MAIDEN ERLEGH
CHILTERN EDGE

Student Handbook

Year 7: September 2023

QUI VEUT PEUT

Qui Veut Peut 'if you want to, you can'

Ofsted
Good
Provider

WELCOME

Mr A Hartley
Headteacher

Miss E Bliss
Deputy Headteacher

Mrs N Benham
Assistant Headteacher

Miss S Cheeseman
Head of Year 7

Dear Year 7 Student

Welcome to Maiden Erlegh Chiltern Edge!

We have put this handbook together to give you some ideas about starting your new school, to answer some of the questions that you may have and to let you know about life here. We hope that it helps you to feel a bit more comfortable when you arrive for your first day.

There is a lot to read but do not worry if you cannot take it in all in at once - we do not expect you to know everything in the first weeks and, anyway, it will all seem much clearer when you are actually here!

I am so delighted you are going to be with us in September. MECE is a wonderful community who work hard to ensure that everyone can succeed no matter what their background. We have a lot of great lessons and great events that will make your time at school fun and interesting. Make sure you take advantage of all these opportunities!

In the meantime, if you have any questions about the school, then you can ask your parents to get in touch with us.

We wish you a very happy and successful time at Maiden Erlegh Chiltern Edge.

Mr A Hartley
Headteacher

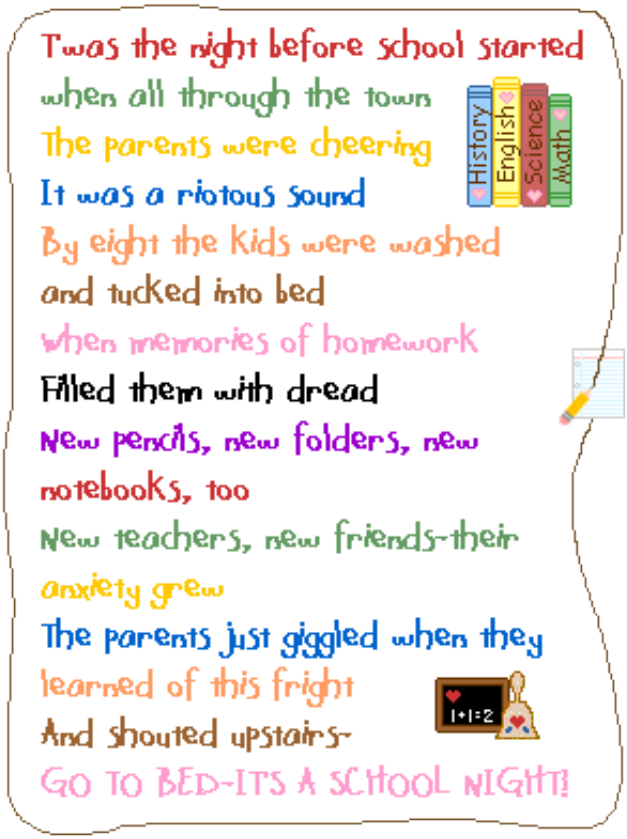
A Typical First Day

On your first day in September be at school for 8.40am and…

When you arrive, Miss Cheeseman and other staff will meet you at the entrance to the school, on Reades Lane. You will gather in the Quad and then head to your tutor room when the bell rings.

You will then spend some time in your tutor room. Whilst you are with your tutor in the morning you will be given your timetable and your student planner. You can bring along the map that we have put in the back of this handbook if you'd like – but do not worry, we are all very friendly and can help if you get lost!

You will then start to follow your timetable and get to meet some of your new subject teachers.



Do not worry, your tutor is going to be able to answer lots of your questions on your first day.

What do you need on your first day?

