

Endon High School



Induction Handbook 2026-27

Name _____

Form _____

Welcome!

Welcome to 2025/26 at Endon High School! We can't wait to see how successful you will be here over the next academic year. At Endon High School, you will be expected to:

- Believe there is more in you
- Work together to go beyond your best and be part of Team Endon
- Be Curious
- Be Determined
- Be Kind
- Be Ready
- Be Respectful
- Be Responsible

These are the EHS motto, values and expectations.



What does the school motto mean?

Why should we 'work together'?

What are the three curiosity categories?

What are the three determination categories and what do they mean?

What are the three kindness categories?

What is being ready?

What is being respectful?

What is being responsible?

Why are our motto, values and high expectations important to us?

Every Minute Matters and doing it right!

Today, we are going to learn the school routines - how we do things at Endon High School in lessons and around school. At EHS we always do things professionally and quickly. Every minute matters. Our routines make our school calm and safe. We are an orderly, not a chaotic school. Our routines mean everybody feels safe and happy here, everybody can learn, and everybody is treated fairly. At EHS, we are always clear about how we do things. As we aim high, our routines are done 100% perfectly, 100% of the time. If not, we practise and do the again until they are!

Silence is golden

Silence demonstrates respect for learning: you might have been to museums, religious buildings, libraries or theatres where silence was observed to show focus and respect. At various points in the day, like assemblies and when expected to line up, you need to be silent.

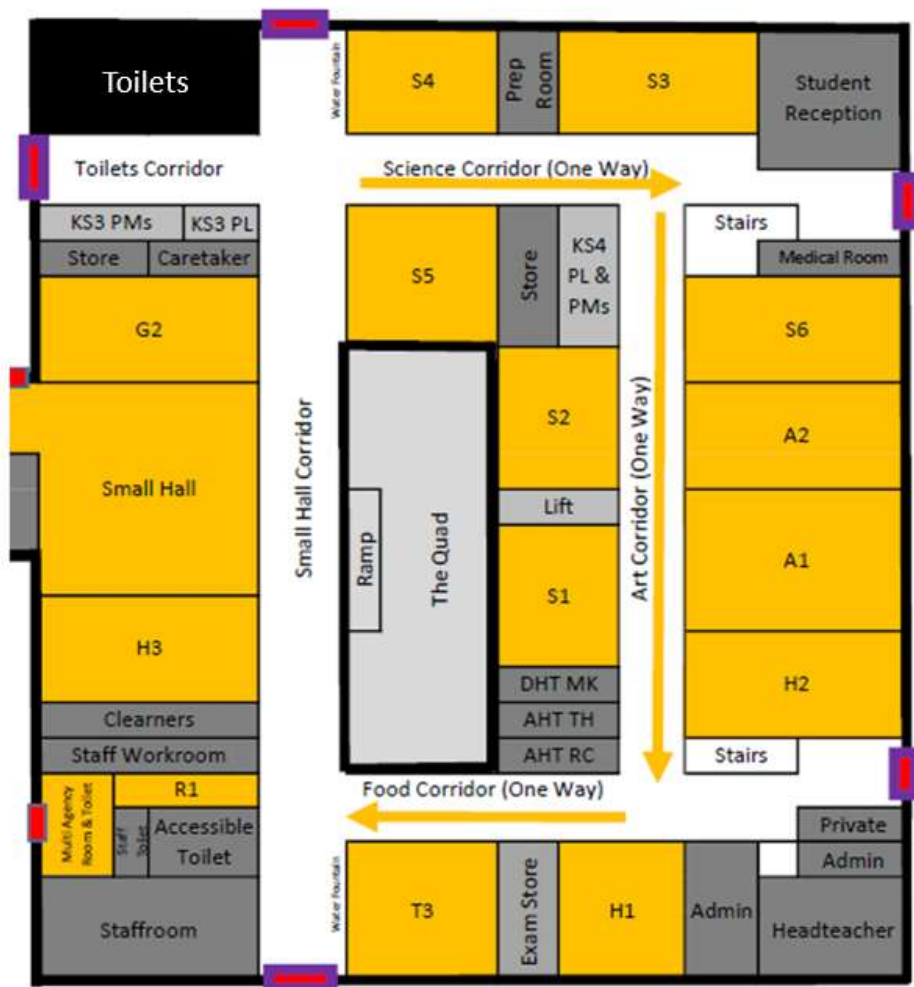
During lessons, you are silent. Silence helps us learn. It means no time is wasted so we can learn more in our lessons. Silence is the perfect atmosphere for focusing and concentrating. Your teacher will make it clear when you can talk in pairs. If you want to ask a question, you can raise your hand. Your teacher might pick you or they might ask you to pop your hand down.

