

### WELCOME ABOARD!



### **Our Vision for You**

By the time you leave our school you will be able to communicate effectively. You will be able to solve mathematical and scientific problems. You will be able to express yourself creatively and imaginatively. You will have a strong sense of self, a sense of others and a sense of place. You will make informed choices that effect positively on your own wellbeing. You will ask questions, be reflective and adaptive; capable of thinking and acting for yourself and ready to join forces with others to achieve a goal. You will be positive in your mind-set and willing to face up to a challenge. You will be active and healthy in mind and in body. You will have a keen care for your environment and feel a close connection with your natural world. You will understand what is right and what is wrong, and stand up for equality and human rights. You will appreciate other cultures and traditions. You will be thoughtful, caring and active citizens making a difference to your community and to society.





### Welcome!



You are about to embark on an exciting journey and we are so pleased that you will be joining us later this year. You are joining a fantastic school and we are looking forward to welcoming you in to our Trafalgar family.

Transition between schools is a really exciting time for Year 6 students, but we recognise that some of you may also feel nervous. We work really hard to ensure that transition is stress free and that you feel well supported and cared for.

I am looking forward to meeting you at our Induction Day in July, when you will have a chance to explore the school and experience lessons, as well as meet your new classmates. I will also be seeing those of you who will be attending summer school in August, where we have some great activities planned.

In September you will be well supported by Year 9 peer mentors, our friendly and approachable support staff, your Form Tutor, Head of House and, of course, myself. Any concerns or worries will be swiftly resolved and our new Year 7 students settle quickly into secondary school life and are very happy.

The aim of every member of our staff is that during your 5 years with us, you become successful, ambitious and determined young adults. Our school motto is 'towards a life fulfilled' and you will play an important part in contributing to our school ethos.

If you have a question that isn't answered in this booklet, then please just ask!

Matt Williams
Transition Coordinator
m.williams@trafalgar.wilts.sch.uk





I am Strong & Spirited. I believe that, as an individual and within a community, I am in charge of my own destiny and I have the power to change the world, both for others and myself. I am self-motivated.



I am Giving. I look for opportunities every day to serve people and to make the world just that little bit better, in whatever way I can. By doing this I improve my own selfworth. I understand the importance of civic responsibility, of being a positively contributing member of society.



I am Determined. I do not give up, even if the road gets tough. I am resilient, I persevere and I achieve my goals. I understand that commitment to a long term goal is the key to a successful and fulfilled life and gives me roots.



I am Compassionate. I care about others and myself and I understand that sometimes people need our support.



I am Respectful. I realise that everyone has talents and gifts and should be respected. I expect that both for and from myself. I listen to others and I am courteous. I am socially confident and I understand the importance of self-regulation.



I am Open-Minded. I understand that difference is a positive thing and that no one way is always the right one. I am tolerant of others and expect the same towards me.









Emma Russell
Head of Breamore House















Kaye Harrison
Head of Wick House

Pastoral







Sue Kilgour Teaching Assistant







Lizzie Bradford

Teaching Assistant

Sarah Hooper Teaching Assistant



**Andrew Chorley** Teaching Assistant



Louise Bonney Teaching Assistant



Tina Croad Teaching Assistant









HLTA





Jane Waterfall Admin Assistant to the SENDCo





**Jade Orton** Reception/Student Services



Carmen Houghton Reception/Student Services



Claire Botto Admissions Officer





Rosanna Chadwick **Educational Visits** 





Luke Newton



Louisa Kyzyzosiak Librarian & Careers Administrator





Site Manager

Ryan Gibbs Assistant Site Manager



**Rachel Reeves** Assistant to the Headteacher, HR Lead & Cover Manager



Chris Adkins Groundskeeper



Brenda Goodman Attendance Manager



**Caroline Bailley** HR Administrator



Jo Compton Science Technician





Andrea Ware Textiles Technician



Kaye Harrison Student Mentor & Head of House



**Alan Watling** DT Technician

### Meet Your

Main Subjects are listed, but sometimes teachers teach out of their specialism area. Use the initials to identify the teacher on the timetable.



