



**ACHIEVING SUCCESS
AT**

SOUTHEND HIGH SCHOOL FOR BOYS

Welcome to Southend High School for Boys. How are you feeling? Almost certainly you're a little nervous - who wouldn't be? After all, you're embarking on a new phase of your life; one that's different from what you've known before.

Are these some of the thoughts running through your head?

I don't know where any of the classrooms are!

Everyone else seems to know exactly what to do!

I hardly know who anyone is!

Who can I ask for help?

I don't know what all the bells mean!

It's so different from my last school

What equipment should I have brought with me today?



WHO'S WHO?



Dr Bevan
Headteacher



Mr Gardner
Deputy Head



Mrs Worth
Assistant Head



Mr Brandon
Leader of Year 7
Head of KS3



Mr March
Leader of Year 8



Mrs Brook
Leader of Year 9



Mrs Higgs
Office Manager



Mrs Mee
KS3 Administrator



Mrs Smithson
Attendance Clerk



Mr Lawrence
ICT Technician

HOUSE SYSTEM

The House System is a very important part of life at SHSB. You will be allocated to one of four Houses. These are TUSCANY (E), ATHENS (A), SPARTA (S), TROY (T). Each form is a combination of two House groups. The forms are 7EA1, 7EA2, 7EA3, 7ST1, 7ST2 and 7ST3 and this will be your tutor group for Years 7-11.

The House System provides many opportunities for all pupils to participate in Inter-House competitions. Inter-House competitions are run to help to decide the *COCK HOUSE CHAMPIONS* for the year. These activities include rugby, football, hockey, cross-country, basketball, tennis, cricket, music, debating, music, war games, art, chess and languages. The points won in the annual inter-House Christmas Quiz and Summer Sports Day are also included. All pupils have an opportunity to be awarded House Credits for achievements in work completed during lessons and for homework.

Tuscany Mr Sweeting

Athens Mr Bennett

Sparta Mr Cornall

Troy Mr Hume

Look at each colour. This will be the colour of your tie and the colour of your PE kit. The House System is an integral part of this school and a tradition that you will want to uphold. Not many schools allow their pupils the opportunity to come out of lessons to take part in House activities!!

Your school day

The School Bell is sounded 12 times a day. Here is a run-down of the day's bell ringing.



The first bell. Make your way to your form room, ready to be registered.

Remember you only have until 8.35am to be registered, so don't get a late mark!



End of registration, make your way to Period 1.



Start of Period 1.



Move to Period 2.



BREAK - Snack food can be purchased using the Cashless Catering Service.

All food to be eaten in the designated eating areas.



Break is over and you should make your way to Period 3.



Period 3 begins



Change to Period 4



LUNCH BREAK. If you have a school lunch then you should wait outside the Dining Hall until you are told by a Prefect to enter. If you have a packed lunch you should eat it in the designated lunch rooms under Prefect supervision. Then your time is your own - to join in the clubs and societies, to train for school or House games or to play on the field or playground. On **WET DAYS** you will be allowed into your form rooms under Prefect supervision. Five bells will be rung to indicate the instigation of 'wet lunch' arrangements.



Afternoon Registration. This is 30 minutes with your Form Tutor and there may be an assembly. Main assemblies are held in the Hall and Year assembly are usually in the Frampton Theatre.



Start of period 5



The end of the school day. You are free to leave school straight after Period 5 has ended. You do not have to return to your form room.

WHAT LESSONS DO I HAVE?

In the first two years at Southend High School for Boys you will follow a broad range of subjects, building upon all that you have experienced in primary school. The timetable is divided into 50 lessons in each fortnight as illustrated below:

<u>SUBJECT</u>	<u>PERIODS per FORTNIGHT</u>
Mathematics	6
English	6
Science	6
Geography	3
History	3
Religious Education	2
Design and Technology	3
French	5
Spanish	4
Games/Physical Education	4
Music	2
Art	2
Citizenship/Personal Social Health Education	2
ICT	2

You will be placed into sets for Mathematics.

GCSE Study commences from the beginning of year 9.

ARE THERE ANY EXTRA-CURRICULAR CLUBS THAT I CAN JOIN?

