

Colchester County High School for Girls

Year 7 Essential Information

2020-21

Please be aware all information in this booklet is subject to change in accordance with government guidance and school policy.



Colchester County High School for Girls

Year 7 Information

Contacting Us

The Year 7 Tutor Team:

7C- Mr Glease	eglease@cchsg.com
7O- Miss Neacsu	aneacsu@cchsg.com
7L- Mr Snow	ssnow@cchsg.com
7H- Mr White	mwhite@cchsg.com
7E- Mr Williams	dwilliams@cchsg.com
7S- Miss Wiseman	nwiseman@cchsg.com
Miss Seager, Year 7 Year Leader	mseager@cchsg.com
Mrs Stinson, Pastoral Assistant	sstinson@cchsg.com
Dr Parrott, Vice Principal	sparrott@cchsg.com
Mrs Jackson, Associate to the Principal & CEO	wjackson@cchsg.com

Dates for your diary

21 September	Y7 Baseline testing commences
9 November	Progress Check 1 issued (AtL only)
19 November	Y7 Tutor Parent Consultation meeting (virtual)
22 February	Progress Check 2 issued
25 February	Y7 Teacher Parent Consultation Evening (COL) (virtual TBC)
4 March	Y7 Teacher Parent Consultation Evening (HES) (virtual TBC)
10-14 May	Y7 Exam Week
26-28 May	Y7 Residential Bushcraft Trip (TBC)
14 June	Examination results issued
5 July	Y7 Reports issued
13 July	Activities day
14 July	Sports day (provisional)

Trips, visits and co-curricular days

Maximize Your Potential (April)

Year 7 take part in a study skills seminar lead by the Maximize Group. They learn coping skills, revision techniques and practical tips they can apply immediately to their learning. This takes place ahead of the internal examinations in May.

Bushcraft Trip (26-28 May provisional)

We hope all Year 7 will have the opportunity to go on 3 day (2 night) trip with the Bushcraft Company on 26 to 28 May 2020. This course offers students the chance to excel away from the conventional classroom setting, build important life skills and gets them back to basics and nature, their experiences will also enhance some of the curriculum work in subjects across the curriculum including Art, Biology, PE and Geography. Based in the Boughton Woods, the course is structured with activities that alternate between group workshops and critical activities, students are then able to put the skills they are taught into immediate use. They will work in small groups of between ten and fifteen, each of which will be assigned a specialist group leader, allowing every student the opportunity to really contribute to the collaborative effort required. The trip will be led by Miss Seager with other staff accompanying the students. Students will be under direct supervision of staff at all times during the trip. The cost of the three day experience will be approximately £200 including transport and meals. An information presentation on this event will follow.

For more information on the Bushcraft Company see www.thebushcraftcompany.com/home

Activities Day (13 July)

All Year 7 students take part in a co-curricular Themed Creative Arts and Enterprise Activities Day at CCHSG. They experience a unique event which aims to challenge students' thinking and logical reasoning, team work and communication skills as well as promote their interest in creative and performing arts. It is hoped that through participation in various workshops, students will be given the opportunity to learn through an exciting and positive experience which will aim to stimulate their imagination and higher order problem solving.

E-Safety - Who you can turn to:

All students receive e-safety guidance both in lessons and assemblies; however, we strongly encourage parents to take an active role in monitoring their child's on-line activity to ensure they are safe. These websites are useful for more information or to report any negative experiences online. We intent to run parent e-Safety sessions in the spring term.

CEOP – <https://www.ceop.police.uk>

Share Aware - <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

Common Sense Media - <https://www.commonsensemedia.org/>

Think U Know - <https://www.thinkuknow.co.uk/>

SCHOOL PROCEDURES (updated for COVID-19 procedure)

