

The **Emmbrook** School



A very special welcome!

September 2020

Welcome from the Headteacher

Dear Parents and Carers,

It is with great pleasure that I welcome you as new members of The Emmbrook School family. We are a diverse and thriving community with the highest aspirations for every student.

I first joined this school in September 2005 and became the headteacher in June 2019. I am incredibly proud of The Emmbrook because this is a school which values the individual and recognises that success will look very different for each student. Over the years I have seen our students go on to achieve amazing things in a huge variety of fields, from setting up local businesses to building careers working for major multinational corporations. It is these successes that inspire me to do my job to the best of my ability. Every day we work to make the school better and I will always seek feedback regarding your experience of The Emmbrook.



Mrs Hodgson is the Head of Year 7 and our Transition Manager; she is an experienced and talented pastoral leader who takes her responsibility very seriously – she will do everything in her power to ensure that each and every child is safe, happy and able to learn to the best of their ability. Her introduction (on the following page) gives a good sense of her approach and priorities during transition and I am very grateful to have such a dedicated colleague doing this essential job.

We recognise how vital the support of parents is to educational success. You know your own child better than anyone; by sharing that knowledge you will enable us to provide the best possible support for your child. We are completely committed to working in partnership with you to ensure that your child develops the knowledge and skills they need to achieve high quality academic qualifications and that they are prepared well for life after school so they can seize any opportunities that may arise. I want us to celebrate your child's successes, both in and outside of school, with you.

This booklet will provide you with a vast array of information regarding our school; I hope that you will find it a useful document. Should you need any further information, now or in the future, I would always encourage you to contact us.

It is really important to me that everyone feels part of our community and I look forward to getting to know you over the coming months and years.

Best wishes,

A handwritten signature in blue ink, which appears to read 'N. McSweeney'.

Nick McSweeney
Headteacher

An Introduction from the Yr6 into Yr7 Transition Manager

We are delighted to welcome your child into Year 7 at The Emmbrook School.

We hope that this will be the start of a happy and successful time for them in every respect of their education and personal development.

Here at The Emmbrook we have developed a strong partnership between the children, their families and the school. This enables us to work together to ensure that the children feel secure and well supported by the adult community, both at home and at school.



The transfer into secondary education for many children will probably be the biggest and most important change in their lives so far. Many look forward to the various adjustments and challenges it brings whilst others will find it more daunting.



The programme of events and activities outlined in this booklet are designed to give every child the most positive and confident start to school life here. We hope you will acknowledge with us the importance of getting the children off to a confident start and that, as a family, you will enter fully into the programme.

In order to strengthen the partnership between school and home we need your help to ensure that your child attends school every day, looks smart and adheres to the instructions given by members of staff.

You can help your child by familiarising yourself, and them, with our school rules with regards to uniform, behaviour, mobile phones and attendance. You will find some general information on these topics in this booklet or you can visit our website for more information.

Please can we also ask you to:

- Check every day that your child's appearance fully complies with our uniform code when they leave home. Support them to wear it with pride as they represent their school.
- Ensure that your child is properly equipped for the correct day's lessons.
- Check 'Show My Homework' on a daily basis to ensure homework is completed to a satisfactory standard and is ready to be handed in on time.
- Encourage your child every day to arrive at school positive and determined to actively engage in their own learning process.
- Motivate your child to participate and take full advantage of the activities and clubs we run to broaden their experiences.



You will find accompanying this booklet a number of forms that need completing and returning (please see Mrs Hodgson's letter for links to the forms and further instructions).

It helps us enormously to receive these by the stated deadline as we use all the information provided on these forms and from the primary schools when we place the children into tutor and teaching groups.

We endeavour to place children in suitable, balanced Tutor and House groups, which are mixed in terms of social, sporting and academic background.

Children will be allocated to one of our four Houses; Jupiter (Yellow), Mercury (Red), Solar (Green) and Venus (Blue) and they will wear their Houses' distinctive striped colour tie. **You will be advised towards the end of the summer term what House your child will be attached to from September 2020.**

Usually the children's first contact with us will probably be when I visit them in their primary school. We aim to meet every child in this way unless of course they live "out of county". (At the time of writing, regrettably due to school closures, I am unsure if I will be able to visit any schools this year).



We also spend time on these visits in consultation with the primary school Year 6 teachers and the children also get the opportunity to ask me questions, tell me any of their worries or concerns and we gain invaluable contact and background information. (I am currently in the process of contacting primary schools and would ask you to email me on (admissions@emmbrook.wokingham.sch.uk) if you or your child have any questions or concerns and I will endeavor to get back to you as soon as I can).

There is a key date in June (**Wednesday 24th June 2020 – to be confirmed**) when we begin to give you important information and an insight into the first year at The Emmbrook.



During this evening you would normally be given a leaflet from Marks & Spencer which provides you with details regarding the purchase of your child's school uniform and also more information from our PTA.

In previous years, Marks & Spencer have offered a discount when purchasing school uniform through their School's website during June. We will advise you by letter, Facebook and on our website if we receive notification that they are going to repeat this discount offer for the 2020 cohort. They will also be producing a new uniform leaflet at the end of May and we will send you a copy electronically as soon as we receive it from M&S. (We have been advised that the M&S website is currently being upgraded and may be unavailable until the middle of May.)

The children also get to experience an induction day at our School; further details are on the following page.

We look forward to welcoming your child into the Emmbrook family and to developing a purposeful partnership together.



