

Woolwich Polytechnic  
**School for Girls**

# **A guide for Year 7 Students**

## Head of Year 7

I would like to introduce myself as Ms. Nash and I am the Head of Year 7. I have been a teacher for 15 years and this will be my first year at Woolwich Polytechnic School for Girls - just like you! I am very excited to be part of the team at this new school and passionately believe it is, and will continue to be, an outstanding school.

My hope is that all students in my care have a smooth a transition from primary school and that they make an excellent start to secondary education. This will be even more important now, due to the circumstances that have occurred during this academic year. The Poly is a fantastic school and a place where we strive to make all students achieve more than they could ever have imagined. There will be a huge range of clubs and activities for students to be involved in and I will help and encourage all students to make the most of their time here. At the moment, with only two year groups, we are a relatively small secondary school which means we will know the students very well and our pastoral care is excellent. We will strive to support them to become the very best versions of themselves. When the students start in September I cannot emphasize how important first impressions are. The students will immediately become part of the Poly community and we insist on perfect uniform, a polite and responsible attitude to others and an outstanding work ethic. Be prepared! I look forward to meeting and working with you all.

Ms Nash



## Deputy Head of Year 7 & 8

Welcome to Woolwich Poly! I am Mr McLeggan, known as Mr Mac and I am a Science teacher as well as being your deputy head of year. In terms of my favourite topics in Science I have a strong passion for human biology such as anatomy, genetics and disease. Whilst at school you will come across many different experiences: some fun and some more challenging. No matter what I will be here to support and guide you in achieving your goals as well as making you realise your full potential. I am not only enthusiastic to help you achieve academic success; I also want you to develop the life skills you will need for your adult life. As well as academic success, we will be looking forward to seeing your artistic talents and sporting skills. I look forward to seeing each of you working on creating your legacy.

Mr Mac



## Head of Pastoral Care

As the Head of Pastoral Care, my job is to ensure that all students at WPSfG are happy, healthy and safe whilst thriving in school too. I will support all the staff in the school to make sure that we give you any help that you might need at any time. I firmly believe in our school values; Leadership, Excellence and Resilience, and I want to be certain that all students are given the opportunity to become the very best that they can be, both as individuals and as part of the wider community. Some students may need some extra help and guidance to get there, some may thrive from day one; you are all different and we will do our best to support you to achieve.

I hope that this has given those of you who are a little nervous some reassurance. Secondary school is not as scary as you think it might be and we will do our best to make it as successful for you as possible!

Ms Smith



## Poly and Proud

We expect all of our students to be the best version of themselves, this will show that you are Poly and Proud. In order to do this, you will always need to keep to our three school rules:

**Be Ready**

**Be Respectful**

**Be Responsible**

And always demonstrate our values:

**Leadership**

**Resilience**

**Excellence**

### **How you can meet these expectations:**

- ✓ You will have excellent attendance and punctuality to school and will receive rewards for it each term.
- ✓ In lessons, you will work hard to make the most progress possible and rise to any challenge given; you will not give up when something is tough.
- ✓ You will bring the correct books and equipment for each day (e.g. PE kit).
- ✓ You will always carry a reading book with you and read at home for at least 30 minutes every day.
- ✓ You will use your contact diary to record your homework, complete it all on the day it is set, and hand it in on time.
- ✓ You will look after any books or equipment that is given to you to use as if they are your own. You will not graffiti on or damage any school property in any way.
- ✓ You will always behave like a leader – in classrooms, in corridors, in the playground and anywhere else that you go – both in and out of school time.
- ✓ You will be kind and caring towards others.
- ✓ If you are struggling with anything, you will seek help. Ask a member of staff, a family member or look online for support.
- ✓ You will follow instructions the first time, every time.

## Timings of the school day

School starts at 8.45am each day, you are expected to be in the playground for line up at 8.40am.

8.45 – 9.10am	Line up then AM Registration
9.10 – 10.00am	Period 1
10.00 – 10.50am	Period 2
10.50 – 11.05am	Break
11.05 – 11.55am	Period 3
11.55 – 12.45pm	Period 4
12.45 – 1.25pm	Lunch
1.25 - 2.15pm	Period 5
2.15 – 3.05pm	Period 6
3.05 – 3.15pm	PM Registration

This changes slightly on Wednesdays where PM Registration will be at 2.15pm and school finishes at 2.25pm (there is no Period 6 on Wednesdays).

## What do you need to bring?

On the first day, as well as wearing your full school uniform, you will need to bring a school bag (black rucksack) that is big enough to fit your school books and equipment in it. You should also bring the following:

- A reading book
- Your PE kit and trainers
- Calculator (unless you are buying it in school)

You will also be given a contact diary which you then have to bring to school with you EVERY DAY. You will have your timetable in your contact diary, and this will tell you what lessons you will have each day. You will only need to bring your PE kit on days where you have PE or a sport club. You must use your contact diary every day and use your timetable to pack your bag for school each night, ready for the next day.

Your teachers will tell you if you need to bring anything specific for their subject as and when it is needed (e.g. ingredients for cooking).

## Homework and organisation

You will be set homework every day and you will need to write it down in your contact diary so that you don't forget what you must do. You should be spending at least 1 hour and 30 minutes every night completing your homework to the best of your ability. If you have slightly less homework on any evening you should revise what you have learnt previously.

