



Moving up to
LIGHTCLIFFE
ACADEMY 



In partnership to Educate, Nurture & Empower



Head of school Welcome

I would like to extend a warm welcome to all students joining us at Lightcliffe Academy in September. I am really looking forward to meeting you and hope you are excited to be moving up to secondary school in the next stage of your school journey. This booklet contains lots of information to help you find out about the school and familiarise yourself with some key staff in advance of starting with us.

At Lightcliffe Academy, our core values are Service, Health and Happiness, Ambition, Resilience, Equity and Dignity. We want all students to develop these qualities while they are with us, as we value character enormously and believe that who you are and who you become are as important as the grades you leave with. These qualities make our school a happy place where students feel safe and supported in their learning. We set very high expectations and want every single student to be ambitious and find their niche; the thing they are good at and enjoy doing. As Head, it is my firm belief that each individual has the potential to excel, and that we all have very different strengths and skills. At Lightcliffe, we are very proud of our students and what they achieve. Our exciting curriculum provides many learning opportunities both inside and outside the classroom, and we encourage all new students to join the clubs on offer and take up opportunities for trips and activities so that you can make the most of your time with us.

We are keen to support your move to secondary school, so if you have any questions, please email transition@lightcliffeacademy.co.uk. We look forward to meeting our new Year 7 students soon and getting to know parents and carers. It is this partnership that makes for success, and at Lightcliffe, we pride ourselves on working together so that each student can enjoy learning, achieve, and go on to be confident, happy and successful throughout their lives.

All the very best,

Mrs Hackett

Head of School



Student Goal



"At Lightcliffe Academy, I have been **educated**, **nurtured** and **empowered** to lead a successful, **happy** and **healthy** life. I am **ambitious** and **resilient**, treating myself and others with **respect**, **dignity** and **compassion**. I have learnt to help others, to **make a difference**, and to **give back** to the community."

These are our values:

S H A R E D

SERVICE

'The action of helping or doing work for someone'



HEALTH & HAPPINESS

'A state of complete physical, mental and social wellbeing'

'Pleasure, contentment and joy'



AMBITION

'A strong desire to do or achieve something'



RESILIENCE

'The capacity to recover quickly from difficulties; toughness'



EQUITY

'The quality of being fair and impartial to everyone'



DIGNITY

'The state or quality of being worthy of honour or respect'



What will Secondary School be like for me?

This is a really good question and one that we imagine you will have asked yourselves and family and friends a lot over the last school year.

We hope you will be excited about starting at Lightcliffe Academy but we know you may feel nervous, this is quite natural and we will do everything we can to make sure your move to secondary school goes well.

Lightcliffe Academy has fantastic facilities for you to enjoy and we are sure you will settle in quickly.

About this guide

This guide will help you to become more familiar with Lightcliffe Academy - what our school day looks like, the different areas of school, our expectations for you and how we will support you during your time with us.

There's no need to print it out, when you visit us in the summer you'll get a copy to take home that will also have lots of activities to help you prepare for joining our academy in September.

We will provide for all of our student's in Year 7 the educational and social platform to become proud members of Lightcliffe Academy, whilst flourishing academically, thriving socially and growing emotionally.

Finding your way around Lightcliffe Academy

Approaching a secondary school can be very exciting, but also daunting, because they are generally much bigger than most primary schools. One of the first concerns for all new staff and students is getting lost. It is very easy to move around Lightcliffe Academy because it is like a long set of blocks on top of each other.

On your first day you'll be given a map, and students and staff will be able to help you find your way around. All the rooms have a number attached to them and they have signs to make you know where you are.

A block is at one end of the school; F Block is at the other end.

The next number tells you which floor you are on

- 1 means ground floor
- 2 means you go up some steps to the second floor
- 3 means it's on the 3rd floor (only D, and E block have 3rd floors)
- Finally, the last number is which room in that area you are in

Here's an example of a classroom location and sign

Block: **A** Floor: **2** Room No.: **05**

They look like this



The School Day

This will look completely different to what you are used to at your primary school. You will see different teachers, different students and lots of different classrooms every day. Break times and lunch times will also be different.

Look at the daily timetable below and complete the tasks afterwards.

