

Learning Support Handbook



This booklet belongs to:

.....

Contents

Welcome	3
School Uniform	
Home School Agreement	
Bullying Policy	
Learning Support	9
Introduction to the team	
Staff Photo	
What We Do	
Clubs	
Transition	
About Me	
Be Prepared	16
What to Bring	
Networking	
Timetable	
Planner	
Our Day	
School Map	
Top Tips	
Useful Information	25
Terminology	
Questions and Answers	
Useful Cut-Outs	
Further Support	33
Introduction to the School Nurse and Counsellor	
Positivity	
Zones of Regulation	
How to Make Friends	
Mindfulness	
Contact Details	39
Contact Information	
Notes	

Welcome

At Saffron Walden County High School we believe that all learners, irrespective of their starting point or the challenges they face, have the right to a broad and balanced curriculum.

They deserve a positive experience of school life, including social events and extra-curricular activities. We strive to ensure that all students are able to engage in all aspects of school life. We provide a range of support in order to facilitate this and regularly review what we do in order to ensure that we provide the most accurate support in line with the needs of the child, always paying careful consideration to the opinion of the child.

Assisting students to become independent and courageous learners is a key aim. Ensuring that they leave school with the necessary skills to be independent, including academic skills, is key to the success of our students.

Mr Heath & Mrs Pieri
(SENCOs)

Our School Uniform



Our School Uniform

While you are in Year 7 to 11 you will be required to wear this school uniform every day.

There are days when you are allowed to wear your own clothes called 'non uniform days'. You will be told about these beforehand.

- **Blazer:** plain black with school badge and Year bar
- **Sweater:** (optional) plain black with a V-neck
- **Shoes:** plain black; sensibly styled in the interests of safety and health
- **Shirt:** plain white with collar – to be tucked in at all times
- **Kilt:** (optional) dress MacKenzie tartan
- **Trousers:** (optional) standard black - not denim
- **Shorts:** (optional) standard black - summer uniform
- **Socks & tights:** plain black, white or beige
- **Tie:** knotted closely to the collar with the crest visible

