

Welcome to HuishEpiscopi Academy

The aim of this short leaflet is to give you the important information you need to know so that you are ready to begin learning.

What you will need to bring each day.

Planner – you will be given one of these in your house colours. Use it to jot down homework/important dates/instructions from teachers.

Timetable – you will be given this on your first day. Make sure you stick it into your planner. [It is also a good idea to copy this and put on the fridge at home!](#)

Exercise books – you need to buy your DT books from the school shop. You will be given all other exercise books.

Reading book – you may be asked to read in form time or in a library session.

Pencil case with the following items –

A working pen – blue or black

A sharp pencil

A pencil sharpener

An eraser

A ruler (15cm is fine)

A protractor (half-moon shaped is fine, preferably clear though)

A pair of compasses (those things with a pencil and a pointy bit)

A working calculator, preferably scientific

A green pen for marking work

You may also want things like highlighter pens and a glue stick, that is up to you.



Online Platforms



Google classroom – is used to set homework. You will need to get a log on from IT (you will be helped to do this) and a code for each classroom. You will need to ask your teachers for their classroom code if you are not joining us at the start of the year. This is also used for remote learning if you are away from school.

Some subjects also use other online platforms such as Senneca, Kerboodle, Hegarty, My Maths.



Wisepay – Your parent or carer will be given a log in for this. You will have your finger scanned on your first day. Parents/Carers put money on wisepay so that you can pay for food using your fingerprint. There are also machines outside the gym and room 2 where you can put money on your finger.

The Academy is divided into five houses. You will find that there are students from each year group in your form. There are many sporting, academic and creative competitions to join in throughout the year. You can find your Head of House on duty or in the House Base at break and lunchtime. They can help with any problems you might have. They will also hear your suggestions in House Councils.



Pennard



Chelston



Merchant



Bailbrook



Lambrook

School Rules

We expect you to be:

Ready – e.g. Have appropriate equipment, including uniform. Be on time for lessons and activities. Be ready to learn.

Respectful – e.g. Be respectful of everyone's right to learn. Accept consequences when appropriate. Treat the environment, yourself and everyone else in our community with respect.

Safe – e.g. Be relied upon to be safe when in school. Act appropriately in the local community. To not put yourself or any other member of our community in harm's way.

Key places – you will be given a map of the school

House Base – go there at break or lunchtime if you have lost property or need help with friendship issues. Go there if you have forgotten your lunch or tell your tutor.

First Aid – go there at break or lunchtime if you feel ill or have hurt yourself. Please do not contact home yourself, there are staff who are here to help you

School Shop – go there to hand in trip money/forms or to buy stationery and replacement ties.

Finance office – go there if you are having problems with your lunch money account.

Student Support Base – go there at break if you are struggling with homework.