	Time	Lesson
	8.35 - 9.05am	Registration time! Arrive by 8.35 for an 8.40 start.
	9.05 - 10.10am	Period 1
BREAK	10.10 - 10.30am	This is a great time to socialise with your friends and buy some food.
	10.30 - 11.30am	Period 2
	11.30 - 12.30pm	Period 3
LUNCHTIME	12.30 - 13.00 pm	The dining hall is open again and you can socialise outside or on the school playing fields, when the grounds are dry.
	1.00 - 2.00pm	Period 4
	2.00 - 3.00 pm	Period 5
	3.00 pm	End of School Day

Meet the Pastoral Team



Mr M Drury

Assistant Principal

Mr Drury is our Assistant Principal responsible for safeguarding and attendance. He believes that having good attendance is particularly vital to enable students to flourish in school. He joins us with a significant amount of leadership experience and has most recently overseen behaviour, attitudes and inclusion in a good, and improving, school.



Mr Hamill

Vice Principal

Mr Hamill has responsibility for the Quality of Education at Lightcliffe Academy, focusing particularly on the reading and oracy skills of our students. He has a passion for developing the literacy skills of all students, and is proud of the unique, innovative and vibrant learning community we have at Lightcliffe.



Mrs Almas

Head of Year 7

As your Head of Year, Mrs Almas works with you and your teachers to make sure you flourish and enjoy your time at Lightcliffe. She'll also support and encourage you to try some of the enrichment activities we offer, from clubs like sports, music and drama, to trips and activities in our wider community. If you or your parents have any worries or concerns, Mrs Almas is the person to contact.



Mr Worsnop

Key Stage 3 Achievement Director

Mr Worsnop oversees the transition of our students moving from Primary school to join Year 7. He works closely with the rest of the pastoral team to ensure you are academically challenged, whilst staying comfortable, safe, and happy at our academy. Mr Worsnop also teaches in our PE department.

Your Form Tutor

Your form tutor will be responsible for looking after you every morning. They will get to know you well and will deal with any questions you have. They are usually the first person you or your parent/carer will speak to if you have a problem that needs dealing with.

Your Form Group and Tutor Time

Each day you will meet in the morning with your Form Tutor in your form room for Tutor Time. It is important that you arrive on time. The morning starts at 8.40am every day so you should be in school by 8.30am.

You will already know some of the students in your form group from your primary school.

Form groups are arranged by year group. This means that during Tutor Time you will spend 20 minutes each day with only Year 7 students.

At Tutor Time, you are expected to be in your seat and wearing correct school uniform. You must wait quietly for your teacher to take the register and read out any notices. Often they will check uniform or equipment, before they ask you to read silently, discuss any major topics of the day, completework that is relevant to the 'Pastoral Curriculum' or attend assembly.

Each week there will be time given to the 'Pastoral Curriculum'. This is work that might help you through school or give information about options, careers, current affairs or even help you understand how to keep yourself healthy and safe.

Assembly



You will attend one assembly each week. This will be with your Head of Year, your Achievement Director or with a member of the Leadership Team.



Before school, Break times and Lunch times

School opens	8.00 am
Breakfast	8.00am - 8.35am
Break	10.00 am - 10.15am
Lunch	12.15 pm - 12.45pm

You can enter the school building from 8.00am onwards through the Student entrance. This leads directly into the main hall and The Gully where you can purchase food for breakfast between 8.00am and 8.35am. You can also purchase food here at break time, 10.00am until 10.15am and lunch time, 12.15pm until 12.45pm.

If you choose to bring a packed lunch, then you are still welcome to sit with your friends. There are also areas outside where you can eat your packed lunch too.

Outside areas

At break time you are allowed to go into the main hall or outside onto the tennis courts. This is a social space where students sit or stand and talk to their friends.

At lunch time we open up the same areas and sometimes the school fields. Students can use these spaces to socialise with their friends or organise sporting activities. Students are not allowed into the classroom areas at break time or lunchtime, as we have staggered lunchtimes for different year groups, so some students will still be having lessons.



Outside



Tennis Courts

Learning at Lightcliffe Academy

At Lightcliffe Academy you will have different teachers and you will go to different classrooms for every subject.

