

WELCOME

NOTRE
DAME
SCHOOL



YEAR 7



Dear Year 7 Student

A very warm and special welcome to Notre Dame Senior School.

Starting senior school marks the beginning of a new adventure in your life. As well as feeling excited, you might also be a little bit nervous. This is totally normal. I want to reassure you that we will do everything we can to help you to settle in quickly. In no time, you will know your way around, you will know all your classmates and your teachers, and you will feel as if you really belong in the Senior School.

At Notre Dame you are joining, or continuing your studies, in a community that is part of a world-wide organisation called The Company of Mary Our Lady, which was founded by St Jeanne de Lestonnac over 400 years ago (you will learn about her story in our school song). St Jeanne has always supported and encouraged the development of girls' education and we all benefit from her enduring commitment to kindness and compassion. Following in her footsteps, Notre Dame's role is to accompany and support you on your Senior School journey, to enable you to find your very own path, so that you can become the person you want to be. When you leave us, many years from now, you will be a young adult, ready to follow the path you have chosen, and you will be forever a Notre Dame girl.

I am sure you will make the best use of the wonderful opportunities you will find here. Listen carefully to your Head of Year, follow her advice and ask for help when you are not sure; you have your Form Teacher to support you as well.

I wish you happiness and success and hope that you go on to achieve your dreams and goals, pleased and proud that you are part of the Notre Dame community.

I look forward very much to welcoming you in September. I hope you have a great summer.

Very best wishes,

Mrs Anna King
HEADMISTRESS



Mrs Anna King
HEADMISTRESS



Mr Luke Routley
HEAD OF YEAR

4 Settling in at Notre Dame



GETTING TO KNOW YOUR FORM GROUP AND YEAR GROUP

■ There are four Year 7 form groups, with up to 20 students in each form. You will find out which form you will be in and who your Form Teacher will be in September.

■ Your Year Head and all of the Year 7 Teachers are specially chosen to be kind and patient, so that they can help you settle in quickly; they understand that you might lose your locker key or feel a bit disorganised at first, and they are there to help you.

■ We make sure that forms have a good mix of girls from different schools, but they do take account of where you live, so that some (but not all) of the girls who live near you will be in your form.

■ Parents are asked to sign up to the App Classlist to keep in touch with other parents. You could perhaps get in touch over the summer with girls who live near you, or get the coach together for the first few days.

■ Don't worry if you have a friend who is not in your form; you are only with your form for the first 10 minutes each day and we make sure that you are all mixed up for different lessons.

This is really important, because it means that you quickly get to know everyone in your year group, and not just your form.

■ When you first arrive you will spend some time with your form and year group getting to know one another, including playing games. You will also meet your Sixth Form 'Big Sister'. It's lots of fun!

■ There will be a 'Reflection Day' quite soon after you start (you'll have one every year on a different topic each time). This is a day when you will not have normal lessons, but will instead work together as a year group. The Year 7 Reflection Day is all about Friendship and how to be a good friend and take care of one another.

■ Remember that everyone knows that you are new to the Senior School and they all want to help you settle in. If you get lost, for instance, you can ask anyone the way and they will always be kind and helpful.

■ Remember to talk to everyone; teachers and pupils. Your Big Sister, the Peer Mentors, the teachers and the other girls are all on your side and want you to be happy. We are sure that you will love it here. You are joining a special community where we encourage one another to be kind and to care for one another.

MAKING FRIENDS

■ When it comes to making friends, this is our most important piece of advice: BE PATIENT! It may take two or three weeks to make friends, but you will have lots of them by the end of term, if not sooner, and remember that at your age friendships change all the time and that can be a good thing as you discover more about yourself and other people.

■ If you are the only pupil from your old school, remember that you are not the only one in that position and you are surrounded by girls who want to make friends in the same way as you do.

■ You may be starting Notre Dame Senior School with a very good friend but this does not mean that you will not make lots of friends who have come from many different schools. Make a big effort to include those who don't know other girls so that they feel comfortable from the start. We always try to lend a helping hand whenever we can, so that everyone feels happy and comfortable.

■ It is a good idea to have several friends rather than one best friend - then you are not relying on one friend all the time but can mix with several girls.

