



Dear Parents and Carers,

Welcome to Goffs-Churchgate Academy. We recognise that any change in a young person's life can seem daunting and transition into secondary school is critical in terms of personal development and well-being for all young people. We pride ourselves on a thoughtful and tailored transition for all students, where we can focus on the specific needs of your child in a safe and structured environment.

Transition begins long before starting secondary school. We have developed a programme that ensures your child is well informed and familiar with the staff and school. This starts with our Welcome Evening on **Thursday 11th March 2021**. We know how exciting and nervous a time this is, and we support you at the start of your journey to secondary school as early as we can. Unfortunately, due to the national pandemic we will not be able to meet face-to-face, but look forward to you being able to join us virtually.

Your child will receive a visit from our transitional lead teacher, in their primary school, in the term before starting Goffs-Churchgate Academy. During this visit, our teacher will meet with both your child and their current class teacher, where any initial thoughts, worries, or questions, will be dealt with in the familiar setting of your child's primary school.

Your child will have a 'Transition Interview,' which is very similar to a parent's evening. The difference is that your child will have the opportunity to tell us all about themselves, their hobbies, interests, favourite subjects, friends, etc. These interviews are held on **Thursday 29th April 2021**, and the information we gather helps us know your child better, identify their strengths and areas for development, and begin to build the form groups.

We hold our final Year 6 into 7 Transition Evening on **Tuesday 6th July 2021**, and on this evening, your children will receive their allocated form group and meet their Form Tutor. There will be a short talk for parents and an opportunity for networking, and a chance to meet parents and staff.

Students will attend 'Secondary Transfer Day' on **Thursday 8th July 2021**, where your child will experience a full day at Goffs-Churchgate Academy. This gives pupils the opportunity to take part in a variety of lessons and will be their first experience of a day at secondary school.

We have high hopes that some of these events will take place face to face, but as we continue to work through the global pandemic and national restrictions, we may have to make some of these events virtual to ensure we protect the health and safety of everyone. We are committed to



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ensuring that the Transition Program goes ahead, regardless of the format. We will share details of each event nearer to the time.

In September 2021, as well as the support each child receives from their Form Tutor, the Director of Learning and the Student Support team will be available to guide and lead your child through Year 7. They lead in pastoral care, ensuring that students have access to high-quality care and guidance throughout the teaching day and that parents have speedy access to a point of contact within the school, as necessary. Form tutors should be your first point of contact with the school as they have a special and unique relationship with students and can offer continuity and in-depth knowledge similar to that of a class teacher in a primary school setting.

At Goffs-Churchgate, we have a real commitment to, and enthusiasm for, the development of the whole child. The personal development and well-being of our students are central to all we seek to achieve. Skills such as leadership and communication are the gateway skills to a successful and happy adult life. In partnership with parents, we aim to develop caring, responsible, and socially aware young citizens. Our expectations of student behaviour, engagement, and participation in school life are high.

The Senior Leadership team tracks and monitors progress across all subjects and will support and intervene, when necessary, to ensure students can perform to their maximum potential. Parents are kept fully informed and involved in helping students to make the most of their education.

Strong student leadership is actively encouraged in our young people, with Student Executive, peer mentoring, and a commitment to our "student voice". Students' views are welcomed and provide the school student community with opportunities to lead the school forward. Students have been involved in consultation groups, school surveys, student councils, charity involvement, working parties, and individual contribution.

In a world driven by academic attainment and success, we also recognise the need to foster independent learners. We encourage students to speak, listen, negotiate, represent their point of view articulately, manage their own behaviour and conduct, and possess the intrinsic self-management and motivational skills required for success.

I look forward to working in partnership with you to support the next years of your child's learning journey.

Yours faithfully,

Mr. Thomas Sparks, Principal



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Dates

Please ensure you have noted the following dates in your diary.

Transition Interviews – Thursday 29th April 2021

Appointment times to follow. You must return your completed paperwork at this time.

