

The Kids' Guide to Arthur Mellows Village College



September 2020

**BACK TO
SCHOOL**
TAKING THE NEXT STEP

*Delivering Learning for Life within an
Aspirational Culture*

Arthur Mellows Village College is part of the
Four Cs Multi Academy Trust



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Welcome to AMVC

“There are no strangers here – only friends you haven’t met”

This ‘Kids’ Guide’ is just for you although your Mum, Dad and Carers can read it too!

Due to Covid-19 we were really sorry not to be able to offer you a transition visit, however we hope that you will be able to learn more about Arthur Mellows from this booklet and that any questions you have will be answered. Current students and the Head Prefects have helped to write this booklet, so hopefully the information will be really useful to you.

Below and on the next page you will find photos of key staff in the school but of course there are many more, including your subject teachers, who you will get to know very well.

SENIOR MANAGEMENT TEAM

MR SANDEMAN

Head of College



MR OAKLEY

Deputy Headteacher



MRS SLUDDS

Assistant Headteacher



MR STEELE

Assistant Headteacher



MR WATSON

Assistant Headteacher



MR CRADOCK

Assistant Headteacher



MR LOW

Assistant Headteacher



Associate Assistant Headteachers/Senior Management

MRS HAMMOND

Associate Assistant Headteacher



MISS LEWIS

Associate Assistant Headteacher



MRS LORD

Associate Assistant Headteacher



MRS VEALE

Associate Assistant Headteacher



MS KAVANAGH

Associate Assistant Headteacher



MRS HARRISON

Associate SMT/SEN and Pastoral



Hello and welcome to Arthur Mellows! Moving up to Secondary School can be very scary but you should be extremely excited! AMVC has so many more new subjects for you to learn and plenty of exciting opportunities to get involved with, such as; many different sports teams, lots of charity events and loads of wonderful trips!

Arthur Mellows really is an excellent school that I'm sure you will be proud to be a part of! I guarantee that you will settle in very quickly and make lots of new friends who are just as nervous but as excited as you. All of the teachers will be extremely supportive, but you can also always ask older students for advice – we're not that scary I promise! The most important thing is to work hard and enjoy yourselves by getting involved with as many new and exciting activities as possible!



Head Girl 2020/2021:

Amelia Glendinning

Head Boy 2020/2021:

Bryn Jones

Year 7 is a big change from Primary School and lots of people worry that they won't like it, but I can assure you that it doesn't take long to find your way at Arthur Mellows. The prospect of being part of a Form Group is completely new to most Year 7 students, but it soon becomes very comfortable and reassuring to see the same faces at the start of every day. It's a great place to start in the search for friends and I know from personal experience that the people you meet in the first few days of Year 7 can become some of your best friends for years.

As well as the chance to meet lots of new people, Secondary School also gives you the opportunity to study a variety of different and interesting subjects. Many of these you may not have encountered before, so pay attention and you may find a new favourite.

Outside of lessons there's no excuse for being bored, if there's an activity that you particularly enjoyed at Primary School, there's a good chance that you can still do it here.

Personally, I've always had a keen interest in Music so I've been able to take part in activities such as playing in the school orchestra. If you enjoy sport there are clubs who practice most lunch times or after school. Try your best to get involved, try new things and don't be afraid to ask any of the staff or students if you have any questions, they'll always be happy to help.

YOUR FORM GROUP



Arthur Mellows: a place full of fun, opportunity, and excitement! It offers amazing experiences such as a choir, Sports Day, and other various activities! However, these days have to start with something, and that is your Tutor Time in the morning...

When you arrive at Arthur Mellows you will be greeted by your Form Tutor. A Form is like your class back at Primary school, but you meet in the morning every day and get to have a nice chat with the students in them, before going off to your lessons. There will be around 9 Forms in your Year Group.

It is a friendly, relaxed place where you may see some of your friends from Primary School. You won't be on your own! Just remember everyone is new to the school and will be a bit nervous, which is normal, so try to say 'hi' to a few unfamiliar faces, and you never know they might be your best friend in years to come!

You will meet every morning at 8.45 am and for fifteen minutes you may do activities like reading, charades, and interactive games on the white board (which include Spot the Difference and watching Newsround). Form time ends at 9.00 am and then you go off to your classes when you hear the bell!

