



ABOUT THE SCHOOL - LOWER SITE

STUDENT ENTRANCE

This is a photo of the main entrance to school on London Road – you use this gate when you arrive at school at the start of the day, and you use this gate at the end of the day when you leave school. This gate gives access to Genotin Road, London Road, Cecil Road and Southbury Road.

Students are not permitted to enter or leave the school grounds by the vehicle entrance from Chalkwell Park Avenue. If your parent or carer needs to collect, you during the school day you will go to Reception to sign out and leave.



FIRST DAY

When you arrive on your first morning you should come in through the main gate to the school on London Road. You will then assemble in the playground outside the hall. You line up with your form class and will then be escorted to begin your activities for the day.

SCHOOL DAY

There are five lessons during the school day. Each day begins with either form registration or an assembly. There is a 25-minute morning break after Period 2. Lunch is at 1.20 after Period 4. Lunch finishes at 2.10pm. There is one further lesson in the afternoon before dismissal at 3.10pm. You will be given your timetable by your Form Tutor when you start school in September.



LESSONS

St. Anne's has a two-week timetable, your lessons will be timetabled in different classrooms around the school. You will soon find your way around and know where you are supposed to be. You will be well supported in your first few weeks to help you become more familiar with the layout of the school. Keep your timetable to hand at first because you will need to check where you are supposed to be going for each lesson! For the first two weeks in September, you will line up in register order in Form groups outside the hall at the start of period 1, period 3 and period 5. Your Subject teacher at these times will collect you and take you to your lesson so that you can make a prompt start to your lessons. Year 8 students will be on-hand at the changeover of lessons at the start of Period 1, Period 3 and Period 5 to help you and guide you around the school building.

ASSEMBLIES

Year 7 will meet for a Year Assembly once a week. All assemblies represent an opportunity for members of our school community to come together for a communal time of prayer and reflection. Over the course of the academic year, you will be involved in preparing and presenting an assembly to the rest of the year group. There are also whole-school assemblies. This is when students from Years 7, 8 and 9 come together for an assembly which is taken by a senior teacher. All assemblies take place in the main hall.

LIBRARY

This is the Library and Learning Resource Centre. It is open every break and lunchtime for students to study, complete homework and carry out research for school / subject related work. Students access the Library on a year rota basis. As well as a good selection of books there are computers and laptops for students to use. The library is a **“quiet”** place to study, and students will be expected to use the library accordingly. Students must adhere to, and follow, all instructions as given by the Librarian.



LOCKERS

If you have a locker, you can keep your coat, scarf and gloves there during the day. As you will be moving from lesson to lesson, you may wish to keep your bag with you but you can put any heavy books there provided you remember to collect them before you need them. Lockers should only be accessed before morning registration, during break time or lunch time. Lockers are situated in different parts of the school – the ones shown are at the end of the Computing/Library corridor on the ground floor. Make sure you purchase a reliable lock and look after your key. Your Achievement Leader will advise you on the correct type of lock to purchase. **All lockers must be cleared out at the end of each term for cleaning.**



LUNCHTIME

This is the Dining Hall. Lunch starts at 1.20pm and finishes at 2.10pm. There is a student lunch rota which is displayed around the school and updated at the start of each half-term. This rota means that each year group over the course of the year has fair access to the dining hall at lunchtime. Any food or drink bought in the dining hall **must** be consumed in the dining hall. As a school, we operate a system of cashless catering. Year 7 students go to lunch earlier than everyone else for the first two weeks so you will have time to get used to the routine in place at lunchtime. Students queue up to choose lunch from a varied menu (hot and cold food options) and pay for their meal using the cashless catering system unless you are entitled to a free school meal.



The system to be followed will be explained when you start at school. If you bring a pack lunch you are allowed to eat it outside if the weather is fine or in a designated classroom if the weather is bad. Please ensure all rubbish is placed in the bins as we certainly do not throw litter on the ground, we are all responsible for looking after our environment. Having finished your meal, ensure you tidy up all plates, cutlery and trays as instructed by the lunchtime supervisory staff or Year 9 student prefects on duty. Please be respectful and mannerly to all staff on duty in the dining hall at all times. All waste should be recycled into the appropriate container.

SNACKS

At breaktime you are able to buy drinks and snacks (healthy options) from the Dining Hall using the cashless catering system. These must only be eaten or drunk in the Dining Hall and never in the playground, in classrooms or around the school building. Fizzy (energy or high sugar content) drinks are not permitted at St. Anne's as we encourage all students to drink water and/or fruit juice as part of a healthy lifestyle.

UNIFORM

If you can't wear part of your uniform you must bring a note from your parent or carer and show it to your Achievement Leader, first thing in the morning before registration. All issues regarding uniform must be addressed at the start of the school day. This can be a separate note or it can be written in your school planner.

LOST PROPERTY

Always make sure that all your belongings are clearly labeled and please don't bring valuables such as large sums of money or any electrical equipment etc. to school with you, as they are **not permitted** at St. Anne's. If you need for any reason to bring a large sum of money into school, it is best to hand the money into your Achievement Leader and then collect the money at the end of the school day. Students are permitted to bring a mobile phone into school, but all phones must be switched off on the path behind the school library before entering the main playground. Mobile phones must not be accessed at any point during the school day. Mobile phones can only be switched on once you have left the school grounds. You are **not permitted** to use your mobile phone during the school day and mobile phones must never disturb the learning environment. You may be permitted to use your mobile phone in your lesson if required and supervised by your Subject Teacher, but it must be switched off again at the end of the lesson. If you are caught using a mobile phone, in the first instance you will be set an SMD (Senior Management Detention) sanction. If found on a second occasion, a two-day fixed-term exclusion is given. Students should be focused on learning and there should be no distractions to the learning environment. It is each student's sole responsibility to look after their mobile phone and ensure that it is stored safely away during the school day. The school accepts no responsibility for the loss or theft of any mobile phone.

CONTACTING HOME

If you need to contact your parents/carers in an emergency during the school day you can use the phone in the Achievement Leaders office or reception during break or lunchtime. **You must never use your mobile phone to contact home.** Remember that Medical Room staff will contact your parents/carers if you are ill – again, you should never use your mobile phone as mobile phones are not permitted to be used in school.

ILLNESS

If you feel ill, you should tell your teacher who will arrange for you to be cared for. If you need to go to the Medical Room, your teacher will send a message for the Medical Room staff. If you need to go home, it will be arranged by the Medical Room staff – you should not arrange this yourself as mobile phones are not permitted to be used at St. Anne's! The Medical Room is in the main building at the reception office.

If you are absent from school because you are ill, your parents/carers must telephone the school office as soon as possible. Parents/Carers should ring the main school number **(0208 886 2165)** to report an absence. Our Attendance Officer will contact parents/carers if you are absent from school without our knowledge.

HOMEWORK TIMETABLE

Your homework timetable is in your planner. You will complete your homework timetable (with your Form Tutor's help) during your first week at the school. Homework timetables are also to be found on the form notice board of each form groups form room. This timetable will show you when you are to expect homework in each subject area. In your planner, you will be expected to record your daily subjects on a weekly basis. You must then record homework given and due date for homework to be submitted in class. If no homework is set in a lesson, you must always record **No Homework** for that subject in your planner.