike sheds which are locked during the school day but you may also wish to lock your bike or have it security stamped
- Please only walk with your bike whilst on the school site
- All students who cycle to school must have a Bicycle Licence in order to bring their bicycle into school. For more information about Bike Licences, please click [here](#).



If you choose to **WALK** to school...

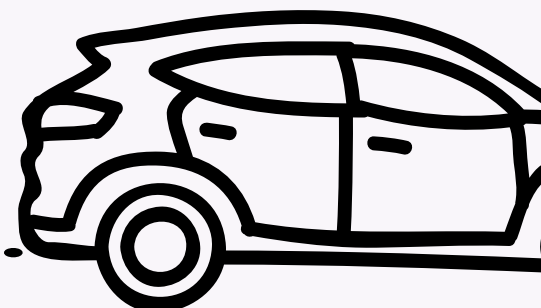
- Walk with your friends
- Stay safe and stay visible
- Do not use mobile phones when crossing roads and pay full attention to your surroundings



For more information about getting to school, click [here](#).

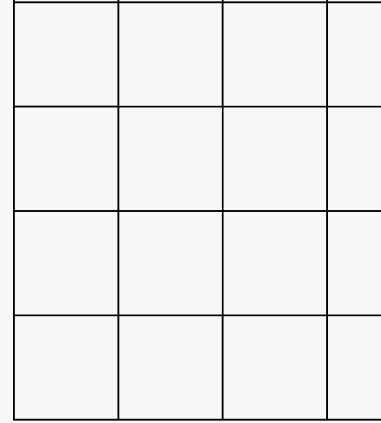
If you need to arrive to school by **CAR**...

- The road can get very busy at pick up and drop off times, so arrange to meet your grown up at a nearby location



IMPORTANT THINGS YOU
NEED TO KNOW ABOUT...

School Life



04

Your Timetable

We work on a two week timetable – Week 1 and Week 2. You will be given your timetable on your first day. Keep a copy somewhere visible at home, and stick a copy in a small notebook, and make sure you are prepared for each day by getting your bag ready the night before.

You will study a broad range of subjects. These may include...

English	Technology
Mathematics	Geography
Science	Music
ICT	Art
History	PE
Drama	RE
French	Media
Citizenship	Personal, Social, Health and Economic education (PSHE)



The School Day

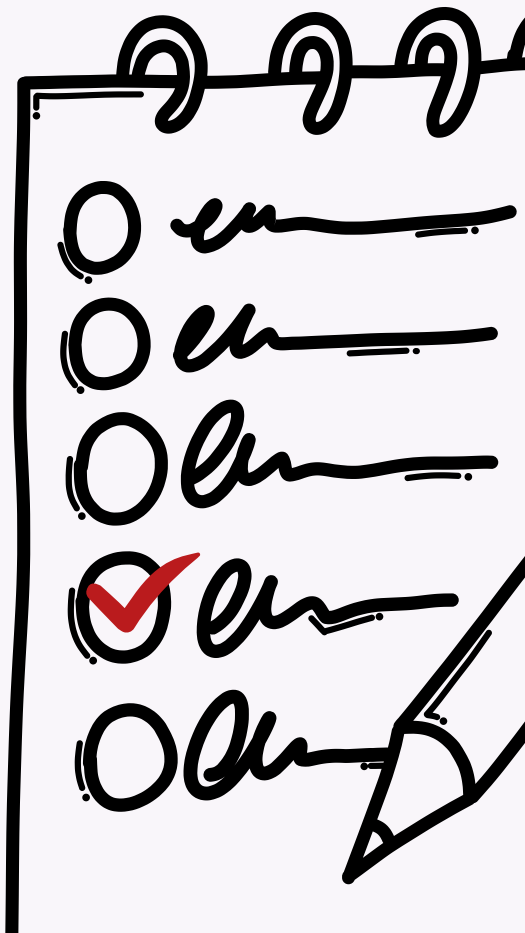


START	FINISH	
8.47am	9.00am	Morning Registration
9.00am	10.00am	PERIOD 1
10.00am	11.00am	PERIOD 2
11.00am	11.17am	Morning Break
11.20am	12.20pm	PERIOD 3
12.20pm	1.20pm	PERIOD 4
1.20pm	2.02pm	Lunch*
2.05pm	2.25pm	Afternoon Registration & Assembly
2.25pm	3.25pm	PERIOD 5

