

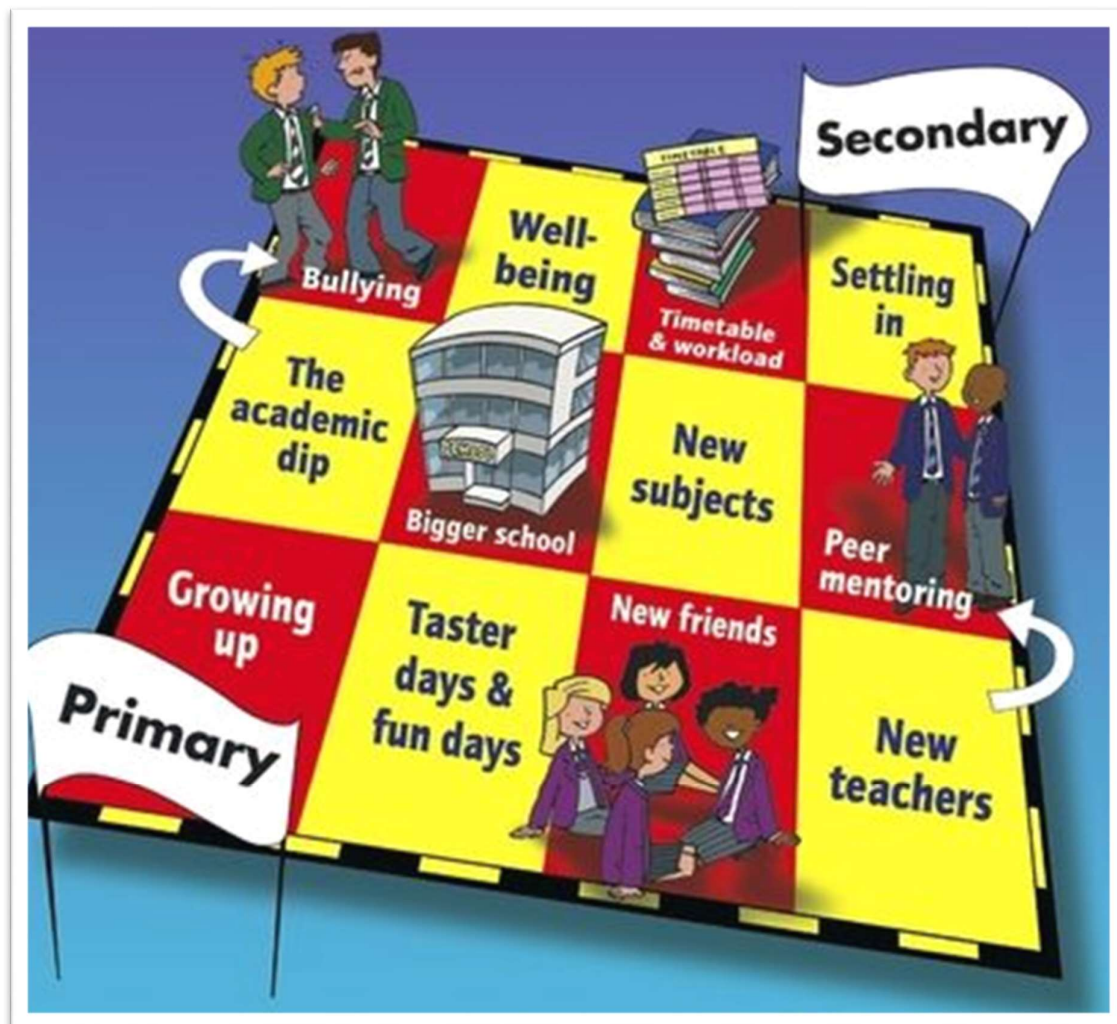


الأكاديمية الدولية - عمان  
THE INTERNATIONAL ACADEMY - AMMAN

Moving to .....