Mrs Borras Subject Leader of English



Mr Monk
Teacher of
Geography



Mr Charlton
Subject Leader of
Music
NC



Miss Charter
Subject Leader of
Art
CSC



Miss Churchward

Teacher of

History

CCH



Miss Clarke
Subject Leader of
Science
GC



Mr Cleeter Subject Leader of Languages



Mrs Cole
Subject Leader of
Beliefs, Values &
Traditions (BVT)



Mr Cole
Acting
Headteacher
JC



Mr Ettery
Teacher of
Mathematics
AE



Mrs Eveling
Teacher of Science



Mrs Faulkner

Deputy

Headteacher



Mr Gale
Subject Leader of
Mathematics
MGA



Miss Gardner
Teacher of Art
PGA



Mrs Harris
Teacher of Science
LHA



Mr Godfrey
Subject Leader of
Geography
JG



Learning Intervention
Coordinator



Teacher of Textiles



Mrs Hambly

Teacher of

Mathematics

CHA



Mrs Holden
Subject Leader of
PE
JH



Mrs Jackson
Assistant Headteacher &
Teacher of Science
GJ



Mrs Jones Head of House & Teacher of English



Mrs Keighley
Teacher of English
KK



Mr Krzyzosiak
Teacher of Science



Mr Landon
Teacher of
Mathematics

IL.



Miss Dobbs
Teacher of PE &
English

ADB



Mr Oades
Subject Leader of
Drama
CO

### **Teachers**

Main Subjects are listed, but you sometimes teachers teach out of they specialism area. Use the initials to identify the teacher on the timetable.



Mr Oakley
Teacher of PE
PO



Miss Packer Teacher of English LP



Miss Taylor
Head of House &
Teacher of Science



Dr Preshaw
Teacher of Science
CPR



Miss Price
Teacher of
Mathematics
SP



Miss Russell
Head of House &
Teacher of Science
ERU



Mr Sawyer
Subject Leader of
Technology
LSA



Mr Shields
Subject Leader of
CT
SSH



Mr Rowland
Head of House &
Teacher of PE
CRO



Miss Harper

Teacher of Humanities



Mrs Sutton
Teacher of Food
Technology
ES



Mr Sutton
Assistant
Headteacher &
Teacher of English
PS



Mrs Tonkin Subject Leader of PSHCE VT



Miss Whitehorn
Teacher of PE
CW



Mr Whitelock
Subject Leader of
History
MW



Mr M Williams
Head of House &
Teacher of MFL
MWi



Mr E Williams

Teacher of

Mathematics

EWi



Mrs Williams
Teacher of French
LW



Mrs Winbolt
Teacher of English
PW









## nline

Our Timetable runs over 2 weeks, which we call Week A and Week B. ClassCharts will tell you which week it is.

Each day has 5, 1 hour, lessons as well as a Tutor Time/Assembly of 20 minutes, a break of 20 minutes and a lunch break of 45 minutes.

### **SCHOOL DAY**

Lesson 1	08.35
Lesson 2	09.35
Tutor Time	10.35
Break Time	10.55
Lesson 3	11.15
Lesson 4	12.15
Lunch	13.15
Lesson 5	14.00
Time to Go Home or clubs	15.00





ClassCharts is the online tool we use to set your homework, send you messages and announcements and make sure you can keep track of all your positive and negative behaviour points. It is really useful to help you manage your own learning. You will be given your own personal log in on the first day of term. Your parents/carers also have their own individual log in so they can see how well you are doing.

RM Unify is the online place where each subject has its own area containing information and work and where you can access your school email, your Google Drive and other important sites.





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At Trafalgar we teach lessons in Year 7 in mixed ability classes. As you move through the school we may move you into sets in Science, English and Mathematics. Once you start with us, we will be testing you in Reading and Numeracy, but don't worry about this – it is only so we know where you are in your learning journey and we can guide your progress.