Your attendance at extra-curricular activities is critical in ensuring that you settle quickly into life at Southend Boys. You will spend a lot of time with your form group but your best friend may be in the other side of the year group. The best way to meet him is by attending an activity that you enjoy. You will also meet like-minded people at the activity.

MAKE IT YOUR MAIN PRIORITY TO FIND OUT WHERE AND WHEN EXTRA-CURRICULAR ACTIVITIES ARE TAKING PLACE AND TURN UP!





What are you going to join?

Warhammer Club

Athletics (summer)

Concert Band

Cricket (summer)

Tai Kwon Do

Computer Programming

Debating

Photography Club

Art

Lower School Choir

Chess

Football

Science Society

Cross-country

Hockey

Little Big Band

Little Big Band

Games Club

School production

Colours and Badges for Responsibilities

Many of the students you see walking around the school will have lots of badges on their blazer lapel. These are called 'Colours' and are held in very high regard amongst the school community. These 'Colours' are what all students strive to achieve.

How do I get them?

You get them by showing skill, desire and most of all commitment to your respective area. Colours are given out in all sporting activities, for participating in music or drama productions, commitment to extra-curricular activities and achieving high attainment grades in lessons. They are handed out in main and year group assemblies every term. Remember though that colours are hard to achieve; think of them as the pinnacle of achievement in the school's various fields.



Homework

The biggest challenge facing many of our boys is organising themselves for homework

On average you will receive about 1 hour a night. The class teacher will tell you when it has to be handed in and you should put this into your diary. Do not be late with your homework! Homework Reports (a type of sanction) are used to record how many times you miss homework deadlines! That information is then passed to Mr Brandon so that he can help you to become better organised!

ORGANISE YOURSELF, AS EVERY PIECE OF HOMEWORK HAS TO BE COMPLETED!



BULLYING

Bullying is not tolerated at SHSB. Very little of it goes on, but if ever you are the victim of it or the witness to an incident YOU MUST REPORT IT TO YOUR FORM TUTOR, A CLASS TEACHER, A PREFECT OR MR BRANDON. There is no offence more serious, so it will be stopped at once. You can minimise the chances of it happening by following one golden rule, STICK WITH PEOPLE OF YOUR OWN AGE. If you have an older brother at the school, or if you know someone in a higher year through scouts, neighbours etc, it is very tempting to hang around with them - the more so since you probably

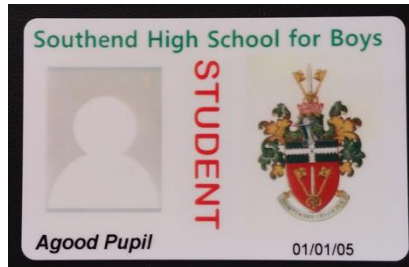
know so few boys of your own age. Well don't! It can lead to trouble, as they will not treat you as an equal; at best you'll be a mascot for their group, and at worst you'll be the butt of their jokes and their general dogsbody. That's when the trouble starts. If you are the victim of bullying or you witness an incident, you can report it anonymously by placing your written account in the 'Anti-Bullying Box' which is situated outside the Finance Office. There are many forms of bullying and it must be reported so that the adults in the school can protect everyone within the community and keep the school a safe place.

- Cyber Bullying. With the emergence of Smart Phones, there Cyber can be a problem with online bullying. Although you are too young to use Facebook, Twitter and Instagram, you must be aware that bullying can happen within this domain. You will be provided with skills to help you correctly use these programs. In the meantime, if you hear of any Cyber Bullying, you must TELL SOMEONE
- Verbal Bullying. This is a very serious type of bullying and comes in many forms. The most common is horrible name calling. Although it doesn't happen very often but if you TELL someone, we can deal with it.

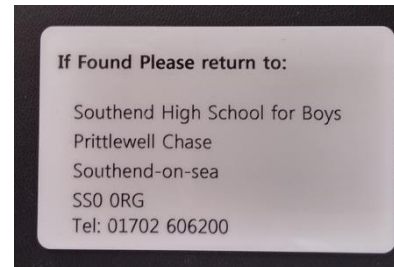


Cashless Catering and Identity Card

You will be given a photo ID card for use in the school dining hall. The card is provided free of charge but there is a £5 fee for a replacement card, so take good care of it. This is what the cards look like:



Front of card



Back of card

Your parent/guardian will load your dinner money onto the card via the internet using "Wisepay". They will be able to see how much is left on your card and what you have bought each day when they log on to your account. Boys who are entitled to Free School Meals will be issued with an identical card which will be electronically loaded each day with their dinner money (£3.60 each day) so their friends won't know that they have Free School Meals.

