



Ringwood School

Name:..... Tutor Group:.....



Student **Induction** Booklet

Courage

Ambition

Integrity

Respect



Welcome to Ringwood School

We are really looking forward to meeting you and we hope that you will be very happy here. We recognise that some things will be different for you when you come to Ringwood School and that this change will be an exciting challenge! Chat with your friends to see how they are feeling, most people find that the things they worry about, worry others too.

This booklet is designed to get you thinking about those changes and to provide you with useful information that will help you feel more confident.



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Welcome from our Principal Students

To our future Year 7 students, welcome to Ringwood School. We have some incredible memories of our time here, many from when we were in Year 7! There are some great opportunities ready and waiting for you at Ringwood whether you are interested in Performing Arts, STEM subjects or joining one of the very many sports clubs, there will be something for you to get stuck in to.

Joining a new school can be a bit daunting; lots of classrooms, many buildings, a really big school site and a different timetable structure to what you are used to, but all the staff are ready to help you. Along with many of the older students, everyone really wants to make your transition as smooth and as happy as it can possibly be.

We are incredibly proud of our school. We have always taken advantage of all the opportunities we have been given. We have a fantastic House System so be sure to get involved in all activities and try your best all the time to win House

Points – you may find a big reward at the end of the Year!

You will make lots of new friends and make very special memories. You may find you are in a different tutor group to your best friend, or that they choose different extra-curricular activities to you, but that's ok as making new friends is all part of your experience here at Ringwood. School is really fun, enjoy every moment and make the most of every opportunity.

We want you to have a really fantastic time. If you have any suggestions on how we can help make settling in a little easier, please do email us or any of the Student Leadership team.

We wish you all an amazing time when you join in September,

Principal Students





Ringwood School Staff

Headteacher	Mrs Symonds	Pastoral Support Team	Mrs Mitchell Mrs Seward Mr Tate Mrs Hayworth Mr Cook
Deputy Headteacher	Miss Adams	Medical Team	Miss Meakins
Assistant Headteachers	Mrs Wornell Mrs Heaver-Webb Mrs Barker-Garrod Miss Bastow-Hart Miss Jolly Mr Broadhouse	Attendance Officer	Ms Varty
Head of Year 7	Mr Massimino	Reception	Ms Attwill Mrs Tate Miss Steff
SENCO	Miss Bastow-Hart	Student Reception	Mrs Adkins
Deputy SENCo	Mrs Lewis		



My First Day

Your first day at secondary school will be one you will always remember so follow these steps to make it a success!

The night before:

- Have your bag packed, including your pencil case
- Have your named uniform laid out ready
- Check that you know how you are getting to school and who you are travelling with
- Set your alarm to allow you plenty of time to get up and ready

On the day:

- Smile at as many people as you can because they are feeling nervous too!

- The first part of your day will be spent with your Tutor. Listen carefully to all the important information being given
- You will take a tour of the school to become more familiar with where everything is. You will have a welcome assembly with your year group - keep smiling!
- You will be given your timetable and there will be plenty of people around to point you in the right direction





What is in your School Bag?

Be prepared and organised!

Impress your teacher by coming to school every day with all you need to learn well and participate fully.

Here is a list to help you:

- Any notes in your diary from parents/carers
- All books for the day's lessons
- Pen, including your Purple Pen
- Pencils
- Ruler
- Rubber
- School diary
- P.E Kit (if needed)
- Calculator/Protractor
- Glue stick
- Water bottle

Don't forget your packed lunch if you choose not to use the school canteen!



Lockers

We do not have pegs to leave your belongings on so if you would like a locker your parent/carer will need to order one online. Try to select a locker that is near your tutor room! **The cost is £10 per year.**





The School Day

These are the times of the school day. We have school bells throughout the day to help you to get to the right place at the right time, your teacher will always tell you when you can leave the classroom.

8.40-9.00am	Arrive on time at 8.35am to your Tutor Room
9.00-10.00am	Period 1
10.00-11.00am	Period 2
11.00-11.20am	Break
11.20-12.20pm	Period 3
12.20-1.20pm	Period 4
1.20-2.00pm	Lunch
2.00-3.00pm	Period 5



Role of the Tutor

Every day you start the morning with your tutor group in your tutor room.

The tutor takes the register and leads the tutor activity for the day. Your tutor is there every day to answer any questions you may have and to check your student planner regularly. Your parent/carers can contact them too if they have any concerns. Once a week you will have an assembly with your year group or with your House.