Mrs S Hodgson
Year 6/7 Transition Manager



Programme of Events

We look forward to having contact with you in the coming weeks/months, to hopefully establish a sound and longstanding partnership that will enable your child to make the most of every opportunity that The Emmbrook has to offer.

Key Dates & Information: (the following events would normally apply but in the current unusual circumstances they may be subject to change/cancellation. I will keep you informed by email and/or on our School website of any changes.

Wednesday 24th June 2020 (8.30 am – 2.45 pm) – Induction Day (to be confirmed)

This day is a significant event in the transfer process for all our Year 6 children. They will experience an active secondary school day and meet senior members of staff.

Unless your child's primary school has made special arrangements for children to come collectively, parents are asked to bring the children in by 8.30 am. **(As a matter of Health & Safety, please do not drive onto the school site to either drop off or to collect your child).**

Your child should wear their primary school uniform. They should bring a packed lunch including a drink or money for the canteen (please see our website for our canteen food options and prices. The School Meal & Dessert is £2.20 @ 27.4.20). Drinks can also be purchased if required). Your child will also need something to write with during the day.

Members of staff and current students will be waiting to meet your child under the covered way. **In order to assist us during this busy time, we would be grateful if you could leave them with one of the helpers and do not follow them into the Main Hall.**



The day ends at 2.45 pm; please wait under the covered way and your child will be sent out to meet you. If your child is to go home with siblings who are already at The Emmbrook, please ensure you tell them to collect their brother or sister from the Main Hall at 2.55 pm. If you wish your child to go home with a friend or older student who is not a family member, please let Mrs Hodgson have this **in writing or by email prior to the Induction Day** (admissions@emmbrook.wokingham.sch.uk)

We hope the children have an enjoyable and positive day.

Wednesday 24th June 2020 (7 pm) – New Parents' Information Evening (to be confirmed)



This event begins at 7 pm in the Main Hall.

Mr McSweeney, the Headteacher, and other Senior Staff will introduce you to the key elements of school life, the curriculum and assessment, with specific reference to Year 7.

Information relating to the purchase of school uniform from Marks & Spencer, Tyr Abad and the PTA will be provided during the evening.

Please **do not** bring your child to this event.

1st Day as an Emmbrook student

Thursday 3rd September 2020 (to be confirmed)

The new term will begin on Thursday 3rd September at 8.25 am.

On this day, please ensure your son or daughter is dressed in full school uniform and is equipped with a pencil case containing everything they will need. They will not need their PE kit on their first day. Please ensure all their personal items are named.

On arrival your son or daughter should go straight through to the Main Hall where they will be met by Mrs Hodgson and her team of helpers. Staff will be on hand to show them the way.



During the course of their first day, the Year 7 students will:



- Spend time with their Tutor.
- Meet the other students in their tutor group.
- Be issued with their timetable.
- Experience their first lessons.
- Experience a school assembly.

The school day finishes at 2.55 pm.

School Buses

If your child is eligible and will be travelling to The Emmbrook using the school bus, you will need to complete an online 'home to school' transport application form which can be found on the school transport page of Wokingham Borough Council's website via the following link:

<http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/>

The completed form can either be sent to: Corporate Transport Unit, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN or emailed to schooltransport@wokingham.gov.uk

Bus passes and route timetables will be issued to you directly from Wokingham Borough Council's transport department before the start of the September term.

If you need advice please either call the school transport department at Wokingham Borough Council on 0118 9746000 or email them directly.

Settling into The Emmbrook: Students' thoughts...

Year 7 has been both a good and challenging year for me. Before I started at The Emmbrook School I was very nervous. I was really worried that I would get lost because the school is so much bigger than my primary school! I didn't need to worry because there were lots of friendly teachers showing the new students around in the first few weeks.

I am not very confident with other children and have often struggled to make friends. Taking part in extra-curricular activities such as music and drama has helped me to meet people with similar interests, who have then gone on to become my friends.

All the staff members are very supportive and considerate. They will always look out for you. Mrs Hodgson is my current Head of Year and will be yours too. She is always happy and is an amazing person for you to approach if you have any questions, or any worries.

My advice to any New Year 7 student is to make the most out of your first year at secondary school. Try to enjoy it and get involved in as many activities as possible. Most importantly always remember to be yourself.



Dylan Nanda

Year 7



Amy Wilson

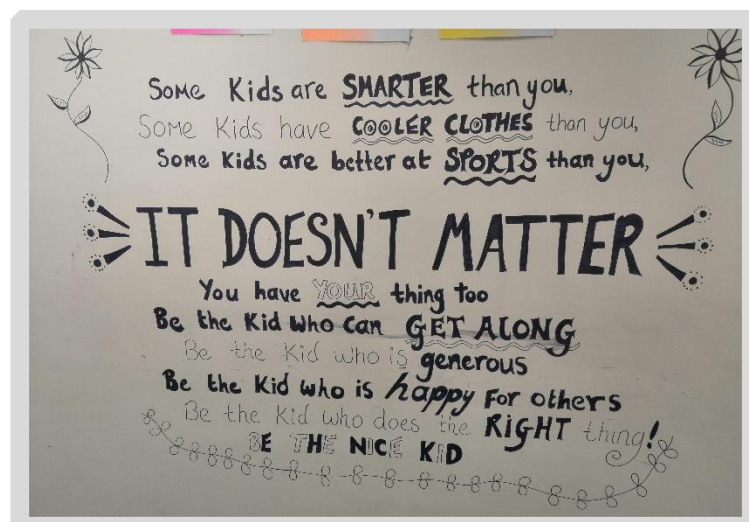
Year 7

When I came to the induction day at Emmbrook I was quite nervous mostly about making new friends and finding my way around. However after a couple of days, I could get to most places in the school and had made lots of new friends, although I am still really close to my primary school friends.