During transitions, you walk calmly and quietly. This means no time is wasted as you walk to lesson or form. It means that you can be super quick getting to lunch or break where you obviously can talk! It means that our corridors are safe and calm.

Calm corridors are fair for everyone because they mean that everyone is safe, arrives quickly and focused for the next lesson and you do not disturb the lessons around you. Make sure you follow the one-way system in the main building to avoid congestion as we move around school.

The One Way system

Please follow the one way system for the five minute period before each session starts, and after it ends, to avoid congestion and crushes. Mid lesson, for example if you are going to the toilet, you can use the most direct route.



**Pastoral offices are not all accurate*

Corridors

We always keep to the **left** and move **calmly, super quick** and in **single file** keeping close to the person in front of us. We make **no contact** with others. Every minute matters. We don't want to lose learning time, keep others waiting for us or waste any time so we always walk around the building as swiftly as we can.

The exceptions to being quiet are:

- to respond to an adult speaking to you
- to greet visitors politely – 'Good morning/Good afternoon Miss/Sir'

Lesson entry

If it is before school, break or lunch, you will hear a warning bell so that you can move and be on time to morning form and lesson.

When we arrive at a lesson, we:

- Greet our teacher with 'Good morning/Good afternoon Sir/Miss'.
- Swiftly and silently go to our place, putting bag under our chair and putting our pencil case, ipad and exercise book on the desk.
- Sit silently and begin the do now exercise or listen to the teacher's instructions.

If you need to ask your teacher a question at the start of a lesson, you must wait until the register is taken. Unless it is an emergency, you should never ask a question before this, or when arriving at a lesson. We always wear our blazer while standing, you can take it off when sitting. When the register is taken, you should respond, 'Yes Miss/Sir' in a clear, loud voice.

Morning form and lesson exit

Our lesson exit is also prompt. It helps us make sure **we leave our classrooms cleaner than we found them and leave without wasting teaching time**, which is a way of being kind to the next teacher and class. At the end of lessons, we follow these 5 steps:

1. You will be asked to silently pack up any books or equipment you have used for that lesson.
2. You will be asked to silently stand behind your chair ready to leave the classroom.
3. The teacher will move to the door.
4. When prompted by the teacher, you to leave in an orderly fashion.
5. Always say 'thank you Sir/Miss' when you leave.

Assemblies

No talking, arrive and leave in silence and sit in form groups in your designated rows/tables. Arrive in single file in alphabetical order, don't forget your greetings and sit in alphabetical order, and leave a space if you know some is missing, to enable register checks.

Lunchtime and breaktime queues

Arrive at your designated hall via the correct entrance and exit. For the gym that is only the firedoor and for the small hall that is your designated door on the corridor. Gym pupils queue inside the gym. Small hall pupils queue in the corridor first, then move to queue inside when directed to.

Queues should be calm, single file with not pushing in. Please respect your peers and the staff on duty.

Small Hall - Years 7, 9 and 11.

- At the start of lunch, Year 7 may enter the Small Hall from the corridor via the door closest to the table tennis tables to use the left hand hatch and snake the queue around past the table tennis tables. They sit on the left side. They leave through the same door.
- Year 11 may come through the right hand door on the corridor to the right hand hatch. They sit on the right of the hall and leave via the same door.
- Year 9 wait until the 1pm bell. When there is space for either eating, or queueing then pupils will be allowed in through the firedoor by a member of staff. No Year 9 pupil should enter from the corridor. If the door is shut then they should politely wait. Any pushing will result in them being sent to the back. Pupils sit on the right of the hall. Pupils leave through the right hand door onto the corridor.
- In the event of a wet lunch Y7 and Y9 will be held in the small hall, Y11 prefects will support.

Gym - Years 8 and 10.

- At the start of lunch, Year 10 may enter from the Front Yard using the firedoor.
- Year 8 will also use this entrance on the second bell.

What is my lunch routine?



Outside

In the outside spaces before school and during morning break and lunch break, you must always:

- Speak in conversation voice. We never shout
- Walk around the school site, don't run
- Look for opportunities to be kind
- No physical contact

Toilets: keep it swift, keep it clean

No one is allowed to go to the toilet in lessons unless it is an emergency: no teachers, no students. Instead, use the toilet **before** you leave home, **before** school starts, and before lessons **in break** or **lunch**.

You will not be allowed to use the toilet in a lesson. There are no excuses for not taking responsibility for this. Avoid accidents by using toilets in advance!

Toilets are open **before school, break, lunch and after school** and **no other time**. We do not want to waste learning time on toilets.

Every minute matters.

Rules: (1) Queue in **single file** (2) **One out, one in:** be **very swift**. (3) Use paper and flush. (4) Wash and dry hands. (5) No congregating and talking in the toilets.