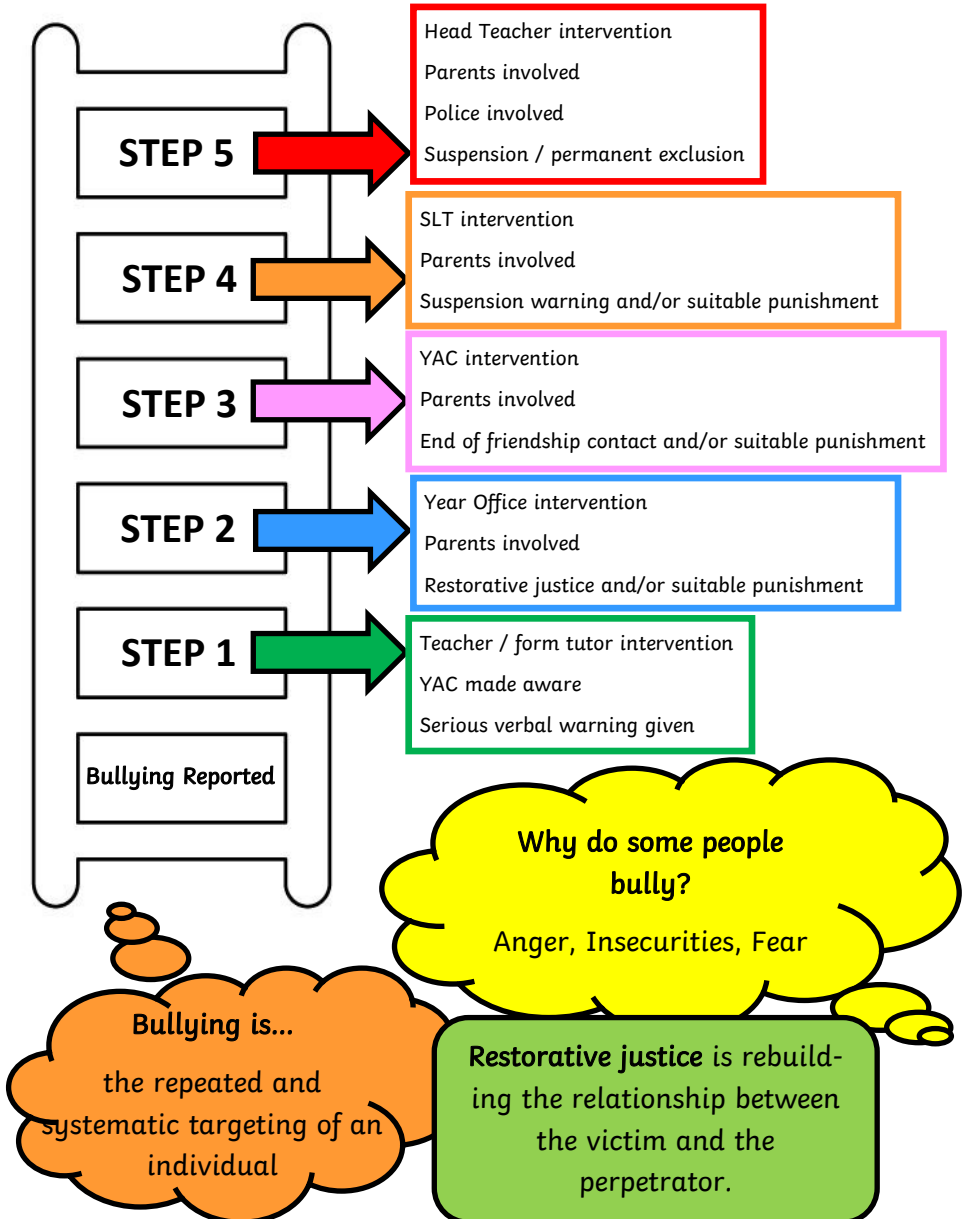
Home/School Agreement

As a student, I will;

- Work hard to achieve the targets set with my teachers.
- Get involved in school life and opportunities both in and beyond the classroom.
- Show respect to fellow students and all school staff.
- Follow instructions given by all school staff.
- Accept responsibility.
- Wear my uniform correctly.
- Bring all of the equipment I need each day.
- Behave well in and out of class, following the community code at all times.
- Take care of property belonging to others and to the school.
- Complete all homework and coursework by the deadline.
- Attend regularly and arrive each morning by 8:30am.
- Talk with my parents and teachers about any concerns in school.

How is bullying dealt with at our school?

SWCHS Ladder of Consequences



Learning Support



Mr Heath (SENCO)

'I am Mr Heath, one of the SENCOs at SWCHS. My job is to help you with any worries about school. I usually meet your parents a couple of

times a year to talk about how you are doing at school. I work with teachers, form tutors, children and parents to make sure that you have fun at school and can do your best.'



Mrs Pipe (Deputy SENCO)

'Hello, I am the Deputy SENCO and I work with Mr Heath in the office next to D2. I will be here to support you with any problems and to

celebrate your achievements. I make sure that you are supported to do your best and have as much fun as possible. We look forward to welcoming you!'

Miss Meichen

(Associate SENCO)

'I am Miss Meichen, one of the SENCOs. I am here to help you enjoy school and your lessons. You can come and see me if you need to talk or are worried about something and I will help. I will make sure you feel able to do your best.'



Miss Ainsworth

(KS3 Transition Coordinator)

'Hello, I am the KS3 Transition Coordinator and I work in Learning Support. I visit the Local Primary School in Saffron Walden to ensure that your transition to Secondary School is as smooth as possible. I look forward to meeting you and helping you enjoy this next stage in your education.'



What We Do

- D2 - is our base where we can welcome you and help you with any worries.
- Academic Tutoring
- Home school communication
- Quiet learning space
- Homework club with TAs
- Lunchtime clubs
- Lunch passes for the canteen
- Support in class
- Someone to talk to with any worries
- Visual timetable
- Escorting to lessons

Teaching Assistants

At school we have TAs, this means Teaching Assistant.

We are there to help you with things in the classroom and around the school.

There are lots of us, which means you will have lots of people who can help and talk to.



The Transition Process

We know that it can be a scary time starting secondary school with feelings of anxiety and uncertainty being normal.

As a school we do many things to alleviate the anxieties of pupils so you can come to school feeling relaxed, excited and prepared.

- We talk to your parents
- We support you on the Taster Day
- We can answer any questions you have
- We will help you find your way around

We are looking forward to meeting you and showing you all the great things about our school.

About Me

I am looking forward to secondary school
because:

.....
.....
.....

I would like to know more about:

.....
.....
.....

