



Sawston Village College  
Year 7 Pupil Guide

Produced by pupils, for new pupils

# A Message from the Principal

---

Welcome to your new school. I am sure that you will do everything you can to try your best and to make the most of the exciting opportunities that we offer. We do our best to make Sawston Village College a safe and happy place in which everybody can succeed. I know that you will want to continue to make our school the best it can be.

You will be well looked after and supported to do your best. Your Year Lead, Head of House and Mentors will help you to settle in and they can answer any questions you may have. If you are worried about anything then you should talk to them and share your problems.

You will learn many different skills and study a wide range of subjects from the moment that you arrive in September. It is important that you quickly learn to organise your learning in lessons and at home; be prepared to take greater responsibility for your learning. You will also want to work well with others, listen carefully and respect everybody in the College.

Being the best you can be is also about what you do outside of lessons, and so I encourage you to get involved as much as you can in activities at lunch and after school. You will be proud to represent your school and we will be proud to have you as one of our pupils.

You have nothing to worry about and everything to look forward to as long as you always try your best.

**Mr Russell** is the Principal.

**Mr Wallace and Ms Gelder** are the Deputy Principals.

**Mrs Wagstaff, Mrs Greaney and Mr Sutton** are the Assistant Principals.

**Miss Gregg** is the Director of Safeguarding, Welfare and Pastoral Support

**Mrs Watkis** is the Year 7 Lead (Office on the ground floor of the Edinburgh Wing)

**Dr Richards, Mrs Dracott, Ms Khoo and Mrs Lipscombe** are available in College Reception to help you.

# A New Start

---

Moving from being a Year 6 primary school pupil to a Year 7 pupil at Sawston Village College is a big step. With new people, new teachers and a new timetable, everything seems different, but that is where we come in. With this handbook, you will find out a bit about what it is like to be a pupil here and how to make the best start at the College. To get you going, here is a section to fill in all about you:

My house is \_\_\_\_\_

My mentor group is \_\_\_\_\_

My mentors are \_\_\_\_\_

My mentor room is \_\_\_\_\_

My locker number is \_\_\_\_\_

My fire alarm line is \_\_\_\_\_

My bus queue is \_\_\_\_\_

The information in this booklet will help you to prepare, so read through it carefully and make sure to bring it on your first day in September!



# Useful information

---

Getting Here 5

What to Bring 6



Uniform 7

Mentor Time 8

The School Day 9

Homework: Q&A 10



Arts Award 11

What to Expect 12

College Map 13



# Getting Here

---

If you live in Sawston, it is easy to walk to school in the mornings with friends or an older brother or sister. You could also be dropped off by car outside the Marven Centre or the Music Block, but remember it will be busy with buses on the playground. It may be beneficial to be dropped at a different point in the village and walk across to the College, as New Road gets very busy, especially at the end of the school day.

If you would like to cycle to school, make sure that you have a secure lock for your bike so that you can leave it safely in the bike sheds behind the Spicer Wing or by the Owl building, during the day. Do not forget to wear a helmet, use lights and check your bike every so often in case something needs fixing. Remember to be aware of other road users.

Some of you will need to travel to school by bus and, if eligible, will receive a bus pass through the post before your first day. The pass will say where in your village you need to be for your bus to collect you each morning and at what time, so make sure you are at the bus stop before this time. You will need your bus pass with you each day before and after school (or the correct fare for the 607 bus) or you will not be allowed onto the bus. At the end of the school day you will go to your bus queue on the playground and wait for your bus. If you lose your bus pass, you can get a temporary one at the school reception.

On your way to school you should behave considerately towards others – when you are in your uniform you are representing the school, so try to make a good impression! If you are late arriving at school, you should sign in at the Duty Room and then go straight to your lesson.



# What to Bring

---

For each of your lessons you will need certain equipment - everyday items that are helpful to have with you in your pencil case or school bag. Some of the stationery or maths equipment can be bought cheaply in school, but it is always good to come prepared!



