

# **Dane Court Grammar School**



**Year 7  
2023**





# **Dane Court Grammar School**

## **New Entrants' Information Booklet**

**2023**

***This Booklet Belongs To:***

Name: \_\_\_\_\_

Mentor Group: \_\_\_\_\_

Mentor: \_\_\_\_\_

Mentor Room: \_\_\_\_\_

Year Lead: \_\_\_\_\_

# Welcome to Dane Court

We hope that your time here will be both happy and productive.

This booklet has been designed to help you get through the first few weeks at your new school. Please try to find some time at the end of the summer holiday (or before then) to read it.

All the staff here want you to feel safe and happy at school. Below is a list that will start you off on the right track:

- **Be organised:** make sure all your belongings are clearly marked with your name and use the section on 'First Lessons' to make sure you have the right equipment with you.
- **Work hard:** this might feel difficult after your long summer, but hard work in lessons and at home will bring rewards.
- **Get involved:** in school activities such as after school sports clubs, music activities and house events. These will help you to make new friends and get to know your teachers, other staff and sixth formers.
- **Be kind:** treat everyone the way you would like to be treated. You don't have to be friends with everyone, but there is no need for anyone to be unkind to a fellow student. If you notice someone being treated unkindly by others, please tell your mentor.

Good luck and have a fabulous first year!

## **Staff you are likely to meet at Dane Court**

Executive Headteacher:

Ms K Greig

Headteacher:

Mr M Jones

Senior Teacher:

Mr S Sunderland

Pastoral Support Officer:

Mrs A Ives

Behaviour and Wellbeing Assistant:

Miss T Neame

Office Staff:

Mrs C Hobbs

Mrs J Evans

Mrs J Miller

Mrs C Sayer

Mrs L Trinkwon

Plus, of course, your mentor and your Year Lead. When you find out who they are, write their name in the box.

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## Getting Around

Everyone worries about being in a new and unfamiliar place – we don't know our way around and we are scared of getting lost.

Our school buildings are very compact. You are lucky to begin the next stage of your education in a modern school. Please look after it for the Year 7s of the future.

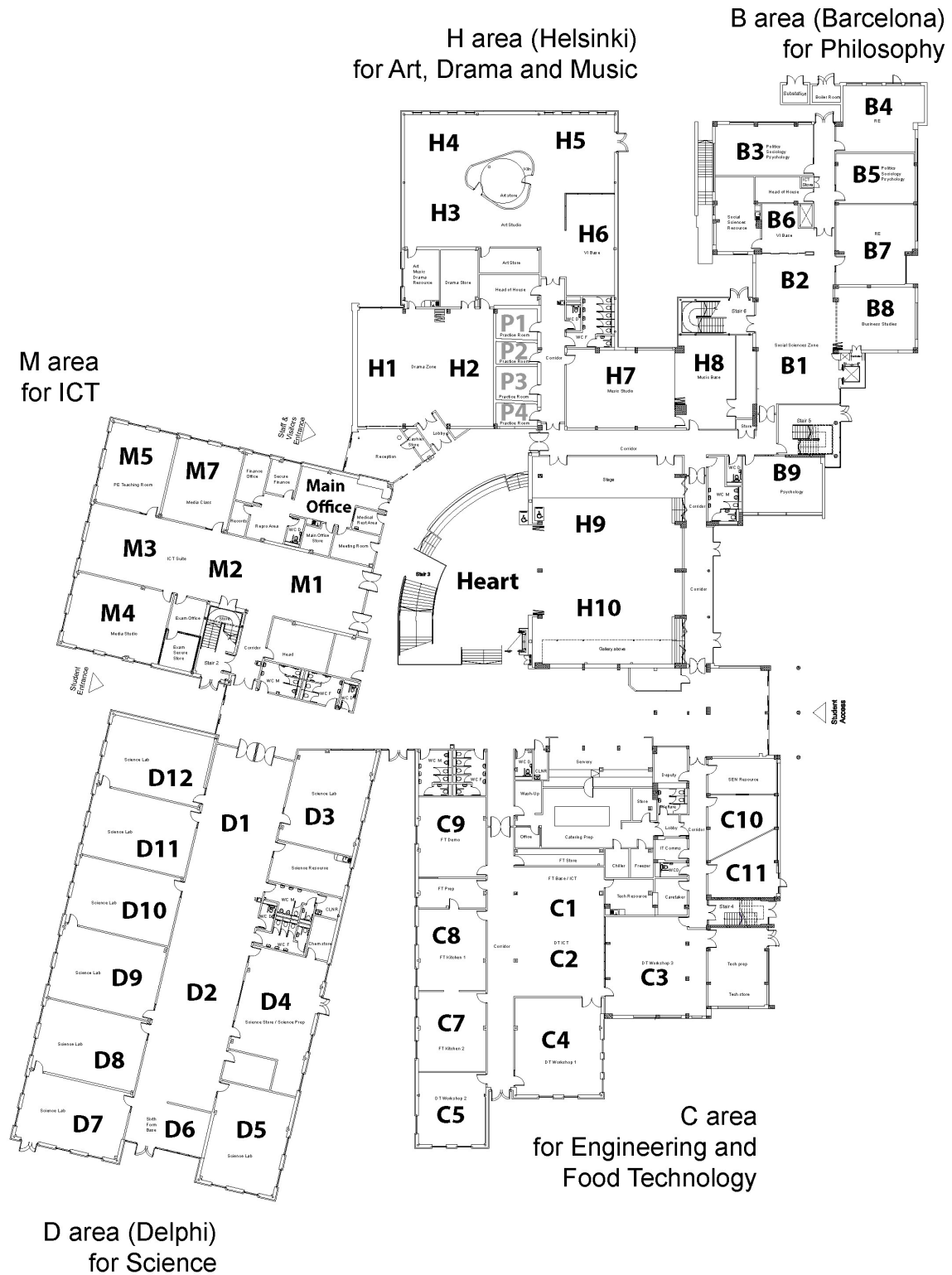
Over the next few pages there are some diagrams of the layout of the school. Please don't worry if they look confusing, you will quickly learn your way around. (If you do happen to get lost, don't panic: other members of the school will always help you.)

