

Luckley House School

# NEW PUPIL HANDBOOK



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# Welcome to Luckley House School

Welcome to Luckley House. 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 when 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,  
Headmistress

# Who's in charge?

## Headmistress: Mrs Bizior

Mrs Bizior has been Headmistress 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 very passionate about Environmental Science and Geography and is very excited about Luckley's development as an Eco-School.

Mrs Bizior strongly feels that "Where there is belief, there is possibility" and aims to instil this belief throughout the school community.

## **Deputy Head (Academic): Mr Woolner**

Mr Woolner joined Luckley in September 2023



He spent 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.

Mr Woolner enjoys helping young people find the subject they really love...even if it is not RS.

## **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.

Mrs GB organises the Prefect system throughout the school and supports the Sixth Form Mentors.

Mrs GB's dog, Copper, a very bouncy and loveable Boxer, is in school daily and is very popular with pupils and staff!

## **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.

Mr Rose loves getting to know each boarder and seeing them thrive every day.

## **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; she is also Director of Drama

Mrs Brown draws upon her own experiences with transitioning to a new school and area, as both a teacher and a parent.

She takes pride in ensuring that every individual feels supported throughout what can be a very worrying time for young people.

## Your First Day

On your first day at school, it is normal to feel excited and nervous, but there's no need to worry as plenty of people will be there to help you settle in.

If you are in Year 7, 8, or 9, you would have attended an **'Induction Day'** at school.

This day included tours, meeting peers and teachers, and taking part in fun activities to help you get to know others and your Form Tutors.

Your **Form Tutor** will answer your questions and inform you about upcoming events.

You will also meet the Sixth Form Prefects, who remember what it feels like on the first day and they look forward to welcoming you to Luckley.

In early September, new pupils will start school a day before the other pupils. This allows you to familiarise yourself with the school, receive your **planner** and **timetable**, and locate your locker to start getting organised.



## 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 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 are doing well in school.



## Your Subject Teachers

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

1. They are 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.

## Timetable

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

## Assemblies

Assemblies are usually led by Mrs. Bizior and the Sixth Form on **Monday mornings**, featuring songs, a talk, and a prayer.

Topics include current issues, anti-bullying, charity support, and online safety.

On **alternate Wednesdays**, there are House or year group assemblies. Assemblies also celebrate community achievements with awards for various accomplishments, such as music, drama, academic credits, and sports.



## Homework

At the start of the school year, you will receive a homework **timetable** for each subject. If you have difficulties, you can speak to your teacher or Form Tutor, who may recommend attending clinics. In Years 7 and 8, regular homework is assigned only in English, Maths, Science, and Modern Foreign Languages.

## Projects

In the projects programme, pupils must complete a minimum of **three projects** each term, including:

- At least two projects at level 1
- One project at level 2

Scholars must complete their subject project up to level 3, while general academic scholars can choose any projects up to level 3.

Each project is graded out of 30, with more completed projects leading to higher marks and potential awards for top performers. Year 7 includes project lessons for support, and staying on top of homework is encouraged to allow more time for projects.



## Prefect and Leadership roles

You will be given many opportunities to develop your leadership and team working skills.

In the Lower School you will be offered roles like **Form Captains** and **Lower School Prefects** and there will be further roles available to you as you move up through the school.

For these roles there will usually be an application process which will include a hand written letter and an interview.

# The 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 also have a special menu for Chinese New Year and we enjoy a delicious Christmas dinner together.

## Lunch Rota

In your first week of Year 7, you will be given an early lunch pass to have early lunch from **13:10 to 13:25** to avoid the main school rush.

The rest of the school lunches from **13:25 to 14:00**, with lunch ending at 14:10. A rota ensures each year group gets first lunch at least once a week, remaining consistent throughout the year.



# Sport

Pupils will have at least **two PE and games lessons** each week, with a selection of sports like hockey, netball, football, rounders, volleyball, badminton, rugby, and tennis throughout the year.

PE lessons also include **activities** such as climbing, dance, and trampolining, among other activities.

**Matches** occur against other schools during game afternoons, with team opportunities for all interested.

Additionally, **Inter-House competitions** in various sports, including the annual Sports Day, are available for all pupils.

## Kit Rules

- You can wear your **PE kit** to school if you have a Games/PE lesson first.
- You can go home in your PE kit if your last lesson is Games/PE.
- If you are staying for Enrichment Activities (not including sporting activities) you will need to change.

If you compete in sports at **county or national level**, the school will support you if you need to miss school to attend these fixtures.

**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 visited **The Whitty Theatre**, where you can learn about all aspects of the theatre and perform on the stage.

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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.

In **Years 7 to 9** you will take part in **class Drama lessons**.

You may choose to do Drama as one of your GCSE options, and perhaps carry on studying Drama and Theatre Studies at A Level.

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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 are too nervous to perform, you might want to consider helping with **backstage** tasks like **lighting, sound, costumes, or makeup**. You might also try a small role initially. Give it a try; you may surprise yourself!



Each week lots of pupils have **individual 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** are held at lunchtime, before and after school and 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

There are many options for co-curricular activities, there is something different after school each day!

Within the **first week** of being back at school there will be an **Enrichment Fair** which will display all the club opportunities for the upcoming year.