You will be put into a tutor group and we try very hard to make sure that you are put in a tutor group with a couple of friends. We take lots of other elements into consideration too when creating our tutor groups. You will stay in this Tutor Group for your time at Trafalgar and in the Lower School (Years 7, 8 and 9) you will predominantly be in all lessons together.

You will find that you will make friends very easily, you will have your old friends from primary school and outside of school and you will become good friends with your new tutor group and the other members of Year 7.

If you are attending the Year 6 into 7 summer school in August you will have a great opportunity to get to know your new classmates!





Our School Library is open every break and lunch time and is well stocked. Our librarian, Mrs Krzyzosiak, is always available to help you discover your next book!

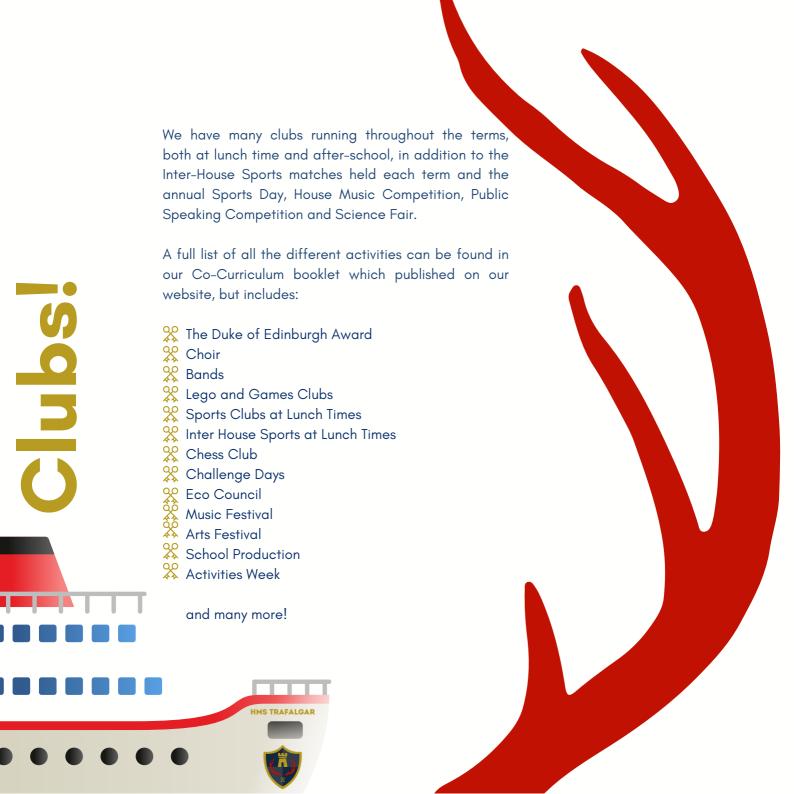
Mrs K holds regular competitions and runs a team of library prefects.

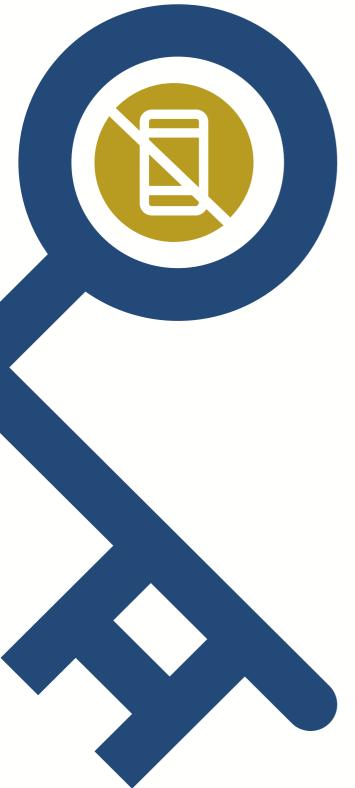
We highly value literacy and encourage you to read a lot - you will read 3 books with your Tutor Group every year, below are the books that this year's Year 7 have been reading. It is a good habit to bring a book in to school every day.



