



# Bishop Douglass Catholic School

*An Academy School in the Cardinal Hume Academies Trust*



## YEAR 7 STUDENT GUIDE

*In pursuit of excellence*

# A warm welcome to Bishop Douglass Catholic School

This is the beginning of an exciting time for you, and over the next few years we will work with you to develop your skills and talents to their fullest potential. Please read this guide carefully as it contains important information about your new school. If you have any further questions please don't hesitate to let us know.

You will find that everyone at the school will do their very best to help you settle in and we look forward to seeing you in September. I wish you every success.

**Mrs Henderson**  
Head of School



We know you may feel nervous at first, but just remember everyone is in the same position and it won't feel strange for very long! We are sure that you will settle in at Bishop Douglass in no time; and we will do everything we can to help you feel part of our community. Make sure you make the most of every opportunity and try new clubs and experiences as much as possible. This will help you make more friends and find out what your passions and interests are.

We can't wait for you to start your secondary school journey as part of the Bishop Douglass family.

**Welcome from Mrs Pendakis**  
Head of Year 7



## Vision and Values

### In Pursuit of Excellence, An Outstanding School

- High expectations, underpinned by outstanding teaching.
- Well organised, well-resourced and providing a first-class learning environment for 11-19 education.
- Consistently the highest achieving school at GCSE and A level.
- At the heart of the local community, providing a wide range of courses and facilities and having a reputation as a traditional, disciplined and high achieving school.
- Students have excellent standards of behaviour, are smart, self-reliant, resilient, punctual and polite.
- Supporting students to maximise their potential through the curriculum and extra-curricular provision, irrespective of their starting point.
- In which people are proud to work; providing opportunities and support for professional development. An 'Investor in People'.
- Inclusive, caring and where gospel values underpin a supportive ethos, manifesting in respect for every individual.

## Bishop Douglass School Prayer

*Thank you, O God, for another day.*

*Help me to spend it wisely and to spend it well.*

*Grant that everything I do today may be done as well as I can do it.*

*Grant that everyone I meet may be happier for the meeting.*

*Keep me all through today conscientious in my work;*

*truthful in my speaking;*

*loyal to my friends; faithful to those who love me*

*through Jesus Christ our Lord.*

# Our Daily Timetable

<b>8.50 am</b>	<b>- 9.10 am</b>	Registration
<b>9.10 am</b>	<b>- 10.10 am</b>	Lesson One
<b>10.10 am</b>	<b>- 11.10 am</b>	Lesson Two
<b>11.10 am</b>	<b>- 11.30 am</b>	Break
<b>11.30 am</b>	<b>- 12.30 pm</b>	Lesson Three
<b>12.30 pm</b>	<b>- 1.30 pm</b>	Lesson Four
<b>1.30 pm</b>	<b>- 2.10 pm</b>	Lunch
<b>2.10 pm</b>	<b>- 3.10 pm</b>	Lesson Five



You are expected to be on time for registration and all lessons. The school day always starts by 8.50am and you must be in school by this time. Changes of lesson are indicated by the sound of a bell.

If you arrive before 8.20am you can receive a free breakfast (cereal, toast and jam and tea or hot chocolate) in the canteen. Cooked breakfasts are available to purchase from 8.00am.

## Morning Break (11.10am – 11.30am)

During morning break, you will normally leave the school building and go to the playground. If the weather is very cold or it is raining, then you can go under the covered area in the playground or to a designated room. You can also visit the library. The school canteen is open during morning break for sandwiches and snacks. At the end of break you will hear the bell and should gather all your belongings together and line up in the playground to meet your teacher.

## Lunchtime (1.30pm – 2.10pm)

At the beginning of lunch, you will form a line outside the canteen under the covered area. Teachers will be on duty, and they will send you into the canteen. On your first few days at school, you will be the first group of students to line up. The canteen has a cafeteria system which means that you can choose your own food. If you bring a packed lunch, you will eat this in the canteen.

After you have finished, you can leave the canteen and use the playground. If it is raining you go to the covered area or a designated room. We have many staff on duty who will be around the school to help you during the lunch break. We need your cooperation at all times to make sure our system works fairly, smoothly and efficiently each day. At the end of lunch break you will hear the bell. You should then gather all your belongings together and go to line up in the playground to meet your teacher for your afternoon lesson.

## Lessons Finish (3:10pm)

This is the time to get into good habits so before you go home every night check your journal to make sure that you have all the equipment and books that you need to complete your homework successfully.