# SECONDARY SCHOOL

## Advice to support transition



## Introduction

Welcome to your transition into Grade 6! Although the International Academy - Amman is one school, there are different phases of your education. You are embarking on the second phase by continuing your education in the IAA Secondary School. We hope to find many ways to help you settle into the new routines and procedures of Secondary School. We look forward to having you join us and meeting you! In the meantime, this booklet contains some information to prepare you for your transition.

IAA provides parents and students with a copy of the Student/Parent Handbook on both the website and Moodle. You will find the updated one posted by the end of this school year. The Student/Parent Handbook contains detailed information about student life at IAA Secondary School.

We hope that this booklet provides you with a good foundation of the information you need before starting Secondary.

We look forward to beginning the next part of your academic journey with you in September.

Mr Yaaseen Hoozeer (Deputy Head of the MYP)



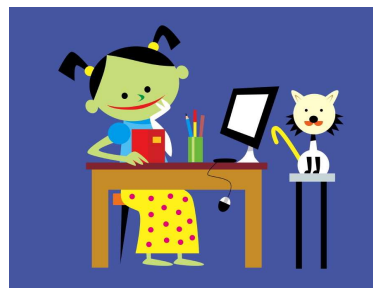
## **Making Plans for Secondary School**

The summer holidays have begun and you are looking forward to a rest from school. Many of you will have an exciting summer planned. Time tends to go by very quickly and so you must make plans for your next adventure which is:

### **YOUR MOVE TO SECONDARY SCHOOL**

Over the summer there are lots of things you can do to help prepare yourself for Grade 6.

Here are a just few suggestions.



- Make sure that you have bought the correct school uniform including P.E. kit. Most items can be purchased from the school shop. In Secondary School, only black shoes are allowed to be worn. In Secondary you are required to wear a brown jumper rather than the pale blue one and shorts or skorts are not permitted.
- Make sure that you have all equipment needed for school. A list is part of this booklet.
- Keep in touch with your friends from Primary School. Share your feelings about the move.
- Check out the school website at [www.iaa.edu.jo](http://www.iaa.edu.jo)
- Read during the summer. The English and Arabic departments issue a suggested summer reading list, as does the Secondary Library.

**Most of all have a good rest so you are refreshed for your first day at Secondary School. We look forward to seeing you in August!**

## Leaving Primary School

### The First Day

How do I know which class I will be in?  
What do we need to bring to school on the first day?

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The big day has finally arrived and you are now a 6<sup>th</sup> Grader. The first day at a new school can be exciting, daunting, worrying, fun. Most people experience a number of these and other emotions.

You must know that all staff will be there to welcome you and to help make things easy for you.

### **Arriving at School**

When you arrive at the Secondary School go to the Multipurpose Room where you will meet the rest of your grade. You will be told which tutor group you are in and will meet your tutor teacher, as well as the Grade 6 Grade Leaders, School Counsellor, and the Head of G6-8. From there, you will go to your tutor class to receive information about the school and your school year.

The first part of the day will be spent in your tutor group with your tutor teacher. They will give you lots of information and answer any questions you have. You will also go on a tour to refresh your memory of the Secondary School layout.

You will also receive your timetable and your locker number.

## What to Bring on the First Day

Pencil case  
Notebook  
Laptop with charger + adapter and laptop case  
Cafeteria Card  
Lunch / snack from home  
Lock for your locker

## At the end of your first day

We hope that you have an exciting day and that you have learnt many things about your new school and made some friends. Please make sure that you have made arrangements for transportation home. You will have a lot to tell your family. As you will be very tired make sure that you get a good night's sleep so you are all ready for your next day at school.

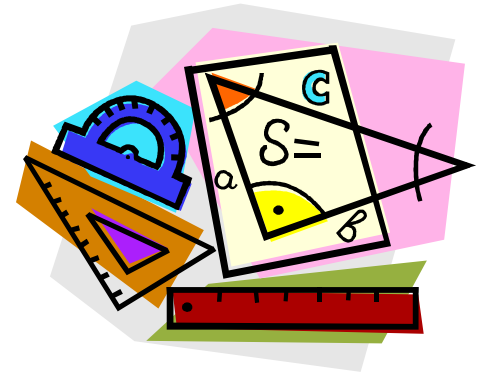


## School Supplies List

### GENERAL EQUIPMENT

Students **MUST** arrive to **EVERY** lesson with the following equipment:

- Laptop, charger and adapter
- 1 fully-equipped pencil case containing:
  - blue and/or black pens
  - 1 set of highlighter pens
  - erasers
  - pencils
  - pencil sharpeners
  - a 30cm ruler
  - glue stick
  - protractor
  - compass
  - Scientific Calculator for grades 6 – 8
- packets of coloured pencils
- A bottle of water (to be carried at all times)



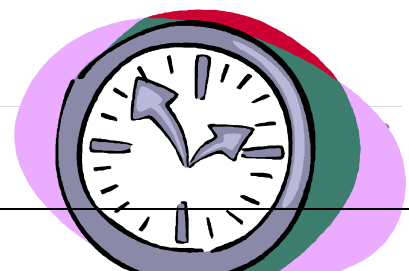
Your backpack may **not** be a rolling one (one with wheels) unless you have an official medical certificate from a recognised doctor.

The following items are **NOT** to be brought to school:

- Tippex / White-out
- Toys, balls etc.

**Additional items may be requested by teachers at the beginning of the school year, but this should provide you with a good start!**

**Daily routine**



What time does school start and finish?  
What does the daily schedule look like?  
Do you stay with your homeroom class for lessons?  
How many breaks are there – how long are they?  
School lunches and snacks – can you bring your own?  
Is there a play place – where can we go at break?

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## **The School Day**

School starts every morning at 7:45a.m. with line up for anthem and ends at 3:15p.m.

A copy of the daily schedule for Sunday, Monday, Wednesday and Thursday is set out below including lesson and break timings.

Lesson	Start	End
Anthem	7:45	7:50
Registration	7:50	8:00
Period 1 & 2	8:00	9:30
Period 3	9:35	10:20
First BREAK	10:15	10:50
Period 4 & 5	10:50	12:20
Period 6	12:25	13:10
Second BREAK	13:10	13:40
Period 7	13:40	14:25
Period 8	14:30	15:15

## **Tutor Group (7:50 – 8:00)**

Every day starts with a tutor group session. During tutor group your tutor will take the register and read out the **DAILY ANNOUNCEMENTS**.

If you arrive late you must take a late slip from reception before entering the first period.

Your tutor group is also the student group you are taught with for the majority of your classes, so you get to know your peers very well.

## **Break and Lunch Times**

First break is from 10:15 – 10:50 and second break is from 13:10 – 13:40. As Tuesday is a short day, there will be one break. Snacks and food can be bought from the cafeteria or you can bring your own from home. Food may not be delivered.

## **Play Areas**

During break times, Grade 6 students will be **allowed to go** to the cafeteria, the library and the Secondary School play area.

Grade 6 students **may not go** to the Community Square, the Moon Garden, gym/track, or the Primary School during break times.

Corridors must be kept clear during break times. This is for safety reasons. You are allowed to go to your locker when the warning bell rings (10 minutes before you are due to be in class)





## **Academic Information**

Which subjects will we go to?

How many lessons a week do we have in each subject?

Who are the teachers and staff?

What types of tests are there and how many per day?

How much homework do we get?

## **Lessons / Subjects**

In Grade 6, students are taught in mixed classes in all subjects except for PHE. You are taught the following subjects:

Subject	No. of Lessons	Subject	No. of Lessons
English	5 per week	Physical Health Education	2 per week
Mathematics	5 per week	PSHE	1 per week
Science	5 per week	Religion	2 per week
Individuals & Societies (English & Arabic)	5 per week	The Fine Arts – Drama and Visual Art	3 per week*
Arabic	5 per week	Spanish and Design	3 per week*

\* Please note that students have Visual Art and Drama on semester rotation, as well as Spanish and Design.



