



*Welcome to*  
**INCLUSION**  
*at*  
**St Paul's Academy**





## We are here to help

**The Inclusion staff are.....**

**Co-assistant Principal (Inclusion) - Ms Allen**

**SENDCo - Ms Allen**

**Assistant SENDCos - Mr Bond and Ms Loten**

<b>TAs-</b>	Ms Starbuck	Mr Pinkerton	Ms Gould
	Ms Cogan	Ms Stapley	Ms McGuinness
	Ms Lawson	Ms Panesar	Mr Higgins

**Speech & Language Therapists – Laura Rigby**

**SpLD Teacher - Mrs Martin**

<b>Learning Mentors -</b>	Kim Nicholas	Diana Webb
	Huw Francis	Richard Mayne
	Jo Lazenby	

*These staff members are here to offer help and advice, in lots of different ways, to students who may need extra support.*



# Your school day

## **Period 1**

8.15 - 9.40 am

(this includes a 15 minutes breakfast break)

## **Period 2**

9.40 -10.50 am

## **Tutor time**

10.50 -11.20am

## **Period 3**

11.20 -12.30 pm

## **Period 4**

12.30 - 2.10 pm

(this includes a 30 minutes lunch break )

## **Period 5**

2.10-3.20 pm

School starts at 8.15am - finishes at 3.20pm

(Except on Wednesday when the day ends at 2.10 pm after period 4)

# A typical year 7 timetable

	Mon	Tues	Wed	Thurs	Fri
<b>1</b>	P.E GYM	MATHS M5	IT S3	FRENCH E10	IT IT1
<b>2</b>	PE GYM	SCIENCE S9	ART ART 1	MATHS M5	ART ART 1
<b>TP</b>	TUTOR PERIOD	TUTOR PERIOD	TUTOR PERIOD	TUTOR PERIOD	TUTOR PERIOD
<b>3</b>	RELIGIOUS STUDIES R4	ENGLISH E10	RELIGIOUS STUDIES R4	GEOGRAPHY R10	GEOGRAPHY R10
<b>4</b>	SCIENCE S9	MUSIC MU	ENGLISH E10	HISTORY R6	MATHS M5
<b>5</b>	ENGLISH E10	DRAMA DR		SCIENCE S9	ENGLISH E10

# Things I need for school everyday!



Planner



Locker key



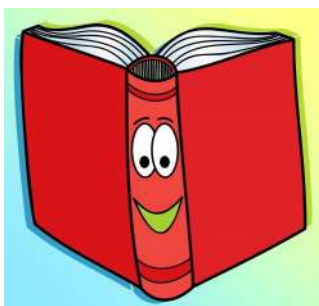
Swipe Card



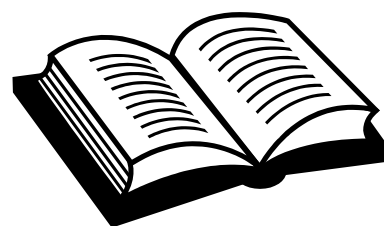
Pens, Pencils,  
Eraser, Ruler,



Exercise books



Reading book



Text books

## **During Your Lesson**

**These questions will help you to plan your work and to sort out problems when you get stuck.**

### **Before you start**

Do I understand what I have to do?  
What is the first thing I have to do?  
What is the order in which I have to do each step?

### **While you are working**

Am I doing the work correctly?  
How can I check this?

### **If you are stuck**

Can I see where I have gone wrong?  
Where can I find any clues to help me work out what to do?  
What else have we done in class that could help me work out what to do?  
Who can I ask for help?

### **When you have finished**

How can I check if I have completed the work fully?  
How can I check I have done it correctly?  
Is there anything I have left out?  
What did I find easy?  
What did I find hard?  
How can I do it even better next time?

**Perhaps you can think of some other questions yourself.**

### **Write down some ideas**

**What should I do if I get stuck in a lesson?**

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**What should I do if I am worried about something?**

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## Your Uniform



## Places



Lockers



The Quiet Area



Reception



Table Tennis





## Who's who



Ms Allen — SENDCo



Mr Bond — Ass. SENDCo



Ms Loten — Ass. SENDCo



Ms Starbuck — Lead TA



Ms Gould — SPLd teacher



Ms Cogan — TA





## Who's who



Ms Stapley — TA



Mr Pinkerton — TA



Ms Lawson — TA



Ms Hardy — Administrator



Ms Panesar — TA



Ms McGuinness — TA



## Who's who



Ms Malone - Head of School



Mr Tettey — Chaplain



PC Verrall — Police Liaison Officer



Mrs Martin — SEND teacher



Ms. McNamara —Co-RSL



Ms Pooley — Co-RSL





## Learning Mentors



Diana Webb

Huw Francis

Kim Nicholas

Richard Mayne



Jo Lazenby



The Ark



## The Restaurant



You pay for food with your card



There is plenty of room



The food is very tasty and very healthy. (Most of the time!)