I will need help with:

.....
.....
.....

Be
Prepared

What to Bring

Have a drawer or a box at home as a place to keep all your school books together and pack your bag the night before.



School bag	<input checked="" type="checkbox"/>
Pencil case	<input type="checkbox"/>
Colouring pencils	<input type="checkbox"/>
Ruler	<input type="checkbox"/>
Pens	<input type="checkbox"/>
Pencils	<input type="checkbox"/>
Calculator	<input type="checkbox"/>
School Planner	<input type="checkbox"/>
Lunch	<input type="checkbox"/>
Water bottle	<input type="checkbox"/>
Reading Book	<input type="checkbox"/>
PE Kit	<input type="checkbox"/>
Homework	<input type="checkbox"/>

Networking

When you arrive at school you will be given a username and email address so you can access the school systems and your new school email.

You can make a note of this information here:

Username:

Email:

Password:

To login to your emails you will need to:

- Go to www.swchs.net/links
- Click on [Email & Office 365](#)
- Type in your [email address](#) and [password](#)

Timetable

Here is an example of how your timetable might look. It can be confusing but you will only need to know the subject and the room number, as highlighted.

	1Mon		1Tue		1Wed		1Thu		1Fri	
1	7EnS6	D3	7FrS3	C7	7MaSPER	D8	7DrS3	E3	7scS3	A7
	English	LXH	French	JES	Maths	TAC	Drama	AJB	Science	HLB
2	7DB2	B17	7CpS3	D9	7ReS3	B11	7scS3	A7	7MaSPER	D8
	Des Tec	ZMS	Computing	RJH	RPE	SMP	Science	HLB	Maths	WRS
Bre										
3	7DB2	B17	7MaSPER	D8	7DrS3	E3	7PeS6		7EnS6	D3
	Des Tec	ZMS	Maths	WRS	Drama	AJB	PE	JCM	English	LXH
4	7GgS3	B10	7scS3	A7	7EnS6	D3	7HiS3	B3	7PeS6	
	Geography	EKV	Science	HLB	English	LXH	History	RJS	PE	KMM
Lun										
Reg										
5	7MaSPER	D8	7GgS3	B4	7DeS3	C2	7DeS3	C6	7MuS3	M8
	Maths	WRS	Geography	GRM	German	MC	German	JAA	Music	FKM

	2Mon		2Tue		2Wed		2Thu		2Fri	
1	7MaSPER	D8	7AdS3	C9	7scS3	A7	7FrS3	C7	7EnS6	D3
	Maths	WRS	Art & Design	CWS	Science	HLB	French	JES	English	LXH
2	7MuS3	M8	7DB2	B17	7scS3	D11	7HiS3	B3	7FrS3	C12
	Music	FKM	Des Tec	ZMS	PSHE	FKM	History	RJS	French	MCB
Bre										
3	7GgS3	B10	7EnS6	D3	7AdS3	C9	7PeS6		7scS3	A7
	Geography	EKV	English	LXH	Art & Design	CWS	PE	KMV	Science	HLB
4	7EnS6	D3	7MaSPER	D8	7DeS3	C6	7CpS3	D9	7CpS3	D9
	English	LXH	Maths	WRS	German	JAA	Computing	RJH	Computing	RJH
Lun										
Reg										
5	7PeS6		7HiS3	B3	7scS3	A7	7ReS3	B5	7MaSPER	D8
	PE	FC	History	RJS	Science	HLB	RPE	SMP	Maths	WRS

Planner

Here is an example of a page in your planner. This is a book where you will write your homework and when it is due back in.

We also use Microsoft Teams which is an online platform that teachers use to set homework and we can use to communicate with our teachers and others in our class.

It is a great way to ask our teachers about a tricky bit of homework!

Subject and Homework Details			
Thursday 23rd November		Date Due	Done
maths	get parents to sign exercise book under test summary. - Try to correct 2 questions from the test.	28/11	
Friday 24th November		Date Due	Done

Our Day

This is the structure of our school day.