On your first day come perfectly dressed in your uniform and bring the following in your school bag:

- This handbook
- Your 'Tools for Learning' (or around £13.30 to purchase these on your first day)
- Food for lunch and break
- A bottle of water
- Your completed 'Headteacher's Challenge'

Tools for Learning:

At Maiden Erlegh Chiltern Edge students take pride in their learning and have a responsibility to make sure they are prepared for their lessons. We have a list of equipment, your 'tools', which you **must** bring with you to school every day.

- ✓ Large see-through pencil case
- ✓ Three black or blue pens
- ✓ HB pencil
- ✓ Rubber
- ✓ Pencil Sharpener
- ✓ 30cm ruler
- ✓ Protractor
- ✓ Highlighter pen
- ✓ Scientific calculator
- ✓ Coloured pencils (or pens)
- ✓ Glue stick
- ✓ Reading book

A hair-band for subjects that require this for safety reasons. Such as: PE, science, design & technology and food & nutrition.

You will be given a student planner on the first day, and the other books you need in each lesson. You need to remember to bring the correct books to each lesson, so get into good habits and check your timetable and bag the night before. Ask someone at home to help you.

Uniform

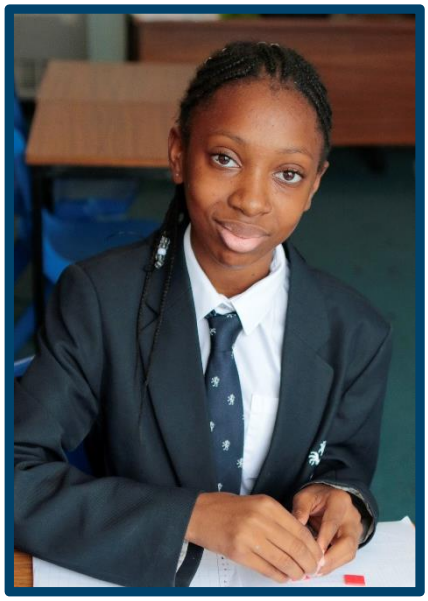
You will probably have lots of different feelings when you put on your new uniform. You might feel strange or nervous, but we really hope you will feel proud and that you will try to look your smartest at all times.

Stevenson's are the official suppliers for the school uniform. Uniform can be purchased by visiting their shop or their website. Your parents or guardians will have received a full list of what you need.

Make sure all your school clothes have your name in them. If you lose something, it is much easier to return it if we know who owns it.

You must take pride in your personal appearance by following these expectations:

- Natural coloured, well-groomed hair / facial hair (no extreme styles).
- One small silver/gold stud earring in each ear only (in the lower ear lobe) and no other jewellery.
- No nail varnish or make-up.



The School Day

You should be at school by 8.40am, ready for registration and tutor time to start. Between 8.30am and 8.40am you will have time to use your locker and get your bag ready for the day.

Registration
08:45 – 09:10
Period 1
09:10 – 10:10
Period 2
10:10 – 11:10
Break
11:10 – 11:30
Period 3
11:30 – 12:30
Period 4
12:30 – 13:30
Lunch
13:30 – 14:10
Period 5 (PM Reg)
14:15 – 15:15

Timetable

You will be given your new timetable by your tutor. Each week might look something like the one below. We have a two-week timetable which means that you will follow your week 1 timetable then your week 2 timetable and then repeat this. It might sound confusing but it will all make sense when we get going and it's nothing to worry about!

