

The Kids' Guide to Arthur Mellows Village College



September 2022

**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!

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

<p>MR OAKLEY Head of College</p> 
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<p>MR CRADOCK Deputy Headteacher</p> 		<p>MS KAVANAGH Deputy Headteacher</p> 		<p>MR WATSON Deputy Headteacher</p> 		
<p>MRS CLENNETT Assistant Headteacher</p> 	<p>MRS HARRISON Assistant Headteacher</p> 	<p>MRS LORD Assistant Headteacher</p> 	<p>MISS MARSHALL Assistant Headteacher</p> 	<p>MR SAUNTSON Assistant Headteacher</p> 	<p>MR STEELE Assistant Headteacher</p> 	<p>MRS WARD Assistant Headteacher</p> 

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 2022/2023:

Grace Pye

Head Boy 2022/2023:

Sam Fielding



Year 7 is a big change from Primary School and lots of people worry that they will not like it, but I can assure you that it does not 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 is 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.

YOUR TUTOR 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 Tutor Group 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 8.40 am and for twenty 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 Tutor Group will soon become a place full of familiar faces and characters and they will become a second family to you in time!



THE KEY STAGE 3 TEAM

MISS BAILEY

Head of Year 7



MISS WILLOWS

Assistant Head of Year 7



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

MR STEELE

Head of Pastoral



MRS E WARD

Head of Pastoral



MR PHILLIPS

Deputy Pastoral Manager



MISS M WESTLEY

Year 7 Pastoral



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 will soon know your way around and may be able to help others!

INSIDE THE LEARNING SUPPORT DEPARTMENT

MRS HARRISON
SENCO Lead



MRS BAXTER
Assistant SENCO



MRS WHYTE
SENCO Support



MRS MULHERN-YOUNG
Literacy/Wellbeing



MRS DEMBRY
Literacy/Transition



MR C HADDON
Year 8 SEN link



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 students' 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."



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 will 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 does not have a club, do not worry and don't be disappointed as the School Council representatives from the 'Student Voice' 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!



ATTENDANCE

The College is open from 8.20 am for students to arrive however the gates are shut at 8.35 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



THE COLLEGE DAY AND LESSONS

Your lessons at Arthur Mellows are as follows:

	Start	End
Registration	8.40 am	9.00 am
Lesson 1	9.00 am	9.50 am
Lesson 2	9.50 am	10.40 am
Lesson 3	10.40 am	11.30 am
Key Stage 3 Lunch Key Stage 4/5 Break	11.30 am	12.05 pm
Lesson 4	12.05 pm	12.55 pm
Key Stage 3 Break Key Stage 4/5 Lunch	12.55 pm	1.30 pm
Lesson 5	1.30 pm	2.20 pm
Lesson 6	2.20 pm	3.10 pm

- ✓ 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.
- ✓ Most days is divided into 6 periods which last for 50 minutes.

ESSENTIAL EQUIPMENT TO BRING TO SCHOOL

It is 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

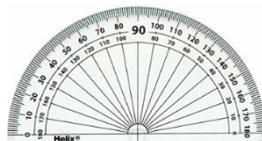
Eraser

Pencil Case

Protractor

Calculator

Compass

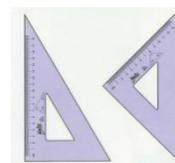
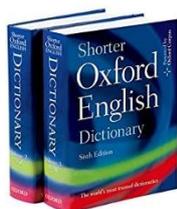


Optional:

Dictionary

Felt Tip Pens

Set Squares



Not Allowed:

Tippex

Aerosols



Cucina

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 breaktime, 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 must 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.

Your parents/carers will need to credit your account 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.

