

New Intake Booklet 2022



Welcome to Greenbank High School

Dear Parents & Carers

We would like to welcome you and your child at the start of their education at Greenbank High School. We are looking forward to meeting with pupils on their transition day on **Thursday 30th June at 9.00am** and to meeting you on **Tuesday 5th July at 6.00pm** for the parents and carers meeting, your child should also attend on the evening and will be with their new Head of Year and form tutor whilst I go through all of the key information with you. On the evening, you will have the opportunity to meet Mrs Collins-Murphy (Head of Year 7), Mrs Howe (SENDCO) and the Senior Leadership Team. There will also be representatives from the PTA which we hope many of you will join and uniform suppliers. To support transition further, Year 7 pupils will also be the only pupils in school on their first day, Friday 2nd September. All information relating to transition is also available on our website and can be accessed via the 'Parents' tab.

We hope your child will settle in quickly and easily because we know that starting a new, large school can be worrying for even the most confident child. Your child's Form Tutor and Head of Year, Mrs Collins-Murphy, will always be ready to answer general queries and subject staff will clarify matters about the curriculum.

Thank you for choosing Greenbank High School for your child. We hope that all our new pupils will be happy, successful and take advantage of the amazing opportunities on offer at our fantastic school.

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

Yours faithfully,



Mrs K Robinson
Headteacher



At Greenbank High School we aim to ensure that every child has a world class education: High quality curriculum; excellent standards of behaviour and a positive learning environment so that every child can reach their potential. We do this by:

- ✓ Creating an inspiring and caring environment
- ✓ Setting high expectations for all pupils in terms of academic and personal progress
- ✓ Developing pupils as lifelong independent learners
- ✓ Engaging with all pupils, parents and staff so that they are proud to be part of our community
- ✓ Having a 'can do' attitude that overcomes all barriers to learning and enriches the lives of pupils of all abilities and backgrounds
- ✓ Developing and celebrating the outstanding opportunities on offer at our school
- ✓ Fostering key employability skills including high standards of literacy and numeracy to ensure all pupils can achieve long term economic well being
- ✓ Encouraging all pupils to lead an active healthy lifestyle
- ✓ Being at the heart of the local, national and global community as an International School
- ✓ Challenging gender stereotypes and embracing diversity
- ✓ Developing the leaders of tomorrow
- ✓ Engaging in collaboration with partner schools and agencies to improve outcomes for pupils.



What will pupils find different about secondary school?

Pupils 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 Pupil 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 pupils have more independence than at primary school. Pupils 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 child 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 pupils make excellent progress from their starting point in Year 7. Greenbank seeks to be a centre of excellence in all that we do and has recently achieved quality marks in many areas to celebrate the provision and outcomes in these areas

Your child will be in a form named after one of our houses. She will earn house achievement points and work together as a form to support her house nominated charity.

Greenbank has first class facilities in all areas with PCs with the latest industry standard software, dedicated specialist arts, technology and science spaces, a well-equipped library with the latest titles, a language centre to practice speaking and a professional standard fitness suite and multi-purpose pitch.

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 pupils take part in extra-curricular activities for sports, music, and many other activities on offer.

Pastoral Care

Each pupil belongs to a mixed ability form group. This is the basic care unit and much emphasis is placed upon the responsibilities of Form 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 child's Form Tutor, to ensure she fulfils her potential. We have a house system where each pupil 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 pupil 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 Gent-Jones within school.

Timing of the school day

8.20-8.35am	Pupils arrive
8.40am	Registration & Personal Development Time Year 7 have assembly on Monday morning.
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 2022– 23

All pupils receive **Personal Development Time** with their Form 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 Pupil 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 and that pupils have all of their equipment.
- Participate in whole school literacy and mathematical skills activities as prepared by the co-ordinators.
- Read appropriate texts.
- 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.

Years 7 & 8

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

Years 9, 10 & 11

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

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



The curriculum is delivered as follows:

Years 7 and 8

Core Subjects:

English	Mathematics	Science
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Other Subjects:

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 five 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 Pupils choose Additional Science or the Separate Sciences
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Other Subjects

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

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

All pupils 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 pupils to have extra support with their organisation and coursework by personalising their curriculum.

The ability to use ICT is very important for all our pupils 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 pupils to meet life's many challenges and be an active citizen.

Extra help is offered by specialist teachers for pupils who have learning difficulties and other special needs. These pupils 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 pupils following discussion with subject staff, Head of Year and Senior Leaders. All pupils in Year 10 complete a one week work experience placement.

Homework

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

Each weekend we ask you to sign a Pupil Planner recording your child'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 child's Personal Tutor. We regard this as a vital link between teachers and parents.

Learning Zone

The school's Learning Zone is currently closed due to a building issue but we have replaced this with a small library and computing space where pupils can go before and after school and at lunch time. Help is available from the Learning Zone Manager, Mrs Hunter, as well as access to books and a variety of clubs.

ICT to support learning

Every pupil has access to Microsoft SharePoint. This 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. All usernames and passwords will be given to pupils in September.



Start of the academic year 2022-2023

School commences on **Friday 2nd September** for pupils. We ask that Year 7 pupils arrive at school on that day at 8.30 am. They should use the main entrance on that occasion. Year 7 pupils will have an assembly, time with their form tutor, some lessons and in the final lesson we will host a wider curriculum fayre where you and your child can attend and choose from one of the very many clubs on offer in school.

