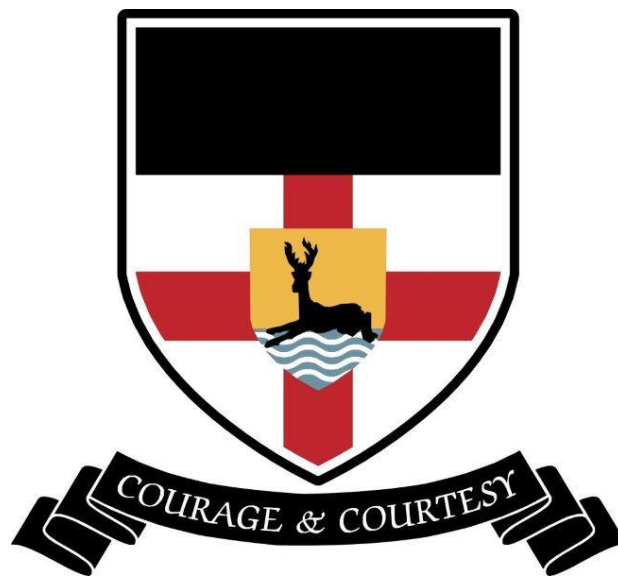


*THE
KNIGHTS TEMPLAR
SCHOOL
BALDOCK*



*YEAR 7 HANDBOOK
2017/2018*

Name: Form:

Form Tutor: Form Room:

If

The Spirit of our School

(You can do it)

*If you think you are beaten, you are.
If you think you dare not, you don't.
If you'd like to win, but you think you can't,
It's almost certain you won't.
If you think you'll lose, you've lost.
For out of the world we find
Success begins with a person's will-
It's all in the state of mind.
If you think you're outclassed, you are.
You've got to think high to rise.
You've got to be sure of yourself before
You can ever win a prize.
Life's battles don't always go
To the stronger or faster man;
But sooner or later the one who wins
Is the one who THINKS he can.*

ANONYMOUS

Welcome from Mrs Curtis

I know that you are excited about coming to the Knights Templar School but I am sure that you are also worried.

After spending the day in the school you will have had the opportunity to get to know your tutor group, tutor and some teachers, so I hope that you will be feeling less worried.

You may have many things to remember so I have put some important ones in this booklet for you – try to read it before September!

When you start school in September you will also be able to make a fresh start and have many new opportunities. Make the most of your time here and always try to do your best.

Be polite and kind to each other and help everyone to enjoy Year 7.

Enjoy your summer.

K Curtis

When do I start in September?

On: Tuesday 5th September 2017

At: 8:30 am

Where: In the hall

What will I need?



- Bag
- Pencil case
- Permission slip for cashless catering
- Money for your locker key - £3.50
- £5 to put onto your lunch account

What will I do?

- Spend the day with your tutor group
- Have your photograph taken
- Be given your timetable and planner
- Collect your locker key and Library card
- Activate your lunch account
- Get a chance to walk around



NO LESSONS TODAY!!

On the second day of school you will:-

- Spend Period 1 with your Form Tutor
- Lessons start **period 2!!**

How is the day usually arranged?



School begins at 8.35 am
(Registration or assembly)



Lesson 1 begins at 8.55 am
Lesson 2 begins at 9.55 am



Break begins at 10.55 am
Break ends at 11.20 am



Lesson 3 begins at 11.20 am
Lesson 4 begins at 12.20 pm



Lunch begins at 1.20 pm
and finishes at 2.15 pm (*Warning Bell*)



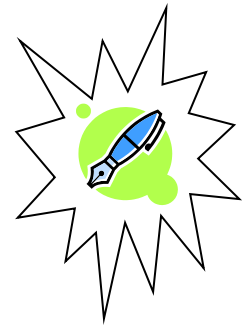
Lesson 5 begins at 2.20 pm



School ends at 3.20 pm

What do I need to bring to School?

Always make sure you bring a:



- Planner
- Pen
- Pencil
- Ruler
- Rubber
- Pencil sharpener
- Calculator

Sometimes you may also be asked to bring:



- PE Kit
- Cooking ingredients
- Colouring pencils
- Glue
- Tech apron

What subjects will I study?

English	Geography	Drama	Music	Physical Education
Mathematics	IT	History	Art	PSCE
Science	French	Religious Education	Technology	



What is available online?