## Library

& Literacy





Students are not allowed to use their mobile phones at Trafalgar (unless your teacher wants you to use them as part of your learning in a lesson).

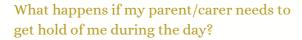
You will be given a Yondr phone pouch on your first day with us - keep it safe! It is numbered so we know it belongs to you, but if you purposefully damage it, or graffiti it, your parents will need to buy you a replacement, which will cost £5. Your Yondr pouch is a key part of your equipment and you must have it with you every day.

Every morning at the beginning of your first lesson of the day your teacher will unlock your pouch and you put your phone on to silent (or switch it off) and pop it in the pouch. You then keep the pouch in your bag all day, until it is unlocked at the end of your last lesson of the day.

Thone

### Why do I have to lock my phone away?

We want you to focus on learning in lessons and talking and playing with your friends at social times. We also think it is really important that you have a 'break' from screen time and social media. This also plays a big part in supporting your mental health too. You have lots of time before and after school, at weekends and in the school holidays to be using your phones.



If they need to get a message to you during the school day, they should ring 01725 550300 and ask to speak to Student Services. Student Services will make sure that you get the message.

What happens if I choose not to lock my phone in my Yondr case and I get caught using my phone during the school day (between Lesson 1 and Lesson 5).

First of all, why would you? Don't do it!

If you make the decision to not follow this rule, you will have your mobile phone taken off you and it will be given to the Headteacher. This will be kept safe in his office until you sit a 1 hour after school detention the same day. Once you have sat the 1 hour detention, you will have your phone returned to you, but you may have to hand your phone in to Student Services every day afterwards.





### What WE expect from YOU Be on time Have all your equipment with you Listen to staff and always cooperate Do not interrupt learning time Best work, first time Complete all work that is set for you Show respect Wear your uniform with pride Mobile/smart devices in Yondr Case Be Trafalgar



Hello! My name is Mrs Burley and I am the Special Educational Needs & Disabilities Coordinator.

I have been lucky enough to get to know some of you well already and I am looking forward to getting to know the rest of you over the next months.

I lead our team of dedicated Teaching Assistants who work across the school. Most of the time, Teaching Assistants support our great teachers in the classroom, but sometimes they provide small group intervention in our dedicated Learning Support rooms; intervention may take place out of lesson time, or it may be a short term intervention during a Tutor Time; we aim to avoid taking students out of classes and missing out on the wider curriculum – as far as possible.

When you arrive in September, we will assess you in literacy and numeracy and from here we will plan the most appropriate support for each of you. In most cases this will be via quality first teaching in the classroom, but for a few of you it may mean targeted intervention outside of the main class in one or more areas. In addition to the literacy and numeracy we also offer small group and individual social and emotional skills sessions run by trained ELSAs.

At break and lunch times our Learning Support rooms are open and provide a quiet, supervised space for students who may find unstructured times challenging.





### What is a 'Knowledge Organiser'?

Knowledge Organisers (KOs) are a key component of our outstanding curriculum provision. You will receive one 3 times a year, for each of the five years you spend learning at Trafalgar. You will receive your first one as soon as you start in September!

Your KO contains all of the key learning that you study in every subject. They are written and developed by your teachers, for you. They provide a physical link between your learning in the classroom and your learning at home and will be invaluable when you are preparing for your GCSE examinations in 5 years time!

Your KO will support your revision and home learning; help you pre-learn knowledge before deepening your understanding in the classroom; help you to catch up on work if you have been absent and are used in the classroom to help you with extended writing and practical learning. It also means your parents and carers can see what you are learning and support you at home.

All of our KOs are also available in digital form on our website. You must look after your KO (a lot of time and thought has gone in to making it for you) and have it out on your desk in every lesson, every day – don't forget it – it is a **KEY** part of your learning journey!

rganiser Most likely the **MOST** important part of the day for many of our students is a visit to our Restaurant, headed up by the Chef Sophie and her fantastic team. They get to know you very well during your time with us - especially your likes and dislikes - which are all fed back in to menu planning!