## Teachers and Staff

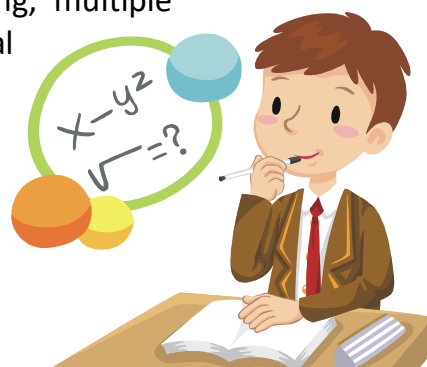
Unlike the Primary School, we have a teacher for each subject so you have to get used to working with many different teachers. Each teacher has their own room, so it is the students who have to move from class to class to get to their lessons. You will meet many staff at school but the ones, other than your teachers; you will need to know are listed below.

Mr. Yaaseen Hoozeer	Deputy Head of MYP
Ms. Zaina Zananiri and Ms Rund Fanek	Grade Leaders
Ms. Stephanie Hatten	Counsellor
Ms. Carin Vogelaar	Counsellor
Ms. Rana Abu Laban	MYP Coordinator
Ms. Natasha Hazaz	Secondary School Secretary
Ms. Samah Al-Nabulsi	Secondary School Receptionist
Ms. Daad Mdanat	Nurse
Ms. Melissa Cline	Secondary Librarian

## Assessment / Tests

Most subjects set homework and formative assessments to measure how you are coping with the work. Throughout a unit of study and at the end of the school year you will have summative assessments in most subjects to see what you have learnt. Assessments may come in many forms, including writing, multiple choice, vocabulary, oral and group and/or individual projects.

Students can have one Summative assessment a day, though sometimes two assessments might take place on the same day. Be sure to keep up with the Assessment Calendar on Moodle so that you are prepared.



**IMPORTANT:** If a student misses an assessment, a note must be brought in from the doctor within five days of the absence in order for the absence to be considered excused. The student has five days to make up the assessment from when they return to school. All make-up days are held Tuesday and Thursday after school.

## Homework

Homework is a necessary part of school life. All subjects give homework, but there is a homework timetable to ensure that homework is spread out fairly between subjects and that student's aren't overloaded. It is given for many reasons, but if you look at it in a positive way it is there to help you improve your learning.

The homework timetable can be found on Moodle, so that you and your parents can work to organize your time.

In grade 6 students should be doing between 60 – 90 minutes of homework and reading a night, or 5 – 7.5 hours per week if you consider the weekend.



## Grade 6 Schedule

Look at the sample schedule:

6A											
International Academy Amman, Saeed kheir Street King Hussein Park											
	Reg	Period 1	Period 2	Period 3	1st Break	Period 4	Period 5	Period 6	2nd Break	Period 7	Period 8
	7:50 - 8:00	8:00 - 8:45	8:45 - 9:30	9:30 - 10:15	10:15 - 10:55	10:55 - 11:40	11:40 - 12:25	12:25 - 13:10	13:10 - 13:40	13:40 - 14:25	14:30 - 15:15
Sun	Reg	Arabic <small>Dina / Rasha A Ala'a S / Alaa AH Neveen</small>	Grade 6 Art Drama <small>Tatiana / Lubna</small>		1st Break	Eng <small>Richard</small>	2nd Break	G6 Span DT LS <small>Rasha Nour Estefania</small>		Int Sci 6-8 <small>Hazar</small>	Maths <small>Harriet</small>
Mon		IAS (E) <small>Mike</small>		PSHE G6A <small>Susanne / Rasha A / Sahar / Mike</small>		Arabic <small>Dina / Rasha A / Ala'a S / Alaa AH / Neveen</small>		Eng <small>Richard</small>		Maths <small>Harriet</small>	G6: Span, DT, LS <small>Rasha Nour / Estefania</small>
Tues		G6 Span DT LS <small>Rasha Nour Estefania</small>	Arabic <small>Dina / Rasha A Ala'a S / Alaa AH Neveen</small>	IAS (A) <small>Zeina</small>		Maths <small>Harriet</small>		Relig <small>Kayed / Rasha H Sahar</small>		Int Sci 6-8 <small>Hazar</small>	Staff Mtg <small>Martin</small>
Wed		Relig <small>Kayed / Rasha H Sahar</small>	Int Sci 6-8 <small>Hazar</small>			Maths <small>Harriet</small>		PHE <small>Aida / Hazem</small>		Grade 6 Art/ Drama <small>Lubna / Tatiana</small>	Eng <small>Richard</small>
Thurs		IAS (E) <small>Mike</small>	IAS (A) <small>Zeina</small>	Eng <small>Richard</small>		Maths <small>Harriet</small>		Int Sci 6-8 <small>Hazar</small>		Arabic <small>Dina / Rasha A Ala'a S / Alaa AH Neveen</small>	G6: Span, DT, LS <small>Rasha Nour / Estefania</small>

