



Information for new Year 7s, Parents and Carers

Y6 Parents Evening

Wednesday 17 April 4:30 – 5pm and 5:30-6pm

Student transition Days

Wednesday 3 July, Thursday 4 and Friday 5 July 8.45am – 2.30pm

SEN transition dates

Friday 10 May 1pm – 2:45pm

Friday 24 May 1pm – 2:45pm

Friday 21 June 1pm – 2:45pm

Friday 28 June 1pm – 2:45pm

Summer school

Tuesday 23 July, Wednesday 24 July and Thursday 25 July 9am – 2:00pm

Uniform Event

Tuesday 2 July 3-6pm



Getting ready for September

Useful Contacts

Joanna Crewe	Headteacher	headteacher@chaucer.sheffield.sch.uk
Ashlea Jackson	Assistant Headteacher - Executive SENCO	ajackson@chaucer.sheffield.sch.uk
Jon Dimler	Deputy Headteacher - Quality of support	jdimler@chaucer.sheffield.sch.uk
Melissa Maddison	Assistant Headteacher- Y6 transition lead and Personal Development	mmaddison@chaucer.sheffield.sch.uk
Lisa Walker	Assistant SENCO	lwalker@chaucer.sheffield.sch.uk
Kerry Crossley	Safeguarding	kcrossley@chaucer.sheffield.sch.uk
Tim Edge	Attendance Lead	tedge@chaucer.sheffield.sch.uk

SCHOOL RULES – UNIFORM

- Blue blazer with Chaucer school logo
- Plain white formal shirt or blouse (may be short or long sleeved)
- School tie
- Black trousers or skirt – see below for more detail
- Plain black footwear – see below for more detail
- Plain navy jumper with no hood (optional)

Pinders are the sole supplier for our blazer and school jumper and are contactable via their website: [Pinders Schoolwear](#)

School ties are available from school at a cost of £6.50 or can be ordered from Pinders.

Shoes, trousers, skirts, shirts and blouses are all available at local supermarkets and chain stores such as ASDA, Sainsburys, Marks & Spencer and Primark. School Trends also hold school compliant skirts and trousers on their website. If in any doubt on any uniform items please do check with school first before buying items that do not comply with school uniform policy.

Full school uniform must be worn every day.

- Coats, scarves and gloves must be removed before students enter classrooms
- Blazers must be worn **at all times** when moving around inside the school building.
- Blazers may be removed in class with permission from the teacher.
- Blazers may be removed outside of the school building during break and lunchtime.
- School shirts/blouses must fit properly and be worn tucked in at all times.
- Ties must be clipped on and worn at all times
- Belts may be worn but they must be plain black with no studs or decorative buckles.
- Small, discreet items of jewellery may be worn e.g. earrings, small bracelet and rings but items of jewellery considered excessive or a health and safety concern will be removed. All jewellery must be removed for PE.

- False nails that are deemed to interfere with school work or are considered a health and safety concern are not allowed. Students will be given 24 hours to correct this or they will be placed in isolation until the situation is resolved.

What students **MUST** wear to school:

- Fully supportive footwear that is all black (shoes/pumps/boots/trainers)
- Black or grey trousers or a black or grey skirt
- Chaucer school blazer
- Plain white formal shirt or blouse (may be short or long sleeved)
- Chaucer school tie

What students **CAN** wear as part of their uniform:

- Plain navy jumper with no writing or logo on it

What students **CANNOT** wear:

- Footwear that isn't fully supportive of student's feet (sliders etc.)
- Footwear that isn't all black
- Jeans, tracksuit bottoms or leggings of any colour
- Tee shirts of any kind
- Hoodies of any kind
- Jumpers that are not navy in colour
- Jumpers with any writing, logos or other colours on them
- A jacket or coat when in lesson

Pinders are the sole supplier for our school blazer and school tie and are contactable via their website: [Pinders Schoolwear](#)

Shoes, trousers, skirts, shirts and blouses are all available at local supermarkets and chain stores such as ASDA, Sainsburys, Marks & Spencer and Primark. School Trends also stock school skirts and trousers on their website. If in any doubt on any uniform items please do check with school first before buying items that do not comply with school uniform policy.

