



Welcome to Knole Academy



Introduction

Coming into a new school is really exciting. You will make lots of new friends. You will study some new subjects and some that you have already studied before. You have a lot of learning to do because you're in a much bigger building and have to move between lots of different classrooms and meet lots of different teachers.

This may all seem very alarming, but ...



DON'T WORRY

... you are not expected to know everything immediately, and you will be surprised how quickly you will settle in.

THIS BOOKLET IS DESIGNED TO HELP YOU!

It contains information for you to read and spaces to fill in with things that you have found out. You will find items to discuss and activities to do with the help and guidance of your Form Tutor, whose job it is to look after you.

Keep this booklet where you can refer to it quickly, and, if you are in difficulty, remember that you can always

ASK FOR HELP!

Don't forget there are many people to help you settle in – Form Tutors, Peer mentors, Counsellors and Assistant Heads of Year ... anyone in the school will be able to help you.

Lots and lots of people...

My Form Tutor's name is:

There is one person you see at least twice a day, every day!

This is your Form Tutor. Your Form Tutor's job is to get to know you and the rest of your tutor group better than anyone else in the school, because he or she will look after you if you need help or advice.

But there are lots of other people that you need to get to know as well

ADULTS IN THE SCHOOL

The Headteacher is responsible for the whole school. His name is:

There are a number of other senior members of staff.

There is a Senior Deputy Headteacher. Her name is:

The Deputy Headteacher in charge of KS3 is:

There are four other Deputy Headteachers. They are:

There are two Assistant Head Teachers. They are:

There are also Heads of Year who are here to support students. Mrs McGauley looks after Year 7. There are also Heads of Year who look after Years 8, 9, 10 and 11. They are:

Year 8 & 9

Miss Stock, Mr. Miller and Mr. Headey

Year 10 & 11

Mrs Nixon

House System

At Knole, we divide pupils into groups that include pupils from all year groups. These groups are often known as Houses. There are four Houses at Knole Academy. They are **Stan Lee**, **Wilma Rudolph**, **Noor Inayat Khan** and **Sir David Attenborough**. There are inter-house competitions to earn House points. Points can often be earned for exceptional class or homework.

The name of your House is _____.

The name of your Head of House is _____.

I may earn house points for:

1. _____

3. _____

2. _____

4. _____

Research

Find out about the life and work of the inspirational person, your house is named after. Click on the pictures to have more information.

Click here



Morning Routine

Before leaving for school there are a lot of things to think about, starting from the night before.

Things to think about in the morning.