Reception Services

We are here to help you! The school has a Main Reception for visitors and a Student Reception for students. If you have any questions then Student Reception will have the answer. If you are lost and cannot find your way then they will be able to point you in the right direction. The Student Reception also runs the school stationery shop, uniform loan and keeps hold of any lost property. Student Reception is open 8.15am – 8.40am, 11.00am – 11.20am, 1.20pm – 2.00pm and 3.00pm – 3.30pm.

Stationery

We have a small stationery shop in Reception so, if you ever need to, you can buy everything you need right here at school. You can buy things like pens, pencils and rulers separately or you can buy our 'All You Need' packs which include everything! You can find all prices at Reception.

Mobile Phones in School

We recognise that becoming more independent means that you may well be travelling to school on your own for the first time and this means you may have a mobile phone for safety reasons. If you have a phone, we expect this to be a phone that you can call or text on, but that does not connect to the internet.

Smartphones are not permitted in school for Year 7. If you are seen using a smartphone during school hours it will be confiscated and taken to Reception. It will not be returned to you, instead we will invite your parent or carer in for a meeting.



School Uniform

Wear your uniform with pride!

At Ringwood School we like all of our students to look smart and to dress **appropriately**. Make sure you know the rules about uniform including shoes and jewellery. Make up and nail varnish are not to be worn in school and you will be asked to remove it.



P.E Kit

A green short sleeve polo shirt with the school logo and your House colour, a green long sleeved sports top with the school logo, black shorts or a school skort and knee length sports socks. You will need appropriate footwear such as sports trainers.

All items of clothing including your PE kit should be clearly named. Don't forget that there are almost 1600 students here at Ringwood School all with exactly the same kit - don't lose yours!





Healthy Eating

Our eatery is called **The Stables**. The Stables is open during breakfast, breaktime and lunchtime. Hot and cold food can be bought there and a menu is displayed each day to tell you what breakfast, lunch, vegetarian and lighter bite options are available. We cater for all allergies and intolerances.

There is also a Snack Shack located outside the Geography building for quick snacks and drinks.

Breakfast: 8.15am - 8.40am | Break: 11.00am - 11.20am | Lunch: 1.20pm - 2.00pm



School Lunches

Our eatery is called The Stables. To purchase items you will be issued with a student payment card. Look after this as it allows you to pay for food, print work, use photocopiers and gives access to certain restricted areas. Your card is unique to you and should be kept safe. Your payment card can be topped up with money by your parent / carer. You can also add credit using cash at Student Reception.



Free School Meals

Eligible students will be set up on the school system and payment automatically arranged. If you have any questions regarding this, please contact Reception.



Packed Lunches

You are welcome to bring a packed lunch which you can eat in The Stables, or you can go outside and enjoy your lunch on one of the many picnic benches.



Illness & Medication

We are very lucky to have a Medical Team always on site at Ringwood School. If you have a medical condition it is a good idea to find out where the Medical Room is and introduce yourself to the Medical Team.



Own Medicine

If you need to take medicine whilst at school you need to make sure that the Medical Team knows. Your parents/carers must fill in a medication consent form and bring it into school along with your prescribed medicine. Make sure it is clearly labelled with your name and tutor group and take it to the Medical Room. They will keep it safe there for you.



Keeping Healthy

Growing up is all about learning to look after yourself. Food and water is fuel for the body - without it the body starts to slow down and you will very quickly start to feel dizzy and faint. Eating breakfast and lunch is very important and will help you have enough energy for the day. Keep water on you at all times. We have water fountains all around the school site so remember to fill up your water bottles at break and lunchtime.

If you feel unwell or have hurt yourself whilst at school, the Medical Room is open at break and lunchtime (and all the time for emergencies). For your own safety: never just take yourself home! The medical team must call home for you and arrange for someone to come and pick you up.





Attendance & Punctuality

You should be in school by 8.35am every day. If lessons have already started when you get to school, you must go to Reception instead to sign in.

Need to go to the Dentist or Doctor during school time?

Hopefully your appointment can be made outside of school hours, however if this is unavoidable:

- Bring a note in your student planner from your parents and show it to your tutor and then to Ms Varty, our Attendance Officer
- Before you leave for the appointment you must sign out in Reception
- When you come back into school, sign in at Reception again. This is for your safety so that we know where our students are

If you cannot come to school your parents/carer should telephone school and speak to our Attendance Officer. If the school is not aware of why you are absent they will try to contact your parents/carer to check that you are safe.

In order to get the most out of school it is essential that you keep your attendance as high as possible. We aim for students to have as near to 100% attendance as possible and we reward students who manage this. Every week students are given their attendance figures and letters are sent to parents/carers during the year to keep them updated.



