

NEW PUPILS' HANDBOOK
2024 - 2025

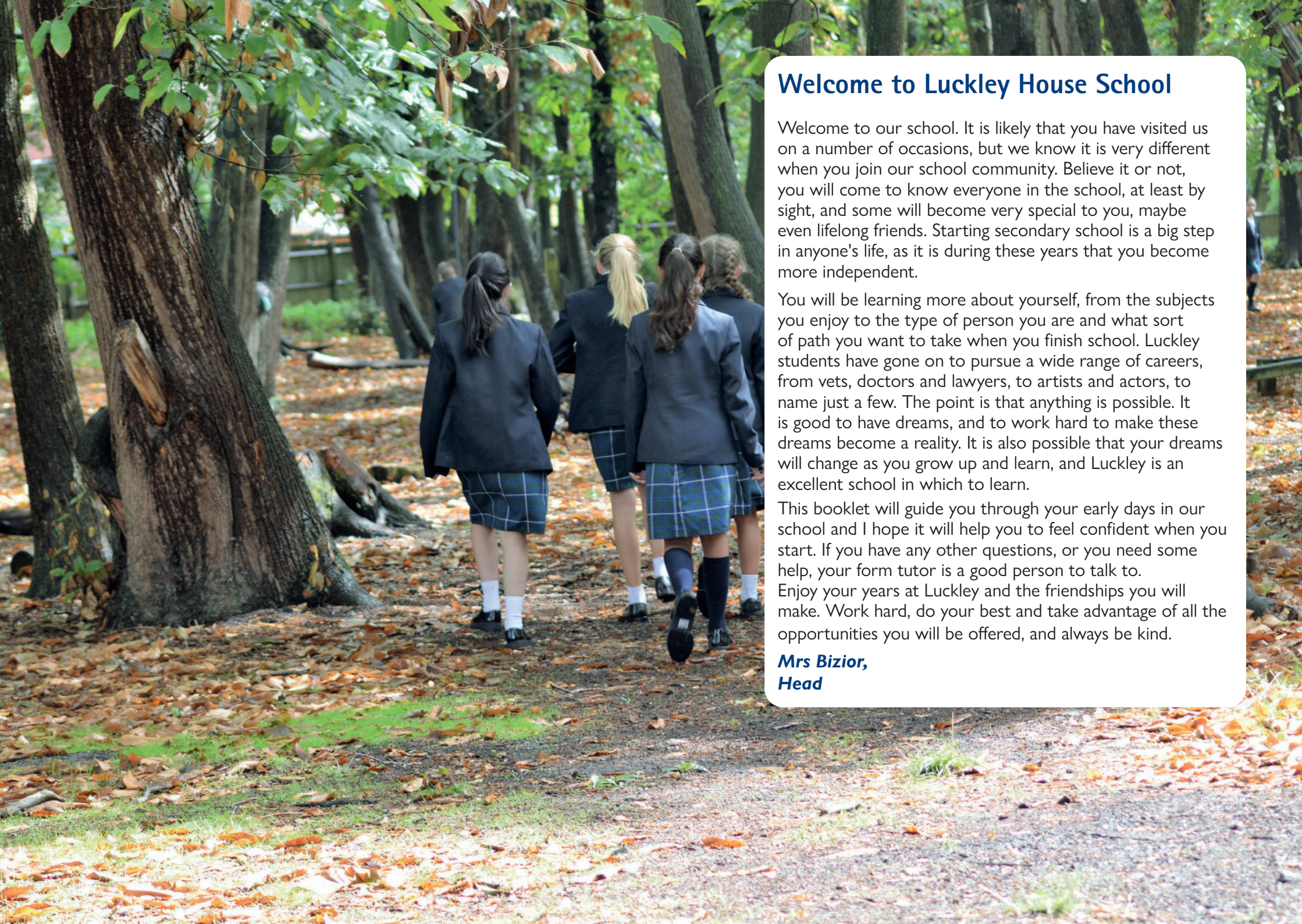
“WHERE THERE
IS BELIEF THERE
IS POSSIBILITY”



“I BELIEVE I CAN
BECOME THE
CEO OF MY OWN
COMPANY”

HADRIEL

Luckley
HOUSE SCHOOL



Welcome to Luckley House School

Welcome to our school. It is likely that you have visited us on a number of occasions, but we know it is very different when you join our school community. Believe it or not, you will come to know everyone in the school, at least by sight, and some will become very special to you, maybe even lifelong friends. Starting secondary school is a big step in anyone's life, as it is during these years that you become more independent.