WEEK 1	Classic Favourites MONDAY	EASTERN TUESDAY	Great British WEDNESDAY	SOUTHERN STYLE THURSDAY	Fish & Chips FRIDAY
MAIN MEAL	BEEF BOLOGNAISE Garlic Bread	KUNG PAO CHICKEN 50/50 Egg Fried Rice	ROAST LOIN OF PORK Cracking, Roast Potatoes, Gravy	HOUSE RUBBED JERK CHICKEN Peas & Rice	FRESHLY BATTERED FISH/ SALMON FISHCAKES
VEGETARIAN MEAL	VEGAN BOLOGNAISE Garlic Bread	ASIAN VEGETABLE & NOODLE STIR FRY Soya Beans	BAKED MACARONI CHEESE WITH A CRUNCHY TOPPING	VEGAN JERK QUORN BURRITO Peas & Rice	SPICY BEAN ENCHILADA Tomato Sauce
VEGETABLES	PEAS GARDEN SALAD	SHREDDED GREENS CARROT & SESAME SALAD	SEASONAL VEGETABLES	SWEET CHILLI SLAW	PEAS CHIPS
PASTA POTS	TOMATO & BASIL				
JACKET POTATO	PESTO PASTA				
HOT PUD	TOPPED WITH A CHOICE OF CHEESE, TUNA OR BEANS				
FRUIT POT	MIXED BERRY & APPLE CRUMBLE Ice Cream	AMERICAN STYLE PANCAKES Fruit Toppings	SYRUP SPONGE Custard	ETON MESS	CHOCOLATE SPONGE Chocolate Sauce
JELLY POTS	SELECTION OF JELLY POTS AVAILABLE DAILY				
YOGHURT POTS	SELECTION OF YOGHURT POTS AVAILABLE DAILY				
<p>TRY OUR HOME-MADE SOUP WITH FRESHLY BAKED BREAD</p> <p>LOOK OUT FOR AMAZING BLUE DOT MEAL DEALS</p> <p>PIZZAS, WRAPS & PANINIS FRESH OPTIONS EVERY DAY</p> <p>TAKE HOME A TAKEAWAY</p> <p>LUNCH MEAL DEAL Check out what's on offer today!</p> <p>WATCH OUT FOR OUR POP UP & STREET FOOD PROMOTIONS</p> <p>All of Our Deli Range, Sandwiches, Salads & Desserts are FRESHLY MADE HERE DAILY</p>					

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

HOMWORK

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 talk it 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 are not bombarded with random homework everyday!



WEEKLY HOMEWORK PLANNER				
Monday	Date	# Homeworks	Completed %	Due Date
			<input type="checkbox"/>	
Tuesday	Date	# Homeworks	Completed %	Due Date
			<input type="checkbox"/>	
Wednesday	Date	# Homeworks	Completed %	Due Date
			<input type="checkbox"/>	
Thursday	Date	# Homeworks	Completed %	Due Date
			<input type="checkbox"/>	
Friday	Date	# Homeworks	Completed %	Due Date
			<input type="checkbox"/>	

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

Doing the homework a few days before the deadline is a good idea because if you do not 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



'You use it, and you lose it!'

- Before you arrive in the school gate, your mobile phone must be switched off and placed in your bag (not in a pocket). They will not be allowed out at any point during the day.
- This includes all headphones and earphones/Air Pods.
- Smart watches can only be worn if the linked phone is switched off, or it is on airplane mode.
- These are to remain in the bag until end of Period 6 (3:10 pm), where you will be allowed to check for messages and have access for the journey home.
- Do not look at your mobile phone to access your timetable. Please use your planner.
- If you are asked for a code to log on to Microsoft 365, you will be allowed to get your phone out of your bag (under the supervision of the teacher) to retrieve the code. However, setting up your Multi-Factor Authentication (MFA) as well as a phone number will greatly reduce the number of times you are asked for a code.
- You will not be able to use your mobile phone to access Microsoft TEAMS.



Mobile Phone Protocol Explained

- Too many students use mobile phones for social purposes in between lessons and at the end of breaktimes. This makes you late for your next lesson and creates a conflict with staff.
- The need to check messages on mobile phones is a continual distraction during and between lesson time and disrupts learning as you are constantly thinking about your phone.
- Using mobile phones during social times instead of having a conversation and developing friendships with other students. We want you to make friends and learn how to have a conversation.
- Mobile phones can have a damaging effect on a student's mental health and wellbeing.
- Using mobile phones inappropriately is a frequent reason a student may get into trouble at school.
- Mobile phones are frequently used during school time for incidents related to cyberbullying.

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 for your next lessons.



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 take 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 First 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

Examples of how your uniform should look



ITEMS NOT ALLOWED

			
<p>No leather sports trainers made by a sports manufacturer or in a sporty style eg Vans, Reebok, Nike, Lonsdale etc</p>	<p>No canvas shoes</p>	<p>No skinny-type casual jeans/trousers acceptable</p>	<p>No short straight pencil skirts. Henley style black skirt is acceptable only.</p>

PE KIT

We also have a smart PE Kit.