Exercise book rules

1. Your name, form and the book number must be clearly displayed on the front of your book. (We expect you to complete multiple exercise books during the year)
2. You must always carry your Practice Task Exercise Book to every lesson and it can be used in Form Time.
3. We will ask you to show this book to your parents and it will be checked by your Form Tutor and Progress Manager periodically.
4. ***Always rule off between tasks. Do not automatically jump to the next page.***
5. ***When starting a new lesson's work always:***
 - a. ***Rule off unless it is a new page***
 - b. ***Write the date, your full name, the subject and the teacher's name in the top left hand corner of your work.***
 - c. ***Leave a line, write the title of the task centred on the next line.***
6. ***Once the task is complete, always take a photo of your work and upload it to Showbie. This will be how your class teacher accesses your work to monitor your progress and give feedback where appropriate. They will never take your book in from you.***
7. Always write in blue or black pen.
8. Always draw in pencil.
9. Always colour using pencil crayons.
10. Always use a ruler to underline titles.
11. Never write or draw on the cover of your book.
12. Always ask a teacher, or your form tutor, if you fill your book and you will be provided with your next exercise book and a new expectations sheet.
 - a. ***If you fill your book with no gaps and no graffiti – 10 Housepoints***
 - b. ***If you fill your book with some/few gaps and not graffiti – 5 Housepoints***
13. This sheet should be glued into the inside cover of your book and every new book.

If there is no internet access

- If technology is letting us down this book can be used for classwork. Please follow the procedures and expectations above when completing your work.
- This includes taking a photo of your work and storing it on your camera roll.
- This photo can then be uploaded to Showbie when you next have internet access.

Being determined and working hard

In lessons you will be challenged to work hard. Pupils that excel and produce excellent work will be graded 1 and given a housepoint. Pupils that work hard and produce good work will be graded 2. If we have concerns that your work isn't as expected your work will be graded 3 and you will be given an unmet expectation which will automatically give you a 15 minute reflect and reset at the end of the day. Parents will also be contacted.

Making a Great Impression

At Endon High School, we take pride in our school and our reputation. We care about the way people see us and what they think about us. The way we present ourselves as we walk to and from school is important. If someone behaves badly wearing our uniform, the reputation of all of us is affected. We take pride in ourselves and want others to know how great we are. If we ever see someone affecting our reputation in the community, the right thing to do is to let a teacher know.

Procedures to help us learn effectively

Procedures part 1 - Culture and Kindness

What is the purpose of education?

The goal of true education is "intelligence plus character" *Dr Martin Luther King Jr.*

"The most powerful childhood predictor of adult life-satisfaction is the child's emotional health. Next comes the child's conduct." *London School of Economics research report, What Predicts a Successful Life.*

Our Mission at Endon High School:

Equip everyone with the knowledge, understanding, skills and qualities needed to achieve success at the highest level. Empowering every learner to go beyond their best and aim for excellence in everything they do, so that they may all follow a quality pathway after Endon High School and thrive in an ever changing world.

Living our shared values



Building your character



**"Working together to go
beyond our best".**

Our Procedures aim to support everyone to meet expectations and go beyond their best. They are:

- Greetings
- STAR
- Attention
- Cold Call
- Wait time
- No Opt Out
- Stretch It
- Right is Right
- Silent Solo
- Turn and Talk
- Everybody Writes

Procedure 1: Greetings

What: Every first interaction of the day should start with a “Good morning” or “Good afternoon”, reciprocated by the student or member of staff.

Why: * Feel-good factor
* Manners
* Equality
* Employability

Procedure 2: STAR

What:

Sit up
Track the speaker
Active listening
Rephrase + respond

Why: * Helps you to focus
your attention
* Less cognitive load
* Manners
* Equality
* Employability

Procedure 3: Attention

What: For silent attention of whole class (ipad down, pen down, eyes up, STAR)

Why: * efficient use of
your time
* less cognitive load
* positive voice



Expectations and Procedures are there to support **you** and **your success**. We are all responsible for ourselves, as individuals and as a Team.

The Kindness Charter

We believe:	At Endon High school we are kind to one another. Everyone should feel they belong. This means that we are considerate and generous every day, caring for one another and doing everything we can to make sure everybody has a good day at school. Kindness reinforces our shared sense of community, it builds trust and respect, and it ensures that we take our social responsibilities seriously.
We commit to:	Ensuring that everyone Endon High School fosters a sense of belonging for our whole school community. In a positive and safe environment that supports excellence in all that we do and we do not accept bullying of any kind.
We will:	• Work to create belonging and community as part of Team Endon. • Choose to be kind and not accept anyone choosing to be unkind. • Be helpful, generous and considerate. • Treat everyone with dignity and respect. • Increase awareness and promote equality, diversity and inclusion for all. • Focus training and education to build our knowledge, develop our understanding and promote kindness throughout school life. • Challenge and address any discrimination or prejudice within our school community. • Never accept bullying and educate those who bully others. • Ensure that everyone in the school community knows how to SpeakOut. • Support those who suffer unkindness. • Review and reflect on policies and procedures to drive positive change. • Empower the whole community to promote kindness take our social responsibilities seriously.



