



Inspire
Care
Achieve

Greenbank High School



New Intake Booklet 2018-19

Welcome to Greenbank High School

Dear Parents & Carers

We would like to welcome you and your daughter at the start of her education at Greenbank High School. This is an exciting new journey for her.

We hope she will settle in quickly and easily. Starting a new, large school can be worrying for even the most confident child. Your daughter's Personal Tutor, and Head of Year, Mrs Collins, will always be ready to answer general queries and subject staff will clarify matters about the curriculum.

We look forward to working with you to achieve the very best for your daughter.

There are three very important dates that you should write in your diary:-

- **2nd October 2018** at 4.30pm you will be given a tour of the school by your daughter and the chance to discuss her curriculum with her Head of Year, Mrs Collins, Personal Tutor and the Senior Leadership Team
- **28th February 2019** - Year 7 Parents' evening will be held to review your daughter's progress from 4.00pm.

Thank you for choosing Greenbank High School for your daughter. We hope she will be very happy, successful and take advantage of the amazing opportunities available to her at our outstanding school.

I look forward to meeting you tonight and in the future.

Yours faithfully



Mr I Raikes
Headteacher



At Greenbank High School we aim:-

- ✓ To strive, through high expectations, for all students to make exceptional progress from their starting point at Greenbank through an inspirational and caring learning community
- ✓ To develop students as lifelong independent learners
- ✓ To ensure all students, parents and staff are engaged, happy and proud to be part of Greenbank High School
- ✓ To have a 'can do' attitude that overcomes all barriers to learning and enriches the lives of students of all abilities and backgrounds
- ✓ To develop and celebrate the outstanding opportunities we provide on a daily basis to nurture students
- ✓ To develop key employability skills including high standards of literacy and numeracy to ensure all students have a chance of achieving long term economic well being
- ✓ To equip students to lead an active healthy lifestyle
- ✓ To be at the heart of the local, national and global community as an International School
- ✓ To challenge gender stereotypes and embrace diversity
- ✓ To develop the leaders of tomorrow
- ✓ To engage in collaboration with partner schools and agencies to improve outcomes for students.



What will students find different about secondary school?

Students will be expected to become more independent, self-organised and responsible.

- Travelling further
 - for some, independently for the first time
 - some travelling on public transport.
- Wearing a full school uniform.
- Having to adapt to 6 teachers in one day and a two-week time table.
- Moving around the building at the end of each period
 - having to remember and take responsibility for taking the correct equipment to each different lesson.
- Taking responsibility for recording homework in the Student Planner and remembering to hand homework in on the correct date.
- New subjects
 - Science in a 'lab', Spanish or French, Design Technology in a designated area, Drama, Music.
- Learning styles may be different
 - coping with having to write notes, work more independently, select reference materials, use the school Information and Communication Technology (ICT) Virtual Learning Environment (network/VLE) appropriately.
- Break and lunch times are freer and students have more independence than at primary school. Students may go to practices, choose to go to the canteen or remain in a form room. She may buy snacks/drinks in the Dining Hall and must get ready for afternoon lessons on time.

We are trying to encourage your daughter to think more for herself, to be more independent and self-reliant.



About your school

The only 11-16 all girls' school in Sefton, Greenbank High School is proud of its history and traditions which date back to Southport High School for Girls. The school has always had outstanding success in public examination results. GCSE results are always well above the national average and students make excellent progress from their starting point in Year 7. Greenbank was recently named as the top secondary school in Sefton for the second year running in 'The Real Schools Guide 2018'.

At the last inspection Ofsted judged the school to be outstanding. We achieved the prestigious NACE (National Association of Able Children in Education) Challenge Award in recognition of the outcomes, challenge and enrichment we provide for all students.

Greenbank regards itself as a centre of excellence for all curriculum areas. We have an International Centre housing an authentic market place so students can have language practice in a realistic setting. Combined with an emphasis on internationalism across the curriculum and our status as a British Council International School, we hope to further build on our success to ensure students are fully prepared to face the global demands of the future. We have 6 ICT suites that have all the latest software, 7 Science laboratories, a Learning Zone including a library for independent study and outstanding sports facilities including a brand new multi-surface pitch for 2018/19.