You will be learning more about yourself, from the subjects you enjoy to the type of person you are and what sort of path you want to take when you finish school. Luckley students have gone on to pursue a wide range of careers, from vets, doctors and lawyers, to artists and actors, to name just a few. The point is that anything is possible. It is good to have dreams, and to work hard to make these dreams become a reality. It is also possible that your dreams will change as you grow up and learn, and Luckley is an excellent school in which to learn.

This booklet will guide you through your early days in our school and I hope it will help you to feel confident when you start. If you have any other questions, or you need some help, your form tutor is a good person to talk to. Enjoy your years at Luckley and the friendships you will make. Work hard, do your best and take advantage of all the opportunities you will be offered, and always be kind.

Mrs Bizior,
Head

WHO'S IN CHARGE?

HEAD: MRS BIZIOR



Mrs Bizior has been the Head at Luckley House since September 2020. She was previously the Deputy Headmistress at Downe House School and taught Computer Science. Mrs Bizior loves to cook and also enjoys Karate! She is passionate about environmental science and geography and is very excited about Luckley's development as an Eco-school.

HEAD OF BOARDING: MR ROSE



Prior to joining Luckley, Mr Rose has been the Head of Boarding in an International school in Belgium and a housemaster for five years at a boarding school in the south of England. He lives at the School with his wife Zoe, two daughters Anya and Ava and his cavapoo Bert.

HEAD OF LOWER SCHOOL & TRANSITION: MRS BROWN



Prior to her relocation Mrs Brown was Head of Drama at a boys' grammar school for over 10 years. She joined Luckley in September 2017. Mrs Brown is Director of Drama and Head of Lower School & Transition. She takes pride in ensuring that every individual feels supported throughout what can be a very worrying time for young people.

DEPUTY HEAD (ACADEMIC): MR WOOLNER



Mr Woolner joined Luckley in September 2023 after more than ten years working as Head of Religious Studies in schools in Cambridgeshire and Oxfordshire. A self-confessed geek, he loves nothing more than relaxing in the evening with a documentary about history, engineering, or railways.

SENIOR DEPUTY HEAD MRS GILDING- BRANT



Mrs Gilding-Brant joined Luckley in 2010 as Head of PE. She is now Senior Deputy Head and the Designated Safeguarding Lead (DSL). Mrs GB organises the Prefect system throughout the school and supports the Sixth Form Mentors. Mrs GB is also Copper, the school dog's owner!

THE SCHOOL DOG: COPPER



Copper is our School Dog. She is a bouncy, lovable Boxer Dog, who loves lots of attention from the whole school community. She can be found most days in Mrs GB's office or being taken for walks in the school woods by adoring pupils.

YOUR FIRST DAY

On your first day at any school you are likely to feel both excited and a little nervous. You really don't need to be worried as there will be lots of people around to help you to settle in. Your **Form Tutor** will answer any questions you have and will tell you what will be happening and when.

You will also start to get to know the Sixth Form **Year 7 Prefects**. They remember what it is like on the first day and are very excited to be the first pupils to be welcoming you to Luckley.

If you are in Year 7, 8 or 9, you are likely to have been in to school for an 'Induction Day' when you will have been shown around and met others in your year group. During that day you will have taken part in some fun activities to help you to get to know the other pupils and some of the teachers, including those who will be Form Tutors.

At the beginning of September the new pupils will come to school **the day before the rest of the pupils come back**. This gives you another chance to learn your way around school. You will also be given things like your **planner and timetable**, and will be shown which is your **locker**, so that you can start to get organised.