You may also top up your card with cash at the designated till in the dining hall before school. You cannot use cash in the dining hall so make sure you check your balance regularly. If you run out of money on your card, don't use any of your friend's cards, go to the main office and you will be issued with a meal voucher for £2.45. The meal voucher must be paid for in cash at the main office the next day.

If you leave your card at home, Mr Lawrence in the ICT hub will issue a temporary card to you. Any money you have on your card will be transferred to the temporary one. If you lose your card, you will need to buy a new one.

PREFECTS

In a school as big as Southend High it would be impossible for members of staff to handle all day-to-day 'policing'. There are over 1,000 pupils here, and during the day there are a number of 'junction' times - pre-school, break, lunchtime - which would be chaotic were it not for the invaluable work of the Prefects.

Prefects are Sixth Form students who take an extra responsibility entirely voluntarily. They give up their spare time in order to do a difficult job and for this reason alone they deserve everybody's attention and respect. Remember also that Prefects are deputising for teachers, so do as they tell you. To disobey or be disrespectful to a Prefect is exactly the same as disobeying or being disrespectful to a member of staff.

A small number of Prefects wear gold braid around their blazers. These are Senior Prefects. They organise and administer each 'patch' of Prefect duty (Languages Centre; Dining Hall; East End door etc.) One of these Senior Prefects is the School Captain. Find out who!

Here is some extra information which you may find useful:

LOST PROPERTY

Put your name on everything and be careful not to leave things lying around.



It's amazing how many people complain 'Somebody's stolen my...', when all that's really happened is that they've left it somewhere and forgotten it. But accidents do happen, so make it your business to get to know the location of Lost Property outside the Main Office.

BALL GAMES

Basketball Hoops are up for you to play with. Mr Brandon has some basketballs in the Key Stage 3 office that you can borrow before school, during break time and during lunchtime. Just make sure you take them back!

PLAYGROUND - areas to avoid:

- *all driveways and parked vehicles;*
- *the dustbins near the Earls Hall Avenue gate;*
- *the steps up to the kitchens;*
- *the flag-pole in front of the main school entrance;*
- *the cricket squares, goal mouths, and the hockey pitches.*



The Year 7 playground is a space for you to play with your friends. This is next to the Languages Centre.

EATING and LITTER



Eating can lead to litter. For this reason, there are specified areas where you may eat. There is a map in each classroom showing the areas where you can eat. Be sure to consume your food only in these areas. There are plenty of bins provided. Incidentally, a period of community service will be given as a deterrent to anyone disobeying this rule.

DANGEROUS ROADS

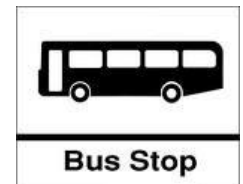
All roads can be dangerous, and each of those around Southend High has its perils.

BE AWARE OF THEM:

- **HOBLEYTHICK LANE** is a fast and busy road. It is a major thoroughfare - cross it with care. An added danger is the fact that Carlingford Drive opens onto it directly opposite the school gate.
- **PRITTLEWELL CHASE** has a 30 mph limit, but being a dual carriageway many careless drivers go much faster.
- **EARLS HALL AVENUE** is a quiet, residential road, but the sharp bend by the school gate means that motorists are unsuspected at a crucial moment.

BUS STOPS

If you plan on taking the bus to school, you should try out your journey beforehand and do a few practice runs so you know where to get on and where to get off. If you are getting a contract bus, then these will drop you outside the school.



TRAVELLING TO AND FROM SCHOOL

Always wear full school uniform for your journeys, and remember that the good name of the school is in your hands. Queue in an orderly fashion at bus stops, be quiet and sensible on the buses, and if you see anybody else behaving stupidly, keep as far away from them as possible. NEVER do ANYTHING likely to upset/annoy/inconvenience/frighten members of the public. You'd be surprised how terrifying the sight of 20 or 30 schoolboys can be to the elderly.