■ Your 'Big Sister' from the Sixth Form will be there to support you and give you advice. She'll be interested to see any project work you do and to hear about all your adventures.

■ We are committed to helping you to understand friendships and your role as a friend through a programme called 'Girls On Board', which all girls take part in.

MAKING SURE YOU ARE SAFE

■ Your safety is our concern and it is very important to us, as it should be to you too.

■ If you feel unsafe, frightened or threatened at any time then you must talk to a teacher. This is usually your Form Teacher in the first instance, but you can talk to any teacher in the school.

■ If you are at risk, the teacher will take you to see Mrs Windibank (Assistant Head - Pastoral) who will work to make you feel safe at school or at home.

■ Mrs Windibank is the Designated Safeguarding Lead (DSL - this is a person who has a responsibility for the emotional and physical safety of people in the school). Her office is by the Heads of Year office, near the entrance to the two-storey building - we'll make sure you know where to find it once you arrive.

■ Heads of Year, as well as some other members of staff, are also DSLs and there are posters around school showing you the photographs of the DSLs.

■ We also have Peer Mentors, Form Teachers, the Chaplain, School Counsellor and the pastoral team to support you. There is also a reflection room where you can go for quiet time at lunchtime. Again, we'll tell you all about this in your first few days.

■ If you have any medical, allergy or dietary requirements we will have this information but please do not hesitate to let us know if you are unsure.



6 Checklist for your first couple of days

INDUCTION DAY

■ You will have an Induction Morning the day before school starts in September. This is for girls and parents and we will send you exact details nearer the time. You will meet your Form Teacher and classmates, and you will find out the location of your form room and locker.



■ On the first day, you will be given your own copy of the school 'Planner'. This is like a diary. It is the place for you to note down your homework tasks each day, and other information you might want to remember. You will need to get it signed regularly by a parent and your teachers. It also includes lots of useful information, including a map of the school to help you find your way around.

■ You will also receive a LANYARD – this is a plastic identification card on a strap round your neck. You will be able to use this card to open school doors and use the printers and photocopier. You **MUST** wear your lanyard **AT ALL TIMES**.

YOUR FIRST FULL DAY

■ On the first full day of school, please arrive at your form room by 8.35am.

■ If you are being dropped off, please come into Car Park 4.

■ If you are using the coach, make sure you know where your stop is and arrive a good five minutes before your coach is due. You could get in touch with girls who may also be using your coach.

■ School finishes at 4.10pm. Coaches and picks ups are from Car Park 2 or 4 depending on which route you are on. Coach drivers have a list and teachers are on duty to say goodbye at the end of the day. Parents and carers are also able to check that you are on board.

THINGS TO BRING ALONG ON YOUR FIRST DAY

■ A padlock for your personal locker – make sure this has a key and not a combination. Bring a spare copy of the key to leave with your Form Teacher and leave a third copy at home. 🗝️

■ A nut-free snack and a drink for break time or cash for the tuck shop. 🍎

■ A pencil case with pens (including a green pen for marking work), pencils, eraser, sharpener, coloured pencils, ruler, scissors and glue. ✂️

■ Your sports kit. 👕

■ A big smile! 😊

TRAVELLING BY COACH

■ For many of you, travelling to school by coach will be a new experience. Naturally, some of you may be concerned about this but you will soon get used to the coach journeys. After settling in, most students say that travelling on the coach is one of their favourite things about school!

■ Coaches are booked using an online portal. Full details will have been sent to your parent or carer.

■ You will not be allowed to travel on the coach unless you have a booking.

■ There will always be a seat for you even if you arrive later than others.

■ In the afternoon, you will have to go directly from your form room to the coach because the drivers have to leave promptly at 4.20pm. Your Form Teacher will be there to make sure you leave on time. Do not stand about talking. You must catch that coach!

■ In the mornings, it is advisable to arrive at the coach stop five minutes early. The coach will not wait for late pupils as this makes everyone else late.

■ There are no allocated seats but you may be asked by the coach prefect to sit in a certain place. If you have a problem whilst on the coach, please tell your coach prefect. You can then speak to your Form Teacher when you next see them.

■ Remember – and this is very important indeed – that you must wear your seat belt at all times and sit properly throughout the journey. Your safety is very important.