	Mon, 12/09/2022		Tue, 13/09/2022		Wed, 14/09/2022		Thu, 15/09/2022		Fri, 16/09/2022
M	7D, M1 EG	AM	7D, M1 EG	AM	7D, M1 EG	AM	7D, M1 EG	AM	7D, M1 EG
	7M-Fr1-, L3 CBI	1	7D-Gg1-, HUM1 MY	1	7D-Ar1-, AS1 JW	1	7D-Pe1-... PG	1	7M-En1-, En1 AXG
	7D-Hi1-, L2 DHU	2	7D-Sc1-, S1 EZS	2	7M-En1-, En1 AXG	2	7D-Hi1-, L2 DHU	2	7M-Ma1-, M4 LJ
R1		BR1		BR1		BR1		BR1	
	7M-Ma1-, M4 LJ	3	7M-Ma1-, M4 LJ	3	7D-Se1-, En4 SC	3	7M-Ma1-, M4 LJ	3	7D-Hi1-, L2 DHU
	7D-Sc1-, S1 EZS	4	7M-En1-, En1 AXG	4	7D-Rp1-, HUM2 LZS	4	7D-Dr1-, DDS TH	4	7D-Sc1-, S1 EZS
U		LU		LU		LU		LU	
M	7D, M1 EG	PM	7D, M1 EG	PM	7D, M1 EG	PM	7D, M1 EG	PM	7D, M1 EG
	7D-Pe1-... DHU	5	7D-Mu1-, MR BXB	5	7M-Cp1-, BITS KHD	5	7M-Fr1-, L3 CBI	5	7D-Gg1-, HUM1 MY
S		AS		AS		AS		AS	

In each rectangle you will see the class code on the left, next to that is the classroom. On the right is the teacher code. When you are given your timetable by your tutor, they will make sure you understand it and know where you are going. They will explain what each of the codes mean, so you know what subject you have, when, where and with which teacher.

The Canteen

Breakfast Club

The canteen opens at around 8.20am for breakfast. They offer cereal, toast, fruit, bacon sandwiches and many other snacks.

Break Time

At break time you will have 20 minutes to have a snack, get some fresh air and use the toilet. You may want to bring your own snack from home, or you can buy a snack from the canteen. At break time they offer a range of items including fruit, cakes and pizza.

Lunch Time

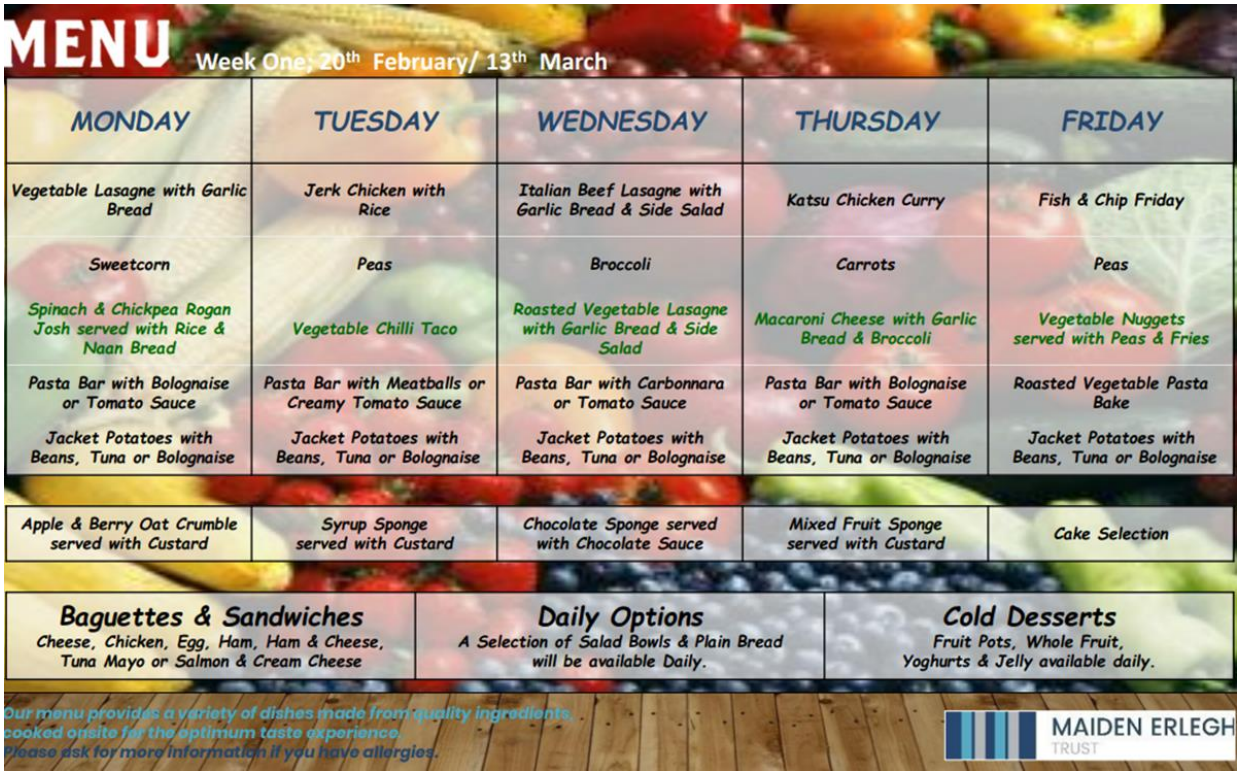
At lunch time you have 40 minutes to eat your lunch, get some fresh air and use the toilet. If you are buying food from the canteen you will need to hang up your coat and bag on the pegs provided or place them on the first 3 tables along the wall in the canteen, do not leave your belongings on the floor.