BICYCLES



You may ride on the drive in and out of the school. NEVER ride elsewhere on the school premises - you should dismount. ALWAYS use the bicycle sheds opposite the West End door. **ALWAYS USE A BIKE LOCK** (preferably a D Lock) and give the registration number of your bicycle to the School Office.

We are a 'Bike-It!' School and want to encourage you all to cycle to school if you can.

THE INDOOR HIGHWAY CODE

Keep to the RIGHT as you walk down the corridors and up the stairs.

Don't run or shout; imagine what the place would be like if 1,000 people treated the building like an indoor playground! Don't sling your bag over your shoulder like Dick Whittington - CARRY it. You can knock somebody in the eye if you are selfish and thoughtless in carrying your bag, particularly on staircases. When queuing up for lunch or lining up outside a classroom, stand in TWOS if there is room, otherwise single file. **Don't block the corridor.**



THE CLASSROOM CODE (Refer to the Code of Conduct)

When you arrive at a classroom, queue up outside until the teacher arrives or calls you in. This is the general rule, although there are exceptions (a) for your own form room, and (b) if your teacher instructs you to go in without waiting.



It is the tradition at Southend High that you **STAND UP** when a member of staff or other adult enters the room. This is primarily a gesture of respect, but its more practical function at the beginning of a lesson is that it enables the teacher to start the session with your full attention. **DON'T FORGET TO DO SO!**



Don't call out when you have something to say; **PUT YOUR HAND UP**, and don't get out of your desk and wander around without permission. At the end of the lesson don't start to pack your books away until you've been told to.

The bell is for the teacher - not for you.

OUT OF BOUNDS

- ⊖ The **MAIN ENTRANCE DOORS**;
- ⊖ The **FRENCH WINDOWS TO THE MAIN HALL**;
- ⊖ The **STAGE**, unless you are supervised;
- ⊖ The **FIELD** when the **RED FLAG** is shown.

If you need to speak to a member of staff at break or between lessons, ask at the office and they will try and see if the teacher is available. If you need to go to the staff room make sure you **KNOCK & WAIT**.

GOING OUT OF SCHOOL

NEVER leave the premises without permission from a member of staff. In particular, if a ball goes into a neighbour's garden you should report it to the Main Office. The school will talk to the neighbour on your behalf, but try not to put yourself in that position in the first place! The only boys who may go out of school at lunchtime are those few who go home to lunch, and also Sixth Formers. If you leave the school during the day for an appointment, for instance at the doctors or dentist, or for a music exam, you must bring a note from your parents. The note must be initialled by your Form Tutor and by the teacher whose lesson you are leaving to go out of school. **YOU MUST ALWAYS SIGN OUT AT THE OFFICE AND SIGN IN AGAIN WHEN YOU RETURN.**

BEING ORGANISED



Your day is going to be hectic and busy at SHSB, so you must quickly learn to organise yourself. Most important of all is knowing what materials you're going to need for each lesson ... and not forgetting to bring them! So make a note of all books, pens, instruments and equipment so you know what you need for each lesson. You must also make sure that you bring your reading book to school every day.

To help you right from the start, you are provided with a School Diary and a GNB (General Note Book - in other words, a rough work book). Your Form Tutor will tell you exactly what is required of you when keeping your School Diary.

The most important thing is to keep your Diary up to date. Enter all homework on the day it is set, and get into the habit of completing it the same evening - even when it is not due in for several days. Enter all your marks into your School Diary immediately you receive

them. Don't forget to ask a parent or guardian to sign your homework diary **EVERY FRIDAY EVENING** to confirm that you have done the week's work. Your form tutor will also wish to keep a close eye on its condition, and will check and sign it during tutor time.

Get to know your timetable. Copy it out into your School Diary - and make a couple of spare copies too, one to keep at home and one in your locker. Don't expect to be allowed into your form room in between normal periods; the next lesson may already have started and you'll make yourself late.

At home, pack all your books into your bag **as soon as you finish your homework**. Double-check that you have everything in the morning before you leave for school. Remember, if a piece of homework is left at home, it is just as bad as if you had forgotten to do it.

If you do forget to bring something to school and someone from home is willing to bring it in for you, please ask them to bring it to the Main Office. You will then be able to collect it at break, lunchtime, or after school.