The school day begins at 8.40am. There is a warning bell at 8.35am.

The school day consists of five lessons starting at 9.00am. All lessons are one hour. Morning break time is 25 minutes and lunch time is 45 minutes.

The school day finishes at 3.10pm when many students take part in extra-curricular activities for sports, music, and many other activities on offer.

Pastoral Care

Each student belongs to a mixed ability form group. This is the basic care unit and much emphasis is placed upon the responsibilities of Personal Tutors, who have initial charge of their class's conduct and progress. A programme of Personal, Social, Health and Citizenship Education (PSHCE) is followed by each Year 7 form with their tutor, containing topics carefully prepared for the year group. Every year group has a Head of Year in overall charge, whose role is supportive, advisory and to monitor, together with your daughter's Personal Tutor, to ensure she fulfils her potential. We have a house system where each student is a member of a house and will be contributing to that house through a wide variety of enrichment activities.

Special attention is paid to checking any absence since this can often be the first sign of any problem. Regular attendance is essential if every student is to make the most of the educational opportunities offered at Greenbank High School.

Parents are encouraged to contact the school with any concerns they may have; suitable appointments with appropriate staff can be easily made by telephoning the school.

The school follows Sefton's procedures on Child Protection which will normally include referral to Social Services following consultation with the Designated, Safeguarding and Child Protection Officer, Mrs Russell within school.

Timing of the school day

8.35am	Students arrive
8.40am	Registration & Personal Development Time Year 7 have assembly on Monday morning where they will be in the Hall.
9.00 – 10.00	Lesson 1
10.00 – 11.00	Lesson 2
11.00 – 11.25	BREAK
11.25 – 12.25	Lesson 3
12.25 – 1.10	LUNCH
1.10 – 2.10	Lesson 4
2.10 – 3.10	Lesson 5

The Curriculum for 2018 – 19

All students receive **Personal Development Time** with their Personal Tutor for the first twenty minutes of the school day. The aims of these sessions are for learners to:-

- Prepare and become alert and ready for daily learning.
- Ensure their Student Planner is up to date, signed and well-kept reflecting the high standards expected within our school.
- Ensure their uniform is suitable for a professional learning environment.
- Participate in whole school literacy and mathematical skills activities as prepared by the co-ordinators.
- Read appropriate texts from the form book box in silence.
- Action plan and learn about skills and careers that will equip them for participation in the current and future labour market.
- Complete House quizzes.
- Watch and read about news events to be kept informed and form balanced opinions and views about current affairs.
- Develop their thinking, revision, leadership, entrepreneurial, group and problem solving skills.

- Reflect on an emotive thought or theme for the week to support a learner's spiritual, moral, social and cultural development.
- Attend a weekly year assembly to support a learner's spiritual, moral, social and cultural development.

Year 7

Upon entry to the school students are placed in the care of a Personal Tutor and the mixed ability forms will contain 'friends' from their primary schools. Students with particular difficulties are supported by specialist teaching. Students are 'set' by ability in Maths early in the half term but remain in mixed ability forms groups for all other subjects. A special reading programme operates within English in Year 7 to assist students whose reading age holds back their learning. ICT is used in all subjects and taught as Computing in Years 7, 8 and 9.

Year 8

Students are banded and set for English, Mathematics, French, Spanish and Science. Those students in the higher language sets have the ability to study an additional language. Students are taught in all ability teaching groups in the foundation subjects.

Year 9, 10 & 11

Students remain in their form as the basic pastoral unit. All students study GCSE Religious Studies which includes PSHCE.

Greenbank delivers the National Curriculum which is enhanced whenever possible to broaden the opportunities available for students. Our curriculum continues to develop particularly in Years 9, 10 and 11. We seek to provide new courses, appropriate to students' needs and aspirations.



The curriculum is delivered as follows:

Years 7 and 8

Core Subjects:

English	Mathematics	Science		
Design Technology	Art	French	History	Geography
Music	Physical Education (PE)	PSHCE (including Careers)	Computing	Spanish
Drama	Religious Education (RE) is provided for all			

There are six Curriculum Enrichment Days to enhance the delivery of the Whole Curriculum Dimensions of identity & cultural diversity, healthy lifestyles, community participation, enterprise, global dimension and sustainable development, technology and the media and creativity and critical thinking.