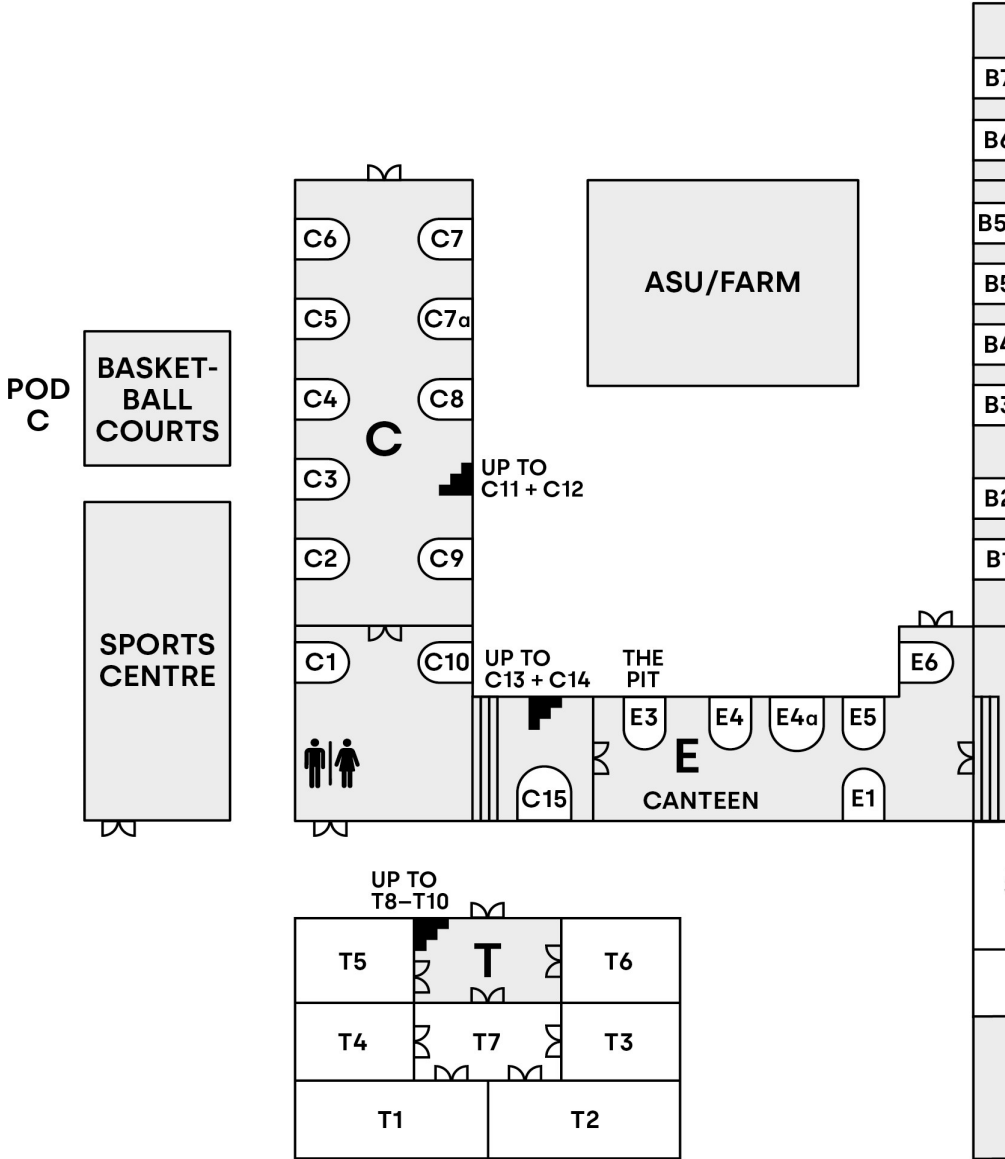
Between each new period or break there is a 5 minute movement time which allows you to make your way to your next lesson.

A bell will sound in the school to tell us when to move.