The Dane Court building is divided into different areas for different subjects and six of these areas are named after our houses.

On the ground floor you will find the D (for DELPHI) area, where all three sciences are taught. The B (for BARCELONA) area, where philosophy is taught, and H (for HELSINKI) where art, drama and music are taught. Also, on the ground floor is the theatre, the school canteen, the technology area – where you will be taught food and nutrition (the 'C' area and classrooms) – and the 'M' plaza, which houses a suite of desktop computers as well as all the 'M' rooms.

On the second floor is the N (for NEUCHATEL) area, where English is taught (the library is nearby), and the T (for TALLINN) area where geography and history are taught. You will also find the staffroom here, along with your lockers and all the 'L' rooms which is where you will be taught languages.

# The Ground Floor

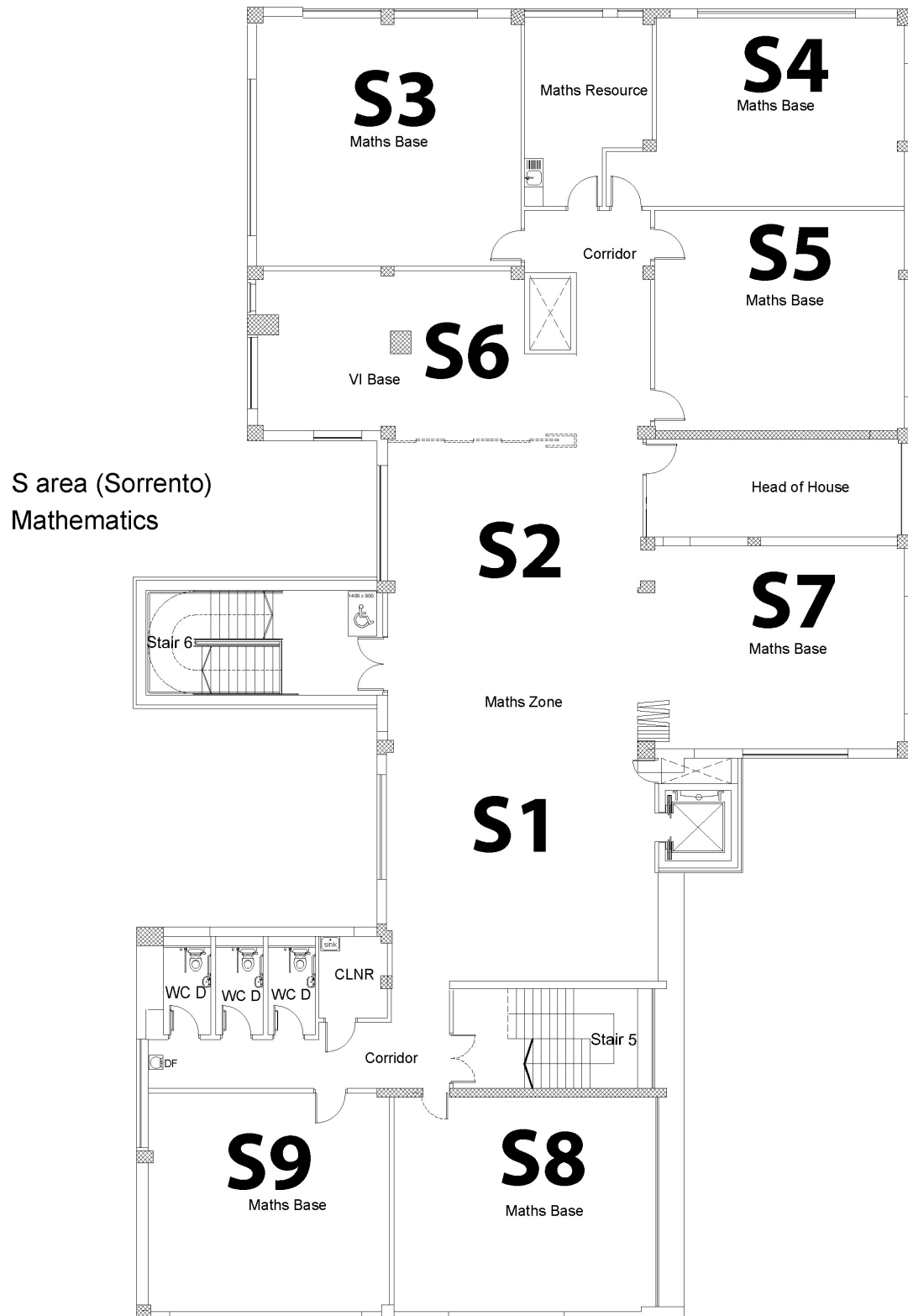


# The First Floor





## Second floor





## **Your Mentor Group**

Most of your lessons will be taught to you as a mentor group. For PE (physical education) and some other lessons, you may join together with other mentor groups.

Within your mentor group there will be a number of responsibilities which need to be shared out. Your mentor will help you with this.

