



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU

## Learning Support Guidebook



## Welcome to Sheldon School!

We hope you are looking forward to starting secondary school in September. Inside this booklet, you'll find everything you need to know about Sheldon to make your transition easier.

If you have any questions, please let us know. You can find out more about Sheldon on our website [www.sheldonschool.co.uk](http://www.sheldonschool.co.uk).

# Your Year Head Team



**Mrs Hall**  
Head of Year



**Miss Clancy**  
Deputy Head of Year



**Miss Kilbane**  
Deputy Head of Year



**Mrs Barnes**  
Pastoral Lead

The Head of Year Office is in the Arts Block through the doors sign posted “Music Practice Rooms” and “Head of Year Office”.



Your Head of Year, Deputy Head of Year and Pastoral Lead can be found at the Head of Year Office at break and lunchtime.

They Head of Year and Deputy Head of Year will lead assemblies each week and plan special events for the year group. The Pastoral Lead is there to help you with any worries you may have.

If you are feeling sad or lost, need a replacement timetable or need to call home this is the place to go.



# Reception



**Mrs Collins**  
Senior Receptionist



**Mrs Northcott**  
Receptionist



**Mrs Wilmot**  
Receptionist



**Mrs Harvey**  
Receptionist



**Mrs Baxter**  
First Aider



The staff at Reception are friendly and here to help you. Come here if you have forgotten your uniform, need to sign in or out of school for an appointment, to find lost property or if you are feeling unwell.

In Year 7 you may be asked to be a Student Receptionist. You will do this with an other member of your tutor group and may be asked to deliver messages to staff or pupils in lessons.

# Learning Support



**Ms Zuanella**  
Head of Learning Support & SEND



**Mrs Heavenwhite**  
Assistant SENCO



**Mrs Sellwood**  
Teaching Assistant Manager

- Some of your lessons or 1:1 sessions might take place here.
- You can come here for help and support from teachers and teaching assistants and speak to Ms Zuanella or Mrs Sellwood throughout the day.
- You may be invited to the Early Bird Club in the morning or to Lunch Club at lunchtime to eat and play games in a small, friendly group.
- You can come to Homework Club at lunchtimes to receive help, use the computers or print off your work.
- You may be invited to work in The Hub for some of your lessons.





# Hearing Resource Base (HRB)



**Mrs Freeman**  
Teacher of the Deaf



**Mrs Hicks**  
Teaching Assistant of the Deaf



**Miss Maguire**  
Teaching Assistant of the Deaf

If you have hearing aids or cochlear implants you will come hear for support from Mrs Freeman, Teacher of the Deaf.



All of our classrooms are equipped with Soundfield Microphones and Speakers. This helps everyone in the class hear the teacher clearly. We also have sound absorbers installed to reduce the echo in classrooms and make it a comfortable listening environment.

# Where do I go at Break and Lunchtime?

There are seats outside the **Refectory** to eat a packed lunch.



You eat a packed lunch in **A9**, a good tip if it is raining!  
**Where?** In the Sports Hall building.



- This playground is just for Year 7.
- You can eat packed lunches out here and at break the **Shel Pod** is open for snacks.
- **Where?** It is behind Learning Support and the Science Block.



The **Piazza** sells grab & go food like baguettes, pizza and pasta pots. Seating is available outside the Sixth Form Block.





# The Refectory and the Diner

The **Refectory** sells hot meals and sandwiches. You can buy food to eat in here at break and lunch. You might meet your tutor here sometimes.


**Where is it?**  
In the same building as Humanities, English, PSRE and Languages

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Languages

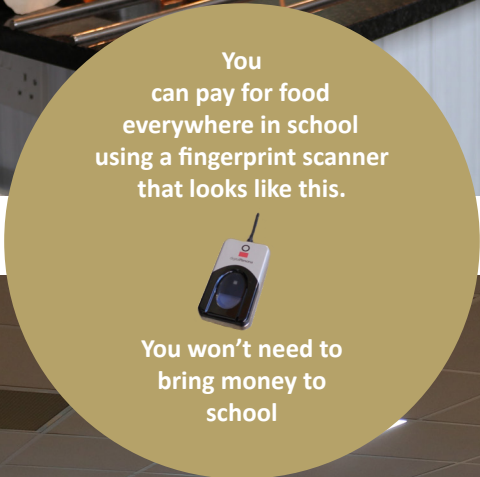
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You can pay for food everywhere in school using a fingerprint scanner that looks like this.