You can join us for 'Evening Prep' where you can do your homework before you go home. Evening Prep operates from Monday to Thursday until 6pm in the library. If you complete your homework during this time you will be given dinner at 5:45pm. Be aware that students who fall behind with their homework will be placed in the 5 o'clock club each evening to complete their homework.

You will be surprised how quickly you will learn the routines of the school. During your first weeks you can always seek help from older students or ask one of the teachers for help.



# Uniform

Uniform must be worn to, from and whilst you are at school. All items of your uniform should be clearly marked with your name.

## BOYS

**Shirt:** White, long sleeved. Short sleeves may be worn in Summer.

**Ties:** Each year has a different colour tie with five stripes (from school suppliers - clip on only). Your year colour will be blue.

**Jumper:** Pullover - French navy V-necked - with embroidered logo from school suppliers.

**Blazer:** French navy with embroidered logo (from school suppliers). Must be worn at all times.

**Trousers:** Charcoal/dark grey or black.

**Socks:** White/grey/black.

**Shoes:** Plain black leather only with low heels. NO suede, canvas, trainers, plimsolls, sports shoes or boots are allowed. Laces and stitching must be black (trainers may be worn at break and lunch time if you are outside).



## GIRLS

**Shirt:** White, long sleeved. Short sleeved blouses may be worn in summer.

**Ties:** Each year has a different colour tie with five stripes (from school suppliers - clip on only). Your year colour will be blue.

**Jumper:** Pullover - French navy V-necked - with embroidered logo from school suppliers.

**Blazer:** French navy with embroidered logo (from school suppliers). Must be worn at all times.

**Skirt:** Green Douglass Tartan Kilt (from school suppliers) – knee length.

**Trousers:** Black boot cut style trousers (no skinny styles are allowed).

**Socks/Tights:** White/grey/black knee-high socks or black/navy thicker tights in winter. No patterned tights. Socks must be knee length or ankle length (in the summer).

**Shoes:** Plain black leather only with low heels. NO suede, canvas, trainers, plimsolls, sports shoes or boots. Laces and stitching must be black (trainers may be worn at break and lunch time if you are outside).

## BOYS AND GIRLS

A watch can be worn. No shaved or patterned eyebrows. No visible tattoos. Underwear should never be visible. Hoodies and trainers are not allowed.

**Scarf:** Plain navy, blue or black. No headscarves, except by permission of Governing Body, may be worn in school. All approved headscarves worn in Bishop Douglass should be navy or black. These are available from school uniform suppliers.

**Hats:** Plain navy, blue or black wool hats only are allowed outside. These may be purchased at school. NO baseball caps or any other hats may be worn.

**Hair:** No exaggerated hair styles: streaked, dyed, gelled, patterned, lined, permed, stepped, spiked, high-top. Coloured hair is not allowed.

**Boys' hair:** We encourage reasonably short (but not shorter than a number 3), traditional and tidy styles, cut to the top of collar only. No patterns, shapes, lines or layered crops. Beards, moustaches and wispy growth are not permitted.

**Girls' hair:** Tidy without unnatural colours. Hair bands, slides and ribbons (no wider than 2.5cm) must be navy blue or black.

**School bag:** black/navy bag, brief case/canvas bag/rucksack. Must be able to hold A4 books and paper unfolded. No handbags are allowed. Plain, logos should be subtle.

**Outdoor Coat:** Plain navy blue or black topcoat/duffel or parka. No motifs, denim or leather are allowed. No hooded tops or tracksuit jackets are allowed.

**Makeup:** Make up, nail varnish, false nails/nail extensions are not allowed.

**Jewellery:** Earrings, (only one pair) if worn, should be small gold or silver sleepers or studs (one in each lower earlobe only). Diamante earrings are not allowed. No other jewellery (rings, nose studs or other piercings except a watch) is permitted. The school will not be held responsible for items of jewellery lost on the premises.

## PE KIT

**Basic PE kit:** a plain white polo shirt and plain navy shorts.

The items listed below can be purchased through our school suppliers.

**Polo shirt:** White, embroidered with Bishop Douglass logo.

**Shorts:** Navy, shadow stripe, embroidered with Bishop Douglass logo.

**Netball skirt:** Navy skirt (optional).

**Tracksuit Top:** Navy with white piping, embroidered with Bishop Douglass logo.

**Tracksuit Bottoms:** Navy with white piping.

**Football socks:** Navy (boys) white (girls).

**Field Boots:** Blades or studs. These are essential for field use.

**Trainers:** Must be white soled and laced for indoor use.

All items of PE kit must be clearly labelled with your name.

## School Uniform Suppliers:

**Uniform4Kids**

Tel: 020 8209 0999

[www.uniform4kids.com](http://www.uniform4kids.com)

1103/05 Finchley Road,  
Temple Fortune,  
London,  
NW11 0QB

They deliver telephoned orders to the school every Thursday.

