



BOOTHAM
SCHOOL



NEW STUDENTS' HANDBOOK

Your guide to the first few weeks

About this book

This book contains lots of information to get you through your first few weeks. You will be given a printed copy on your first day that will also have some key information for you including your IT login details and which House Community you are a member of.

Don't worry about remembering all the information. There is always someone around to ask for help and you can keep your printed copy with you until you settle in and get to know how things work.

Remember, if in doubt, ask someone! We have all been new at some time and we remember what it was like to feel a little lost.



Welcome to Bootham

We hope that you will soon feel at home here. It will take a little time to find your way around and work out when you should be at which place and for what! But don't worry: we are here to help and you can ask anyone in the school to guide or assist you.

The first few days in any new school can feel a bit strange but it won't be long before you feel like you've been at Bootham for ages.

That's the reason for this handbook. It has been put together with the help of staff and students, all of whom were new here themselves once and can remember what it was like. So we have tried to think of the questions you will ask and we have tried either to answer them here or to let you know whom you should ask to find things out for yourselves.

Some of the contents will help you during your first few days; some things you may find handy to refer back to after you have been here a while.

Everyone at Bootham is looking forward to finding out what you like doing, what you are good at, what you would love to try to do. We are sure that you will work hard and we should like to see you joining in as many activities as you can manage.

Some of these will take place during the Activities time each day; some will take place at lunchtimes, at the weekends and in the evenings. We always feel that the girls and boys who join in things, even if at first they don't know much about them or aren't very good, are the ones who gain the most from being at Bootham.

This booklet is to help you get as much as you can out of what Bootham offers.



Your first school day

Where should I go?

Come to reception and say hello. You will be met by your tutor and your Head of Year who will get you to the right place.

What should I bring on the first day?

Your school bag with your pencil case.

What should I wear?

Schoolrooms need to be in uniform. Seniors and College have a dress code. More information is provided later in this booklet.

What will I do on the first day?

You will meet with your tutor and then we will get you into your lessons as soon as possible.

What about after school activities?

It may be that we can get you signed up for activities before your first day, in which case you can start straight away. Otherwise we will get you signed up when you arrive so it is likely that on your first day you will finish at 4pm.

What should I do if I get lost?

Ask someone! We have all been new at one point and know it can be hard to find your way around school. If you really get lost, make your way back to Reception and they will help you.



Who's who?

Here are some of the people you will meet in your first few weeks.

Remember, we call everyone by their first name. The Quakers do this to show we are all equal and everyone should be treated equally.



Deneal Smith
Head



James Ratcliffe
Deputy Head
(Operations)



Madeleine Bowley
Deputy Head
(Academic)



Helen Sharp
Deputy Head
(Pastoral)



Claire Dinn
Designated
Safeguarding Lead

Other useful staff to know:

Kerry Hammond
Head of Lower Schoolroom

Carolyn Bloxwich
Heads of Middle Schoolroom

Rachel Cook
Head of Upper Schoolroom

Andy Quarrell
Head of Lower Senior

Kathryn Buchar
Head of Upper Senior

Sarah McKie
Head of College I

Sarah Bridge
Head of College II

Andy Bell
Director of Sport

Richard Allain
Director of Music

Andy Quarrell
Head of Drama

Beth Steer
Head of Wellbeing

Jess White
Head of Learning Support

Kelly McCarthy
Head of EAL

Claire Hollis
Head of Social Action

Jennifer Cooke
Receptionist and JCR Supervisor



What we value

Being successful in work or games can be important, but you are valued for other reasons too. Trying hard, helping others, sharing in making Bootham a friendly and happy school, enjoying new interests and activities with your friends – all these are valued.

How We Treat Other People

It is important to help other people's experiences to be happy too. Quakers like to solve difficulties and problems in relationships by talking things through in an honest and kindly way. Bullying people, acting "hard", showing off, laughing unkindly at others are all disliked at Bootham because they stop proper friendships from growing.