Do you agree or disagree with this charter and why?

Culture procedures

Dr Martin Luther King Jr. said that the goal of true education is “intelligence plus character”. Read through our Mission at Endon High School and explain how we aim to balance academic learning and development of positive characteristics for future success.

Which do you think is more important - developing knowledge through academic learning or developing positive characteristics/qualities? Write a short paragraph below explaining your viewpoint on this.

TURN AND TALK with the person next to you, and make notes below. Do they agree or disagree with your response to you last answer, and why or why not?



Give two reasons why exchanging a “Good morning” or “good afternoon” with a teacher or fellow student is a positive thing.

Explain what each letter in the STAR procedure stands for

S	_____
T	_____
A	_____
R	_____

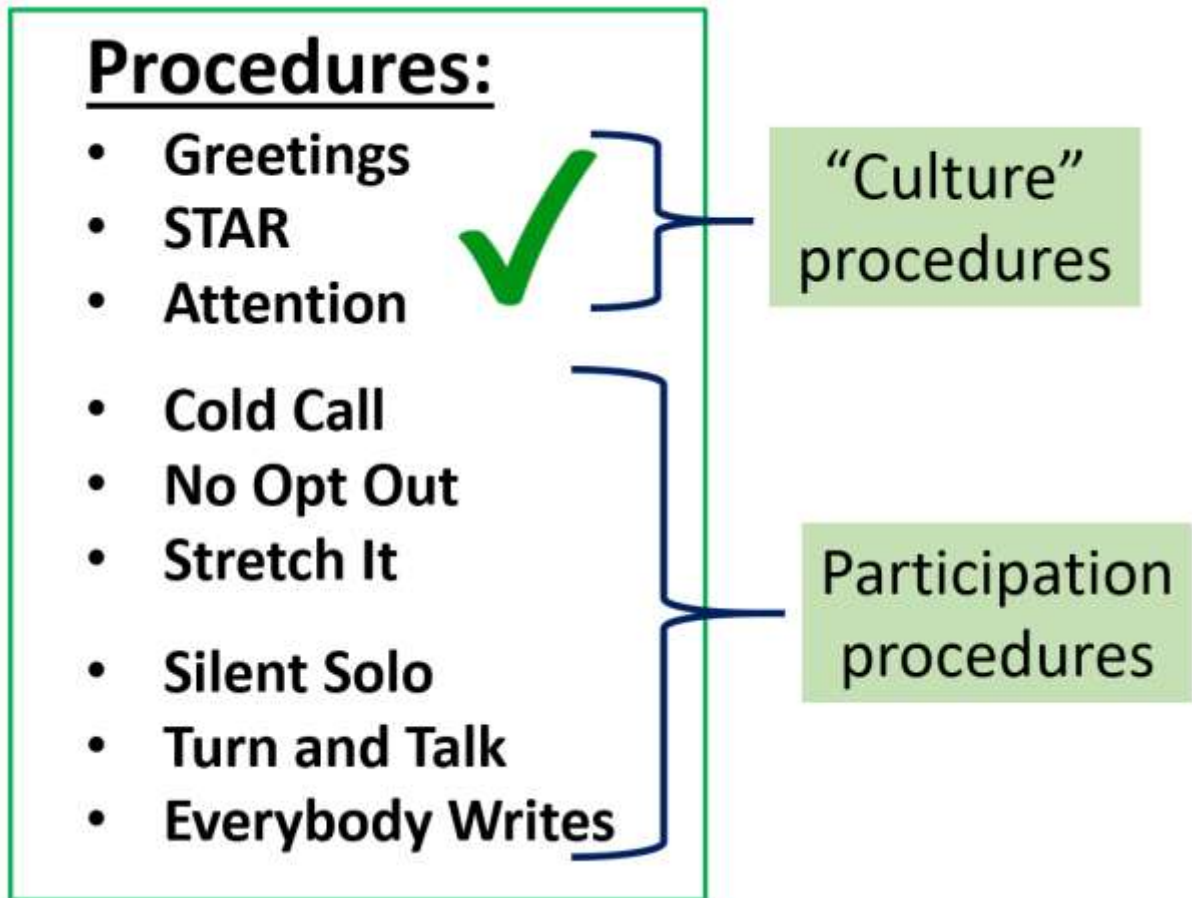
Imagine you are describing to a new student exactly how the “Attention” (hands up) procedure works, step by step.