Your Form Tutor and any other teachers you see at Arthur Mellows can help you with anything. This can be if you are lost, worried or have *any* questions about the school as they know you are new and will be glad to help!

Your Form Group will soon become a place full of familiar faces and characters and they'll become a second family to you in time!



THE KEY STAGE 3 TEAM

MRS KNIGHT

Head of Year 7



WHAT IF THINGS GO WRONG? THE PASTORAL TEAM ARE HERE TO HELP

MR STEELE

Head of Pastoral



MR PHILLIPS

Pastoral Manager



MRS JOHNSON

Pastoral Team



MS CONSTABLE

Pastoral Team



MRS LEVY

Pastoral Team



MR WARE

Pastoral Team



Sometimes things happen in school which makes life tough. It may be that your work in lessons is a cause for concern or your behaviour (or that of other people in the class) prevents the best possible work being done. The Pastoral Team are here to help and you can go and see them at break or at lunchtime.



SEE THE PASTORAL TEAM IF.....

Sometimes when you start a new school, you make new friendships, and that is great! However some people find it harder to make friends than others and this can cause friendship squabbles. No one should ever feel alone. We want to help because we care about you. There is no reason why your life in school should be made uncomfortable by the actions of others. If you are worried or concerned you must talk to a responsible adult about it.



Bullying

If you are being bullied it may seem the end of the world but it is not. Here at AMVC we have an Anti-Bullying Programme and that has kept the amount of people being bullied very low.

Who to tell?

Most people do not want to tell anyone as they think the situation will get worse. But if you do not tell anyone it won't get better. Tell someone you can trust and they can help you, ie adults, friends, family, teachers... anyone!



Your Rights

If someone is being physically or verbally bullied they may be doing that because they are jealous but no-one has a right to hurt you. So get someone to help you solve the problem and you will have a good time at AMVC.

Getting Lost!

If you do get lost here just ask someone to help you get to your next lesson. A student or a member of staff will either give you directions or take you to where you need to be. You will soon find your way around – AMVC may seem big, but you'll soon know your way around and may be able to help others!



INSIDE THE LEARNING SUPPORT DEPARTMENT

MRS HARRISON
Senco



MRS WHYTE
SENCO Support



MRS YOUNG
Exams Co-Ordinator



MRS MULHERN-YOUNG
Literacy/Wellbeing



MRS DEMBRY
Literacy/Transition



MRS WOULDHAM
Numeracy



MRS JONES
Withdrawals



We are a friendly team who can give you support with lots of different things, including organising yourself, helping to prioritise your workload, homework, friendships and much more! We will always try our best to make sure our student's needs are met and look forward to meeting you! One of our recent Year 13 Leavers said:

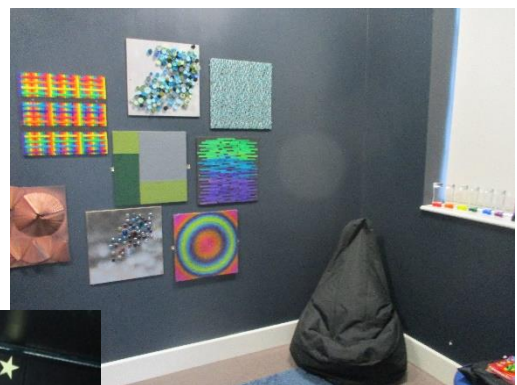
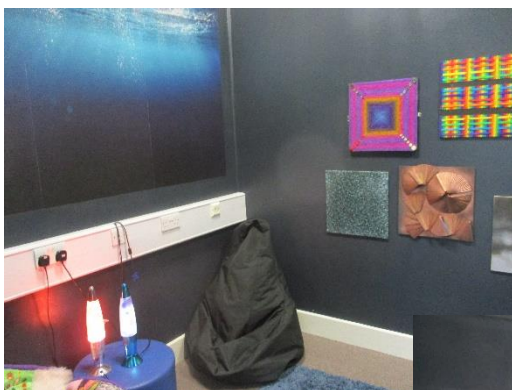
"I am so grateful for all the support you have given me over the years and I am sorry that you had to deal with the swirling ball of emotions and autism that was my younger self. I like to think I have more than changed. I think I have made amazing progress looking back to who I used to be. It's really incredible, but I don't think I could have done it, at least not to this extent, without the help you and the rest of SEN gave me."