THE SCHOOL DAY

08:45	Assembly / Form Time
09:10 - 10:00	Period 1
10:05 - 11:00	Period 2
11:00 - 11:20	Break
11:20 - 12:10	Period 3
12:15 - 13:10	Period 4
13:10 - 14:10	Lunch
14:10 - 15:00	Period 5
15:05 - 16:00	Period 6
16:00 - 16:20	Tea
16:20 - 17:30	Enrichment Programme (Monday to Thursday)



ASSEMBLIES

On Monday mornings Mrs Bizior and the Sixth Form will usually lead assembly; we may sing a song or a hymn, and there is a short talk and a prayer. Sometimes we think about issues affecting all our lives, such as events in the news, anti-bullying, supporting charities and staying safe online. On Thursday mornings you may have a year group assembly or time with your form.

Assembly is also a good time to celebrate the achievements of different people in our community when prizes and certificates are presented. These can be for all sorts of different things, including music and drama exams, gaining lots of credits, doing some particularly good work, being part of a winning sports team and many others.



YOUR FORM TUTOR

When you join Luckley you will be placed in a form group with a teacher assigned as your Form Tutor. Your Tutor is a source of lots of help and advice. To start with they make sure you know where everything is, they explain your timetable to you and help you to organise your time and your belongings.

Your Form Tutor is also there to look out for you and your interests. For instance, if you are having trouble with your homework, they will help you. If need be, they will let all your teachers know you are trying your best, if indeed that is the case.

Your Form Tutor will normally register you in the morning, so you will see them every day. With time, your Form Tutor will get to know you very well and this will help them to make sure you are happy and doing well in school.



YOUR SUBJECT TEACHERS

You need to remember three very important things about your subject teachers:

1. They are super enthusiastic about their subject.
2. They want to pass on their enthusiasm to you.
3. They want you to do well.

The thing they worry about the most is that you understand what they are teaching. They want you to ask questions during the lesson and they will be happy to help you at other times. You will be encouraged to do your best and your subject teachers will help you to believe you can succeed.

“I BELIEVE THAT I CAN USE
MY PASSION FOR SCIENCE TO
BECOME A DOCTOR”

VENESHA



PREFECTS AND LEADERSHIP

You will be given many opportunities to develop your leadership and team-working skills. In the lower school, these include **Form Captains** and **Lower School Prefects** and there will be many more as you move up the school.

All Sixth Formers are Prefects and there are more senior positions for those who are keen to acquire additional responsibilities.

The Senior Prefects lead their teams in all Inter-House competitions. These important leadership roles help develop management and organisational skills, as well as the mentoring and coaching of younger pupils.

HOMEWORK

Homework is an important part of your learning in school. At the beginning of the year you will be given a homework timetable telling you which subjects will be set for which night. In Year 7 and 8 you will only be set regular homework in English, Maths, Science and Modern Foreign Languages. For all other subjects teachers will set project work.

In terms of project work, each term you will be expected to complete;

- at least two projects to level 1
- at least one other project to level 2

In addition to this, scholars must complete their subject project to level three with general academic scholars allowed to pick from any of the projects on offer.

Each project is marked out of 30 and the more projects you do the more marks you will earn. Awards will be given at the end of the year for the pupils with most points.

Your Form Tutor will tell you more about this when you join.



FOOD

All the food you need for the school day is provided and it is very good! Therefore you do not need to bring any food into school. You will be given a snack for morning break and, if you stay for the Enrichment Programme, you will have another snack at tea time.

The food is well-balanced, nutritious and designed for energetic and growing young people. There is plenty of choice, including vegetarian dishes, and the catering staff will help you to make sensible choices to ensure that you have a good balance. If you have any food allergies or intolerances, the catering staff will make sure there is alternative food for you to eat.

Sometimes we have theme days, such as Italian, Spanish or BBQs outside. We have a special menu for Chinese New Year and we enjoy a delicious Christmas dinner together.



“I BELIEVE I
CAN BECOME A
PROFESSIONAL
TENNIS PLAYER”

GEORGE

SPORTS

There are plenty of opportunities to play sport. You will have at least two lessons of PE and Games a week as you go through Years 7 –11.

You will play a variety of games including, hockey, football, netball, rounders, volleyball, badminton, tennis and rugby. In addition you will do climbing, dance and trampolining. This is just a short list to give you some examples of what you will be doing.

Matches are played against other schools, usually during games afternoons, and there are opportunities for everyone who wants to join a team. There are also Inter-House competitions in many sports for you to play in, including the annual Sports Day.

