



Ellesmere

Co-ed 7-18 Day and Boarding



Welcome to
Lower School

Welcome to Lower School!

This booklet is designed to help you settle into LOWER SCHOOL at Ellesmere College!

Lower School is a fun, friendly place to be, but we all know that starting a new school or moving up through a school to a different stage can be a bit worrying. It is only natural to have lots of questions. The first thing to remember is that every child you see at the school was also new once and whilst they may not remember it, they too felt like you do now.

The idea of this booklet is to help answer some of those questions that you will have and to help put your mind at rest. Undoubtedly you will have questions that are not answered here, in which case the most important thing you should do is ASK! Be it a classmate, teacher or anyone at the College, we will all do our best to help.

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What differences can I expect from what I'm used to?

For Years 3, 4, 5 and 6

Most lessons will be based in Lower School. In Years 3 and 4 the same teacher will teach you for most of your lessons. In Years 5 and 6 you will be set for English and Maths and you may be taught by one of the other KS2 teachers. Therefore, you will need to organise yourself for each lesson as it may be in another classroom. You will get help from your tutor. Art, PE, Games and Swimming are taught in different parts of the School.

For Year 7

You will not be taught by just one teacher in one room. You will be expected to take all books and necessary equipment to the relevant lessons (all over the College), so you will need to learn to be organised. Your tutor will help you with this, but you should aim to start the process each day when you arrive at school, by checking your timetable and preparing the required books.

What happens in a typical day?

For Years 3, 4, 5 and 6 (Key Stage 2 or KS2) a typical day will have:

- Registration in your classroom, followed by Assembly or Chapel
- Lessons in the morning with a break in the middle
- Lunch followed by a longer break
- More lessons, with Games on Thursday afternoons
- At the end of the day Prep, Squads or an activity

From Year 7 you can expect that in your classroom there will be a detailed timetable with specific timings, but in general your day will consist of:

- Registration in your classroom, followed by Assembly or Chapel
- Lessons in the morning with a break in the middle
- Lunch followed by a longer break
- More lessons, with Games on Tuesday and Thursday and 'Survive and Thrive' on a Wednesday, followed by a short break
- At the end of the day Prep or perhaps an activity

How do I find my way around?

Easy! Either follow the people in your class who have been here a while or use the map at the back of this booklet. But please be careful as there are cars and lorries also moving around at the same time. You must return to Lower School immediately after Lunch, Prep, Squads and Games.

What do I call the teachers?

Either call them by name (e.g. Mrs Morgan) or you can call them 'Sir' or 'Miss'.

Where do I keep my things?

You have a lockable locker in your classroom for your books and any personal possessions. There is also a bag room in which to keep your games kitbag. Use these wisely, keep them tidy and items will not get lost.

Can I have a mobile phone?

Yes, but it must be switched off and locked in your personal locker during the school day. You must not carry it around school during the working day. It really is only for emergencies and home to school travel. You will be better off making friends in the first few weeks rather than phoning home. It is also your responsibility to look after it! Please do not bring other electronic gadgets to school.

What do I do if I feel unwell?

Tell the person taking your lesson. They will probably send you to the Lower School Secretary who will arrange for you to see Sister (the College's nurse).

Do we have exams?

KS2 pupils have exams during the first part of the Lent and Summer Terms.

For KS3 these take place after half term in the Summer and it is certainly expected that you prepare sensibly and in good time for them, however you can only do your best.

How will I make new friends?

By joining in with all that goes on and remembering that other children want to make friends too.

There are many exciting things to do in Lower School. There are lunchtime clubs and there is games equipment to use in the playground.

Are there prefects?

Yes, in both Lower School and Senior School. The Lower School Prefects are there to help Lower School run efficiently and guide new pupils. They will help you at break time or lunch time too. The Senior School prefects wear purple gowns and you are expected to respect their authority.

Can I wear jewellery?

A single pair of small earrings (i.e. studs) is permitted. Any necklace should be worn under the shirt. Hair should be neat and tidy and must not be cut or dyed in extreme styles. Long hair should be tied back. See Parental Handbook for more information.

How do I know the rules?

There are quite a lot of rules and you will pick them up in time, but if you are polite, friendly, sensible and thoughtful you won't go far wrong. The rules are also published in the Parental Handbook and other information booklets you will receive.

What are the rewards and sanctions?

Each member of Lower School is in a Competitive House, the House names are **Brownlow, Heywood** and **Phillips** and house points can be earned for good work, helpfulness and generally positive behaviour. Equally points can be lost for negative actions. Each week these points are totalled to give the winners of the House Competition.