SOME PHOTOS OF INSIDE THE LEARNING SUPPORT ROOMS



OUR SENSORY ROOM



GET INVOLVED – SCHOOL ACTIVITY CLUBS

Arthur Mellows is a fantastic provider of a variety of activities! These activities take place either at lunchtime or after school, ensuring that at least one event will fit in your schedule. Having numerous activities leaves you spoilt for choice!



Joining a club will allow you to expand your circle of friends. You'll mix with lots of different people with different personalities, meaning it'll never be boring!



The clubs will also bring enjoyment to you if you take advantage of the opportunities available. Get those legs and arms moving in sports club, unleash your inner diva or rock star in one of the Music clubs or become the new Albert Einstein in Science club. There are just so many to explore so make sure you allow yourself to enjoy all parts of school life!



The teachers running the clubs welcome students of all abilities, so whether it is for improvement or just fun you'll be more than welcome. The enthusiasm of the teachers really encourages you to get involved so make sure you listen out for messages from your Form Tutor or keep your eyes peeled for any posters advertising the activities.



If you are really passionate about an activity that doesn't have a club, do not worry and don't be disappointed as the School Council representatives are here to help!

These helpful chaps can raise this issue at the School Council to ensure your voice can be heard.

The most important thing is to enjoy your time at Arthur Mellows Village College and one of the ways to do this is by joining a club and becoming part of a team!



THE COLLEGE DAY

The College is open from 8.30 am for students to arrive however the gates are shut at 8.45 am sharp.

After this time, all students should come into school through the Main Entrance where they will be greeted by the Attendance Officer, Mrs Woodroffe.

MRS WOODROFFE
Attendance Officer



	Start	End
Registration	8.45 am	9.00 am
Lesson 1	9.00 am	9.50 am
Lesson 2	9.50 am	10.40 am
Break	10.40 am	10.55 am
Lesson 3	10.55 am	11.45 am
Lesson 4	11.45 am	12.35 pm
Lunch	12.35 pm	1.25 pm
Lesson 5	1.25 pm	2.15 pm
Lesson 6	2.15 pm	3.05 pm

Your lessons at Arthur Mellows are as follows:

- ✓ Each timetable cycle lasts for two school weeks, that's **10 days**.
- ✓ The first 5 days of the cycle are called WEEK ONE and the second 5 days WEEK TWO.
- ✓ Every day is divided into 6 periods which last for 50 minutes.

It's a really good idea to be fully prepared for your lessons so here is a list of equipment that you will need:

Essential:

A bag

Pens

Pencils

Ruler

Coloured Pencils

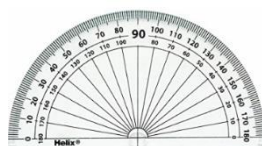
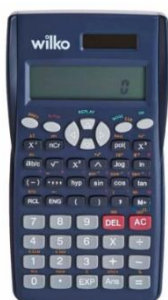
Eraser

Pencil Case

Protractor

Calculator

Compass

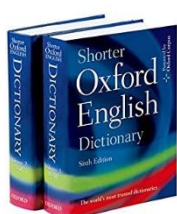


Optional:

Dictionary

Felt Tip Pens

Set Squares



Not Allowed:

Tippex

Aerosols



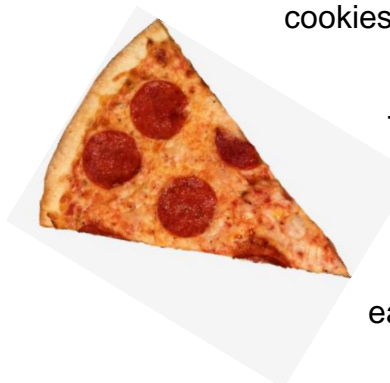
FOOD, GLORIOUS FOOD!



Food at AMVC is the best!

Every day the chefs in the Refectory cook up a variety of different treats for us. Students regularly take a detour on the way to Science just to get a whiff of the scrummy treats.