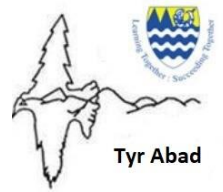
Whilst I was settling in, I knew that if I had any problems I could always go to Mrs Hodgson (the head of year 7) or my form tutor for help.

I really like the variety of subjects, however I especially look forward to P.E, Art and DT.

Despite what you may expect the teachers are all really helpful and don't give you too much homework.



Tyr Abad Outdoor Education Centre



Tyr Abad Mansion is an outdoor educational centre which is co-owned by The Emmbrook, Charters and Maiden Erlegh schools. It is a fantastic venue in the heart of the Brecon Beacons in Wales where pupils of all year groups can go for a week of fun and adventure whilst learning about teamwork, outdoor skills and friendship.



The aim of each course is to teach students about resilience, independence and how to work with others in an exciting environment.

"We did so many amazing activities!"



The Year 7 course runs for 5 days and includes a variety of active days out including, canoeing, mountain walks, archery, caving and gulley scrambling.

"The best week you will ever have!"



During the week, pupils have lots of free time and also get to participate in evening activities where they learn to live and work together and have an amazing time.

"I wish I could live at Tyr Abad - it's brilliant!"

If you want to know more, visit the Tyr Abad website:
<http://www.tirabadoutdoorcentre.co.uk/>



"We got wet and muddy - but it was great fun!"

Extra-Curricular

Extra-Curricular Activities and Charity Events are always popular with our students and they are an excellent way to make new friends whilst enjoying school life.

In September your child will be joining our community and they will have lots of opportunities available to them to join our clubs, go on trips or to take part in school events.



Music is a big part of school life and there are several clubs including Concert Band, Orchestra, Choir and various smaller ensembles.

You can also take part in a variety of concerts and musical performance events.



Below are our current Extra-Curricular Timetables (these change each term):

Music Clubs



Day	Group	Suitable for:
Monday (8.00-8.45)	Year 8 Music Club	Any Year 8 student keen to make music – singers/instrumentalists
Tuesday (8.00 – 8.45)	Senior Vocal Ensemble	Years 9-13
Tuesday (3.00-4.00)	GCSE Music and Ensembles (book with Mrs Wellman)	All years
Wednesday (8.00-8.45)	Year 7 and 8 Singers	Years 7 and 8
Wednesday (3.00-4.00)	Band (all instruments)	All years (Grade 1+)
Thursday (8.00-8.45)	Year 7 Club	Any Year 7 student keen to make music – singers/instrumentalists
Thursday (After school)	GCSE Music	GCSE Music students
Friday (8.00-8.45)	Keyboard/piano ensemble	All keyboard and piano players in any year (Grade 1+)

There are lots of sports activities during the year that students can participate in.

Every summer we hold a whole school sports day and all children are encouraged to participate and represent their House.

For more sporting photos and stories go to our twitter feed: [@Emmbrook_PE](#)

PE Extra-Curricular Activities



Day	Activity	For	Venue	Teacher
Monday	GCSE Mock Moderation	GCSE PE students	PE department	Miss Matthews
	Year 8 Boys Football	Year 8 Boys	Astro	Mr Humber
	Cross Country Club	All years, Mixed	Field	Mr Edwards
	Girls football	All years, Girls	Field	Miss Taylor
	Badminton	All years, Mixed	Sports Hall	Mr Maskell
Tuesday	Year 9 Boys Football	Year 9 Boys	Astro	Mr Edwards
	Year 10 Boys Football	Year 10 Boys	Astro	Mr Tichband
Wednesday	Netball	Years 7, 8 and 9 Girls	Field/Astro	Miss Matthews & Miss Taylor
	Year 7 Boys Football	Year 7 Boys	Field/Astro	Mr Maskell
Thursday	Basketball	All Years, Mixed	Sports Hall	Mr Edwards
	Fitness / weight lifting	All years, Mixed	Fitness Room	Mr Humber
	GCSE PE Revision	GCSE PE Students	Library	Mr Tichband

As well as a plethora of Music and Sports clubs, the following are usually offered:

CREST Club
EPQ Award
Duke of Edinburgh
Chess Club
Art and Design Club
Drama Club
Retro Gaming Club
Chatty Club
Magistrates & Debate club
Family History Club



CREST
Awards



The **Duke of Edinburgh** team spent time learning how to put up tents in preparation for an expedition. We think they may need a few more sessions on this.

The team meet on a Friday afterschool each week, with several weekend trips throughout the year.

Retro-Gaming Club meets on Thursday lunchtimes and students get to play on various games consoles from the past.

Currently we have:

Nintendo Entertainment System, Super Nintendo Entertainment System, N64, Wii, Xbox, Xbox 360, Sony PlayStation 1 and 2.

All year groups are welcome.



Inter-house Events

Every student will belong to one of four Houses; Jupiter, Mercury, Saturn and Venus. Students will be able to take part in inter-house activities

The House system aims to provide an even greater sense of community, competition as well as a range of new opportunities for students to get involved in school life and try new skills.