You will then need to join the queue and wait to be let in. Once you have your food you should sit down in the canteen to eat it, unless you have a takeaway lunch, which can be eaten outside of the canteen if you wish.

If you want to buy lunch in school the approximate cost is **£3.00** a day. You will pay for this via Parent Pay because we do not accept cash. Each student

has their own pin number and these will be given to you when you join us in September. Lots of students choose to bring lunch from home.

Example Menu



MENU Week One: 20th February/ 13th March

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Vegetable Lasagne with Garlic Bread	Jerk Chicken with Rice	Italian Beef Lasagne with Garlic Bread & Side Salad	Katsu Chicken Curry	Fish & Chip Friday
Sweetcorn	Peas	Broccoli	Carrots	Peas
Spinach & Chickpea Rogan Josh served with Rice & Naan Bread	Vegetable Chilli Taco	Roasted Vegetable Lasagne with Garlic Bread & Side Salad	Macaroni Cheese with Garlic Bread & Broccoli	Vegetable Nuggets served with Peas & Fries
Pasta Bar with Bolognaise or Tomato Sauce	Pasta Bar with Meatballs or Creamy Tomato Sauce	Pasta Bar with Carbonnara or Tomato Sauce	Pasta Bar with Bolognaise or Tomato Sauce	Roasted Vegetable Pasta Bake
Jacket Potatoes with Beans, Tuna or Bolognaise	Jacket Potatoes with Beans, Tuna or Bolognaise	Jacket Potatoes with Beans, Tuna or Bolognaise	Jacket Potatoes with Beans, Tuna or Bolognaise	Jacket Potatoes with Beans, Tuna or Bolognaise
Apple & Berry Oat Crumble served with Custard	Syrup Sponge served with Custard	Chocolate Sponge served with Chocolate Sauce	Mixed Fruit Sponge served with Custard	Cake Selection

Baguettes & Sandwiches	Daily Options	Cold Desserts
Cheese, Chicken, Egg, Ham, Ham & Cheese, Tuna Mayo or Salmon & Cream Cheese	A Selection of Salad Bowls & Plain Bread will be available Daily.	Fruit Pots, Whole Fruit, Yoghurts & Jelly available daily.

Our menu provides a variety of dishes made from quality ingredients, cooked onsite for the optimum taste experience. Please ask for more information if you have allergies.