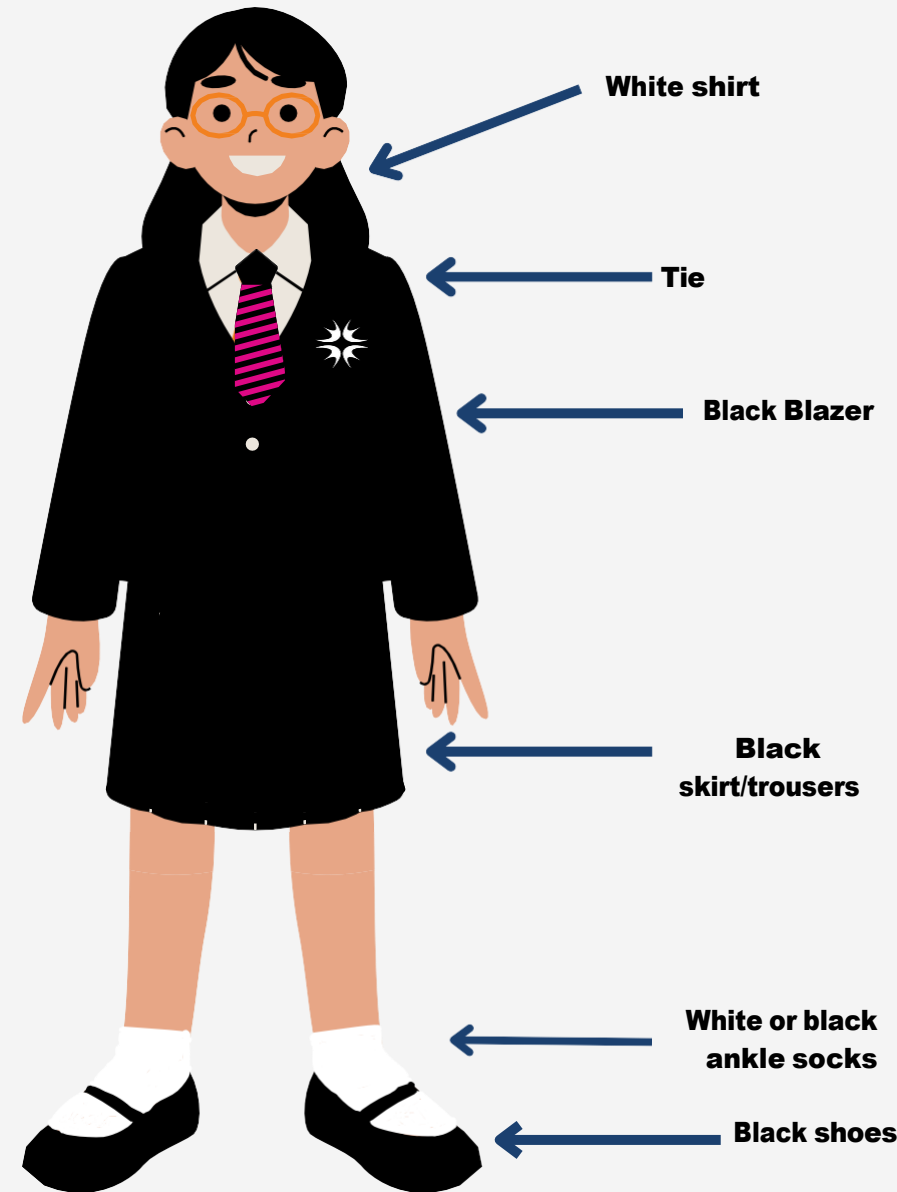
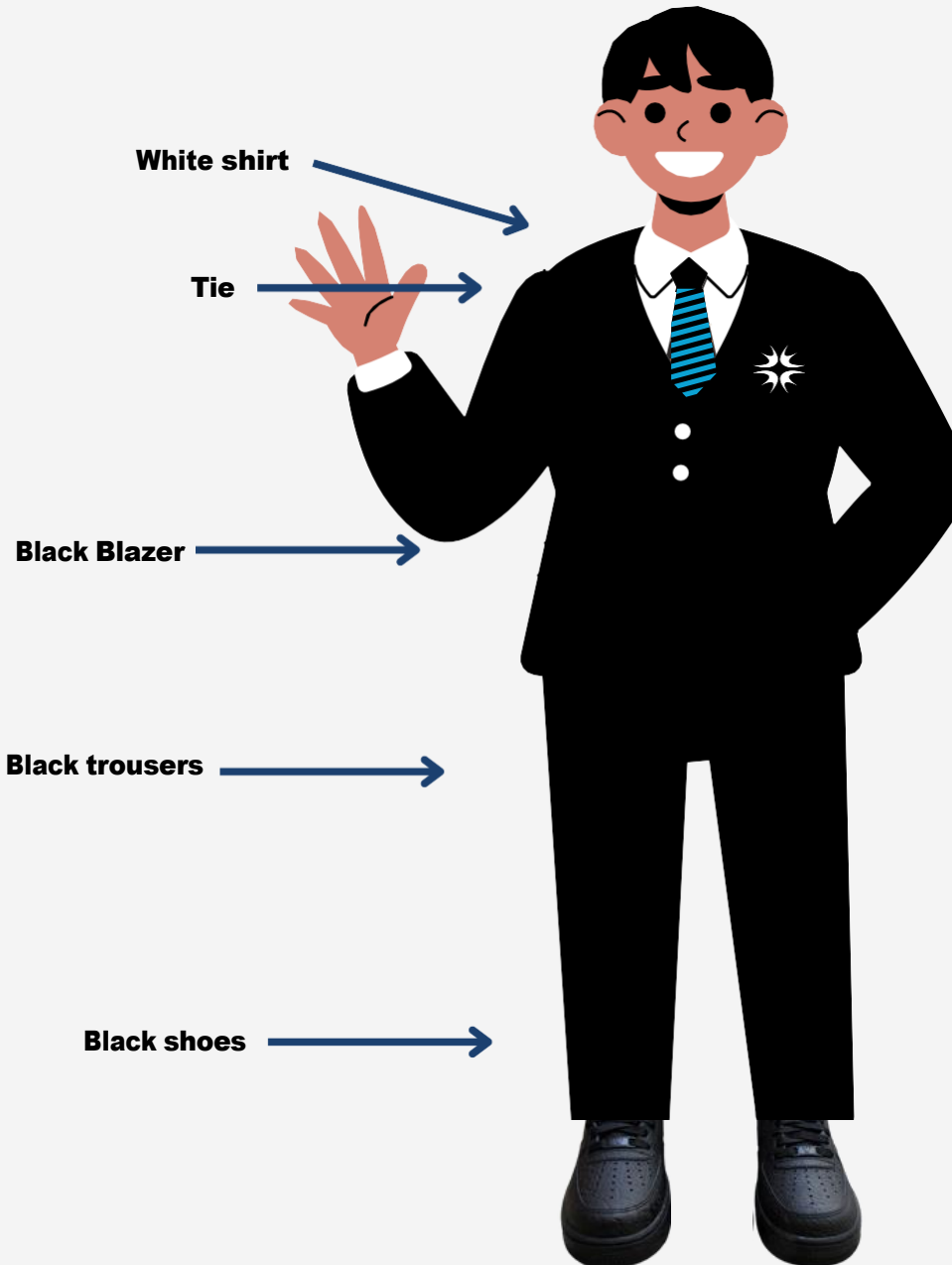
- | | |
|-----|--|
| 1. | • Wake up |
| 2. | • Eat your breakfast |
| 3. | • Clean your teeth |
| 4. | • Wash |
| 5. | • Get dressed |
| 6. | • Check your timetable |
| 7. | • Check you have the correct equipment in your bag |
| 8. | • Check you have got your homework |
| 9. | • Check you have the correct money |
| 10. | • Say "Goodbye" |
| 11. | • Leave for school |

