

# Your Guide to Year 7



September 2022



ASPIRING TO EXCELLENCE TOGETHER



My Name is .....

My Head of Year is .....

My Tutor is .....

My Tutor Room is .....

My House is .....

# Welcome from the Head

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Dear Students,

Welcome to Forest Hill School! I am delighted that you will be joining us in September and hope that you are excited and enthusiastic about starting secondary school.

Forest Hill is a friendly and vibrant school and the staff, the older students and I will do everything possible to ensure that you settle in well and that you have an enjoyable and successful time here.

It is important for you to make the most of the many opportunities we will provide for you and to work hard to ensure you achieve the very best you can. We can offer a stimulating environment and excellent facilities, all of which will help you learn and enjoy your time at Forest Hill School.

The purpose of this booklet is to provide you with a handy guide to Year 7. We are giving you this in advance of your arrival so that you will be able to read it over the Summer Term and the school holidays. You can familiarise yourself with the layout of the school, the daily routine and what you need to know so that you will feel better prepared when you start in September. But don't worry – everyone here was new once and can remember what it was like. Overleaf you will find some tips from Year 7 students.

I look forward to getting to know you.

Mr Sullivan  
Headteacher

# Tips from Year 7 students...

*Don't worry about the size of the school. It will seem big at first but you will soon get used to it!*

*If you are upset or worried about anything, talk to your form tutor or Head of Year – they are great and will help you.*

*Don't leave your homework 'til the last minute!*



*Make sure you bring the right equipment to school and dress smart.*

*Get involved in clubs – this will help you meet new people and make new friends.*

*Don't be nervous – it is a very friendly school and you will be fine!*

# The school day

On the first day of term, you should arrive for 8.25am. The Head of Year 7 will be here to welcome you and make sure you find your way to your tutor room. Your tutor room is where you will come every morning for registration, where there is an opportunity for you to talk with your tutor and receive any messages. School ends at 3.00pm every day except for Mondays when it finishes at 2.40pm.

## The Daily Routine

MONDAY		TUESDAY*—FRIDAY	
Time	Session	Time	Session
08.25	Movement Time	08.25	Movement Time
08.30	Registration / Tutor Time	08.30	Registration / Tutor Time
08.45	Lesson 1	08.50	Lesson 1
09.45	Lesson 2	09.50	Lesson 2
10.45	Breaktime	10.50	Breaktime
11.05	Lesson 3	11.10	Lesson 3
12.00	Lesson 4	12.10	Lesson 4
12.55	Lunchtime	13.10	Lunchtime
13.40	Lesson 5	13.55	Lesson 5
14.40	End of School Day	15.00	End of School Day

\*On Tuesday, there is extended tutor time to cover the PHSCE curriculum. Lessons 1 and 2 will start 10 and 5 minutes later, respectively, on this day.

# The school rules

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Our Rules are based upon the simple expectation that students at Forest Hill are always **Ready, Respectful** and **Safe**.

**READY TO WORK HARD** – Forest Hill students are ready to learn. They are ambitious and strive to do well. They set the highest standards for themselves both inside and outside of lessons and make the most of the opportunities they are given.

- Students must be punctual to school and to lessons. Students going out of a classroom during lesson time must carry a note from the teacher.
- Students must wear correct school uniform at all times – additional items will be confiscated.
- Students must have a set of the prescribed equipment with them at all times.
- Students should not bring mobile phones or other electronic devices into school. They will be confiscated and only returned to parents/ carers.

**RESPECTFUL** – Forest Hill students are respectful, kind and courteous. They support and value the school and all members of the school and wider community.

- Students must treat other people with kindness and respect. Racist, sexist, homophobic/biphobic/transphobic behaviour will not be tolerated.
- Students must respect boundaries with regard to other people's property. The sale of any item in school by students is forbidden.

# The school rules

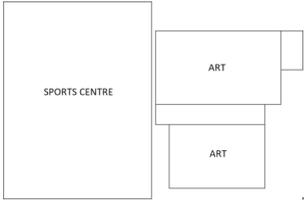
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- Students should respect the environment and refrain from eating or drinking in classrooms during lessons or lesson changeover. Students are permitted to drink water (and only water) in lessons.
- Students are forbidden to drop litter or deface the environment in any way. Students who graffiti (on books, on furniture or anywhere in the building) will face serious consequences.

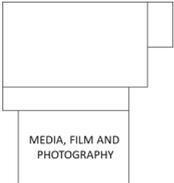
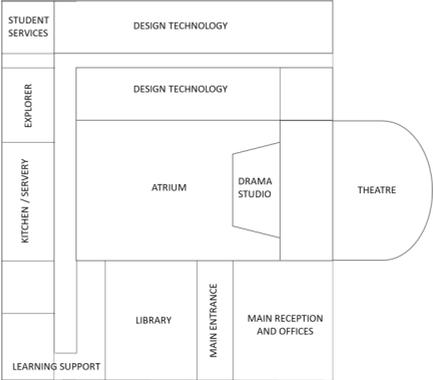
**SAFE** – Forest Hill students do their utmost to ensure that the school is a safe place to learn. They consider others' needs and the consequences of their own actions.