Lost Property

- Think about where you last saw it
- Go and have a good look
- All lost property is taken to the Student Reception so check there to see if it has been handed in
- Lost property opening times: 8.15am – 8.40am & 3pm – 3.30pm



Library

Open break time, lunch time and after school.

We are fortunate to have a large and very well-stocked library here at Ringwood School. Alongside the popular young Adult Fiction, we have a range of other interesting reading material such as non-fiction books, graphic novels and quick reads. All staff and students also have free access to the Sora Reading app which is home to our online library which has a wealth of ebooks, magazines, graphic novels, comics and audio books. Sora is incredibly user friendly allowing the user to customise how the books are viewed and gives the reader the option of using the dyslexia friendly font.

We are keen to nurture a culture of reading for pleasure, with the benefits of reading reaching all areas of the curriculum. Students are encouraged to recommend books to their peers and to request books that they feel should be on our shelves if they can't find what they are looking for. The library celebrates a range of reading events and initiatives throughout the year including World Book Day in March and the Hampshire Book Awards that is hosted by the School Library Service each June.

Students are welcome in the library each break and lunch time and also have the option of attending the Home Learning Club Monday – Thursday from 3pm-4pm.

The benefits of reading for 20 minutes a day:

- Improves concentration and focus
- Better performance in school
- Improves memory
- Enhances imagination and creativity
- Develops empathy and good self-image
- Reduces stress





Student Support - Pastoral

We know starting secondary school can be both exciting and daunting. One of the real strengths of Ringwood School is the support on offer to ensure you are able to get the most out of your experience at Ringwood School.

If you are feeling unhappy or worried, there are a range of people you can turn to for support:

- A Peer Mentor;
- Your Tutor;

- A Teacher;
- Your Head of Year;
- The On Call Team;
- The Hive Team;
- The Medical Team

Most problems can be resolved quickly, so always make sure you talk to someone no matter how big or small the issue may seem.



Student Support - Academic

Many students experience difficulties in accessing their learning at some stage during their time at school. If you are struggling with your learning in a lesson or at home, you should let your teacher or Tutor know. We can then work together to put the right support in place for you. We have a fantastic team of Teaching Assistants at Ringwood School who are on hand to support you in some of your lessons, to work with you individually or in a small group and to run the Home Learning Club in the LRC after school.



The Hive

The Hive is our student support base situated in the centre of the school; it houses a chillout room, a reading corner, a social space, a small teaching room and a study area, which is well-equipped with IT and other resources to enhance your learning.

Our friendly and approachable student support team are always on hand to offer support with your learning, organisation and preparation for the day or to talk through any worries or concerns you may have.



Fire

The Fire Alarm is a very loud, continuous sounder. When you hear this you will be told to leave the building. You must walk in silence. You will be told where to go and you will need to line up with your tutor group. Always do as you are told in a fire drill as one day it might be the real thing.



Safe mode

“Safe Mode” is initiated by a school wide announcement. If you hear this, then there is a situation which means it is necessary to remain in your classroom or return to a classroom as soon as possible. This will be explained further when you arrive in September.



School Visits

As in school, whenever you are on a school visit you must always behave well.

If not, you will not only let yourself down but the school too and you may not be allowed on other school visits. We often have people visit our school and they will always wear a large visitor sticker. Please be polite at all times and make them feel welcome. They have often given up their time to come into school and help us so by doing small things like smiling and opening the door for them will be very appreciated.

Transport to Ringwood School



Buses

Make sure you arrive promptly at the bus stop and always carry your pass. We expect all students to abide by the bus companies rules whilst travelling on the bus. Rudeness to the driver or other passengers will never be tolerated and you could even have your bus pass removed.



Bicycles & Scooters

You MUST wear a helmet! Bicycles and scooters should be securely stored in our bike shed and NEVER ridden through school. We strongly advise using a bike or scooter lock as there are lots of similar styles and mix ups do occur. Electric scooters are not allowed in school.

Safety and security check:

- Do your brakes work?
- Is your saddle the right height?
- Have you got a bell?
- Are your lights working?
- Is your tyre pressure correct?
- Do you have a sturdy lock?





House System & Rewards

We have five Houses at Ringwood school - no sorting hat though! The aim of the Houses is to encourage friendly competition within school. Your House will depend on what Tutor Group you are in. You will have a Head of House who leads your House, encourages you to take part in House competitions and takes House assemblies.

Our Houses are all named after people who have contributed something significant to our local history. They show all the values we are looking for in a Ringwood School student.