All students and members of staff are attached to one of the four Houses. Staff and students voted for the House names and chose to return to the original Emmbrook Houses which are as follows:

Jupiter - Yellow	Mercury - Red
Saturn - Green	Venus - Blue

Every student in the school is identified within their House through their school ties which consist of a coloured stripe co-ordinating with their House colour.

Roles & Responsibilities

Each House is led by a Sixth Form House Captain and a Vice Captain who is elected each year. The House Captains are supported by a Staff House Leader and together they hold House assemblies each half term.

Every year group from years 7-11, has a House representative, who liaises with the House Captains and Sixth Form House representatives to help organise and plan inter-house events.

The House system is a central part of our school community, encompassing our school value of being a 'family'. It unites students across each year group, including the sixth form. It helps to create a sense of belonging and involves a wide range of events, including within each faculty area.

Throughout the year a variety of events take place, supporting the pastoral curriculum by expanding the children's learning and social experiences. A few examples in the last year are below, but please feel free to check our Facebook feed for more examples.

Easter Bake Off 2020

To celebrate Easter we have had many staff and students busy baking at home for our bake off competition.

It is always fantastic to see the creative talents of the members of our school.



E-Sports Day – Goldeneye

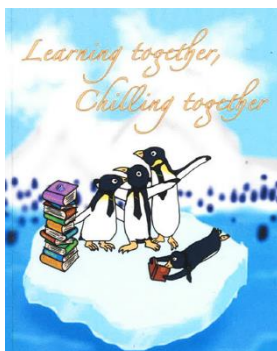


This year we held our first ever E-Sports day!

Staff and students across the four houses were playing Goldeneye on the N64 against one another and there was strong competition.

Each day a different year group battled against each other to take victory. It was a brilliant week and we look forward to running many more events for E-Sports day in the future!

Christmas Card Competition



The competition was open to all, including parents. The brief was to design a Christmas card with something relating to The Emmbrook on it.

We received lots of amazing entries and the winning design was made into the School's official 2019 Christmas card (left).





World Book Day

For the second year in a row, we hosted a Staff and Sixth form fancy dress to celebrate World Book Day

It was fantastic to see all of the costumes and to see students trying to work out who the wide range of characters were.

Gymnastics

The inter-house gymnastics event was a hotly contested battle for house points in front of a large crowd of parents.

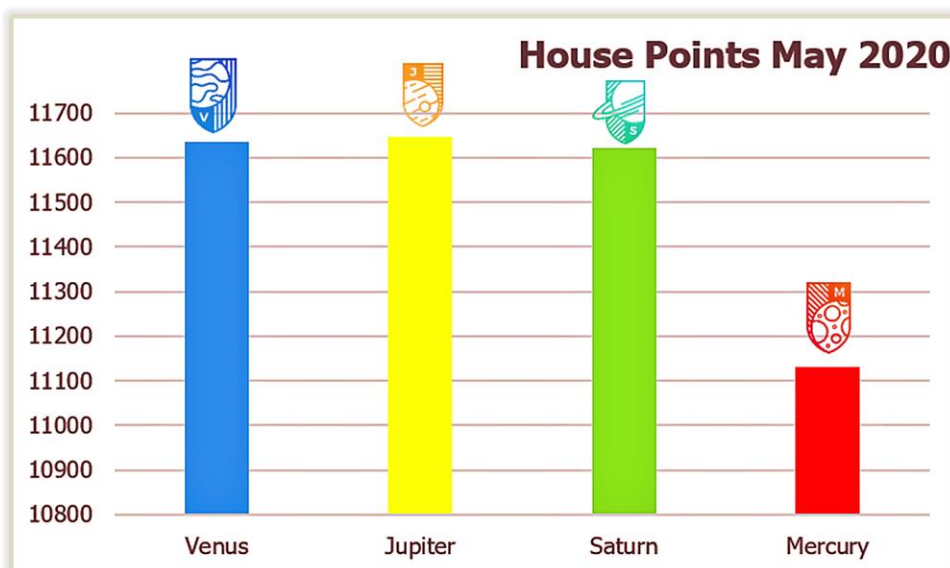
All competitors did well and the level of gymnastic skill demonstrated was amazing.



Halloween Bake Off

Staff and students entered the competition with their spooky bakes and yet again proved how creative they are.

Funds raised went to the Wokingham Food Bank and was put towards purchasing items from their Christmas wish list.



The Emmbrook School Curriculum

Our curriculum has been designed to meet the varied needs of each student in order to maximise every student's potential.

Years 7, 8 & 9

Our students enjoy a varied curriculum with a balance between the core subjects (English, maths and science), humanities, languages and creative subjects. This will give our students the opportunity to develop a sound foundation before they move on to study GCSEs in year 10. All of the subject areas are staffed by specialist teachers who are experts in their chosen field.

During these two years students will learn:

- Art
- Computing / IT
- Design and Technology – including food, textiles & resistant materials
- Drama
- English
- Geography
- History
- Maths
- Modern Foreign Languages
- Music
- Physical Education (PE)
- Religious Studies (RS)
- Science (drawn from biology, chemistry and physics)



Lessons take place in appropriate specialist facilities, including art, design and technology workshops, sporting facilities, music suites, science labs and drama studios.

Teachers will plan engaging lessons that are differentiated to meet the needs of all students. Students will develop the knowledge and skills that they need to be successful.



During registration time students will meet with their tutor, who will check uniform, equipment and provide Pastoral Support and guidance.

Students who arrive below or working towards the National Standard in their KS2 English and Maths SATs will receive additional support so that they can successfully catch-up. This will include extra English and maths lessons, including small classes and one-to-one tuition.