It is important that you take pride in your work and always check classwork and homework for correct spelling and punctuation.

In lessons you will be asked to sit in a particular seat or work with a particular group of people, and you are expected to try to do your best. If you find the work difficult, teachers and other adults will help you.

There are also a number of 'Learning Habits' we would like you to follow. These are on the next page and they all relate to the school values which are in colour at the end of each line.





Extended Learning

Extended Learning is an important part of learning at Lightcliffe Academy. It prepares you for the world of work and for further study at College or University, where you will be asked to complete tasks when no-one is constantly checking what you do.

Extended Learning is important because:

- It will help your teacher to find out if you understood during the lesson
- It will help you to remember what you learned in the lesson
- It will also help you to develop ways for finding things out when there is not someone available to help you
- It will prepare you for life after school, when you are given a job or study at Sixth Form or University.



Learning Resource Centre

The Learning Resource Centre at Lightcliffe Academy is at the heart of the school and is a Hub of learning available to all ages and abilities. The Centre optimises the use of the space and contributes to the educational effectiveness and inclusivity of the school. The LRC is a 3 room provision where specialist support and intervention is offered for students across the school.

Our objectives are to equip students with the knowledge, skills and understanding they need for life and employment. To Educate, Nurture and Empower. Furthermore, the LRC plays an integral role in promoting Literacy and Well-Being across the curriculum and provides a space within the school community for all students to learn and grow in confidence and independence.

The LRC is open and staffed at breaktime and lunchtime and offers a number of extra curricular clubs, which are very popular in school.



Your Timetable

During your first morning at school, you will receive a two week timetable. Week One will have different lessons to Week Two. You can check your timetable to find out which week it is. As well as having a paper copy, you can log on to Outlook and view it in your Calendar.

Every day you will have 5 different lessons as well as a Tutor Time period and your timetable will look something like this:

Subject

The first piece of useful information on your timetable is the subject you will be learning

Teacher's Initials

Even though you will not know them at first, you will get to know them very well after a few weeks.

	Mon	Tues	Weds	Thu	Fri
	Tutor time JWP A.1.08	Tutor time JWP A.1.08	Tutor time JWP A.1.08	Tutor time JWP A.1.08	Tutor time JWP A.1.08
1	Geog SHD E.3.17	History MSN F.2.08	English LHN B.2.02	Maths AHH B.1.07	MFL NLB F.2.07
BREAK					
2	Art FEN E.1.01	English LHN B.2.02	Science NRY F.1.27	English LHN B.2.02	Tech KTE F.2.05
3	Science NRY F.1.27	Maths AHH B.1.07	RE EKK E.2.03	Geog SHD E.3.17	Science NRY F.1.27
LUNCH					
4	English LHN B.2.02	Music DWT B.1.04	MFL NLB F.2.07	MFL NLB F.2.07	PE KFE Sports hall
5	Maths AHH E.2.07	PE KFE Gym	History MSN F.2.08	Tech KTE E.3.16	IT LHD B.2.05

Rooms you are in.

The code at the bottom tells you which classroom your lesson is in.

This is easy to work out.

The school is organized with Block 'A' at one end and Block 'F' at the other.

Next is which floor you are on:

Ground floor is .1.

Second floor is .2.

Third floor is .3. (D & E Blocks only)

The last number is the room number.

Science is in Block -F

F.I.27

Room number
27

On the ground
floor (Floor 1)



Your Subjects



Below is a list of subject you will take during Year 7



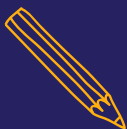
Mathematics
Food Technology

English

Spanish

Drama

History



Physical Education (PE)

Design & Technology

Science

Geography



Religious Education

Information Technology (IT)

Art

Music



Tests

There are tests in most school subjects during the school year. Your teachers will tell you when your tests are and they will tell you what to revise and how best to revise.



Reporting

At three points during the year, your Parent/Carer will receive a report on how well you are doing in all of your subjects. Each report will include information about your effort, behaviour and homework.



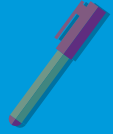
Parents' Evenings

During the year there will be opportunities for you to attend parents' evenings with your Parent/Carer.