Any others? _____



How should I get ready for a day at school?

- Head Scarf – Plain Colour
- Religious symbol – (Simple necklace worn under blouse or shirt)



You can find more information and where to buy your uniform [here](#).

Equipment

You will need a waterproof rucksack, big enough to carry books. You will also need the following:

- Blue or black pen and a pencil
- Ruler
- Calculator
- Pencils
- PE kit (keep the bag small)
- Exercise books for that day
- Eraser
- Water bottle

- You will be given your timetable on the day of school. Mobile phones are allowed in school, but they should be switched off and away in your form room. Finally, label everything!

Please find more details on our [website](#).



**Top Tip From
Year 7**

“Be organised and pack your bag the night before.”

“Wake up early enough to catch your bus or train.”



YOUR SCHOOL DAY

You will know when you need to move around school because you will hear the pips. You will quickly learn how to use these to be organised for the day.

Arrival
8.40am

Get anything that you need for periods 1 & 2 from your locker, before the registration bell.

Breakfast and drinks are available in the dining room.

You cannot use any of the classrooms before registration.

Go to your Form Room for morning registration.

9.00am

Period 1

For all lessons you must always line up quietly outside the room and wait for the teacher to tell you to go in.

10.00am

Period 2

11.00am

BREAK

- Put away your books from periods 1 & 2.
- Organise your books & equipment for periods 3 & 4.
- Go to the toilet and get a drink or snack from the dining room.

11.20am	Period 3
12.20pm	Period 4
1.20pm	LUNCH • Go to the toilet. • Put away books and equipment from periods 3 & 4. • Organise books and equipment for periods 5 & 6 before afternoon registration
2.05pm	Tutor Time - go to your form room or assembly
2:30pm	Period 5
3.30pm	End of the day • Put away books and equipment from Periods 5 & 6. • Collect and take home books needed for homework.

Morning Break

At the end of each lesson you need to check you have all your belongings before you leave the room. After lesson 2 you will have morning break giving you time for a snack and to meet up with your friends.

Where can I go and what can I do at morning break?

Place	What can I do

What food can I buy in the dining room?

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Lunch Break

The lunch break is between morning and afternoon lessons. It is a time when you can mix with your friends, go to a lunchtime activity, and eat your lunch.