If you play or compete in any sport at county or even national level you may have to miss school on occasions; if this is you then the school will encourage and support you.

One of the purposes of the sports programme is to let everyone have a go at an activity they enjoy so that they can have fun and stay healthy.

If you have any suggestions about sports, or you would like to do more, please speak to the PE staff.



DRAMA

On your visits to school you are very likely to have seen The Whitty Theatre, where you can learn about all aspects of the theatre and perform on the stage. In Years 7 to 9 you will take part in class Drama lessons. You may go on to choose Drama as one of your GCSE options, and perhaps carry on studying Drama and Theatre Studies at A Level.

You can also take private Drama lessons and exams, either as an individual or in a small group.

In addition you can join the Drama Club which takes place as part of the Enrichment Programme. These different elements of Drama lead to various productions, so watch out for all the different opportunities to take part.

Drama is a great way to have fun, relax and grow in confidence. If you feel too nervous to perform you may want to help with things like backstage, lighting, sound, costumes and makeup. Or you may like to have a small part in the early days.

Have a go, you may surprise yourself!

“I BELIEVE I WILL
BECOME A SUCCESSFUL
ROCK STAR”

RICARDO



MUSIC

Each week lots of pupils have music lessons, playing a variety of different instruments and singing. Some people even play more than one instrument. If you already play, or would like to learn, you will be in good company and you will have opportunities to perform, as well as taking ABRSM exams if you would like to. The school also regularly enters festivals and other competitions.

Music Clubs held at lunchtime, before and after school include:

- Orchestra
- Senior Choir
- Music Theory
- Junior Choir
- Chamber Choir (by audition)
- Open Music Studio
- Rock School
- Chamber Music
- Wind Band
- Ukulele Club

It is great fun to take part in these groups and the performances they put on.



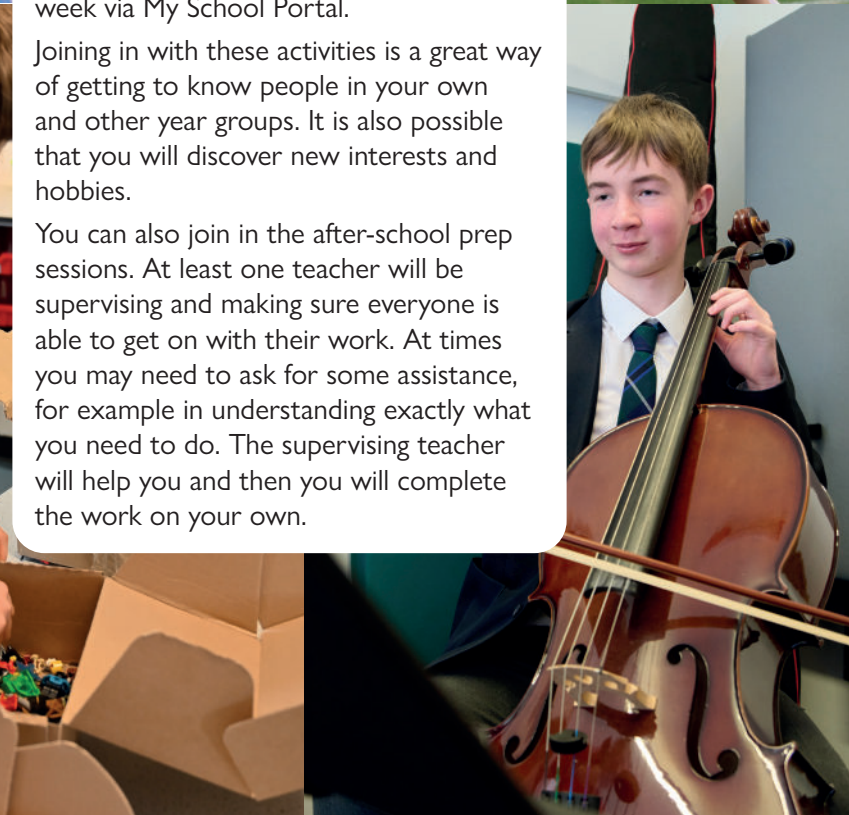
ENRICHMENT PROGRAMME

On Monday to Thursday, after school, lots of activities take place, such as Fun Cooking, Arts and Crafts, Climbing, Trampolining, Drama Club, Music, Science Club, Duke of Edinburgh's Award Scheme and Combined Cadet Force. And this is just a sample list; the programme changes every term with some activities running when the weather is better.