## Everyday:

- Pens (blue, black & green)
- Pencils
- Ruler
- Rubber
- Exercise books
- Planner
- Highlighters
- Glue Stick
- Water Bottle



## Maths:

- Compass
- Calculator
- Protractor



## Extra:

- Pencil sharpener
- Colouring pencils
- Scissors



# Uniform

To make sure that you are always looking smart, here are the dos and don'ts of the Sawston Village College dress code. You will find the full uniform list in the front of your planner and you can order your new uniform from the SWI Website.

## **Do not wear...**

Make-up or nail varnish

Any jewellery besides one stud earring in each ear and a watch

Scarves or other fashion accessories

A fashion jacket or hoodie instead of your school jumper

Jeans or a miniskirt or tight fitting skirts

Tight, skinny trousers

Trainers or high heels



## **But do wear...**

A white College polo shirt with your collar out

A burgundy school sweatshirt with the SVC crest

Black school trousers *or* black tailored shorts *or* knee-length black school skirt

Black socks *or* tights and black leather school shoes

## **Don't forget PE kit!**

For PE lessons you will need:

- Maroon polo shirt
- Rugby shirt or maroon fleece
- Black shorts or black skirt
- Sports leggings or tracksuit bottoms for cold weather
- Rugby socks for outdoor winter sports *or* white socks for summer and indoor sports
- Trainers or optional studded footwear for activities on the field



# Mentor Time & Teaching Groups

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Activity					

Every morning you will spend 20 minutes in your mentor base with your mentor group for registration and activities like reading, quizzes, learning conversations with your mentor and assemblies – use this table to write down what you do each morning so you do not forget!

In your mentor group there might be some people who you know from your primary school, as well as pupils from other primary schools and all the year groups from Year 7 to Year 11.

There are eight teaching groups, made up only of pupils in Year 7 and split into North Band and South Band - this just makes it easier to timetable everyone's lessons. In Year 7, you will be taught most of your lessons in the same teaching group but will be with a mix of other pupils in your band for some classes, including Maths and PE.

## Houses

Head of Da Vinci House - Mr Davis

Head of Earhart House - Ms Jackson

Head of Mandela House - Mrs Watkis

Head of Turing House - Ms Riondino

Every pupil is in a house. Houses compete for prizes and competitions, e.g. quizzes and sports events. Everyone in your mentor group, including your mentors, will be in your house.

Teaching groups include pupils from all of the houses.



# The School Day

---

Our school day is structured: mentor time, two lessons, break, another two lessons, lunch and one last lesson for the day. When you are given your timetable on your first day, you will see that your lessons are scheduled over a two week timetable - Week A and Week B. This is so that all your classes can be fitted in; you will soon get used to the Week A, Week B pattern.

Here is a quick tour through the school day:

8:25 am Warning bell: go to mentor room

8:30 am Mentor time

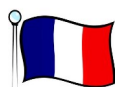
8:50 am Period 1

9:50 am Period 2



10:50 am Break

11:10 am Period 3



12:10 pm Period 4

1:10 pm Lunch



2:00 pm Go to Period 5 lesson

2:05 pm Period 5



3:05 pm End of the day

There are lots of ways and places to spend your lunch and break times. You can:

- Join a lunchtime club
- Attend a Senate Meeting
- Eat in the canteen
- Get a snack from the Grab & Go or kiosk on the playground
- Do homework or read in the library
- Play or socialise with friends outside
- Go to the Henry Morris Hall if the weather is bad



# Homework: Q&A

---

## **How much homework will I get?**

You will probably get about two pieces of homework every day, so it is important to stay on top of things. At the start of the year you will be given login details to Satchel:One so that you can see your homework that has been set online.

## **How long do I need to spend on my homework?**

In Year 7, you should spend about 30 minutes on each piece of homework, but if you are struggling do not be afraid to ask your teacher for help. In Year 8 and Year 9 the time spent on homework should increase as the work will become more demanding.

