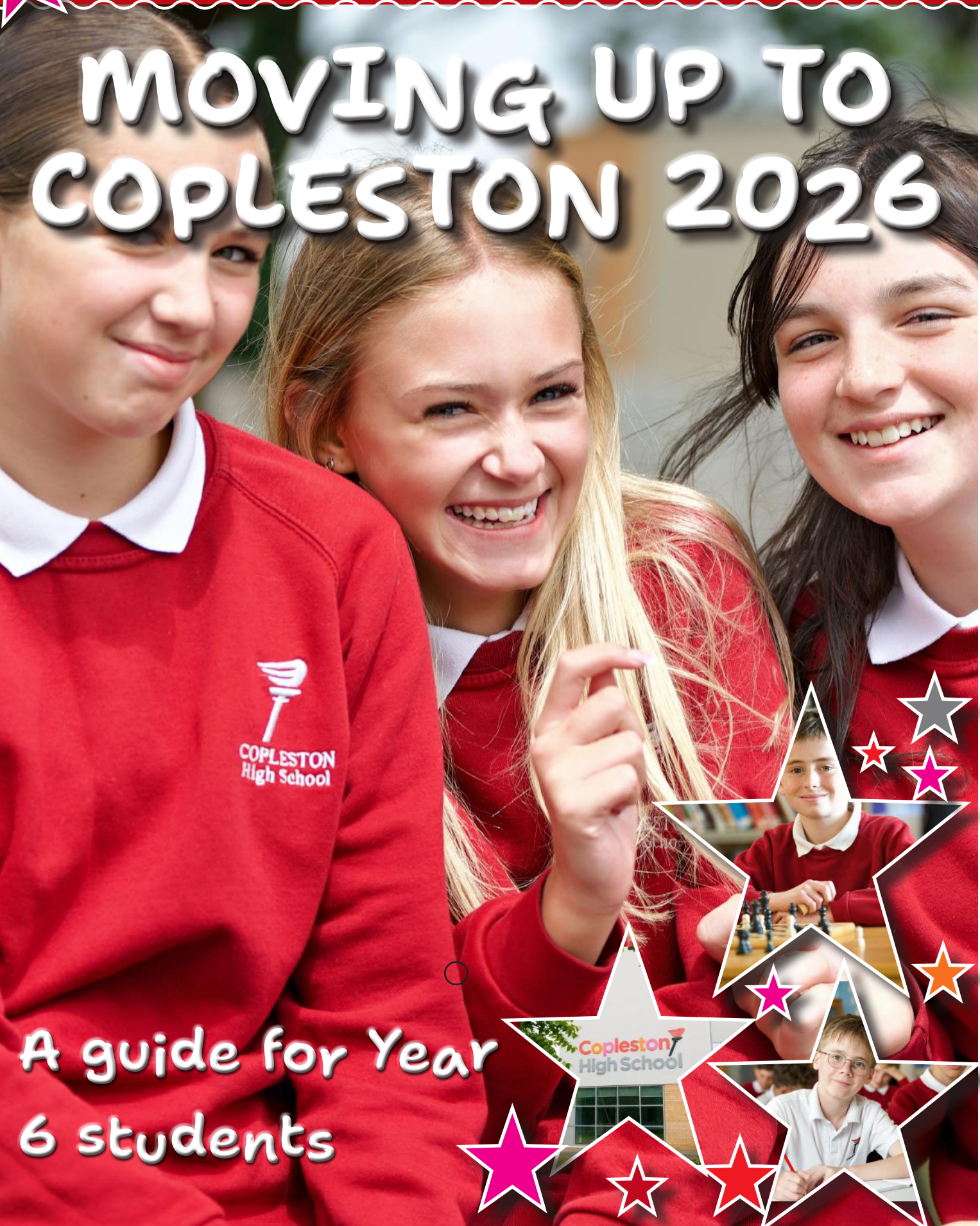




Copleston
High School

MOVING UP TO COPLESTON 2026



A guide for Year
6 students



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A WARM WELCOME TO COPLESTON!

Dear Year 6 Students,

We are so excited that you will be joining the Copleston community in September! Welcoming our new Year 7 students is a great occasion for us, as we know that it is just the beginning of your very special Copleston journey. High school is full of new opportunities, new friendships and new challenges. We hope you will embrace all of these with enthusiasm and will have a happy and fulfilling experience at Copleston High School. We have very high expectations of all our students as we want you to develop into confident and well-rounded individuals who have the skills to go out into the world and be successful!

I love going to Copleston. There are so many opportunities...so many things to try and give a go!

Bronte, Y7

We have a fantastic team of staff ready to help and support you with your transition to high school and we hope that this booklet, the induction programme and the other support you will receive will help to reassure you that high school, and Copleston in particular, is an incredible place to be and will soon feel like your second home!

Although we hope you are excited to be joining us, we know you will also have some worries about such a big change and this is completely normal and healthy! However, you will find that older students, your form tutor, Mrs Naseri and all the staff at Copleston will help you whenever you need it, you will make lots of new friends from other schools and you will soon settle in and feel at home here!

We would like to wish you all a fun and relaxing summer break with your families and look forward to welcoming you in September.

Mr Green, Principal

Miss King, Head of School



WHICH STAFF WILL I MEET?



Mr Green is the Principal. He works closely with our Trust CEO and runs the school. He visits lessons regularly and enjoys meeting students.



Miss King is the Head of School. She keeps the school running smoothly and works closely with students & parents to make the school a positive place to be.



Mrs Naseri is your Leader of Learning. She will get to know you well and will work closely with you, your parents and your form tutors.



Miss Lloyd is our SENDCO. She leads a team of staff who support students with additional needs and works with students, parents and other organisations.



Mr Leach oversees behaviour, attendance and rewards. These are all areas that are hugely important to your success at Copleston!



Mrs Bradshaw works closely with Mr Leach. She also ensures that your successes are recognised at exciting assemblies and Celebration Evenings.



Mrs Coote and Ms Burrows are our Pastoral Support Workers. They will support you if things aren't going so well and celebrate with you when they are!



Mr Palmer is in charge of Safeguarding. He leads a team of people who work very hard to keep you safe and happy inside and outside school.

WHO WILL MY FORM TUTOR BE?

You will find out your form tutor during the induction programme. You can add their details here when you know them:



My form tutor is: _____

My form is: 7 _____

My form room is: _____

WHO ARE MY SUBJECT TEACHERS?

You will find out your subject teachers when you are given your timetable in September. However, all teachers have the same expectations and rules - you can learn more about these elsewhere in this booklet. You will find that Copleston teachers are friendly, helpful and knowledgeable and they are all excited to help you develop a love of learning and an enthusiasm for the subjects they teach.

The teachers
are kind, funny,
supportive and
amazing!

Sophia Y7

WHAT MAKES A SUCCESSFUL COPLESTON STUDENT?

At Copleston, we have 5 core values which we think are important for all students to try to live by each day, both inside and outside school. You will see these on posters and screens around the school and will hear them mentioned regularly by staff.

ASPIRATIONAL

We want you to work hard, aim high and achieve the best that you are capable of, both academically and in your hobbies and interests.