By break time, everyone rushes to the canteen to get the best snacks. Cheesecakes, jelly, and a different muffin every day. The muffins are amazing, so soft with many different flavours. Strawberries and Cream, Lemon and Lime, Black Forest Gateaux, the list goes on. Puddings like Apple Pie and Lemon Sponge can be bought, although by far the most popular treat is the delicious cookies.



The Refectory also serves savoury food. There are main meals, sometimes a roast dinner that you have to eat inside. However you can take the pots, which are usually pasta or curry or if you are lucky BBQ chicken wings, outside or to a club. Finally pizza and baguettes are available which can be taken away and eaten anywhere in school where food is allowed.

If you are thirsty you can buy both hot and cold drinks.

There is no need to worry about losing your money, as we have a cashless catering system which operates by pressing your finger on a scanner. Your account is individual to you and you alone. You can top it up by using the top up machines by Student Reception. Your parents can also top up online, using their Parent Pay account. There is a daily spend limit of £5.00 and this will easily buy you a healthy, filling lunch.



Everyone at Arthur Mellows agrees that the food is great. You will definitely find yourself taking detours to the Refectory pretty soon.

HOMEWORK

Teachers give homework when they need to know that you understand something. It will always be on something covered in lesson.

There will never be anything too difficult, and if you are struggling, see the teacher and they will be more than happy to through it with you and help you until you fully understand.



The teachers recognise that you need time to complete the homework and most teachers have a homework schedule, so you’re not bombarded with random homework everyday!

WEEKLY HOMEWORK PLANNER				
Monday	DATE	3 REASONS	Completed	Due date
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Tuesday	DATE	3 REASONS	Completed	Due date
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Wednesday	DATE	3 REASONS	Completed	Due date
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Thursday	DATE	3 REASONS	Completed	Due date
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Friday	DATE	3 REASONS	Completed	Due date
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

If you are worried about keeping on top of your homework, don’t worry! Your planner is your new best friend! You can easily keep track of what’s due and when, and what you need to do for the homework. It’s not difficult to get your homework in on time when you’ve got it all written down in your planner.

Doing the homework a few days before the deadline is a good idea because if you don’t understand it you have time to ask the teacher.

Homework is important

If you are having trouble with resources for homework, there is a day whereby the Library is available for your Year Group only, as well as, every Tuesday and after school.



MOBILE PHONES

Mobile Phone Protocol

Most students are likely to bring their mobile phones into school. This is okay however there are some rules around having a mobile phone in school and these are listed below:

Students bring their mobile phone to College at their own risk.



STRICT RULES!

Students are reminded that they are only allowed to bring their mobile phone into College in accordance with the following rules:

1. **Mobile phones must be switched off and out of sight in all lessons unless at the specific direction of the teacher.**
2. **Phones can be used both inside and outside of the College, before school, during breaktimes and lunchtimes, but not between lessons.**
3. **Texting, making and receiving calls and listening to music are only acceptable before school and during breaktimes and lunchtimes.**
4. **The camera, video and voice recording facilities cannot be used in the College at any time.**
5. **Students bring their mobile phone to College at their own risk.**
6. **Students must not text or phone parents asking them to be collected from College during the day. The College will contact parents if students are required to be collected.**
7. **Students who break any of the above rules will have their phones removed, stored securely and the normal pastoral systems will take over.**

BUDDY SYSTEM

The Buddy System is where you get put into groups with other people from your Form and two Sixth Form members are your leaders.

During Form Time, once a week, you will go to an area like the Sixth Form Café and spend time with your Buddies. You can tell them anything you want for example they can tell you where you go to get to your next lessons or anything really.



WHAT IF I HAVE A DOCTOR'S APPOINTMENT, OR HAVE TO GO TO THE DENTIST?



Going to the Doctors and the Dentist is still allowed during school time. You will need to show your Form Tutor your appointment letter and ask Mum, Dad or your carer to write a note in your Planner to show your Form Tutor.

At the time you leave school you will also need to sign out at Student Reception and that the card they give you to Main Reception. If your appointment is first thing in the morning (meaning you come in late in the morning), then just come into school via Main Reception.

ILLNESS OR ACCIDENT AT THE COLLEGE

If you are poorly or have an accident during the College day, you will be taken to the First Aid Room. If necessary the Aider may ring parents/carers to ask that you be collected and either taken home or advised to go to the doctors. If it is more serious an ambulance will be called and your parents or carers will be informed as soon as possible. You are not allowed to ring your parents from your own phone asking to be collected from school.