Throughout their time with us, we will continually monitor the progress of each of our students. We will look for opportunities to personalise the curriculum for individual students to ensure that they fulfil their academic potential.

Years 10 & 11

Year 9 is an important bridging year, when students will complete KS3 studies and set the foundations for GCSEs taken during Years 10 and 11.

Our curriculum is balanced to ensure that students are able to be successful in a range of subjects.



All students will study for qualifications in English, English literature, maths and science. Students will be able to choose a wide range of additional subjects, including business and media studies.

Throughout years 10 & 11 students will have access to careers education and independent advice so that they are prepared for the next stage of their education, be that in our sixth form or elsewhere.

Years 12 & 13

We offer a wide range of A-level levels and BTECs.

Students will be prepared for university and college courses or to embark on a career.

Our curriculum is designed to meet the needs of our students given guidance from the Department for Education and Ofsted. We may need to adapt the provision that we offer in order to respond to changes from the government. In the event of changes to the curriculum, we will communicate these with parents and students.



Careers Support

The school programme of Careers Education and Guidance (CEG) aims to contribute to the development of pupils as individuals through:-

- increasing their awareness of their present and future choices
- enhancing their skills in dealing with transitions
- enabling their access to Higher Education
- developing their employability
- improving their key skills
- contributing to raising their achievement and motivation

Developing students' understanding and knowledge of possible future pathways is an important aspect of our curriculum. We work with students in every year group to help them develop an understanding of the wide range of possibilities beyond school and help them make informed choices for options at GCSE, A level and beyond.

This includes work covered in tutor time classes as well as talks, visits, work experience and other Careers events organised by our Pastoral teams. Our aim is to inspire students to always aim high and challenge themselves to 'Be the best version of themselves'

We also use the services of independent careers specialists who can offer individual guidance for students and advise them on the range of opportunities available post 16 and post 18. All students in year 11, 12 and 13 are offered a careers interview. Some students in other year groups may also benefit from individual specialist careers advice.

Important Information

Timetables

At the start of each year your child will be given a timetable that tells them what subject they have each lesson, where the lesson will be taught and the name of the teacher who will teach them.

We have a 2 week timetable cycle; Week 1 & Week 2. We will be starting Week 1 in September. Most students have a copy of their timetable stored on their phone and opt to display the hard copy at home on either the fridge or in their bedrooms.

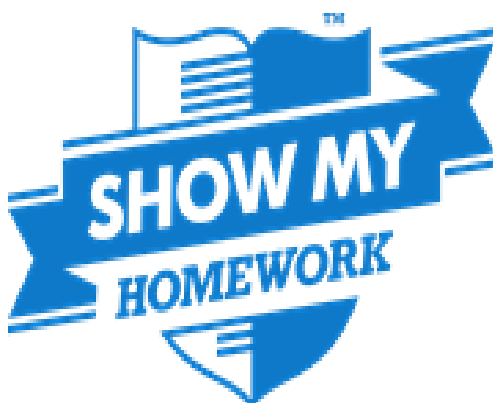
In order to help your child to be organised and prepared for every school day, we suggest that they have a regular routine at home.

They should check their timetable every evening for their lessons for the next day. They should ensure they have packed in their bags all the correct equipment for the next day, and have included any completed homework that is due in, so they do not miss a homework deadline.

Week 1	1Mon	1Tue	1Wed	1Thu	1Fri
Reg	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews
1	Religious Studies 7x/Rs2a H2.6 Mrs S J Guinn	Art and Design 7x/Ar1 C2 Miss K A Ridgers	English 7x/En2a E3.1 Mr M G King	Computing 7x/Cp1-1 M2.5 Mr E Kalatzis	Drama 7x/Dr2a ST1 Mr A Malyan
2	English 7x/En2a E3.1 Mr M G King	Geography 7x/Gg2a H1.3 Mrs J Rimmer	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Mathematics 7x/Ma1-2 M2.4 Miss R G Long	Art and Design 7x/Ar1 C11 Miss K A Ridgers
3	Physical Educati 7x/Pe2 Mr S Maskell	Design Tech KS3 7x/Ds1 C8 Mr A Field	Science 7x/Sc2 S1.4 Miss D A Taylor	Mathematics 7x/Ma1-2 M2.4 Mrs L C Panesar	English 7x/En2a E3.1 Mr M G King
4	Music 7x/Mu2a C13 Mrs AK Wellman	History 7x/Hi2a H2.2 Miss R S Donovan	Religious Studies 7x/Rs2a H2.4 Mr D Constable	English 7x/En2a E1.4 Mr R Myles	Physical Educati 7x/Pe2 Mr C Humber
5	Science 7x/Sc2 S1.4 Miss D A Taylor	Mathematics 7x/Ma1-2 M2.4 Mrs L C Panesar	Music 7x/Mu2a C13 Mrs AK Wellman	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Physical Educati 7x/Pe2 Mr S Maskell
6					
Week 2	2Mon	2Tue	2Wed	2Thu	2Fri
Reg	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews	Registration 7C E2.1 Mr J J Matthews
1	Physical Educati 7x/Pe2 Mr C Humber	Design Tech KS3 7x/Ds1 C8 Mrs J Meader	Geography 7x/Gg2a H2.8 Mr T Amin	Drama 7x/Dr2a ST1 Mr A Malyan	Physical Educati 7x/Pe2 Mr S Maskell
2	Computing 7x/Cp1-1 M2.5 Mr E Kalatzis	Geography 7x/Gg2a H1.3 Mrs J Rimmer	Mathematics 7x/Ma1-2 M2.4 Miss R G Long	History 7x/Hi2a H2.2 Miss R S Donovan	Geography 7x/Gg2a H1.3 Mrs J Rimmer
3	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Religious Studies 7x/Rs2a H2.6 Miss R E Wood	Spanish 7x/Sp2a E2.1 Mrs S Hodgson	Computing 7x/Cp1-1 M2.5 Mr E Kalatzis	English 7x/En2a E1.3 Ms C I Alexander
4	English 7x/En2a E3.1 Mr M G King	Mathematics 7x/Ma1-2 M2.4 Mrs L C Panesar	History 7x/Hi2a H2.2 Miss R S Donovan	Science 7x/Sc2 S1.4 Miss D A Taylor	Mathematics 7x/Ma1-2 M2.4 Miss R G Long
5	English 7x/En2a E3.1 Mr M G King	History 7x/Hi2a H2.2 Miss R S Donovan	Science 7x/Sc2 S1.4 Miss D A Taylor	Science 7x/Sc2 S1.4 Miss D A Taylor	Science 7x/Sc2 S1.4 Miss D A Taylor
6					