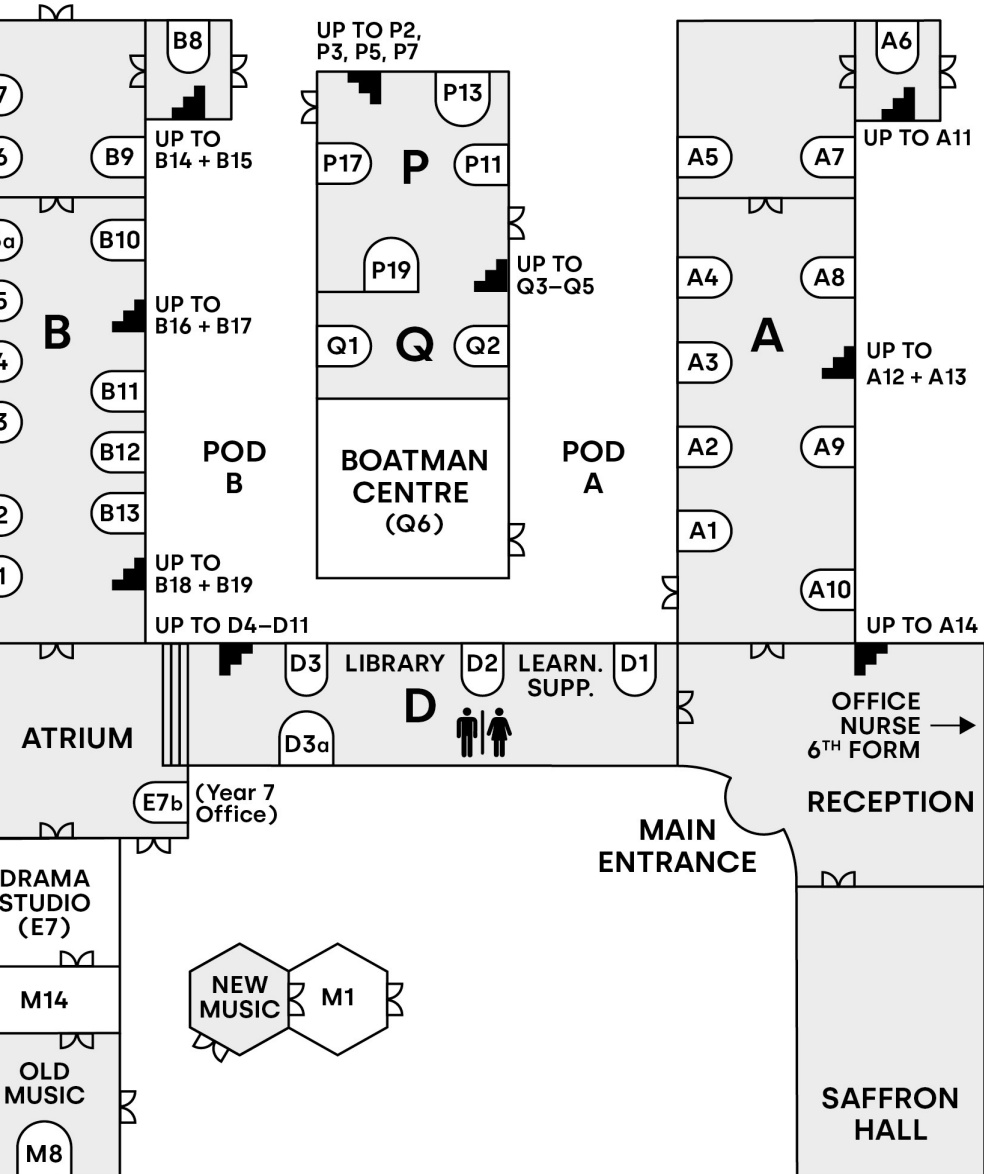
Time	Our Day
08.40 - 09.40	Period 1
09.45 - 10.45	Period 2
10.45 - 11.00	Break Time
11.05 - 12.05	Period 3
12.10 - 13.10	Period 4
13.10 - 13.55	Lunch Time
14.00 - 14.15	Registration / Academic Tutoring
14.20 - 15.20	Period 5
15.20 - 16.30	Homework Club (Monday - Thursday)

SWCHS MAP

PLAYING FIELD



↑
WELLBEING HUB



Top Tips for Surviving Secondary School!



Look at your timetable and make sure you know where to go and when.



Make sure you have the right books and equipment with you for each lesson.

Teachers won't expect you to get every answer right, but they will be impressed if you try your best and 'have a go' at learning new things.



Be enthusiastic!



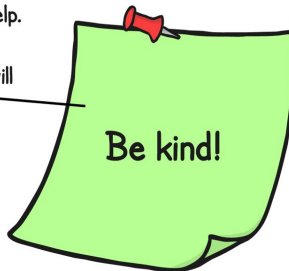
It might seem hard to make new friends, but everyone is feeling the same way. Say hello!



Be resilient!

Sometimes things won't go your way - they will be difficult or unfair or embarrassing. This is normal and happens to everyone, so don't worry. Just say to yourself, 'tomorrow's another day'...