1. Students in Years 7 – 11 should not arrive before 08.30. Students who arrive before 08.30 may collect their pre-ordered breakfast from the Dining Hall from 08.00 and wait in the allocated area. If students are unsupervised in teaching/form rooms they will be instructed to go outside.
2. School Reception is staffed from 08:00 until 16:00. This is the first point of contact for general school enquiries (01206 576973; office@cchsg.com)
3. If students are late for either morning (08:45) or afternoon (13:25) registration, they must make their way straight to the lesson where they will be registered by the teacher. Persistent lateness will result in school sanctions.
4. If students are absent the school attendance line (01206 576973) should be contacted by 08:45 by parents giving the student name, specific reason for absence and expected duration of absence. This should be followed up with a written note or email to the Attendance Officer via parent gateway or office@cchsg.com .
5. If students need to leave the premises during the school day a note must be given, in advance, to the Form Tutor. Before leaving students must sign out at Reception.
6. If students feel ill or have an accident during the day students should ask their teacher if they may go to Reception. One of the office staff will take the student to the medical room and contact a First Aider and parents if necessary. **Students must not contact parents directly themselves before going to Reception. Students who display any COVID-19 symptoms will be required to be collected immediately.**
7. **Students must leave the building once school finishes at the end of the day.** Students may only remain in school if they are in a supervised after school club or activity with a designated member of staff.
8. All students' belongings should be named. Valuable items should not be brought to school. Students who lose an item should retrace their steps, and then report the loss to Reception. If for any reason they have to bring a large sum of money to school, they must give it to the Finance Office for safe keeping.
9. We operate a cashless catering system in the Dining Hall. Parents can top up their child's credit via Parent Pay and there is a cash payment machine for student use on the ground floor corridor. All trips and visit payments should be made via Parent Pay and accompanied by a signed written consent slip.
10. For safety reasons no student may bring an aerosol to school. Cigarettes and associated items, e-cigarettes, alcohol, illegal substances, sharp items and offensive weapons are strictly forbidden.

11. **Mobile phones.** Many students have long journeys to school that are made safer by the possession of a mobile phone. For this reason only, mobile phones may be brought to school. **They must be on silent and out of sight during the school day.** If phones are used in school they will be confiscated until the end of the day when they may be collected from the School Reception. Parents will be contacted if phones have to be confiscated for a third time. Additional school sanctions may also be applied for example handing in the phone each day to Reception. Mobile phones are brought into school at students' own risk.
12. In an emergency, a brief telephone call may be made from Reception. All emergency calls from parents to a student during the school day must go via Reception. Due to the high number of students at CCHSG Reception cannot deliver messages or items to students (e.g. where they will be collected after school or forgotten book/PE kit/lunch). Students should take responsibility for their belongings and arrangements for the day.

UNIFORM (updated for COVID-19 procedures)

You have already received details of our School Uniform in the information you received when you were notified of your Year 7 place. It is important for students to wear their uniform in the correct manner and to keep it looking smart, even when student's are on their way to or from school. As a member of Colchester County High School for Girls the school uniform will say a great deal about our students to visitors, members of the public and other members of the school and they should be proud to wear it. Students will need to wear their blazer at all times (except on PE on which they have PE timetabled) and ask permission in class to remove it.

School Uniform Year 7 September 2020

1. **BLAZER** is a navy blue fitted jacket with school logo on pocket, only available **from Coes**.
2. **BLOUSES** are pale blue and of cotton or polyester/cotton; they are plain, V-necked, reverse collar style with long or short sleeves. These are available **from Coes** or they may be purchased from any appropriate retailer. Years 10 and 11 **ONLY** may wear a fitted blue blouse with $\frac{3}{4}$ sleeves available from **Coes** or may wear the standard blouse.
3. **TROUSERS** are plain dark navy and of classic, straight leg style. These are available **from Coes** or they may be purchased from any retailer, but must be of the appropriate style. Fashion styles, for example, low-waisted trousers or tapered legs, are not acceptable.
4. **SKIRTS** are kilt-style, navy, grey and white tartan and must be of a length that is worn **on the knee (ie to at least the middle of the knee)**. The skirt is only available **from Coes**.
5. **CARDIGAN** is navy blue with pale blue stripes at the cuff and only available from **Coes**. The cardigan is an optional item of uniform.
6. **SHOES must be leather or leather look, flat heeled in plain black.** Fabric or canvas shoes, converse shoes, trainers, sling-back and backless/toeless shoes are not acceptable. Boots or ankle boots are not to be worn in school. If boots are worn on the way to school, a change of shoes must be brought to wear in school.

7. **TIGHTS** should be plain navy, black or natural **not** patterned. Plain white, navy or black **ANKLE SOCKS** only may be worn. Bare legs without socks or knee high/over the knee socks are not acceptable.
8. **COATS** and scarves may **not** be worn in school. A **CCHSG School Scarf** is available from **Coes** as an optional item of school uniform. Hoodies are not acceptable.
9. **OVERALLS** are worn for Science and Art. They are dark blue and long-sleeved and must be embroidered with your daughter's first name (approximately 5-10cm high) on the left front and left back shoulder. **This must be purchased from Coes.** From Year 10 a long-sleeved white overall may be worn for Science, which may be purchased from a range of suppliers.
10. **HAIR** of shoulder length or longer should be tied back for safety in all practical subjects with navy or black bands or slides. Hair which goes beyond natural colour tones in natural combinations or is extreme in style is not acceptable. Headcoverings worn for religious reasons e.g. headscarf, must be plain navy or black and of a short style.
11. **JEWELLERY** – no jewellery or badges (except badges connected with school) may be worn with school uniform. Only small gold or silver plain studs may be worn in pierced ears; only one ear stud may be worn in each earlobe. No other piercings including ear stretchers are acceptable. A watch may be worn; i-watches or similar are not permitted. Jewellery which is not permitted must be removed and will be confiscated.
12. Make-up, nail varnish or false nails **must not** be worn with school uniform.
13. Water-proof jacket and trousers and a base layer (navy/black/white vest or thermal top) are recommended as students will be encouraged to spend time outside during break and lunch time. It is also recommended that students bring a plastic mat to sit on and a plastic bag to carry these items.