Where can I go and what can I do at lunchtime?

Make a list of some of the different types of food you can buy in the canteen:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____



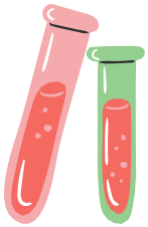
CLUBS



We have many clubs that you can join.



You can do rounders, athletics, football, climbing, science, golf, art or music club and softball, join the dance or drama club or even sing in our school choir.



There really is something for everyone.
Clubs are a great way of getting to know people and making new friends.



We recommend that you jump in and try something new.

You may discover an activity
that you love and will carry on doing for the
rest of your life!



Check on our website to see which clubs you could do: [clubs](#)



What will I study?



English, Mathematics, Science,
Religious Studies,
Geography, History, Food Technology,
French, Music, Art, Design
Technology, IT, Drama, History, Geography,
Relevance Curriculum and PE.



What are the facilities like?

We have fantastic facilities at Knole Academy. These include:

- Art Rooms • Classrooms • Computer Rooms
- Dining Hall • Record Studio • DT Block • Food Technology Rooms
- Gym • Library • Science Labs
- Sixth Form Block • Sports fields • Sports Hall • Oaks Theatre
- Beauty Salon • Mange Tout

Presentation

Exercise books and folders should be well kept; you are usually allowed to cover them.

In every lesson you are expected to:

- Always write in **blue** or **black** ink.
- Use a pencil for drawing, tables and diagrams
- Use a ruler for drawing, underlining and labelling.
- Errors must be crossed off with one horizontal line.
- Glue in handouts neatly.
- Rule off after each piece and ensure that all pages/spaces are being used.
- Students are not to use Tippex or graffiti their book.



When you are presenting work, you should always have at the beginning:

- The date
- Your name and tutor group in the top right-hand corner when using loose paper
- A title underlined with a ruler
- Drawings and diagrams should be drawn using a sharp pencil.
- Labels should be written in ink.
- Coloured pencils should be used for colouring and shading.
- Do not use felt-tipped pens unless told to do so.

02/07/2026

First day at Knole Academy

My new friends

Use this page to collect your new friends' autographs

New friends



About my new friends



Name:

Last school:

Likes:

Also knows
these people:

Name:

Last school:

Likes:

Also knows
these people:

Name:

Last school:

Likes:

Also knows
these people:

Name:

Last school:

Likes:

Also knows
these people:

Matching Game

INSTRUCTIONS: Match the photo to their name and role.



Mrs Walls - Assistant Head of Year

Mr Major - Deputy Headteacher in charge KS3 & KS4



Mr Collins - Headteacher

Mrs McGauley - Head of Year 7



Mrs Moulder - Assistant Head of Year

Mrs Bence - Assistant Head of Year



Mrs Barnes - Senior Deputy Headteacher

Mrs Hough - Assistant Head of Year



Why homework?

To teach you how to plan and
organise your work.

To help you to learn to work
on your own.

To enable the teacher to
check that you have
understood what you did in
class.

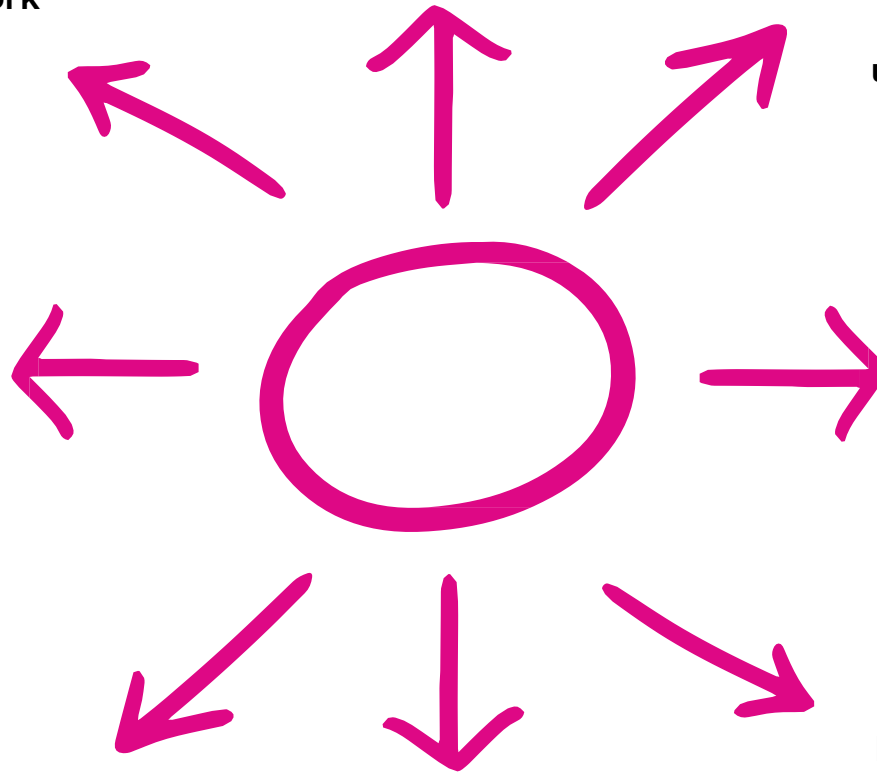
To practise the skills you
have learned in class.