RESILIENT

Resilience is about keeping going or bouncing back when things don't go to plan. This includes being in school when you are not feeling 100%, trying your best even when the task is difficult, trying again and being prepared to do things differently if they don't work the first time.

COMPASSIONATE

We expect all students to be kind. You will meet lots of new people at Copleston who may be very different to you. At Copleston, we celebrate our differences and enjoy learning about other people's experiences. We help others when they are struggling and look out for one another - just like a family!



RESPECTFUL

We expect students to show respect by following SLANT and STEPS. You can read more about these later in this booklet. We also expect students to show respect for one another and for the school environment and equipment.

RESOURCEFUL

We want our students to be good problem-solvers. We encourage you to be inquisitive, to make use of the many resources we provide to help with your learning, and to find solutions to problems when you can, with help from staff where needed.

If you are respectful to others it will raise their confidence and spread to others.

Eric Y7

WHAT UNIFORM WILL I WEAR?

We have made our uniform as straightforward as possible and we expect students to be proud to wear it and to follow our simple rules and expectations. We check uniform regularly during tutor time and throughout the day.

Your parents will be given more details about what you need and where to buy it. We also regularly have second hand uniform sales in school where your parents can buy gently used items at low prices.

You will need the following items:

White polo shirt (with or without the school logo)

- Maroon sweatshirt with logo
- Plain grey trousers (in specific styles - from suggested stockists)
- Black shoes only
- Plain socks

PE Kit:

- Maroon PE shirt with logo
- Black shorts
- Maroon socks (for outside)
- Trainers
- Maroon PE Hoodie
- Football boots for all weather pitch



The following items or combinations are acceptable:

- Polo shirt + school sweatshirt + coat
- Polo shirt + school sweatshirt
- Polo shirt
- Discreet jewellery. Earrings should be a single small stud only.
- Discreet make-up

NB. Some students have permission to wear a special hoodie to show a particular position in school (e.g. Student Leader, Young Interpreter).

The following items or combinations are NOT acceptable:

- Polo shirt and coat (without sweatshirt)
- Any other non-uniform sweatshirt or hoodie
- Boots
- Hats
- Facial piercings of any kind including nose studs
- Multiple earrings, bracelets, necklaces or rings
- Nail varnish or obvious make-up
- Extreme hairstyles or hair colours

WHAT DO I NEED TO BRING TO SCHOOL EACH DAY?

Being organised is an important part of secondary school. Remember to check your timetable each day to see if there is anything specific you might need. Don't forget to bring any homework or school books too!

FULL SCHOOL UNIFORM

With name labels



PE KIT

Only for the days when you have PE. You don't need to bring it on your first day.



PENCIL CASE

Containing the following items:

blue or black pen & spare



pencil



ruler



eraser



scientific calculator



coloured pencils

a compass

a protractor

Small French/
Spanish Dictionary
(Wait for advice from your class teacher)

The following items are highly recommended:

a highlighter

a green ballpoint pen

A WATER BOTTLE

A reusable one is best for the environment!



PACKED LUNCH OR MONEY IN YOUR LUNCH ACCOUNT

You can read more about how to buy lunch later in this booklet.



SPARE HAIR TIES

If you have long hair, it MUST be tied back for practical lessons and PE, so keep a spare hair elastic in your pencil case.

COAT IF NEEDED

You'll be outside at break and lunch unless the weather is very bad.

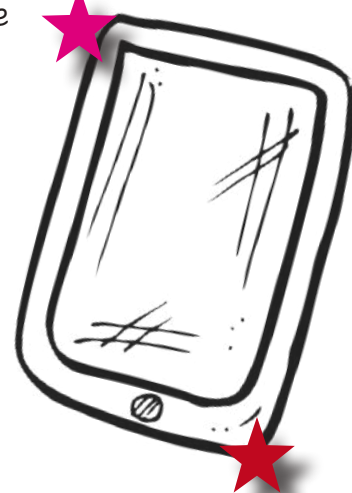


A STRONG SCHOOL BAG

We recommend a bag with two shoulder straps as this is much better for your back!

CAN I BRING MY MOBILE PHONE TO SCHOOL?

You may bring your phone so that you can use it on the journey to and from school but we operate a "gate-to-gate" mobile phone policy. This means that your phone must be switched off and in your bag from the moment you step through the school gates, and must not be seen or switched on again until you have left the school site. If your parents need to contact you urgently in school, they can get a message to you via the school reception.



Can I bring a smart-watch instead, or my Nintendo DS to play at lunchtimes?

No, our policy extends to all electronic devices such as smart watches, ear buds, portable games consoles etc. The only exception to this is your scientific calculator and any medical device which the school is made aware of.

Why can't I use my phone?

Research shows that excessive mobile phone use by children and young people can have a negative effect on their well-being. We want to help protect you from this as much as we can so that you can enjoy socialising with your friends when in school. We also want to help protect you from inappropriate content when in school, so our school computers have filters whereas your phones might not.

Not all Year 7 students have mobile phones and we don't want you to feel left out if others are using theirs. Having a phone-free policy in school means that you will never have to worry about needing a phone for any lesson activities.

Since introducing our phone policy, we have found that students are enjoying breaks and lunchtimes so much more, are talking to one another and are participating in more activities such as using our chess and table tennis tables.



Your parents might like to find out more about this by looking on:
<https://smartphonefreechildhood.co.uk/>

WHAT ARE THE TIMINGS OF THE SCHOOL DAY?

Unlike primary school, you will move to different rooms for different lessons. A bell will ring at each transition so students know when to go to their next lesson.



8:25am
Line-up

You will line up with your form in the Year 7 area.



8:35am
Tutor Time

You will walk to your form room for registration and activities.



9:00am
Period 1

Walk quickly and sensibly to your period 1 lesson.



10:00am
Period 2

Your period 1 teacher will dismiss you to walk to period 2.



11:00am
Break

Time for toilet, snacks, refilling water bottles and social time.



11:20am
Period 3

A bell will sound to tell you when to go to period 3.



12:20pm
Lunchtime

Time for food, socialising and lunchtime clubs.



1:00pm
Period 4

A bell will sound and you will go straight to period 4.



2:00
Period 5

Your teacher will dismiss you to walk to period 5.



3:00
End of Day

You can go home or stay for after school clubs.

WHAT HAPPENS IN TUTOR TIME?

Your form tutor will be waiting for you on the very first day and you will see them every morning from then on. They have lots of roles but their main one is to ensure that you are safe and happy at Copleston. They will celebrate your successes, encourage you when you are doing well, help get you back on track if things aren't going so well, help you solve any problems and keep a close eye on your attendance, academic progress, behaviour and well-being. All they ask in return is that you are positive, try your best and are always polite and cheerful towards them in tutor time.

WHAT IS A LINE-UP?

Line-ups are a positive start to each day. You will line up with your form in alphabetical order (this helps your tutor check who is present). Your Leader of Learning will give out important messages and might say something motivational, get you to recite the termly poem or celebrate Year 7 achievements. Staff also check uniform and punctuality.



WHAT WILL WE DO IN TUTOR TIME?