How the School Will Treat You

The School will give you lots of opportunities to work hard and enjoy lessons and to explore new interests. Occasionally you might need 'prompting' if you forget to do your work because it is important that you always do the best you can.

























If you become worried about something, your Tutor will always help you to find the best advice. Just as you hope that coming to Bootham will be a happy experience for you, so we hope that you will be a friendly and considerate student helping to make the school happy for us all in the true Quaker spirit.



The School Day

Monday to Friday have five lessons and activities after school. Saturday only has three lessons and we finish at lunch time.

Between lessons there is travel time to allow you to get to your next room ready to start your lesson. Bells will ring so you know what time it is.

Monday to Friday		
08:40		09:10 Tutor Time & Meeting (Not Tues)
09:10		09:15 Travel Time
09:15		10:15 Period 1 (inc registration on Tuesday)
10:15		10:20 Travel Time
10:20		11:20 Period 2
11:20		11:45 Break  Warning Bell at 11:40
11:45		12:45 Period 3
12:45		13:55 Lunch  Warning Bell at 13:50
13:55		14:55 Period 4
14:55		15:00 Travel Time
15:00		16:00 Period 5
16:00		16:15 Break  Warning Bell at 16:10
16:15		17:15  Activities
Saturday		
08:50		09:50 Period 1 in registration
09:50		09:55 Travel Time
09:55		10:55 Period 2
10:55		11:20 Break  Warning Bell at 11:15
11:20		12:20 Period 3
12:20		Lunch



Meeting for Worship

Instead of assemblies we have Meetings for Worship (or Morning Meeting). These normally take place in the Meeting Hall but could be anywhere including up a mountain or on a beach!

Every Quaker Meeting starts in silence and it begins as soon as the first person walks into the room.

Some meetings are unprogrammed or silent meetings. This means we sit in silence for the whole time unless someone feels moved to speak (called ministering).

Others will have a speaker or a presentation that may be from a member of staff, some students or a guest from outside school.

At the end of a meeting we have a short period of silence and then we shake hand with the people around us.

After this there will be notices. Anyone can give a notice, just put up your hand and wait to be called.



Food

Breaks

At morning break you get “bars” which is a small snack. This is served in the JCR for Lower and Middle Schoolroom, the Dining Room for Upper Schoolroom and Seniors and the Arts Centre Foyer for College.

At 16:00 you can get biscuits and fruit from the Dining Room.

Lunch

Everyone queues for lunch on the main English Corridor. Staff and College go first and you may start going to lunch at 12:30 if you don't have a lesson Period 3. Everyone else should wait until you hear your year group called over the speaker system and then go to the corridor and line up.

On days when you have an activity at lunchtime you may be able to sign in for early lunch. Do this with the member of staff on duty at the queue.

Each day there are hot food choices as well as soup, sandwiches and the salad bar. If you have any allergies or intolerances then please mention it to the chefs who will help you.

All food should be eaten in the Dining Room (or just outside on the tables) and nothing should be eaten elsewhere.

Tea

The evening meal is served at 18:00 for boarders. Day students may stay if you sign in at Reception by 13:00 at the latest.



Enrichment

Most activities run from 16:15 to 17:15 but some will run before school and at lunchtime.

Schoolrooms are expected to do at least 3 hours, Lower Senior 2 hours, Upper Senior and College 1 hour per week.

You will choose your activities in the second week of term in September and just before the Christmas and Easter Holidays. A list of activities will be sent to you the week before choosing.

Bootham Challenge

Any enrichment you do in and out of school counts towards our Enrichment Awards Scheme. More details about your award level and how to credit activities will be given to you with your activity choices.

Drama and Music

Bootham has a wide range of musical and dramatic opportunities from individual lessons to massive school productions. For more information on individual music lessons please email music@boothamschool.com or speak to Emily Harrison in the Music Department. For LAMDA lessons please email simon.benson@boothamschool.com

Other music and drama activities can be signed up for during activity choosing.

