



# The Year 7 Student Handbook 2022-2023

'Achieving Excellence'

[www.hordeantc.hants.sch.uk](http://www.hordeantc.hants.sch.uk)



# Welcome!

I am delighted to welcome you to Horndean Technology College at the start of what will be a thoroughly enjoyable five-year journey as part of the HTC family.

Year 7 is always an exciting and challenging time for students and their families as you all make the step up from Primary School and we will try to make your transition as smooth as possible. From day one, we will work hard to get to know you, your strengths and needs, your worries and your dreams.

The changes you will come across as you join in Year 7, will take a bit of getting used to and we are proud of the care and coaching we provide to you and your family to help you all understand our expectations for learning and DIY (homework), attendance, uniform and behaviour. We will help you to settle in at HTC and begin your very important learning journey. You will be introduced to our HTC mantra of; 'Ready', 'Respectful', 'Safe' and you will be simply amazed by all the opportunities available to you here.

In a hungry world that is forever changing and with competition for jobs becoming more ruthless, preparing and educating you for later life, is of paramount importance to us. You need to be ready.

If YOUR attitude to your learning is excellent and is combined with our exceptional package of academic study and pastoral care, alongside all the other skills you can gain from the experiences available here, I have absolutely no doubt that you will 'fly from the HTC nest' in five years' time and go on to have a very happy, healthy and fulfilling life. Your time here is precious. Make the most of every moment.

Again, a very warm welcome to the HTC family.



**Miss N Whiteman**  
Transition Leader

# Your First Day!

## Thursday 1 September 2022

You should go to Barton Hall at 8.25am when the bell rings.

Only Year 7 are in on this first day of term so we can welcome you properly to HTC before all other students return on Friday 2 September.

You should enter via the front gate off Barton Cross and make your way to Barton Hall where you will join your Tutor Group. Make a note of your Tutor Group so you don't forget!

You will be welcomed to HTC with a special assembly and be introduced to lots of members of staff including the Year 7 Team of Mrs Massink and Mrs Funnell.

You will then spend some time with your new Tutor Group getting to know each other, you will have another tour of the site and enjoy some lessons.

You will need your pencil case, reading book and a re-fillable water bottle. You can top this up during the day in 'X' Block Canteen.

The day will finish at 3.05pm and as it is a special day, you may leave from the front gate too. On Friday 2 September you will need to use the back gate off Bowes Lyon Court, to come and go from College. Please make sure as a family you have explored where this gate is so you are familiar with this expectation.

You will not need to bring your PE kit on the first day of term.

### **You will be given:**

- A printed copy of your Timetable – Do not lose this!
- A Postcard Map – you will be amazed how quickly you learn your way around the site but this will be really helpful to start with so keep it safe!
- Passwords for your College computer log-on, your FireFly and Class Charts passwords. You will need to keep these passwords safe.

# The College Timetable

The College operates a ten day or 'two week' timetable. The lessons for Week One, will not be the same as Week Two.

Week One					Week Two				
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10

On a Monday, Wednesday and a Thursday, lessons finish at 3.05pm. On Tuesday and Friday lessons finish at 2.10pm. We start the term in September, on a Week 1.

Every Tuesday and every Friday are what we refer to as '**early finish days**' so you will not have a timetabled lesson in Period 6 on days 2, 5, 7 and 10. Use your time wisely in these free periods to help clear your homework (DIY), gain some learning support if you need it or take part in extra curricular activities. The Extra Curricular fair takes place in September so make sure you go along and find out all about our clubs and activities.

You must be in College by 8.25am every morning. This is when the warning bell rings giving you 5 minutes to get to your lessons and be ready to start your learning. Lessons start promptly at 8.30am. Please do not be late!

## The HTC Houses

Your whole Tutor Group will also be assigned to one of our five Houses:



Athena



Cratos



Phoebe



Tyche



Zelus

House Assemblies take place every half term.

# Getting Organised

A big part of growing up is learning to organise yourself. This is a really important life skill to learn for the future.

## Equipment

Make sure you have your equipment with you each day. Check your timetable the night before to help you organise this. Every day, make sure you have put your pencil case back in your bag after doing DIY/homework so you have this with you at all times. You also need to have a refillable water bottle and a reading book of your choice with you every day. Make sure you remember your PE kit on the right days and do not forget to take it home again to wash it! Lots of PE kits and coats get forgotten in the Canteen – if this happens to you ask the Canteen staff as they normally hang up any lost property on the coat hooks by the tills. You can also hire a locker from Student Support Services if you wish.

## Homework (DIY)

Homework (we call it DIY at HTC) is a really important part of your learning journey at HTC. All of your DIY tasks will be set on Class Charts (you will be given your login details when you arrive). This means you don't need to worry about forgetting anything and can see really easily what is due and when. Your parents will also have a log on to check what DIY you have been set!

If you do not understand a task or are having any issues completing your DIY please make sure you speak to your Teacher before it is due so they can help you.

## Class Charts

This is where all of your homework will be set. Teachers will also send you announcements (messages) through the app and all of your accolades/House points will be awarded on here too. You can trade in your positive green points/accolades for prizes! Parents have their own log-in for ClassCharts too so they can check what DIY you have.