The main Parents' Evening is in the Spring Term and it is at parents' evening where you and your Parent/Carer can discuss how you are getting on with all of your subject teachers. This will help you to find areas that you are doing well in and where you can make improvements. You will be emailed details of how to log on to our online booking system and book appointments, approximately two weeks before the evening.

Other information evenings about certain topics will be available throughout the year.





What will I need on my first day?



Over the summer you will need to make sure that you have everything on the list below. These items need to be with you every day.



Tick them off as you acquire them over the next few months.



- A black pen
- A green pen
- A pink pen
- A pencil
- A ruler
- A rubber
- Your reading book
- A scientific calculator**
(Casio FX-83 GT or similar is the preferred model, these can be purchased through school via ParentPay)



It is important that you are always equipped for learning, without the basics you cannot make the most of your learning opportunities.

It is also advisable to have some spare pens and a pencil sharpener.

These items can all be bought from stationary shops or supermarkets such as Tesco or Asda.

As you get older you will also need basic Maths equipment:

A protractor

A compass



In addition, you will need two aprons:

White for Food Technology

Beige for Resistant Materials and Art

Art Equipment

All students will have Art on their timetable for the first two years at school. It will be helpful if you have a rubber and an apron for lessons that involve working with materials such as clay or printing ink.



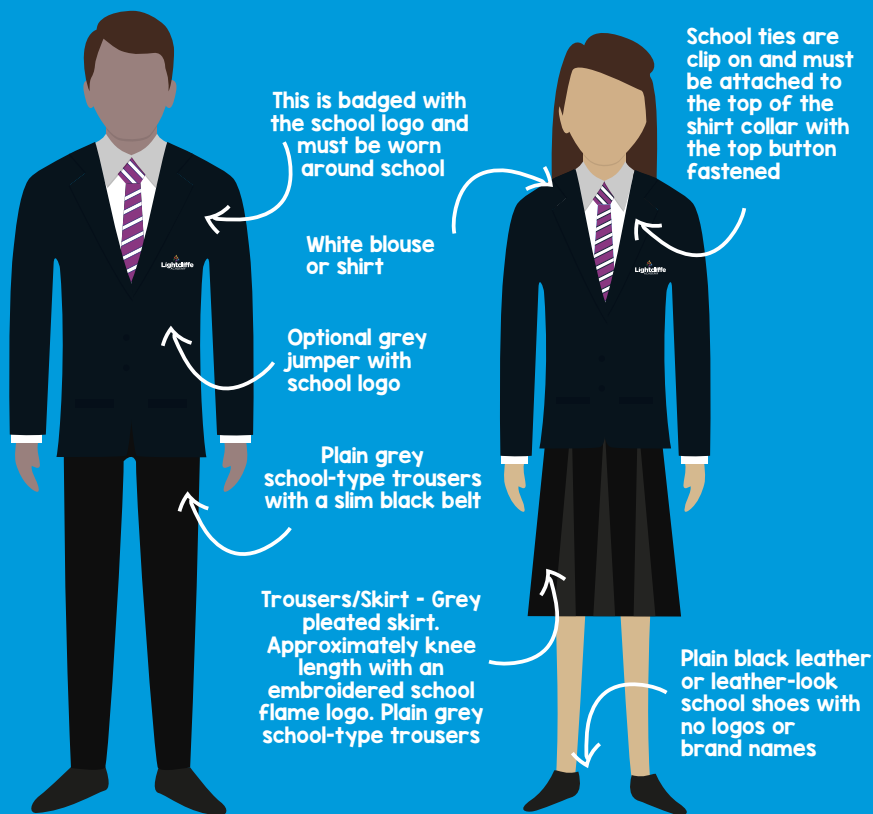
Music

If you have been taking music lessons at primary school, then you may wish to carry them on when you join Lightcliffe Academy. You will be able to do this if you wish. The school uses tutors from the Peripatetic Service and you may well have met them at your Primary School. Your Parent/Carer may wish to contact them directly but if you need more information, please see Mr West, Head of Music.

How should I dress for secondary school?