Visit our website to see sample menus - we cater for all diets and there is plenty of choice.

We are very lucky to have huge outdoor spaces, playing fields and seating – so whether you bring a packed-lunch or buy something from the Restaurant, you have plenty of space to eat and enjoy the fresh air with your friends.

We do not accept cash in our Restaurant. We use a biometric scanner that reads your fingerprint to charge your Parent Pay account. There is a spend limit of £5 per day (which can be increased or decreased by your parent/carer who just need to contact Student Services to request it). ParentPay is a very simple online payment system. Visit our website to find out how to register. Your parents/carers can see what you buy. All our food meets the necessary healthy standards.



# Wellbeing

We take the wellbeing of our students (and staff) very seriously at Trafalgar. We need you to be as happy and healthy as you can be, to make sure that you make every possible progress on your journey to a life fulfilled.

We have a wellbeing website that is specifically for our students www.trafalgarwellbeing.com. We also have counsellors and mentors to support you, if you need it. If you visit our wellbeing website you can find out more about what we can do to support you and find some great resources that you may find useful.

Your Form Tutor and Head of House are always there to celebrate your successes (inside and outside of school) and also to support you if you are finding things a little bit tough or challenging. You can also always visit Mr Williams as well as Student Services. Every member of staff is here to help you – if you need advice, help or support – just ask. Everyone's door is always open to you.

We also have student Wellbeing Ambassadors, you can reach out to them at any time. We will tell you more about them and the role they play and how you can contact them, in your first days at Trafalgar.

Bullying is rare at Trafalgar, but sadly it exists in some form at every school. As well as our student Wellbeing Ambassadors we also have student Anti-Bullying Ambassadors, they have a dedicated email address: speakout@trafalgar.wilts.sch.uk - somebody is always there to support you.

Mrs Faulkner and Mrs Dawson are in charge of keeping you safe (both outside and inside of school), they are known as our Safeguarding Leads. You can always speak to them if you are worried, or you can ask someone you trust to ask them to talk to you.



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We asked our 'Top Four' who are in Year 11 now, to give their advice to themselves when they were in your shoes and just joining us at the start of their learning journey:

Before joining Trafalgar, I was worried that I wouldn't know anyone, but even on the first day, I had so many new friends! Just remember, you are all in the same boat.

Stefan Crawford

Coming to Trafalgar means so many different changes, but the main one is you will meet many more people with many different experiences. Everyone learns from everyone and we all become better because of it.

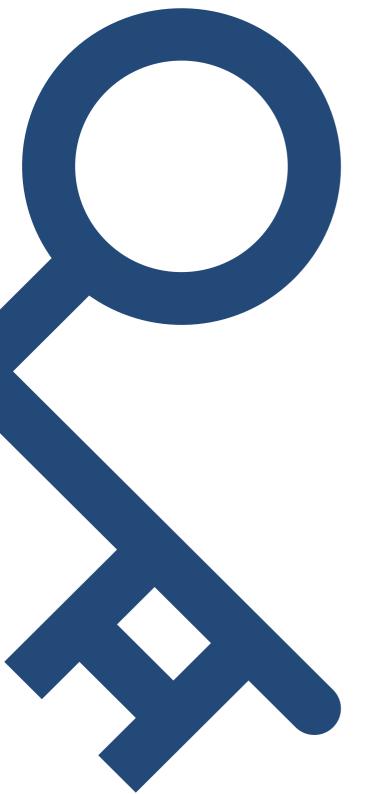
Georgina Downing

Joining a secondary school can be nerve-wracking, new faces, new surroundings, but most importantly a new chapter of your life. Trafalgar has provided me with many amazing school trips and opportunities, as well as some life-long friends and memories.

Connie Trewin

I would tell my younger self that anything you want to be, do or have is possible with hard work. Whatever it is you think is impossible, determination will make it a reality.

Joe Faulkner



Every day you must have the following things with you to ensure that you have everything you need to learn successfully and achieve your very best.