■ You must always be polite to the coach driver and never disturb them whilst they are driving.

■ Drivers will regularly report on behaviour on the bus to the school.

■ Please do not eat on the coach or shout loudly so that the driver is disturbed.

■ If you need to get the late coach (perhaps following an after-school sports practice or fixture) a parent or carer will need to book this no later than three hours before, using the coach booking portal.

■ If you do not usually get the coach, but for some reason you cannot be dropped off at school or picked up (or if you want to go home with a friend), your parent can book a single-journey seat using the coach booking portal, subject to the availability of spaces.

Get in touch with other girls over the holidays – perhaps you could organise a picnic, a walk or a play-date.



8 Senior School Uniform Checklist

PLEASE MAKE SURE ALL YOUR ITEMS ARE CLEARLY LABELLED WITH YOUR NAME.

- 1 Long or below-the-collar length hair should be tied back with discreet black or navy accessories. Hair should be natural colour.
- 2 ND blue and white striped blouse - to be worn untucked
- 3 ND blue jumper
- 4 ND blue pleated skirt (can be worn all year round - should be worn on the knee) or ND blue trousers
- 5 Opaque black tights or white ankle socks with skirt or blue or white socks with trousers
- 6 ND blazer to be worn year round. You will be given a pin badge when you arrive to wear on your left lapel.
- 7 Smart navy blue coat may be worn without trim or logo
- 8 ND rain mac optional
- 9 ND scarf only may be worn to school
- 10 Plain navy beanie or hat may be worn in winter
- 11 Black leather or black patent shoes similar to styles shown on the school shoes list
- 12 No make-up may be worn at school
- 13 No nail varnish or false nails may be worn at school
- 14 One plain stud earring per lobe, one necklace with a recognised religious pendant and a watch may be worn to school
- 15 School bag of pupil's choice - back-supported design recommended



Remember, you will always need your blazer for assemblies and special occasions



WHERE TO KEEP YOUR THINGS

ITEM	LOCATION
Coat or blazer	Locker
School bag	Locker
PE Kit	Locker or shelves in locker area
Laboratory kit	Locker
Food and drink	Locker
Money	Small amounts in your purse or in a purse in your padlocked locker Never leave large amounts in an unlocked locker
Mobile phone (if you have one - many pupils don't have one and that's fine)	Your phone will be locked in your Yondr pouch during the day; remember to unlock it as you leave at the end of the day
Locker Keys If keys are lost, padlocks have to be cut off. Padlocks and keys must be replaced immediately	Key #1 - On a key ring and with you at all times Key #2 - With your Form Teacher Key #3 - At home Do not buy a combination lock
Books, pencil case	Locker
Musical Instruments	Usually in the Music Room; you can arrange this with your music teacher



TIMETABLE

You will receive a personal timetable, which shows all of your lessons and the classrooms in which they will take place. Pop this in the plastic wallet at the back of your Planner so you don't lose it.

The grid below shows the timings of the lessons each day (it's the same every day).

Some lessons are reserved for particular activities, as shown below the grid.



SENIORS (Years 7-13)

School Opens	7.30
Breakfast available to purchase - optional	7.30 - 8.30
Registration	8.40 - 8.50
Period 1	8.50 - 9.50
Period 2	9.50 - 10:50
Break	10.50 - 11.10
Period 3	11.10 - 12.10
Period 4	12.10 - 13.10
Lunch	13.10 - 14.10
Period 5	14.10 - 15.10
Period 6	15.10 - 16.10
Supervised Study - optional	16.10 - 18.30

Monday Period 4: Year Assemblies, School Assembly, Singing Practice or House Meetings

Wednesday 13.55 - 14.10: Head's Assembly

Each week a lesson is allocated for Activities and Clubs

Thursday Period 4: PSHEE (Personal, Social, Health and Economic Education)

WEEKS A & B

Your timetable runs across two weeks rather than one - Week A followed by Week B.

Each week is very slightly different.

So that you know which week it is at any time, there are signs up all around the school. It sounds a bit confusing at first, but you'll soon get the hang of it.

The first week of the Autumn Term will be Week A.

SNACKS & LUNCHTIME

For break time, you can bring in your own snack, or some cash for the tuck shop (you should only need £1).