Year 7 pupils 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. Pupils may bring packed lunches or choose from the varied cafeteria menu. Payment is organised through our ParentPay system and pupils have finger print payment in school. 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 & Pupil 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 ‘Key Information’ tab under ‘Pupil Premium.’

Keeping in Touch and Contacting School

We believe that a close relationship between staff and parents is essential if each pupil is to fulfil her true potential and regular communication is a most important element of that partnership. Please register for the Arbor Parent App using the [link](#) for the Parents’ tab of the website. This App tells you about your child’s work and behaviour every day.

There are several ways of achieving this link:

- By contacting your child’s Form Tutor/Head of Year by email, letter, phone or note in the Pupil Planner. We view the Pupil 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 pupils concerns. Please make an appointment first to ensure the person you wish to see is available.
- You will receive emailed letters and information from the Arbor system.
- Parents’ Evenings – we have an initial these are arranged for every age group each year. An invitation is sent via your child, with a reply slip, giving the date and time.
- Pupil 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 a detailed comment from your child’s tutor and the overview of your child’s motivation and attainment by each of your child’s teachers.

Attendance

At Greenbank High School we are committed to providing all pupils with a full-time education experience that maximises each pupil's opportunities and allows each to realise their true potential. We believe that if a pupil is to benefit from education, regular, punctual attendance is crucial. Attendance is a critical factor to a productive and successful school career; and we actively promote and encourage 100% attendance for all our pupils.

Pupils should arrive at school between 08:20-08:35am. Arrival after this time will result in the pupil being recorded in the register as late (L). Morning registration will be taken during personal development time (PDT) which begins at 8:40am. If a pupil is absent from school, parents and carers are asked to telephone school on each day of absence. If your child is not registered by 10.00am and we have not heard from you we will contact you via text message to confirm your child's absence. The school operates an absence notification system which 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. Concerns about attendance will be referred to our Attendance Team.

Pupils should not take family holidays during term time as it will harm their education and the Headteacher can no longer authorise such an absence. Your child 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.**

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 via the school website.



Behaviour for Learning Guidelines

Rewards

Impeccable behaviour, good work, effort and improvement are expected, encouraged and praised. All pupils 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 Pupil Planner.

Verbal and written praise is the cornerstone of rewarding all pupils for hard work and determination. Staff award reward points in Personal Development Time and lessons which contribute to a pupil'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 pupil who does not receive a behaviour point.

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 child 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.

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

The 'Greenbank Way' means that pupils 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 pupils do not meet expectations, it may be necessary for a sanction to be imposed. These are varied in an attempt to suit both the act and the pupil and are outlined in the Behaviour for Learning Policy. You will normally be given 24 hours' notice if a pupil 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.

Pupil Dress Code

Following the Pupil Dress Code is an important part of a pupil'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 pupils 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 or grey 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 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

- Black sports shirt with green trim, Greenbank badge and initials.
- Black skorts 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 and we actively encourage all our pupils who have grown out of their uniform to take this to Queenscourt Hospice where it is regularly on sale.

Whittakers	Southport	01704 533394
Zips & Snips	Southport	01704 231188

Equipment for Learning

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

Pupil Planner (available on 2nd September)
Two black or blue pens
Pencil
Eraser
Calculator & geometry set
Apron for Design Technology

Pencil case
Green pen for Improvement Time
Ruler
Sharpener
Ear/headphones for Computing

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 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. Please ensure that if your child is getting their ears pierced please do this early in the summer holidays so she is able to take them out for PE.
- 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

Pupils may carry a small bottle of water with them during the day. Please encourage your child 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 recycled school uniform are sent to Queenscourt Hospice are available in school. Please make enquiries at the Front Office.

General

Pupils 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 are

not allowed but if a pupil does bring a phone to school for use to and from school then it must be kept in a pupils' locker (which must be locked) until they leave school. All property would be left in a locker at their own risk.

Pupils must not leave the school premises and use the front door only if they are leaving for an appointment which has been requested absence for. Wherever possible, pupils should only have appointments outside of school hours.

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 pupils.

Cycling

We encourage pupils to cycle to school. 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 bicycle shed, 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 8.35 am and reopened at 3.10pm. Pupils 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 child 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 pupils 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 Mrs Hogarth, Mrs Robinson's PA, at the end of the day. This will lead to a behaviour point and detention being awarded.**
- Lockers – your child 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 Form Tutor. All lockers require padlocks and pupils are requested to provide a strong padlock to fit the hasp and staple fitted to the locker. Pupils are asked only to use their lockers for books, coats, etc. **Under no circumstances must money be left in lockers.**

- School bags – your child 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 – pupils 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. We typically raise over £10,000 for charities each year. Charity sales are held on a form 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 when pupils may wear their own clothes on payment of a small fee, are held usually in aid of different causes each half term. Pupils and parents may nominate charities.

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-Murphy, Head of Year 7.

Extra – curricular activities

We expect every Year 7 pupil 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 child 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 Performing Arts 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 2020/21 the PTA have provided blazer reward badges, Sports Leader items, ingredients for the Year 7 Let's Get Cooking Club 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 child, 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 the Chair of the PTA at pta@greenbankhigh.co.uk.**

BEFORE YOUR CHILD STARTS - ON Friday 2nd SEPTEMBER 2022

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 2020' 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 the Attendance Office 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 her Pupil Planner every week and sign the planner. Help her 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 her 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.