

St. Olave's Grammar School Year 7



Survival Guide 2021

Name:

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Welcome to St Olave's

Hello and welcome to St Olave's. This survival guide has been written to help you settle in to your new secondary school as quickly and easily as possible.

This booklet does not have all the answers but it does share lots of good advice and tips on how to survive and enjoy the Olave's experience.

Have a great first year!

Mr Wearn
Head of Year 7

ALWAYS REMEMBER:

Be well organised.

(Use your contact book carefully and keep your books in good order).

Listen to others.

(Your class mates and teachers).

Most Importantly - Ask if you are worried about anything.



WHO'S WHO?

Head Teacher

Mr Rees is the Head teacher.

Senior Leadership Team

Mr Budds is the Deputy Head (Academic), Mrs Maxwell is the Deputy Head (Pastoral), Dr Sidhu is the Assistant Headteacher (Day to day Management) and Mr Birtchnell is the Assistant Headteacher (Head of Sixth Form). They have different roles within school and also teach different subjects.

Head of Year

Each year group in St. Olave's has a Head of Year. Your Head of Year is Mr Wearn. The Head of Year's job is to keep an eye on your overall progress, both academic and pastoral (this is how you are settling in etc.). You might have meetings with your Head of Year if you are having any problems, or if there are any discipline issues. Your Head of Year is also someone who you can talk to about anything. You can visit them before school or at break or lunch time. You will be shown where Mr Wearn's office is on the first day of term.

Subject Teachers

Unlike primary school where you may have only had one or two teachers, you will have a different teacher in every subject. This is excellent, as they are specialists and can really help you to get to grips with their subject. You will be told who is going to teach you on the first day of term and you will get to know these teachers very quickly. Again, you should always ask them if you have any concerns.

Reception Staff

Sometimes you might be asked to go to the Reception to get a message, or if you are feeling unwell. The Reception staff are very friendly and will always answer any questions that you might have. Do remember to be polite.

Caretakers and Groundsmen

St. Olave's has caretakers and they look after the buildings and grounds. They are not there to tidy up after you and should always be treated very politely. If you lose your locker key you might need their help to break into your locker!

I.T. Technicians:

They look after all the computers in school and their office is next to the library.

Forms

Being in a form is like being in a team – you all need to work together and look out for each other.

Form Tutor

You will have many different teachers and they can all be asked for help, but your form tutor will be there every morning and afternoon registration. They will be friendly and approachable, and you can ask them anything or talk to them about any concerns you might be having. You will see them every day and get to know them well.

These are the Year 7 Form Tutors:

Ms Vasileva/Mr King	7B
Mr Affram	7C
Mr Fazoranti	7H
Ms Lawrence	7L

Form Room

Your form room is your 'home' and main base. Here you will have a locker to store your books in; it is a good idea to bring a small padlock with you to keep this locked. You should always treat your form room and its furnishings with respect. You are not allowed in your form room at break and lunchtime so most people go outside unless it is a wet weather day. You can play on the top field unless the red board is up.

Form Prefects

Every form from Year 7 to Year 9 has two form prefects. They are sixth formers who are there to help and advise you with life at school, they will also help you with charity events and trips.

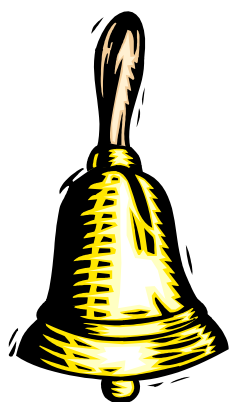
RSHE (Relationships, Social and Health Education)

You have one of these lessons every fortnight; it is taken by your form tutor and offers a good chance to discuss issues affecting your form.



Assembly and the School Day

An average school day consists of 6 periods, all of fifty minutes. There are bells to remind you of the following timings:



8.30	Arrive at school
8.40	Registration in your form room
8.45	Assembly
9.00	Period 1
9.50	Period 2
10.40	Break
11.00	Period 3
11.50	Period 4
12.40	Lunch
1.40	Go to your form room for registration.
1.50	Period 5
2.40	Period 6
3.30	End of school

Assembly

There are different types of assembly – form, year and whole school. Form assembly takes place in your form room and you and your friends might sometimes have to contribute to this. A year assembly is held in the Chapel and is usually taken by your Head of Year or a guest speaker. Full school assembly takes place in the School Hall, for this you will need your hymn book.