**If you choose to eat lunch in the restaurant, the slot for Year 7 and Year 8 students only, is 1.20pm - 1.40pm and the slot for all other year groups is 1.40pm - 2.00pm*

Homework

We use an online system called Satchel One which you will be shown how to use when you join. This is where your teachers will set homework and where you can upload work. Make sure to check it every day.



Here are some top tips for homework success:

- **PREPARATION** Rule off your last piece of work. Put the title and date and underline it. Write HWK in the margin
- **CONTENT** Think carefully about what you want to write and keep your writing neat. Mistakes happen, so just cross them out neatly with one line
- **DIAGRAMS** Always use pencil. Label them clearly and give them a title. Use a ruler for drawing straight lines
- **WORKSHEETS** If you have to stick things in your book, trim them to fit, and stick them in carefully
- **COMPUTERS/INTERNET** Most teachers will be happy for you to complete homework on your computer. Remember to ensure the work is your own and reference your sources
- **IMPROVING YOUR WRITING** Proof read your work before you submit it. Ask an adult to look at your work and give you some feedback. Remember to look back at the targets you were given with the previous piece of work to remind you of what to improve on this time
- **CHECKING HOMEWORK** Check what homework you have on Satchel One each day
- **HANDING IN** Be sure to hand in your work on time. The submission date is shown on Satchel One

Always make sure you understand what you have to do before you leave the classroom. If you are not certain about the instructions, PLEASE ASK!



DEAR Time | *Drop Everything And Read/Revise*

Reading is very important to us at Little Heath School. Every day, you will have 20 minutes of silent reading during one of your lessons. You will need to bring a reading book to school every day, or you can borrow one from the library.

In Year 10, this 20 minutes will be spent revising.



What happens at lunchtime?

Where to eat | *Restaurant*

We have a school restaurant serving hot snacks, sandwiches, salads, fresh fruit, cold drinks and home cooked main meals. You use your finger image/scan to pay for food. Your parent/carer is able to put money on your account via ParentMail. They also run a service from 8.00am each day where you can buy breakfast.

Where to eat | *The Little Kitchen*

The Little Kitchen is in the middle of the school and provides a range of healthy options, including soup, sandwiches, pizza, salad, pasta pots, fruit juices, cakes, drinks and snacks. The Little Kitchen is covered by a large canopy and there is outdoor seating available.

You can also bring a packed lunch from home to eat in our designated outside areas when the weather is fine or in the restaurant in wet weather. We highly encourage using reusable tubs and leaving unnecessary packaging at home where possible. In colder weather you can also use your tutor room to have your lunch.

Water fountains are situated around the school and you can fill up your water bottles at break and lunchtime.

What to do | *Extra-Curricular Clubs*

Little Heath offers a wide variety of clubs at lunchtimes and after school. They are an important part of school life and we would really encourage you to try something new! Some clubs offered at Little Heath include Science Club, Drama productions, Board Games Club, Homework Hub, Choir, Coding Club, Debate Club, Christian Union, Islam Club, Pride+ and a range of sporting clubs including football, netball, hockey, table tennis and athletics. The clubs are reviewed and the timetable is updated every term and posted on the website [here](#)..

What to do | *Library*

The Library is open Monday to Thursday from 8.00am to 4.00pm, and Friday from 8.00am to 3.30pm. Mrs Cossey is the School Librarian and is happy to help you during these times. You can borrow books from the Library and you can have up to four books on loan to you at one time. Books are loaned for two weeks after which they must be renewed or returned.

Computers are available for you to use and it is an ideal place to do your homework, do some research or read quietly.

What to do | *GCSE Revision Sessions*

We are committed to helping every student achieve their best at GCSE. Throughout Key Stage 4, students are offered a range of after-school and lunchtime revision sessions, particularly in the lead-up to PPE (mock) exams and the final examination period.