At some point during the first half of the first term, a mentor group captain will be chosen. Your class will also need a sports captain, who will help organise teams for house events.

One member of your mentor group will also need to become your student voice representative. They will attend meetings and report back to the mentor group.



**If you like responsibility, tell your mentor!**

## **Your House**

All members of your new mentor group are also members of your house.

The houses at Dane Court are all named after European towns or cities:

<b>B</b>	<b>Barcelona</b>	<b>(Blue)</b>
<b>D</b>	<b>Delphi</b>	<b>(Green)</b>
<b>H</b>	<b>Helsinki</b>	<b>(Black)</b>
<b>N</b>	<b>Neuchatel</b>	<b>(Yellow)</b>
<b>S</b>	<b>Sorrento</b>	<b>(Red)</b>
<b>T</b>	<b>Tallinn</b>	<b>(Orange)</b>

The inter-house activities are organised by members of the sixth form that are elected as house captains – we hope that they will inspire you to get involved and that you will want to stand for election to become a house captain yourself one day.

House activities take place at lunchtimes. There are sporting competitions, quizzes, music and drama competitions – something for everybody. The ultimate aim is for you to take part, but if that is not possible, then your house most definitely will need your support and encouragement.

T-shirts in your house colour will be for sale in school and can be bought from your house captains throughout the year.

## The Main Office

The main office is the administration area for the whole school. It is in the reception area of the building.

If you arrive late for school, you will need to buzz at the electric gates and **then** report to the main office straight away in order to sign in.

If you have to leave school early, or if you arrive late for any reason (e.g. dentist appointment), you must report to reception and sign in/out. Please make sure that your parent/carer has contacted the school by email or telephone call in advance, or that you have a covering letter written by your parent/carer to explain – you will need to show this to the member of staff in the main office. When you return, you must to sign in.

If you feel unwell during the day, and you do not think you can remain at school, first tell your teacher. If appropriate, they will send you to the main office. One of the office staff will telephone your parents/carers if they think it is necessary. **You should not call or text your parents/carers yourself** – this is a decision that a member of staff will make.

If you get injured at school go to the main office where first aid will be given.

## **Lost Property**

It is vital that you have your name on **EVERYTHING** you own. If you lose anything, re-trace your steps from where you last had the item, to the point where you were aware that you lost it, and ask your teachers. Failing that check at the main office. If the office receives a named item of lost property, they will endeavour to get it to you that day. Any unnamed items will be photographed and put on the weekly parent/carer newsletter to be identified and subsequently collected from the main office. During the first week of every term, all unclaimed unnamed lost property is displayed by the lockers in the corridor opposite Mr Wakeley's office. Any remaining items at the end of that week will be taken to the charity shop or put into our second-hand uniform stock.

**Dane Court is unable to insure students' property.**

**All property should be clearly marked with the student's name.**



# **Your Property**

## **School Bags**

A strong bag or rucksack is essential to transport your books to, from and around school. It should be big enough to hold your books without damaging them and strong enough to protect them. Please make sure your bag has your **name** on it.

## **Valuables**

Please don't bring treasured or expensive items into school. If you have a music lesson, store your instrument in P3 which is a practice room outside H7 in the music (H) area. If you choose to bring expensive technological equipment into school, then you do so at your own risk.

## **Money**

Do not bring more money to school than you need for a day's expenses. If you have cash to top up your account, do it as soon as possible when you get to school, to minimise the chances of losing it. Your parents/carers can pay for trips and top up your catering account online using WisePay.

**Never** leave money unattended in blazers or bags: always keep it with you.

## School Uniform - Years 7-11

All queries about uniform should be addressed to your Year Leader.

<b>Blazer</b>	Black with Dane Court school badge	No other garments acceptable
<b>Trousers/Skirt</b>	Plain, black, full-length, straight leg trousers Black watch tartan kilt	Trousers must be straight legged. No extreme styles, and they should not resemble jeans (back pockets). Denim and corduroy are not acceptable; neither are skin-tight trousers or leggings. Skirts must not be rolled and must be worn at an acceptable length.
<b>Shirt</b>	Plain white with a normal collar or open collar. Shirts must be tucked in	Shirts must be plain white, with no patterns or styling. No sports shirts. No t-shirt or jumper should be visible under the shirt.
<b>Tie</b>	If normal collar: Dane Court school tie, full length. If open collar: no tie required	
<b>Jumper</b>	Black Dane Court sweatshirt Plain black jumper or cardigan	Jumpers or sweatshirts with logos are not acceptable.
<b>Socks/Tights</b>	White, black, or grey socks Plain black tights	No other colours or patterned socks are acceptable
<b>Shoes</b> (See examples of acceptable and non-acceptable below)	Plain, black, low heel	Trainers that are fabric or with noticeable logos are not acceptable. Shoes must be black and polishable. <b>Health and safety:</b> No high heels should be worn. Shoes should give sufficient support and protection to growing feet, therefore, canvas shoes and



		backless shoes are not acceptable. <b><u>Boots are not acceptable.</u></b>
<b>Outdoor Garment</b>	Plain style	Jackets not to be worn instead of blazers.
<b>Jewellery</b>	<b>One</b> set of studs in ears (flat or rounded only). All other piercings <b>MUST</b> be clear studs. Any other jewellery to be discreet.	Hoops or any other non-stud earrings. Visible body piercing, including nose studs, which are <b>NOT</b> clear studs. <b><u>In the event that a student has a visible body piercing which can't be removed, it must be covered with a suitable plaster until the item can be removed.</u></b>
<b>Hair</b>	Natural colours and moderate hair styles	No extreme hair styles.
<b>Make-up</b>	Must be discreet	
<b>Nails</b>	Coloured nail polish <i>can be worn. No fake Nails</i> Nails must be cut short	
<b>Religious clothing</b> <b>E.g. Hijab, Kippah, Turban</b>	Black or dark blue	

<b>Acceptable Shoes:</b>				
				
<b>Unacceptable Shoes</b>				
				

## For Physical Education

You **must** have **all** the items listed below.