Homework

Homework is an important part of your child's education. The work may be finding out information, answering questions or finishing what they have been doing in a lesson.



They must organise their time to make sure they get the work finished to the best of their ability so that it can be handed in on time.











Staff will issue homework through an online service called "Show My Homework". Full details about this service and your log on information will be provided to you when your child starts with us in September.

The ideal time to do homework is in the evening of the day it is set. For most subjects, they can use a computer to do the work and can if necessary cut out the work to stick in their books.

If they need to use a computer for homework and wish to do this at school then IT facilities will be available in school during break times or after school.

Equipment Checklist

Your child will need some essential equipment for September. These items can be purchased from stationery shops and supermarkets. Where possible please ensure items are clearly labelled.

	ITEM	✓
	A supply of Black/Blue Ink Pens	
	HB Pencils	
	Pencil Case	
	Ruler	
	Protractor	
	Compass	
	Pencil Sharpener	
	Rubber	
	Casio fx-83GTX Scientific Calculator	
	School bag	

Valuables

If your child has to bring a mobile phone into school then please advise them that they are responsible for the phone and that they are **not** permitted to use it during or between lessons. They may use their phone at break and lunch times but it **must be switched to silent**. If this rule is broken then the phone will be confiscated.



iPods, computer games and iPads should not be brought into school as these are too valuable and may get damaged or lost.

The Emmbrook Canteen



In September your child can either bring a packed lunch and sit at one of the picnic benches around the school or go to the school canteen.

The canteen operates as a cafeteria where a wide variety of hot and cold food is available from our catering company Innovate (Impact Food Group).



The School Meal & Dessert is £2.20 (@ 27.4.20). Drinks can also be purchased if required.

Innovate operate a cashless catering system using biometric authentication to provide the facility for students to purchase meals. Please ensure you indicate your agreement to your child being included in the registration process on our Data Collection Sheet (Part 1) included in your pack.

Parents can pay for their child's meals using our online payments system Tucasi (SCOPay). You will receive more information on how to set up an online payment account prior to your child starting with us in September.



However, please note if your child wishes to purchase items from the canteen on their induction day then they will be able to do so using cash.

Innovate appreciates that there is a period of time required for the biometric/online payment system to be set up and activated ready for September.

To see the food choices that are available at break times, our main meal menus and a price list (@27.4.20) please go to our website.

You will receive a leaflet from Innovate in due course which gives you and your child more information on their services.



The canteen is open from 8am serving breakfast including yoghurt, granola, bacon rolls and pastries. At break and lunch times drinks and snacks are also available, as well as at the end of the school day.

The School Day & Breaks

The school day is very busy and lessons start promptly at 8.25 am. Students need to be in their classrooms, with the correct equipment, their uniform worn appropriately and ready to work by this time. Electronic registers are taken at the start of every lesson including Registration Time.

8:25 - 8:45	Registration Time Your Tutor will be with you for this lesson every day. During these lessons: <ul style="list-style-type: none"> • Messages are read out • Notes for any absences are handed in • Uniform is checked • Attendance and Behaviour are discussed • Assemblies take place
8:50 - 9:50	Period 1
9:55 - 10:55	Period 2
10:55 - 11:20	Break You can buy hot and cold food from the Emmbrook Canteen at either break. Discounted meal deals are available. You can sit in the canteen or at the picnic benches around school to eat. You can choose to take part in clubs or activities or you may be asked to spend time with teachers completing work. In the summer you are allowed onto the field to play or sit and chat. <div data-bbox="1066 848 1430 1196" data-label="Image"> </div>
11:20 - 12:20	Period 3
12:25 - 13:25	Period 4
13:25 - 13:55	Lunch <div data-bbox="496 1400 670 1568" data-label="Image"> </div> You can buy hot and cold food at this break, and you can also purchase a main meal from The Emmbrook Canteen. Again, you can relax with your friends, catch up on homework or go to a club.
13:55 - 14:55	Period 5
14:55	School finishes at 2.55pm. The Buses leave from the school driveway at 3pm sharp. You may wish to stay behind to join in with some extra-curricular activities. A list of these will be available in September. The Learning Resource Centre or our IT suite will be open should you wish to complete your homework. You may be asked to spend time with teachers completing work or homework which you should have done at another time.
14:55 - 15:55	After School Extra-Curricular activities Some Sixth Formers may attend Period 6 lessons

What to do if?