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

We also have a smart black quarter zip training top. 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:

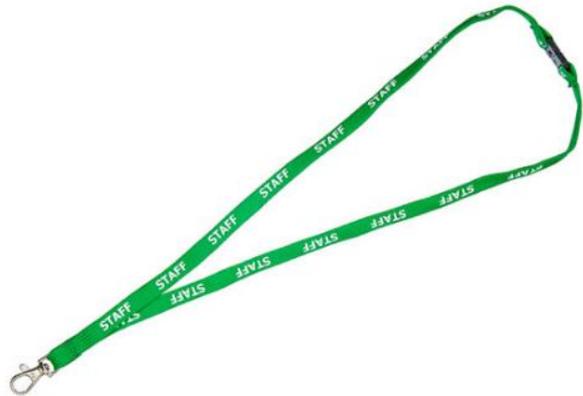
Black Lanyards = Member of Staff



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. Some of 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

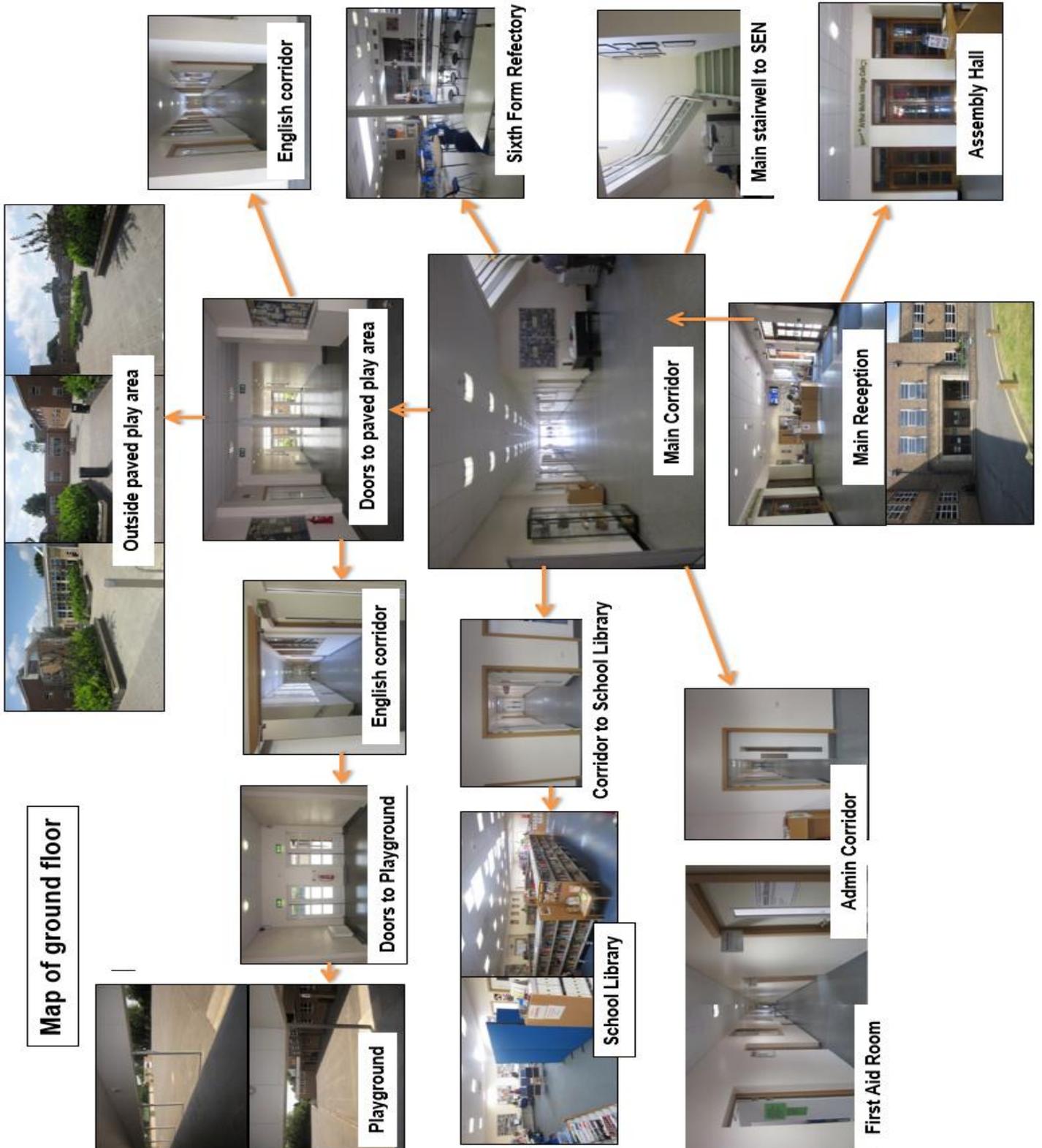
If you are worried about getting lost, don't! There are plenty of people around to help, including me. You have already made a new friend!