Show My Homework

In September you will be given your own user name and password so you can check the homework that has been set for you online at home or school. Any problems accessing this in September then please tell Student Services.

Will I get homework?

Year 7 Homework - First Half Term (to October)

In a normal week you should expect to receive:

- English, Maths & Science: a maximum of 1 piece of homework not totalling more than 20-25 minutes.
- MFL: 1 learning homework

Year 7 Homework - Second Half Term (to Christmas)

In a normal week you should expect to receive:

- English, Maths, Science, History, Geography & Religious Education: a maximum of 1 piece of homework not totalling more than 25 minutes.
- MFL: 1 writing homework not totalling more than 25 minutes.

Year 7 Homework - Second Term onwards

In a normal week you should expect to receive:

- English, Maths, Science, History, Geography & Religious Education: a maximum of 1 piece of homework not totalling more than 25 minutes.
- MFL: 1 writing homework and 1 learning homework not totalling more than 25 minutes.
- Creative and Practical subjects may set homework that best fits the needs and requirements of their subject areas. This will differ from subject to subject

How many forms are there?



There are 7 forms. Your form will be a mixed ability group made up of students from a number of different schools.

You are only in your form group once a day for registration. The rest of the time you are in teaching groups.

The forms have different names:-

- BENNETT** Named after Mr. G.H. Bennett in memory of his long work for education in Baldock.
- CRELLIN** Named after the Headmaster of the school who did so much to establish the Knights Templar School we know today.
- HANCOCK** Named after Mr. F. Hancock, the first Headmaster of this school who retired in 1951.
- HINE** Named after Alderman Neville Hine who was for many years Chairman of Managers of Baldock C.C. School and worked for the building of the Knights Templar School.
- KNIGHTS** Named after the Knights Templar, the Order who founded mediaeval Baldock.
- PEMBROKE** Named after Strongbow, the Earl of Pembroke who lived in his manor in Clothall and gave land to the Templars to build their church in Baldock.
- TEMPLAR** Also named after the Knights Templar, the Order who founded mediaeval Baldock.



The Form Teachers and Rooms are as follows:

BENNETT	Miss Henderson	T7
CRELLIN	Mr Buck	T3
HANCOCK	Mr Bradley	T2
HINE	Mr Jackson	T5
KNIGHTS	Miss Reed	K13
PEMBROKE	Mrs Guinane/Ms Bailey	K1A
TEMPLAR	Mr Bamford/Mr Boddy	T8



UNIFORM - BOYS

Black blazer with school badge.

Plain black trousers. (If wearing a belt it must be plain black)

Plain white shirt with long or short sleeves.

Polo shirts are not allowed.

Shirts should be tucked in with the top button fastened.

Coloured T-shirts should not be worn under shirts.

School tie.

No jewellery is to be worn at school.

Pullover (if worn) should be all black with a V-neck without motif or badges.

Sweatshirts and “hoodies” are not permitted.

Dark grey or black socks.

Sturdy, black, plain leather shoes, not suede or with coloured motifs. Shoes should be regularly polished. Boots, trainers or canvas shoes are not allowed.

Hair should be kept to a natural colour and no shorter than No. 2 or longer than the collar. No patterns or varying lengths should be cut into the hair. Pupils should be clean-shaven.

PE Kit

Compulsory Items

Polo shirt: Black with red stripe with school motif.

Shorts: Plain black.

Rugby/football shirt: Black with red stripe with school motif.

Socks: Red.

Trainers: Must be lace-up (not Velcro). Plimsolls are not allowed.

Football boots (not metal studs).

Shin pads



Optional Items

Tracksuit bottoms: Plain black.

Base layer: Black, white or red.

Gum shield

PRACTICAL WORK

A coat or apron is worn for protection during practical work.

OVERCOATS

Should be modest and in keeping with the tone of the school uniform.

Denim and leather jackets are not acceptable.

ALL clothing and other equipment must be CLEARLY MARKED with the owner's name.

UNIFORM - GIRLS

Black blazer with school badge.

Plain black long sleeved pullover with V-neck, without motifs.
Sweatshirts, cardigans and “hoodies” are not permitted.

Plain white shirt with long or short sleeves.

Polo shirts are not allowed.

Shirts should be tucked in with the top button fastened.

Coloured T-shirts should not be worn under shirts.

School tie.