At home, make sure you set aside a place where you can complete homework at a desk or table and without distraction. You shouldn't do your homework whilst sitting on your bed or in front of the TV, this isn't the right place for you to concentrate, you will not produce your best work.

You should do your homework on the day that it is set. Then, if there is something that you are struggling with or you do not understand, there will be time to speak to your teacher the next day and ask for help before it is due in. You should not be handing in your homework late under any circumstances.

To keep it simple, all homework at WPSfG is the same, we complete something called 'self quizzing' which is a revision style activity that we will teach you to do. If you want, you can look it up on our school website and get a head start. (You will also be set some online questions for some subjects).

You should be reading as often as possible, for at least 30 minutes every day. You should be trying to read as many different things as possible too, fiction and non-fiction, novels and newspapers.... Anything and everything is great to build your skills and vocabulary.

Your contact diary will also have your timetable in it so that you can use it to pack your bag ready for school. You should do this before you go to bed so that you don't have to rush to do it in the morning. You should get your uniform ready the night before school too. Remember that your blazer, tie, shirt, skirt/trousers, shoes and lanyard are compulsory – you must wear them at all times! You also need to bring your contact diary to school every day and have it signed by your parents/carer every week.

It's a good idea to have your own alarm set for the time you need to get up, you should be developing good habits so that you don't have to rely on your parents or carers to get you up every day. Remember, if you are late you will get a 1 hour reset after school so you must be on time and ready.

It would be helpful if you could learn these acronyms over the holiday so that you know exactly what the staff mean when they say SLANT or STEPS once school begins.

**S** Sit up straight,

**L** Listen,

**A** Answer questions,

**N** Never interrupt,

**T** Track the teacher, text or speaker.

**S** Say.... Sir or Miss,

**T** Thank you,

**E** Excuse me,

**P** Please, and...

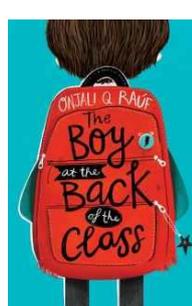
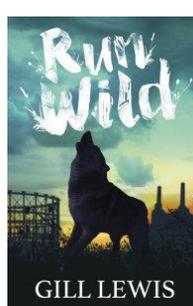
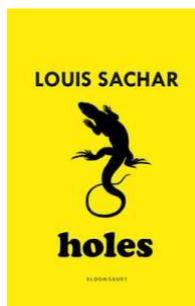
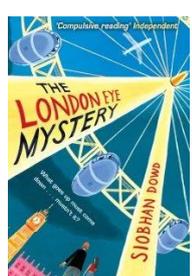
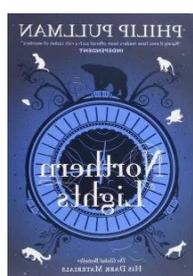
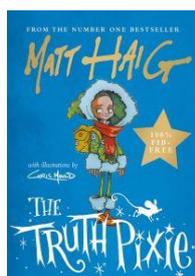
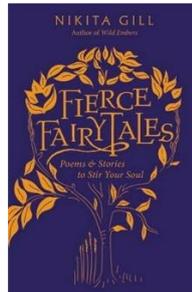
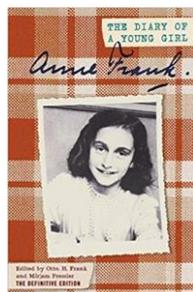
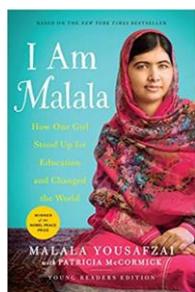
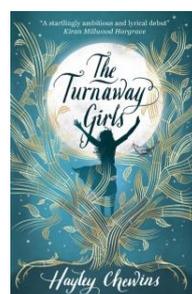
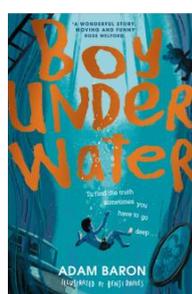
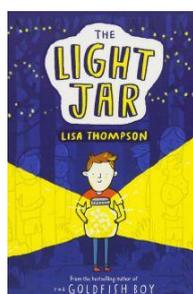
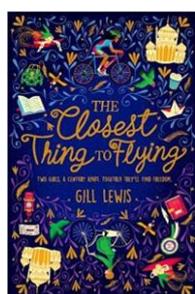
**S** Smile!

## Recommended Reading List

At WPSfG we firmly believe that reading is one of the biggest keys to success. We highly recommend that you read as much as you can over the summer holidays and if you haven't already got a membership to your local library that you go and sign up! We would also LOVE to have your book reviews in September so that we can share them with everyone.

We have also put together a list of books that we highly recommend for you and a website that you can visit for even more ideas!

Books that you could try....



For more ideas visit: <https://thereaderteacher.com/year6fiction/>

## LEARNING EMPOWERS



Woolwich Polytechnic  
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Headteacher: Ms S Kazmi

**For more information look on the school  
website:**

**[www.woolwichpolygirls.com](http://www.woolwichpolygirls.com)**

**For queries around Year 6-7 transition,  
please email:**

**[transition@woolwichpolygirls.co.uk](mailto:transition@woolwichpolygirls.co.uk)**