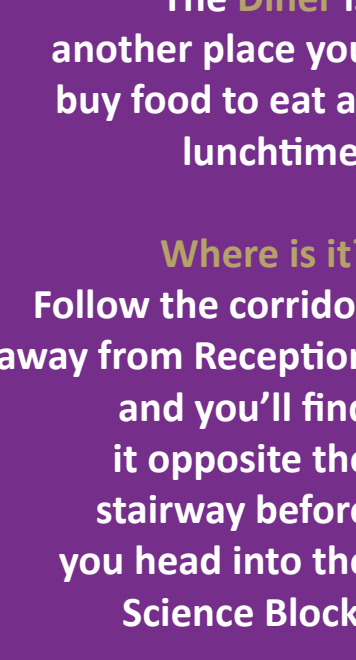
You won't need to bring money to school



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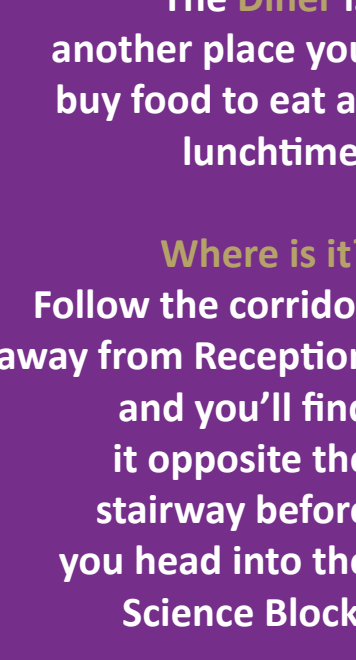
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The **Diner** is another place you buy food to eat at lunchtime.

**Where is it?**

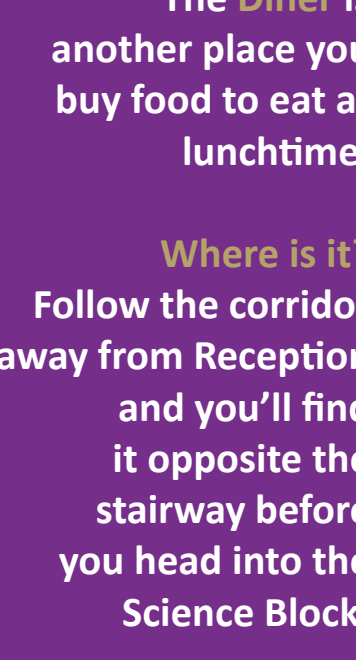
Follow the corridor away from Reception and you'll find it opposite the stairway before you head into the Science Block.



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# The Library



**Miss Punter**  
Librarian



**The Library is not just for books. If you need peace and quiet, time to unwind or just some thinking time, you are welcome here.**

The Library is a calm, quiet and welcoming space.

- You can withdraw books to take home.
- Read or use a laptop.
- Use the quiet space to do homework before and after school and at lunchtime.
- Print and photocopy.

The Library is also used for lunchtime and after school clubs.

**The Library  
hosts a  
Book Fair  
and World  
Book Day  
events as  
well as  
jigsaws and  
colouring.**





# ICT Support Office



**Mr Markey**  
Network Manager



**Mr Pritchard**  
ICT Technician

If you have problems using the school IT systems, come here for help. This may include resetting your password or recording your finger print to use with the tills in the dining areas.



## Where is it?

In the centre of the school, near the outside seating area for the Refectory.