Primary School Visits – End of May to Mid-June

This will take place in your child's school and will be arranged by Mrs. Robson. You do not need to do anything about this.

Year 6 into 7 Transition Evening – Tuesday 6th July 2021

Secondary Transfer Day – Thursday 8th July 2021

First Day of Term – Year 7 only Wednesday 1st September 2021 – 9 am – 12 pm

Tuesday 2nd September 2021 Whole school at usual start time



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GENERATIONS TERM DATES 2021-2022

GOFFS-CHURCHGATE ACADEMY

AUTUMN TERM 2021

Tuesday 31st August 2021	Inset Day
Wednesday 1st September 2021	Year 7 (am only)
Thursday 2nd September 2021	Whole school at usual start time
Friday 24th September 2021	Inset Day
Monday 18th October 2021 - Friday 29th October 2021	Half Term - 2 weeks
Friday 17th December 2021	End of Term

SPRING TERM 2022

Tuesday 4th January 2022	First Day of Term
Monday 14th February 2022 - Friday 18th February 2022	Half Term
Friday 1st April 2022	End of Term

SUMMER TERM 2022

Tuesday 19th April 2022	First Day of Term
Monday 2nd May 2022	Bank Holiday
Monday 30th May 2022 - Friday 3rd June 2022	Half Term
Friday 22nd July 2022	End of Term





GOFFS-CHURCHGATE ACADEMY

TIMINGS OF THE SCHOOL DAY

8:30	1st bell signalling to go to Period 1
8:35-9:35	Period 1
9:35-9:40	Lesson Changeover
9:40-10:40	Period 2
10:40-11:00	Form Time
11:00-11:15	Break
11:20 -12:20	Period 3
12:20-12:25	Lesson Changeover
12:25-13:25	Period 4
13:25-14:00	Lunch
14:05-15:05	Period 5. Students are dismissed from school from this lesson.

Before each lesson there is a 5 minute changeover time. Students must be prompt arriving to their lessons. When the bell goes at the time of the start of each period, they must be present at the classroom. If they are not, they are considered late and will be issued with a sanction.





General Information

Uniform and Clothing

Please ensure you label all uniform and coats with your child's name. We are only able to return things to students when they are named. Lost property/unnamed clothing can only be held for ½ a term before they have to be disposed of due to space restrictions. Students are responsible for taking reasonable care of their property. Students must adhere to the uniform policy at all times. Failure to do so will result in sanctions being applied.

School shoes must not be 'trainer style'. Even though some sports shops sell these types of shoes as 'school shoes' they are not permitted as per our uniform policy. School shoes, must have a leather/faux leather upper. Further details are available on our website. If your child does come into school in trainers, we will be asking you to replace them with appropriate school shoes. They may spend a period of time out of circulation until they have the appropriate footwear.

<https://www.goffschurchgate.herts.sch.uk/291/uniform-and-equipment>

Equipment

Alongside uniform, basic equipment is a non-negotiable requirement. Please ensure your child has a full set of equipment every day. I recommend that you have a small supply of spare pens/pencils/glue sticks at home to help you top up your child's kit as needed.

A school planner will be provided to your child on their first day. The cost of this will be added to ParentPay in September. Please ensure that you pay for this and any replacement.

We are working hard to reduce our plastic consumption in school and therefore do not sell bottled water/drinks. Please ensure your child has a refillable water bottle every day. Water can be refilled in the canteen.

School Communication

Letters are sent out electronically via the email address you provide in your child's information pack. Texts are sent to inform you of detentions.



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Saver Card

If you need to apply for a saver card to get reduced rate bus fare please visit www.hertsdirect.org/savercard

Aerosols

Aerosols of any kind are not permitted in school for safety reasons and such items will be confiscated.