Remember!

Make sure that your mobile phone is switched off and that your watch does not beep.

People say “Amen” in their heads, rather than out loud.

Listen very carefully at the end of assembly for important notices about clubs and societies.

Planners

Every school year you are given a new planner. Your planner is the most important book for communication between you, your teachers and your parents/carers.

Keep it neat and tidy. It must be signed at home and school every week. Your Form Tutor will show you exactly how to use your Planner.

Here are some handy hints:

1. Colour coding your timetable can help with organisation.
2. If you don't get homework write, "none set".
3. Tick off completed homework.

Remember!

If your emergency numbers change, you must change them immediately on your Planner and let the office know.



Make sure you bring in your planner and have it handy. A teacher can give you a Demerit if you don't have it with you. If you lose a planner you will be given a School Detention - make sure that you look after them carefully.

Homework and Organisation

Homework in Year 7 should take between 1 and 1 ½ hours every night. You will have 1 or 2 subjects most nights.

Always note down carefully the instructions for your homework in your Planner; don't be afraid to ask the teacher if you do not understand what you are being asked to do.

Try to do your homework on the day it is set, this will give you a chance to ask someone for help if you get stuck. For example you could ring a friend, or speak to your form tutor.



Sometimes you will be set research homework; this is a good chance to use the library.

Presentation of work

The presentation of your work is important, as well as the condition of your books. Covering your exercise books in sticky backed plastic will help to keep them neat.

Remember - always underline all titles with a ruler and remember to date each piece of work.

Organisation

St. Olave's works on a two week timetable, you can always check which week it is by looking at the school website, or in your planner.

It is helpful to pack your school bag in the evening, using your timetable to make sure that you don't forget anything, especially your PE kit!

A different coloured plastic wallet file for each subject is useful; you can keep your textbook, exercise book and any loose sheets all together in this file.

A copy of your timetable stuck to your bedroom wall is also a helpful reminder.

Pencil Case

Make sure you have the right things for your lesson – for example calculator, protractor and compass for Maths. As well as a pen, (that is blue or black and writes well), ink cartridges (if needed), pencil, ruler, rubber, coloured pencils, scissors and glue. Make sure that everything is labelled. A clear pencil case makes it easier to see where your equipment is.

You should not bring Tipp-Ex into school.

Checklist for your First Day

- ✓ All uniform purchased and labeled
- ✓ All equipment purchased and labelled
- ✓ Bag packed
- ✓ PE bag packed - all kit labeled
- ✓ Packed lunch and reusable water bottle in bag
- ✓ Summer Work completed and in bag
- ✓ Survival Guide in blazer pocket
- ✓ Padlock for locker in pencil case with 2 spare keys both clearly labeled (*good idea: key ring for locker key, house keys, canteen fob, memory stick etc*)
- ✓ A few nerves and a big smile!

Equipment List

Pupils need to have this equipment for every lesson and their pencil cases should be checked half-termly to ensure there is nothing missing.

- Blue/Black Pens (cartridge or ball point are best)
- Ink eraser pen (if using ink)
- Spare cartridges
- Pencils (one hard and one soft, sharpened)
- Pencil sharpener (with pot to collect shavings)
- Eraser
- Small scissors
- Glue stick
- Small ruler for underlining
- 30cm ruler
- 180 degree protractor
- Compass
- Red and green pens for self/peer marking
- Highlighter pens
- Colouring pencils
- Black fine liner pen for ADT
- Apron for DT

Helpful extras:

- A different coloured plastic folder for each subject - clearly named with name & form - A4 size and big enough to fit exercise book, textbook and handouts in.
- A4 ring binder.
- USB pen/Memory stick - clearly labeled.

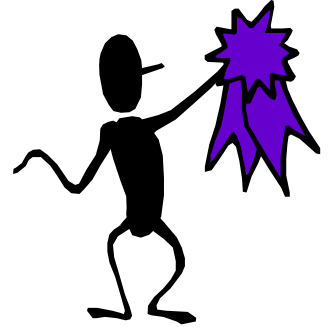
Merits / Demerits / Detentions

Merits

Merits are awarded by your teachers for good work and good behaviour.