- Dane Court Hooded jumper and/or Dane Court Rugby Shirt
- Dane Court black Polo or T-shirt with yellow stripes down the side
- Dane Court black PE shorts or Skort – No cycling shorts
- Dane Court Tracksuit Bottoms or Dane Court **Sports** Leggings

**If you need a cheaper alternative to the above they can be purchased without the school logo on them to reduce cost.**

\*Black Football Socks (only a small logo permitted on them, no stripes)

\*White Sports Socks

\*Shin Pads (only needed when football is on the curriculum)

\*Trainers (not plimsolls, must support the ankle and must be different to school shoes for hygiene reasons)

\*Football Boots recommended (for when the ground is soft and football or rugby is on the curriculum)



\*These items can be purchased from any local sports shop

## Optional items listed below:

Dane Court Skort with or without logo or plain black skort

All items of clothing can be ordered online from Ambition Sport,  
<https://www.ambitionsport.com/>

**Or**

The School Shop in Margate

Jewellery may **NOT** be worn during PE lessons. Hair **must** be tied back.

Any new piercings that are still healing and therefore cannot be removed must be taped up by your own medical tape and a note from a parent/carer brought in to explain when they can be taken out. We request that all new piercings are arranged to be done at the beginning of the Summer holidays to allow healing time so they can be removed for PE lessons



## **School Meals**

School meals are provided by Harrison Catering who operate a 'cashless catering' system. You can add money to your account by using the machine near the canteen, and your parents/carers can add money by using the 'WisePay' system online.

If you are entitled to a free school meal, then your account will be automatically credited with your allowance every day. If you do not use the full amount, it will not be carried over. You can also have a free breakfast between 8.15am and 8.35am.

A cafeteria system operates and a wide variety of alternatives are available – from sandwiches, fresh salads and panini to choices of hot meals including a vegetarian option. The current price for a standard meal (main course and dessert) is £2.35 – which may well change in September.

All food and drinks purchased can be eaten in the dining area – there are tables in and around the 'Heart' area where you can eat your lunch. If you bring your own sandwiches you can eat them here as well. You will also be able to eat in the Year 7 plaza.

It is your responsibility to clear your table when you have finished eating. If you accidentally spill something, ask one of the kitchen staff for a cloth and mop it up please.



## Sample Menu

Hot Main Meal (including vegetables)

‘One Pot’ meals

Panini

Jacket potatoes with a choice of toppings

Coffee, hot chocolate, milkshake, slush, smoothies

Puddings/buns/cakes

Soup

Sandwiches

Filled rolls

Fruit juice drinks

All students line up to buy their food as directed by the members of staff on duty. This will happen directly after mentor time. During your first week you will have lunch a little bit early to allow you to get used to the system.



## First Lessons

When you were at your primary school, most of your lessons were in one classroom, so most of the things you needed were in your drawer or desk. At Dane Court you will be moving around the school and you will need to take all your lesson equipment with you. You will have a locker (remember your padlock and keys!) and you can leave things you don't need until later – or things you have already used – in there.

To make things a little easier for the first few weeks here is a list of subjects and beside them are all the things your new teachers want you to bring to the lesson.

<b>Art:</b>	A sharp pencil (preferably 2B), pencil sharpener, and a rubber.
<b>Biology:</b>	A pen, ruler, pencil, some colouring pencils, and calculator.
<b>Chemistry:</b>	A pen, ruler, pencil, some colouring pencils, and calculator.
<b>Computing:</b>	No pencil case required.
<b>Drama:</b>	Your enthusiasm and willingness to work as a team
<b>English:</b>	A pen and thoughts about your favourite book
<b>Food and Nutrition:</b>	A pencil, ruler, crayons. Bring a named tub with a lid to take your food home when you cook at school. Be prepared to taste

some food. Aprons are provided for practical lessons.

<b>Geography:</b>	A pen, pencil, colouring pencils, ruler and a compass.
<b>History:</b>	A pen, pencil, ruler.
<b>Mathematics:</b>	A pen, pencil, ruler, rubber, protractor, compass and calculator.
<b>Mentor Time:</b>	Be ready to contribute to discussions with your mentor group.
<b>Modern Languages:</b>	Your pencil case, including a green pen and a glue stick. A set of standard earphones for online language-learning.
<b>Music:</b>	Be willing to sing and play different instruments.
<b>Philosophy:</b>	Your pencil case.
<b>Physics:</b>	A writing pen, a green pen, a pencil, ruler, rubber and a calculator.
<b>PSHE:</b>	Pencil case. Willingness to discuss and to show respect to your peers.
<b>Physical Education:</b>	You will need to bring a named bag to keep your PE kit in. We recommend a strong gym bag, so everything fits and it is kept safe.