Please make sure you do not bring any nuts of any sort into school.

We have a year group lunch rota in place, which means that each year group will be given a specific lunch time slot, and this will change over time. In this way, everyone takes it in turns to go into lunch first. When it is your year group's turn to go into lunch, you will queue quietly in the corridor outside the chapel.

When you enter the dining hall, you will pick up a tray and you will then be able to choose from a number of options. There is always a main dish and a vegetarian dish, as well as a pasta or baked potato option and sandwiches. There is also a salad bar.

You pick up your pudding and a drink at the same time as your main meal. There will be one main pudding option, as well as jelly, yoghurt or custard pots or fresh fruit.

The kitchen staff will know if you have allergies or special dietary requirements and they will look after you with great care.

If you have a lunch time club which means you have to eat first, you will be given a lunch pass for that day, which will enable you to go to the front of the queue.

Your School Planner will also contain all this useful information, along with a map to help you find your way around.



SUBJECTS STUDIED IN YEAR 7

(Showing number of hours per fortnight)

- Maths - 8
- English - 7
- Biology - 2
- Chemistry - 2
- Physics - 2
- Geography - 3
- History - 3
- Theology - 4
- French - 3
- Spanish - 3
- Latin - 2
- PE/Swimming - 5
- Music - 2
- Drama - 2
- Art - 2
- Computer Science - 2
- Food & Nutrition or Textiles - 2 - each studied for half the year
- Activities - 2

If you have Learning Support Lessons, you will usually drop one of your languages.

When you move into Year 9, you will study two languages chosen from French, Spanish, German and Latin.

During PE lessons in Year 7 you will do many different sports, including netball, hockey, athletics, trampolining, gymnastics, swimming, dance and cross-country.

TARGETS & MARKING

- During your time in the Senior School, you will have personal targets for all of your subjects. A target is something that you should be working towards in your studies.
- For each subject you will have detailed written targets, agreed with your teacher, such as 'Use a range of descriptive words in your writing'.
- When you have reached one target, you will work towards a new one, so that you always know what you need to do next to progress to the next level.
- Your targets will not be the same as your friends', so you don't have to be concerned at all with their targets, just your own.
- Whenever you do a piece of work, it is very important to know what you did well (we call this WWW - What Went Well), as well as what you could do to improve (we call this EBI - Even Better If).
- These terms are used every time a piece of work is marked, most often by your teachers, but sometimes by classmates (we call this Peer Assessment) or by yourself (Self Assessment).
- You will also be asked to reply, using your green pen, to comments you receive, to make sure that you understand what to do next. We know that working together with your teachers like this is the very best way to progress in your studies.

HOMEWORK

- You will be given no more than three pieces of homework per night. You should not spend more than 20 minutes on each piece of work.
- If you have difficulty completing a piece of homework for whatever reason, see the subject teacher as soon as possible to explain the situation - ideally, before the homework has to be handed in. However, always attempt the work and do as much of it as you can in the allotted time.
- Homework will never be due in the next day, in case you have a commitment that evening.
- Occasionally you might be given some project work to do over more than one week.
- Homework will not be given in holidays.
- **Organisation** is the key word! You have a Planner in which you must record homework instructions including the date on which homework has to be handed in. Homework will also be posted on Firefly (our school online information platform).
- Make sure you know when and where homework has to be handed in. Write down what is written on the board. If a teacher does not write the instructions on the board, ask politely if this could be done. Some students find

it much easier to copy from the board than to write down what is being said.

- When you finish your homework in the evening, don't leave it on your desk - pack it away immediately into your school bag.
- If you are unable to do your homework for any good reason, don't worry. Simply bring in a letter from a parent or any adult looking after you to explain, show it to your teachers who will understand and give you extra time to complete your work.



Homework is just a way of helping you to learn the work covered in class.



CLUBS & ACTIVITIES

■ There are a huge number and variety of clubs on offer at Notre Dame every week. You will be encouraged to sign up for a minimum of three clubs which could include sport, drama, science, music, cooking, debating, board games and many, many more!

■ Some are at lunchtime, some are after school, and some take place once a week during a weekly 'Activities Lesson'.

■ You will be able to book clubs on the school system from the first week of each term.