If someone else seems to be having a hard time, try to help. This is a good way to make friends and hopefully they will return the favour.



Be kind!

If you do something wrong or forget something, it's much better to own up straight away.



Be yourself!








Believe in yourself! You can do it!














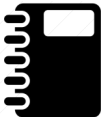




Be honest!

Useful Information

SENCO	Special Educational Needs Coordinator
KS3	Key Stage 3 - Year 7 & 8
SSO	Student Support Officer - a person who will be responsible for giving you advice and guidance while you are at school.
YAC	Year Achievement Coordinator / Head of Year
What Went Well (WWW)	When your teacher / peer has marked your work and gives you written praise.
Even better if (EBI)	When your teacher / peer has marked your work and gives you written improvements.
Responsibility Card	A card to keep in your pocket and remind you of school expectations. Staff will mark in the card if you have broken these rules.
Academic Tutoring	Where students are invited to work 1:1 with an TA during registration time.
Registration / Form Time	From 2:00 until 2:15 every day in your form room where you will receive announcements and your form tutor will take the register.
Corridor Pass	A yellow card given to students who need to be out of lesson for any reason e.g. to go to the toilet..
Learning Centre	Library - where you can borrow books or access the computers and printer for homework at break or lunch times.
Detention	You can be given a detention if you forget your books or have not done your homework. The detention is usually held at lunch time for approximately 10mins in a class room.
Amber Warning	These are electronic warnings for incorrect uniform, being late for lessons or defiance.

<p>I get lost or can't find my class.</p> 	<p>Check your timetable or ask at the Year 7 office, Reception or Learning Support in D2.</p> 
<p>I'm late and missed Registration.</p> 	<p>Sign in at Reception as soon as you arrive.</p> 
<p>I have been bullied.</p> 	<p>Tell your teacher, TA or any adult <u>immediately</u>.</p> 
<p>I lost something.</p> 	<p>Check</p> <ul style="list-style-type: none"> • Where have you been? • Bag racks • Lost property 
<p>I missed my bus.</p> 	<p>Go to Reception.</p> 
<p>I forgot my PE kit.</p>	<p>Borrow some or see your teacher before the lesson.</p> 
<p>I do not understand work in a lesson or my homework.</p> 	<p>Ask your teacher before it is due in or go to Homework Club after school or ask Learning Support in D2.</p> 
<p>I have a medical appointment.</p> 	<ul style="list-style-type: none"> • Bring your form tutor a letter from home or a note in your organiser. • Show the letter at Reception and sign out when you leave.

<p>I feel ill or I have hurt myself.</p>		<p>Get my planner signed by the teacher and go to the nurse.</p>	
<p>I forget my lunch or I have no money on my finger.</p>		<p>Phone home at Reception or go to the Year 7 Office for a lunch loan.</p>	
<p>There is a message from home.</p>		<p>Urgent messages are delivered to your lesson.</p>	
<p>I get a detention.</p>		<p>Accept responsibility for your actions. Arrive on time, in the right place and be prepared to work!</p>	
<p>I forgot or lost my planner.</p>		<p>Go to the Year 7 office or ask your teacher for a temporary sheet.</p>	
<p>I do not have the correct uniform.</p>		<p>Explain at the Year 7 office. You will be given a Yellow Slip.</p>	
<p>I cannot keep up with taking notes in the lesson and writing in my homework.</p>		<p>Ask the TA or teacher for help and ask them to record your homework in your planner.</p>	
<p>I have lost my bus pass.</p>		<p>Go to reception to inform the bus company and get a note for the bus driver.</p>	



English Hints

Noun

A noun is a word for a person, place, or thing. *Man, dog* and *town* are all examples of a noun.

Verb

A verb is a "doing" word. (e.g. *to swim, to write, to climb, to think, to guess, to consider.*)

Adjective

Adjectives are describing words. *Large, grey,* and *friendly* are all examples of adjectives.

Simile

A simile is where one thing is compared to another. This is done by the use of the word *like* or *as*.



Maths Hints

Add / Plus



$$2+3=5$$

Minus / Subtract



$$5-2=3$$

Divide / Share



$$6\div 2=3$$

Times / Multiply



$$6\times 2=12$$

Equals / Total



$$5+5=10$$

More than



$$6>5$$

Fraction

$$\frac{1}{2}$$

Decimal

0.5



I don't understand

Could you say that again please?

I'm not sure what that means.