Reports on your work or behaviour take 3 forms:

- A Commendation for outstanding work or helpfulness
- A report of a concern that a teacher may have over work, behaviour or attitude
- A Detention for very poor work or behaviour

These reports are shared with your Tutor, Housemaster or Housemistress (if you are a boarder) and Head of Lower School. Sometimes Dr Chatterjee (Deputy Head Pastoral) is informed too.

Commendations are shared in tutor time, whilst detentions take place at lunchtimes and on Thursdays between 4.30pm and 5.15pm.

Three Thursday detentions in one term will result in a Saturday morning detention.

What do I do if I have a problem?

Most importantly, talk to someone.

YOU HAVE A TUTOR TO TURN TO IN THE FIRST INSTANCE, IF NOT THEM, THERE IS ALSO:

- Mrs Morgan (Head of Lower School)
- Mr Prescott and Mrs Hibbott (Lower School Assistant Heads)
- The Chaplain
- Sister (The College Nurse)
- The School Counsellor
- Mrs Pritt-Roberts (Deputy Head Academic)
- Dr Chatterjee (Deputy Head Pastoral)
- Lower School Secretary
- A prefect that you like
- Any other member of staff

Ellesmere Vocabulary

There are certain words or phrases that you will hear in your time at Ellesmere, you will pick them up in due course, but here are some for starters:

Big School	This is the large hall in the main school where we go for whole school assemblies.
Chapel	This is like the College's own church.
Common Room	This is the staff room (at one end of the main corridor in main school) and also the collective term for all the teachers.
Parry's	This is the large sports field across the road at the bottom of school, beyond the Sports Hall.
Period Grades	These are grades for attainment and effort that are sent home every 4 to 5 weeks.
Prep	This is work that you will be set and will usually be done at the end of the day.
Prep Diary	Your most important possession! You use this to record your preps and when they are due. It is checked by your tutor and a well kept diary can earn lots of house points.
Terraces	These are the stepped lawns at the front on the main College buildings, which Lower School pupils are not allowed to walk on.
Tutor	The person in charge of your form, who is your and your parents' first port of call if you have any concerns.