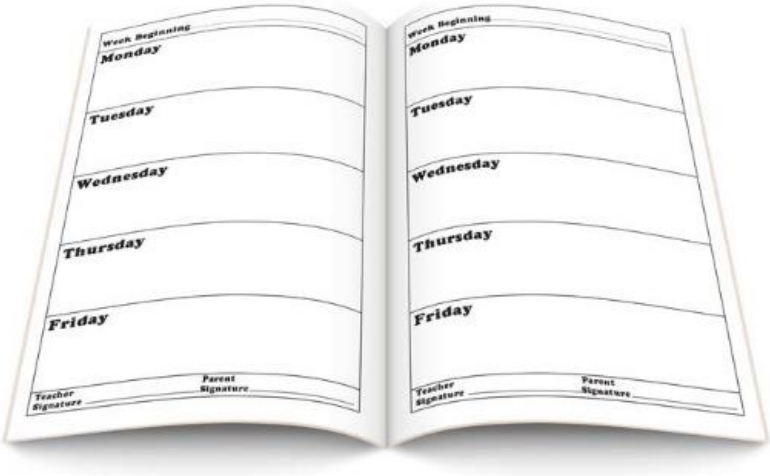
MAIDEN ERLEGH TRUST

Bring in a refillable bottle for water with you to school. You can fill this up in the canteen. You are not allowed to bring in fizzy drinks, energy drinks, cans or glass bottles. If you bring them in, they will be confiscated.

Please be aware that we have students in school with severe nut allergies and therefore, we are a nut free school. Please ensure that your child does not bring in any foods containing nuts e.g. peanut butter, Nutella-like chocolate spreads, cakes, satay sauces etc

Homework

On your first day you will be given a Student Planner. You will stick your timetable into it, but you can also keep a record in it of homework you are set. This is a precious book, which you must not lose, and must always carry with you.



Your tutor will explain how to use it. You should show your diary to your parents and they may wish to sign to say that you have completed your homework. Your tutor will also look at your planner occasionally during tutor time.

Homework is set on a website called Bromcom. You will be given your login details during the first week of term. Your parents/guardians will also have their own login so that they can keep an eye on the homework you are being set and what you have been doing. There is an App you can download onto your phone – if you wish to. We will show you how to log in during the first week.

Make sure you meet your homework deadline. Ask for help in advance of the deadline as missing it may lead to a sanction.

Do try to re-cap your day's learning. Reviewing and practicing new knowledge is the best way to remember it! Plus, it means if you realise you don't understand it, you can ask your teacher for help.

Homework Tips:

- ✓ It is a good idea to try and do your homework on the night that it is set. Then if there is anything you don't understand you can find your teacher and ask them before it is due in.
- ✓ Find a space in your house that can be your 'homework spot'. Make sure it's a clean and tidy workspace.
- ✓ Decide on a homework routine that works for you. Maybe you do your homework as soon as you get in from school and that way you have the rest of the evening to do other things.
- ✓ Get into positive homework habits and make sure you are checking your Bromcom homework App for your tasks.

At MECE we have a homework club that runs on multiple days after school. During this time, you can access school computers, printers and there will be a teacher present to assist you.

Tutor Groups

Your tutor is one of the most important people to you at Maiden Erlegh Chiltern Edge. We will have four tutor groups in Year 7. You will see your tutor for registration each morning and we hope that you'll see them as someone you can trust, someone whose company you enjoy and to whom you can turn to for help. You will be taught some, but not all, of your lessons with your tutor group too.

You might want to see your tutor if:

- You fall out with your friends
- You win a competition inside or outside school and want to share that success
- You feel that you are being picked on by other students
- You have some ideas for activities which you could do as a group
- You want to share some good/bad family news
- You are getting tired or disorganised
- You have been somewhere interesting
- You have done some good work that you are especially proud of
- You've received achievement points
- You don't understand some work you have been given and are reluctant to ask the teacher who set it

Your tutor is there to help, support and guide you. They will work very closely with Miss Cheeseman and will make sure that you are safe and feel safe whilst at school. The most important thing is that they care about you and want you to do well.

You will be allocated to your tutor group before the summer break and receive an introduction from them.