Certificates are awarded for collecting Merits.

25 = Bronze
50 = Silver
75 = Gold
100 = Platinum
150 = Diamond



Lower School Celebration Day takes place at the end of the summer term; awards and certificates are given at this.

Demerits

Demerits are given for offences such as eating in the form room.

School Detentions

You should not get any!

3 demerits in a term *or* a more serious offence can lead to a School Detention. Your parents will be notified.

The next step is a Saturday detention – this is very rare.

Faculty Detentions.

If you do not do your homework or forget your books you might be given a faculty detention by your subject teacher. Your parents will be notified.

Remember!

Merits and Demerits do not cancel each other out.

Merits, Demerits, and Detentions are recorded on your school report.

Food

Food can be bought from the canteen at break and lunch, using a fob. There is a limit of £5.00 on your payment fob to be spent per day, though your parents can choose to alter this sum if they wish.

If the queues are long, it is best to wait until after 1pm.



You can only eat Hot Food in the Dining Hall. NEVER eat or drink in your Form Room, or in the corridors around school. This, like dropping litter, will be punished – you have been warned!

Don't forget to clear away your plate after lunch; the Dinner Ladies will show you where.



Uniform

There are clear school rules regarding uniform. A simple motto to remember is:

“Shirts in. Ties out.”

Demerits will be given if you break the school rules on uniform.

Mobile Phones

You can bring a mobile phone to school, but you are not to use them on the school grounds between 8:00am and 3:30pm unless directed to by a member of staff. Phones must be SWITCHED OFF during assembly and lessons.

Your phone will be confiscated by staff if you are seen using it without permission. If this happens twice in a half term, you will be issued a school detention.

The Library



The Main School Library is a good place to visit after school, and during break and lunchtime. As well as borrowing a wide range of books, you can use the library resources for reference to help you with your homework.

The Library is open at break, lunchtime and after school until 4.15 pm everyday.

I.C.T.



In order to access the computer network and MOODLE (Virtual Learning Environment) at St. Olave's you will need your own log-on. You will be have given this on the Transition day. Make a note of it below:

My school
email: _____

In July you would have been given a username and created a password for the computer network at St Olave's, you will need to use this to access the computers. If you forget your password, the IT technicians can reset this for you.

You will be given £2.50 credit for printing and photocopying when you start in September. Should this run out, you will need to go to REPROGRAPHICS with cash to top this up. Printing/copying costs are 2p per page (black and white) and 4p per page (colour).

Finding Your Way Round St Olave's.

The layout of the school is really not very complicated and it will probably only take you a couple of days to get used to it. You can refer to the map in your school planner to help you find your way around.

Sport

During Games and PE lessons you will have the opportunity to play many different sports e.g. rugby, basketball, fives, squash, football, athletics and tennis.

School Teams

There are school teams in most sports with fixtures throughout the week, including Saturdays. If you want to be in a school team you will be expected to attend training sessions, some of these will be after school.

Everyone will play in a rugby match against another school during their first year at St. Olave's.

Sports Clubs

There are lots of sports clubs for you to join in with, for example, lots of Year 7s take part in Eton Fives as an extra club. This is a little like squash but instead of a racket you use a glove. Check the sports notice board in the Foyer, and the Information Screens around the School for information. The School website also provides a variety of information regarding sports fixtures and venues.

Sports Day

At the end of the year everyone takes part in an athletics event, representing their form and house.

Remember!

- *Take part*
- *Try your best*
- *Be committed to your team*



Kit

Don't forget to make sure that your kit is labelled VERY CLEARLY with your name. If something does get lost, it is important that you search the changing rooms carefully and check the other Year 7 form rooms. If you still cannot find it, ask your form tutor to help you.

Football

If you want to play football at lunchtime, you must bring a size 5 ball to use and it must be clearly marked.

Music

Everyone has music lessons in Year 7 but there are also many musical clubs. You can take part in school concerts and also in informal concerts in the chapel and in the music room during some lunchtimes. There is a great variety of these to cater for all tastes. Please speak to Mr Price in the Music Department for more information.