Years 9,10 & 11

Core Subjects:

English Language & Literature	Mathematics	Science Students choose Additional Science or the Separate Sciences
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Other Subjects:

PE	French or Spanish	History or Geography	Religious Education
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Students choose their remaining two options from:

Chemistry	Physics	Biology	Geography	Photography
History	Food, Nutrition & Cooking	Child Development	PE	Graphics
Drama	Music	Art	Creative i-Media	Computer Science
Media Studies	Music Technology	Design Technology (Textiles)	Latin	

All students in Years 9, 10 and 11 follow a full GCSE course in RE, PSHCE and Careers Education. Enterprise Education is delivered through Curriculum Enrichment Days.

Provision is also made for students to have extra support with their organisation and coursework by personalising their curriculum.

The ability to use ICT is very important for all our students and its use is included in the schemes of work for all subjects PSHCE is also taught throughout every year. It is an

important course which covers Careers and Sex Education as well as teaching students to meet life's many challenges and be an active citizen.

Extra help is offered by specialist teachers for students who have learning difficulties and other special needs. These students will be offered alternative curriculum pathways which will be available through discussion with the SENDCO and Deputy Headteacher.

Opportunities for extended work placements and an alternative curriculum are available for some Year 9, 10 and 11 students following discussion with subject staff, Head of Year and Senior Leaders. All students in Year 10 complete a one week work experience placement.

Collective Worship will be broadly Christian based and held in accordance with legislation.

Homework

Homework is considered to be an integral part of a student's learning. A timetable for homework will be given to each student at the beginning of term. We hope you will encourage your daughter to spend the appropriate amount of time on her set work and individual studies providing her with a suitable place for such work.

Each weekend we ask you to sign a Student Planner recording your daughter's weekly homework provision. In order that you can oversee the work, the planner provides an accurate picture of what is expected, and provides us both with the necessary reassurance that the work is being done. Please use this diary to communicate with your daughter's Personal Tutor. We regard this as a vital link between teachers and parents.

Learning Zone

The school has a Learning Zone which provides access to up to date fiction, reference books, computers and iPads. Help is available from the Learning Zone Manager, Mrs Hunter. The Learning Zone is open for students before and after school and makes an ideal place for gathering information to support home-based learning and working quietly until 4.30 pm every evening.

ICT to support learning

Every student has access to our Firefly VLE. The VLE gives access to internal email, up to date information/messages and a wealth of lesson resources. It can be accessed via tablet and mobile phones through the downloadable app. Students can also access all their work and software via a remote facility. All usernames and passwords will be given to students in September.



Start of the academic year 2018-2019

School commences on **Tuesday 4th September** for students. We ask that Year 7 students arrive at school on that day at 8.30 am. They should use the main entrance on that occasion. Much of their time on this first day will be spent with their Personal Tutors who will help ease them into our school routine.

Year 7 students will leave lessons at 3.00pm during the first week and be allowed to enter the Dining Hall early to support their transition.

Meals

Meals are taken in the Dining Hall. Students may bring packed lunches or choose from the varied cafeteria menu, paying with cash. Packed lunches may be eaten in suitable form rooms.

If you wish to enquire about the provision of free school meals, please do not hesitate to contact Sefton LEA – School Admissions & Student Support , Education Department Town Hall Bootle L20 7AE or by telephoning 0151 934 3456. There is a letter with additional information regarding eligibility and funding you and Greenbank would receive to support your child in your welcome pack.

All forms may be downloaded from www.greenbankhigh.co.uk in the 'Inside the classroom section' under 'Pupil Premium.'

Keeping in Touch and Contacting School

We believe that a close relationship between staff and parents is essential if each student is to fulfil her true potential and regular communication is a most important element of that partnership.