As a class, have a discussion about your summer holidays, making sure you are using all of the STAR to listen to and respond to each other.

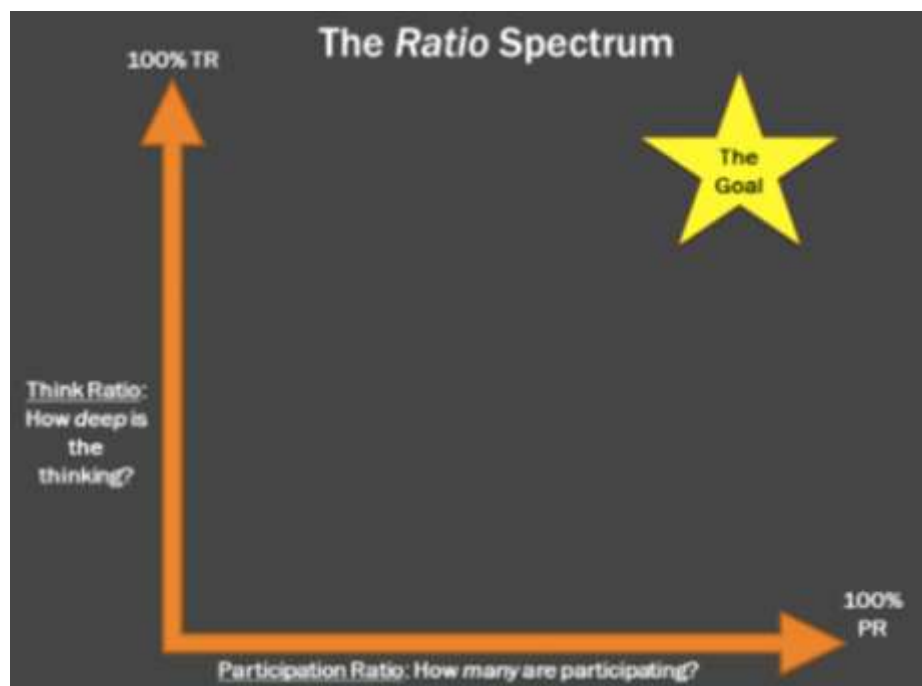
Why did using the STAR procedure improve the quality of everyone’s experience of the class discussion? How can this be transferred from a casual conversation to a more rigorous learning discussion in lessons?

Procedures Part 2 - Active Learning

Supporting everyone to meet expectations and go beyond their best.



"Few people ever appreciate how central attention is to every function we perform." Cognitive science researcher Maryanne Wolf



Procedure: Cold Call

What: No hands up,
All students listening and thinking,
All students ready to answer.

Why: * Voice Equity
* Habits for success
* Learn more

Procedure: No opt out

What: All students ready to answer when called on.

Why: * builds confidence – overrides unhelpful defensive mechanisms
* high expectations
* Closes an “I don’t know” loop

Procedure: Stretch it

What: The “right answer” is not automatically the end! Always more learning to be done.

Why: * challenge = normal
* “There is more in you”
* future success

Procedure: Silent Solo

What: * independent activity
* done in silence.

Why: * higher quality work
* better focus
* teacher uses time too

Procedure: Turn and Talk

What: * quick paired discussion
* limit of time & content

Why: * time efficiency
* less cognitive load
* confidence builder

Procedure: Everybody Writes

What: developing ideas by writing them “midstream” in your thinking

Why: * The more you write, the better you get at it
* Frees up brain space
* Notes to return to

Time to work through “Procedures Part 2”

Expectations and Procedures are there to support you and your success. We are all responsible for ourselves, as individuals and as a Team.

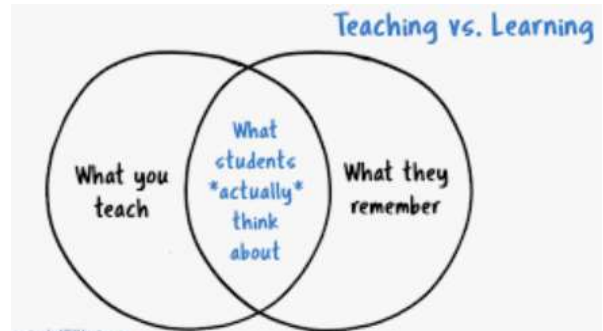


Which list is easier for you to remember and why?

- a. Harry Styles, Zendaya, Billie Eilish, Charli XCX, Cole Palmer, David Beckham.
- b. Harry Belafonte, Zandra Rhodes, Billy Bob Thornton, Charlie Parker, Cole Porter, David Duchovny.