All students in Year 8 - 11 are required to wear the approved school uniform. We expect high standards of work and behaviour from our students, and believe that these are helped by high standards of dress and appearance. All items of school uniform are worn conventionally and we expect all Parents/Carers to support our simple and practical requirements.

What is the uniform for Lightcliffe Academy?





What is the P.E Kit for Lightcliffe Academy?

The compulsory PE Kit consists of:

Navy Polo Shirt with the school logo

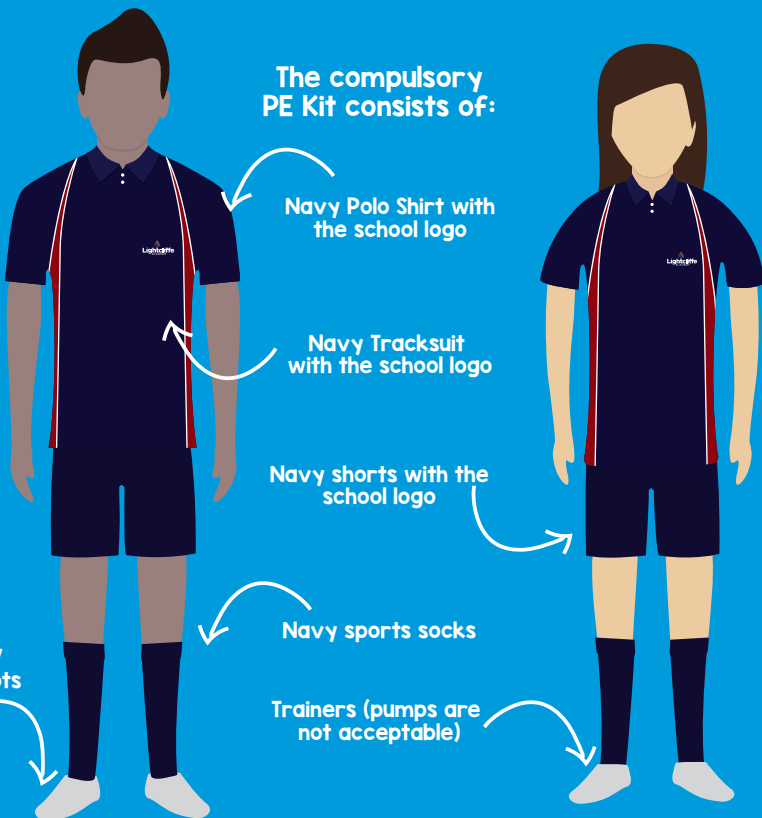
Navy Tracksuit with the school logo

Navy shorts with the school logo

Navy sports socks

Trainers (pumps are not acceptable)

Football/
rugby boots



Rewards



At Lightcliffe Academy the vast majority of our students get it right every day and we believe in rewarding their efforts; from their fantastic work ethic and high standards of work, to the kindness and respect that they show each other and staff.

Rewards can take the form as simply as praise and students are rewarded daily at Lightcliffe Academy. These are based on what students do in lessons, how they conduct themselves in social times and for going above and beyond our expectations both inside and outside of school by being awarded 'Achievement' points on ClassCharts. Students and parents can keep track of all these achievement points through the ClassCharts app.

Some rewards that are on offer include:

Principal's breakfast

Prize draws

Queue jump passes

Student of the week certificates



Added to this, students who display our school values consistently receive SHARED (Services, Health & Happiness, Ambition, Respect, Equity and Dignity) badges which they proudly display on the lapels of their school blazers.

Attendance & Punctuality

Attendance and punctuality (being on time) are very important at Lightcliffe Academy.

If you achieve 100% attendance and punctuality then you are more likely to make the most of your learning opportunities and you won't miss out.

If you achieve 100% attendance, you will be rewarded with:

A letter home to your parent/carer

A certificate that will be presented to you in assembly

For 'Outstanding' attendance and punctuality, you will also receive additional Achievement Points



Absence

Attending school is incredibly important for you to go on and achieve the results you want in Year 11.

If you are absent from or late to school, your parents/carers must contact:

**Attendance Officer on 01422 201028 option 1 (ext 137)
or text on our Absence Alert Number - 07624812225**

Alternatively Parents/Carers can email **contactus@lightcliffeacademy.co.uk** for each day of absence, so that we know where you are.