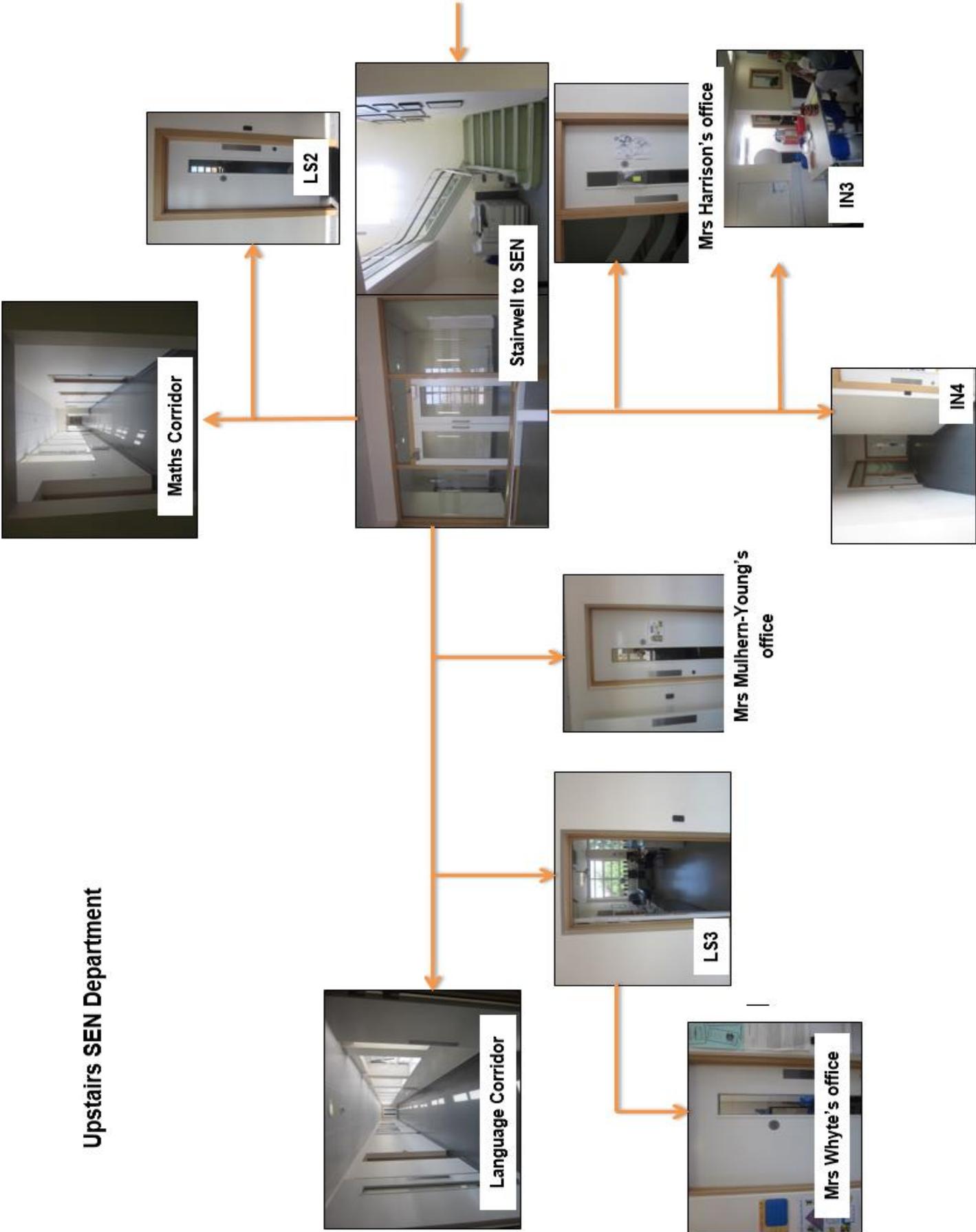
I settled quickly, Pastoral really help! Don't be scared of them, they are there to help – not to tell people off all the time.

