



# BROUGHTON

HIGH SCHOOL

Achieving Together



## Year 7 Pupil Transition Guide 2023/24

This is an outstanding school





# Welcome to Broughton High School



**Hello, my name is Mr Botes and I will be your new Headteacher.**

Our school is a wonderful place to learn new things, experience new opportunities, achieve excellent examination results and make new friends.

Our school motto is 'Achieving Together'. This means that we all have our part to play in making sure everyone at our school has the opportunity to be their best, every lesson, every day. We expect good manners, hard work, smart uniform and positive relationships and want you to be able to flourish as a pupil at our school.

I know you will give your very best as one of our pupils and I look forward to hearing about all your successes over the next five years. Together we can all achieve our 'Best at Broughton'.

Good luck.

Mr Botes



**Hello, my name is Mrs Boardman and I am looking forward to welcoming you to Broughton and being your Head of Year.**

I have high expectations for you all and know that you will ensure you make an excellent start to high school. You will have every opportunity to achieve and to enjoy in all aspects of school life both in and out of the classroom.

At Broughton we believe it is important to get involved in a range of activities and I am sure you are excited about trying new things and making new friends. There is a lot of information in this booklet to help you to prepare for the start of term, so that you are well equipped, organised and smartly dressed. Having a positive approach will ensure you make the best first impression in September. I hope you have a lovely Summer and I look forward to seeing you in September.

Mrs Boardman



# My First Day

**Your first day at secondary school will be one you will always remember so follow these steps to make it a success!**

**Remember to keep smiling!**  
Everyone is in the same position as you and will feel just as nervous.



## **The night before:**

Have your bag packed - check you have all the correct equipment.

Have your named uniform laid out ready.

Check that you know how you are getting to and from school.

Set your alarm to allow you plenty of time to get up and ready.

## **On your first day: There will only be Year 7 and Year 11 in school**

Start your first day with a good breakfast and leave the house ready to arrive at school before 8.40am.

When you arrive, you will be greeted by members of staff and pupil mentors/prefects. If you are arriving on a school bus you will come straight into the school grounds.

You will have a welcome assembly with your year group, before spending the rest of the morning with your tutor group. It is important to listen carefully to all the information being given.

After the morning with your Form Tutor, it will be time for your first lessons.

On your first day you will have a number of lessons before the school day finishes at 3.00pm.

You will be given your timetable and there will be plenty of people around to point you in the right direction.

You will have your photograph taken in the afternoon and be with your tutor group to discuss how your first day has been.

# Be Organised

**Come to school each day with everything you need to learn and participate fully. These essential items need to be brought every day. Here is a list to help you remember what to bring.**

## Equipment List

Pencil Case

Whiteboard/Pen and Eraser  
(school will provide these initially)

Scientific Calculator -  
Casio FX-83GTX or Casio FX-85GTX

Ball Point Pen, at least two

2 Pencils

1 Purple Pen

Ruler

Glue Stick

Eraser

Pencil Sharpener

Pair of Compasses

Protractor

Colouring Pencils

Highlighter Pens

Reading Book

## Advice from past pupils ...

**Enjoy  
yourself  
and try your  
best.**

**Get  
involved.**

**Keep up  
with homework  
and complete it  
to the best of  
your ability  
each time.**

**Always  
be responsible  
and work hard  
because it will be  
important down  
the line.**

**Ask if you  
don't understand  
something;  
everyone is here  
to help.**



# The School Day

Arrive at  
school on time  
Registration is  
at 8.40am

<b>Registration</b>	<b>8.40 - 9.00</b>
<b>Lesson 1</b>	<b>9.00 - 10.00</b>
<b>Lesson 2</b>	<b>10.00 - 11.00</b>
<b>Break</b>	<b>11.00 - 11.18 (lessons to start at 11.20)</b>
<b>Lesson 3</b>	<b>11.20 - 12.20</b>
<b>Lesson 4</b>	<b>12.20 - 1.20</b>
<b>Lunch</b>	<b>1.20 - 1.58 (lessons to start at 2.00)</b>
<b>Lesson 5</b>	<b>2.00 - 3.00</b>
<b>End of the school day</b>	<b>3.00</b>

## Your Form Tutor

Every day you start the morning with your Form group. The Form Tutor takes the register and leads on activities throughout the week.