Here are some of the things that will happen in tutor time:

★ REGISTRATION

Your form tutor will take the register by calling each student's name. They will tell you how they expect you to answer.

★ ASSEMBLIES

Online via a screen in your form room or in the main hall. You will be told in advance if you have an assembly and where to go.

★ REWARDS & NOTICES

Celebrating rewards, reminding you about important events.



★ BASE ACTIVITIES

You will have a booklet of exciting activities to help you understand more about yourself and your world. This includes shorter answers, extended writing tasks, discussion questions, quizzes and more!

★ I ASPIRE

A chance to work towards an award!

★ UNIFORM & EQUIPMENT CHECKS

Nothing to worry about - your tutor will just do a quick check that you have everything you need for the day.

★ RACE TO 50

You will collect points for your attendance and full attendance means you are entered into the weekly draw to win prizes!

WHAT HAPPENS AT BREAK AND LUNCHTIMES?

We expect all students to be outside as much as possible for break and lunchtimes so that you get plenty of fresh air between lessons. There are lots of places to go and lots of activities you can do.

WHERE CAN I GET FOOD?



THE DINING ROOM/ CANTEEN

For full meals, salads, pasta bar and desserts. A place to sit and enjoy your meal.



THE COFFEE BAR

For hot and cold drinks, cakes, cookies, sandwiches and snacks. Seating areas to catch up with friends.



TWO SNACK SHACKS

For on-the-go snacks and drinks. Very popular with students who are attending lunchtime clubs.



THE FUEL HOUSE

For diner-style food and large shared tables.

WHERE CAN I GO TO MEET MY FRIENDS?



Relax with friends on the covered "platform" area



Take a turn on the table tennis or chess tables - a popular spot for all year groups to mix!

Play or watch football on the all-weather pitch on your year group's allocated day.



There are lots of green spaces and plenty of seating areas - or you can meet friends on the field.



There are all kinds of lunchtime clubs - sports, music and many others. You can even attend lunchtime careers talks!



You can request a library pass to read or borrow books

We also have special supervised quiet areas (by arrangement) for students who need these.

HOW DO I PAY FOR FOOD?

We operate a cashless system for buying food in school. You will have a lunch account (your parents or carers will be given more details about how to use this). Parents can top up your account with money from home, or there is a pay point near the coffee bar where you can do this yourself. It is all very straightforward and means you don't need to bring any money with you to school.

At the food outlets, staff will quickly find your account and ensure that the correct person is charged. Don't worry, it's all secure and other people won't be able to use your account or spend your money!

If you receive free school meals, an allowance is added to your account automatically, which means your friends don't need to know you receive these if you don't want them to. Canteen staff can help you work out how to get the best value from your allowance.



Eloise Y7

I especially like the Snack Shack, as it is very quick to get food and go.

There are so many places you can have your lunch and there is a variety of food you can buy.

Efren Y7



The food here is very good!

Madison Y7



★ WHERE ARE THE TOILETS AND WHEN CAN I USE THEM?

There are large toilet areas on every floor in A block and by the coffee bar. There are also smaller areas elsewhere in the school. We have accessible toilets for those who need them.



The main toilet areas are open to the corridor, but each cubicle has floor-to-ceiling walls and doors for complete privacy and each area has separate rows for boys and girls.

You can use the toilets at break, lunchtime and after school and there will be a member of staff on duty at the entrance to monitor queuing and to help if needed.

★ AND FOR THE GIRLS..

Periods can be an added worry for girls starting high school. What happens if you get your period unexpectedly during the school day and aren't prepared? Don't panic! We've got it covered!

If you need period products, go to student reception and ask to use the "girls' corner". That's all the explanation you need to give! You can then help yourself to anything you need, for free. We don't want periods to be a barrier to any girl attending school, so you can even take products home with you too if you need to - no questions asked!



WHAT IF I FEEL ILL?

Don't worry, we'll look after you! Just tell your teacher that you feel unwell. If it's something minor, they will give you some tips to help you feel better. If you feel really unwell, they will call for one of our Student Support Team who will come and talk to you about how you feel and decide what you need to do. Remember that resilience is one of our core values, so try to only ask for help if you feel like you are really too unwell to be in school. First aid is available too - just ask any adult for help.



WHAT HAPPENS IN LESSONS?

Just like in primary school, the activities you do in the classroom will be interesting and varied. However, what will seem very different is that you will move to a different classroom for each lesson and have a different teacher. Sometimes, you may even have more than one teacher for a particular subject. Our students really like this as it means they get to interact with a range of different staff and it makes every lesson different!

THINGS YOU CAN EXPECT IN EVERY LESSON:

- ★ A register which will be taken at/near the start of every lesson.
- ★ You will line up and enter the room in silence.
- ★ You will have a "do now" task - an activity to do as soon as you come into the room which doesn't need extra help.
- ★ An "I do...we do...you do..." pattern - a demonstration from the teacher, a task done together, then an independent task. This helps build your confidence.
- ★ You will work in silence for any independent tasks.
- ★ Lots of quizzing and checking for understanding.
- ★ Cold-calling. This is where the teacher won't ask for hands up, but will choose different students to answer. Don't worry - we just want you to have a go and it's perfectly fine if you don't answer correctly or need to ask for more help! Mini whiteboards also help us check if you have understood something.
- ★ Golden tickets and Satchel badges issued at the end of each lesson.



ARE THERE LOTS OF RULES IN LESSONS?



We actually keep things very simple and visitors always comment on how calm our lessons are and how well-behaved our students are! Here are a few very straightforward things we expect from every student all the time:

- ★ Be polite to all staff. Say "good morning/afternoon" each time you see a member of staff or when entering the classroom. Thank your teacher at the end of each lesson or at other times when they help you.
- ★ Follow instructions from staff the first time, every time.
- ★ Respect one another and the teacher by never shouting out or distracting others. Listen to other people's answers.
- ★ Give the teacher your full attention. You demonstrate this by sitting up straight and looking at them or at the screen.
- ★ Complete all work to the best of your ability, including homework.
- ★ Stick at it when things get difficult. You can always ask for help if needed! When the learning gets harder, we work harder!
- ★ Answer questions when called upon and always try to give a full-sentence answer.
- ★ Be inquisitive and enthusiastic learners. Ask interesting questions.

If you're scared about getting detentions, don't be! If you do your homework on time, behave well and don't be late, you won't get any! It's kind of easy if you ask me!

Silva Y7

The posters on the next page will give you an idea of what we expect..

SOME POSTERS OF OUR EXPECTATIONS

Students at Copleston
always adopt the right
SLANT
on behaviour

Sit up straight
and pay
attention

Listen
carefully to
instructions

Ask or answer
questions at every
opportunity but...

Never interrupt
anyone when
they are talking

Track the teacher
when they are
talking to the class

Students at Copleston
always provide the right
SHAPE
to their responses

Speak in full sentences when
responding to a question or
building upon the response
of another student

Have your hands
away from
your mouths
when talking

Articulate your speech
instead of mumbling.
Your teachers will ask
you to say it again

Project your voices to
be heard by others. It
is polite to ensure that
others can hear you

Eye contact is
utilised to address
the person you
are talking to



Students at Copleston always
aim to take the right
STEPS
in life

Sir or Miss. Address all
adults in this manner or
end each reply in this way.
The Copleston Full Stop.