# School Day

<b>8:30 - 8:55</b>	<b>Registration / Morning Tutor</b>
<b>8:55 - 9:45</b>	<b>Period 1</b>
<b>9:45 - 10:35</b>	<b>Period 2</b>
<b>10:35 - 10:55</b>	<b>Morning Break</b>
<b>10:55 - 11:45</b>	<b>Period 3</b>
<b>11:45 - 12:35</b>	<b>Period 4</b>
<b>12:35 - 13:15</b>	<b>Lunch Break</b>
<b>13:20 - 14:10</b>	<b>Period 5</b>
<b>14:10 - 15:00</b>	<b>Period 6</b>



# Example Timetable

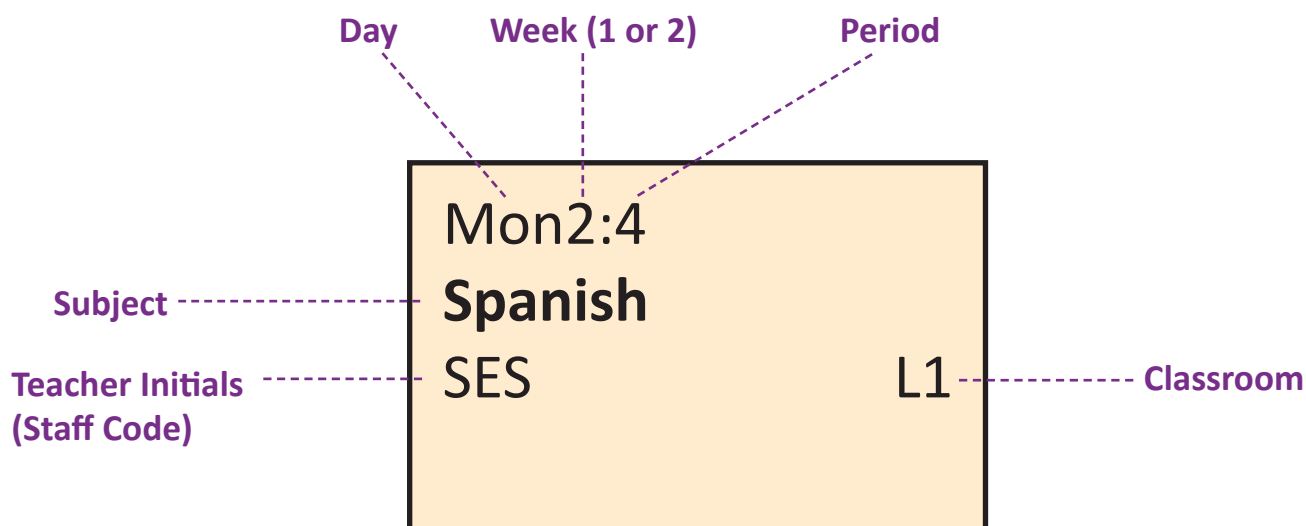
Your timetable will look like this:

	Mon1	Tue1	Wed1	Thu1	Fri1	Mon2	Tue2	Wed2	Thu2	Fri2
1	7DME/En LLP E5	7rs/Pe1 CRW	7DME/Gg WAC H1	7DME/Da RGM A10	7rs/Pe1 CMS	7DME/En LLP E5	7rs/Pe1 CRW	7DME/Dr NRS A3	7DME/Hi VHM H3	7rs/Pe1 CMS
2	7DME/Sc WMB S10	7r/Ge1 CJH L7	7DME/Gg NES VI2	7DME/It MKA C3	7rs/Pe1 CMS	7DME/Sc WMB S10	7r/Ge1 CJH L7	7DME/Gg NES VI2	7DME/It MKA C3	7rs/Pe1 CMS
3	7DME/Mu CIG A2	7r/Dt2 NEM D8	7DME/Sc WMB S10	7rs/Ma2 RAY M1	7r/Ps1 ELB P2	7DME/Mu CIG A2	7r/Dt2 NEM D8	7DME/Sc WMB S10	7DME/En MRM LIB	7r/Ps1 ELB P2
4	7r/Fr1 SXC L5	7r/Dt2 NEM D8	7DME/Sc WMB S10	7DME/En LLP E5	7r/Ps1 ELB P2	7r/Fr1 SXC L5	7r/Dt2 NEM D8	7DME/Sc WMB S10	7rs/Ma2 NXS M1	7r/Ps1 ELB P2
5	7DME/Hi VHM H1	7rs/Ma2 NXS M1	7r/Fr1 SXC L5	7r/Ge1 CJH L4	7DME/En LLP H3	7DME/Hi VHM H1	7rs/Ma2 NXS M1	7r/Fr1 SXC L5	7r/Ge1 CJH L4	7DME/En LLP E5
6	7DME/Ar KXP A5	7DME/En LLP E5	7rs/Ma2 RAY M1	7r/Dt2 NEM D8	7rs/Ma2 RAY M1	7DME/Ar KXP A5	7DME/En LLP E5	7rs/Ma2 RAY M1	7r/Dt2 NEM D8	7rs/Ma2 RAY M1
7										