If you regularly need to take medicine during the school day, this should be handed in and kept safely in the First Aid Room.



UNIFORM

At Arthur Mellows we are very proud of our uniform. We think it looks very smart and shows what a good school we are. There are three different types of Uniform around school:

Key stage 3 (Years 7, 8 and 9)

Wear green jumpers or cardigans:



Key Stage 4 (Years 10 and 11)

Wear black jumpers or cardigans:



Sixth Form

Wear smart office wear:



There are also strict rules about footwear too! You are not allowed to wear:



Nothing made by a Sports manufacturer or sports style – Vans, Lonsdale, Adidas etc or leather trainers

No canvas

No Skinny Jeans

PE KIT

We also have a really smart PE Kit.

A green top, black shorts, (leggings or a skirt for girls) and black tracksuit bottoms.

We also have a really warm and comfy black PE Hoodie, but you can **ONLY** wear this when you have PE. Trainers must be worn, not shoes.



When you get to Year 10 and 11, if you choose to take PE or BTEC Sport as a subject choice for the GCSEs, then you have a different PE Kit, one with your name on the back!



LOCKERS

A good place to keep your PE Kit is in your locker! You have the option to have a locker which is the perfect place to store your PE kit for the week.

We highly recommend that you bring your PE kit in with you on Monday and take it home again on a Friday – this will save you forgetting it!

WHO IS WHO?

In order to recognise who is who in school, we operate a lanyard system:

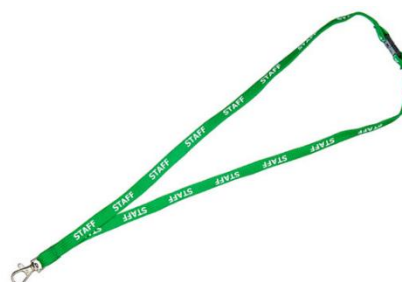
Black Lanyards = Member of Staff



Yellow Lanyards = Sixth Form students



Green Lanyards = Supply Teachers



Red Lanyards = Visitors



OUR REWARDS SYSTEM

POSITIVE AND NEGATIVE SIMS POINTS

Positive SIMS points are given out by staff for all aspects of life at Arthur Mellows. Points are recorded on staff computers and can be for good work, homework, positive attitude, good manners, representing the school, being kind to others.... almost anything positive really. The points lead to emails home to parents and points go towards your Form's total. Basically, if you are positive at school you will get noticed and rewarded.



Negative SIMS points can also be given out. These are also recorded on staff computers and can be for not completing enough work in lesson, poor attitude, not completing homework, being rude etc.



OUR CLASSROOM CODE

At Arthur Mellows we believe the following:

- Every student has a right to learn
- Every teacher has a right to teach
- All students and staff have a right to feel safe

If we respect the above then together we can:

- Achieve excellent results
- Build positive working relationships
- Support and help each other

To have really successful lessons you must:

- Arrive on time
- Have the correct equipment for the lesson
- Complete your work
- Allow everybody to learn
- Always do your best

Failure to do so will lead to the following: • First verbal warning • Second verbal warning and where possible name recorded on board • Student sent to Isolation for silent study.

WHAT OTHER STUDENTS SAY ABOUT OUR SCHOOL

When I got *here* I thought it was *really* scary and I wasn't sure whether I would get lost or make any new friends, but you don't have to worry because I am sure you will settle in very easily.

You will always have your friends from Primary School, but when you branch out and become friends with new people, that's what makes Secondary School.

Don't be afraid to ask for help, it's the only way to learn even if it seems like everyone knows.

Revising for tests helps, always listen and bring a drink.

If you're worried about making new friends, go to a sports club and get involved with extra-curricular activities.

AMVC

If you are worried about getting lost, don't! There are plenty of people around to help, including me. You have already made a new friend!