Thank anyone who
does anything
for you by clearly
saying 'Thank You'

Eye Contact
- with any
person you
interact with

Please. Use this word when
you request anything
either at the start or end
of the sentence

Smile. A positive facial
expression, tone of voice
and body language leads
to more positive outcomes

WILL SUBJECTS AND LESSONS BE VERY DIFFERENT?

Some subjects will be very similar - although you might know them by a slightly different name. Some subjects, such as science and PE will have similar knowledge but lots of new equipment and specialist areas, and some, such as design technology (DT) will be totally new. Here's a taste of some of the things you can look forward to:

Lots of new science equipment, including Bunsen burners and microscopes in real science laboratories!



For PE, we have a climbing wall, all-weather pitches, sports hall, gym, dance studio and even a fitness suite!



All kinds of specialist machinery for design technology



Lots and lots of computer rooms with all the latest software installed

Food tech rooms with ovens, microwaves and all the kitchen equipment you will need to make the perfect dish!



We also have studios and staging for drama, well-equipped art and textiles rooms, music studios and small practice rooms - and so much more! There are so many exciting new learning opportunities!

WILL I GET LOTS OF HOMEWORK? HOW IS IT SET?

★ HOW MUCH WILL I GET?



In Year 7, you can expect approximately half an hour per subject, per week. In some weeks it might be slightly more and in other weeks, slightly less as your timetable will be spread across two weeks.

★ HOW WILL I KEEP TRACK OF MY HOMEWORK?

All homework is set on Satchel, which is an online platform with a mobile phone app. It is all very user-friendly and you will have a lesson on how to use it within the first couple of weeks. It tells you all the homework you have and when it is due. Your teacher will often ask you to submit your homework via Satchel too and you can upload documents or photos.

★ I DON'T HAVE A PHONE. HOW WILL I ACCESS SACHEL?

You can access Satchel on any electronic device - phone, laptop, PC or tablet. If you don't have access to any of these at home, we have homework clubs after school or you can use the LRC (library). Your parents can also download the app on their phone to help you keep track.



★ WHAT TASKS WILL I HAVE TO DO?

Many homeworks will be quizzes set directly on Satchel, with 3 attempts and advice about how to revise and improve your mark in between. Some departments e.g. maths will set online activities and sometimes you will complete written tasks, worksheets or other activities. You can message your teacher via Satchel if you have a question about the work or come and find them to ask for help.

★ DO I HAVE TO DO IT? WHAT HAPPENS IF I FORGET?

Homework is an important and compulsory part of your learning. We expect all homework to be completed on time. If you have done every piece and something goes wrong just once, by accident, your teacher is likely to be sympathetic and help you put things right. However, we do set after-school detentions if you deliberately avoid doing homework or repeatedly forget.



I LOVE READING! HOW DO I BORROW BOOKS?

We love reading and we are excited to hear that you do too!

Our Learning Resource Centre is packed with 1000s of books and also has a large area of computers for you to use for homework or online research.



You can borrow up to 3 books at a time to take away and read for 2 weeks. It's all done using your name and photo, so you won't even need a library card! Just remember to return books by the due date or renew them!

Principal's Award winners are given a token to choose a book from our book vending machine!



You will have "library lessons" in English every 2 weeks, in which you can choose a book and have a whole hour of reading time. Your teacher will also listen to you reading aloud.



There will be further opportunities for silent reading in your English lessons and sometimes in tutor time. Students often also like to read at break or lunchtimes. You should have a reading book in your bag each day.

WHAT REWARDS CAN I EARN?

* SACHEL BADGES

Earn lots of these for working hard each lesson.

* ACHIEVEMENT ASSEMBLIES

Held each term, a celebration of all the achievements of the year group, with prizes for top students in each subject.

* GOLDEN TICKETS

Awarded to just one student each lesson. Save them up for prizes including the prestigious golden hoodie!

* "I ASPIRE"

Complete up to 10 challenges to achieve different award levels. Great for personal development!



* PRINCIPAL'S AWARD

Just two students in each year group achieve this each week for being amazing! You win prizes and your name is announced in line-ups and even on social media.

* CELEBRATION EVENINGS

Similar to an achievement assembly but a special celebration of the whole year, not just a term. Your parents are invited to share your achievements.

* RACE TO 50

Attendance is SO important for your learning that you earn points for each full day of attendance. A full score enters you into a draw to win prizes each week.

★ WHO WILL HELP ME IF I NEED WELLBEING SUPPORT?

We all need a little extra help sometimes. Your parents or family members are often the best people to speak to if things aren't going well, but here at Copleston, there are lots of people who will help you too! If we can't help you ourselves, we will help find somebody who can! Many problems can often be quickly dealt with, but even if it feels serious, it's much better to let somebody know!

★ YOUR FORM TUTOR

They'll help you with day-to-day problems or issues and should ideally be the first person you speak to if you have a problem or question as they will know you best. They can also contact your parents if needed or be contacted by them.

★ YOUR LEADER OF LEARNING

They deal with the bigger issues but are also happy to chat to you when out on duty at break or lunchtime if there is something you need. They also love hearing about your successes and good news!

★ YOUR CLASS TEACHERS

If it's a problem with a subject, they are definitely the best people to talk to. However, they will always listen if you have a different problem you think they can help with.

★ ANY MEMBER OF STAFF

Sometimes, there is a particular person you find easier to talk to. That's fine. Tell them what's on your mind and they will do whatever they can to help. We have a well-being consultant, a school nurse and many other specialists we work alongside.

★ SAFEGUARDING TEAM

We have a team of people who are trained in understanding the issues that children and young people might be facing and knowing where to turn for support. There are posters around school with their photos on and you can speak to them at any time about whatever is worrying you.

★ OUR WEBSITE

OK, it's not a person and you can't speak to it, but we have lots of information and sources of support on the well-being pages of our website. There's a section for students and one for parents too!

An important note...

All our staff are trained in "safeguarding". This is all about our duty to keep you safe. We can promise to listen to you and to do what we can to help. However, if you tell a member of staff about a concern or something that is worrying you, we can't keep what you tell us a secret and may need to pass it on. This is so that we can find the best way to help you.

EVERYBODY IS TALKING ABOUT "WOW"! WHAT IS IT?

WOW is "What's on Wednesdays". It's a very exciting programme of activities that take place on Wednesday afternoons. In September, you will hear about all the options available to you and can then make your choices.



There are so many activities to choose from - all kinds of arts and crafts, a range of sports and keep fit activities and lots of other new things to learn or try. You might even develop a new hobby! The choices change from term to term and we try and make sure there is always something new or different on the list! After the first few weeks, you have the option to opt out of WOW if you wish, but you probably won't want to!

WOW is a really fun event after every 4th period on Wednesday. Only year 7 do this and there are 5 periods in a day, so on a Wednesday you basically choose your 5th one. You can do sports to arts and crafts. There is a huge variety! There are usually 14 each term/half-term to choose from.