To teach you how to research
information from books and
other sources.

To help you to develop
your skills at
communicating what you
have learned.

To enable you to extend your
knowledge by learning facts for
tests and
examinations.

To help you to improve
your problem-solving skills.



How to access Arbor?

KNOLE ACADEMY STUDENT INFORMATION PORTAL

We use an app called Arbor which both you and your parents can access to give you important information relevant to your life at Knole.

Please follow steps below to access.

Using a web browser (these steps will work on browsers including Chrome, Firefox and Safari):

1. Visit <https://www.arbor.com/#!/login?code=tgs>.
2. Enter your school username and password.
3. Click LOG IN to get started.

For any issues, please contact Mrs Dykes or Mrs Gent in the Data Office.



Log in

Log in

☐ Remember me

[Forgot your password?](#)

What if? Emergencies



THERE IS A FIRE



STOP WHAT YOU'RE DOING AND FOLLOW INSTRUCTIONS

LEAVE THE BUILDING BY THE NEAREST FIRE EXIT

DO NOT WALK CLOSE TO THE BUILDINGS

DO NOT RUN

DO NOT OVERTAKE

DO NOT TAKE BELONGINGS WITH YOU

DO NOT TALK

**FOLLOW YOUR TEACHER TO YOUR ASSEMBLY POINT AND LINE
UP IN ALPHABETICAL ORDER**

**RETURN TO YOUR CLASSROOM QUICKLY ONLY WHEN GIVEN
PERMISSION TO DO SO**

What if? Emergencies

ATTENDANCE MATTERS

YOU CANNOT COME TO SCHOOL BECAUSE OF ILLNESS



Your parents should telephone the school every day and notify the [absence line](#) (PRESS OPTION 1) or email studentabsence@knoleacademy.org that you are absent, unless you have been advised by a doctor that you need to be off for a specific length of time, to explain why you will not be at school.

When you come back to school, bring in a note explaining your absence. Make sure the note gives the dates that you were absent.

YOU HAVE TO LEAVE SCHOOL EARLY



If you need to leave early for an appointment you should bring a note for your **Form Tutor** explaining why. Before leaving school you must sign out in Reception using the Year 7 signing out sheet.

YOU ARE LATE TO SCHOOL



Sign in at the AHOYs Office (Assistant Heads of Year) — make sure you use the Ipad to sign in. Then go straight to your locker and collect what you need for lessons. You must then go straight to your lesson.

YOU MISS THE BUS AFTER SCHOOL



At the end of the day come back into school and report to the **Reception**. The staff there will let you telephone your parents to make arrangements to get home.

YOUR PARENTS WANT TO TAKE YOU ON HOLIDAY



All family holidays should be taken during school holidays. Holidays during term time **will not be authorised** by school.

YOU FEEL ILL



- If you feel ill during a lesson **inform the teacher** and they will advise you what to do.
- If you feel ill outside of lesson time you need to find your **Head of Year**.
- If someone else is ill during the breaks or between lessons, you should either take them to their **Head of Year** or stay with them and send someone else to get their Head of Year.

IF YOU DAMAGE SCHOOL PROPERTY



You must report it.