**Dd** - Dance/Drama  
**DT** - Design Technology  
**En** - English  
**Fr** - French  
**Ge** - German

**Gg** - Geography  
**Hi** - History  
**Ma** - Maths  
**Mu** - Music  
**Pe** - Physical Education

**Ps** - Personal/Social/  
 Religious  
**Sc** - Science



# Sheldon Uniform

The Sheldon Uniform is a purple v-neck jumper with the Sheldon shield and a purple and gold striped tie.

This should be worn with a white school shirt, mid-grey skirt, shorts or trousers and black shoes without any logo (not trainers).

You will also have a PE Kit that includes a Sheldon PE polo top, outdoor top, black shorts or skirt and striped Sheldon socks. Your PE teacher will let you know what kit you need to bring for each lesson.



# Equipment for School

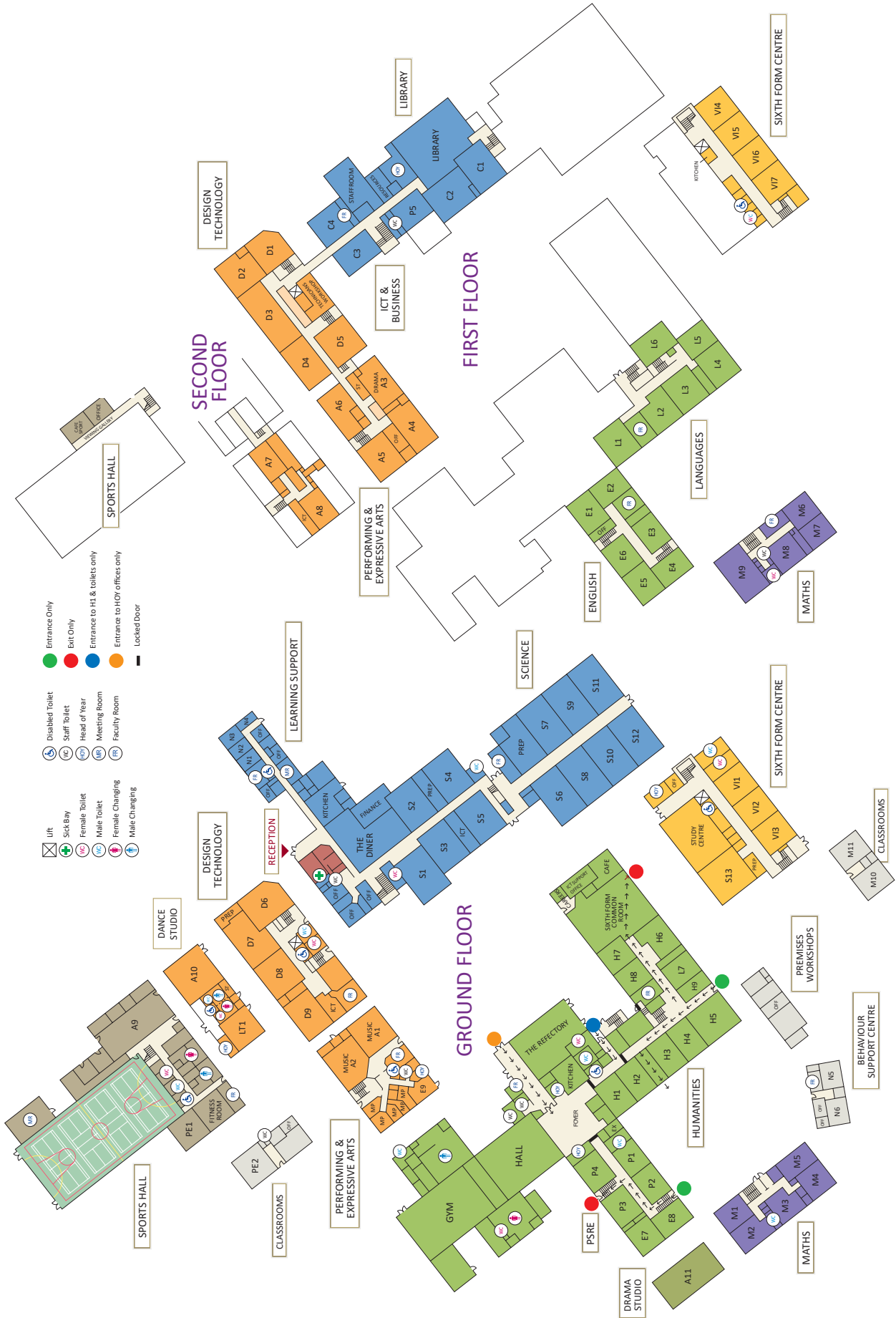


Every day you need to bring a pencil case with the following equipment.

- Pencils
- Black pens
- Green pens
- Shatter-proof ruler
- Scientific Calculator
- Rubber
- Pencil Sharpener
- Compass & Protractor
- Highlighters



## Map of Sheldon



# Transition Vocabulary

## A9

This is an indoor space where you can eat your packed lunch.

## Diner

This is a smaller indoor space where you can buy hot and cold food

## Epraise

In this area of the portal you can view your Praise Points and homework planner. You can also find out about clubs and activities that are available.

## Faculty

These are the different departments around the school.

- **Humanities - (Hi)** history, **(Gg)** geography.
- **Design Technology** - food, textiles, **(Rm)** resistant materials and graphics.
- **Science (Sc)** - physics, chemistry, biology.
- **PSRE (Ps)** - personal, social and religious education.
- **Performing Arts - (Mu)** music, **(Ar)** art, **(Dd)** dance, drama.
- **Modern Languages - Spanish** French, German.
- **English** - English language, literature.
- **Maths**
- **Physical Education (PE)**
- **ICT, Business**

## Head of Year and Deputy Head of Year

These are senior teachers that are in charge of each year group. They will hold assemblies once a week in the main hall and will be with you until Year 11.

