



Welcome to

INCLUSION

at

St Paul's Academy





We are here to help

The INCLUSION staff are:

Assistant Principal: Inclusion - Miss Hepburn

Assistant Principal: Pastoral - Mr Grogan

Head of SEN— Mrs Dunnett

SENDCo—Mr. Bond and Ms. Loten

SEND TA's —	Mrs Starbuck	Ms Gould	Ms. O'Farrell
	Ms Sabini	Ms Cogan	Mr White
	Mr Mansfield	Ms Clift	Ms Bennett

Lead Learning Mentor - Kim Nicholas

Pastoral Support Manager — Rob Parara

Learning Mentors —	Diana Webb	Huw Francis
	Richard Mayne	Monique Tulloch

Inclusion Coordinator—Mr Assi

Medical Officer —Mrs Nelson

Chaplain - Ms Pierce

These staff members are here to offer help and advice, in lots of different ways, to students who may need extra support.

A typical year 7 timetable

8.20	Line up	Line up	Line up	Line up	Line up
8.25 to 8.50	TUTOR TIME	TUTOR TIME	TUTOR TIME	TUTOR TIME	TUTOR TIME
P1 8.55 to 9.50	P.E GYM	MATHS M5	TUTOR TIME	FRENCH E10	IT IT1
9.50	Crossover	Crossover	Crossover	Crossover	Crossover
P2 9.55 to 10.50	PE GYM	SCIENCE S9	ART ART 1	MATHS M5	ART ART 1
10.50 to 11.00	Crossover Break	Crossover Break	Crossover Break	Crossover Break	Crossover Break
P3 11.00 to 11.55	RELIGIOUS STUDIES R4	ENGLISH E10	RELIGIOUS STUDIES R4	GEOGRAPHY R10	GEOGRAPHY R10
11.55	Crossover	Crossover	Crossover	Crossover	Crossover
12.00 to 12.45	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.45	Line up	Line up	Line up	Line up	Line up
P4 12.55 to 13.50	SCIENCE S9	MUSIC MU	ENGLISH E10	HISTORY R6	MATHS M5
13.50	Crossover	Crossover	Crossover	Crossover	Crossover
P5 13.55 to 14.50	ENGLISH E10	DRAMA DR	IT IT2	SCIENCE S9	ENGLISH E10
14.50	Crossover	Crossover	Crossover	Crossover	Crossover
14.55 to 15.20	TUTOR TIME	TUTOR TIME	TUTOR TIME	TUTOR TIME	TUTOR TIME

Things I need to bring everyday!



Planner



Water Bottle



Swipe Card



Pens, Pencils,
Eraser, Ruler,



Excercise books



Reading book



Mask



Text books

Your uniform



Places



Outdoor areas



The Courtyard



Reception



Table Tennis

Getting Organised

At secondary school there are many changes throughout the day.

You will be expected to be responsible for your belongings and to get yourself ready to begin each lesson on time.

These are the things that you will usually need on your desk at the beginning of each lesson;

1. Your planner.



2. Your pencil case.



3. Your exercise book and possibly a text book, (you will be given these).

4. Your bag should be put on the floor.



To show the teacher that you are listening you can;

1. Sit up.
2. Look at the teacher.
3. Don't be distracted by anything or anyone else.
4. Listen to and follow instructions.
5. Put your hand up if you have any questions.

At the end of each lesson, you will need to follow the **DUDES** Procedures:

- D** Desk—clear your desk
- U** Uniform—check you are looking smart
- D** Demeanour—calm respectful
- E** Exit—sensibly
- S** Sanitise—always

During your lesson

These questions will help you to plan your work and to sort out problems when you get stuck.

Before you start

Do I understand what I have to do?
What is the first thing I have to do?
What is the order in which I have to do each step?

While you are working

Am I doing the work correctly?
How can I check this?

