



Welcome to

Glenlola Collegiate
School

Year 8

This booklet belongs to:



Well done in making it to Glenlola Collegiate - we are delighted that you will be joining us after the summer.

We understand that there is still a good deal of uncertainty about when exactly you will come to school so please check our website regularly for updates.

This booklet contains lots of useful information that will help you to settle into Year 8 quickly when School resumes so you should keep it handy and refer to it often.

SETTLING IN

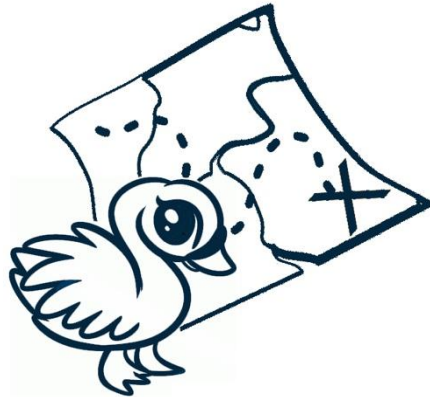
Getting the most from your time at Glenlola Collegiate

In order to enjoy your time at School and to make the most of your opportunities you should always aim to:-

- **Try your very best in everything you do.**
- **Do as you are told by your teachers (and parents!).**
- **Be organised.**
- **Show respect and be polite to everyone you meet.**
- **Have a go at everything that is on offer.**

GETTING AROUND SCHOOL

It will take a little while for you to get to know your way around Glenlola Collegiate- it is quite a big building. Staff and older pupils are always on hand to help, so you can stop them and ask for help in the corridor. Your Form Teacher will give you a special tour and school map in August. It is probably a good idea to go around with others during the first few days until you get to know your way around school. Keep your timetable and a copy of the school map with you at all times.



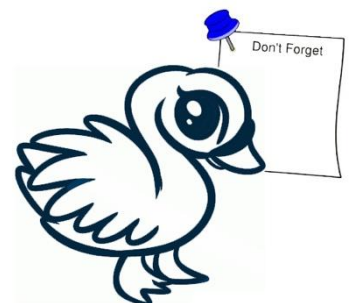
BEING PREPARED

It is important to get into a good routine from the start.

Check your student diary every night and pack your bag with all that you will need.

Get a parent or older person to double check things with you. Always record in your diary what exactly you have to do for homework or need to bring into school and check it off every night.

Your parents will be checking and signing your student diary every week.



YOUR POSSESSIONS

Be responsible - look after your own property and respect the property of others.

Name all items of uniform and all books clearly so if anything is mislaid it can be returned to you.

Do not leave your property lying around.

Make sensible use of your locker, so you do not have to carry everything with you all the time.

Remember most of the time you will not have lost something. You have simply put it down or left it somewhere. Think back to all the places you have been since you last had the item and then go look there. If you still cannot find it tell your Form Teacher.

Do not bring ipods or ipads or any other valuable items to School unless your teacher tells you to do so. If you must bring more than dinner money to School, please leave it in your locker. Any money that you do have should be kept in the zipped pocket of your School skirt.

DO NOT leave money or valuables unattended at any time.



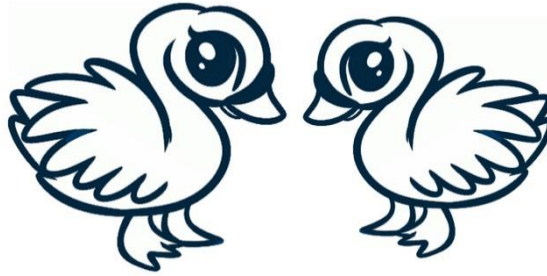
LOCKERS

You will be given a locker number and on payment you will receive a key. This locker will remain yours for the whole of Junior School.

You must bring your key every day so it is important that it is kept safely in your possession. Most girls use distinctive key rings and keep them in the zipped pocket of their School skirt.

If you lose your key you have to pay £8 for a replacement. Should this happen you must speak to Mrs Price at Reception with full payment.

MAKE FRIENDS



The best way to make friends is to talk to people. There will be plenty of people who will be happy to be your friend. All you need to do is to be pleasant towards them and talk to them.

If you are feeling lonely let your staff and parents know. Taking part in extra curricular activities is a great way to make new friends. We have many clubs and activities on offer.

There will be times when something happens and you don't know what to do about it. **DON'T WORRY.** Over the page are a few of the most common things that concern pupils in Year 8 and what to do about them.