There are several ways of achieving this link:

- By contacting your daughter's Personal Tutor/Head of Year by email, letter, phone or note in the Student Planner. We view the Student Planner as a vital link between home and school and ask that you check it on a daily basis, signing it in the appropriate place weekly. Greenbank always welcomes discussion of parents' or students' concerns. Please make an appointment first to ensure the person you wish to see is available.
- ParentMail – each parent is issued with a username and password for ParentMail. Those parents registered will receive all the whole school letters via their email address.
- Parents' Evenings – these are arranged for every age group each year. An invitation is sent via your daughter, with a reply slip, giving the date and time.
- Student Information Progress Sheets ('PIPS') – twice a year in December and April – giving motivation and progress levels together with Key Stage level indicators.
- Reports – the report issued for Year 7 in the Summer term provides detailed comments by each of your daughter's teachers and a report by her Personal Tutor.

Attendance

High attendance is essential if every student is to make the most of the educational opportunities offered at Greenbank High School. Every pupil should strive for 100% attendance as a target. It has been shown that attendance under 97% can harm a student's chances of fulfilling their potential

If a student is absent from school, parents and carers are asked to telephone school on each day of absence and to provide a letter explaining the absence, to be given to the Personal Tutor on the day of her return. If your daughter is not registered by 10.00 am and we have not heard from you we will contact you to confirm your daughter's absence. The school operates a 'First Day Response' system. This is an automated communication system which will contact you directly if your child is marked absent at morning registration and we have not been informed of a reason. You will receive a text message, email and automated phone message to your home land line. The system enables you to reply directly at no cost to yourself. Concerns about attendance will be referred to our Attendance Officer.

Students should not take annual family holidays during term time as it will harm their education and the Headteacher can no longer authorise such an absence. Your daughter has 13 weeks holiday which should be used for family holidays. **If a leave of absence is needed this must only be applied for to the Headteacher 4 weeks in advance using the school forms available on the website or through reception.**

All work missed during an absence will be copied up through a catch-up club to limit the chances of a student's achievement being affected.

School Transport

Buses are provided for most areas of Southport. Details of buses and times supplied by Merseytravel can be found in the separate brochure that can be found in your pack and via the school website.

Behaviour for Learning Guidelines

Rewards

Impeccable behaviour, good work, effort and improvement are expected, encouraged and praised. All students are able to achieve rewards but they must be earned. The full 'Behaviour for Learning Policy' can be accessed via the school website and is summarised in the Student Planner.

Verbal and written praise is the cornerstone of rewarding all students for hard work and determination. Staff award reward points in Personal Development Time and lessons which contribute to a student's overall and house performance. Reward points lead to blazer badges being awarded throughout the year. Five reward points are added automatically on a weekly basis for any student who does not receive a behaviour point.

An annual awards ceremony is held in November for those students awarded subject, effort, form, house and attendance prizes.

Behaviour

Wherever a group of people has to work together, a simple set of expectations help that community work in harmony. The expectations in Greenbank High School have been made as simple as possible and in accepting a place for your daughter at the school, you have agreed that you will ensure that she abides by them. We thank you for your help and co-operation in advance.

Students are expected to strive for excellence in all that they do by working hard and showing concern for others.

The 'Greenbank Way' means that students are expected to:-

- be respectful at all times
- be organised at all times
- show an impeccable attitude to learning at all times.



Greenbank is a Rights Respecting School and strives to support Article 29 "Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people".

Sanctions

On the rare occasions where students disregard school rules and behave badly, it may be necessary for a sanction to be imposed. These are varied in an attempt to suit both the act and the student and are outlined in the Behaviour for Learning Policy. You will normally be given 24 hours' notice if a student is required to remain in school for longer than a few minutes after 3.10 pm. Your support in ensuring impeccable behaviour is essential and expected as member of the school community.

Student Dress Code

Following the Student Dress Code is an important part of a student's education and lifelong learning. It provides a sense of belonging and encourages pride both in being a member of Greenbank High School and in their appearance.

All students must follow this dress code.

For school

- Compulsory grey blazer with green trim and green school badge.
- Dark green 'A' line or pleated skirt or pinafore dress of a modest length.
- Dark green tailored trousers.
- Green and white striped blouse with a flat collar.
- Plain grey or green knee-length socks. If tights are worn they must be grey or black.
- Shoes must be all black. Any logos must be covered or removed.
- Optional Dark green v-necked pullover/cardigan with school logo.
- A plain dark coat or jacket.
- Hair bands, bobbles (which are needed to tie hair back in practical subjects) or head scarves should be black or green.