Fitted navy jacket available from Coes



Blue school blouse with rever (v necked) collar

Navy blue trousers of a classic straight leg style *(if purchasing from a store other than Coes please do not remove labels without checking with the school that they are of the appropriate style)*

Kilt style skirt worn to at least the middle of the knee from Coes.

ALL CLOTHING & PROPERTY MUST BE CLEARLY NAMED INCLUDING SOCKS & TRAINERS

All property is brought into the school at the owners risk and the school cannot be held responsible for theft, loss or damage. Expensive electronic items should not be brought into school. Students should use their locker and padlock for storage of possessions including their mobile phone during the day.

Parents should be aware that the School's contents and insurance cover does not extend to students' property. Parents should include either daughter's belongings within their domestic insurance policies if required. Marking of clothes and other property with the owner's name is required.

Kit for Physical Education

PE kit MUST be worn on days which students have PE timetabled. If the PE shorts are worn, then the school kilt or long PE trousers should be worn over the top.

Advice on specific activities and kit requirements will be given by PE teachers.

Basic PE Kit

- Navy blue shorts embroidered with the school logo only available from Coes
- Sky blue polo shirt - only available from Coes
- Navy long sleeved top with the school logo - only available from Coes
- Plain navy tracksuit bottoms with the school logo – optional cuffed at the ankles in Year 7 & 8 - only available from Coes
- White short socks
- Mainly white trainers (coloured stripe or logo is acceptable) for indoor PE and on netball courts.

Items required for Specific PE Activities

- ***Netball/Tennis/ Rounders (Autumn & Summer term)***

An optional navy skort with the school logo is available from Coes (shorts as above are acceptable)

A white, navy or black base layer may be worn under PE kit in colder weather (white only for school team matches)

- ***Cross Country/Football/Rugby (Spring term for all years)***

Long navy blue football socks with school logo only available from Coes

Outdoor trainers (mainly white) or astro boots for outdoor PE activities, shin pads for football.

- ***Swimming (Summer term unless attending extra-curricular swimming activities)***

A one piece plain black or navy swimsuit (not halter-neck, with white strip is acceptable), swimming cap, towel and flip-flops

It is recommended that the basic kit and autumn term items are purchased initially.

PE bags and school bags should be of a style suitable for carrying to, from and around the school. All items of clothing and PE kit must be named.

School Day Timings for Year 7 (updated for COVID-19 procedure)

08:00 – 08:40 Wait at allocated Marquee area. Pre-ordered breakfast can be collected from the canteen to be eaten outside

08:40-08:45 – Go to form room

08:45-09:05 – Registration and form time

09:05-09:10 – Movement time

09:10-10:10 – P1 lesson

10:10-10:20 – Break time to be spent in P1 classroom

10:20-10:25 – Movement time

10:25-11:25 – P2

11:25-11:35 – Movement time

11:35-12:05 – P3

12:05-13:20 – Lunch time. Hot lunch to be eaten in the Dining Hall extension. Packed lunches to be eaten in the allocated area.

13:20-13:25 – Movement time

13:25-14:25 – P4

14:25-14:35 – Movement time

14:35-15:20 – P5

15:20 – End of School day for Year 7

ATTENDANCE & PUNCTUALITY

Expectations

- ▶ It is the responsibility of everyone to ensure good attendance.
- ▶ The school expects students to attend every day that the school is open.
- ▶ Attendance for most students is actually between 98% -100%
- ▶ We monitor and review the attendance of all students constantly and will involve parents when attendance falls below expectations.

Supporting Good Attendance

- ▶ **Phone** us as soon as possible to tell us why your daughter is absent, and when you expect her to return.
- ▶ Only grant days at home for **genuine** illness (please see the guide overleaf)
- ▶ If you notice a problem, contact us so that we can work together to resolve the issue. Pursuing the reason for non-attendance is important.
- ▶ Help your daughter to catch up with missed work

Please note that holidays taken in term time cannot be authorised.