## GETTING ORGANISED

At secondary school there are many changes throughout the day.

You will be expected to be responsible for your belongings and to get yourself ready to begin each lesson on time.

These are the things that you will usually need on your desk at the beginning of each lesson;

1. Your planner.



2. Your pencil case.



3. Your exercise book and possibly a text book, (you will be given these)



4. Your bag should be put on the floor.

To show the teacher that you are listening you can;

1. Sit up.
2. Look at the teacher.
3. Don't be distracted by anything or anyone else.
4. Listen to and follow instructions.
5. Put your hand up if you have any questions.

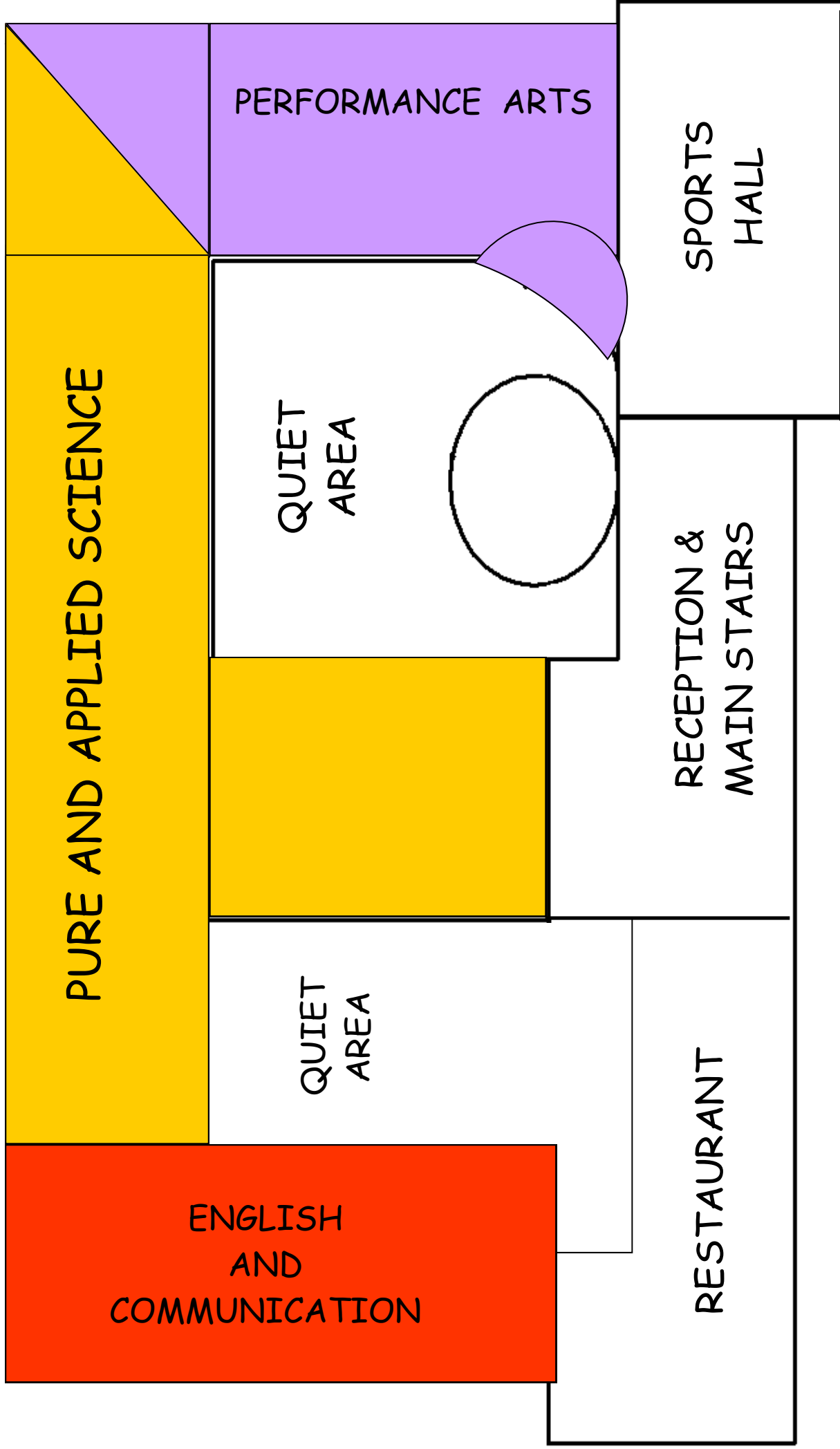
At the end of each lesson, you will need to pack away your belongings in your bag before you leave the classroom and go to your next lesson.