Uniform - wear it with pride! Make sure you check our uniform list on our website. Absolutely no hoodies - ever.



Your Knowledge Organiser – you will be given one on your first day – you must bring it to school every day

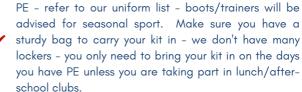
Pens, pencils, sharpener, ruler, rubber, highlighter, glue stick, water bottle, A5 notebook (to keep your key info such as passwords and timetable in) and a bag to pop it all into. Rucksacks are best – you will need to carry everything with you to each lesson – you won't be in the same classroom!



For Maths/Geography/Science you will need: scientific calculator, protractor, mathematical pair of compasses .. an instrument set and calculator can be purchased on ParentPay and collected at Student Services. You can also buy them at many supermarkets, online and stationery stores.



For Languages you will need a dictionary: Oxford Learner's French/English or Spanish/English is recommended.





Art: an Art Pack is available to order - we will send you information.







You can find out everything about life at Trafalgar (including our uniform list, knowledge organisers and term dates etc) within the pages of our school website. We also have a dedicated wellbeing website and you can find us on Facebook and Instagram.

www.trafalgarschool.com www.trafalgarwellbeing.com









### **Every Evening before School:**

Pack your bag with all the equipment you need for the next day. Do not forget your Knowledge Organiser, Yondr, pencil case, PE kit (if it's a PE day) and water bottle!

Make sure your uniform is neat, tidy and ready to wear the next day – remember we expect you to wear it with pride!

Check ClassCharts! Make sure you have

- a) done your homework and
- b) know what lessons you have

Get a good night's sleep! It's really important you are ready and refreshed for your next day of learning. If you are struggling, visit our wellbeing site for ideas to help you:

www.trafalgarwellbeing.com

Everyone at Trafalgar is here to support you to achieve.





### Where do the school buses drop students at school?

Both the local authority and MLP transport operated vehicles drop students in the bus bay on the school site. Staff are on duty at both arrival and departure times, to ensure that students safely arrive and leave the school site.

### Where do I get dropped off if I come in to school by car?

You should enter the school site by the footpath and gated access in The Borough (opposite the Memorial Gardens). For safety reasons students should never access the school site, on foot, via the main entrance on the A338. To ease congestion we ask that parents/carers do not wait in the car park to drop off/collect students at peak times. Students should be dropped off/collected via The Borough.

### I get the X3 bus - where do I get off?

You should get off the bus at 'The Bull' stop by the traffic lights in Downton and then walk along The Borough and enter the pedestrian gate opposite the Memorial Gardens.

### Can I ride by bike to school?

Yes you can, we have a bike park where you can safely store your bike during the day.

### I have a bus related query, who do I speak to?

For Local Authority funded transport, please contact Wiltshire Council Passenger Transport 0300 456 0100.

For Magna Learning Partnership shuttle bus transport please email: transport@magnalearningparntership.org.uk

Staff are on duty before and after school to help you arrive and leave safely - if you are lost - just ask!







### I need to take the day off school.

If you are not well enough to come to school in the morning your parent/carer must tell us via the Class Charts app, or by telephone via the school absence line 01725 550300. They must clearly give your name, tutor group and the reason for your absence for every day that you are absent.

### What happens if I feel ill when at school?

If you feel ill during the school day, you must tell the nearest member of staff; this may well be your class teacher. They will send you to Student Services who will assess you and they may decide to contact your parent/carer and send you home.

### I'm late for school. What do I do?

If you are arrive after the start of lesson 1 (08.35) you should go to Reception and they will sign you in.

### What do I do if I get lost?

First of all, don't panic! Ask another student or staff member who is nearby – everyone will be willing to help you and point you in the right direction – they were all Year 7s once! If you can't find anyone to ask, go to Student Services or Reception – they will help you.







### I am worried about something ...

Your first stop should be your Form Tutor. If you are unsure about who to speak to, you can ask Mr Williams m.williams@trafalgar.wilts.sch.uk or go to Student Services.