# Staff you need to know

All members of staff are here to help you but below are the faces of some that will be your points of contact.



**Mr Tissot**



**Mrs Henderson**



**Mrs Pendakis**



**Mrs Goursaud**



**Ms Kemp**

**Our student services team are:** Ms Ayvaz, Mrs Ashik and Ms Boztepe.

You can also speak to your Form Tutor if you have any questions, queries or need any help.

## Equipment

All students must have: pens (including a green pen), pencils, eraser, ruler, geometry set, Pritt stick, coloured pencils, pencil sharpener, pencil case, scientific calculator (Casio fs991ES plus), pocket dictionary, and a USB stick. All students should bring a reading book each day.

## What can't I bring to school?

No mobile phones as these could be stolen. We do not accept responsibility for any mobile phones. Any that are found during the school day will be confiscated for a minimum of seven days in the first instance and kept in the school safe. A letter will be sent home inviting parents/carers to make an appointment to come to school to collect the phone.

Large amounts of money should not be brought into school. The school cannot accept responsibility for any money that is lost or stolen. In exceptional circumstances, should you need to bring in a large amount of money our office staff are more than happy to look after it for you during the day.

Chewing gum is not allowed in school.

Certain items are banned for your protection, and these are detailed in your journal and in our behaviour policy.

## Homework is important because:

- It helps you to go through and learn the work that you have been doing in your lessons.
- It helps you prepare for your next lessons.
- It allows you to work on your own and to do your work as well as you possibly can.
- It allows you to read more about a subject than is possible in the lesson - especially if you learn to use the school and public library as well.

## Homework and the journal

On your first day at school, you will be given a journal. This is like a diary. You will be given a homework timetable that highlights which lessons will set homework each day, there is a section where you can write this all down.

You will need to write down the lessons that will be setting you homework on that day. Your homework will also be put online on a website called Satchel One. You will be given a login for this in September. Each lesson's homework will last at least thirty minutes, so please ensure that you find a regular time and a quiet place to complete it. You will need to check your journal regularly to make sure that you bring the right work and books for each day and that you bring your homework in on the right days. You can find your homework timetable on the school website.



# Celebrating your Achievements!

At Bishop Douglass we want to create a positive atmosphere for you and build a culture in which praise and rewards are to recognise your effort and work. You can be awarded commendations and Epraise points by staff for high attainment, effort, pastoral and extracurricular activities. You can record these achievements in your journal. Form Tutors will monitor your commendations and the accumulation of Epraise which will earn you points. These points can result in prizes!

All round exceptional conduct is recognised with gold badge awards which are handed out once a term to those who have demonstrated good performance, behaviour and attendance. During assemblies with the Head of Year, prizes and certificates are given out and achievement is recognised. Formal prize giving takes place once a year in the summer term.

Your progress is regularly monitored by your Form Tutor and Head of Year. At the start of each school year there will be an academic review and target setting meeting with you, your Form Tutor and parents. A review of targets within the form system will occur shortly afterwards. Once every half term you will receive grid grades known as 'PP' – Pupil Progress grades, which highlight your potential and effort in all subjects.

## Extra-Curricular

### Clubs and Trips

There are many clubs and activities such as Fitness, Basketball, Football, School Choir, Film Club and many more in which you can become involved in at Bishop Douglass. You will be given more information about these during the first term. Extracurricular sport is strong and lots of our students have taken part in competitions at County and National levels. The school also maintains links with local clubs.

Additionally, you will be able to participate in various projects. There are lots of music clubs and activities arranged by the music department. There are also trips both at home and abroad, such as trips to Spain, Belgium and even skiing!

### Music Lessons

The Bishop Douglass Music Department provides students with the opportunity to create and flourish within a supportive musical environment. The department is focused on providing a well-rounded and all-inclusive learning experience. Students study a range of different musical styles, have the opportunity to use a wide variety of instruments and can enrich their school experience through a variety of extra-curricular opportunities.

Instrumental lessons are available to all students. The opportunity to choose from a wide selection of instruments is provided. Experienced tutors provide students with the chance to hone their performance skills and participate in numerous performing opportunities both inside and outside of school.

Alongside weekly music lessons, the following clubs are available - School Choir, song in a Lunchtime, Orchestra, Drum Club, Ukulele Club, Steel Pans, Riff of the Week, Samba Club and Music Production Club in our iMac suite.