Timetable generated: 8/25/2019 aSc Timetables

How many different subjects does a grade 6 student take in a term? \_\_\_\_\_

How many different teachers does this mean? \_\_\_\_\_

Using the sample schedule, find out how many sessions of each subject you have in a week:

Visual Art / Drama		Spanish /Design Technology	
Physical & Health Education (PHE)		Religion	
Maths		Science	
Individuals & Societies Arabic/English		English	
Arabic		PSHE	

How many subjects does a grade 6 student take in one day? \_\_\_\_\_

How much time is there between lessons? \_\_\_\_\_

Use the schedule to determine times it would be possible to get to your locker?  
\_\_\_\_\_

If you need to use the library, when would there be time? \_\_\_\_\_

If you have 20 - 30 minutes of homework per subject and two pieces of homework assigned per night, how much time would you spend studying each evening?  
\_\_\_\_\_

What time is Break 1? \_\_\_\_\_ Break 2? \_\_\_\_\_

## Pastoral Issues

Gill likes to gossip  
Mariam can be mean  
The girls in my PE class  
Don't like me in their team.

Nasser's really naughty  
Simon shouts a lot.  
One boy says I'm ugly  
Fred's a fusspot.

Omar sticks his tongue out  
Jude will never share.  
Nigel calls me nasty names  
Tala pulls my hair.

Sara has got a big mouth  
Ferris hides my things.  
Yousef makes up rude songs  
Which he proudly sings.

All of them are in 6F  
And as you can plainly see.  
None of them are perfect  
Except of course ME.

By Kathy Swords, 2006



## Pastoral Issues

Who can help us if we have problems?  
Are there any bullies?  
Unacceptable Language  
How can we avoid problems?

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### **Problems, Problems, Problems**

Being a 6<sup>th</sup> Grader can be pretty tough. There are times when you might feel upset or angry or bewildered. There are several people you can ask for help.

#### **Teachers**

Your teacher is the first person you should speak to if you are having difficulty with a particular subject. You should not interrupt the learning process in the class for personal questions; instead ask to see the teacher during break.

#### **Heads of Departments**

If you want to receive another opinion on assessments and grading, the Head of Department is the person to see.

#### **Tutor Teachers**

Your tutor is a good choice if you are having minor problems and need a little advice.

#### **Grade Leader**

The Grade Leader deals with more complex issues including your behaviour in school and how you are progressing with your work. The Grade Leader may suggest that it will be a good idea for you to speak with the school counsellor.

#### **Secondary School Counsellors**

The school counsellors are there to listen and to help you make decisions to make your school life more manageable. They can help you with friendship problems, work worries, home concerns. You can see the counsellors during break and lunch, though sometimes you may be invited to visit during lesson time.

## Nurse

If you are feeling unwell during the school day you must ask your teacher to give you a nurse slip so you can go to the nurse. This slip must be signed by the nurse and returned to your class teacher. Sometimes the nurse will decide that you should go home and the office will be informed that you have permission to leave school.

Students that are taking a medication must hand in the medication to the nurse at the start of each day and must visit the nurse as instructed to ensure that it is taken as prescribed. Parents should liaise with the nurse and Head of G6-8 in these cases.

## Parents

Your parents can offer you advice and support. It is a good idea to let them know if you are having any difficulties in school. If you feel that you cannot ask an adult at school for help then your parents can do so on your behalf.