THORNHILL

Embrace Opportunities



ANNING

Be Curious



HARDY

Dream Big



NIGHTINGALE

Make No Excuses



BRUNEL

Be Determined

Your teachers will reward you for demonstrating the Ringwood School House values by giving you House Points. These can be spent online in our school shop on items such as stationery and other small treats, or you can choose to donate them to charity. You will find out more about this from your tutor.

50 points =	Bronze certificate and a lollipop
100 points =	Silver certificate, Silver badge and a chocolate bar
150 points =	Gold certificate, Gold badge and a 'jump the lunch queue' pass or a free brownie.
250 points =	Platinum certificate, Platinum badge and a school rewards trip or gift voucher for Year 7-10 students and £15 off their Prom ticket for Year 11 students.



At the end of the academic year, the House with the most points is awarded the House Cup. Good luck!



Scholars

As well as House Points, your teachers can give you 'Scholar Awards'. These are given out twice a year alongside your Progress Check (a report which tells your parents/carers how you are getting on in your subjects).

Scholar Awards are given to students who show an academic curiosity to find out more and to want to make themselves an expert in their subject, beyond what is studied in the classroom. **Students with Scholar Award nominations from four or more subjects will receive a Scholar badge, which we hope you will wear on your blazer with pride!**



Opportunities & Clubs!

Ringwood School hosts a huge variety of clubs - over 40!

As you get older and move up through the years you can then assist and maybe even lead your own club! In September there will be a 'Freshers Fair' which is a lunchtime event in which all the clubs have a stand and you can take your time and go around each, talk to the leader and some of the current members, and sign up to the ones you like!

Clubs are a great way to meet new people across the school and make new friends outside of your normal friendship groups.



Peer Mentors

Students in Year 10 have been chosen to be Peer Mentors because they have shown that they know how to do well and be happy at school. Once a week, Peer Mentors will come to your tutor group to do games and activities with you. You can ask them for help and advice if you have problems, especially if you feel happier talking to someone nearer your own age rather than a teacher or adult.



When you get home at the end of the school day

- Empty your bag of the things that you will need for the next day and pack the things that you need for tomorrow
- Do you have letters to give to your parents/carers or letters on the Learning Zone to draw their attention to?
- Look after your uniform
- Do you have home learning?
- Don't forget to tell your parents/ carer all about your new experiences!



Home Learning

In order to support your learning you will be assigned a clear timetable of home learning. Make sure that every time you are set a piece of home learning by a teacher that you write it in your student planner. Home learning is always posted in Microsoft Teams too. Your tutor will explain this when you arrive. Don't forget that there is an after school home learning club that runs every day in the Library.



Community & Safety

It is important that we are all part of a community that allows everyone to feel safe and happy.

To do this we must all:

- Know the school rules about our behaviour
- Be respectful of our environment by taking care of our school
- Stay on the school site unless given permission to leave
- Know that aerosols, smoking (vapes or cigarettes), energy drinks and chewing gum are not allowed in school
- Be kind to others
- Treat others in the way we would like them to treat us
- Leave valuable items at home

Safeguarding at Ringwood School

There is a Safeguarding Team at Ringwood School to talk to if you feel unsafe or are concerned about yourself or another student.



Miss Adams



Miss Jolly



Mr Walbrin



Mr Cooper



Miss Lewis



Mr Broadhouse



Mrs Mitchell



Things to do in the Summer

Read 'Wonder' and discuss your thoughts on this book with your friends.



- **Keep talking!** It is important to talk with your friends and family about coming to Ringwood School, including the things that are looking forward to or are not sure about
- Write a list of all the things **that you will need to take with you** for your first day and remind yourself of the school rules about uniform, jewellery etc
- Ensure you have **a school bag that is strong enough** to carry all your books. A rucksack is great
- **Keep reading!** Visit your local library for some great reads to keep your mind active
- If you have a mobile phone make sure you have **your parents/carers contact numbers** stored in it
- **Agree times to go to bed and to get up** on school days so that you get enough sleep and are ready to learn
- **Time the journey to school or to the bus stop so you know what time you must leave your house and which route to take.** Do you have someone to travel with? Find a travel buddy
- Get all of your new uniform organised including your PE Kit and shoes. **Make sure everything is named clearly!**
- **Look forward!** Change can be scary sometimes but it can also be very exciting. Plenty of new opportunities are waiting for you at Ringwood School



Keep Reading this Summer!

In Year 7 you have the opportunity to win awards for reading and earn your House lots of points!