■ For sport, a timetable of fixtures (matches or galas against other schools) is published each week. Most take place on week-night evenings and, apart from major tournaments, rarely at weekends. The exceptions to this include swimming and biathlon, which sometimes have weekend meets. Some fixtures are at Notre Dame ('at home') and some are at other schools ('away').

■ There are try-outs for netball, hockey and swimming teams in the first couple of weeks of the Autumn term - we will make sure you know when and where. However, everyone will get a chance

to play on a team, whatever level you are. Showing up to practices is more important than being a super-good sports-woman!

■ You will not be able to take part in the Christmas musical whilst you are in Year 7, as there is too much else to get used to in the first term. But you will be able to audition for the Summer Show, or help out back-stage.

■ Music is really important to us at Notre Dame too. You do not need to audition for most of our music ensembles.



THE 'HOUSE' SYSTEM & ACHIEVEMENT POINTS

■ When you join Notre Dame Senior School, you will automatically become a member of one of our four 'Houses', each with its own team colour: Lestonnac (Green), Montaigne (Yellow), Eyquem (Red) and Montferrant (Blue). These are all named after people who were important in the life of our foundress, St Jeanne de Lestonnac.

■ Each House includes girls from all year groups, from Year 7 to Year 13.

■ Each House is led by a Sixth Form House Captain who is supported by a Vice-Captain. The Houses also have a member of staff supporting their meetings and activities.

■ There are several inter-house competitions during the year, including inter-house sports, inter-house drama, inter-house music and inter-house cake decorating! These are lots of fun. There is even an inter-house maths competition when you are further up the school.

■ Girls are awarded Achievement Points for good work in class, excellent behaviour or participation.

■ At the end of the year, the Achievement Points totals are counted up and the winning House takes part in a 'treat day'. Previous treats have included a circus skills workshop and a day of African drumming.

TRIPS IN YEAR 7 & BEYOND

■ During your time in Notre Dame Senior School, you will have lots of exciting trips and adventures.

■ In Year 7 you will have an overnight camping adventure to get to know each other as well as the opportunity to go to PGL later in the year.

■ As you get older, you will have the opportunity to visit lots of different countries, including Spain, Germany, Belgium and France, and Italy and the USA in the Sixth Form.

■ There will be trips to historical or scientific sites, to the theatre and to masterclasses and lectures about your subjects, as well as lots of fun challenges and competitions, and more geography field trip adventures.





What do I do if I lose my lanyard?

Go to the Front Office and you will be able to arrange to purchase a new one.

What do I do if I lose my locker key?

It is not unusual for girls to lose their locker key, so first of all... don't panic! You will have given your Form Teacher a spare key, so go and find them and you will be able to get in to your locker. If you can't find your Form Teacher, go to the Front Office and you will be able to call the school maintenance team to help you get in to your locker. It will all be fine!

What do I do if I'm excused from PE on medical grounds?

Give a letter from your parents to the PE staff.

What do I do if I forget my PE kit?

See your PE teacher as soon as possible.

Where do I go if I need a bit of quiet time at lunchtime?

Go along to the Reflection Room, where you can play a game, do some colouring, chat or just relax.



What do I do if I feel ill during a lesson?

Explain to the teacher that you feel ill and, if necessary, they will give you a note if you need to see the Nurse. If the nurse or your teacher consider you to be seriously unwell, your parent will be telephoned to collect you.

What do I do if I feel unwell or hurt myself at break or lunch-time?

Report to the member of staff on duty and they will give you a note if you need to see the Nurse.

What do I do if I miss my coach at the end of the day?

Tell the teacher on duty or go immediately to the Front Office and explain what has happened. Never try to make your way home on your own.



Where do I go if I am not collected on time after school?

Go straight to the ICT room in the LRC, sign in the book and work quietly until you are collected. Do not wait outside school or leave the premises.

What do I do if I need particular help with a particular subject?

As soon as you realise you need help, see the member of staff concerned. All teachers are here to help you and will be very happy to give you support and guidance. Most subjects also offer 'TLC' sessions at lunchtime, where you can just drop in and get any help you need.

What do I do if I lose something?