- Students should avoid inappropriate contact with others, especially play-fighting.
- Students must always walk on the left along corridors or staircases and move with regard for the safety of others at all times.
- Students must not attend school in possession of or under the influence of tobacco, vapes, alcohol or any illegal substance.
- Students must not bring items such as frozen drinks/biscuits etc. into school, which they intend to sell or distribute.
- Students must not bring dangerous objects or objects which could be used as weapons into school.
- Students must not invite or encourage intruders onto the school site.

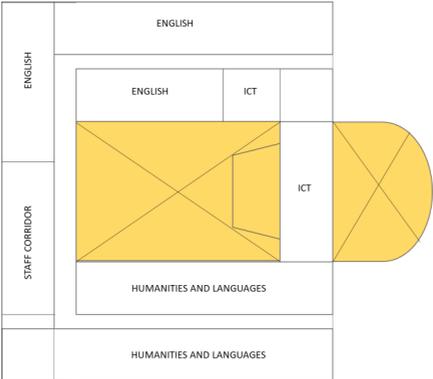
# Finding your way around...



## GROUND FLOOR

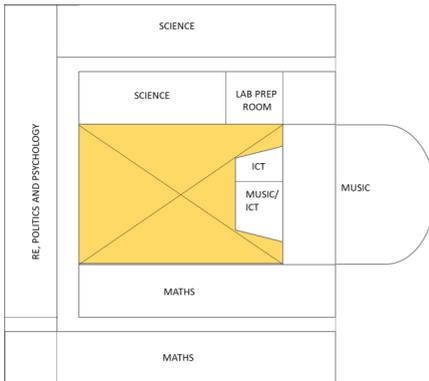


## FIRST FLOOR



# Finding your way around...

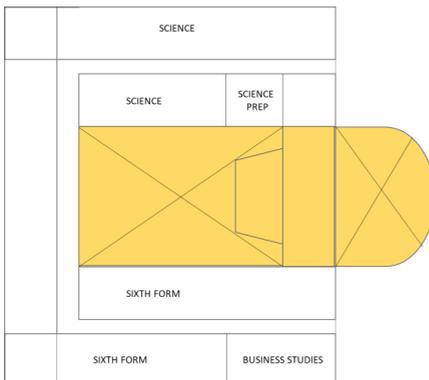
## SECOND FLOOR



## SCHOOL BUILDINGS

The main building (which has three storeys) has a central atrium with classrooms, teaching areas and offices round the edges. Outside of this is the sports centre and the arts building. The sports fields are located on Elm Lane, which is a short coach journey from the school.

## THIRD FLOOR



# Getting organised

## STUDENT SERVICES

### Equipment

Your pencil case should be clearly named and contain the following **essential** equipment at all times: Blue/black pens (x2), Green pen (x1), a Pencil, Ruler and Calculator. It is useful to have Colouring pencils, Eraser, Gluestick and a Pencil sharpener as well. Please also bring a filled water bottle (not glass) to school each day to ensure you remain hydrated.

Student Services is a Reception office for the students – a first point of contact for assistance, e.g. timetable information, lost property, or if you need to call home. It is open every day from 8.00am – 3.30pm.

### Your valuables

We advise you not to bring in valuables or large sums of money to school – especially as Forest Hill School is cashless. Please do not bring mobile phones to school; they are forbidden and will be confiscated if found. If your parents feel that it is necessary for you to have a mobile phone for your journey to and from school, this must be agreed in writing with your Head of Year. Your mobile phone must then be checked in to Student Services at the start of every day where it will be kept safely until the end of the school day.

### Uniform

Wearing a uniform is a key part of the school and the individual House ethos. We expect students to look smart at all times.

### Lunch payments

You will not need money to pay for lunch and refreshments at school as Forest Hill School has a cashless system that uses your thumbprint to make purchases. Hot and cold food can be purchased from the atrium.

# Schoolwork and Homework

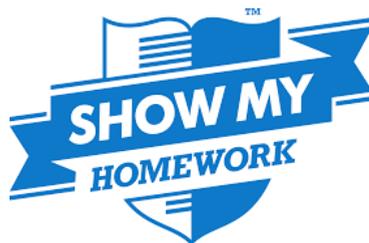
## Curriculum

At Forest Hill School you will study a wide range of subjects:

English	Art and Design Technology
Maths	Dance and Drama
Science	History
Computer Science	Geography
Music	Languages (French, German, Spanish)
RE and Citizenship	Physical Education

## Homework

In Year 7, you will receive homework from six subjects each week – English, Reading, Maths, Science, Modern Foreign Languages and History. Once a fortnight you will receive homework for Geography, Computer Science and Religious Education.