Medicine

If your child needs to take medicine in school, you will need to complete a Medicine Authorisation Form. All medicines must be prescribed in your child's name with clear dosage and instructions. Over the counter medicine must be in the original packaging, with clear instructions from you as to how you want it administered. We cannot exceed recommended doses.

Travel Behaviour

Dear Parents and Carers,

As your child prepares for their secondary education at Goffs-Churchgate Academy, we would like to outline some expectations of behaviour on travelling to and from school. Please remind your child that buses are a public service and that pupils are ambassadors for the school and their behaviour should reflect this when they are in public:

- All students must purchase or show their pre-paid ticket to the bus driver or any uniformed staff
- I would urge students to show consideration to elderly or vulnerable members of the community, including pregnant women and parents with small children. When using the bus, please give up your seat for these members of the public
- Please do not eat or drink on the bus. Students must make sure that their bags, coats and belongings are not causing trip hazards to other bus users
- Students cycling to school should ensure they use cycle lanes where possible, pay attention to pedestrians and road users. They should not cycle in an anti-social manner
- Students who cycle are encouraged to wear the appropriate protective clothing and helmets
- Students walking to and from school are asked to walk directly home and to not gather in large groups in the surrounding areas. They must be aware of road safety and be considerate to pedestrian and road users





- Students must not use foul language, or act in an irresponsible or aggressive manner
- Fighting, bullying or vandalism will not be tolerated

Bus drivers will not allow bad behaviour on the bus as it distracts the driver and therefore endangers the passengers. Bus companies may put travel bans in place, in which case it will be your responsibility to ensure your child is at school on time. Goffs-Churchgate will deal with disruptive and dangerous behaviour in line with the school's behaviour policy.

The independence that comes with being in secondary school is an important part of your child's journey into adulthood. This is often the first time that students are travelling to and from school alone, we want students to enjoy this experience and allow it to help them develop into valuable members of the community.

Free School Meals

If your child is eligible for free school meals, it's worth registering them, if you have not done so already.

Students can use their allotted daily money to purchase food or drink at break or lunchtime, they are not restricted to what they can choose.

If they choose not to use the canteen, by registering them, schools receive a grant called 'Pupil Premium' for any child on free school meals. This grant can be used by the school to subsidise school trips or other useful services that can benefit your child. Schools also use this money to pay for teaching assistants or extra tuition.

You can check your eligibility and apply online for free School Meals at www.hertsdirect.org/freeschoolmeals or telephone 0300 123 4048.

Dinner Money Accounts

Registration details for ParentPay will be sent to the email address that you provide in your Student Information Pack. Please ensure you complete this and top up money before end of the Summer Term. Office staff are not available during the summer holidays, so it is important you are set up prior to school breaking up in July.



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Mobile Phones

We understand that as your child prepares to join secondary school, many students will be given a mobile phone, so that you can be contacted by them on their journeys to and from school. Mobile phones with access to the internet are a very useful tool for students, not just for communicating with you, but for contact with their peers as well as having access to a wealth of information.

Please discuss with your child the importance of remaining safe online. Social media has been essential for many young people in staying in contact with their peers, and we are lucky to have had an outlet for them to continue to socialise with their friends during isolation, lockdown and school closure. However, access to the internet and social media comes with great responsibility for each child. It is a powerful tool, and as a pupils world, grows, both in reality and virtually, they must be aware of their words and actions online. Please remember that many apps such as Whats'app, Instagram, Snapchat, House Party, and Tik Tok have an age restriction limit for a reason.

I would encourage you to follow the link below which offers some support to parents with e-safety.
<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Students who bring a mobile phone to school must switch it off before entering the school gates. The phone must remain in their bags until the end of the school day. Any mobile phone, seen or heard will be confiscated by a member of staff and can only be collected by a parent/carer at the end of the day. Students are absolutely not permitted to use their phones to contact home during the school day. If a student needs to make contact with home, they must report to reception where a member of staff will assist them.

Headphones are not permitted on school premises at any time and will be confiscated until a parent can collect them.