If you are stuck

Can I see where I have gone wrong?
Where can I find any clues to help me work out what to do?
What else have we done in class that could help me work out what to do?
Who can I ask for help?

When you have finished

How can I check if I have completed the work fully?
How can I check I have done it correctly?
Is there anything I have left out?
What did I find easy?
What did I find hard?
How can I do it even better next time?

Perhaps you can think of some other questions yourself.

Write down some ideas

What should I do if I get stuck in a lesson?

What should I do if I am worried about something?



SEN Staff



Mrs Dunnett — SENDCo



Mr Bond — SENDCo



Mrs Loten — SENDCo



Mr Ross — SENDCo



Ms Starbuck — TA



Ms Gould — Literacy TA



Mr Moore — TA



SEN Staff



Ms O'Farrell — TA



Mr Koty — TA



Ms Iqbal — TA



Mr Asika — TA



Ms Sabini — TA



Ms Bennett — TA

The Learning Mentors



Huw Francis



Diana Webb



Kim Nicholas



Monique Tulloch



Richard Mayne



The Ark

Some other important people



Ms Malone — Principal



Miss Hepburn —

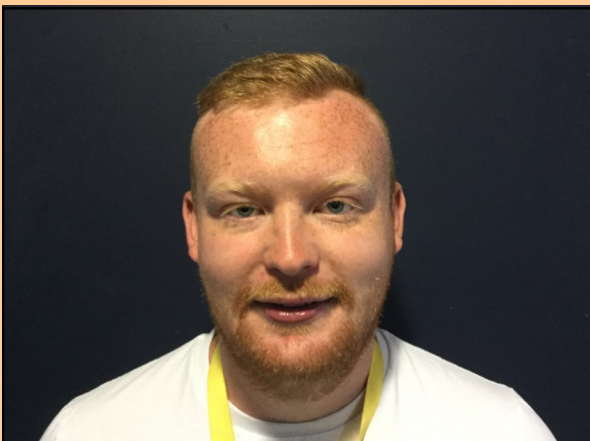
Assistant Principal: Inclusion