## **This must have your name clearly marked on it and all your PE kit.**

Inside your bag you will have:

- Trainers (with your name written inside them)
  - Dane Court black polo shirt with yellow stripes (named)
  - Dane Court hoody and/or Dane Court rugby top (named)
  - Dane Court black shorts or skort (named)
  - Plain Long black football/rugby socks (named)
  - Plain White sports socks (named)
  - Dane Court jogging bottoms or Dane Court leggings (named)
  - Shin pads (named) and studded football boots (named)
- If you have hair that falls in your face, you will also need to bring hair ties and clips to tie your hair back.
- **Jewellery may NOT be worn in lessons due to health and safety reasons. If you have a recent piercing your own medical tape must be brought in and a letter or email to tell the teacher when they can be removed.**



## **Jewellery**

**Must be small and discreet** – it should not be noticeable. **One** set of studs in ears (flat or rounded only). All other piercings **MUST** be clear studs. Any other jewellery to be discreet.

## **Make-up, hair and nails**

Make-up must be discreet. Nails must be worn short. Coloured nail polish can be worn **except in practical food lessons**. Hair should be moderately styled and should not be dyed unnatural colours.

## **Musical instruments**

All instruments should be clearly labelled with the name of the owner and **MUST** be insured. Store them in P3, the practice room outside H7. If it is locked, ask a Music teacher for the key.

## **Other valuable items**

We suggest that expensive mobiles, tablets and games consoles should not be brought into school. If you do decide to bring them, they must be named and please be aware you do so at your own risk.

Please also be aware that mobile phones and other electronic devices are not allowed out in school, unless specific permission has been given by a member of staff to use these devices during lessons. Mobile phones must be stored in your bags at all times.

## **Insurance against loss and damage**

Whilst every care is exercised here, it must be emphasised that the school cannot accept liability for loss or damage to clothes or property. Make sure that your parents/carers know that we advise them to cover any serious loss or damage with an 'All Risks' policy from their insurance company.



### **Care of your locker**

You will be allocated your own locker. You will need to provide a padlock for the locker and two keys. Its contents and neatness are your responsibility, please take care of your locker. If you notice any damage to your locker, report it immediately to your mentor. Clean out your locker at least once a month. Your spare key, must be clearly labelled with your name and will be collected and kept by your Year Leader in their office.

### **Movement in the building**

Always walk in the school buildings – never run, as you may knock into someone and cause injury. Go quietly from one room to another when you are changing lessons. Line up outside classrooms sensibly and wait quietly to be invited in. Keep corridors clear and always keep to the LEFT, especially on the stairs.

## **Dress**

Take pride in your appearance and wear your school uniform in accordance with the school rules. Your appearance is also a reflection of the standards of Dane Court – shirts must be tucked in and ties worn properly. Blazers must be worn at all times. Shoes must be able to take polish (see examples on page 15).

## **Care of books**

Take good care of all books issued to you and cover them. Keep your exercise books neat and do not waste pages. Your exercise books are a reflection of you – make sure yours reflect you in a good light.

## **Tidiness**

Dane Court is your school, so please ensure that you keep all parts of the school buildings and grounds as tidy as possible and use the bins provided for all rubbish. Eating is only permitted in specified areas.

## **Behaviour in general**

### **Bullying**

Never bully other students, either by hitting them, interfering with their property or by teasing (which can be hurtful).

If you ever feel you are being bullied or know someone who is either being bullied or behaving like a bully, tell someone – your mentor, your Head of Year or your parents/carers. We have a variety of ways of dealing with bullying which generally makes it stop.

**If you witness any bullying, tell someone.**

## **Violence**

Uncontrolled anger can lead to serious injuries. Never hit back at anyone, but report anyone who is causing you problems (this is not telling tales), and the matter will be dealt with in a fair and civilised way.

If you fight with another student you will both be in serious trouble whatever the circumstances of the matter, as fighting is something which we do not tolerate here.

## **Bad language**

Do not use bad language in school. Swearing at your peers and in general conversation is offensive and unacceptable.

## **Politeness**

Good manners are essential.

Always say 'please' and 'thank you' when asking for or being given something. All members of staff – teachers, office staff, lunchtime supervisors, etc., should be addressed as 'sir' or 'miss'.

Respect each other and ensure that you treat other students as you wish them to treat you.



## Bicycles

**Bikes must not be left overnight at school.**

Keep your bike well maintained and road-worthy. Make sure you have a good quality bike lock. **Always lock your bike to the bike stand. Bikes must not be left overnight at school.**

Make sure you always wear a helmet and during the winter months, make sure you have working lights. Do not leave these on your bike, put them in your locker after use. Bikes are stored in the bike cage.

Whilst every reasonable care is taken to ensure the relative safety of your bike whilst it is on the school premises, it is in your best interests to get your bike insured – it can be included on your parents’/carers’ insurance.





## After school

### Homework

As time progresses you will get more homework here at Dane Court than you used to get at your old school. You will need to make sure that you have somewhere quiet where you can concentrate on your tasks without distractions and somewhere with a flat surface so that you can write neatly – a table or a desk is best.

Doing your homework well depends on organising your time properly. You will need to spend up to one hour on homework each evening, and details of the homework set must be written in your homework diary, which you must have with you in every lesson. So that you can get used to doing homework regularly you will have **up to three** homeworks per evening in the first term. Teachers will not set homework every lesson and, when they do, you will be given 48hrs to complete it.

A homework diary will be provided for you. This contains lots of useful information and is for you to use to make a note of every piece of homework you are set. Your parents/carers should be able to see what homework you ought to be doing by looking in your diary, so make sure you keep it neat and up to date. Be sure to show your parents/carers your diary every week so that they can sign it to say that your homework has been done. If you lose it a new one will cost you £2.50. They are available from the pastoral office and your Year Leader's office, but are in limited supply.