Sport

You will be introduced to the PE department during your PE lessons and they will tell you about the different teams and training sessions. You can also sign in to SOCS to see the PE calendar and team lists.



Evenings

Day students in the evenings

You are very welcome to join the boarding community but you must have signed in for tea by 13:00 and sign in and out on the fire and emergency list at Reception.

Whilst in school in the evenings the rules for Boarders apply to all students.

17:15		End of activities
17:15	17:55	Boarders back to houses Day students must be either in a supervised activity or in the library. Please sign in at Reception
18:00	18:45	Boarders' Tea Day students wishing to stay must have signed in at Reception by 13:00. Anyone not signed in must go to the very back of the queue
18:45	19:45	Boarders' Prep Any day students on site who are not in a supervised activity must attend Prep
19:45		All day students leave
20:00	21:00	Boarders' Activities
21:00		Schoolrooms to boarding areas
21:30		Seniors to boarding areas
22:00		College to boarding areas



Bootham Phrasebook

Sometimes you might hear some words that are unfamiliar to you. These are probably one of our traditional words that you will get used to eventually. Here are some of the key ones.

Lower Schoolroom *Year 7*

Middle Schoolroom *Year 8*

Upper Schoolroom *Year 9*

Lower Senior *Year 10*

Upper Senior *Year 11*

College I *Year 12*

College II *Year 13*

Meeting *A Quaker Meeting for worship, like assembly*

Reeves *Prefects or Student Leaders*

Bars *Snack at break*

The Lodge *Our Health Centre*

Leave *When you can go off site to Sainsburys*

Prep *Homework and the activity where you do homework*

Columns *A type of sanction*

Monitoring slips *Another sanction*

Gating *A serious sanction where you lose your lunch time and do some service to give back to the community*

Slabs *The paved area outside the Meeting Hall*



House Communities

Everyone (apart from Deneal) is in one of our House Communities.

You can earn house points by gaining commendations, Bootham Challenge Credits or taking part in House Competitions.

The current house scores and the house trophies are in the cabinet by the staffroom.

Brigflatts



House Captains
Gus & Lily

Staff Head of House
Claire Hollis

Named after Brigflatts Meeting House near Sedbergh in Cumbria.

It is the second oldest Meeting House in the country and was built in 1675.

Firbank



House Captains
Chloe & Cameron

Staff Head of House
Emily Harper-Gustafsson

Named after Firbank Fell, where George Fox preached on 13th June 1652.

It is sometimes known as Fox' Pulpit.

Pendle



House Captains
Tait & Jessica

Staff Head of House
Sophie Morrison

Named after Pendle Hill in Lancashire where George Fox had a vision in 1652.

Swarthmore



House Captains
Megan & Oliver

Staff Head of House
Rachel Cook

Named after Swarthmoor Hall in Cumbria. Home to Margaret Fell, an early Quaker, who later married George Fox. Now a Quaker Retreat.

Fire and Lockdown Alarms

We have different alarms in school to keep us all safe. Here's what to do if you hear one.

Fire

The fire alarm is a loud siren that will constantly ring. It's tested during Tutor time every Wednesday morning so you will know what it sounds like.

If you hear the alarm, leave everything in the classroom and **silently** go to the playground (Schoolrooms and Seniors) or the tennis courts (College).

Once there, line up in your Tutor groups in alphabetical order. Stay silent and listen for instructions.

If it happens in Activity Hour you go with your activity group to the tennis courts.

We will have a drill in the first few weeks to practice what we do.

Lockdown

If there is an emergency where we need you to stay in school or in classrooms you will hear a different alarm, followed by instructions. Stop what you are doing, stay silent, listen to the instructions and then follow them. Don't leave the room unless told to by a member of staff or you can hear the all clear on the speakers.



Rewards and Sanctions

Rewards

Bootham has a strong informal culture of praise. When you do something well, help someone or are generally nice, staff will give you verbal praise and you should also thank and praise others who work with you.

If you go above and beyond in your work, do something really special for the community or are consistently a wonderful person you will be given a commendation, a Head of Year Commendation or a Head's Commendation. These will also count towards your house points.