Houses

Our House System is made up of four houses: Abbey, Chiltern, Peppard and Thames. You will be assigned a house and house events take place throughout the school year where you can earn house points for yourself and your house. House points can also be earned in lessons for sustained good work, excellent homework, attending extra-curricular clubs and positive

attitude towards learning. Students with the most house points will be rewarded with certificates and praise events. The amount of points each house has accumulated will be shared and celebrated during house assemblies, in our school MECE Matters newsletter and on displays in the school canteen. Within the house system there are also leadership opportunities as students can apply to become House Ambassadors, House Mentors and House Captains. Within these roles, students are given the responsibility to plan, organise and run house events and help support the heads of house in promoting their house and its events.

The four houses are:

ABBEY

Making History

CHILTERN

We've got the Edge

PePPard

BE PREPARED, BE POSITIVE & ANTHING IS POSSIBLE

Thames

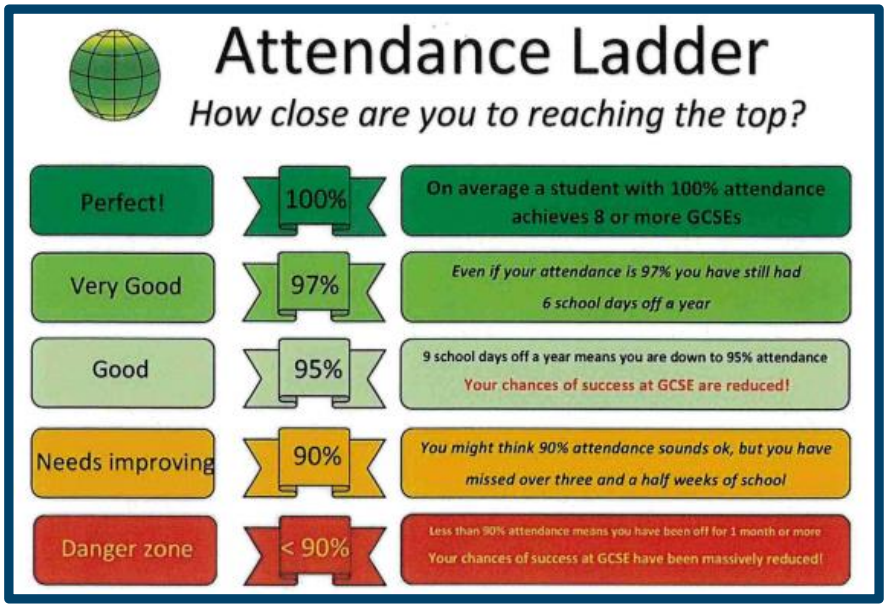
Dive into the river of ambition

Attendance

You should ensure that you are at school by 8.40am every day. If you are absent you should ask whoever is at home to telephone or email the school by 9am so that we know where you are. If you are late to school you must sign in at Student Services. If you do not register in the morning and there is no reason given, then a member of staff will contact your parents/guardians.

Attendance Letters: At the end of each term those students that have achieved 100% attendance or have improved their attendance considerably will receive a special letter.

Medical and dental appointments should not be made during school hours unless it is impossible to do it at another time. If you have to go to an appointment then your parents/guardians have to email the school office or write a letter and you will need to show this to a member of staff in Student Services. When it is time to leave the school site, you must sign out at Student Services.



It is really important to be at school as much as possible. Research shows that students who attend school (and you should aim for as near to 100% as possible) achieve more.

Frequently Asked Questions…

What do I do if I'm feeling ill?
If you feel ill during a lesson then you should let your class teacher know. If you are feeling ill during break or lunch time then you should go to Student Services, they will decide on whether your parents/guardians need to be contacted and if you need to go home.

If I lose something what should I do?
Retrace your steps and look in the classrooms and places you have been during the day. Lost property is located in Student Services, so if you cannot find it then visit Student Services and a member of staff will let you know if it has been handed in.

If I have trouble understanding something in class what should I do?
Ask your class teacher to help you, that's what they are there for and they will be happy to help. You can also let your tutor know and they will be able to help you talk to the right people and get support.