Could you give me a clue please?

What does mean?

Sorry I can't remember all of that.

Have I done this right?

I'm sorry, I don't understand.

Please can you write that down for me?



Questions for Learning

Who?

What?

Where?

When?

Why?

How?



Times Table Square

×	2	3	4	5	6	7	8	9	10
2	4	6	8	10	12	14	16	18	20
3	6	9	12	15	18	21	24	27	30
4	8	12	16	20	24	28	32	36	40
5	10	15	20	25	30	35	40	45	50
6	12	18	24	30	36	42	48	54	60
7	14	21	28	35	42	49	56	63	70
8	16	24	32	40	48	56	64	72	80
9	18	27	36	45	54	63	72	81	90
10	20	30	40	50	60	70	80	90	100

twinkl.com



Prime Numbers

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Only divisible by
itself and 1

Remember:

1 is not a
prime number

twinkl.com



Fractions, Decimals and %

Fraction	Decimal	Percentage %
$\frac{1}{100}$	0.01	1%
$\frac{1}{10}$	0.1	10%
$\frac{1}{5}$	0.2	20%
$\frac{1}{2}$	0.5	50%
$\frac{1}{4}$	0.25	25%
$\frac{3}{4}$	0.75	75%

twinkl.com



Mean, Mode and Median

Mean	The average when all values are added and then divided by the number of values.
Mode	The most popular number in a set of data.
Median	The middle value of a set of data when they are written in size order.
Range	The difference between the highest and lowest value of a set of data.

twinkl.com

Further Support



Rebecca Doe (School Nurse)

Rebecca is here to help you if you are feeling unwell or worried. She can provide emergency first aid treatment for accidents and injuries. She can support and help students who have diabetes, asthma, epilepsy and many other things.

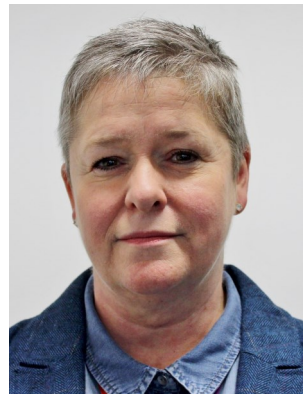


Headspace:
try this free app
for mindfulness.

Beth Robertson (Counsellor)

There may be a variety of reasons why you might want to ask for counselling. If you think that you would like to see Beth you can refer yourself by emailing brobertson@swchs.net, or seeing Beth in person in The Wellbeing Shed.

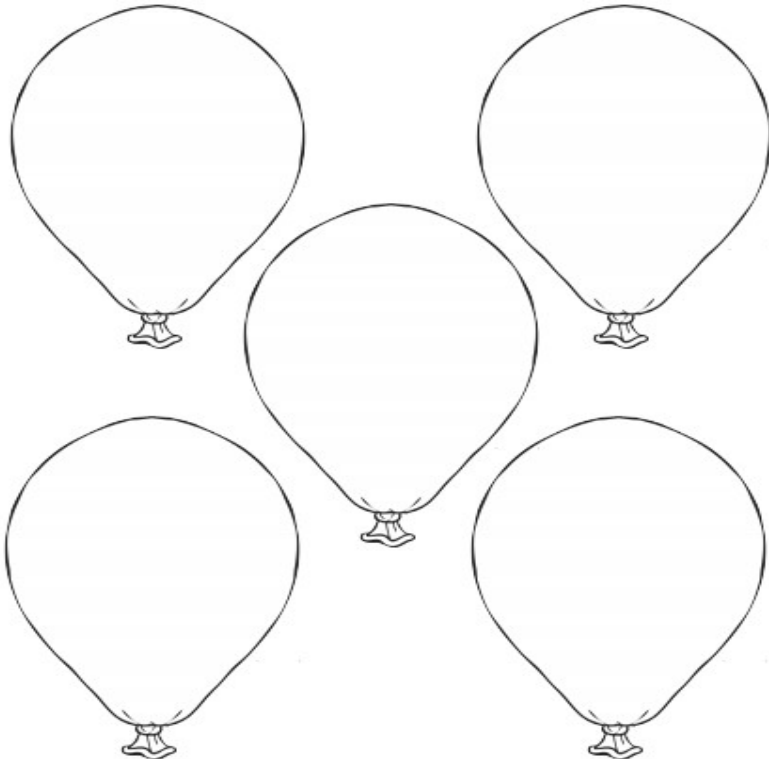
You can also see Beth at the drop-in sessions every lunchtime from 1.10pm to 1.50pm.