## Hearing Resource Base (HRB)

This is the base you will use if you have hearing aids or cochlear implants. HRB is located in the Learning Support area. Mrs Freeman is the Teacher of The Deaf and she runs the HRB.

## Learning Support

You may have some of your lessons in this area if you are in a smaller group. Learning Support is located next to the main reception area. Ms Zuanella is the SENDCO and she is the head of Learning Support.

## Medical room

This is where the main first aider in school is and who you see if you are feeling unwell.



# Transition Vocabulary

## Period

The school day is split into 6 periods, each period is 50mins long. Some subjects will have double lessons and will last 1 hr 40 mins.

## Piazza

This is an outdoor serving area and you can purchase baguettes.

## Praise Points

These are points that you are awarded for good work or behaviour. You collect these points and these are put into a draw to win prizes throughout the year.

## Prefects

These are Year 11 students who have been picked as ambassadors for the school and have certain duties to carry out. One of their duties is to support the Year 7s in their first term. They will be in your tutor every day and are there to help you all with any questions or directions you may need.

## Refectory

This is the main area for food. They serve hot and cold food and you can sit down and eat your lunch with your friends.

## Registration

You will have one registration with your tutor group, first thing in the morning.

## Student Portal

This is an area on the computer where you will find your emails and Praise Points. You will also find all the applications you will use at school like Word or PowerPoint.

## Timetable

This tells you what lesson you have during each day. It shows the subject the teacher and the room.

## Tutor

This is the Teacher and group of pupils you register with at the beginning of each day. You will stay with this group all the way through to Year 11. Most of your lessons in Year 7 will be with your Tutor group.

## Notes

This image shows a single sheet of white paper with horizontal blue lines, similar to standard notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.