First of all have a good look around. Check the places you have been, and ask your friends and teachers if they have picked up your item. If you still can't find it, tell your Form Teacher and they may be able to help. Lost items usually find their way to the Front Office, and you can go along at break time to ask to check Lost Property.

What do I do if I arrive late, after the start of school?

It is your responsibility to arrive for school and lessons on time. If you arrive at school after 8.40am for any reason, or miss registration due to any reason such as a music lesson or being elsewhere, don't worry, but there are certain important things you must do:

1. Go directly to the Front Office where you must sign in the pupils' late book so that we know you are on the premises.
2. Go to your locker and fetch your books.
3. Apologise for your late arrival to the subject teacher when you reach their room.

What is Firefly?

Firefly is Notre Dame's online information platform, where you can access lots of useful information! You will be given your own Firefly log-on details when you start in the Senior School, and you will be taught how to use Firefly to keep track of homework and other tasks. Parents will also be given their own personal log-on details, which they will need to use to see letters from the school, complete forms for things like trips, and view your timetable, homework, attendance and school reports.





1. Safety First
2. Show Respect
3. Be Ready to Learn
4. Planners at all Times
5. Correct Uniform



1. Safety First

- Be vigilant about the health and safety of yourself and others. Report hazards immediately
- Behave with care and consideration when moving around the school, obeying one-way systems on stairs
- Do not run or sit in inappropriate places
- Be aware of traffic

2. Show Respect

- Show respect towards the teacher by formally greeting her or him at the beginning and thanking him/her at the end of lessons
- Respect the dignity of every member of the school community
- Listen carefully to instructions and be obedient without argument
- Respect the school's and other people's property, as well as your own
- Listen carefully to other people's opinions
- Valuables are brought in at your own risk and must be locked in lockers
- Mobile phones and other electronic devices must be switched off during the school day and locked in lockers

3. Be Ready to Learn

- Be punctual to lessons, settling quickly and working purposefully
- Make sure you have all the equipment that may be required for the lesson
- Talking in lessons should be limited to the activity in which you are involved
- Remember to work in silence when asked
- It is your responsibility to record all details of homework and assignments in your planner
- Complete all your homework as well as you can and hand it in on time
- Make sure all your work is up to date, especially when you have missed lessons

4. Planner at all Times

- Planners should be brought to every registration and lesson; they also should be readily available during break and lunch
- Planners must be placed on the desk in every lesson
- If you have forgotten your planner, you must ask your teacher for a temporary day sheet. This must be returned to him/her at afternoon registration. You must have this sheet signed in every lesson
- People in positions of authority (including prefects) may request to see the planner at any time
- Planners must not be defaced in any way

5. Correct Uniform

- Refer to Uniform Checklist on page 8

SCHOOL SONG

We always sing our school song on special occasions. You don't have to learn the words as they'll always be given, and you'll soon get the hang of the tune. Everyone loves the chorus and sings it very loudly!
(St Jeanne is our Foundress - her name is pronounced 'Saint Jan')

HYMN TO ST JEANNE

Verse 1 St Jeanne was our foundress, so many years ago
She started teaching girls in the town of Bordeaux,
Her vision still inspires us as we gather here to pray
A blessing on our school on this very special day.

Chorus St Jeanne, we honour you, today
St Jeanne, we honour you, today
You lead us in our work, in all we do and say
We honour, you, today.

Verse 2 The aim of our school is that every child might do
Their best in work and play, and all other actions too.
A greatness of their spirit and a warm and giving heart
At Notre Dame we learn that each child must play their part.

Verse 3 We stretch out a hand as St Jeanne taught us to do
To try and serve the world in a way that is new.
We look towards the future to see what it may bring;
Our hearts are full of joy as of our dear school we sing.

*We celebrate our
foundress, St Jeanne,
at our Feast Day Mass
and Barbecue in
May each year.*



We hope this booklet has been helpful in making you feel prepared for life in Notre Dame Senior School. Keep it to hand and look at it from time to time over the summer, especially as the new term approaches. If you have any questions or concerns that aren't covered, please don't hesitate to contact:

office@notredame.co.uk
or call the school on **01932 869990**

We look forward to welcoming you to Notre Dame Senior School see you soon!

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NOTRE
DAME
SCHOOL



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A Foundation of the
Company of Mary Our Lady