## Finding the time for homework

There will be lots of activities which come up when you get home from school. If you organise your time properly and stay on top of your school work then you will also have time to do all the other things you like.

Here is a list of activities and a time-sheet for you to fill in. All the activities take half an hour so you won't be able to do all of them, so choose what to do and create a timetable for the evening:

**Activities:-** watch favourite TV programme....play football....do French homework....go to friend's house....have a bath....sort out school bag for tomorrow....go to shops....play on X-Box....do Maths homework....read comic/magazine/book....eat dinner.... do English homework.

	Time-sheet
4.00pm	Get home - Half hour of a hobby to relax
4.30-5.00pm	
5.00-5.30pm	
5.30-6.00pm	
6.00-6.30pm	
6.30-7.00pm	
7.00-7.30pm	
7.30-8.00pm	
8.00-8.30pm	
8.30-9.00pm	
9.00	Bed

# **How Organised Are You?**

## **Detentions**

If students fail to complete work or misbehave, it is possible that they will be put in detention. Some detentions are served at lunchtime, others take place after school.

Key stage three students will always be given 24 hours' written notice via their parent/carers email before an after-school detention. After school detentions start at 3.30pm and can last from 20 to 60 minutes.

Failure to attend a detention will lead to a member of the senior leadership team following up, further sanctions shall be put in place.

It is not an exaggeration to say that many students do not receive any detentions: the school reacts to the conduct of the students and so the responsibility lies very much with you.

Please note – do not ask to be excused after-school detention because you live a long way away, as that is not a valid reason. It may, however, be possible to postpone it if you already have an urgent, prior appointment, e.g. a music exam.

## **Behaviour**

We expect all of our students to do the following:

1. Students can arrive from 8.15am. Lessons begin at 8.40am.
2. KS3 and KS4 students may not leave the school premises during the lunch break.
3. A student must always sign out before leaving the premises for any reason at times other than the normal end of school session and must be collected by a parent or carer.
4. At the end of school, students travelling by school bus must wait in an orderly manner.



5. Cyclists must **walk** their cycles within the school grounds.
6. When moving about the school always keep to the left (in single file) and walk briskly and in an orderly manner. All one-way systems must be followed.
7. Please only walk around school: don't run or play in the corridors at any time.
8. At the beginning of lessons, students should wait quietly until the teacher arrives. Exercise books, pencil cases and homework diaries should be on the desk, ready for work.
9. Homework is to be done punctually and handed in at the appointed time.
10. Money must be kept on your person (preferably in a named purse or wallet) and should not be left unattended in bags or in coat pockets. (Use WisePay where possible).
11. Valuable items should not be brought into school. If you do bring them in, you do so at your own risk.
12. Ball games should be played well away from the school buildings, on the playing fields. Footballs must be clearly marked with the owner's name.
13. Respect other people's property:
  - (a) Handle all equipment such as books with care.
  - (b) Behave sensibly in the bicycle sheds and ensure that you are careful around other students' bicycles. Only students with bicycles are allowed in the bicycle sheds.
  - (c) Only borrow other students' equipment if they have first given permission to you to do so.
  - (d) Only use your own allocated locker.

## **Behaviour: good manners**

We expect you to set a high standard of behaviour and these suggestions should help you:

Behave in a quiet and orderly manner, both in school and out of school.

Remember that shouting and bad language are unpleasant and unnecessary.

Look neat and tidy at all times. Your school uniform should conform to regulations. It should be kept clean, in good repair and it must be worn properly.

Be helpful to everyone.

Be courteous when speaking to anyone, both in school and out of school.

Knock before entering a classroom when a class is in progress and wait to be invited in by the teacher.

If sent with a message to a classroom or an office, knock before entering.

Be courteous to all other road users at all times, and well-behaved on public transport.