I am really unhappy/worried, what do I do?
Let your tutor know how you feel, they will be able to talk this through with you and make sure you get the right help and support. You might want to talk to your Head of Year, Miss Cheeseman, or the Inclusion Manager, Mrs Rixson.

What do I do if I need help?
Sometimes, you might feel a little fed up or feel like you just need somebody to talk to. Life can be difficult sometimes, and there can be good reason for this, but sometimes we can feel a little down and not know why. There are a lot of different people available to speak to at school, and if we cannot help, we always know somebody who can.

If I'm worried about something that has happened at home, who do I talk to?
Your tutor is there to help and support you and if something has happened at home they can discuss it with you. Remember that you can talk to any member of staff that you feel comfortable talking to about things that have happened at home.

Getting to and from school

Most of you will travel to school on a bus. These are operated by Reading Buses or through Oxfordshire County Transport.

Where do I get my bus pass from?

If you live in Emmer Green or Caversham, you will travel to school on a Reading Buses bus. Bus passes are ordered through Brighter Futures for Children, this is done online at https://brighterfuturesforchildren.org/for-parents-carers/schools/transport. The Reading Buses website will give you all the information you need about bus stops and times, so you can work out where you need to wait for the bus in the mornings. You will need your bus pass with you every time you ride the school bus. If you lose the pass your parent/guardian will have to inform Brighter Futures for Children and place an order for a replacement bus pass.

For students travelling from Oxfordshire, the same applies but information and bus passes are ordered through South Oxfordshire County Council at this web address https://www.oxfordshire.gov.uk/residents/schools/travelling-school.

Where do I go at the end of the day?

At the end of the school day you must leave the school site via the gates by the sports hall or by the PE department. This is a busy time of day and vehicles will be driving around the school site, so please be mindful of this. The school buses pick you up from outside the front of school. You must wait sensibly on the pavement or grass for your bus to turn up.

Conduct on the school buses

We expect you to conduct yourself in a safe and appropriate manner whilst travelling to and from school. The school bus service is a public service and so it is important that you are positive representatives of the school.

Expectations

Keep the school tidy: Please pick up any litter and put it in the rubbish or recycling bins provided.

For your safety: Do not lean back on your chair.

Walk sensibly around the school site: Keep to the left in corridors and observe any one-way systems. It can get quite crowded sometimes so keep to the footpaths provided.

Be helpful and courteous to everyone: Always wait for members of staff to go through doors first. Don't barge past anybody - students or members of staff. Please hold the door open for three people walking behind you.

Chewing gum is not allowed in school: Please do not bring it in. If you are caught with chewing gum, then there will a consequence.

Follow the expectations of your teachers in lessons: This is important as your teacher knows the best way to manage your learning.

Devices: If you choose to bring your mobile phone (or any other personal entertainment device) into school, then it must be switched off and kept out of sight as soon as you are on site. We do not take responsibility for mobile phones, speakers, headphones, iPods, etc.

#MECEFAMILY

Rewards and Sanctions

We like to reward you when you get things right. That might be for a really good piece of work, putting a lot of effort into something that you have been asked to do, or for helping the school community. Whatever it might be, we have a lot of different ways of saying ‘well done’:

- House points
- Hot chocolate with the headteacher
- Postcards home
- Prizes and events
- Invites to trips
- Letters home

Sometimes teachers might ask you to stay behind for a chat after the lesson. This might be to help improve a piece of work, ensure you understand something you have been learning or to discuss ways to make sure you have a positive attitude in the classroom.

On the odd occasion, you may not get things quite right. This might mean that you receive a consequence. Consequences range from a verbal discussion with a teacher, to detentions ranging from 15 minutes to 60 minutes. Your parents will be notified if you receive a detention and you are expected to tell them about what has happened at school so that it is not a shock to them.

A lot of students go through school without ever having a detention, and we hope that you will be one of them.