Examine the venn diagram here. Why does this demonstrate that you need to actually think while you are listening to your teacher or other students' answers in lessons.



Why are the A and the R from the STAR procedure so important for preparing you for cold call, no opt out and stretch it questioning from your teacher?

Explain the differences between the “turn and talk” procedure, and you turning round and chatting to your friend in lesson.

Imagine you are given a short silent solo task of doing “everybody writes”, in which you collect your thoughts in writing on a particular question. List three different ways in which you could then use these “everybody writes” notes for different activities or purposes in lessons.

Activity – Catchphrase

Identify and label each procedure from its visual clue

Procedure 1:



Procedure 2:



Procedure 3:



Procedure 4:



Procedure 5:



Procedure 6:



Procedure 7:



Procedure 8:



Procedure 9:



1

2

3

4

5

6

7

8

9

House Points, High Expectations, and Consequences

House Points

Endon High School has some of the best teachers in the country. They have been to some of the best universities in the world and they have worked in some of the best schools in the country. They know how to help you be really successful and so as well as being kind, they are strict. They are strict because they care about you achieving everything you are capable of. They care about your safety, success, and happiness. They could allow you to be less than your best and not expect so much from you, but this would be letting you down. Instead, they teach you how to be your best and help you learn from it when mistakes happen. They are here to help you to be the very best version of yourself, all day, every day. Your teachers are so well qualified, they could have worked anywhere, but they have chosen to work here to help you be the best you can be.

When you do well, they will be pleased and will give you a **House Point**. HPs are given for living out school values of curiosity, determination and kindness. If you earn enough house points you can earn certificates and badges. These change colour as you earn more and more house points. The points also contribute to your house total and help you house towards winning the house cup. There are regular prizes for students who earn the most house points and it all contributes to your opportunity to achieve the Endon Award.

The Endon Award is given to pupils that achieve housepoints across all categories, get consistent 1s in lessons, attend school regularly, get involved in Endzone and support the school community.



Why are teachers strict at Endon High School?

What can I get a housepoint for?

Why do we have rules?

As well as house points, EHS has rules. School rules are like rules of the road. They are there for two important reasons: firstly, to protect us and keep us safe; secondly, to speed things up and keep them moving at a fast and purposeful pace. Imagine if there were no rules of the road. No one would know which side to drive on. Pedestrians would not know where to cross. Bigger vehicles like lorries could easily bully smaller ones like bikes off the road. Just like roads, good schools need clear rules. Without clear rules, teachers couldn't teach, and students couldn't learn. Bigger and older students could also easily bully smaller students, and steal their stuff. People learn less, feel less safe, feel less happy and have less opportunities when they leave school to do the job or live the life they want.

There are schools without clear rules, or with rules that aren't followed properly. Some of you might have been to primary schools where this happened, or know friends or siblings in secondary schools where this happens. In some schools, children are so fearful that they don't want to turn up to school. Children don't feel safe and free to focus on learning and they are not able to do well and then get to good universities and careers.

At EHS we have very clear rules so that we can keep our standards high, learn as much as possible, and so that everybody is safe and happy. Learn these rules quickly so you can start developing habits that will make you successful and so you can create a positive first impression on all the other students and teachers here.



Why are rules, and high expectations, so important in good schools?

Unmets

If you are not meeting our high expectations, you will be given a reminder to help you correct this. These reminders are called unmets. Unmets are given for not meeting the following high expectations:

Ready. We expect our students to be ready to learn by being:

- On time for school, every lesson and ready to make the most of every learning opportunity.
- Prepared, with you iPad charged at 80%, the correct kit, books and resources to make the most of every day.
- Looking the part, with the correct uniform, a smile and the attitude that today is going to be a good day!

Respectful. We expect our students to be respectful by:

- Respecting all teachers and staff; being polite and following their instructions, without question.

- Respecting ourselves and one another; demonstrating kindness, recognising our similarities and our differences.
- Respecting our environment; it is our school, our community, our country and our planet to care for and be proud of.

Responsible. We expect our students to be responsible for:

- Their own and their peers' learning environment. To do all of their classwork without distracting others, with silence and concentration being the default expectation.
- Everyone's safety, including their own.
- Doing their best and getting their work, and homework, done to the highest possible standard; work they are proud of.



What do you think are the most important things you need to remember to avoid unmets?

What should I do if I make a mistake?

You are responsible for your behaviour, attitude and effort. Excellent self-discipline is required for success. Consequences give us an opportunity to reflect, improve, succeed and achieve. If you receive a warning or unmet from a teacher, it is not because they don't like you, it is because they believe in your ability to do better and they want you to build good habits that will make you successful. The correct response to a warning or unmet is to say nothing, or say "Sorry, Miss" or "Sorry, Sir".