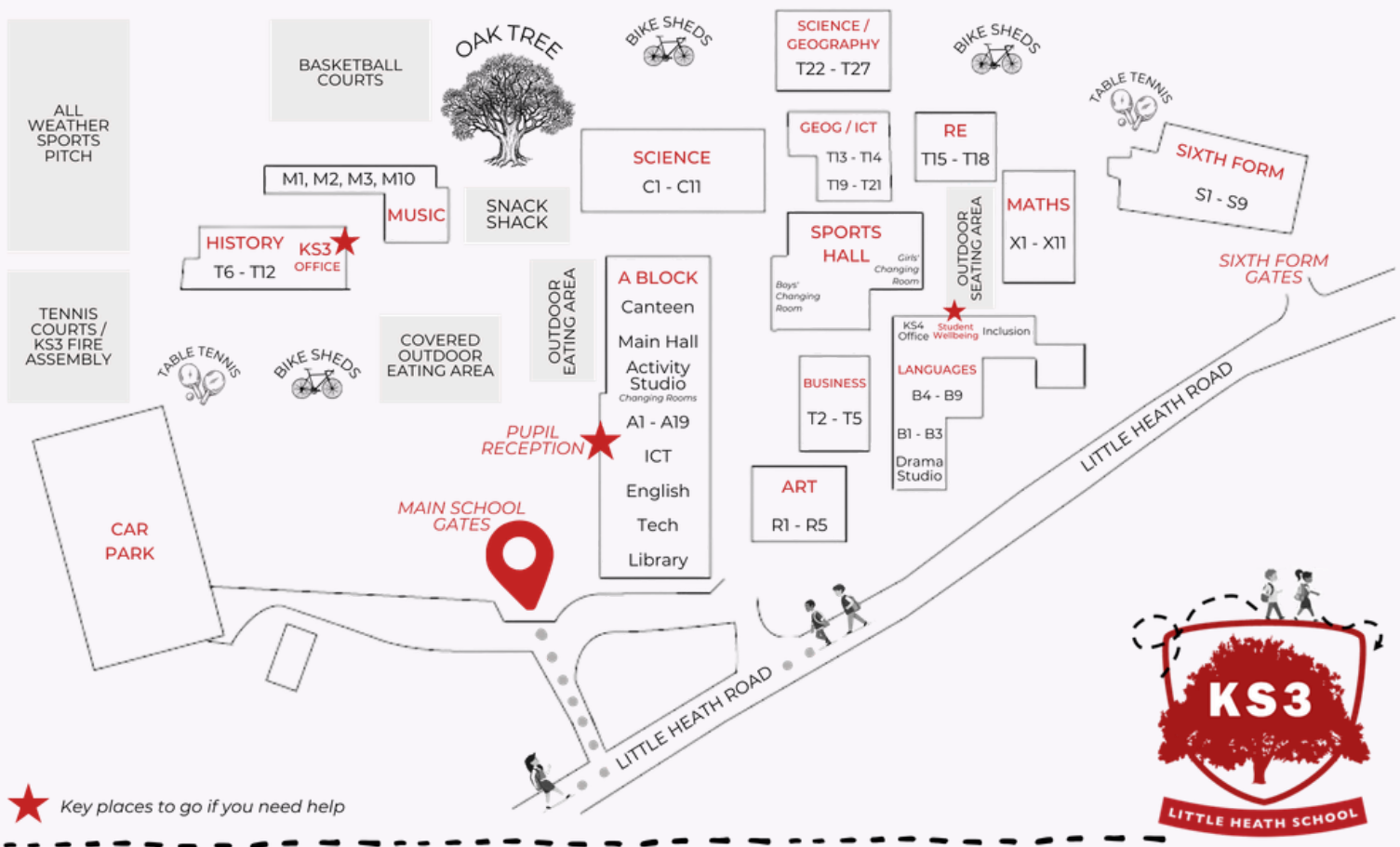
These sessions focus on key knowledge, exam technique and practice questions with teacher feedback. Students also receive guidance on effective revision strategies and independent study. For more information about revision support and session timetables, students and parents can contact the KS4 team or the subject HOD.