- Correct school uniform must be worn every day.
- Coats, scarves, jackets and gloves must be removed when students are in lesson
- School shirts/blouses must fit properly and be worn tucked in at all times.

Small, discreet items of jewellery may be worn e.g. earrings, small bracelet and rings but items of jewellery considered excessive or a health and safety concern will be removed. All jewellery must be removed for PE.

Uniform expectations for PE lessons and sporting activities

- Chaucer T Shirt
- Chaucer Hoodie (optional)
- Black leggings or tracksuit bottoms

Please visit our website www.chaucer.sheffield.sch.uk for further information and pictures of our uniform. Colour swatches for trousers/skirts are also available from the school office.

Consequences of students not meeting school uniform expectations will follow the process outlined below:

Incorrect uniform	Consequence
Student arrives to school in incorrect footwear	Parental contact made, student is sent home to change or remains in reflection until the uniform can be corrected
Student arrives to school in jeans, tracksuit bottoms or leggings	Parental contact made, student is sent home to change or remains in reflection until the uniform can be corrected
Student arrives to school without a plain white formal shirt or blouse	Parental contact made, student is sent home to change or remains in reflection until the uniform can be corrected
Student arrives to school without a Chaucer school blazer	Student is asked to put their blazer on from inside their bag. If the student hasn't brought their blazer then parental contact needs to be made from form tutor to ensure student is bringing their blazer to school and wearing it each day
Student arrives to school without a Chaucer school tie	Student is given a school tie to wear that day and returns this to their year lead or engagement leader at the end of the school day

Footwear: All plain black:

- Flat • No sandals • No peep toes
- No coloured logos, eyelets, laces or edging of any kind.

Please note boots may be worn during the winter months only, as long as they comply with the guidelines above.

Trousers: Black

Trousers must be tailored with a waistband and zip. No stretchy or clingy fabrics. No leggings, jeggings or any other skin-tight or figure-hugging trousers will be allowed. No cargo pants, jeans or trousers with additional zips, buckles, or studs.



Skirts: Black

Skirts must be tailored with a waistband; skirts must be of a reasonable length worn just above the knee (no more than 2/3 inches above the knee).

Tights/Socks

Plain black socks or plain black or flesh coloured tights may be worn. Socks should be ankle socks or worn up to the knee. Students should not wear socks and tights together.

PE Kit

- Royal blue Chaucer t shirt
- Royal blue Chaucer hoodie
- Royal blue shorts
- Plain (or one small logo) black tracksuit bottoms or leggings (please see website for approved items)
- White or black socks
- Sports trainers
- No jewellery should be worn when taking part in PE

Please ensure that you have a refillable water bottle.

Please visit our website www.chaucer.sheffield.sch.uk for further information and pictures of our uniform.

Timings of the School Day

All year groups	Tutor time	8.30 – 8.50	20 minutes
	Lesson 1	8.50 - 9.55	65
	Lesson 2	9.55 - 11.00	65
	Break	11.00 - 11.15	15
	Lesson 3	11.15 – 12.20	65
Year 7, 9 and 11	Lunch	12.20 – 12.50	30
	Lesson 4	12.50 – 13.55	65
Year 8 and 10	Lesson 4	12.20 - 13.25	65
	Lunch	13.25 - 13.55	30
All year groups	Lesson 5	13.55 – 15.00	65

Our school day starts with a 20-minute tutor time at 8:30am. Students then move into 65-minute lessons from 8:50am. Y7 students are all on the first of two split lunch times with years 9 and 11.