### Duke of Edinburgh Award

In Year 9 you can take the Duke of Edinburgh award, a nationally and internationally recognised Award favoured by employers and universities alike. It's an amazing complement to academic life, helping you stretch your comfort zones, build the confidence you need to get ahead and gain the skills that employers want in the workplace. You can achieve a Duke of Edinburgh's Award by completing a personal programme with a variety of activities. Make a change to your community by volunteering, develop your skills, increase your physical fitness and explore the mountains in your expedition.

### Wider Horizons

Wider Horizons take place in the Summer Term. During this week you will have the opportunity to experience a variety of projects and excursions.

Examples of our Year 7 Wider Horizons programme are:

- Trips and activities that will help develop your understanding of London and the world around you, such as visiting the Tower of London and the London Eye.
- Attending a PGL residential in Torquay - 5 days & 4 nights meeting outdoor challenges at PGL's flagship centre, Osmington Bay.

### The Library

The library hosts a range of books from the most current writers of teenage fiction and other popular genres that you can borrow. All the new favourites are available as well as award winning titles and classics. There are opportunities for you to vote for the books that you want to see stocked and we will endeavour to get them ordered.

World Book Day is celebrated each year with teachers dressing up in literary themed costumes!

### The School Council

The School Council helps share students' ideas, interests, and concerns with the staff at Bishop Douglass. It is a really important way of getting your ideas heard for improving the school experience. Every year, each form class elects two class representatives who then meet on a regular basis with your Head of Year about issues relating to school life. Each year has two representatives who sit on the whole Student Council and the ideas are discussed and proposals for change are debated. The School Council has been highly influential in many major decisions about school life.

For example, students have been consulted in areas such as homework timetabling, extra-curricular clubs and uniform. If you are interested in being a member of the School Council and playing an important role in the development of the school, please speak to your Form Tutor when you start in September.



# Top Tips

- Preparation is key. Always pack your bag the night before. Make sure you have all the equipment you need for the next day and your PE kit on the day that you have PE.
- Make sure you have breakfast at home or in school. A good breakfast is the perfect way to get your brain in motion for the rest of the day!
- Try not to be nervous. Many students will feel like you. You could even join some afterschool clubs to meet some friends with similar interests.
- Always use your journal. Write down your homework clearly and try to complete it on the night that it is set.
- Set realistic goals for your first term as these will help you stay motivated.
- Be proud of all of your achievements and share these with your friends and teachers. Be proud to be you!
- Be brave. You won't be expected to know everything but teachers love when you try your best and have a go.

## Here are some of our Year 7 students who were in the same boat as you this time last year...

*“My favourite thing about secondary school is learning new things and experiencing new subjects – especially Drama and IT. Having new subjects taught by different teachers, being responsible for our learning materials and navigating our way round school has given me a sense of independence that I really enjoy. I love to come home and share with my family my EPraises, the rewards for examples of positive behaviour and good work.*

*This term, my favourite subject has been Drama, as I love the chance to be creative and express myself. There really is lots to look forward to here – this year I am excited to continue learning and grasping new subjects, and when I am older, I can't wait to start the Duke of Edinburgh Award to explore new hobbies, try new things and put it on my CV and applications”.*

**Rosa, Year 7, St Pauls CofE Primary School Alumni**

*“The greatest thing about Bishop Douglass is the amount of clubs and extra-curricular activities on offer. Every sport you can imagine – we do it. After-school, in PE or competing in competitions against other schools in Barnet and across London, the clubs have been a brilliant way to meet new people from the whole school, who share the same passions as you, and discover new hobbies too! I am looking forward to taking part in Wider Horizons week later in the year, which is all around developing our cultural capital and getting students to experience new things”.*

**Alex, Year 7 and Bellingham Primary School Alumni**

## ...and a Year 13 student who has been at Bishop Douglass for seven years now.

*“I always wanted to attend the Bishop Douglass Sixth Form, because my experience in secondary school had always been outstanding. The teachers are great, the learning environment is positive, and the community is incredibly welcoming, so I knew the Sixth Form would be the best place for me to secure my goal of achieving a Cambridge offer.*

*My teachers have been incredibly helpful and supportive over not only the last two years – but all seven. They have empowered and encouraged me to achieve my A Level grades through additional support, materials*

*and resources, alongside introducing me to the Access Project which provides Oxbridge support, arranging visits to universities and helping with exam preparation.*

*For anyone looking for a school and sixth form, I would recommend Bishop Douglass. There is a real culture of care and camaraderie, teachers are specialist in their field and knowledgeable about their subjects, we receive excellent Careers support and learning goes beyond the classroom, as our subjects are complemented by enrichment activities and trips”.*

**Sebastian**

### Contact us

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