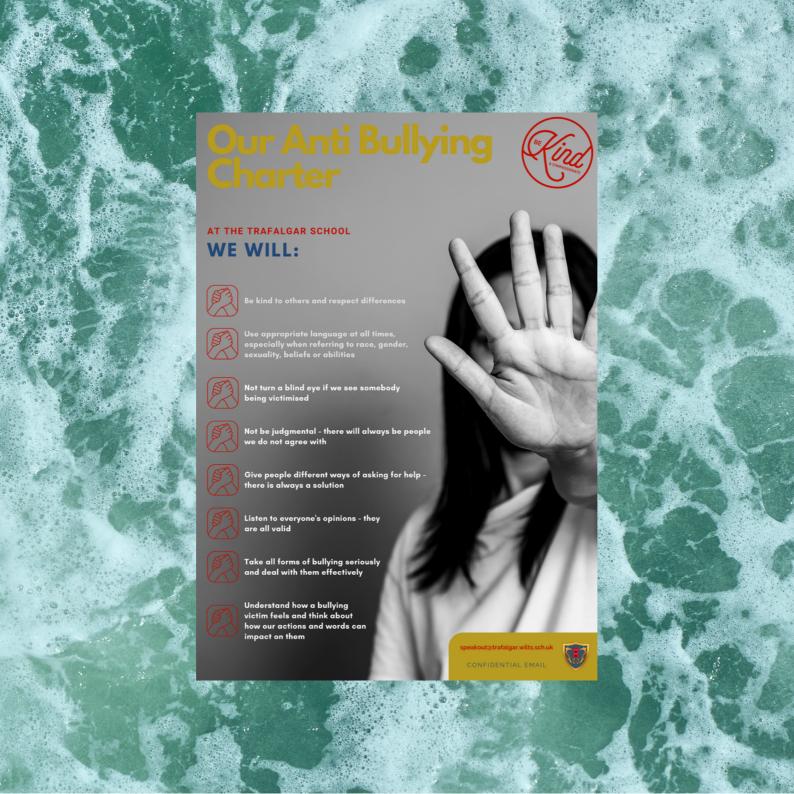
### The fire alarm sounds - what do I do?

Leave the building by the nearest fire exit and move quietly and purposefully to the fire assembly point, which is clearly marked on the school field. You will be shown where this is when you join us. DO NOT stop to pack up your bag. DO NOT use the lift. If you need assistance ask any staff member.

### I need to go to the toilet and I'm in a lesson!

You should make sure to go to the toilet at break or lunch time, or in between lessons, if necessary. If you have a medical need your parent/carer should let us know. If you need to go to the toilet as an emergency – let your teacher know and they will let you leave the lesson.











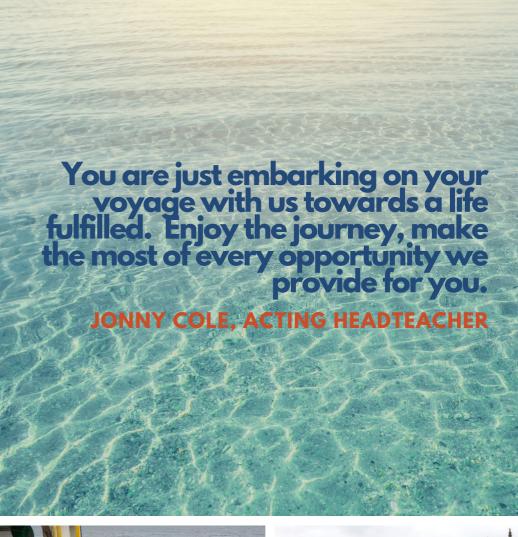




















### EMPOWERING YOUNG PEOPLE TO BE THE SOURCE OF THEIR OWN SUCCESS

+44 (0) 1725 550300 | www.trafalgarschool.com

Breamore Road, Downton, Salisbury, Wiltshire. SP5 3HN