A typical tutor time activity programme looks like this:



Form time 20 minutes
Year teams to check uniform and equipment as students arrive
each morning



	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Assembly SLT/Year Teams	SMSC and British Values MM	Learn to learn JC/GH	Current affairs (News) MM	Attendance, behaviour and achievement points
Year 8	Attendance, behaviour and achievement points	Assembly SLT/Year Teams	SMSC and British Values MM	Learn to learn JC/GH	Current affairs (News) MM
Year 9	Attendance, behaviour and achievement points	Learn to learn JC/GH	Assembly SLT/Year Teams	SMSC and British Values MM	Current affairs (News) MM
Year 10	Attendance, behaviour and achievement points	Learn to learn JC/GH	Current affairs (News) MM	Assembly SLT/Year Teams	KS4 RE SM
Year 11	Current affairs (News) MM	Attendance, behaviour and achievement points	Revision techniques MM	KS4 RE SM	Assembly SLT/Year Teams

Essential Equipment

Chaucer students are expected to be responsible with their equipment. Your child will be moving around the school building to different classrooms up to 6 times per day. They will need to carry a bag and be well equipped to arrive to each lesson fully prepared to learn. Please ensure your child has the following equipment with them ready to start with us in Y7:

- | | |
|--|---|
| <ul style="list-style-type: none">• Pen• Pencil• Ruler• Scientific calculator• Purple pen | <ul style="list-style-type: none">• Protractor• Compass• Rubber• Bag (large enough to hold A4 folder/PE Kit) |
|--|---|

The Chaucer Y7 curriculum

During Year 7, Chaucer students follow a broad and balanced curriculum covering all aspects of the National Curriculum. The school operates a two-week timetable during which students study lessons in English, Maths, Science, Geography, History, ICT, D+T, RE, French, Music, Drama, PE and Art. In addition, students study LIFE (**Personal Health Social and Economic learning**) which is a life-skills package, designed to support their learning and increase aspiration. Our LIFE curriculum encompasses a full range of personal development themes and placed within it is a strong emphasis on learning to learn, self-management and enterprise skills.

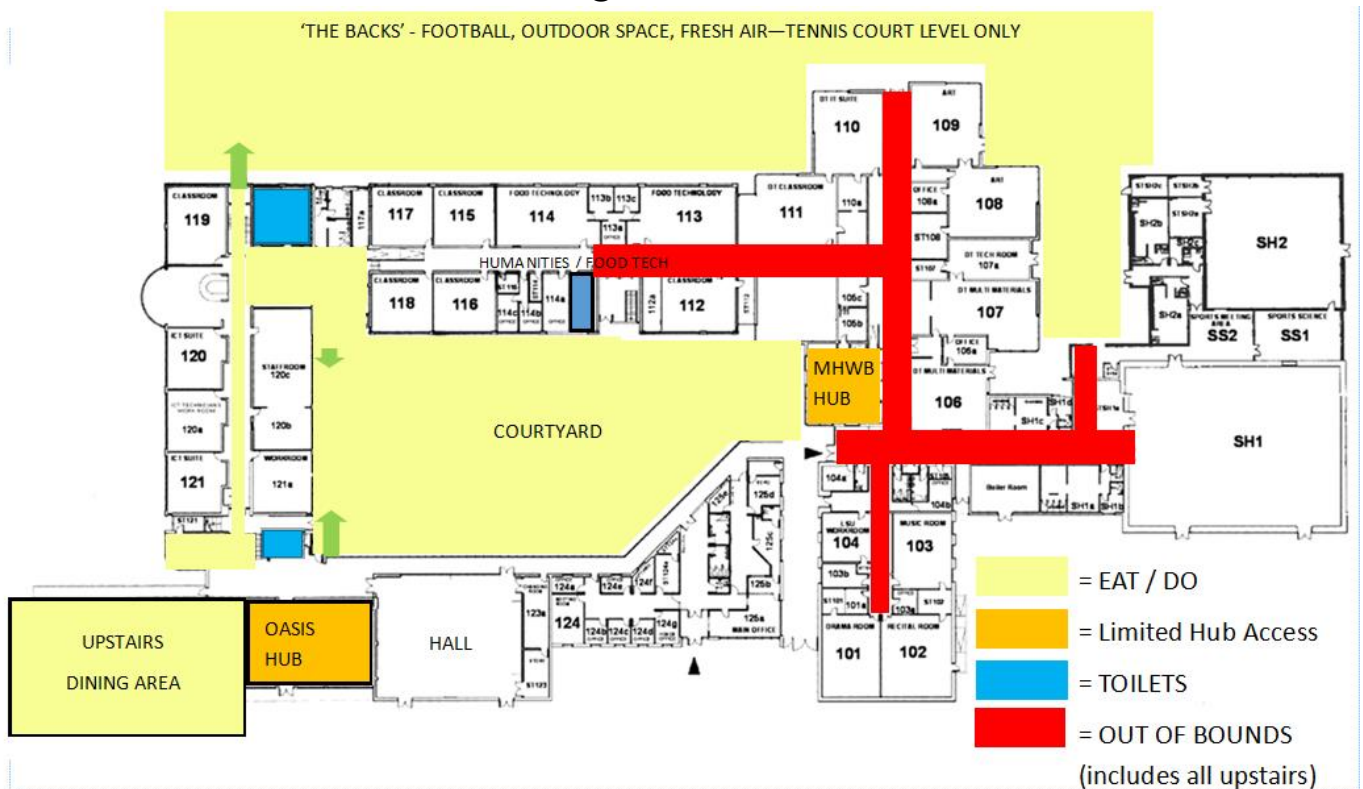
A typical Chaucer weekly timetable for a student in Y7:

Week 1 (Year/Term/Week: 2022/5/05)

Monday	Tuesday	Wednesday	Thursday	Friday
7SP 110 Ms S Patterson	7SP 110 Ms S Patterson	7SP 110 Ms S Patterson	7SP 110 Ms S Patterson	7SP 110 Mr E Fellows
Music 7SP-Mu3 103 Miss M Maddison	Design Technology 7z-Dt4 113 Miss H Hayes	Maths 7z-Ma3 212 Mr J Goodall	Core RE 7SP-Cre3 218 Mr D Mitchell	History 7SP-Hi3 118 Miss B Troughton
Science 7z-Sc3 203 Ms S Jones	English KS3 7SP-Eng3 223 Ms E Brightman	Geography 7SP-Gg3 117 Mr D Kitching	English KS3 7SP-Eng3 223 Ms E Brightman	Science 7z-Sc3 204 Dr M Ibrahim
English KS3 7SP-Eng3 223 Ms E Brightman	Core PE 7z-CPe3 PE Mr S Hazelden	English KS3 7SP-Eng3 223 Ms E Brightman	Design Technology 7z-Dt4 113 Miss H Hayes	Drama 7SP-Dr3 101 Mr E Fellows
7SP 110 Ms S Patterson	7SP 110 Ms S Patterson	7SP 110 Ms S Patterson	7SP 110 Ms S Patterson	7SP 110 Mr E Fellows
History 7SP-Hi3 118 Miss B Troughton	Maths 7z-Ma3 212 Mr J Goodall	ICT 7SP-It3 120 S Shabir	Maths 7z-Ma3 212 Mr J Goodall	Geography 7SP-Gg3 117 Mr D Kitching
Maths 7z-Ma3 212 Mr J Goodall	Science 7z-Sc3 203 Ms S Jones	French 7SP-Fr3 209 Miss C Prottis	Core PE 7z-CPe3 PE Mr S Hazelden	Art 7SP-Ar3 109 Ms L Beckett

Break and lunchtime access:

Please see a map of our school building below. The key indicates accessible areas for socialising, toilets and out of bounds areas:



Chaucer students move around school building for different lessons. The white boxes represent our classrooms on the map. There is also an upstairs level. All classrooms with a room number starting with a '1' are on the ground floor, all those starting with a '2' are on the 1st floor.