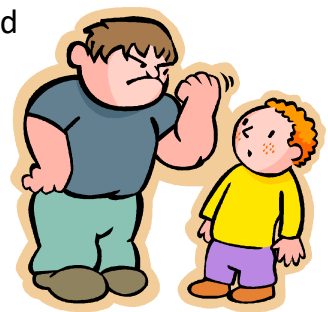
## Remember

When problems arise, the sooner you speak with someone the better. People are in school to listen, help and support you when you need it.

## Bullying

A student is bullied or victimized when he or she is the repeated target of deliberate negative actions by one or more students.

*Direct bullying* is a relatively open attack on a victim that is physical) and/or verbal in nature. *Indirect bullying* is more subtle. It can involve social isolation, intentional exclusion, rumor-spreading, making faces or obscene gestures behind someone's back, and manipulating friendships and other relationships.



We do not allow bullying at the Secondary School and immediately respond to students who report it.



## **Unacceptable Language**

Name calling, use of bad language, talking about another person's family is not allowed. Students will be responsible for the words they use; families will be informed of the words and students will receive consequences. Therefore, students should not speak in anger.

## **How to Avoid Problems**

There are many ways in which you can avoid problems at school. Some tips are:

- ***Self-management***—regulating one's emotions to handle stress, control impulses, and persevere in overcoming obstacles; setting personal and academic goals and then monitoring one's progress toward achieving them; and expressing emotions constructively.
- ***Social awareness***—taking the perspective of and empathizing with others; recognizing and appreciating individual and group similarities and differences; identifying and following IAA standards of conduct; and recognizing and using family, school, and community resources.
- ***Relationship skills***—establishing and maintaining healthy and rewarding relationships based on cooperation; resisting inappropriate social pressure; preventing, managing, and resolving interpersonal conflict; and seeking help when needed.
- ***Responsible decision-making***—making decisions based on appropriate conduct, respect for others, and likely consequences of various actions; applying decision-making skills to academic and social situations; and contributing to the well-being of one's school and community.

*(Adapted from Social and Emotional Learning and Bullying Prevention)*

***Remember, if you need or want help; ask one your teachers, tutors, grade leader, counsellor at school. We are all here to help.***

## **IAA Community Life**

What are After School Activities?  
Are there non uniform days?  
Are there Bake Sales?  
What is Service as Action?

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Outside of the classroom there are many of activities you can participate in.

### **After School Activities**

Both sporting and non-sporting clubs are offered to students across the age range. Here are some examples:

**Athletics, Art, Music, Drama, Robotics, Coding and Homework help in areas such as Maths, Arabic and other classes.**

Listen to the Daily Announcements every morning so that you hear information about clubs and activities available. Also, the Daily Announcements are placed on Moodle if you need to remind yourself what was announced.

### **Non-uniform days**

Usually, the last Thursday of each month is a non-uniform day. Students may dress in their own clothes, remembering to keep within the appropriate bounds. The proceeds of the non-uniform days go to support identified charities.

### **Are there Bake Sales?**

IAA Secondary School does have bake sales. The proceeds of the bakes sales go to support identified charities.

### **Service as Action**

Every student at IAA is required to complete at least one Service as Action activity. This is both an IAA and an MYP requirement.

## Discipline / Rules

I'm sorry that I'm late sir  
I know it's 10 past 9.  
I ran all the way Sir  
To get to school on time.

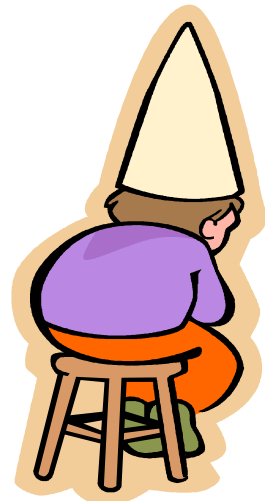
This morning when I woke up  
I thought it was Saturday.  
That's because the night before  
I stayed out late to play.

I haven't done my homework  
I thought I had two days.  
I've left my maths book back at home  
I'm really in a daze.

I'm sorry to have to tell you  
I haven't brought my PE kit.  
Because I thought it was Saturday  
I didn't pack it.