Arminas Y7

★ WHAT ELSE CAN I GET INVOLVED IN?



We have lots of special interest clubs which change each year e.g. science club and debating club!



There are sports clubs for all abilities - just for fun, all the way up to representing the school in a team. We win a lot of trophies!



There are orchestras, choirs and other ensembles. There is even the chance to learn a new instrument if you would like to!



You can stay for homework club if you prefer to work in school or would like a little extra help.



If you like acting, singing or dancing, you'll love being part of our school production!



Our sports day is a real highlight! Whether you are sporty or not, there are ways to earn points. You won't want to miss the inflatable obstacle course!

We also have trips and visits, lunchtime careers talks and special programmes such as Anti-Bullying Ambassadors. You can join the school council to organise charity events and even become a Young Interpreter if you speak another language! Older students become Student Leaders, Sports Leaders and Prefects.

HOW DO I GET TO SCHOOL AND WHERE DO I GO?



Most of our students live relatively close to school, so we encourage you to walk or cycle as this is better for you and the environment! If you do need to come by car, we ask that your parents drop you off in roads away from the school to cut down on traffic. There is no drop-off point on the school site, except for students with disabilities, or in exceptional circumstances.



If cycling, you must arrive at school wearing a helmet and should have lights in winter. We have plenty of cycle storage with staff on duty before and after school and CCTV. We advise you to bring a strong bike lock to keep your bike secure.

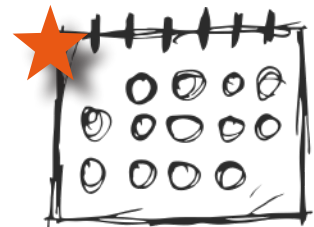
Students arriving by bike should use the Heath Road entrance and should walk their bikes through the school site.

Students arriving on foot should use the entrance in the alleyway next to Britannia school. You can access this from Britannia Road, Copleston Road or Foxhall Road.

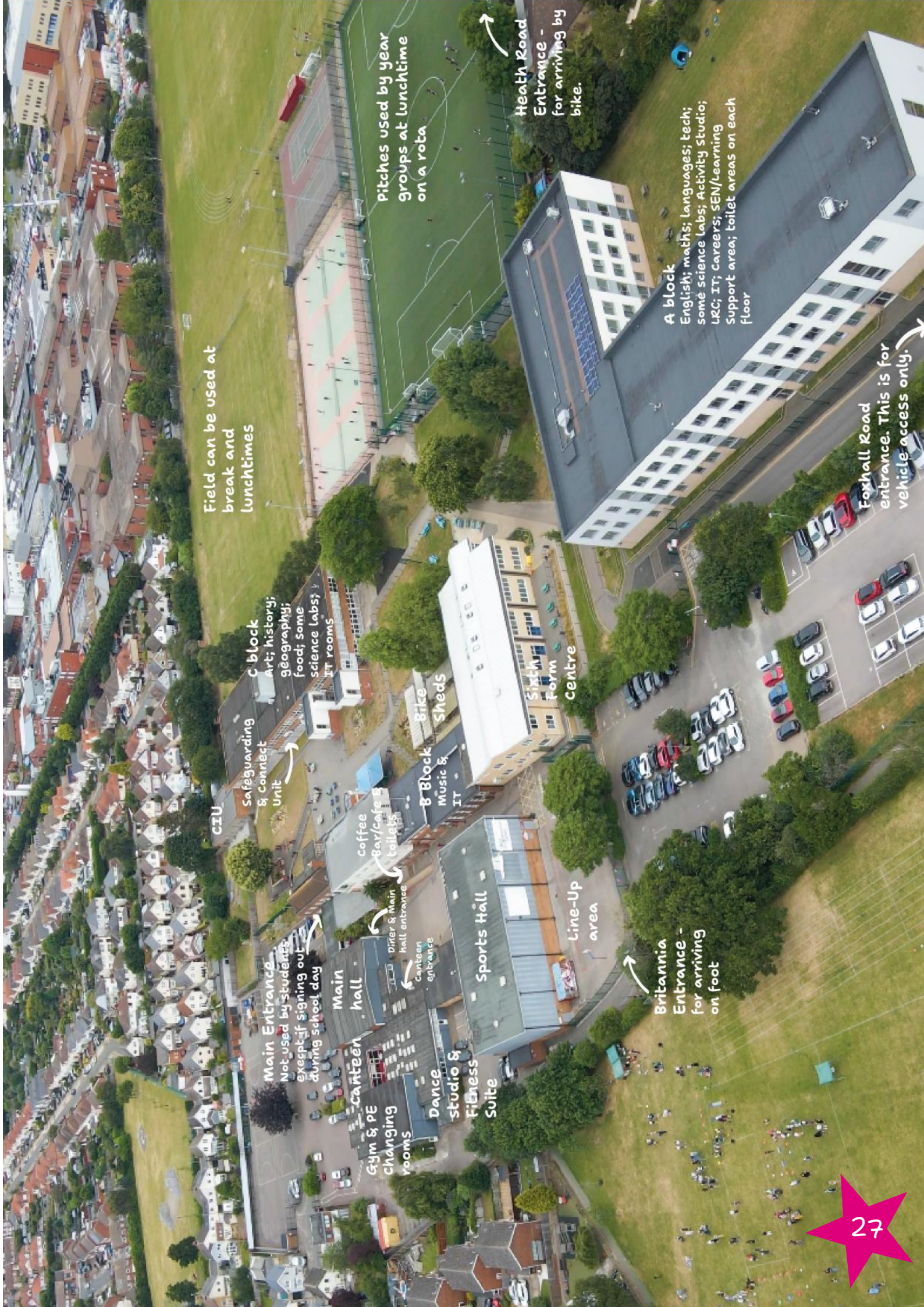
Pedestrians and bikes are not permitted to use the vehicle entrance on Foxhall Road.



Each day begins with line-ups (see the page on "What happens in tutor time?"). You will be told where to go for these. Our current Year 7 line-up area is just inside the Britannia Road entrance and next to the Sports Hall.



If you need to leave the school site during the day, e.g. for a medical appointment, your parents will need to notify the school and a note will go on the register so your teachers are aware if you need to leave a lesson. The only exit is via main reception and you will need to sign out before leaving.



Field can be used at break and lunchtimes

pitches used by year groups at lunchtime on a rota

Heath Road Entrance - for arriving by bike.

A block English; maths; languages; tech; some science labs; Activity Studio; LRC; IT; careers; SEN/Learning Support area; toilet areas on each floor

Foxhall Road entrance. This is for vehicle access only.

CUU

Safeguarding & Connect Unit
C block Art; history; geography; food; some science labs; IT rooms

Bike Sheds
B Block Music & IT

Sixth Form Centre

coffee Bar/cafe & toilets

Main Entrance Not used by students except if signing out during school day

Main hall
Diner & Main hall entrance
Canteen entrance

Gym & PE changing rooms
Dance studio & Fitness Suite

Sports Hall
Line-Up area

Britannia Entrance - for arriving on foot

WHAT HAPPENS IF I NEED EXTRA SUPPORT IN LESSONS?