Rewards

Central to our behaviour policy is the right of all staff to praise students, including contacting parents as a matter of routine. Spontaneous day-to-day praise is a key foundation in all good schools.

Positive behaviour points (PBs)

The first formal phase of the rewards system is the use of PBs. These will be awarded both within and outside the classroom. These will be rewarded to recognise and praise not just work, but any instances of demonstrating the school core values.

- **Respect** – Be respectful of others, of ourselves and our environment.
- **Responsibility** – Be responsible for our decisions and for our actions.
- **Kindness** – Be kind. Always.

Positive behaviour points will give students access to planned reward events and trips. The criteria for reward events and trips will be shared with students and families at the start of each half term.

Certificate levels for PBs will be as follows:

- 250 – Bronze
- 500 – Silver
- 750 – Gold
- 1000 – Platinum
- 1500 – Diamond
- 2000 – Head teacher's Award
- 2500 – Governor's Award
- 3000 – Chair of Governor's Award.

In terms of classroom-based responses, five key phases are identified. It is hoped that most students will choose to spend their time at Chaucer operating with the rewards framework.

It is also expected that for the students whose behaviour for learning is deemed to be unacceptable, only a small minority will move beyond phase 2.

It is essential that all students, parents, and teachers understand this framework and its continuum of sanction/responses.

Detention Procedure and Process

30 minute detention

- Student reaches Phase 3 of the classroom behaviour process, Period 5 previous day to Period 4 on the same day.
- Students reach Phase 2 of the classroom behaviour process on 5 occasions within a school week.
- Students arrive late to school on 2 or more occasions in a school week.

Remainder of day in reflection and 30 minute detention

- Student reaches phase 3 of the classroom behaviour process in 2 lessons during the same day.

1 hour detention

- Any student that fails to attend, refuses or fails a 30 minute detention will be issued with a 1 hour detention the following day.
- Failure to attend, refusal to attend or failure of a 1 hour detention will result in a full day placement in reflection until 4pm the following school day.

Classroom Behaviour Process

Phase 1 (P1) 'Remind'

Students will be reminded of the high expectations around behaviour and the

**Y7
detentions
in Room**

**Y8
detentions
in Room**

**Y9
detentions
in Room**

**Y10
detentions
in Room**

**Y11
detentions
in Room**

Phase 2 (P2) 'Formal Caution'

Student will receive a caution recorded in Bromcom around continued poor choices and reminded again of the effect this is having on learning on others.

Phase 3 (P3) 30-minute same day detention.

Parents will receive a text message to inform them of the same day 30-minute detention. A student that reaches phase 3 in two lessons in a day will go in reflection until 3.30pm

Phase 4 (P4) Immediate Withdrawal or withdrawal for continued poor behaviour.

Continued disruptive behaviour, refusal to follow basic instructions or serious behaviours will result in students being withdrawn from lessons.

- School will contact the parents of all students who are withdrawn from lesson due to poor behaviour.
- Students will be placed in reflection to access work.
- Withdrawal will result in students spending their next social time in Reflection in addition to a 30-minute detention after school.

Mobile phones/electronic devices (including headphones) are not permitted to be used in school; if phones are seen or heard (including vibrating) they will be confiscated.

Use of toilets – All students are encouraged to use toilets before school, during break and lunch periods and after school. Students should only use toilets during lesson time in emergencies and always with a pass from their class teacher. Parents will need to provide medical evidence for any student who needs to use toilets on a regular basis due to a specific condition or illness.

. Chaucer School has private cubicles in all toilets. These cubicles are to be used by only one student at a time.

This is your new school!



Assembly Hall



Bikes can be brought to school but will need a padlock to lock it up