School Community Opportunity and Student Leadership

We are a diverse school community and pride ourselves on being a safe, supportive and fun place to learn. We value your opinion and have set up a variety of ways for this to happen.

House Representatives You have the opportunity to apply to become a House Representative for your year. If you are successful, you will be required to help at Parents' Evenings, Information Evenings, tour guests of the school, help organise teams for house events and even interview new teachers!

School Council consists of one student per tutor group, nominated by your peers. If selected you will attend termly School Council meetings, where key topics will be discussed, and decisions made by you. For example, arrangements for break and the rewards system.

Sports Captains & Ambassadors
These roles are student leadership opportunities for each year group to support the PE department with the running of extra-curricular clubs and fixtures. The department appoint one male and female student from each year group as Captains and they are supported by two Ambassadors per year.

Clubs

School doesn't just start at 8.40am and stop at 3.15pm! There is a huge range of activities for you to get involved in both during and after school. You will get information about these from your tutor.

Some of the clubs:

Sports clubs & teams	**Maths drop-in**	**Art Club**
Film Club	**Board Games Club**	**Choir**
Chess Club	**LGBTQ+ Club**	**Science Club**

Have a think about what club might interest you. We would like you to have tried one of the clubs on offer within the first three weeks of joining school, your tutor will help you with this.

Clubs finish at around 4.10pm. If you normally travel to school on the bus then you can use your bus pass on the number 25 to get home!

Dear Year 6 students…

Year 7 is really fun, you have nothing to worry about! The teachers are super nice and you will make so many new friends. The lessons are really fun. The food from the canteen is very nice too! – Ella

I want to say that secondary school is not as scary as you think. When I first started school, the teachers were extremely nice and welcoming! The first week or so will be a little overwhelming because you don't know your way round the school but there are many other students that are willing to help you around. You'll eventually get the hang of it.
Starting a new school means meeting new people, don't be scared about not knowing anyone because soon you will have many new friends. It was the same for me, I didn't know many people at first but now I know everyone in Year 7 and have so many friends and I feel really welcomed.
Altogether, starting a new school is overwhelming but over a period of time, it will be easy and simple to understand everything. I hope this helped a lot :) – Kerise

Don't be scared. Ask for help. Have a great time! - Abigail

Don't be afraid to join in, you will have fun, guaranteed. – Vakaris

On the first day, it was hard to find my way around but I asked my tutor and he took me there. Always remember if you have any concerns just ask, it will be ok. Remember that mostly everyone is feeling the same, so don't worry. But the most important thing is just have FUN!! :) – Sarah

My advice would be to join as many clubs as you can, this way you can meet people who enjoy the same things as you. They are also lots of fun (especially the sport ones!) – Amelia

I know some of you are getting worried about getting lost. Although the school seems huge now, that is only because you're new to it. I promise that at the latest, you will know the way like the back of your hand in one week. I love the school and I know you will too. Hope you have a great summer. - Ben

When I first started at MECE I was really nervous, I didn't know my way around the school and I knew absolutely nobody. After only about two days I got to know all my teachers and my way around the school and now I have a bunch of very close friends. The teachers and students are always there to help and you can ask us questions if you need. Don't worry, be happy and have fun. Also, just be YOURSELF! - Gabrielle

Finally…

All of the staff and students at Maiden Erlegh Chiltern Edge are looking forward to you starting here and we hope you are too. We know that the first few days can be tiring and you may feel a mix of excitement and worry. These are all normal feelings and will settle down as soon as you start with us.

Talk to your family about how you feel about coming to secondary school and make sure that tiny worries don't become big ones. You might want to do a trial run of how to get to school, so there is one less thing to worry about on the first day.

We encourage everyone to participate in activities after school, so you might like to think about what you want to get involved in.

Finally, have a great summer holiday and we look forward to seeing you on your first day in September as a student at Maiden Erlegh Chiltern Edge.

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