Mark ALL your belongings with your name. Don't leave your belongings lying around in your form room while you're having a lesson elsewhere, for at best they clutter up the room for the class using it and at worst they provide temptation for would-be thieves.

Never take off your blazer and leave it on the playground while you play, particularly if it has valuables in it.

Finally, arrange things so you are not lugging all your worldly goods to and from your home twice a day. **USE YOUR LOCKER!**

Keep it neat and tidy. Arrange it so that you can always be sure to find what you want and where you expect it to be.

LOCKER KEYS

Every pupil in Year 7 is allocated his own locker, which will be situated in his form room. You must look after the locker key which comes with a special SHSB fob that should remain with the key. At the end of Year 7 you will hand in your key and a new locker will be allocated to you situated in the main school.



If you should lose your locker key, please see Mrs Howley in the Finance Office. She will order another key or issue a replacement. The charge to replace a lost key is £5.

If you forget to bring in your locker key you must go to your Year Leader or caretaker who will open your locker for you.

WHEN YOU NEED A NEW EXERCISE BOOK

...take the old one to your subject teacher, who will replace it. In the case of your general note book (GNB), your Form Tutor will sign it and you should take it to Reprographics (at break or lunchtime) where you will be given a replacement. Don't worry, you are allowed to keep the old one. If you lose an exercise book you will have to BUY a new one. (If you lose a TEXT book you will have to buy a new copy from the Head of Department for that subject. Your subject teacher will explain the procedure, but it is easier, more convenient and cheaper NOT to lose it!)



MUSIC LESSONS

If you have peripatetic music lessons at school, they will always be either at lunchtime or after school. No peripatetic lessons take place during lesson time. You are NOT able to leave lessons early but you should show your music card to your teacher when the bell is rung, should there be any delay in leaving your lesson.

- If you have been given a detention you should politely tell the teacher you have a music lesson, show the music card and ask for an alternative time for this detention.



card

- There is a Music notice board outside the Finance Office which gives information about all lessons taking place at school and will also give day-to-day information. There is also one in the Music Centre.
- All musical instruments must be stored in the designated room or carried with you. Instruments must not be left anywhere else other than the correct area and will be removed if found and taken to Mr Worth's (Leader of Music) office.
- If you are ill and absent from school your parent must telephone and inform Mrs Howley on 01702 606200 (ext 233).
- If you will be absent from school because of a school trip/activity you must tell your tutor as soon as you are given this date. It may be possible to make alternative arrangements
- If you forget (which does happen!) please see Mrs Howley and then make your apologies to your tutor.



MONEY



- If possible, all payments for school trips/activities should be made using WisePay. Your parents will receive further information about this in September. Alternatively, the brown envelope which will be attached to trip letters can be used and posted in the post box situated outside the Finance Office.
- Always have some loose or small change.
- Do not bring £10 or £20 notes to school to pay for small items. The school canteen, Main Office, Library and Finance Office cannot change large notes.
- IN AN EMERGENCY, the Main Office will lend you a small amount of money for your bus/train to get home - you must repay the money the following day.
- Avoid bringing large amounts of money to school.

"I DON'T FEEL VERY WELL..."

If you feel unwell at any time, ask your teacher if you may report to the Main Office.



If it is thought you should be sent home, your parent or guardian will be asked to collect you, otherwise you may be sent to rest in the First Aid Room for a while...or it may be decided that you are better off continuing quietly with your lessons.

You should NEVER contact your parents direct to ask them to collect you - the decision about whether you should be sent home rests with your Year Leader. (Make sure you have a note of all important telephone numbers in your Diary. You should ensure that the Office is updated with changes in telephone numbers for your parent/guardian.)

Occasionally during the first few weeks you will feel a little nervous or worried about something - probably a trivial matter. Don't misread this as being ill - or use it as an excuse to miss a lesson!

ABSENCE NOTES

Don't forget to ask a parent or guardian for a note confirming the reason for your absence - even if the school has been informed by telephone. There are also slips in the back of your diary which your parents can sign if you have been absent.

We are looking forward to welcoming you to SHSB in September and hope that you are excited about joining this amazing school.

You will be looking forward to giving your best: success is a choice!