**Monday** Assembly

**Tuesday** Planner check

**Wednesday** Learn it Challenge

**Thursday** Rewards/Synergy points

**Friday** Private reading/Literacy

Your Form Tutor is there every day to answer any questions you may have and to check your school planner regularly. Your parent/carers can contact them too if they have any concerns.



## Year 7 Form Tutors

<b>7B</b> Mr Lowe	<b>7C</b> Miss Ives	<b>7H</b> Miss Klunder
<b>7N</b> Miss Patel	<b>7R</b> Mr Rimmer	<b>7S</b> Miss Meikle
<b>Pastoral Manager for Year 7</b> Mrs Bamber		



# At the End of the School Day

**Empty your bag of the items/books that you don't need for the next day and pack all your items/books that you need for the next day.**

Do you have letters to give to your parents?

Do you have homework to complete?

Does your planner need signing?

Look after your uniform.

Don't forget to tell your parents all about your new experiences!

All pupils are encouraged to  
**'Get Involved'**  
in extra-curricular  
activities at break,  
lunch and after  
school.



## Homework

Homework is a key aspect of your education and the school values the opportunity provided by homework to reinforce learning beyond the classroom.

Make sure you write your homework in your pupil planner. You will need to check on Firefly if your homework has been set on there.

In September, we will tell you more about Firefly and explain in more detail what it is.

## Opportunities and Clubs

We believe that school is more than just lessons and we encourage everybody to get involved and make the most of all the varied opportunities available.

With a wide range of extra-curricular activities to choose from, there are many opportunities for having lots of fun and making new friends. Whether you are a budding actor, singer, musician, sportsperson, or dynamic entrepreneur, we want you to enjoy your time with us and get involved as much as possible.





# School Meals

**We know you are going to enjoy your break and lunch times at Broughton. We have numerous outlets and a wonderful variety of food on offer.**



We operate a cashless catering system which means you don't need to bring money into school. Your parents will have an account on ParentPay into which they can add money for you to spend. Please check your account each Sunday evening to make sure you have enough money for the week. There is a daily spending limit so you can't overspend!

When using our dining facilities, please make sure you don't leave any litter lying around and always make sure you clear your table.

**What do some of our current Year 7 pupils think?**

**The staff are really nice.**

**Chip Day is my favourite day.**

**It is really good to sit with my friends at lunch time.**

You can choose how many days you want to visit our dining rooms. You can visit every day or once or twice a week; the choice is yours. Chip day is always popular!

At break time we serve from two dining halls. The Junior for Years 7 and 8 and the Senior for 9 and 10. Our Year 11 have their own lounge.

At lunch time you can choose which outlet you wish to visit. We have:

**Two dining halls with a serving hatch and a Pasta stand.**

**An outdoor Kiosk.**

**A Deli which offers indoor and outdoor seating.**

[illegible]

We take pride in listening to all our pupils and by ensuring that they feel supported on a daily basis to enable them to **'Achieve Together'**, pupils can make the most out of their time at school. However, there are occasions when pupils need additional help and support regarding things that are worrying them and need someone to talk to.

We have an email address and QR Code which allows pupils to voice any concerns they may have about issues such as friendships, well-being or exam stress. The QR code will be available for pupils to use from September.

Pupils can send an email to **safe@broughtonhigh.co.uk**

Pupils access **safe@broughton** through Firefly using their school email.

The pastoral team closely monitor the mailbox during school hours and respond promptly to any issues which arise.









# Keeping You Safe at Broughton

At Broughton, we have a school environment where every pupil can aspire, enjoy, and achieve. We take pride in listening to all our pupils and ensuring that they feel supported on a daily basis to enable them to '**Achieve Together**'.



## Bullying

**Broughton High School has a zero tolerance policy to Bullying.**



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**Physical bullying**  
Hitting, kicking, slapping, pinching, spitting, tripping, pushing, blocking.  
Stealing or destroying someone's possessions.  
Making mean or rude hand gestures.

**Verbal bullying**  
Name calling.  
Insults.  
Teasing.  
Intimidation.  
Homophobic or racist remarks.  
Inappropriate sexual comments.  
Taunting.  
Threatening to cause harm.

**Social bullying**  
Lying and spreading rumours.  
Leaving someone out on purpose.  
Telling others not to be friends with someone.  
Embarrassing someone in public.  
Damaging someone's reputation or relationships.


**Cyber bullying**  
Posting/sending hurtful emails or posts, images or videos.  
Making online threats.  
Imitating others online or using their log-in.  
Deliberately excluding others online.  
Spreading nasty gossip or rumours.