Black pleated KTS skirt only. This should be about knee length.

Girls have the option to wear black tailored trousers.

If wearing a belt it must be plain black.

Black socks or plain (not patterned) black tights.

In warm weather, girls may come to school with bare legs.

Shoes should be black leather with LOW HEELS. Boots, trainers or canvas shoes are not allowed.

No make-up, nail varnish or jewellery is to be worn at school. One sleeper or stud in each ear lobe is permitted. Hair should be kept to a natural colour and it is expected that girls will show discretion about suitable hairstyles.

PE Kit:

Compulsory Items

Polo shirt: Black with red stripe with school motif.

Shorts: Plain black.

Mid layer top: Black with red stripe with school motif.

Socks: Red.

Trainers: Must be lace-up (not Velcro). Plimsolls are not allowed.

Shin pads

Optional Items

Rugby/football shirt: Black with red stripe with school motif.

Leggings: Black with KTS red lettering.

Tracksuit bottoms: Plain black.

Skort: Plain black.

Base layer: Black, white or red.

Gum shield

PRACTICAL WORK

A coat or apron is worn for protection during practical work.

OVERCOATS

Should be modest and in keeping with the tone of the school uniform.
Denim and leather jackets are not acceptable.



**ALL clothing and other equipment must be
CLEARLY MARKED with the owner's name.**

Worries and concerns

No money for lunch?

Report to Mrs Curtis/Student Services who will issue you with a voucher for a lunch loan.

Missed the Bus?

You need to report promptly to Reception, you should not walk home. You will not be left stranded but you must come and ask for help.



End of school

Always go straight home. Do not go to a friend's house or to the shops without agreeing the arrangement with your parents in advance.

Can I have a packed lunch?

Yes, you need to keep it in your locker and eat it in the Dining Room or outside. **NEVER EAT IN THE CLASSROOM OR CORRIDOR.**

What about school dinners?

There is a rota system to go into lunch.

You will need an account with money on it to pay for lunch - hot dinners, snacks and sandwiches. This will be set up on your first day.

Cashless Catering

Pupils pay for their food using our cashless catering system.

Can I go home for lunch?

Yes, but you must have a lunch pass and leave at **1.20 pm.**

You must go straight home and not return to school until **2.10 pm.**

What do I do with my belongings in PE?

Leave phones and valuables locked away in your locker.

What happens if I do well?

You will be given positive referrals.



How do I get detentions?

If your work is unsatisfactory you can get break, lunch or after school detentions. Your form tutor will also be told and a record made.

What is a planner?

This is a 'diary' into which you will write your timetable and your homework. It is checked each week by your form tutor and needs to be signed by your parent/carer on a Friday.

What happens if I am ill?

You need to report to Mrs Mance in the Medical room, near Student Services.