Finding Your Way Around

We understand coming to secondary school can be daunting and you may find it takes a while to find your way around. If you are unsure, ask your teacher to help you find your way to the next lesson. If you get lost, ask any student or member of staff. The Key Stage 3 or 4 Office or Pupil Reception can also help.

Teachers understand that it takes some time to get used to the school, so you will not get into trouble to begin with. You will also be given a map, like the one below, to help.

LITTLE HEATH SCHOOL



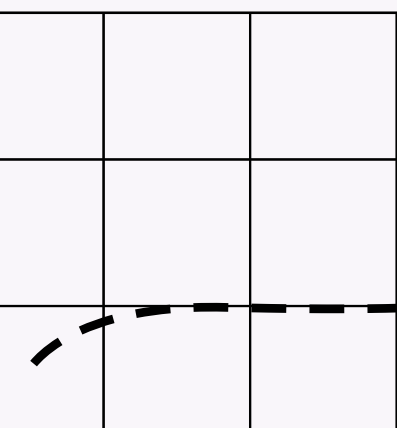
Spreading Kindness and Celebrating Success

When you join Little Heath you will be allocated a House. Our Houses are Arundel (Green), Conway (Blue), Stirling (Red) and Warwick (Yellow). Teachers award House points for positive contributions in lessons, excellent homework, resilience or a great Attitude to Learning. House points can also be given for representing the school in sport, entering a House competition or contributing to a school event, being kind to others or contributing to the school community.



We want our students to feel proud of their achievements and we will encourage you to nominate other people in your class for praise. Your Head of Year will run praise assemblies where we share good work, progress and behaviour. Your Head of House also awards prizes to students with the highest number of praise points.

You will also have three reports during the year (we call them 'Performance Reviews') and Parents'/Carers' Evenings during the year so your parents/carers can find out how you are getting on.



Who Can Help

12



Your Form Tutor should be your first stop for any query or worry you might have.

Here are some other people who can help...



The Key Stage 3 (KS3) and Key Stage 4 (KS4) team and your Head of Year, are there to support both you and your tutor. Your tutor should always be your first port of call, but you can come and see the KS3 Team during break or lunchtime.



Mr Linz, and our Student Wellbeing team are there for you if you need some support or advice. You can email Mr Linz and the team anytime at smile@littleheath.org.uk

There is a lot of information on the [website](#) to help with your wellbeing. If you need support but would rather not say who you are, you can use this [online form](#) (please be aware that this form is not available during the school holidays).



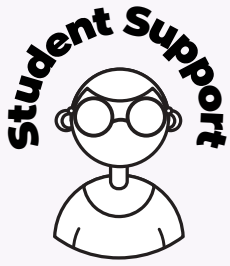
If you have a question about a lesson or homework, go and see your teacher, or send them a message via Satchel One.

If you are unsure about homework during a lesson, make sure you talk to your teacher before you leave the class.



Come to Pupil Reception...

- If you arrive after 8.47am
- If you have lost something—try to find it by looking in your classes and form rooms first
- If you feel unwell during break or lunchtime
- If you need to take medication whilst in school
- If you need to leave during the school day for an appointment - once your parent/carer has contacted us, come along on the day and get a signing out slip (either before school or during break/lunch)



The Student Support team are around if you need some support, particularly if you have an additional learning need, a medical need or visual impairment, or English is not your first language.

The team can also support your emotional and mental health, low self-esteem, and with bereavement.



The SMILE team are a group of friendly, older students who are here to support and help you at Little Heath School.

They will be coming in to your tutor groups at the start of the school year so that you can get to know them, and there will be a lunchtime drop in where you can come by and have a chat.

They are easily recognisable around the school by their “smiley face” badges.

We are really looking forward to welcoming you to Little Heath School and getting to know you.

If you have any questions, you can contact us by emailing your Key Stage listed on our website: www.littleheath.org.uk/keystagecontacts

You are the most important person, so don't worry at home, get in touch! We're here to help and support you every step of the way.

www.littleheath.org.uk/joininglhs