Punctuality

Daily lateness adds up:

- ▶ 5 minutes late 3 days lost per school year
- ▶ 10 minutes late 6.5 days lost per school year
- ▶ 15 minutes late 10 days lost per school year
- ▶ 20 minutes late 13 days lost per school year
- ▶ 30 minutes late 19 days lost per school year

Good punctuality is as important as good attendance.

A student who is late disrupts the tutor group at an important part of the day; morning tutor time is filled with planned activities. Students might also miss any announcements which are important.

What to do
NHS Advice on
childhood illnesses

Go to school; get
treatment if
needed

Can be catching;
some restrictions for
school attendance

Don't go to
school; see the
GP

What it's called	What it's like	Going to school	Getting treatment	More advice
Chicken Pox	Rash begins as small, red, flat spots; develop into itchy fluid-filled blisters	Yellow	Pharmacy	Back to school 5 days after onset of rash
Common Cold	Runny nose, sneezing, sore throat	Green	Pharmacy	Ensure good hand hygiene
Conjunctivitis	Teary, red, itchy, painful eye(s)	Green	Pharmacy	Try not to touch eye to avoid spreading
Flu	Fever, cough, sneezing, runny nose, headache, body aches & pain, exhaustion, sore throat	Yellow	Pharmacy	Ensure good hand hygiene
German Measles	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards	Red	GP	Back to school 6 days from onset of rash
Glandular Fever	High temperature, sore throat; usually more painful than any before, swollen glands	Green	GP	Child needs to be able to concentrate
Hand, Foot & Mouth Disease	Fever, sore throat, headache, small painful blisters inside the mouth on the tongue and gums (may appear on hands and feet)	Green	GP	Only need to stay off school if feeling too ill
Head Lice	Itchy scalp (may be worse at night)	Green	Pharmacy	No need to be off school, but please tell the school
Impetigo	Clusters of red bumps or blisters surrounded by area of redness.	Red	GP	Back to school when lesions crust or 48 hours after start of antibiotics
Measles	Fever, cough, runny nose and watery, inflamed eyes. Small red spots with white or bluish white centres in the mouth. Red, blotchy rash.	Red	GP	Back to school 4 days from onset of rash.
Ringworm	Red ring-shaped rash; may be itchy. May be dry and scaly or wet and crusty.	Green	GP	Back to school once treatment started
Scabies	Intense itching; pimple-like rash – all over body or, more commonly, between the fingers, wrists, elbows and arms.	Green	GP	Back to school after first treatment
Shingles	Pain, itching or tingling along the affected nerve pathway. Blister-type rash	Yellow	GP	Only stay off school if rash is weeping and cannot be covered
Sickness Bug/Diarrhoea	Stomach cramps, nausea, vomiting and diarrhoea.	Yellow	Pharmacy	See GP if symptoms persist after 48 hours.
Threadworms	Intense itchiness around anus.	Green	Pharmacy	Ensure good hand hygiene.
Tonsillitis	Intense sore throat	Green	Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow.
Whooping Cough	Violent cough, over and over, until child inhales with 'whooping' sound to get air into lungs.	Red	GP	Back to school after 5 days of antibiotics or 21 days from onset of illness.

See www.patient.co.uk for further information on each of these conditions.



This information is a guide and has been checked by health professionals, however, if you are unsure about your child's wellbeing we recommend you contact your Pharmacy or GP.

Student illness and absence

The school is following government guidelines with regards to student illness and potential Covid-19 symptoms. If your child is unwell for any reason please do not send them in to school. Please contact the school via the school absence line, be specific about the nature of the illness, give the symptoms rather than just saying 'unwell', and state when the symptoms started if Covid related.

If your child has Covid-19 symptoms: high temperature; new continuous cough; loss of smell/taste, please keep them at home to self-isolate for at least 10 days and contact NHS 111 <https://111.nhs.uk/covid-19>. Although tests have become more difficult to access, please keep trying, and keep us informed.

Other members of the household need to self-isolate for 14 days unless the test for the person with symptoms is negative.

Please inform us if your child and other members of the family are self-isolating, and when from. Please keep in touch regarding testing and let us know the results even if they are negative. Should any test be positive we will follow government and Health Authority advice, and only contact parents when advised to do so.

If we send your child home due to illness please keep them off for at least the following day if the reason is for other than coronavirus symptoms.

Link for further information and advice: <https://www.gov.uk/coronavirus>

Teachers are placing work for students who are self-isolating on Sharepoint, and where possible and practical are inviting students in examination classes to join them for the lesson via Microsoft Teams.

Medication

Students should not carry any medication on their person, with the exception of emergency medication such as epipens and asthma pumps.