ABSENCE

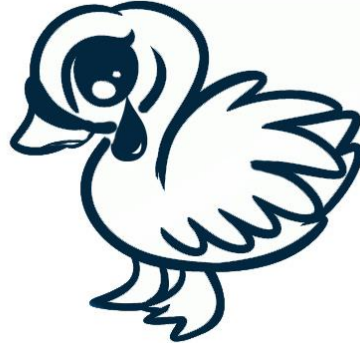
If you have been absent from School or require permission to leave school during the day, for any reason, or arrive LATE into School.

- (a) Absence: A letter from home explaining the reason for an absence from school should be handed to your Form Teacher immediately on return to School. Your name, form and the date should be clearly indicated on the note. The student diary has a number of blank absence notes that can be used by your parents at the back of it.
- (b) Permission to leave school: If any girl needs to leave School during the day, she must first seek permission from the Head of Year 8 before 8.55am in U35. All notes requesting permission for absence must be signed and dated by parents. The pupil diary contains templates that your parents can use. Mrs Spence will issue a permission slip. You can be met at any of the entrances of the school.
- (c) If you are feeling unwell in school, you should tell your subject teacher. If required you will be given a note to attend the School Nurse who will, if necessary, contact home for someone to collect you and take you home. Only the School Nurse may make arrangements for someone to leave school on the grounds of feeling unwell.
- (d) If you are late for School you must report to Reception to sign the late book.

NB Holidays should be arranged, **OUTSIDE** the school term time.

WHAT TO DO IF...

SOMEONE IS MAKING YOU UNHAPPY



Sometimes people can make comments that hurt us.

The majority of these are not intended.

If someone makes a number of comments they are likely to get fed up very quickly if they can see their comments are not having any effect on you.

If it continues or you feel that you cannot cope tell your parents and FORM TEACHER.

You can also ask to speak to a member of the Pastoral Care Team.

It is important that everyone behaves in a way that is respectful to others, we will not accept bad behaviour, so do not worry.

PHYSICAL EDUCATION

PE KIT

Please make sure that every item of your PE Uniform is named.

In Year 8 you have two 1 hour lessons each week.

During the year you will participate in activities such as Hockey, Swimming, Netball, Athletics, Tennis, Fitness, Dance, Gymnastics, Minor skills, Athletics and Rounders.



If you are sick or injured and cannot take part in the PE class you must bring an excuse note (in an envelope) for your PE teacher. The note should include your name, the reason you are excused, the date of the lesson and be signed by your parent or guardian. You will then stay with your class and observe the lesson.

If you are unable to take part in your lesson you must still bring your PE kit to school and get changed and go outside with the class to watch and listen to the lesson.

JEWELLERY & VALUABLES

There is an extremely strict policy with regard to jewellery. **NO JEWELLERY** is to be worn in PE classes, including earrings. This is due to health and safety as any jewellery could cause injury to yourself or others.

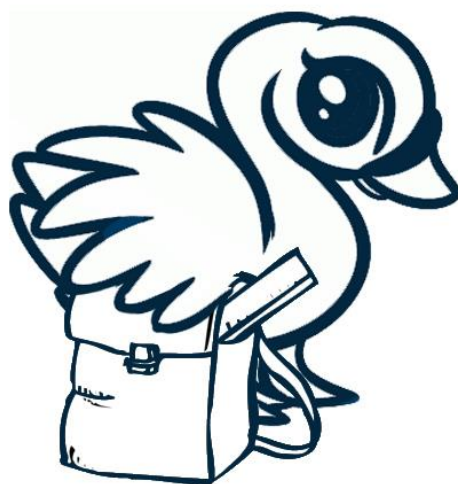
VALUABLES (watches, money and mobiles etc) should **not** be brought into the PE changing rooms. All valuables **must** be left in your locker.

FIRST DAY

ARRANGEMENTS FOR THE FIRST DAY OF TERM – YEAR 8

AUGUST 2020 *date to be confirmed*

8.45am Pupils should report to the Assembly Hall. You will be met by staff and peer supporters.



Bring the following items with you:

- A pen, pencil and eraser
- A school bag
- A snack and a drink for break

You will get to:

- meet with some staff including your Form Teacher;
- meet the other Year 8 pupils;
- meet your Peer Supporters and Senior Pupils;
- take part in a Treasure Hunt

12.30pm End of School Day. No School lunches.

ONE FINAL THOUGHT

**We are delighted that you have gained a place at
Glenlola Collegiate School.**

**This is a wonderful opportunity for you to get
involved, contribute to the school community and
show everyone what you can do.**

**It is your chance to get the best possible education
to help you prepare for your future.**

**You will only have this chance once, so make the
most of it.**