There may be times when your child may need some help or support. They can always talk to their Tutor, their subject teachers, our Pastoral Support Team or Mrs Hodgson.

They/you should report to the Main Reception if they:



Are late

They will need to sign in the late book.

Feel ill

They should tell their teacher who may give them permission to visit the Main Reception by issuing an exit pass.

Are absent

The School must stress the importance of attending school every day and we request that if your child really cannot attend, that you should **ring or email the school before 8.25am to notify us on each day of absence and provide the reason why they are absent.**

The School absence number is 0118 9784406 and select option 1. The attendance officer's email is absences@emmbrook.wokingham.sch.uk

Have lost something

We will endeavour to locate the lost item. Please ensure that all your child's personal items are labelled, including their uniform, as this helps us to return the items quickly.

Contacting the School



You may contact the school at any time if you have any questions or concerns regarding your child.

General communications between school and home should be via email and to their tutor in the first instance.

At times you may also need to contact their subject teachers or Mrs Hodgson, Year 6/7 Transition Manager.

Our School telephone number is:

0118 9784406

Our standard email address format for any teacher is

initialsurname@emmbrook.wokingham.sch.uk

for example Mrs S Hodgson becomes

shodgson@emmbrook.wokingham.sch.uk



The Emmbrook School Uniform Code 2020-21 - Girls



- Emmbrook School blazer & tie - School jumpers may be worn in addition to the blazer
- Plain white school shirt (top button must be done up)
- Plain black front creased school trousers or a plain black loose fitting skirt of appropriate length
- 'Polishable' black shoes
- **No leggings, jeans or socks over tights**
- **No tight fitting skirts**
- **No trainers or canvas shoes of any kind**
- **Piercings must be limited to a single pair of stud earrings**

Our compulsory items of uniform are available from Marks and Spencer at the following website: http://www.mandsyourschooluniform.com/berkshire-oxfordshire/the-emmbrook-school/prodlist_ct5182.htm

Orders can be placed online or by telephone

<u>Girls Uniform</u>	
Girls Blazer	Compulsory – Navy with embroidered badge
Tie	Compulsory – House Tie
Jumper	Optional – Navy V Neck with embroidered badge
Shirt	Plain white (not fitted – designed to be worn with a tie)
Skirt	Plain black, school design, knee length
Trousers	Plain black – school design
Socks	Plain black
Tights	Plain black/flesh coloured
Shoes	Plain black (heels 5cm or less)
Top Coat	Plain navy or black – (not permissible – heavily embossed, check, denim, leather, hoodies)
<u>Girls PE Uniform</u>	
Micro Fleece	Compulsory – The Emmbrook School Girls – Navy with embroidered badge
Polo Shirt	Compulsory – AKOA Sports Girls Polo Shirt – Navy/White with embroidered badge
Shorts	Compulsory – AKOA Multisport Short – Navy with embroidered badge
Socks	Compulsory – AKOA Navy Pro Sports Socks
Track Pant	Optional – AKOA Pro Track Pant

Additional requirements will include school bag, pencil case, stationery, scientific calculator.

The PE department highly recommend that mouth guards are worn when playing Rugby.

Please see the flyer at the end of the booklet for acceptable types of footwear for the 3G pitch

The Emmbrook School Uniform Code 2020-21 - Boys



- Emmbrook School blazer & tie - School jumpers may be worn in addition to the blazer
- Plain white school shirt (top button must be done up)
- Plain black front creased school trousers
- 'Polishable' black shoes
- **No jeans/denim**
- **No trainers or canvas shoes of any kind**
- **Piercings must be limited to a single pair of stud earrings**

Our compulsory items of uniform are available from Marks and Spencer at the following website: http://www.mandsyourschooluniform.com/berkshire-oxfordshire/the-emmbrook-school/prodlist_ct5182.htm

Orders can be placed online or by telephone

<u>Boys Uniform</u>	
Boys Blazer	Compulsory – Navy with embroidered badge
Tie	Compulsory – House Tie
Jumper	Optional – Navy V Neck with embroidered badge
Shirt	Plain white
Trousers	Plain black – school design
Socks	Plain black
Shoes	Plain black
Top Coat	Plain navy or black – (not permissible – heavily embossed, check, denim, leather, hoodies)
<u>Boys PE Uniform</u>	
Rugby Top	Compulsory - AKOA Boys Reversible Rugby Top – Navy/White with embroidered badge
Polo Shirt	Compulsory – AKOA Sports Boys Polo Shirt – Navy/White with embroidered badge
Shorts	Compulsory – AKOA Multisport Short – Navy with embroidered badge
Socks	Compulsory – AKOA Navy Pro Sports Socks
Track Pants	Optional – AKOA Pro Track Pant

Additional requirements will include school bag, pencil case, stationery, scientific calculator.

The PE department highly recommend that mouth guards are worn when playing Rugby.

Please see the flyer at the end of the booklet for acceptable types of footwear for the 3G pitch

Keeping You Informed

Parent App



The Parent App is our online service which will allow you to support your child at school. Through the app you will be able to view your child's progress and targets, timetable, attendance information, reward and sanction points, behaviour details, and assessment reports. You will also be able to electronically advise us of your updated contact details.

We ask that parents sign up for the App by indicating YES on our Data Collection Sheet (Part 2) and we will send you a username and password in September.