- Find a teacher immediately.
- Explain what happened.
- Tell your parents about it in the evening.

IF YOU SEE SOMEONE ELSE DAMAGING SCHOOL PROPERTY OR ANOTHER PUPIL'S POSSESSIONS



Tell a teacher immediately - Be Brave!

YOU LOSE SOMETHING



If you lose something during the day you should:

- during break or lunchtime, **retrace your movements** looking in the teaching room that you were in.
- see if it has been handed in at **Reception**.
- report your loss to your **Form Tutor**, who will take the appropriate action that may help you to recover your property.
- look in the Lost Property box in the **Admin Office**.

Lost PE equipment is usually returned to the **PE Office**, so try there as well. Lost property is often found by the cleaners and caretakers after school so remember to check the next day as well.

You must **put your name on all your possessions** – clothing and equipment. Do not bring jewellery, iPads, other valuables or large sums of money to school. If you need to, you should speak to your Form Tutor who may be able to arrange for its safekeeping – try to remember to do this before you bring anything valuable to school. When you have PE, hand in your valuables - do not leave them in blazers or bags. Mobile phones may be brought to school, but they must be turned off and kept in your locker; mobile phones are not to be used on school premises.

ATTENDANCE AND PUNCTUALITY



Knole Academy prides itself on excellent attendance. 100% is the expected attendance, the criteria for excellent attendance is + 99%. Students with excellent attendance at school are high achievers and achieve higher GCSE results. Every day in school counts. The following criteria apply to your attendance:

Excellent	+99%
Good	>97%
Persistent Absentee	<95%
Cause of concern	less than 90%

Try to ensure that your attendance remains above 95%, allowing you the time to achieve your potential. Missed days means missed learning.



Percentage Attendance	Termly missed days	Yearly missed time
95%	4 missed days	2 weeks
90%	1 week 2 days	4 weeks
80%	2 weeks 4 days	8 weeks
70%	4 weeks 1 day	12 weeks
60%	5 weeks 3 days	16 weeks
50%	7 weeks	20 weeks
40%	8 weeks 2 days	24 weeks
30%	9 weeks 1 day	28 weeks

If you are absent at the start of the school day, your parents or guardian are telephoned or sent a text message to verify that it is a genuine absence.

The following criteria applies to lateness to registration in an academic year.

Excellent	0 lates
Good	1-3 lates
Disappointing	4 - 11 lates
Cause of concern	12+ lates



Students with 100% attendance are rewarded for good attendance

INTERNATIONAL BACCALAUREATE SCHOOL

Knole Academy is an International Baccalaureate School. This means we follow an IB programme that looks to not only enhance your studies and academic learning, but it also helps you to become inquiring, knowledgeable and caring young people who are motivated to succeed. It also helps you to build a better understanding of the world, allowing you to build a better world through intercultural understanding and respect.

During your time at Knole Academy, you will spend time developing the IB Learner Profile. To be successful at Knole and to become a successful IB student, you need to challenge yourself within all areas of the Learner Profile by becoming:

- **Knowledgeable**
- **Enquirers**
- **Open-Minded**
- **Principled**
- **Risk-Takers**
- **Thinkers**
- **Balanced**
- **Caring**
- **Reflective**
- **Communicators**



To become a successful IB student, you will go on a challenging yet exciting journey to get the most out of your time at Knole Academy.

Years 7, 8 and 9

In Years 7 and 8, you will aim to complete the Knole IB Award where you can begin your journey to becoming an IB student.

There are three levels to the Knole IB Award, and everyone will have the chance to complete the Knole IB **Bronze**, **Silver** and **Ruby** Awards.

Bronze Award: Year 7 / Silver Award: Year 8 / Ruby Award: Year 9

You complete various activities to achieve your Knole IB Bronze, Silver and Ruby Awards. To complete it, you must complete at least one session on each of the Learner Profiles. When you complete the award, you will receive a certificate and 10 house points.



KNOLE
ACADEMY

Your thoughts about today?

Things that you look forwards to do? _____

Lesson that you cannot wait to start? _____

Things that make you a little bit nervous?
(but that's okay you've got this) 😊 _____

Are you looking forward to starting at Knole Academy?

super excited to start



just a little bit worried