The School website has an up-to-date list of activities and you will need to book each week via My School Portal.

Joining in with these activities is a great way of getting to know people in your own and other year groups. It is also possible that you will discover new interests and hobbies.

You can also join in the after-school prep sessions. At least one teacher will be supervising and making sure everyone is able to get on with their work. At times you may need to ask for some assistance, for example in understanding exactly what you need to do. The supervising teacher will help you and then you will complete the work on your own.





SCHOOL TRIPS

During your time in school you will go on lots of different trips. There will be visits to places of interest and to places where you can do fieldwork for Geography and Biology. You will visit art galleries and go to the theatre. On top of these are opportunities to go abroad, such as ski trips, sports tours, music tours, and language trips. You may even have an opportunity to go to a country such as Ethiopia to help a community there.

CAREERS

From quite early on you will start to think about possible careers during lessons. You will be encouraged to consider the kinds of questions you need to start asking in order to make choices about your future.

Most young people in school now will have more than one, and possibly more than four careers in their working life. With the changes in the world economy and in the nature of work itself we expect you to leave Luckley able to cope with the prospect of having a number of different jobs. This affects the way we want you to learn: with flexibility, resourcefulness, imagination, a secure grasp of how to think and express yourself both in public and on paper.



THE LIBRARY

The Library operates as a quiet working area open to all pupils from 08:45-16:00 daily, and again for Prep from 16:20-17:30. We have resources to support your learning and a vast range of up-to-date fiction to inspire you and encourage reading for pleasure.

You may borrow four items at a time for four weeks and we ask you to return or renew them promptly to allow others to enjoy them too. We'll remind you of any overdue items on a weekly basis via your tutor.

The Library is staffed by Mrs Godfrey and Ms Morgan. Please use the Book Return Box and Library Loans Book when a librarian is not present.

You can access the library catalogue where you can search for resources, place reservations and renew your books. The url and log in details will be issued to you when you join the school.

EXAMS

Whilst exams can be something of a challenge, they are a part of your life and will be for quite some time to come. You have passed exams in order to gain a place at Luckley so you already know you can be successful. You will take the most important exams, your GCSEs and A Levels at the end of Year 11 and 13, by which time you will be very well prepared.

In Years 7 – 10 you will do your end of year exams at some point in the summer term. They are designed to find out what you have learnt and to help you set targets so that you can improve, if necessary. You and your teachers will use this information throughout the year to ensure you make good progress.

EXTRA SUPPORT

Sometimes you might find yourself struggling in a subject. Perhaps there is a topic that just refuses to make sense, or you find you have a gap in your knowledge because you have been unwell or not covered it in your previous school. First of all, don't worry, but speak to your subject teacher. Usually they will be able to explain things in a way that makes sense.

Some pupils require a bit more support and there may have been discussions between you, your parents and Mrs Bell. Sometimes your teachers will notice that you need extra support. If this is the case Mrs Bell will contact your parents to make sure you get the help you need for as long as it is necessary.



THE HOUSE COMPETITION

We have four Houses at Luckley, all named after former Luckley Heads: **Cornish**, **Blake**, **Galloway** and **Randle**.

You will find out which House you are in on your first day in school. Being part of a House encourages teamwork and a healthy competitive spirit. Each House has a House Captain who will lead their teams in a whole host of events, including music, drama and dance competitions, sports events and competitions, such as the House Bake-off, Debating and quiz.

A CULTURE OF MUTUAL RESPECT

At Luckley we enjoy a culture of mutual respect where school is considered a safe place. Pupils thrive in this co-educational environment. The curriculum and activities beyond the curriculum help everyone to establish healthy relationships, both amongst their peers as well as wider areas of the school community. This is especially important when taking part in House activities where the need to collaborate and communicate are essential to your House's success. When you get to school, if you are ever unsure of anything make sure you speak to your Form Tutor. They will be really happy to help out in any way they can.