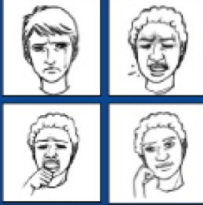
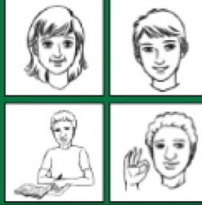


Positivity

You must remember to be kind to yourself and tell yourself that you are wonderful everyday.

Please write in each of these balloons something that makes you amazing, kind, unique, funny... or anything else positive that you can think of!



The ZONES of Regulation®

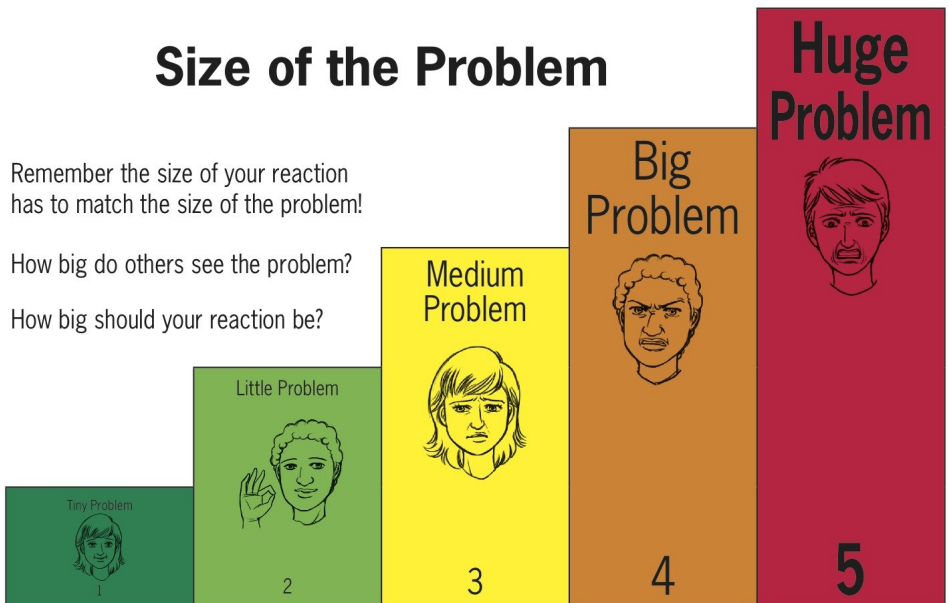
			
<p>BLUE ZONE</p> <p>Sad Sick Tired Bored Moving Slowly</p>	<p>GREEN ZONE</p> <p>Happy Calm Feeling Okay Focused Ready to Learn</p>	<p>YELLOW ZONE</p> <p>Frustrated Worried Silly/Wiggly Excited Loss of Some Control</p>	<p>RED ZONE</p> <p>Mad/Angry Terrified Yelling/Hitting Elated Out of Control</p>

Size of the Problem

Remember the size of your reaction has to match the size of the problem!

How big do others see the problem?

How big should your reaction be?



What makes you a good friend?

Show gratitude

Be kind.

Keep promises.

Take turns & share.

Tell the truth.

Take the five finger friendship challenge.

What could you do to get better?

Calm Down

1

Remember it's OK to feel angry or sad.

2

Let go of the anger, sadness or fear.

3

Breathe in and think of what is troubling you.

4

Breathe out and let those emotions go.

5

Feel yourself calming down with each breath you take.

6

Say to yourself, "I am in control. I feel calm and relaxed. I feel the negative emotions leaving my body."

7

Take time to relax and become fully calm.

Contact Details

Pastoral Team

Form Tutor:

YAC:

Deputy YAC:

SSO:

Saffron Walden County High School

Audley End Road

Saffron Walden

CB11 4UH

Tel: 01799 513030



Learning Support

SENCO: Mr Heath

Associate SENCO: Miss Meichen

Deputy SENCO: Mrs Pipe

KS3 Transition Coordinator: Miss Ainsworth

KS4 Transition Coordinator: Mrs Bezdel

Exam Access Coordinator: Mrs Drake

If you have any worries or questions that we haven't been able to answer then please contact us.

send@swchs.net

Notes

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Notes

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