## **How do I keep track of all my homework?**

There are two ways to keep track. On your first day you will be given a planner, which will be your homework diary. You use the front to write down homework when it is set. Your homework is also posted on Satchel:One, which is a website detailing all homework set in your lessons. You will find much more detail about your homework and helpful resources on Satchel:One when you click on teach homework. So you should definitely check it each day. Your parents can also access Satchel:One which means they can help you understand the task and also it means you have no excuses!

## **How long will I get for each homework task?**

Teachers do not set homework that is due the next day, they must leave two full school days between it being set and the hand in date. This allows you to ask questions about the homework if you are unsure. Most subjects will set one piece of homework a fortnight apart from the core subjects who will set one piece a week.

## **Can you give me any tips to handle homework?**

- Try to do your homework on the day it is set so that it does not pile up. Doing homework on the day it is set will also allow you to ask questions the next day if you get a little stuck.
- If you miss a lesson, try to catch up on any work or homework that you missed by speaking with a friend or the teacher and by checking Satchel:One.
- If you get stuck, try using your class notes, a textbook, searching on Google, phoning a friend or asking your teacher before the homework is due.
- Do your homework in a way that suits you - it could be quietly in your room, or perhaps you find listening to music helps. (Remember: music with lyrics can also be a distraction).

## **And remember...**

Homework is there to help you and your learning and it only becomes a problem if you do not complete it. Homework will help you revise, build on topics and practise skills that you have learned or been developing in class, develop a broader knowledge of a topic and give you opportunities to show your understanding. Teachers can then use your homework to advise how you can make even more improvement. The more you try, the more you will get out of it.



# Arts Award

---

In Year 7 all pupils study for the Arts Award. This is a nationally recognised qualification. The Arts Award is like the Duke of Edinburgh's Award in that you can complete it at three levels: Bronze, Silver and Gold.

In Year 7 you will study for the Bronze Arts Award. You will be able to go on to complete Silver and Gold levels after Year 7 if you are interested in the arts. When we talk about the 'arts', we are talking about creative activity. The arts typically refer to the kind of activity you will be involved with in Art, Drama and Music lessons.

You will complete the Bronze Arts Award over the course of Year 7. There are four parts, and these will be introduced across the year. The award will be completed through a mixture of homework tasks and work done in your Art, Drama and Music lessons. Your teachers will help you. We also have an Arts Development Manager in school to support you with this work.

The parts of the Arts Award are called A, B, C and D. You can complete the parts in any order but you must finish all the parts to get the certificate given for the Bronze Arts Award. The parts are:

## **Part A**

For this part you get involved in some arts activity, learning some new skills and reflecting on what you have learnt

## **Part B**

For this part you will attend a concert and write a review of this, deciding if you would recommend the concert to others.

## **Part C**

For this part you research an arts inspiration (e.g. an actor, an artist, a dancer or a musician) and find out about their life and career, and then summarise your findings.

## **Part D**

For this part you share an arts skill you have learnt with someone.



# What to Expect

Just as at your primary school, we have rules too. At the front of your planner you will find the school's expectations, written in a Code of Conduct. But whilst there are certain things expected of you by your peers and teachers, you can also expect certain things from them too.

You have the responsibility to:

- Arrive on time to school and lessons
- Wear the correct school uniform
- Work to the best of your ability
- Behave in a considerate and thoughtful way
- Respect the school and classroom environment
- Respect all members of the school and wider community



You have the right to:

- Be treated with respect and consideration by others
- Receive help and advice about problems or worries
- Be encouraged, recognised and rewarded for achievement
- Learn in a safe and supportive environment
- Enjoy a wide range of extra-curricular opportunities
- Express your views in forum meetings



When you start at SVC, there will be lots of people to help you settle in and give you support and advice. If you have any worries or problems, you can always go to:

- Your Mentor
- Your Year Lead
- Your Head of House
- Your teachers and teaching assistants
- Your friends
- Your parents



Remember, the College is committed to providing a safe, relaxed and friendly environment for everyone, which is why bullying is **not** tolerated. It is very important to let someone know if you are being bullied or you see bullying happen; speak to a close friend or a trusted adult so that the situation can be solved.

# College Map