Electronic Communications

In school we will send all letters by email and communications home are also uploaded to the parent section of the website. In order to ensure that you never miss important information it is essential that we have your up to date email address at all times. You can keep us up to date with any changes to your contact details by sending an email to the Data Office; please include your child's name and their tutor group - dataoffice@emmbrook.wokingham.sch.uk.

Every term (Autumn, Spring and Summer) we send home monitoring/assessment reports with all students and they will also be available through the Parent App.

In addition it may be necessary at times to send you a text about an up and coming event, student absence or school emergency, for this reason please also register your mobile number with us and let us know of any changes in the future.

Finally the PTA will, from time to time, send out notices about events they may be hosting or information on how you can help. As a school we cannot separate the permission to receive PTA emails from the school emails that you may receive about your child. **If you opt in to school emails this will also include emails from the PTA.**

School Website, Twitter, Facebook and our Newsletter



To keep track of general school news, find details of our policies, or review curriculum details please refer to our website www.emmbrook.wokingham.sch.uk/ or follow us on twitter **@EmmbrookSchool**. Simply logon to www.twitter.com and search for The Emmbrook School.

We also regularly update our **Facebook feed**, just search for 'Emmbrook School' and click 'like' to follow our updates.



We will keep these channels updated on activities that are happening in school or with our students, or in the surrounding area. A newsletter is published every term and is sent through email and uploaded to the website.

Student Code of Conduct

We are all part of a community. We all work together to achieve the best for our school. All students must play their part in making our school successful.

As an individual you must:

1. Always try your hardest to succeed. Never give up.
2. Behave well so that teachers are able to teach and everyone can learn.
3. Follow instructions given to you by all members of staff.
4. Always show respect and courtesy for others in the way that you act and speak.
5. Tell a member of staff when you know of any behaviour which is making other students unhappy.
6. Walk sensibly and quietly through the school.
7. Arrive on time properly equipped for **all** lessons. Wear the correct school uniform with pride.
8. Know the basic health and safety rules of the school.
9. Remember that you **must not** bring to school any of the following items: alcohol, energy drinks, tobacco and other non-prescribed drugs, any items that could be used as a weapon, jewellery not on the uniform list, other valuable items.

Mobile phones are not permitted during or between lessons. You may use your phone at break and lunch but it must be muted. If you break these rules your phone will be confiscated. Your mobile phone is your responsibility.
10. Eat and drink only in approved areas.
11. Do all that you can to make sure that all parts of the school are kept clean and tidy.
12. Realise that when you are out of school you are still representing the school community. Your behaviour must uphold the good reputation of our school.

Remember...

You have talents which you must use for the benefit of yourself and the school community.

Work to the best of your ability, take pride in what you achieve and your efforts will be rewarded.

The Key to Academic Success is EXCELLENT ATTENDANCE at School

Attendance and Punctuality is taken seriously at The Emmbrook. The Education Welfare Officer works closely with the school on all punctuality and attendance concerns.

Students falling below 90% attendance fall into the PERSISTENT ABSENCE category and could be subject to parenting contracts and orders, penalty notices or prosecution.

If your child falls below 95% attendance or has odd days off from school resulting in failure to complete full school weeks you will be contacted by the school to discuss how we can work together to raise this figure. If no reason for a child's absence has been received after two weeks, this will be marked as an unauthorised absence.



Why is school attendance so important?

- Your child will have access to a safe learning environment
- Your child will receive the full-time education to which they are entitled
- Your child will achieve success with their learning at school
- Your child will have better choices when they leave school

Medical Room Procedures

If a student feels unwell, they should speak to their teacher who will give them permission to go to the Main Reception. There, they will be assessed, and parents will then be contacted directly by the school should the student need to be collected. If a student contacts you directly, please contact the school before coming in to see them.

Leave of absence

For emergency medical/dental appointments, please try to book these outside of school hours if possible. Please email your child's Tutor/Year Leader directly and send a copy to our Attendance Officer so our records can be kept up to date absences@emmbrook.wokingham.sch.uk
For **ALL** other absences, please contact absences@emmbrook.wokingham.sch.uk for a Leave of Absence Form. Please return the form FAO of the Attendance Officer, via the Main School Office.

Holidays during Term Time

Holidays during Term Time have a detrimental effect on learning. A student who takes a 10 day holiday during an academic year will only attain 94.7% attendance, on the condition that they attend every remaining school day.

If a student is subsequently ill, each additional day they are absent from school will reduce their total attendance by 0.5%. **Holidays in term time will affect your child's achievement.**

No holidays will be authorised at The Emmbrook and those of 5 days and over will be issued a Penalty Notice by the Education Welfare Service.

If there are any questions/problems please contact your child's Year Leader or Tutor on 0118 9784406 and we will endeavour to support you.

To report an absence please email: absences@emmbrook.wokingham.sch.uk or telephone the school.

Please follow these procedures for every day of absence and please support your child with their education by making sure that they attend school regularly. Thank you.

The Emmbrook 3G Pitch

The new 3G astro pitch was officially opened in January 2020.

We have received specific guidance as to the appropriate footwear needed from the supplier, TigerTurf so please bear this in mind when purchasing footwear as part of your child's school uniform.

We have to meet these stipulations if we wish to keep the guarantee that is in place for the 3G astro pitch.

Permitted Footwear:



Not permitted Footwear:



If you have any questions or issues with this information please contact chumber@emmbrook.wokingham.sch.uk

More information about TigerTurf can be found at www.tigerturf.com