For Physical Education

- White sports shirt with green trim, Greenbank badge and initials.
- Black shorts or shorts with green and white trim (for all activities).
- Black with green and white trim hooded sweatshirt with Greenbank badge.
- Black track pants (optional to be used during the winter).
- Trainers.
- $\frac{3}{4}$ length white sports socks.
- We recommend shin pads and a gum shield for hockey.
- No jewellery should be worn on PE days in the interest of health and safety.



All articles of clothing must be named with sewn-in labels or permanent marker.

Kit should be kept in a large drawstring bag, also named. Other open type bags are inadequate and may lead to kit being lost. Only this bag should be taken to PE lessons.

Suppliers

Items of school uniform can be obtained from the following suppliers:

Whittakers	Southport	01704 533394
Zips & Snips	Southport	01704 231188

Equipment for Learning

All students must have the following equipment to be successful learners.

Student Planner (available on 4 th September)	Pencil case
Two black or blue pens	A green pen for Improvement Time
Pencil	Ruler
Eraser	Sharpener
Calculator & geometry set	Ear/headphones for Computing

All items can be purchased from the Finance Office.

Make-up and hair

- Make-up is not worn.
- Hair should be neat and extreme styles and colours are not allowed.
- Nail varnish is not permitted.
- Nails should be short.
- Aerosols should not be used in school.

Jewellery

- A watch and inexpensive signet ring may be worn in school.
- A single plain stud for pierced ears may be worn in each ear lobe but other jewellery is strictly forbidden.
- No responsibility will be taken for loss of jewellery.

Money

Money must be carried in a named purse kept in a zipped pocket or worn on a strap belt. Large amounts of money should not be brought into school.

Water

Students may carry a small bottle of water with them during the day. Please encourage students to reuse these. This can be taken into all lessons except Science – and in the case of Design & Technology must have a sports-top style.

Used Uniform

Items of used school uniform are available in school. Please make enquiries at the Front Office.

General

Students must not eat in lessons or corridors or bring chewing gum to school. They must not loiter in the streets or at the railway stations on the way to or from school. Mobile phones should not be used in school but may be kept in a students' locker until they leave school. All property would be left in a locker at their own risk. Padlocks are available to purchase from the Finance Office.

Students must not leave the school premises without first obtaining a 'Leave of Absence Slip' and signing out, using the sheet contained in their Registration Binder. Students use the front door only if they are late or leaving for an appointment.

The outside Quad area and the Dining Hall are available for Year 7 to eat their lunch. We encourage Year 7 to go outside and have fresh air. During adverse weather, the Hall will be available for students.

The Learning Zone is open to the students at break and lunch time. The Quad is available for outside use throughout the year together with the grassed area immediately around the school buildings during the Summer Term.

Cycling

We encourage students to cycle to school and are providing level 3 'Bikeability' training for Year 7 to develop their road awareness and confidence. Cyclists are expected to know and obey the Highway Code. Every bicycle must be in a roadworthy condition and be code stamped with the owner's postcode. **Bicycles are left at the owner's risk in the cycle**

areas, where they should be chained securely. Cycle helmets should be stored in lockers and not left with the bicycle. The bicycle sheds are locked at 8.40 am and reopened at 3.10pm. Students leaving for appointments between these times should report to the Front Office so arrangements can be made to open them.

Very important

- Every item of clothing and property must be labelled clearly with a name.
- Please ensure your daughter has a secure container for money that she should keep on her person at all times. We suggest it is kept in a purse (which is named) or a zipped pocket, or worn on a strap or belt.
- The school issues instructions to students which, if followed, should result in neither lost property nor lost money. Greenbank cannot be held liable for property lost or stolen in school. Parents are requested, therefore, to ensure those large sums of money and other valuable items such as tablets or articles of great value or sentiment are not brought into school. **Mobile phones, if found being used will be confiscated and returned by a member of the Senior Leadership Team at the end of the day which will lead to a behaviour point and detention being awarded.**
- Lockers – your daughter will be issued with a locker and must keep her key safely on her person at all times. A spare key will be kept by the Personal Tutor. All lockers require padlocks and students are requested to provide a strong padlock to fit the hasp and staple fitted to the locker. Students are asked only to use their lockers for books, coats, etc. **Under no circumstances must money be left in lockers.**
- School bags – your daughter will need to carry textbooks and exercise books to and from school but this bag will be stored inside her locker during the day as bags are not necessary around school. A strong bag or satchel style bag that closes is essential.
- Damage to books and equipment – students are expected to take care of books and equipment. If a book is lost or damaged you will be asked for payment in part or full. It is strongly recommended that books are covered in strong paper or plastic in order to protect them. If equipment is broken or damaged because of serious negligence, you will be asked to make a contribution towards repair or replacement.