Ms. President — Head Yr 7



Ms Duffy — Head of Yr 7/8

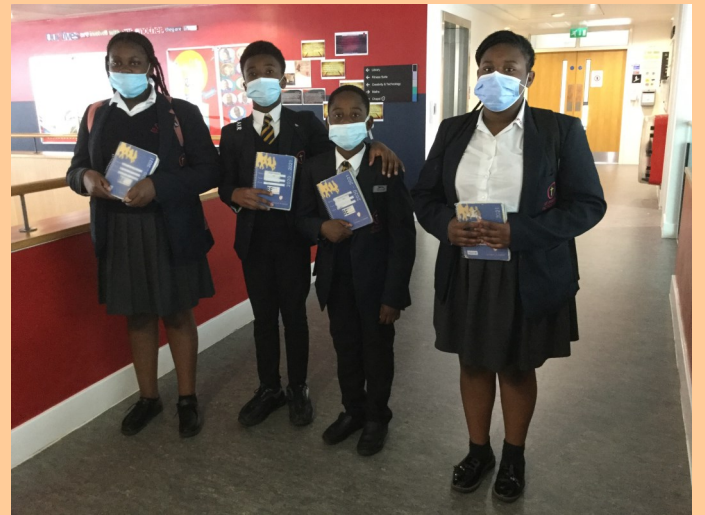


Mr. Lingwood — Head Yr 7



Ms Hardy — Administrator

Around School



Pay for food with your card

We carry our planners with us



We line up in the courtyard

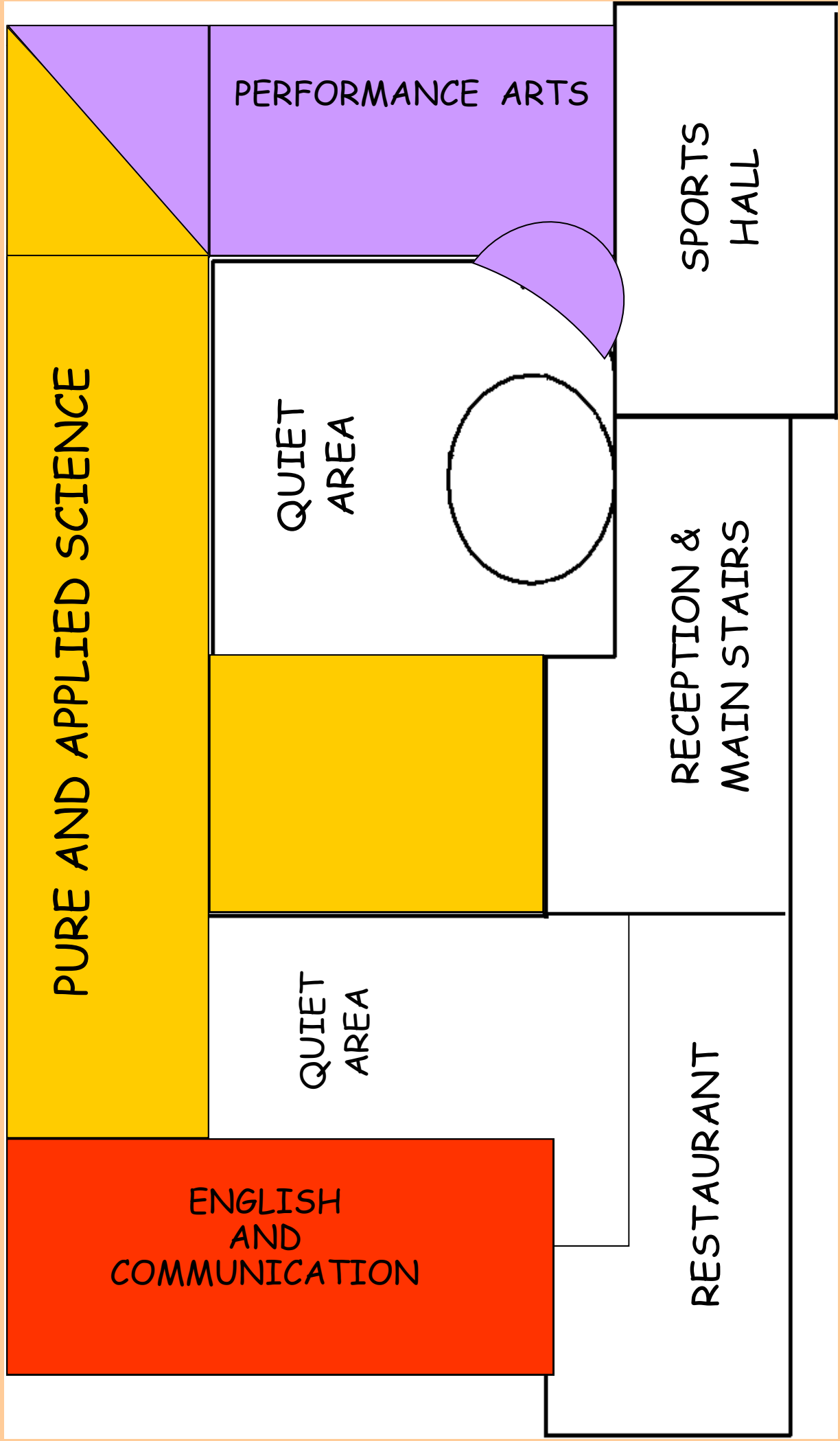
We keep our school tidy



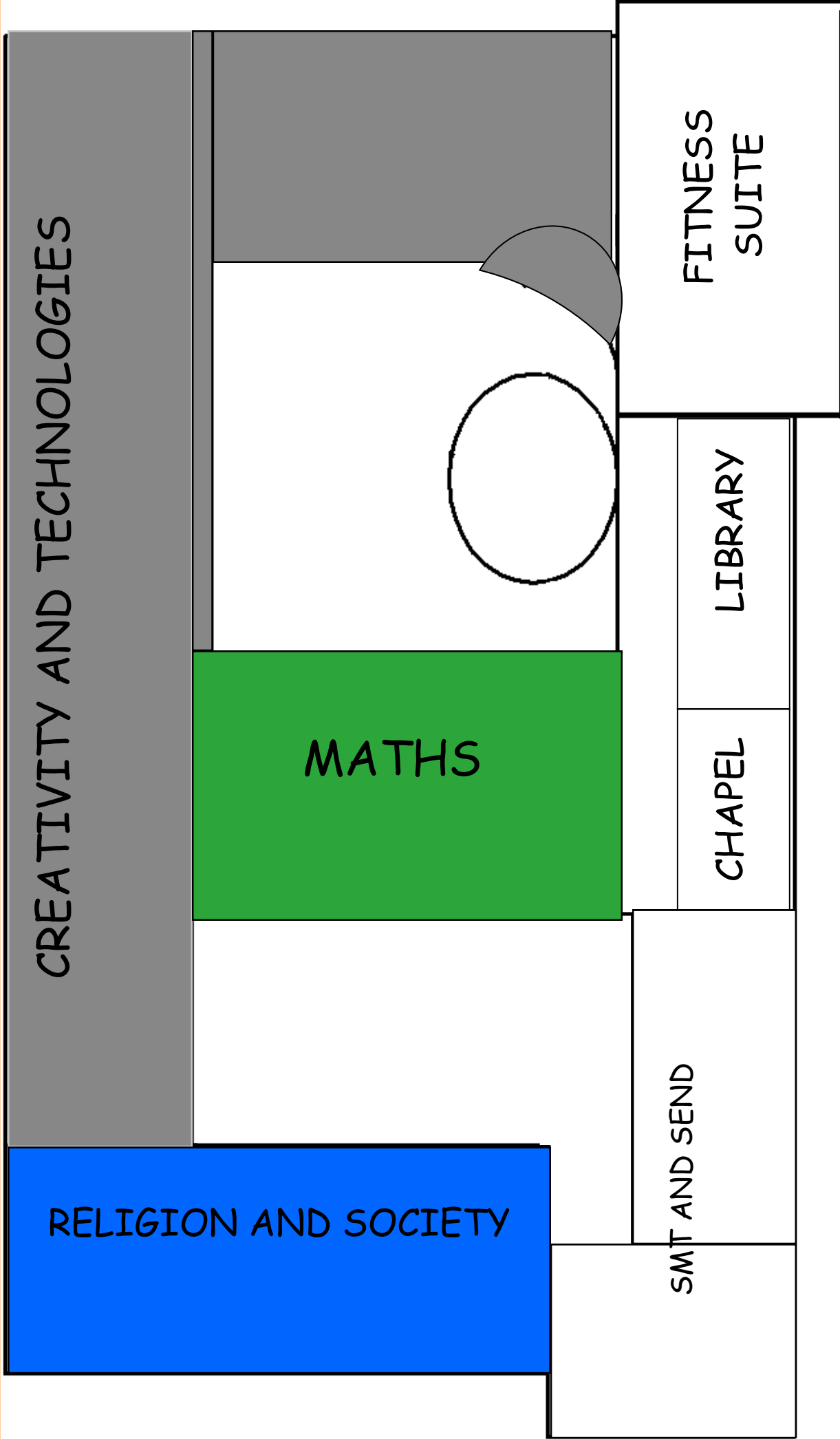
We follow the one-way system



GROUND FLOOR



FIRST FLOOR



CREATIVITY AND TECHNOLOGIES

RELIGION AND SOCIETY

MATHS

FITNESS SUITE

SMT AND SEND

CHAPEL

LIBRARY



Remember

BE

Safe

Respectful

Ready for learning

Notes