Sanctions

Sometimes things go wrong and we do something we shouldn't or break one of the school rules. It is always best to own up to this and tell someone.

If staff feel it needs a sanction then they will talk to you about what it will be and the reasons behind it. The sanction could be Columns (Schoolrooms) or Monitoring Slips (Seniors and College). These are totalled up each week and your Tutor will use them to see how you are getting along. You may then need a detention or a conversation with one of the Senior Staff.

Depending on what happened you may also be asked to perform some service to give back to the community, for example clearing up litter or helping to tidy the dining room.



Dress Code

The Quakers are known for dressing simply and modestly and we reflect this in our dress code.

The rules we all follow are:

- Make-up, natural coloured hair dye and jewellery should be minimal and appropriate to the workplace
- Tracksuit trousers should not be worn
- No military style clothing, bags or backpacks
- No offensive logos, images or slogans
- Piercings (other than earrings) are not permitted
- Clothing should be in good condition (not ripped or frayed)
- Hats and hoods should not be worn inside

Schoolrooms wear the uniform with the kilt, plain black trousers or black shorts and black shoes.

Seniors and College have more freedom but should ensure what they wear is appropriate for the work place. This includes only wearing sports wear when doing PE.

More information is in the joining packs or you can speak to your Tutor.



Health and Wellbeing

The Lodge (The Health Centre) meets the needs of students who require medical attention, or those who would like to chat through wellbeing issues. The Lodge is led by Paula Edwards as Lead Nurse with the support of Jayne Morrison, our Healthcare Assistant. Natalie Dorlin, who is also a trained nurse is our Wellbeing Practitioner, the school counsellor, Luke Highstead, and the school doctor. The remit of the team is very wide, from the pastoral care and personal welfare of students, to watching over their physical health and fitness.

If a student is unwell at school, they will go to The Lodge. Boarding students may stay with The Lodge staff during the day as they would not be expected to stay in the boarding house unsupervised. If a day student is too unwell to return to class, nursing staff will contact home. During term time The Lodge offers weekday opening hours 08:30 to 17:30. On a Saturday it is open from 08:30 to 12:30.

Boarding students may wish to see the school doctor on a personal basis and this can be arranged through The Lodge

All students have guaranteed access to a trained counsellor should the need arise. Appointments can be made with Natalie for wellbeing support.



IT at Bootham

Using the system for the first time

Before you can use any of our systems, including WiFi, you need to login on a school computer and change your password.

WiFi

The current WiFi password is **Walk Cheerfully**. You will then need to type in your username and password. You should only have to do this once a week.

Printing

You can print work in the library. Tap your key card on the printer to select your printing or to photocopy.

Email

Please check your school emails regularly. You can do this on the **Student Portal** at **portal.boothamschool.com**.

Acceptable Use Policy

Everyone needs to read the Acceptable Use Policy and complete a short quiz so we know you understand how to use the school IT systems safely. You can do this by logging into the Student Portal.

Microsoft Office

All members of the school community can have a free copy of Microsoft Office. Use the guides on the Student Portal to find out more information.



Mobile Devices

Mobile phones are generally not allowed to be used on the school site. This is to keep us all safe and to enable us to have real conversations!

Schoolrooms

Students in Schoolrooms who need to have a mobile with them for travelling must hand them in at Reception when you arrive. You can collect your phone again as you leave, but not before.

Seniors

Seniors may keep your phones on you but they may only be used in lessons **with the permission of the teacher**. At all other times they must be switched off and in your bag.

College

College may only use phones in the College Area and in lessons if a teacher gives permission. You may not use them around school or outside.

What do I do if I need to contact home?

Go to Reception and they will help you call home or pass on a message.

What happens if I use my phone where I shouldn't?

Your phone will be confiscated and handed to one of the Deputy Heads. If it is a repeat offence you parents may need to come into school to collect it.

What about in boarding?

In boarding time there are slightly different rules which will be explained by the Head of House.



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