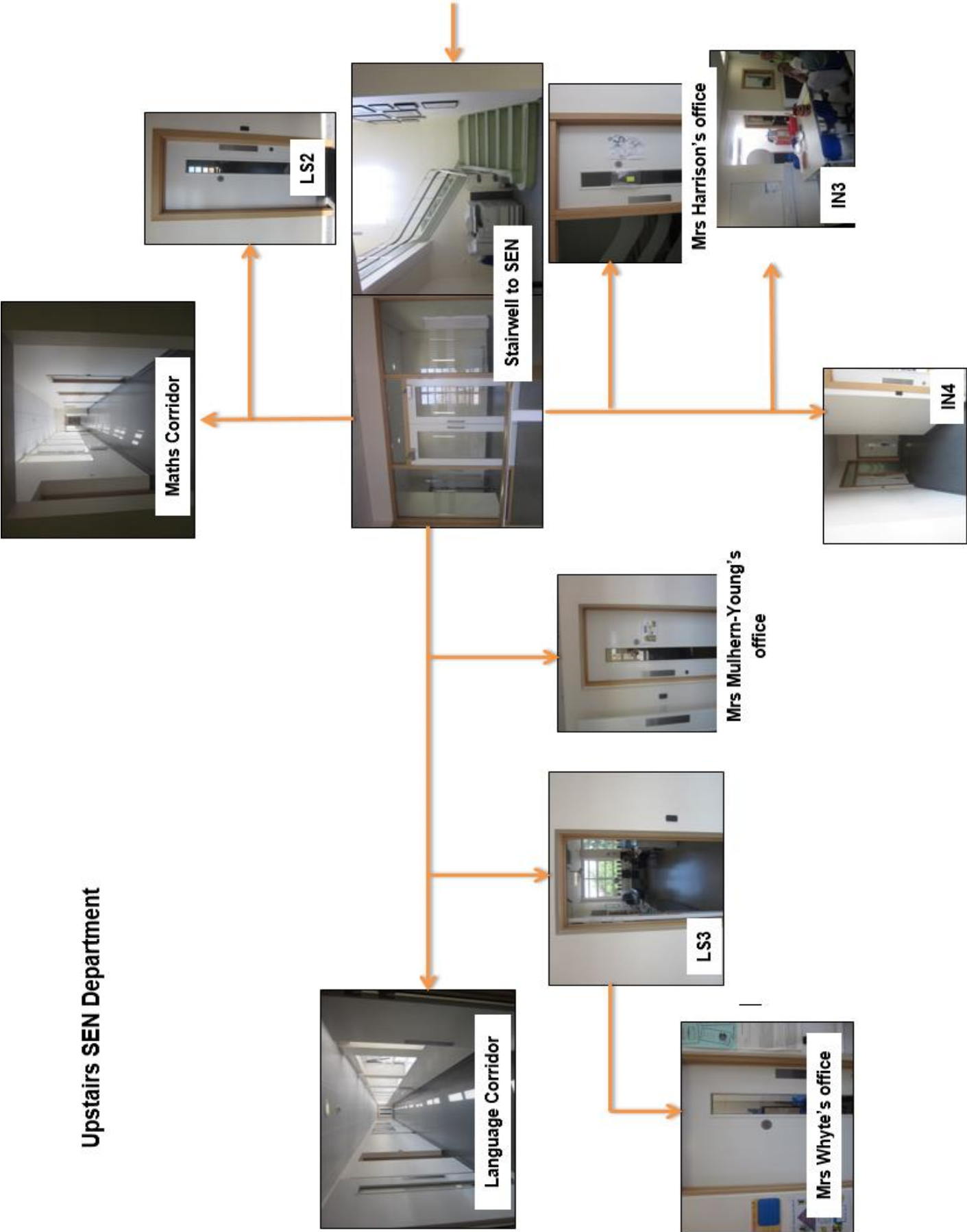
I settled quickly, Pastoral really help! Don't be scared of them, they are there to help – not to tell people off all the time.

Secondary School is so daunting at first, but I assure you, that new friends will be made and so will memories. The amount of new people you will meet is extraordinary. Secondary school - where friends and memories are made!

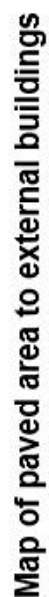
HOW TO FIND EVERYWHERE

You will be provided with a map of the school when you start, but we thought you might like these photograph maps too!





Upstairs SEN Department





YEAR 7/8
PLAYGROUND