Any medication required by a student should be brought into school in a clearly labelled box or bag along with a completed a signed medical consent form obtained from Reception or by email.

Recording Progress in Year 7 2020-21

Your child's attainment and progress in her subjects will be measured using **Steps** which are based on the Reformed Curriculum Assessment requirements linking to GCSE grades (9-1). Most students will enter on Step 4 and progress to Step 5/6 by the end of Year 8.

The Steps are sub-divided as follows:

- .9 is working at the top of the step
- .6 is working in the middle of the step
- .3 is working at the bottom of the step

Subject	Progress Measure	Length of Key Stage 3
Art	Steps	2
Biology	Steps	2
Chemistry	Steps	2
Computing	Steps	2
Creative Critical Thinking	Pass/ Merit/ Distinction	
Drama	Steps	1 (not Year 8)
English Reading	Steps	2
English Writing	Steps	2
French	Steps	2
Geography	Steps	2
German	Steps	2
History	Steps	2
Latin	Below/ At /Above	1 (not Year 7)
Mathematics	Steps	2
Music	Steps	2
PE	Steps	2
Physics	Steps	2
RE	Steps	2

In the autumn term each student will be issued with a School Target Measure for each subject. The School Target Measure for each subject is generated for each student using Key Stage 2 data, CAT test results, Fischer Family Trust Aspire estimates from KS2 and teacher assessment.

The School Target Measure provides an indication of the most likely Level or Step the student should achieve by the end of the current school year in that subject.

There is an expectation that students will make a minimum of two steps of progress from entry at the end of KS2 to the end of KS3. A progress pathway is generated with intermediate targets for the end of each academic year.

N.B. Creative and Critical Thinking is a non-National Curriculum subject and uses a Progress Measure of Pass/ Merit/ Distinction. Latin uses a Progress Measure of Below/At/Above. This ensures students reach the appropriate skills and language development for each year group.

Progress Checks will provide three pieces of key information to both the parent and the student:

- a Working at Measure (Step or Grade) (WAS)
- an Attitude to Learning grade (AtL)
- a school Target Measure (Step or Grade)

Progress Check 1 will contain only AtL for Year 7.

The Attitude to Learning grade will appear on the progress check for all year groups:

The Attitude to Learning descriptors are as follows:

<u>Outstanding</u> 1	The student shows very high levels of engagement, courtesy, collaboration and cooperation in all lessons. An excellent, enthusiastic attitude to learning is shown through an exemplary behaviour for learning; all classwork and homework are completed to the highest standard, all deadlines are met and the correct equipment and books/folders are always brought to lessons.
<u>Good</u> 2	The student is typically considerate, respectful and courteous to staff and other students. A good and positive attitude to learning is shown through good behaviour for learning; classwork and homework are completed to a good standard, most deadlines are met and the correct equipment and books/folders brought to lessons.
<u>Requires improvement</u> 3	The student can respond promptly to teachers' direction and work co-operatively with others. Any issues with behaviour for learning are low level; classwork and/or homework may not always be completed to the students' level of ability, deadlines may be missed and the correct equipment and books/folders sometimes not brought to lessons.
<u>Poor</u> 4	The student can lack engagement and their lack of self-discipline can, more than occasionally, reduce learning. Any issues with behaviour for learning are more noticeable; classwork and/or homework is often incomplete, deadlines are frequently missed and the correct equipment and books/folders not brought to lessons.

The End of Year Report at the end of the year will contain a WAS, AtL, Target Step and specific targets for each subject. These targets aim to allow students to focus on particular areas in order to improve.

The End of Year Reports also contain information from the Form Tutor regarding attendance, uniform etc along with a Form Tutor comment.

Accessing work via Sharepoint from home:

In order to access work via Sharepoint and Teams please follow the relevant links on the school's website: www.cchsg.com

Student username is: 20SurnameFirstnameinitial e.g. 20JonesA

Short Email: 20JonesA@cchsg.com

Longer email: 20JonesA@colchestergirls.essex.sch.uk

School domain: cchs\

When logging-in to use the school remote systems (Student email, Sharepoint and Teams, all accessed through the school website cchsg.com) depending on your platform you may be required to use one of the following:

1. Just the student user name e.g 20JonesA
2. The domain followed by the username e.g. cchs\20JonesA
3. The short email e.g. 20JonesA@cchsg.com
4. The Long email e.g. 20JonesA@colchestergirls.essex.sch.uk

All of the above should be attempted using the student's standard school password.

If issues continue to arise please contact the IT helpdesk:

ITHelpDesk@colchestergirls.essex.sch.uk