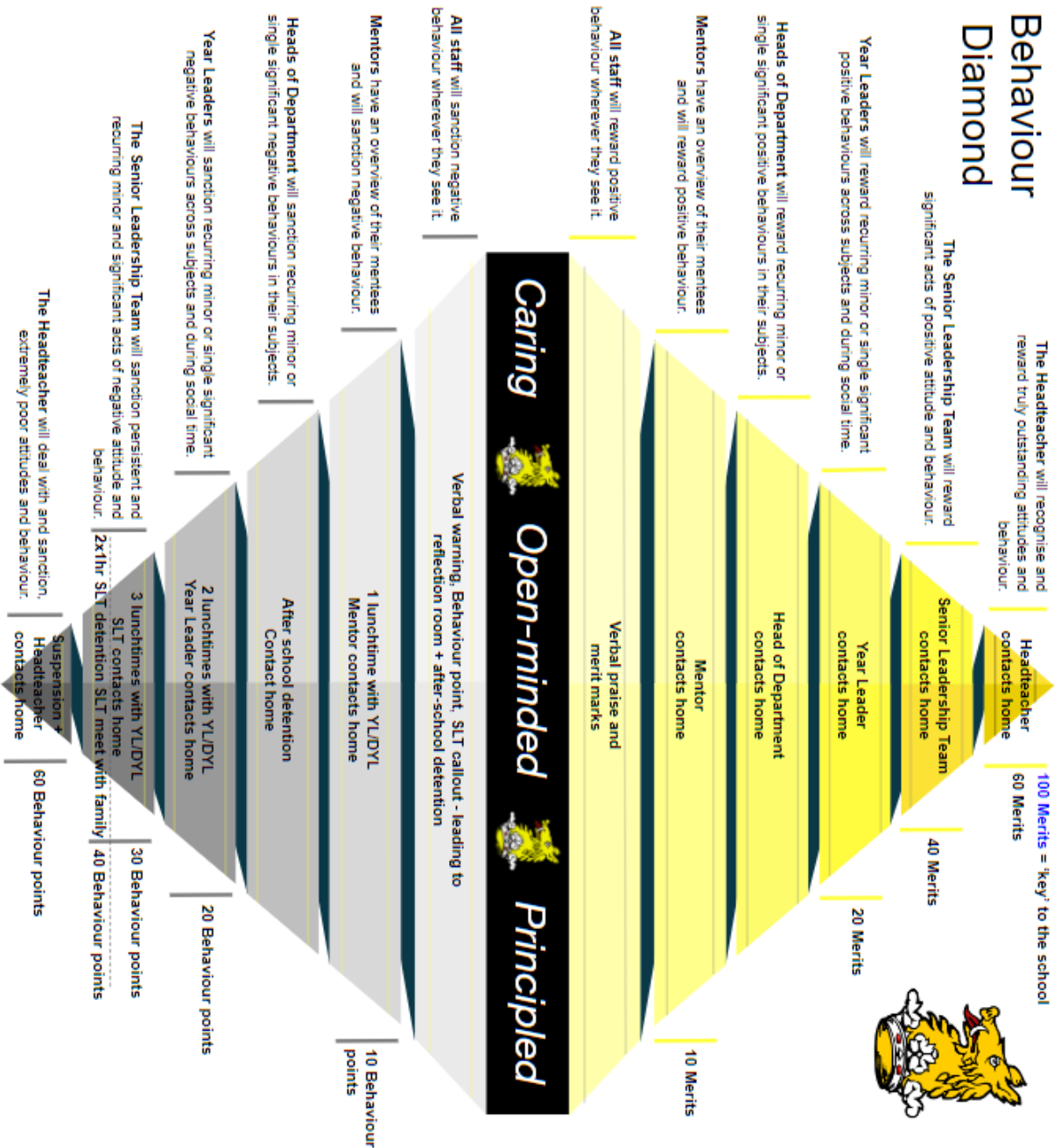
**MOST IMPORTANTLY:** We want you to be happy and successful in school. Be kind and considerate to all members of our school community so that it continues to be a lovely place to learn.



# RESpect behaviour for learning

Rewards Expectations & Sanctions

## Our Behaviour Diamond - Sanctions and Rewards



### Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and are willing to grow from the experience.

### Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequence.

## **What to do if...**

**...You arrive late to school:** Buzz in at the main gate, go to the main office and sign in. A late mark will be entered into the register.

**...You forget to bring your homework to school:** See your teacher to explain straight away. Do not leave it until the lesson – your teacher will have marked all of the other books by then and is likely to be very unhappy with you.

**...You don't have all the books or equipment that is needed for the lesson:** Tell your teacher as soon as you enter the class. Don't wait for them to notice that you don't have the things you need.

**...You don't understand the homework:** Don't write things in your planner that you don't understand. Talk to your teacher when the homework has been set and tell them that you do not understand what you have to do. They will be happy to explain it to you – so long as the reason you don't understand isn't because you weren't paying attention!

**...You have been off sick:** You must make sure that you have copied up all the work that you have missed. If you have been away for a week, it might be possible for a member of staff to photocopy the missed work for you. You will need to borrow books for them to do this.

**...You have a medical or dental appointment during the school day:** Your parent/carer must contact the school in advance by phone or email, giving the date, time and place of the appointment. When it is time for you to leave, you should make your own way to the main

office to wait to be collected and sign out. Remember to sign in when you return.

**...You forget your lunch or your lunch money or bus fare:** Sometimes parents/carers will bring your lunch in for you, so check at the main office at break time. Otherwise go to your Year Lead and ask to borrow some money. Please repay the money the next day.

**...You feel ill or have an accident in school:** Tell your teacher who will then decide whether you should be sent to the main office to be checked over. If you are too ill to remain in school that decision will be made by the office staff or your Year Lead. **They** will contact your parents/carers and make transport arrangements.

## **YOU SHOULD NOT CONTACT YOUR PARENTS/CARERS YOURSELF.**

**...Someone has had a serious accident and you need help:** Tell the nearest adult or go to the school office.

**...You lose something in school (e.g. your pencil case):**

- Ask your mentor group if anyone has picked it up.
- Retrace your steps: go to EVERY room that you were in that day.
- Ask the teachers who work in those rooms if it has been handed in.
- Check 'lost property', check at the main office, head of year office, then tell your mentor, then your head of year.

**...You are worried:**

If any of the following occurs please tell someone: your parents/carers, mentor, Year Lead.

- You are being made fun of, or your things are being taken without your permission, or you are feeling threatened by another student
- You see someone being made fun of, being threatened, or who looks generally unhappy

- You see some students damaging school property or another student's property
- You notice that something is broken or could be a danger to others in the school
- You are struggling to understand the work in lessons