The Enrichment Programme runs **Monday – Thursday** afterschool from **16:15 to 17:30** where you will be provided with an afterschool snack and drink.



## Break times

During break time you will have the opportunity to explore the school. You will be allowed in the **woods** and on the **zip wire** and **rope swing** or you are welcome to use the **library** or even stay in your **form room** (as long as you respect these areas, they will remain open to you).

You may even be able to use sports facilities like the **astro**, but this depends on the day as usually each year group has an assigned day.





## 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.

## The Houses

When you join the school you will be sorted into one of four Houses; **Blake**, **Cornish**, **Galloway** and **Randle**.

There will be multiple House events throughout the year; this includes sports day, the reading challenge, bake off, House music and many more.

Your behaviour also counts towards the success of your House in that the more achievement points you get, the more **House points** you get. But if you get any behaviour points you lose points for your House, meaning you could prevent your House from going to Thorpe park at the end of the year.



## 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 is open for quiet study during school hours and for prep from 16:20-17:30.

Students can borrow up to **four items for four weeks**, and will receive reminders for returns or renewals.

A book return box is available, along with a library loans book for transactions.

An online booking system lets pupils browse, reserve, and renew books.



## 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 (they may ask you to attend clinic to fill the gaps). 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.



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.

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**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.

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 helping the school thrive.

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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.

### **Mobile phones**

Phones must be switched off and put inside your **locker** from **08:45 - 16:00** they must **not** be kept in bags or blazer pockets.

If completely necessary to contact parents you must ask a teacher or go to the office where you will be supervised.



### **Making friends**

When you first join Luckley, it's important to make friends and meet new people. At the start of Year 7, remember that others may feel shy or unsure too, which can make them act differently. Some might talk a lot, others may be quiet, and some might even feel emotional.

Over time, as you attend lessons, play sports, and join activities like choir or drama, you will get to know them better. You will meet people with similar interests, but it's also great to connect with those who have different backgrounds and hobbies.

### **Who to talk to**

Everyone feels anxious at times. In school, there are many people you can talk to, so don't feel like you have to deal with problems alone. You might want to talk to your friends, an older pupil, or someone from the Sixth Form Mentoring Scheme.

Your Form Tutor, a teacher, your Head of Section, or Mrs. Gilding-Brant can also find time to talk with you. You can also speak with Nurse Lan or Nurse Doel, or report a concern using the Pupil Voice online form.

If you need to talk to someone in confidence, staff will respect your privacy, but they must inform Mrs. Gilding-Brant if they feel there is a risk to you or others. A trained counsellor is also available, and Mrs. Gilding-Brant can help schedule an appointment.



### **Microsoft Surfaces**

You will receive a Microsoft Surface within your first week of school and you will need this for many of your lessons and your homework. So make sure to charge it every night.

If you ever have any issues with your Surface you can take it up to IT where they will help sort out any issues. IT is located in the main building of the school.

If you are unsure of when you can use your Surface in class, just ask your teacher; they will be more than happy to tell you if it is needed within your lesson.



### **Uniform**

You should be presentable at all times. This means blazers should be worn when moving throughout the school, and shirts should be tucked in.

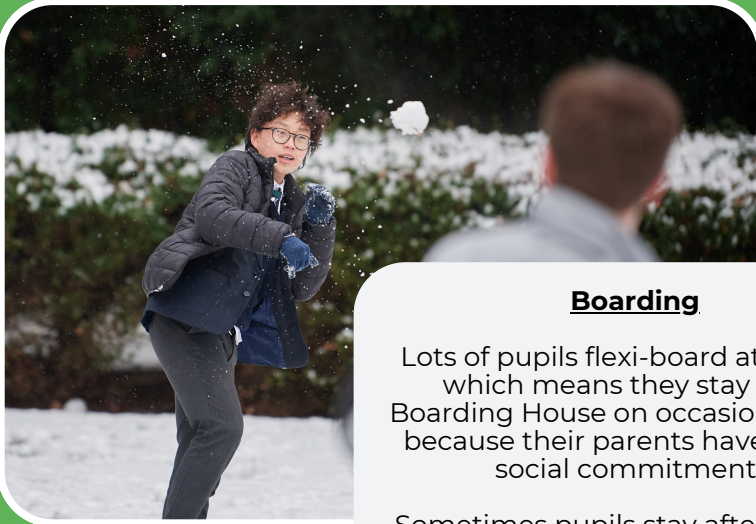
Make sure to label all of your uniform including PE kit. If anything ever gets lost make sure to check where you last saw it and then check in lost property as soon as possible.



### The School Bus

Buses are available to all pupils and will arrive to school promptly in time for the beginning of the school day.

On **Monday – Thursday** there will be two buses that leave after school; one at **16:10** and one at **17:40**. This allows you to stay for the enrichment programme after school. If this is the case, you will just have to make sure you have signed up for the activity in advance via the school website.



### Boarding

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. If you decide to flexi-board, this can be booked via Mr Rose, the Head of Boarding.





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LUCKLEY HOUSE SCHOOL LUCKLEY ROAD,  
WOKINGHAM, BERKSHIRE, RG40 3EU

<https://www.luckleyhouseschool.org/>