School Choir

Singing enthusiasts are invited to join in this large choir following a short, but not scary audition. No previous experience is necessary.

Savoy Choir

Listen for notices about this special choir that sings in the Queen's Chapel of the Savoy, London.

Orchestras and Bands

As a Year 7 you can only be a part of the orchestra if you are a strings player, or a woodwind, brass or percussion player of a very high standard. However, there are smaller groups such as Guitar Group, Strings, Brass Band, and Jazz Band for different instruments and standards.

Concerts

Most orchestras, bands and choirs perform at large school concerts throughout the year, and important events. The Wind Band plays loud and interesting music outside on Sports Day, while there is an annual Jazz evening.

Instrumental Lessons

Many of you will have Instrumental music lessons. Always check the music notice board (outside the Music Room) to see what time your lesson is. Excuse yourself for a music lesson at the start of your normal lesson. Your musical instrument can be kept in your locker, form room or stored in the music room cupboard. If you leave a school lesson for an Instrumental lesson, you must check if any homework has been set while you are out of the classroom.



Trips

Field Trips

In your years at St. Olave's you will also be able to take part in Ashdown Forest fieldwork, Normandy visit, French/German exchange, History Battlefields Trip, Biology Fieldwork, Rugby tours, World Challenge and many more!

Activity Weeks

There are two Activity Weeks in the summer term when everyone is off-timetable. Activities are structured every day and include events such as a residential trip and a games day.

Other Activities, Clubs and Societies

There are plenty of activities to get involved in. Information on what's available each day is displayed on the Information Screens around the school, and is also published on the school website. Here are some of the most popular:

Chess

This club is held most lunchtimes and welcomes beginners through to advanced players. St. Olave's regularly takes part in competitions with other schools.

Debating

The debating club is a good way to learn how to speak publicly and present convincing arguments.

Le Chavetois

A society which carries out community service and charity work.

I.T. Club

A computer club at lunchtime and after school giving you access to the Internet etc.

Science Club

An opportunity to try out some exciting experiments at lunchtime.

Festival

Festival is a charity event when the whole school becomes involved in fun and fund raising. Everyone is encouraged to take part and make money for charity.

What should you do if....

You forget your tie?

It is surprising that this is possible but it has been done! If you forget your tie, see the Head of Year before morning registration and they will lend you one.

You cannot find a lesson?

Try to stick together with other people from your form but if you do get lost, look carefully at your timetable and your map or ask somebody. If you still can't find where you are supposed to be – don't worry – go to the School Reception where they will help you.

You lose your payment fob?

Tell your Form Tutor and then speak to Reception, if yours has been found it will be handed in to them. You will be able to get lunch and the money will be deducted later.

You arrive at school and assembly has already started?

You need to go straight to the small hall and fill in a late slip. Stay there until first lesson starts. If you arrive after assembly has ended go to the school reception to sign in and then go straight to your lesson.

You feel ill in a lesson?

Tell your teacher straight away, then you can either sit quietly in the lesson or go to Reception. You may be asked to sit in the medical room for a while, or if you are really unwell, your parents will be contacted. You must not contact your parents yourselves.

You need to leave school during the day?

If you have, for example, a dentist appointment you should get a note from home and show it to your Form Tutor and the teacher whose lesson you are missing. Go to the School Reception and sign out.

You have been away from school?

Get a note from your parents to explain why you have been away and give this to your Form Tutor, your parents should also email or telephone the school on your first day of absence. Ask friends if you can borrow their books to catch up on missed work. If you are struggling to catch up, ask your form tutor to help you organise a "catch-up" programme.

You think that someone is being bullied?

Bullying should not be tolerated by anyone. St. Olave's has a friendly atmosphere. However, like all schools, bullying does sometimes

occur. The school has a very effective anti-bullying policy. **YOU MUST REPORT ANY SUSPECTED BULLYING TO YOUR FORM TUTOR, FORM REP, OTHER TEACHER OR HEAD OF YEAR.** Make sure not to mistreat anyone yourself – you may think that something is harmless fun but someone else might find it distressing.

Always share any worries with your Form Tutor, Form Reps, or the Head of Year; they will be able to help you come up with a strategy to deal with your problem.