Charities

Greenbank High School believes that it is important to care for others. In 2017/18 we have raised over £10,000 for charities. Charity sales are held on a term basis where each term at break-time the forms sell cakes, sweets, books etc to support a cause of their own choice. Non-Uniform Days (Mufti) when students may wear their own clothes on payment of a small fee, are held usually in aid of different causes each half term. Students and parents may nominate charities.

If there is a query or financial difficulty, please contact the Headteacher who operates a Good Samaritan Fund. Discreet and confidential help can be offered when problems arise.

In addition, if there is a problem related to uniform, the school has a selection of items in excellent condition. Should you wish to discuss this please contact Mrs Collins, Head of Year 7.

Extra – curricular activities

We expect every Year 7 student to participate in at least one activity. The school has a very strong tradition, both in sports, dramatic and musical activities. Opportunities will be provided for your daughter to participate in these together with a wide range of other activities depending on her interests, skills and talents. Some examples of activities have included:

Athletics	Gym Club	Club Cultura
STEM Club	Eco/Geography Club	Choir – Greenbank Voices
Hockey	Film Club	Tennis
Orchestra/Samba Band	Netball	Creative Writing Club
Yr 7 'Let's Get Cooking' Club	Aerobics/Fitness Room	Cross-Country
Yr 7 Drama Club	Badminton	Year 7 Philosophy Course
Rounders	Games Club	Football
Yr 7 Visit to Boulogne	Visits to France or Spain	Year 7 Debating Club
Year 7 Maths Games Club	Interact Club (Rotary)	Chess & Scrabble Club
Strings Group	Wind Band	Orchestra
Samba Band	Jazz Club	Music Theory Club
CERN Science visit	Ukelele Group	School Newspaper
Duke of Edinburgh Award Scheme	School Concerts and Productions	Enterprise Competitions

The Parent Teacher Association (PTA)

The PTA supplements the resources from the Government, providing funds for things which benefit the school, but which the school cannot afford in any other way. During 2017/18 the PTA have provided 30 new music stands, blazer reward badges, funding towards equipping a new fitness suite and Duke of Edinburgh Award Equipment.

The PTA is always eager to welcome new members to the Committee, which is formed at the beginning of each academic year.

You will be regularly informed about forthcoming events and you will be sent in advance, via your daughter, an invitation to each one. Further information about the PTA and events can be obtained from School.

The PTA also serves tea and coffee at Parents' Evenings and other school functions. **If you are willing to help in this capacity please contact School**

BEFORE YOUR DAUGHTER STARTS - ON TUESDAY 4 SEPTEMBER 2018

Please plan out your child's journey to and from school, find out how much it will cost and the alternatives they can fall back on if there is a problem.

Please make sure school has up to date contact numbers for you and that your child also knows these numbers/names. According to the statutory 'Keeping Children in Education 2018' we must have at least two contacts on our system. All contacts must have given permission to you prior to being given to school to be entered on our system. If there are any changes, please let your child's Personal Tutor know, in writing.

Plan your routine for the morning, **in advance**, and practise it before the **BIG DAY**.

Reassure your child that things will feel very different and that it will take them a few weeks to settle in, find her way around and begin to get to know others.

Organise an area at home for your child to do her homework each evening, and set a time for it to be done. Check their Student Planner every week and sign the planner. Help them to get organised so things don't build-up and get left until the last minute. Encourage a good routine and supervise from a distance. Help your child to structure their time rather than doing the work for them.

Please work with us to get the very best out of the five years for your child with us.

Notes