We use a system called **Show My Homework**. All homework activities are recorded here for students and parents/carers to access at any time, and you are expected to check it every day. You will be issued with your own log-in when you join in September.

## The school library



The school library is open to students at lunchtimes and after school. On Mondays, Tuesdays, Wednesdays and Thursdays you can go to Homework Club, which is open until 4.00pm (3.40pm on Mondays). The library also offers clubs/activities such as creative writing, book quizzes, bananagrams and chess.

# Extracurricular

## Clubs

At Forest Hill School, we offer students a wide range of extracurricular activities that take place at lunchtimes and after school. Clubs vary from term to term but may include:

*Art, Chess, Debating, Student Newspaper, Maths Puzzles, Animé, Dance, Drama and Reading, as well as a variety of Sport and Music clubs.*



## School Trips

We believe that learning should take place outside the classroom too and each year, the school arranges a number of curriculum-related day trips that take place off the school site. Museums and theatres feature prominently in our trips' schedule and we also have visits to the school from authors, theatre companies and other professionals.

## Residential Trips



Residential trips are a great opportunity to spend time with your teachers and friends away from school and home.

In Year 7, we usually take students away for a few days during your first term at Forest Hill. The year group is divided into two and each group spends 2 nights/3 days at a Kingswood Activity Centre in Kent. You will get a chance to participate in a wide range of challenging, high-adrenaline and skill-based activity sessions, including climbing, abseiling and zip lining.

# What to do if...

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## **You arrive late to school...**

If you arrive after 9.00am, go to the main Reception and use the electronic sign in screen, which is located at the front desk.

## **You have left your homework at home...**

Explain what has happened to your teacher. You may receive a detention.

## **You receive a detention...**

You will need to stay after school. Teacher detentions last for 30 minutes – your parents/carers will not be notified. School detentions may last for up to 1 hour and your parents/carers will be informed by email.

## **You feel ill...**

Let your teacher or tutor know. Parents/carers will be contacted to determine whether you are well enough to stay in school or if you need to be collected.

## **You are concerned, distressed or upset and need to speak to someone confidentially...**

You can always speak to your Tutor, Head of Year or Head of House if something is bothering you. We also have a school counsellor who is available to speak to students.

## **You have lost something...**

Lost property is located outside the Ken Kirkby Theatre (KKT) so you should always make this the first place you visit. If everything is clearly labelled then hopefully it won't be missing for long!

# Motto and values

Forest Hill School is a community which is ***Aspiring to Excellence Together.***

We have a very strong ethos which is underpinned by our Core Values:

## HARD WORK

We are ready to learn, we give 100% effort, and we never give up. We are determined to succeed.



What does HARD WORK look like at Forest Hill School?

- I am independent and self-motivated
- I actively participate in lessons
- I rise to new challenges
- I step out of my comfort zone
- I believe in myself to be the best I can be



ASPIRING TO EXCELLENCE TOGETHER  
HARD WORK • AMBITION • RESPECT • KINDNESS

## AMBITION

We aim high, we ask questions, and we challenge ourselves every day. We strive to be anything we want to be.



What does AMBITION look like at Forest Hill School?

- I look for ways to further develop my knowledge and skills
- I am prepared to take risks
- I know what I need to do to achieve my goals
- I am focused on my future
- I am determined to succeed



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HARD WORK • AMBITION • RESPECT • KINDNESS

## RESPECT

We respect ourselves, each other, and our environment. We value all members of the school community.



What does RESPECT look like at Forest Hill School?

- I promote and support equality
- I listen to others' views and beliefs
- I accept others for who they are
- I follow the school rules
- I respect the school buildings, facilities and surrounding environment



ASPIRING TO EXCELLENCE TOGETHER  
HARD WORK • AMBITION • RESPECT • KINDNESS

## KINDNESS

We are friendly, inclusive and considerate to all. We treat others how we wish to be treated.



What does KINDNESS look like at Forest Hill School?

- I support and encourage those around me
- I am considerate of others' feelings
- I give my peers positive feedback
- I am polite to my teachers and other staff members
- I support school fundraising events for charities



ASPIRING TO EXCELLENCE TOGETHER  
HARD WORK • AMBITION • RESPECT • KINDNESS

# Lesson standards

We expect all students to follow our lesson standards to make sure that everyone learns and makes progress.

## A FOREST HILL STUDENT:

**Listens to the teacher and follows instructions first time.**

**Is prepared to learn with the correct equipment and attitude.**

**Follows the presentation rules and takes pride in their work.**

**Is completely focused and tries their best.**

**Is punctual to lessons.**

**Is respectful of teachers and peers and takes responsibility for their actions.**

**Is respectful of the learning environment and resources.**



**...ALWAYS!**



Forest Hill School  
Dacres Road  
London SE23 2XN

**T.** 020 8699 9343

**E.** [info@foresthillschool.co.uk](mailto:info@foresthillschool.co.uk)

**W.** [www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)