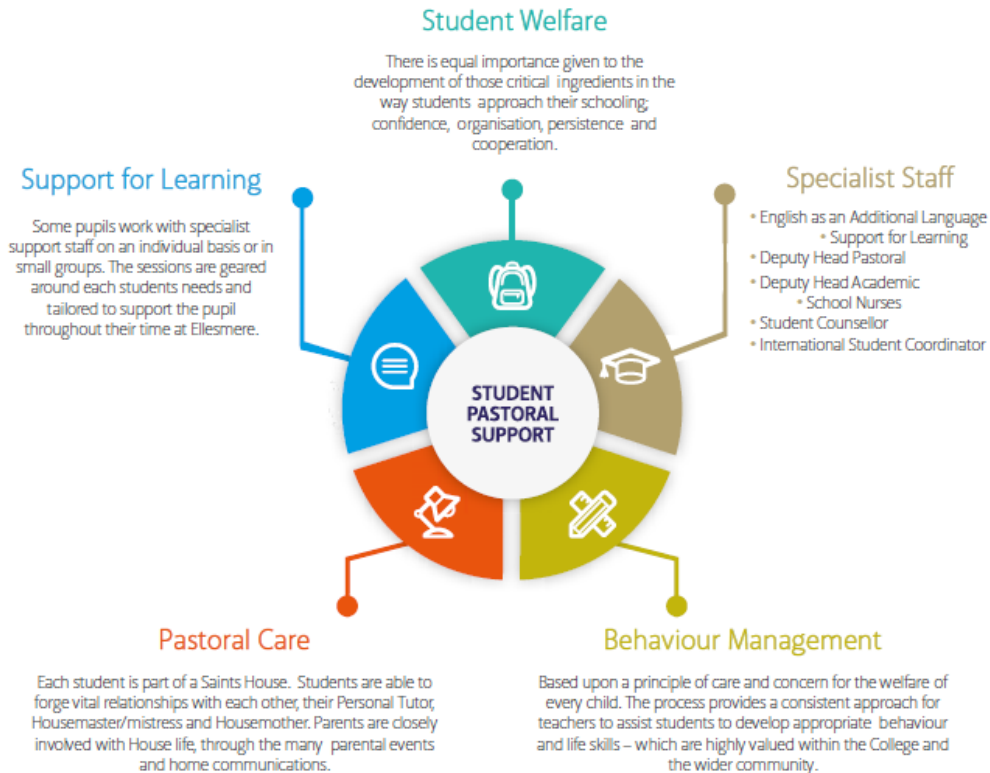
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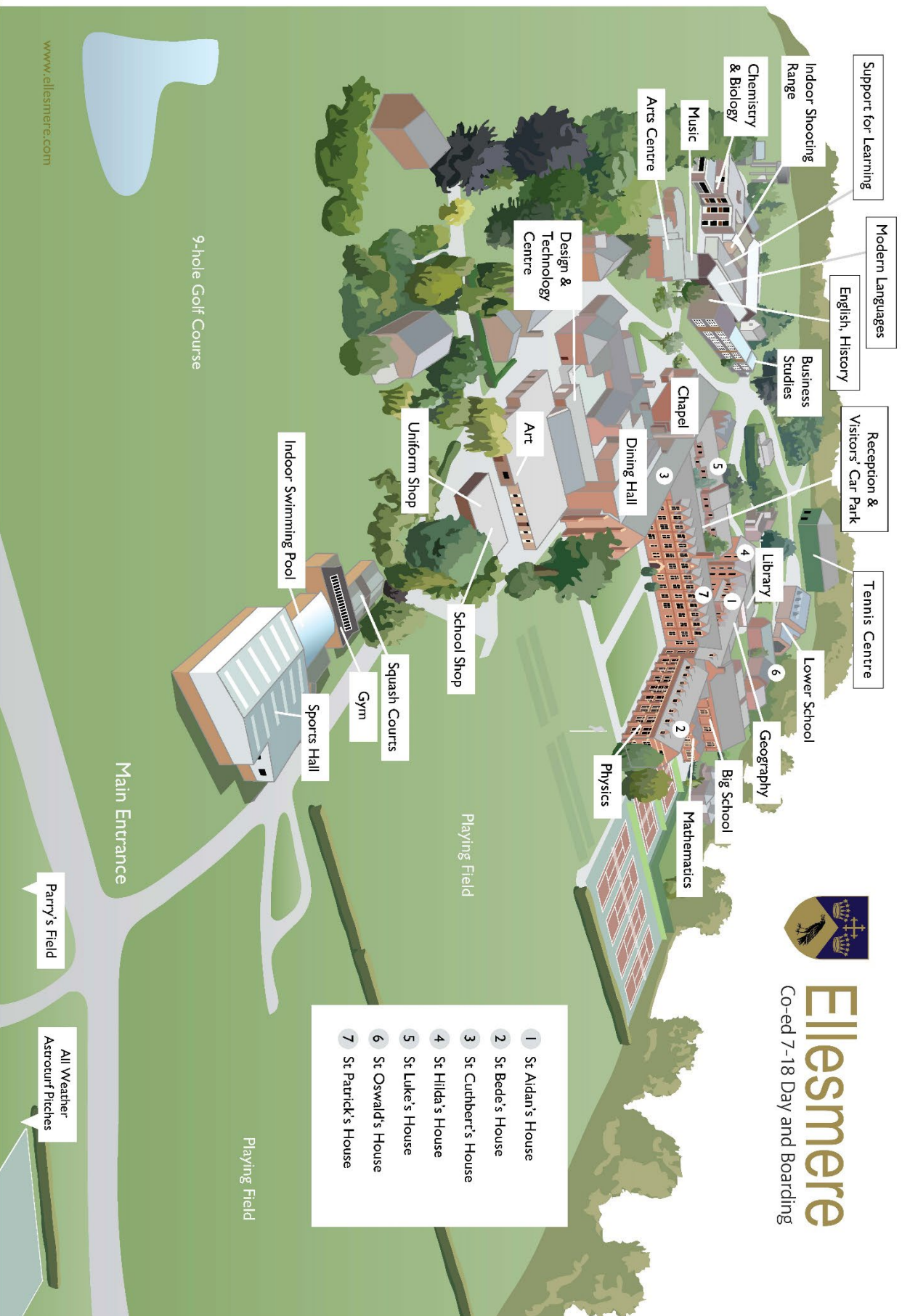
Pastoral Systems

Your tutor will be an extremely important person for you during your time here. He or she will advise you on all academic and personal welfare matters. If you are having problems managing your time or resolving conflicting interests you should speak to your tutor. This person will get to know you extremely well and, when the time comes to move on to the next stage of life will help you apply to University or with any other plan you might have.

Tutors are normally in touch with your parents or guardian at least every half term, so encourage your parent or guardian to reply to their emails: it does help!

Pastoral Care





Ellesmere
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- 1 St Aidan's House
- 2 St Bede's House
- 3 St Cuthbert's House
- 4 St Hilda's House
- 5 St Luke's House
- 6 St Oswald's House
- 7 St Patrick's House

www.ellesmere.com