## GETTING AROUND



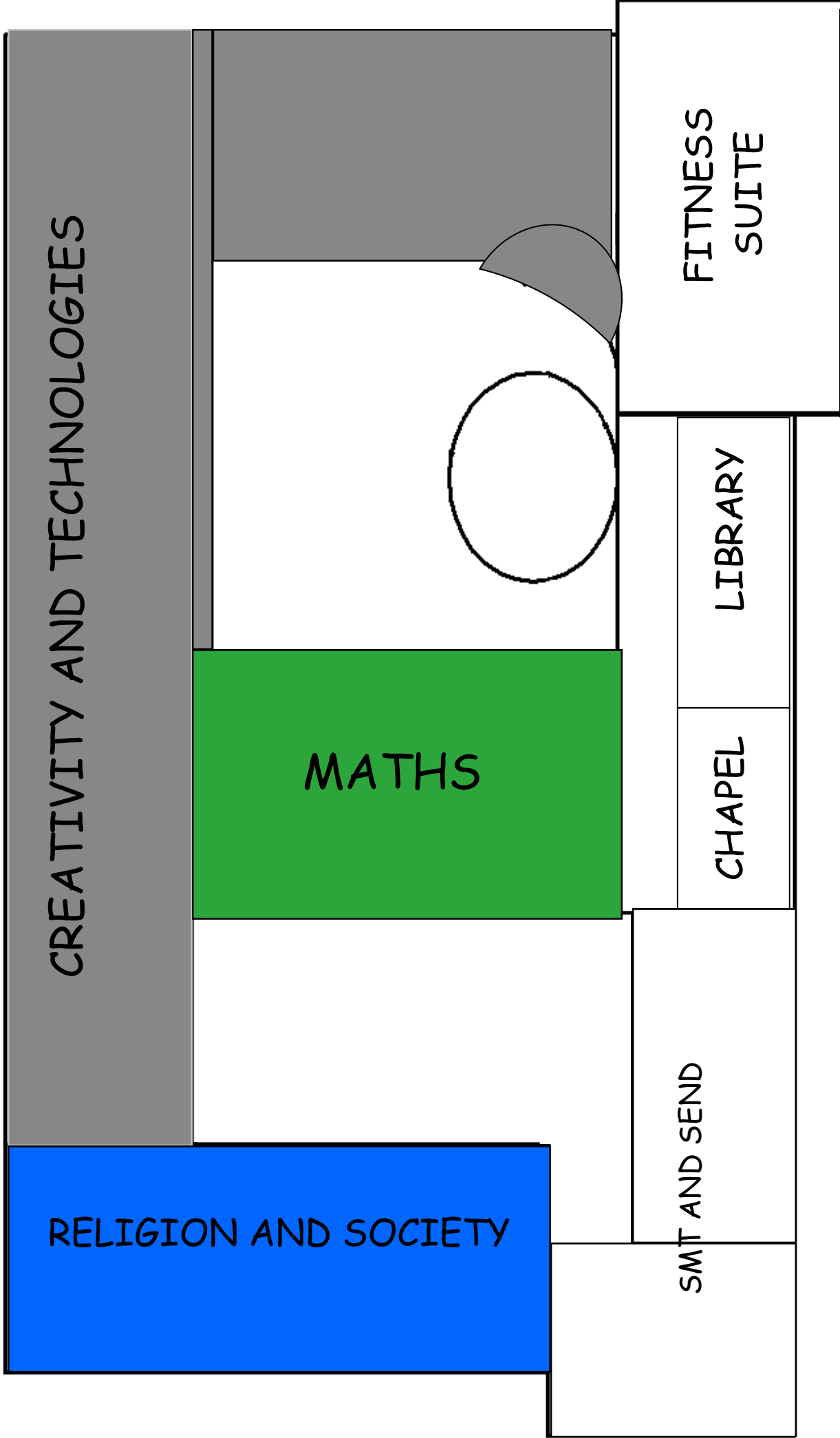
Don't forget to follow the signs...

# GROUND FLOOR





# FIRST FLOOR



# Notes