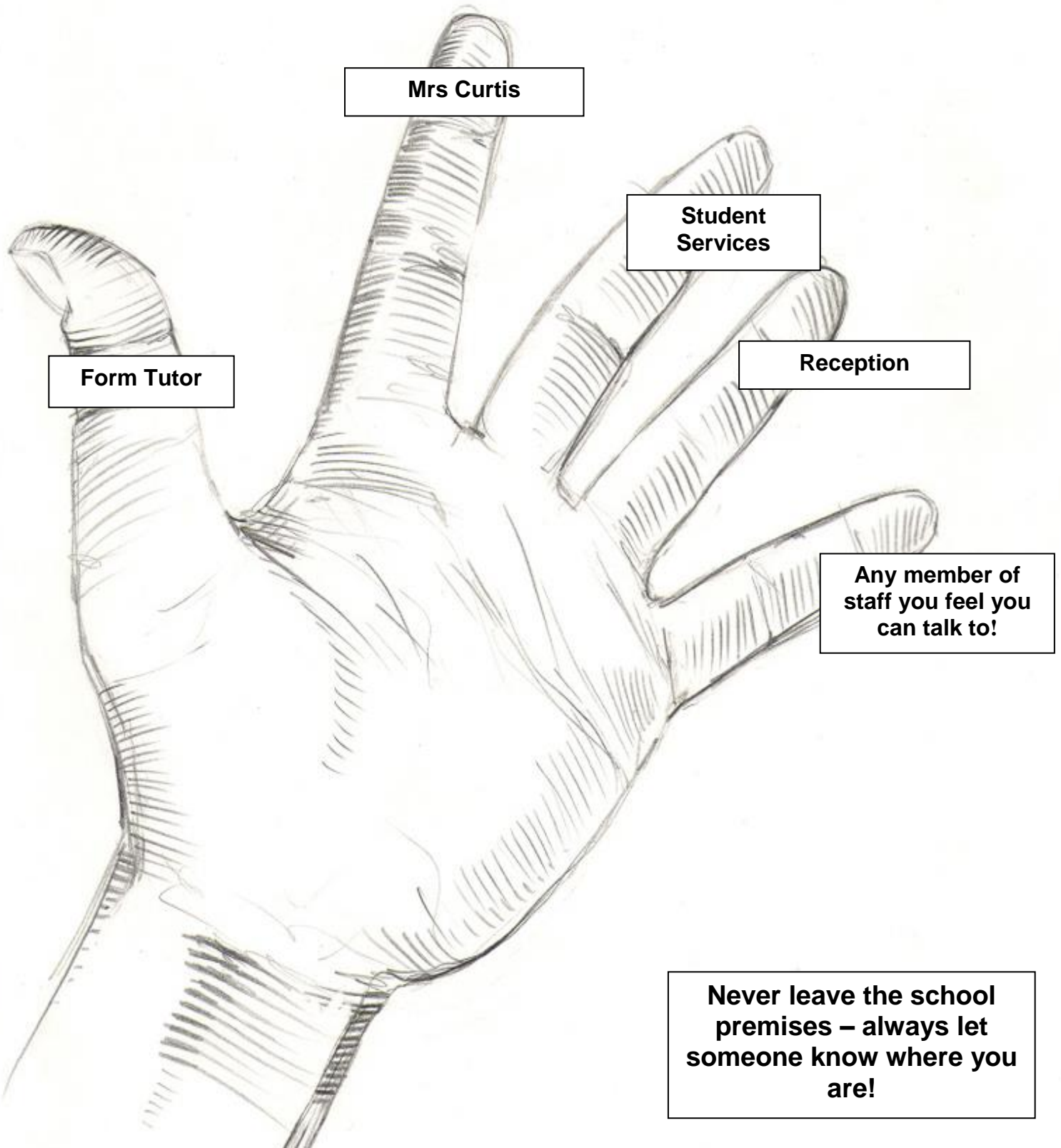
**NEVER LEAVE
SCHOOL**

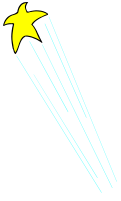
Can I bring my mobile to school?

Yes, but it must be switched off during lessons. If it goes off in the lesson it will be removed until the end of the day.

Unhappy who should I talk to?

If something, someone or a particular situation is worrying you don't try and deal with it all by yourself, there are a number of people in school who are always available for you to talk to.





YEAR 7 REWARDS



Positive referrals will be recorded on our SIMS system and in your planner. Some ways you can get rewarded are:

- ❖ Excellent effort
- ❖ Regular attendance at an extra-curricular club
- ❖ No detentions
- ❖ Helping a member of staff
- ❖ Getting your diary signed

You can achieve the letters home, certificates and itunes vouchers as rewards.

Your parents/carers will receive an email each time you get a good referral.





KTS 10 TEN POINT PLAN FOR SUCCESS

1. Always be in full school uniform including to and from school.
2. Arrive on time to lessons and wait quietly for your teacher.
3. Behave well in lessons. Be polite. Be positive. Show proper respect for your teachers and fellow pupils.
4. Make sure you have all your equipment pens, books etc.
5. Listen carefully to your teacher. Do not chatter.
6. Let others speak. Don't interrupt. Don't call out.
7. Put your hand up for permission to speak, open a window, leave your seat, remove your blazer etc.
8. Never leave a lesson without permission. Don't chew gum.
9. Always have your planner with you. Note homework down carefully. Do it and hand it in on time. Get your diary signed. Respect coursework deadlines
10. Be ambitious and want to do well. Work to the best of your ability in school and at home. Aim for praise; avoid criticism. Behave well on your way to and from school.



KIS Code of Conduct



At all times:

*We respect each other
We allow others to learn
We listen
We behave*

In lessons:

*We line up quietly
Our uniform is neat
We stand in silence at the
start & end of each lesson
We put up our hands
we do not call out
We have all our equipment*