The School Planner, given to you when you arrive, is also an excellent checklist for information, including timings of lessons and an area to copy your timetable. Your Head of Section will be able to explain in more detail certain rules that we have in place, which are all part of the well-oiled Luckley machine.

Inappropriate behaviour will never be tolerated and both staff and pupils have an excellent understanding of this by adhering to our behaviour and conduct policies.

MOBILE PHONES

Mobile devices must be switched off and put away into lockers by 08:45, where they must remain until 16:00. They must not be kept in blazer pockets. At any other time, if it is necessary to contact parents, pupils should report to the School Office or ask a teacher who will supervise the call. Devices may not be used in lessons.



MICROSOFT SURFACE

You will use your Microsoft Surface regularly in lessons, so you must make sure that you bring it to school fully charged every day. The School's IT Department is able to assist you with any technical problems that you might encounter with your device.

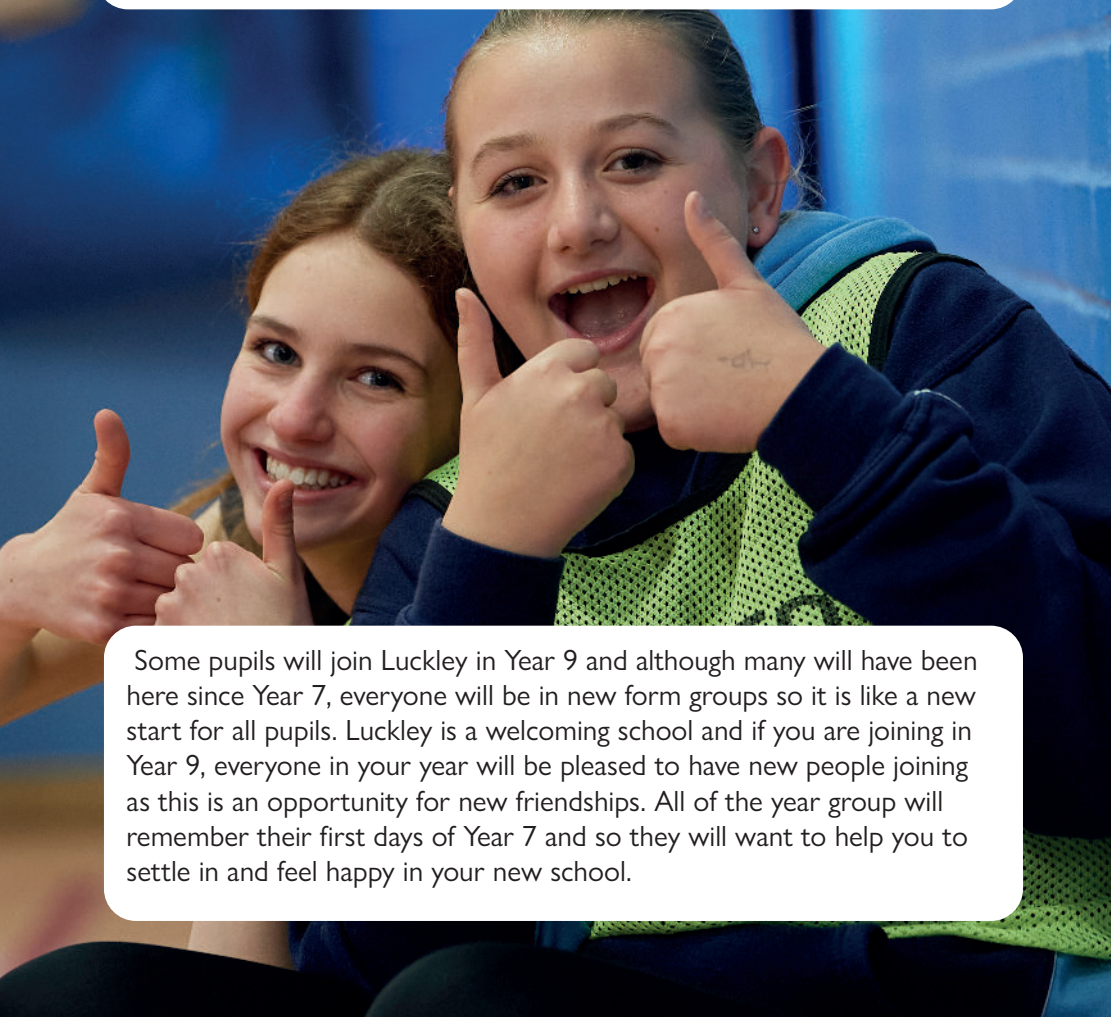
UNIFORM

It is important to look your best in all walks of life and wearing your uniform with pride is part of this. You should make every effort to wear it correctly and to keep it clean and tidy. You should also look after it and make sure items are labelled. This also applies to your PE kit. If you lose any items go and look for them as soon as possible, checking where you last had them and in the lost property boxes.



MAKING FRIENDS

When you first join Luckley it will be important for you to make friends and get to know other people. If it is the beginning of a new year and you are in Year 7, you should remember that others will probably be feeling a bit shy and uncertain too, and this can make people behave in different ways; for example, some people talk a lot when they are nervous, some are very quiet and others can be tearful. You will gradually find out what they are really like when you start having lessons together, doing sport and joining in activities such as choirs, drama club and other enrichment activities. In any group of people you will find others who share your interests and enthusiasms: at the same time it is also good to get to know people from different backgrounds and with different preferences.