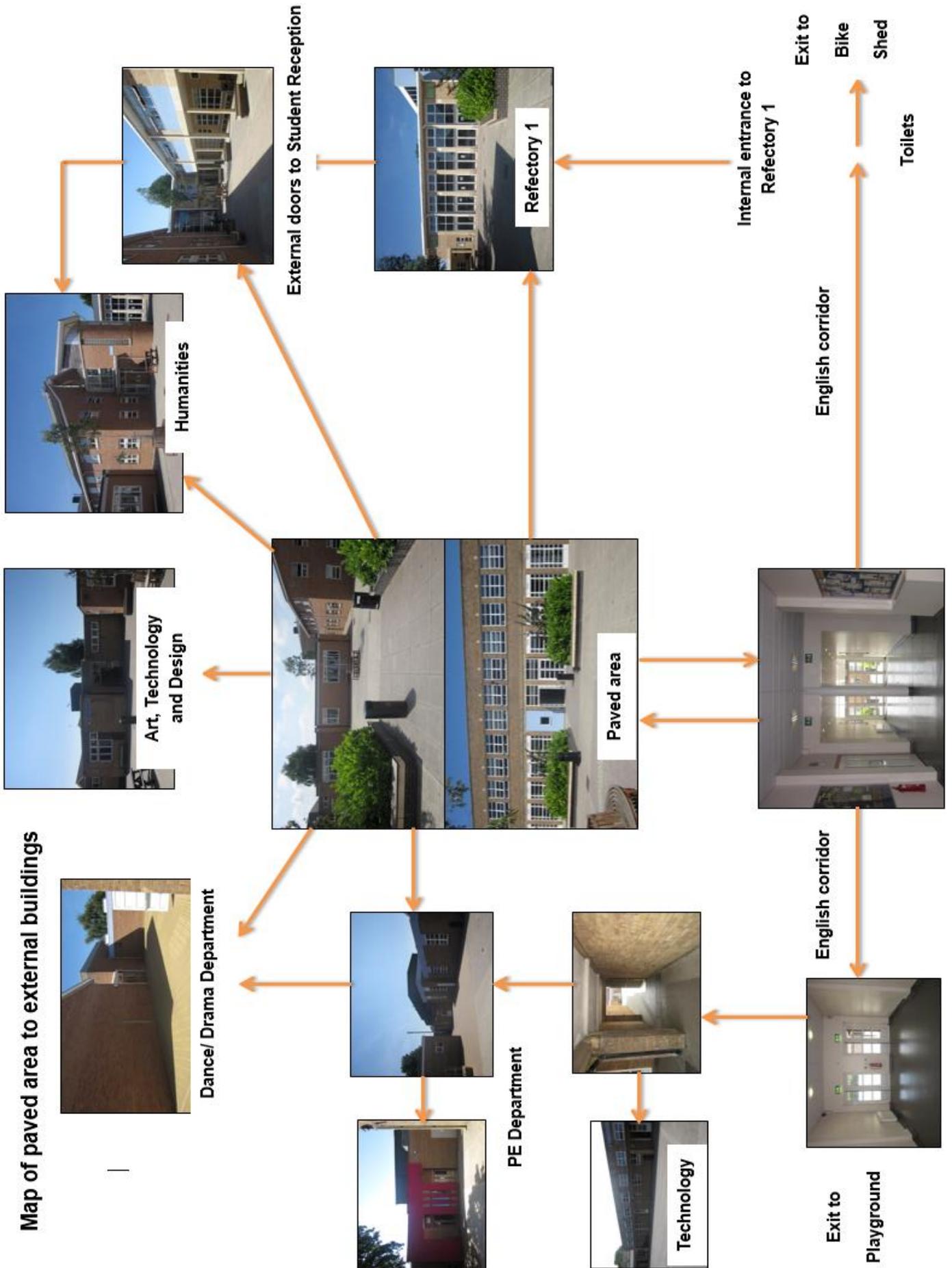
Secondary School is so daunting at first, but I assure you, that new friends will be made and so will memories. The amount of new people you will meet is extraordinary. Secondary school - where friends and memories are made!

HOW TO FIND EVERYWHERE

You were provided with a map of the school when you arrived at the Move Up Day, but we thought you might like these photograph maps too!









**YEAR 7/8
PLAYGROUND**