It is really important to us that all students thrive at Copleston. Inclusion is about ensuring that all students are involved in school life and are able to participate and reach their full potential. Students are expected to attend every lesson and to try their best. Teachers will put in place the support you need to help make this possible.

Lessons are consistent and follow the same structure, which means you will always know what to expect. The strategies we use are also designed to help every learner, including those with additional needs. We understand that this is a balance and we will put in place extra support where appropriate. Our SENCo, Miss Lloyd, will discuss this with you and your parents if it is needed.

WHAT SUPPORT CAN I EXPECT?

We help you get started on tasks and give you extra prompts or support as needed.

WE 'SCAFFOLD' THE LEARNING

Bigger tasks often need smaller steps. We'll tell you these or help you work them out.

WE BREAK DOWN TASKS

We give feedback during a task - we don't wait until you have finished

WE USE LIVE FEEDBACK

Mini whiteboards help everybody participate and help us check that you understand.

MINI WHITEBOARDS

We'll always be close by if you are stuck or need some extra help.

WE CIRCULATE THE ROOM

If you can't easily see information on the screen or need more time to process it, we can print it for you.

WE PRINT RESOURCES IF NEEDED



We use pictures and diagrams whenever we can, to help us explain ideas.

VISUALS TO SUPPORT LEARNING

We introduce new words gradually and we explain them as we go.

WE TEACH KEY VOCABULARY

We use visualisers to demonstrate a task. This is a camera designed to view written work.

WE USE MODELLING

We break down longer questions by highlighting the key points.

WE HIGHLIGHT AND SIMPLIFY

We give you sentence starters to help you know where to start with longer writing tasks.

WE PROVIDE WRITING FRAMES

We take into account your needs and the support you need when we plan where you will sit.

WE USE SEATING PLANS

Lessons and rules are predictable - you will know what to expect so you can plan.

CONSISTENT ROUTINES & HIGH EXPECTATIONS

We always try to be kind and helpful - we really want you to succeed!

WE BUILD POSITIVE RELATIONSHIPS

"Teachers will always talk to you if you need help with anything. They will always try to change things if you need it. The lessons are calm so I'm able to focus. Teachers show you what to do before they throw you into doing something, and if you aren't sure, you can ask the teacher. The mini whiteboards are useful for our learning, to test our learning and see what we know before we do it ourselves in our books"

Y10 student, Hannah, speaking to our SENCO about how these strategies help her.

DO SOME STUDENTS RECEIVE EXTRA LEARNING SUPPORT?

Because our teachers and other staff are trained to support lots of students' needs during lessons, very few of our students will require additional support outside the classroom.

Where students do need some extra support, we provide a range of interventions in our Learning Support area. If this is the case for you, we will tell you where you need to be and who you will be working with.

SOCIAL SKILLS★

This is about building confidence to tackle social situations.

NUMERACY★

We support with developing confidence in the basic number skills needed for both everyday life and for certain lessons.

★**CHECK-INS**

Students might need check-ins for different reasons. Perhaps you are autistic or have ADHD or you might just be feeling very anxious and need some extra reassurance. Your form tutor will check in with you every day, but a longer check in might be an opportunity to talk through worries or concerns.



LITERACY★

We help you if you are struggling with reading or writing.

DYSLEXIA SUPPORT★

We help students with dyslexia to develop strategies that will help them make progress in the classroom.

★**SELF-ESTEEM**

We all struggle with self-confidence at times, and many of the activities you do in Base (tutor time) and in lessons will help you build this. We provide specific support to students who need extra help with this.

EMOTIONAL REGULATION★

As we get older, we learn how to manage our emotions and how to deal with big feelings. Some people need some extra strategies to make this easier.

A8 QUIET SOCIAL SPACE FOR BREAK AND LUNCHTIME

Being inclusive means that we want as many of you as possible to be outside with the rest of your year group at social times so that you can make friends. For the small number of students who need it, A8 acts as a quiet space and there is also a separate outdoor area. We keep numbers to a minimum so that the atmosphere is calm. Some students also use the LRC (library) for quiet reading or working.

HOW DO WE HELP EVERYBODY FEEL LIKE THEY BELONG?

At Copleston, we want everybody to feel included and valued! We have students from all kinds of backgrounds and everybody has different experiences to share. This is one of the things we think makes our school special!

WE CELEBRATE OUR DIFFERENCES!

★ BASE is our tutor time programme for Years 7-10. As part of these activities, you will learn about the idea of 'identity' and all the different parts of this. We will help you learn about and celebrate the different cultures, religions etc within your year group. We will also help you to understand some of the different conditions students will have, such as autism, dyslexia and ADHD. You will learn that we all have different strengths and weaknesses and will consider ways to support one another and ensure that everybody feels included. We will even learn fingerspelling and some basic sign language!



WE HELP YOU FIND YOUR 'TEAM'

Older students often run clubs to support different aspects of belonging and wellbeing. We want students to know that it's ok to be different, but also to be able to find support from others with shared experiences if they would like to.

★ OPPORTUNITIES TO BE HEARD

If there is something you feel strongly about, or if you have a particular interest, you can speak to staff about setting up a club or group and even help to run this. Students also have opportunities to help with planning or leading assemblies if they wish. This helps us ensure that everybody's voice is heard and we all feel included!



★ WE VALUE KINDNESS

We really value kindness at Copleston. We even have a special award for kindness as part of our 'I Aspire' award scheme. We include kindness as part of our learning in BASE and we expect all students to be kind to each other and to staff.

We hope that all students will be happy at Copleston and we know that most of our students feel safe and happy here, but if you ever feel that another student has said or done something that is unkind, either to you or to others, we will always listen and will take steps to help. We have staff who are trained to offer the right support and to work with you to help resolve things as quickly as we can.



FAMILIAR FACES

Most students will stay in the same form groups from Year 7 right up until the end of Year 10 and will often keep the same tutor. This means you will see the same people each day and know them well. Your tutor will do activities each week designed to help you feel like you belong and to get to know others in your form. You will hopefully start to see your form as your special little Copleston family and will help and support one another throughout your time in school.

I'M NERVOUS ABOUT HIGH SCHOOL. WHAT SHOULD I DO?

The first thing to remember is that feeling nervous is completely normal and natural. In fact, it would be unusual if you weren't nervous about anything at all as it is a big change! Anxiety can be helpful as it means you will ask the right questions and be prepared.



There will be lots of people waiting to help you in your first few weeks - Student Leaders, Prefects, sixth form students, older students and of course, Mrs Naseri, and your form tutor. All of the



adults at Copleston are also super-

helpful - both teachers and support staff - and we all remember what it is like to start in a new and unfamiliar place. Some of them even went to Copleston as students and can still remember their first day here! They loved it so much they came back here to work!

If you are feeling particularly nervous or anxious, here are some things you can do:

Read through this booklet again and see if it answers some of the questions you have or eases some of your concerns. Watch the videos on our website and look at the galleries.

Talk to your parents, carers and other family members about any worries. Perhaps you have older siblings at Copleston who can reassure you?

Speak to your friends who are also coming to Copleston or starting high school. You might realise they feel the same!