Some pupils will join Luckley in Year 9 and although many will have been here since Year 7, everyone will be in new form groups so it is like a new start for all pupils. Luckley is a welcoming school and if you are joining in Year 9, everyone in your year will be pleased to have new people joining as this is an opportunity for new friendships. All of the year group will remember their first days of Year 7 and so they will want to help you to settle in and feel happy in your new school.

If you are joining during the year or in a year group other than 7 or 9, you will be assigned a form and given a 'buddy' who will be there in your early days to show you how everything works. We are all here to help you, so don't be afraid to ask if you are unsure about anything at all. Whenever you join, don't feel that you have to make one special friend straight away. It's more sensible at first to get to know everyone in your class and in your year.

If you ever feel you're being bullied, you should always talk to a member of staff. They will listen to what you have to say and will discuss with you what you think would be the best way of dealing with the situation. Very often, the person who is making you feel unhappy will not realise the effect they are having on you, but it's important that they are made to understand the impact of their behaviour. Remember that bullying is not acceptable, and everyone has to get along so that school is a happy place for all of us.



WHO TO TALK TO

Everyone has times when they are anxious about something. In school there are plenty of people to turn to, so never feel that you have to struggle to deal with problems on your own. Sometimes you'll want to talk to your friends, or to an older pupil you have got to know and who will understand how you might be feeling. You will find out about the Sixth Form Mentoring Scheme when you join us. Your Form Tutor, one of your subject teachers, your Head of Section or Mrs Gilding-Brant will find a time to talk to you on your own, or you may wish to talk to Nurse Lan or Nurse Doel. You can also report a concern using Pupil Voice, which is an online form for you to fill in.

We understand that you may want to talk about some things in confidence, and not want them to be discussed with someone else. Members of staff will always respect this wish as far as possible but if, as a result of what you tell them, they think that you or someone else may be at risk, they must pass it on to Mrs Gilding-Brant, who is in charge of safeguarding. We have a trained counsellor who is available if you want to talk to someone different. Mrs Gilding-Brant can arrange an appointment for you.