## Firefly

This is our Virtual Learning Platform (VLE) and there will be lots of learning resources for all of your lessons available on here. Each Department has its own area with support for lessons and DIY. You log in with your normal password and username for the College computers.

## Mobile Phones

Mobile phones are not permitted at HTC. If you are caught with your phone on display it will be confiscated and held in Student Support Services and a parent will be contacted to come in and collect it. Please be very clear on this rule!

# **What do I do if...**

## **I get lost:**

This happens to everyone to begin with so don't panic! Keep your map postcard in your blazer pocket to help you. If you can't find your lesson stay calm, ask another student, member of staff or go straight to 'A' Block to ask for directions from Student Support Services. Remember, 'A' Block is the building which looks a bit like a castle!

## **I forgot my DIY (Homework):**

Let your Teacher know before the lesson if you can, by going to their teaching room. If someone is likely to be at home, you can also ask Student Support Services to call home and see if anyone could drop it off for you.

## **I forgot my lunch:**

Do not panic we won't let you go hungry! If you usually have College dinners then the Finance Office in 'A' Block can lend you money if your account has run out. If you normally bring in a packed lunch and you forget this, let Student Support Services know as soon as you realise and they can phone home for you.

## **I feel poorly during the day:**

If you are in a lesson let your Teacher know and they will send you to Student Support Services in 'A' Block. This is where the Medical Room is. If it is break or lunch time when you feel ill, please just head straight to 'A' Block. Please do not contact your family if you are feeling ill. The staff in Student Support Services will assess you, look after you and contact your parents/carers.

## **I couldn't find my tie:**

If you have lost or forgotten an item of uniform like your tie, see your Year Leader before College to get a uniform pass. Your Year Leader will be on the morning gate for you to talk to. For known issues, a parent must provide a note addressed to the Year Leader to explain why there is a problem with your uniform. Please give this note to your Year Leader.

## **I am running late to College:**

Being on time to College is important you need to set your alarm clock and practice your route to HTC before the start of term so you know how long your journey will take. If you are late to College without a good reason you will receive a late mark on the register and this is marked on Class Charts as 'Late to College'.

If families are caught in traffic or there is another valid and reasonable justification for you being late, families should telephone into Student Support Services immediately to explain what the situation is 02392 594325. Students arriving late on site should go straight to their lesson and ensure they register with their Teacher.

### **Someone is being unkind to me:**

Make sure you tell somebody, we will absolutely be able to help you but only if you tell us about it! You can tell your Tutor, your Peer Mentor, your Year Leader, any staff on Student Support Services or any Teacher or staff member you feel comfortable talking to. The most important thing is that you tell someone, as we do not want you feel upset or scared coming to College.

### **I do not understand the work:**

Let your Teacher know. If you aren't confident in putting up your hand then let them know at the end of the lesson as they will want to help you. There are also homework clubs available to help you after College.

### **I am finding it hard to make friends:**

Don't panic, you won't be the only one! Let your Tutor know as they may know that another member of your Group is feeling the same way and can pair you up. You also have two Peer Mentors (Year 10 students) linked to your Tutor Group and they can help you with this too.

If you are in a class and don't know anyone let the Teacher know and they will be able to introduce you to other students. A great way to make new friends is by joining an extra-curricular club and we have lots! Find a copy of our latest Extra-Curricular Programme to see the range of opportunities on offer! This is published every term.

### **I have lost my coat/PE kit:**

Go back and check your classrooms from earlier in the day as you may have left it under a desk. Also check the Canteen as people often forget their PE kit after lunch! If you can't find it don't worry let A Block (Student Support Services) know as lost property gets handed in there and they will be able to find it for you. Please make sure all your belongings are clearly labelled with your name!

### **I lost my bus money or don't know how I am getting home:**

Go to 'A' Block (Student Support Services) and they can phone your parents/carers and also arrange a bus money loan for you if needed.

### **If I have forgotten my computer passwords:**

Your Subject Teacher, Year Leader or Student Support Services can help re-set passwords. Please ask them for help.

If you have a question, please ask us. We are here to help you!



# **THE FINANCE OFFICE**

## **STATIONERY AND EQUIPMENT SHOP**

CALCULATOR £8.05

PEN £0.05

BALLPOINT PEN £0.80

PENCIL £0.05

HIGHLIGHTER £0.20

WHITEBOARD MARKER £0.35

COMPASS £0.30

PROTRACTOR £0.10

SMALL RULER £0.10

LARGE RULER £0.15

ERASER £0.05

PK12 COLOURED PENCILS £1.50

REPLACEMENT TIMETABLE £0.20

TIE £6.00

EARPHONES £3.50

MEMORY STICK 32GB £4.00

INDEX CARDS £0.80

FILLED PENCIL CASE £1.80

(3 X PENS, 2 X PENCILS, HIGHLIGHTER, PROTRACTOR, COMPASS,  
LARGE AND SMALL RULER, ERASER)

*The Finance Office is in 'A' Block. Prices last updated April 2022*

# Student Support Services

**Email** - [studentsupportservices@hordeantc.hants.sch.uk](mailto:studentsupportservices@hordeantc.hants.sch.uk)

**Telephone** - 02392 594325 Ext: 209, 214, 217 and 218



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