Holiday requests must be emailed to **contactus@lightcliffeacademy.co.uk** for permission.

Any holidays taken in term-time will be unauthorised in all circumstances.

If you are not in school and we are not aware, your Parent/Carer WILL receive a text message asking for them to contact school immediately to explain your absence.



Lateness

Punctuality is very important and we expect you to arrive at school on time for Period 1 and all of your lessons.

If you are late, please come to the Student Reception in the Main Entrance so the receptionist can sign you in. We can make sure you have a mark on the register.

You must then make your way to lessons as quickly as you can.

Apologise to the teacher when you arrive, take your seat and settle into the



Extra-curricular Activities

As well as learning in your lessons, you will have the opportunity to participate in extra-curricular activities.

These take place at lunchtimes, after school and at weekends.

Some extra-curricular activities that you can get involved in include:



The school's drama club
Drama Productions

Many sports teams and clubs including:

Football

Rugby

Hockey

Netball

Athletics

Cricket

Cheerleading

Art club

Film club

Creative Writing Club





Lightcliffe Academy will also run a number of visits and trips through your time in school. These might include:

Language Trips

Sports Tours

Rewards Trips

Course visits such as

Geography field work

Science trips

A year group residential



...and these are only a few of them!

The School Council

Leadership is important through the school years. We will encourage you to go for your goals and speak up. Next year there will be Form Captains who will represent you and your peers and voice any concerns/issues to your Year group forum and Head of Year. They then can take your wishes and concerns to the whole school council.

The responsibility of the School Council is to make an active and positive contribution to the daily life of the school community and to also help the form tutor with various roles and responsibilities within the form.

The School Council can then speak to Mrs Hackett (Head of School) and changes around school can be made for the better.

One of the issues tackled by the School Council was mobile phones. Students felt that the rules regarding mobile phones in school were not clear and they wanted to make them easy to understand. The School Council worked together to create a 'Code of Conduct' that they took to the Senior Leadership Team in school for approval.



FAQ's - Frequently Asked Questions

What do I do if...

I arrive late at school?

Sign in with Main Reception & go straight to your first lesson

I am being bullied?

Tell someone!
Tell a member of staff, a parent, your tutor or another student - especially the Anti-Bullying Ambassadors

I have a dental/ medical appointment?

Ask your parent/carer to email the details to contactus@lightcliffeacademy.co.uk. Sign out at the Main Reception, when you leave

I have lost something?

Lost property is taken to the Lost property area in school
Remember all property should be marked

I don't understand my homework task?

See your subject teacher, your tutor or even a friend

I have forgotten to bring something to school?

Explain to your subject teacher as soon as you can and at the start of the lesson at the latest

I got something confiscated?

Ask politely the teacher who confiscated it, when it can be collected and what the conditions are

I don't feel well?

Tell your teacher, who may request for you to be sent to the medical room. Please do not contact home yourself

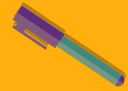
I am absent?

A parent or carer will to contact school before 8am or email contactus@lightcliffeacademy.co.uk. Catch up on missed work on your return

I take medication?

Parents/carers will need to contact the School's First Aider. They may need to complete a form for any medication that is to be taken in school time

Current Year 7 Top Tips



- Try to learn where the classrooms are as soon as you can
- Wear a watch
- Be on time for everything you need to be
- Be confident
- Try your best in everything
- Be friendly
- Always be organised
- Try and get involved with everything you can
- Pack your bag the night before



Now that you have read this guide, you have taken your first steps to becoming a Year 7 student at Lightcliffe Academy. We are looking forward to:

- Making your transition between primary to secondary a smooth, stimulating, and enjoyable experience.
- Ensuring an all-embracing, friendly, and comprehensive induction process is completed.
- Providing you with continuous outstanding pastoral support.
- Providing you with the foundation to achieve outstanding academic results.
- Celebrating with you when you make progress in every aspect of school life.
- Instilling honesty, diligence and tolerance to enable your development socially, emotionally and academically.



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Follow us on Twitter: @lightcliffeacad

In partnership to **Educate, Nurture & Empower**