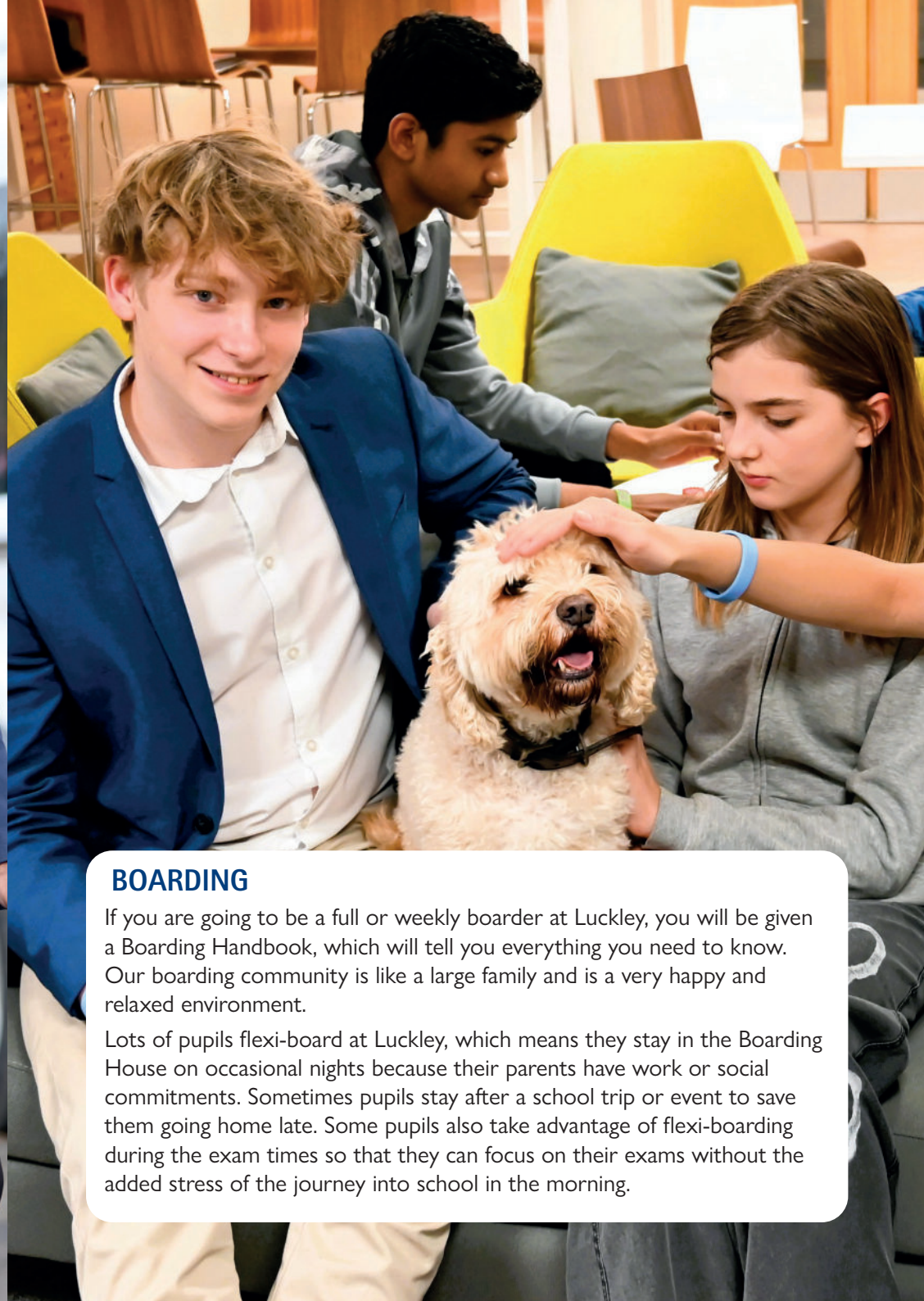
THE SCHOOL BUS

Lots of pupils use the school bus to get to school and back. We cover most areas with our minibuses and offer two drop off times at the end of the day to enable you to take part in the enrichment day programme.

If you regularly use the bus and decide you would like to stay for an activity, you must make sure that you have signed up for the activity in advance via the school website.

Using the school transport is not only a very convenient way of getting to school and back, but it is also a great way to make friends with pupils in other year groups.

On the Luckley House School website at www.luckleyhouseschool.vectare.co.uk you can see a map of the areas covered by the school buses and can check the timings by putting in your postcode.



BOARDING

If you are going to be a full or weekly boarder at Luckley, you will be given a Boarding Handbook, which will tell you everything you need to know. Our boarding community is like a large family and is a very happy and relaxed environment.

Lots of pupils flexi-board at Luckley, which means they stay in the Boarding House on occasional nights because their parents have work or social commitments. Sometimes pupils stay after a school trip or event to save them going home late. Some pupils also take advantage of flexi-boarding during the exam times so that they can focus on their exams without the added stress of the journey into school in the morning.



“I BELIEVE I CAN HELP TO
CHANGE THE WORLD FOR
GOOD”

DREW





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