Try and find lots of fun and relaxing activities to keep you busy over the summer.

Be prepared. Check that you have everything you need, know where to go etc. well in advance. Your parents can contact us if you have questions.

If you are really struggling, we have a whole section on our website about well-being that you or your parents can access, which will give you lots of advice and sources of support.

WHAT DO YEAR 7 STUDENTS WANT YOU TO KNOW?

Previous Year Seven students know exactly how you might be feeling and had the same questions as you did. So what do they think of Copleston now and what would they want you to know?

If I had to give a piece of advice to a Year 6 student, I would tell them that they don't need to worry about anything as the school will look after you.

Lexi Y7

I thought I would get lost but I learnt my way around the school really easily.

Finn Y7

I love Year 7 because you get lots of amazing opportunities such as WOW where you can do lots of extra-curricular activities.

Benjamin Y7

In every subject, you're always competing for a Golden Ticket. There is never a boring lesson!

Nylah Y7

In my first year at Copleston I have really enjoyed all of the sports and competitions.

Rapha Y7

I like Year 7 so far because of all the fun options to do in WOW and in the classroom and it's really exciting! My advice to someone coming to high school is don't be afraid to try new things because it really helps find friends and find what you enjoy.

Isla Y7

At first I was terrified but everyone was so welcoming and kind. I would recommend to really participate in lessons because it will help you get more golden tickets and also make lots of friends.

Niamh Y7

At primary school, I wasn't really looking forward to coming to high school because I always knew it was going to be a completely different environment, but it is really good. Everyone is supportive of one another. There is always someone there if you need them.

Bronte Y7

Something I like about Year 7 is WOW because it is really fun to hang out with your friends and try something new.

At Copleston, don't worry about not being able to find your lessons because you can always ask someone and they will always be happy to help.

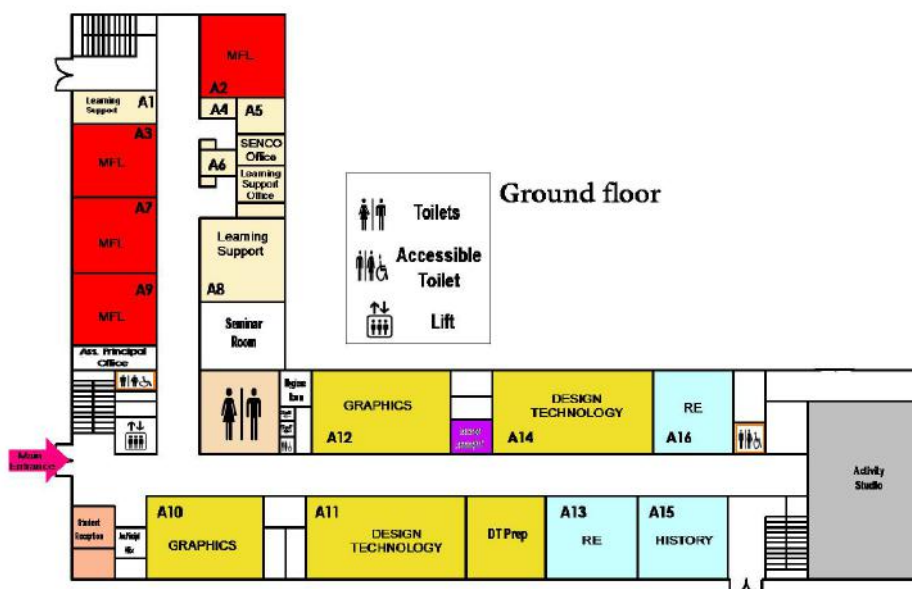
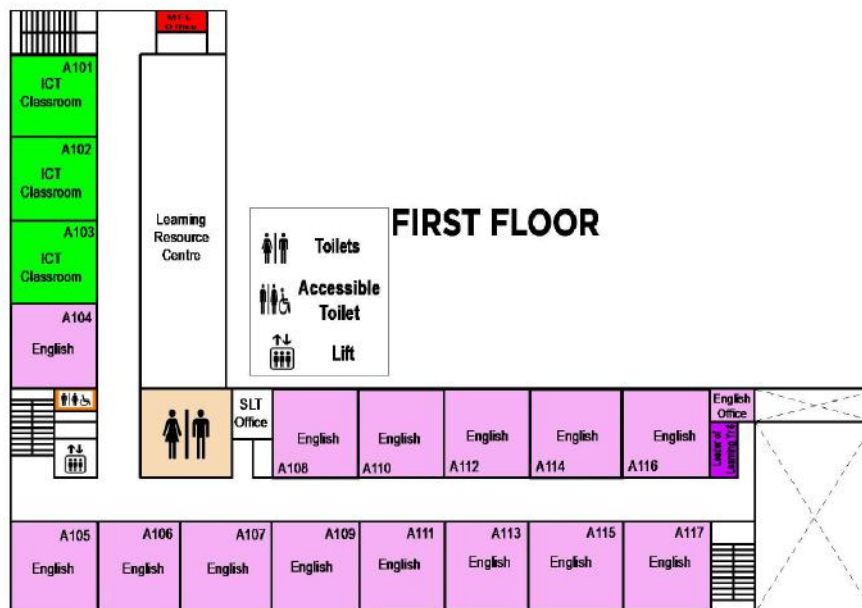
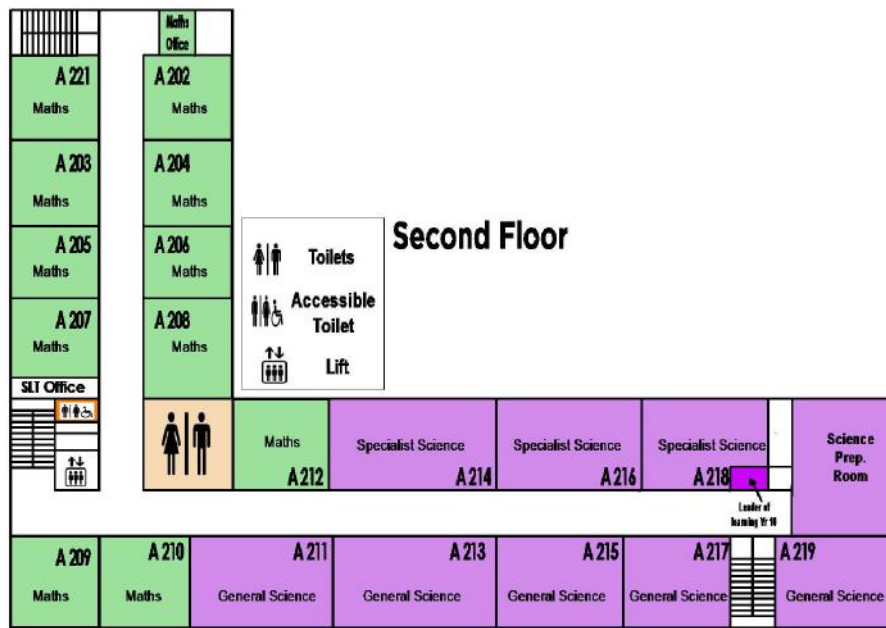
Rosie Y7

One thing that I would say is get involved, have fun and go make it your best year possible.