## Dates to Remember

**New Entrants Evening – Thursday 29<sup>th</sup> June 2023**

**\*\*Transition Day – Thursday 6<sup>th</sup> July 2023**

## School Terms and Holidays: 2023–2024

Aug-23							Sep-23							Oct-23							Nov-23							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5	6				1	2	3					1	2	3	4	5				4	5	
7	8	9	10	11	12	13		4	5	6	7	8	9	10				2	3	4	5	6	7	8	9	10	11	12
14	15	16	17	18	19	20		11	12	13	14	15	16	17				9	10	11	12	13	14	15	16	17	18	19
21	22	23	24	25	26	27		18	19	20	21	22	23	24				16	17	18	19	20	21	22	23	24	25	26
28	29	30	31					25	26	27	28	29	30					23	24	25	26	27	28	29				
																		30	31									
Dec-23							Jan-24							Feb-24							Mar-24							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3		1	2	3	4	5	6	7				1	2	3	4				1	2	3	
4	5	6	7	8	9	10		8	9	10	11	12	13	14				5	6	7	8	9	10	11		4	5	
11	12	13	14	15	16	17		15	16	17	18	19	20	21				12	13	14	15	16	17	18		11	12	
18	19	20	21	22	23	24		22	23	24	25	26	27	28				19	20	21	22	23	24	25		18	19	
25	26	27	28	29	30	31		29	30	31								26	27	28	29					25	26	
Apr-24							May-24							Jun-24							Jul-24							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
1	2	3	4	5	6	7				1	2	3	4	5					1	2					1	2	3	
8	9	10	11	12	13	14		6	7	8	9	10	11	12				3	4	5	6	7	8	9		8	9	
15	16	17	18	19	20	21		13	14	15	16	17	18	19				10	11	12	13	14	15	16		15	16	
22	23	24	25	26	27	28		20	21	22	23	24	25	26				17	18	19	20	21	22	23		22	23	
29	30							27	28	29	30	31						24	25	26	27	28	29	30		29	30	
Aug-24														Term 1							Term 2							
M	T	W	T	F	S	S								Term 3							Term 4							
			1	2	3	4								Term 5							Term 6							
5	6	7	8	9	10	11								01/09/2023 - 20/10/2023							30/10/2023 - 15/12/2023							
12	13	14	15	16	17	18								02/01/2024 - 09/02/2024							09/02/2024 - 28/03/2024							
19	20	21	22	23	24	25								19/02/2024 - 28/03/2024							15/04/2024 - 24/05/2024							
26	27	28	29	30	31									15/04/2024 - 24/05/2024							03/06/2024 - 23/07/2024							

**1 training day to be added once confirmed.**

**\*First day of Autumn term      Tuesday 5 September 2023**

**\*Last day of Summer term      Friday 19 July 2024**

The colour copy of this is available on the school website.

<https://danecourt.kent.sch.uk/calendar/term-dates-2023-2024>

## **Extra-Curricular Activities**

### **After school clubs**

There will be a variety of clubs available for you to join, changing with each season. Sports clubs include: football, netball, rugby, cricket, athletics, tennis, trampolining, table tennis to name but a few.

### **Dane Court Grammar School Timetable**

Dane Court operates a two-week timetable. You will have 5 lessons every day and, over the course of two weeks, you will be taught all of the subjects in the curriculum. You will need to be very organised. We will tell you whether we are on the 'Week A' or 'Week B' phase of the timetable, and you will write each week in your homework diary at the start of the year, so that you will never be confused and make mistakes. It would be a very good idea to make sure your parents/carers know the week phases too, so that they can help you be organised.

School begins at 8.40am – you may arrive from 8.15am. You will have two one-hour lessons before break, then two more after break, followed by mentor time and lunch. Then you will have one final lesson. School will finish at 3.20pm when you should leave the site promptly unless attending an organised after-school activity. Your blank timetable will look like this:



**Week A**

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
Break					
3					
4					
Mentoring/ Assembly					
Lunch					
5					

**Week B**

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
Break					
3					
4					
Mentoring/ Assembly					
Lunch					
5					

## Homework Timetable

### Week A

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					

### Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					

You will get up to **three** subjects per night. Teachers will not set homework every lesson but, when they do, it will coincide with the timetable above. Each piece of homework should take no more than 20 minutes to complete.

**Your Mentor will be asking you to make sure that the following information we have for you is correct:**

1. Your name (have we spelt it correctly?)
2. Your date of birth.
3. Your full address and post code.
4. Your home telephone number(s).
5. Emergency numbers – telephone numbers that school can use to contact your parents’/carers during the day – e.g. your parents’/carers’ work numbers and their mobile phone numbers.

## **On your very first day: Tuesday 5 September 2023**

If your parents/carers are dropping you off, or picking you up, by car, please arrange a suitable drop off, and pick up point offsite with them in advance, as the gates will be closed.

If you are walking to school, walk into the main entrance.

You will be directed into your year group plaza area where your mentor or year lead will greet you and direct you to your mentor room.

On the first morning you will probably feel a) a bit nervous, b) a bit excited, c) a bit of both. Make sure that you eat something for breakfast – even if you don't really fancy it – because this will be a very tiring day; for some of you it will also seem very long. You will be meeting lots of new people as well as some who are familiar to you. You will be given lots of information so it is important that you are alert!

We look forward to seeing you on **Tuesday 5 September 2023** sometime between 8.20 and 8.40am! You will be directed into the theatre. Take a seat and you will be sent off with your mentor when everybody has arrived.

**Don't forget to bring your SMILE!**



## **Your First Day Checklist**

Make sure that you put all of these things into your school bag and that they are named. Pack your bag the night before and tick off the items as you put them in.

- ☐ 1. Pencil case – containing a pen, a pencil, a rubber and a ruler at the very least.
- ☐ 2. Rough notebook.
- ☐ 3. A padlock and two keys – one clearly labelled with your name, for your Year Leader.
- ☐ 4. Dinner money – cash or parents/carers can use WisePay – and a drink.
- ☐ 5. Bus/train fare (if necessary).
- ☐ 6. Your PE kit – is everything labelled?
- ☐ 7 **This booklet**

# Your Questions

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## Notes

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