If you or someone you know is experiencing any form of bullying/sexual harassment you can report it to any member of staff, but especially our Pastoral Managers: Mrs Bamber and Miss Cross. Alternatively you can report it securely through [safe@broughtonhigh.co.uk](mailto:safe@broughtonhigh.co.uk)



## Sexual Harassment

**Broughton High School has a zero tolerance policy to Sexual Harassment.**



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**Verbal/written**  
Remarks of a sexual nature about a person's clothing, personal behaviour or body.  
Sexually explicit statements, questions, jokes or anecdotes.  
Requesting sexual favours or dates.  
Spreading rumours about a person's personal or sexual life.  
Coercion of a sexual activity by threat of punishment.  
Excessive and unwelcomed flirting.

**Physical**  
Impeding or blocking a person's physical movement.  
Inappropriate and unwanted touching of a person and/or their clothing.  
Other inappropriate touching including kissing, hugging, patting, stroking or rubbing.  
Playing music with offensive or degrading language.  
Purposely brushing up against another person.

**Non-verbal**  
Looking a person's body up and down.  
Making derogatory gestures or facial expressions of a sexual nature.  
Frequently following or standing too close to a person on purpose.  
Whistling or staring in a sexually suggestive or offensive manner.

**Visual**  
Displaying sexually suggestive objects, pictures, cartoons, posters, calendars or computer screens.  
Showing other people sexually suggestive text messages or emails.  
Sharing sexually inappropriate images or videos, such as pornography with co-workers.

If you or someone you know is experiencing any form of bullying/sexual harassment you can report it to any member of staff, but especially our Pastoral Managers: Mrs Bamber and Miss Cross. Alternatively you can report it securely through [safe@broughtonhigh.co.uk](mailto:safe@broughtonhigh.co.uk)

# Rewards

## Bronze, Silver and Gold Awards

**Every day in school you can achieve Synergy rewards points for a variety of reasons e.g. excellent work, helping out and great homework.**



Each point goes towards your total points achieved across the year. Pupils who achieve 100 points will receive a Bronze Award, 200 points a Silver Award and 300 points a Gold Award. In addition, all pupil Synergy points will contribute towards our termly chosen charity donation.

## Best of Broughton Award

**A unique award at Broughton is our Best of Broughton Award. Each year you can work towards achieving this by completing our 8 challenges.**

The challenges are based upon qualities we expect of all our pupils and therefore can be achieved by everyone. The challenges the pupils should complete are shown opposite. Once you have completed all eight you will receive a certificate and unique badge to wear on your blazer in school.



1. Achieve at least a **bronze award** for your academic and pastoral achievement in school.
2. Have great **attendance**; this must be across a term.
3. Evidence of **reading** at least 3 extra-curricular **books**.
4. **Support** a parents' evening, open night or event that shows willingness and commitment.
5. Attend a club or **team activity** over a minimum of 4 sessions.
6. Support a **charity** by promoting or helping raise funds.
7. **Help out** in a chosen area of school in your own time.
8. Feature in the **school newsletter** or receive a **praise postcard**.



# Moving Up Checklist

**As the move to secondary school gets closer, this checklist can help you prepare.**



## School Website

Visit the website for your new school and have a browse to find out as much useful information as possible. Visit [www.broughtonhigh.co.uk](http://www.broughtonhigh.co.uk)



## Cycling

If you will be coming to school by bicycle, please remember to bring an appropriate cycle lock. It is essential that you wear a cycle helmet whilst cycling to and from school.



## Get Into a Good Routine

Get in the habit of going to bed early and getting up in time to eat breakfast. Young people need plenty of sleep and fuel for the day!



## Prepare Your Uniform

Leave plenty of time to find out about school uniform and order it. Make yourself aware of school policies on things like jewellery, piercings and mobile phones.



## Practise Packing

Practise packing all the things you will need to take to school. Get in the habit of packing the night before.



## Plan Your Route

Plan the route to school and make a few trial runs when it's safe to do so. You can familiarise yourself with your route using Google Maps and 'street view'. Sort out a bus pass if you need one.



## School Map

Familiarise yourself with the layout of the school using the school map in this guide.



## Talk To Friends

Talk to friends and family members to find out who else is moving to the same school as you and who already goes there.



## Take Responsibility

Start taking responsibility for the things you need to do each day - getting your bag ready, doing work and getting yourself ready in the morning.



Headteacher: Mr David Botes

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