Did you know?

Male teachers should be called “Sir” and female teachers should be called “Ma-am” (to rhyme with “charm”).

St. Olave’s was founded in 1571. Look for the plaque outside Room 1.

On a Wednesday morning you can go to the Chapel for a service. You just need to fill in a red slip by the office and put it in your form’s register.

Good Luck!



The origins of the St. Olave's and St. Saviour's Grammar School Foundation go back over four hundred years to a time when the voluntary efforts of the people of Southwark made possible the financing of several educational institutions for the benefit of the 'children and younglings' of the parishes, of which the two best known were St. Saviour's Grammar School, granted a Charter by Queen Elizabeth in 1562, and St. Olave's Grammar School which received its Charter nine years later.

As the centuries passed the two schools became increasingly into competition and in 1899 St Saviour's was amalgamated with its by then more prestigious neighbour, on a site in Tooley Street at the foot of Tower Bridge. The school's origins are still recalled in the annual Commemoration Service of Founders and Benefactors at Southwark Cathedral, and are also reflected in the Confirmation Service each year in the School Chapel.

In the earlier years of this century it seems that boys receiving an 'academic' education who lived north of the River in general attended the City of London School, while those who lived to the south went to St. Olave's. University honours were numerous and the School acquired a pleasing reputation. However, as early as the 1920s, a Ministry of Education report noted that hardly any pupils came from the immediate area of the School; accommodation was inadequate and pupils had to travel for games to playing fields in Dulwich. Moreover, the war years, during which the School was evacuated to Torquay, brought about changes in the character of Bermondsey itself and the Governors finally took the decision to leave their historic 'home'. In January 1968 St. Olave's moved to tree-fringed fields in Orpington.

A BRIEF HISTORY OF THE HOUSE SYSTEM

St. Olave's is divided up into four different 'Houses'. Your form group will belong to one of these houses. You can earn House Points for your House in lots of different ways, for example in sporting competitions, chess matches, debating and through your school work. Every term the House Points are totalled and a trophy is awarded to the winning House at the end of the year.

The four houses are:

Bingham (7B) - Yellow

John Bingham was a governor of the school in 1607. He gave money for poor students to go on to university. He has an elaborate memorial in Southwark Cathedral where he is buried. You will see this when you visit the Cathedral on Commemoration Day in May.

Cure (7C) – Red

Thomas Cure was saddler to Edward VI, Queen Mary and Queen Elizabeth I. In 1559 he moved into a house adjoining St. Saviour's church and the rent he paid on this house helped to fund the grammar school. He was MP for Southwark and was very well off. He died in 1588 and is buried in Southwark Cathedral.

Harvard (7H) – Green

John Harvard was the son of Robert Harvard who was a governor of St. Saviour's from 1615-1625. Robert and 4 of John's brothers were killed by the plague in 1625. It is thought that John attended St. Saviour's school and later went to America. When he died in 1638, he left his entire library of books to Newton College, the name of which changed to Harvard. Therefore, he is held to be the founder of Harvard University. He is commemorated in Southwark Cathedral in the Harvard Chapel. N.B. St. Olave's and St. Saviour's combined in 1895.

Leeke (7L) – Blue

Henry Leeke came from Southwark. He was a brewer and owned property on both sides of Borough High Street – in the parishes of St. Saviour's and St. Olave's. He left money in his will, dated 1560, which was used to help fund the beginning of St. Olave's. By 1571 St. Olave's was established as a Grammar School.

TELEPHONE NUMBERS AND ADDRESSES

If you are unsure about what your homework is, would like to invite someone to your house or would like a chat, it would be useful to collect some telephone numbers and addresses of people in your form.



Name: _____
Tel. No: _____
Address: _____ _____
Email: _____

Name: _____
Tel. No: _____
Address: _____ _____
Email: _____

Name: _____
Tel. No: _____
Address: _____ _____
Email: _____

Name: _____

Tel. No: _____

Address: _____

Email: _____

Name: _____

Tel. No: _____

Address: _____

Email: _____

Name: _____

Tel. No: _____

Address: _____

Email: _____

Name: _____

Tel. No: _____

Address: _____

Email: _____



Please
keep me
in your
blazer
pocket