Over the summer, keep your reading skills sharp by:

- Visiting your local library to discover more great reads.

www.hants.gov.uk/library

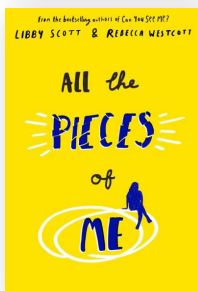
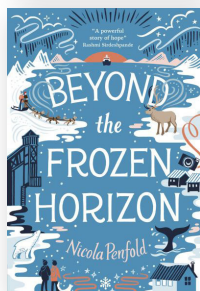
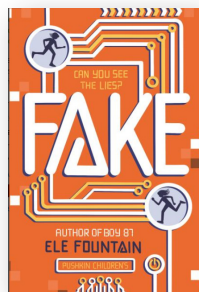
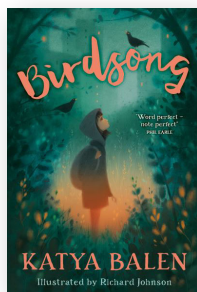
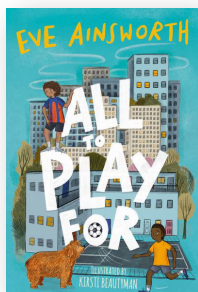
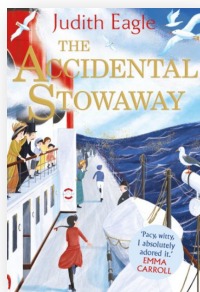
- Once you are a member of the library, you also have access to Borrowbox - Your 'local' digital library www.borrowbox.com



Reading one of these if you enjoyed Wonder:

- Wonderstruck by Brian Selznick
- See you in the Cosmos by Jack Cheng

Take a sneak peak at our recommended read below for Year 7 and read them before September:





At Ringwood School, to create Foundations for lifelong success, we:

Start as we mean to go on

On time, dressed correctly, with the right equipment. When invited in, we enter silently and start learning quickly once asked to sit down.

Are expected to:

Sit up, listen and engage.

Track the speaker at all times.

Ask and answer questions like a scholar.

Respond to instructions and requests from the teacher without question or comment.

Show respect - one voice at a time without disturbing the learning of others.

End well:

Sensibly, quickly and quietly packing away all equipment. Ensuring our uniform is correct and that we have met all the requirements of the lesson. When asked to, we stand silently behind our work places until asked to leave.

Emotional Support / On Call team



Mrs Adkins
Student Receptionist



Mrs Hayworth
Pastoral Support



Mrs Mitchell
Pastoral Support



Mr Cook
Pastoral Support

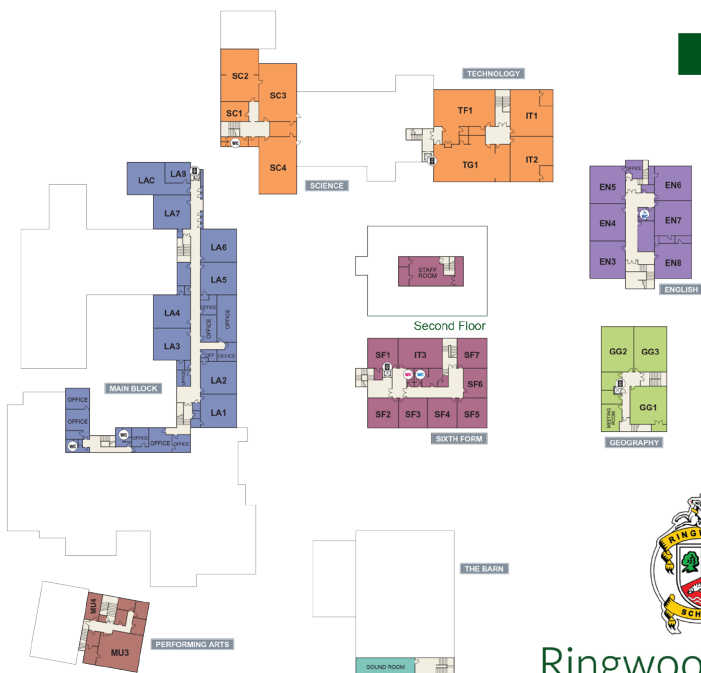


Mr Tate
Pastoral Support



Miss Seward
Pastoral Support

First Floor



Ringwood School

Ground Floor



- ⓘ Lift
- ⚕ Medical Room
- ♿ Disabled Toilet
- ♀ Female Toilet
- ♀ Female Changing
- ♂ Male Toilet
- ♂ Male Changing
- ♿ Staff Toilet
- ♿ Staff Changing



-

**STUDENT
ENTRANCE**

**NO STUDENT
ENTRANCE**