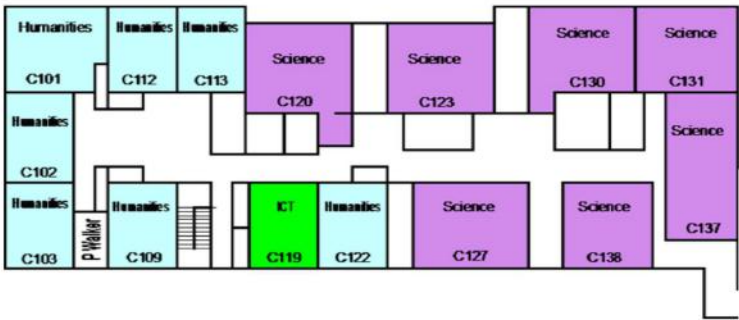
Don't be worried about starting high school because I think it's the best! Be polite, have fun, follow SLANT and you'll do great!

Sophia Y7

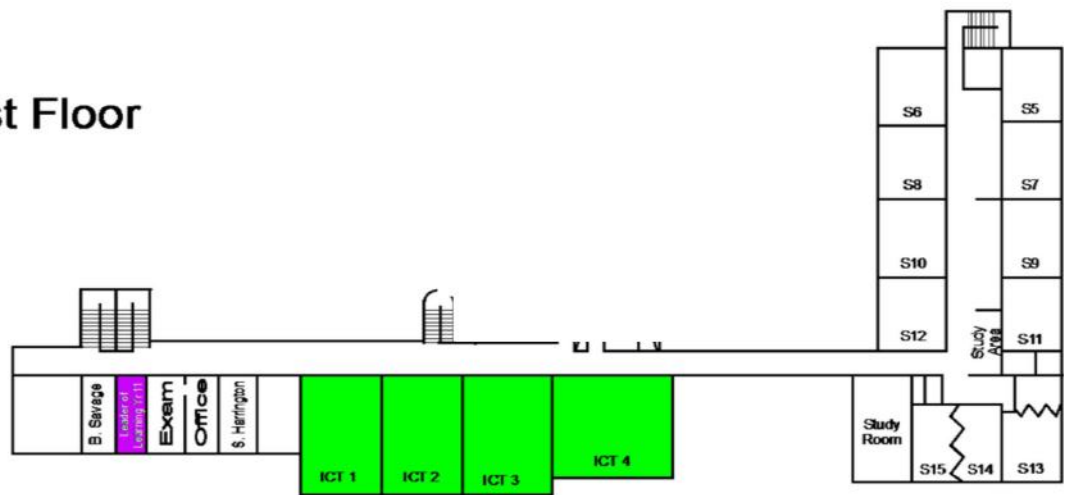
MAPS OF THE SCHOOL - A BLOCK



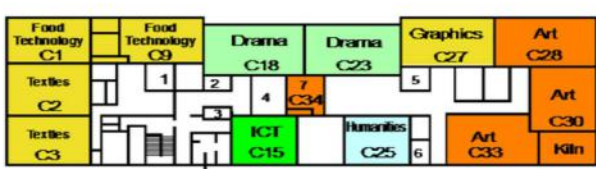
MAPS OF THE SCHOOL - B & C BLOCK



First Floor



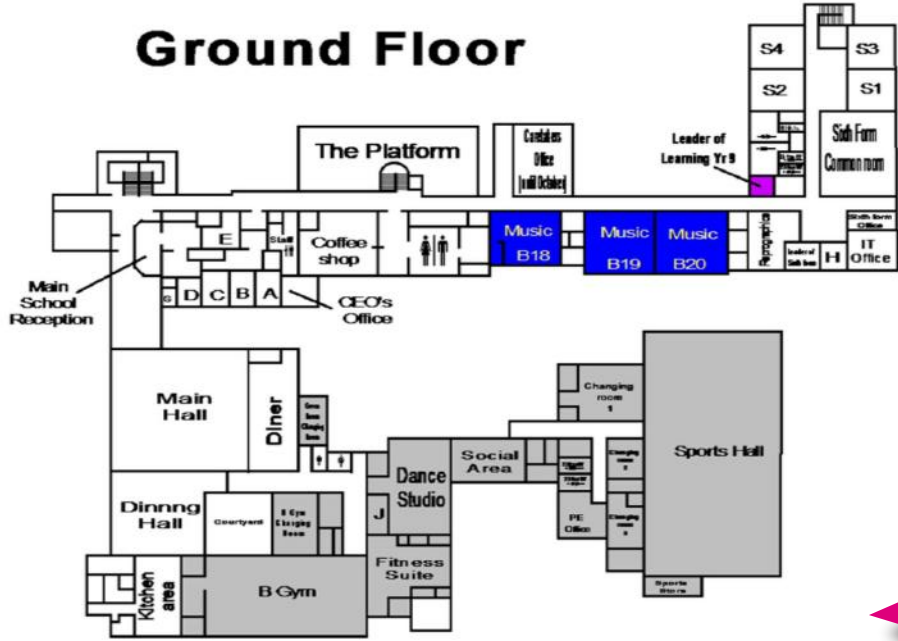
- C Block Offices**
- 1: Pastoral meeting room
 - 2: Humanities Office
 - 3: Food technology Office
 - 4: Drama Office
 - 5: R Hall/SJ Johnson
 - 6: Art office
 - 7: Sixth Form Art



Principal's Office

Ground Floor

- Main Building Offices**
- A: CEO's PA
 - B: Admin Suite
 - C: Finance Office
 - D: head of Finance
 - E: Attendance office/Sick bay
 - G: Accessible Toilet
 - H: Head of IAG/Work Experience Co-ordinator
 - J: Basketball Office



TERM DATES FOR 2026-2027

Autumn Term 2026

Thursday 3 September 2026 – Friday 18 December 2026

Half Term: Monday 26 October 2026 – Friday 30 October 2026

Spring Term 2027

Tuesday 5 January 2027 – Friday 25 March 2027

Half Term: Monday 15 February 2027 – Friday 19 February 2027

Summer Term 2027

Monday 12 April 2027 – Tuesday 20 July 2027

Half Term: Monday 31 May 2027 – Friday 4 June 2027

Bank Holiday: Monday 3 May 2027

Professional Development Days for staff only:

Tuesday 1 September 2026

Wednesday 2 September 2026

Friday 27 November 2026

Monday 4 January 2027

Wednesday 21 July 2027 - Disaggregated

Students will finish at lunchtime on the following dates:

Main School Open Evening – Thursday 8th October 2026

Last day of Autumn Term for the Christmas Break – Friday 18th Dec 2026

Last day of Summer Term 2027 – Tuesday 20th July 2027

USEFUL INFORMATION

Principal: Mr A Green

School Address: Copleston Road, Ipswich, IP4 5HD
(Entrance via Foxhall Road IP3 8LR for SatNav)

Telephone: 01473 277240

E-mail: mail@copleston.suffolk.sch.uk

Website: www.copleston.suffolk.sch.uk

Copleston High School is part of the Oxlip Learning Partnership.