We don't ask questions about warnings, corrections or unmets in the lessons as it wastes time for learning and interrupts the flow of the lessons for everyone else which is selfish because it is saying the lesson is about us, not about everyone learning. Every unmet and correction is a chance to learn and do better the next day. Responding well shows you are wise and mature and earns you respect.

Serious Misbehaviour

Time outs occur when a pupil is not coping in class and most probably disrupting the learning of others. All time outs result in a minimum of a 15 minute reflect and reset at the end of the day. The three scenarios that occur when a pupil is time out are:

1. The pupil addresses their behaviour after being spoken to by a member of the pastoral team and is reintroduced to the lessons and resets to have a productive lesson.
2. The pupil cannot address their behavior promptly and needs a 15 minute hotseat in another lesson before 1 is reattempted.
3. If the pupil cannot be reinstated into class after a hotseat they will be moved to redirection until 4pm.

Note:

- If 2 or 3 take place, parents will be contacted.
- If a pupil is behaving really poorly they can be moved straight to 3 and placed in redirection until 4pm.

No arguing: At Endon High School, our expectations of your behaviour are sky high because we know you can be the best. If you are given an instruction, you follow it. If you ever attempt to argue with a member of staff or demonstrate rudeness to an adult in your body language or facial expression, you will be timed out of lessons.

No refusing or defiance, including walking off from any member of staff. If you ever refuse to follow a member of staff's instructions, you will be given prompts to address your choices and if you continue to refuse, your parents will be contacted, and you will be in redirection. If you still refuse it will lead to you being suspended.

These behaviours are extremely disrespectful and taken very seriously. If done at work, you could lose a job. **We do not expect this to happen, ever.**

There is no physical contact allowed at EHS. This is because physical contact makes many people feel uncomfortable, unsafe and it can also be misinterpreted causing many problems. Any playfighting, or serious unkindness or disrespect inside or outside of school (including online) will cause you to be referred to your pastoral lead who will contact your parents.



What is the right response to making a mistake?

Homework and Fluency Tests: Hard Work Wins

Homework

One of the differences between primary and secondary school is the amount of homework. Every day, you will receive one hour of homework. Your teachers in each subject will talk to you more about homework when you begin lessons with them, but your homework will always be focused on helping you remember what you have learned in class. Homework might involve practising what you have learned or committing it to your memory. Homework is as important as classwork. It is **vital** to your success – it is an opportunity to practice the knowledge that you have learnt in school to ensure that you have mastered it. Hard work wins - people who work hardest at school achieve most. It is our effort, not our intelligence which decides how successful we are. Putting full effort into our homework is crucial to our success. You will be given your first homework at the end of this lesson.



What do you do in your homework at EHS?

Why is homework important?

Because completing your homework every day is extremely important to your success, we will not let you do it badly. If we did, we would be letting you down. If your teacher is not happy with the amount or quality of your work, you will be given a 30-minute correction after school to fix it.

Your teachers will set homework for you each week, and you will usually get two or three pieces of homework each day. Your homework will always be set and due at the same time each week to make things easy for you. You should complete your homework following the homework timetable on Firefly so that you do not fall behind. Your teachers will also always log your homework on Firefly, so that you can check your homework at home.



Where can you find out what your homework is?

When should you do your homework?

Homework club

Because we know how vital homework is to your success, every day we run a homework club after school. If you find it hard to concentrate at home, you must take responsibility and attend homework club where you can complete your homework without a distraction.

This means you will have no other work to do when you get home! If we're worried that you're struggling to complete your homework regularly, we might ask you to come to homework club every day to help you build the good study habits that you'll need to be successful at EHS. Homework club takes place in the library every day until 4pm after school.

Knowledge Organisers

To help you remember everything you learn at school, for each topic you study your teachers will create a Knowledge Organiser that lists the most important knowledge that you need to remember. You will be given all of these for each subject. Your teachers have made these to help you revise. You can do this in one of two ways:

- 1) **Self-quizzing** – you can test yourself on some of the key words or ideas that are in our knowledge organisers and see if you get them right. Research from cognitive scientists shows that this is one of the best ways to remember things!
- 2) **Look-cover-write-check** – if you don't have anyone to test you on the key terms, you can cover up the definitions of key terms and try to write them out from memory. Once you have done this, you can then uncover the answers and correct the ones you got wrong or couldn't remember using a green pen. This way, you'll also know what to revise next time!



How do you best use knowledge organisers to revise?

Fluency Tests

Once you have returned to class after completing your knowledge organiser homework be prepared to sit a test in class to test your knowledge!