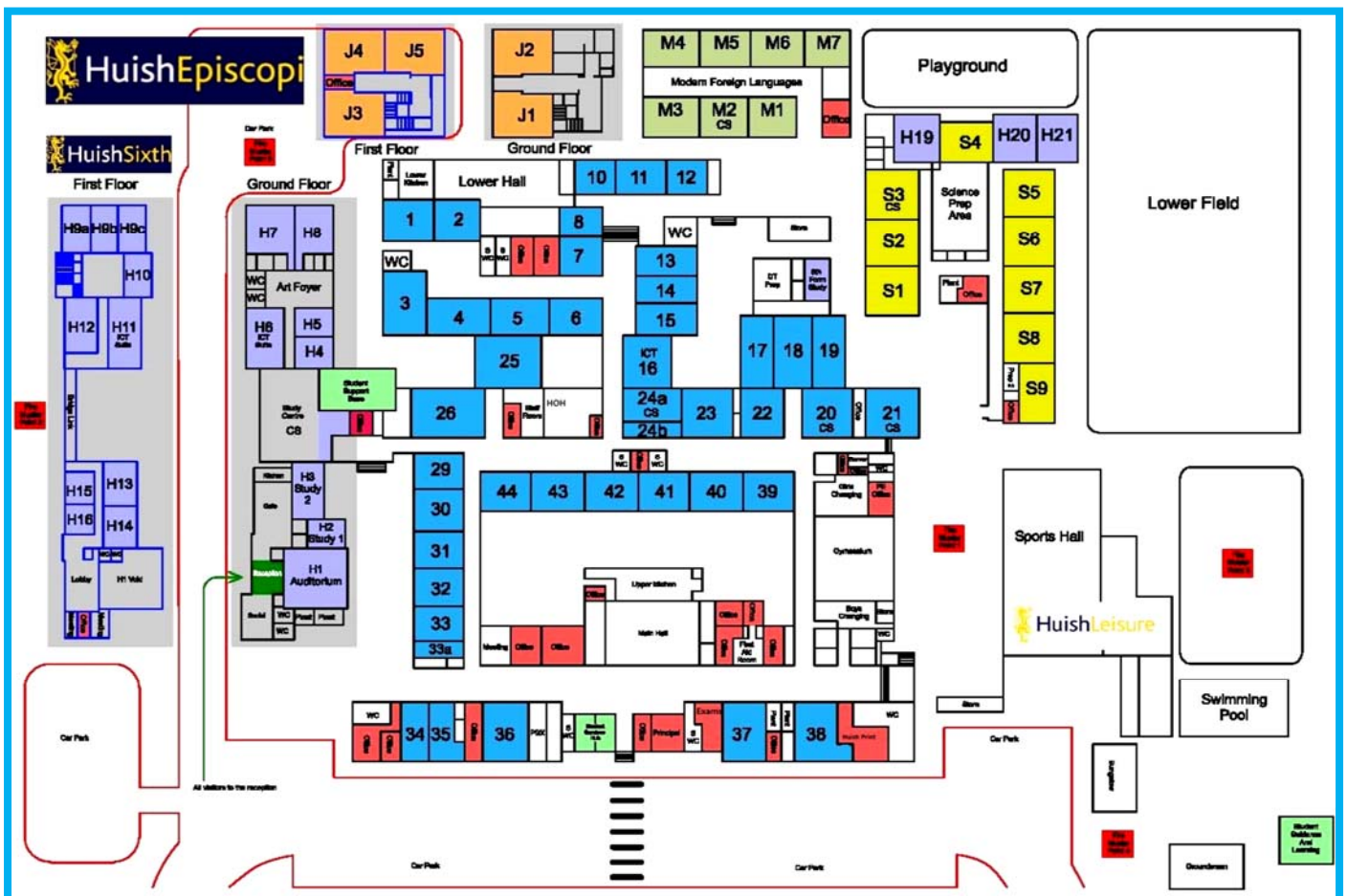
Library – is open at break and lunchtime for you to read/change books.

Main Hall – where assemblies are held. Also a canteen at break and lunchtime.

Lower School Canteen – go there for snacks at break and meals at lunchtime.

IT support – go there if you have password or log on issues.

Reception – Go there if a parent/carer is bringing in your forgotten lunch or PE kit, or if you are being taken to an appointment during the school day.



Who's who?



The Senior Leaders



Principal – Mr Wade



Vice Principal – Mr Vaughan

Assistant Principals



Mr Merrick-Wren



Mr Madge



Mr Woodward



Mr Brooke

Heads of House



Bailbrook

Mr Richards - blue



Chelston

Mr Wood - green



Lambrook

Ms Robinson - purple



Merchant

Miss Mason - red



Pennard

Mr Walby - yellow

Student Leaders

House Captains – wear a single colour tie in their House Colours

Prefects – wear a prefect badge

Your form tutor – you will be told who this person is. You will see them at form time twice a day. They should be the first person you go to if you need help or support. Don't be afraid to do this – they are here to help.

Timings of the School Day

We run a two-week timetable so you will have slightly different lessons each week. In year 9 you can choose to drop some subjects and pick up new subjects for GCSE.

The timing of our Academy day (Mon, Weds, Thurs, Fri) is:-

08:55 - 09:05 Form
09:05 - 10:05 **Lesson 1**
10:05 - 11:05 **Lesson 2**
11:05 - 11:25 Break
11:25 - 12:25 **Lesson 3**
12:25 - 13:00 Lunch
13:00 - 13:20 Form
13:20 - 14:20 **Lesson 4**
14:20 - 15:20 **Lesson 5**
15:20 end of formal Academy day

The Academy day timings on Tuesdays are slightly different due to Personal Development time:

08:55 - 09:00 Form
09:00 - 09:50 **Lesson 1**
09:50 - 10:40 **Lesson 2**
10:40 - 11:00 Break
11:00 - 12:00 **Personal Development**
12:00 - 12:50 **Lesson 3**
12:50 - 13:20 Lunch
13:20 - 13:40 Form
13:40 - 14:30 **Lesson 4**
14:30 - 15:20 **Lesson 5**
15:20 end of formal Academy day

Transport home.

At the end of the day students travelling by bus will line up in the playground in their bus numbers. Bus passes will be given to you when they are posted here by county. Do not worry about not having one for the first few weeks of term. You will then be escorted to the bus when it arrives.

Students who walk home or who are collected by parents from St Mary's Car Park will be let out through the playground gates.

After School Clubs

Your tutor will let you know about these. They are also on the website which is a useful source of lots of information for you and your family – huishepiscopi.net.

If you have any other questions please ask any member of the Academy – we know it can be difficult getting to know a new place and we are more than happy to help you.