Endzone

Endzone are after school clubs at the end of the school day. They give everyone the opportunity to take part in far more than just lessons. Endzone happen on a Tuesday, Wednesday and Thursday afternoon afterschool. Get involved!



What clubs would you be most interested in going to?

Equipment and Uniform

At EHS, we always have the right equipment. This is because it is essential that we are prepared to learn in every lesson. In some schools, crucial minutes of learning are wasted because teachers have to give out pens to those who have forgotten them. Students also build the bad habit of being disorganised which stops them being so successful in life. We don't want to be disorganised or waste even a minute of learning time, so to be fair to our classmates we must be prepared. Every minute matters.

We pack our bags the night before

The best way to make sure you never forget anything is to pack your bag the night before school. This means that if you are tired or rushing in the morning, you will not forget anything.

What do I need?

Every single day, you need to bring to school:



Uniform: Looking Professional

At EHS we take pride in our appearance. We always look professional. Your uniform, both inside and outside of school, is very, very important to our **reputation**. Reputation is what others think of us as a school. People know that EHS is an excellent school where people take pride in themselves and are very successful. We have high standards on uniform. If we want to be the best, we have to look our best. Adults and teachers, visitors and guests are looking at how you wear your uniform all the time, and thinking: how professional are these students? How smart are they? Our mindset must be: ***“smart on the outside; smart on the inside.”***

If people see you as smart, organised and professional in how you look, they will consider you to be a smart, organised and professional person. Visiting parents will want to send their children to Endon High School. Visiting teachers will want to work here. Visiting professionals will consider you for work experience, jobs and university places in future years. We never write on ourselves because it is unprofessional to have writing on your hands/arms and stops us looking neat, smart and tidy. Hair must be tied up if below the shoulders and look professional. Any hair-dye must be a natural colour. Shaved lines or patterns are not allowed.

Label everything!!

You are responsible for your uniform, and you must have the correct uniform every single day. At some point this term, you will see somebody who is worried or upset because they cannot find an item of their uniform after PE. Make sure this is not you! To prevent it from being lost, and so it can be returned if found, make sure that you label your bag, bottle, and every single piece of your uniform with your name or initials. Do this in **permanent marker** so it cannot fade. If you mix up your tie with someone else's tie, the **ONLY** way you can prove it is if you write your name on the label. It is your responsibility to look after and wear the correct uniform. If you lose anything, your parents will have to find the money to buy it again. So, make sure you **label everything!**



Why is it important to have all your equipment?

What must you have in your pencil case?

What two books must you bring to school every day?

Where can I get a new iPad pen if I lose mine?



Why is uniform so important?

What charge must your iPad be on in morning form and why is this important?

What must you do when you get home to make sure you never lose any uniform?

Not accepting bullying and understanding TIIP

We do not accept bullying at Endon High School. We treat each other with Kindness and have all signed the kindness charter. We also don't accept unkind behaviours.

What is bullying?

Bullying can be identified by using the acronym TIIP.

TIIP stands for:

- Targeted
- Intent to harm
- Imbalance of power
- Persistent



What is the difference between bullying and an unkind behaviour?

Fire drill

If a fire is discovered or reported:

- Evacuate the immediate vicinity
- Inform any member of staff
- Set off the nearest alarm

On hearing the fire alarm

- Leave the building by the nearest route
- Leave the building in a quiet and orderly manner
- Leave all belonging behind
- Assemble in registration groups on the **front yard**

The front yard layout

The main road

Year 7	Year 8	Year 9
Year 10		Year 11



Where do I go when the fire alarm sounds?

Invacuation procedure

The staff at school are trained in what to do if we need to do an invacuation.

In this section, can you spot where these three things apply?

1. Stay calm.
2. Walk don't run.
3. Be patient and wait for instructions.

An invacuation is the act of moving people to somewhere safe inside a building, when there is danger outside.

How would you know we are doing an invacuation?

- The Intruder Alarm will sound
- When you hear the alarm come inside to the nearest classroom that has a member of staff present.

- Do not go to an empty classroom.
- **or if you are doing a drill, always head for your form room**

We will sound the invacuation Intruder Alarm immediately following the a fire drill, so you get used to what it sounds like.

What do you do?

- Go to a classroom where there is a member of staff.
- Always walk don't run.
- Follow the instructions of the member of staff.
- If asked to, make yourself less visible from any classroom windows.
- Stay quiet and be patient.

When will we practice them?

On the Induction day in September and once a term following a fire dill.

Therefore, instead of dismissing a fire drill as usual we will sound the invacuation alarm and you will go back to you form room and practise the invactuation drill.



Consider where these things applied.

1. Stay calm.
2. Walk don't run.
3. Be patient and wait for instructions.



Who are on the safeguarding team that I can go to? (look at the posters around school)

How do I speak out?