"Don't worry child," my teacher said,  
"But I would just like to mention.  
Set your alarm for 7am  
You've a Saturday morning detention."

By Kathy Swords 2006



## Discipline / Rules

What will happen if we misbehave?

Monitoring Student Behaviour

What happens when we are late / absent?

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The Ladder of Consequences and the Behaviour Code explicitly state the expectations and the consequences in Secondary School, but to simplify matters as a school we believe that every student should:

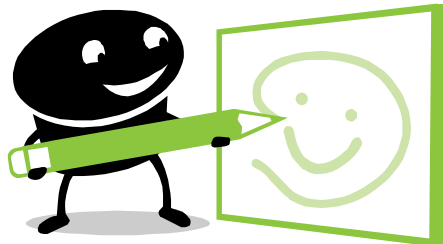
- be responsible for monitoring their own behaviour, to understand what is right and wrong
- show respect for their environment
- uphold basic good manners treating others with respect and courtesy
- meet homework deadlines. Failure to do so could possibly lead to a zero for that particular piece of work which in turn can lower your term grade significantly
- wear the school uniform in the correct way
- attend classes regularly and be punctual
- be fair and honest in completing school work
- follow school and classroom rules
- take good care of books and other school property

Sometimes some students forget these basic standards of conduct. When this is the case students can receive a consequence in a variety of ways designed to provide the time and opportunity to think about what has happened and plan for it not to happen again.

As well as speaking directly to the students, we communicate this through email, phone calls home and/or letters stating a consequence.

## Monitoring Student Behaviour

Students are eligible to receive House Points throughout the day. House points are rewards for showing evidence of the IB's Learner Profile character traits of being: knowledgeable, inquirer, thinker, caring, reflective, principled, risk-taker, balanced, open-minded, communicator. You can earn House Point Awards when you reach 25, 50, 100, or 150 House Points!



Students can also be placed on *Teachers Plus*, which will track the number of infractions. For example, if a student disturbs a class, that teacher will note this on *Teachers Plus*. At three instances of the same infraction, a student will receive an after school detention.

The infractions do not have to be from the same class or teacher – simply three times is enough to warrant a detention. Should a student progress beyond a detention, we may require a monitoring of behaviour using a Behaviour Goal Sheet.

### What should I do if I am absent from school?

If you have been absent from school, you may make up an assessment providing the absence is excused by a doctor's note or by representing the school on an event. In addition, you will need to catch up on the work you have missed so that you do not fall behind in your studies. To do this you must check each subject via Moodle and talk to your teacher.

It is your responsibility to meet with the teacher to catch up on missed work. **Any assessments missed must be made up within five days and during one of the after school make-up times** – which are on Tuesdays and Thursdays.



## General Questions and Tips

Are we allowed to bring phones?  
Are we allowed to celebrate birthdays?  
How do I effectively use my locker?  
What if I get sick in school?  
What if my best friend is not in the same class?  
What is the correct school uniform?

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### Phones

Students are allowed to bring phones with them to school, as long as they are turned off and remain in the student's bag or are handed-in to the teacher at the beginning of each class. If a phone is seen or heard by a teacher, that student will have their phone taken away from them and turned into Mr Yaaseen for 24 hours. Using your mobile phone to make a call or text during school hours is **STRICTLY FORBIDDEN**; phone calls will be allowed when it is urgent through the receptionist during break.

### Birthdays

Students are not allowed to celebrate birthdays or other occasions during the school day. Food deliveries are not allowed.

### Lockers

You can use your locker effectively in many ways. It can be used to hold books, paper and work, and make sure they are safe. You have to make sure you keep it organized and clean: keep your work in the right places, make sure you do not fill it up, but take some work at home and revise your work. However, you cannot go to the locker at any moment you choose. Make sure that during break times you have all your books and paper ready for the next two (2) subjects and do not go to your locker between the 5 min. you walk to your next class, otherwise, you could be late.

### What to do if you get sick in school?

When you get sick in school, you have to go see the nurse during break. If you feel really bad during class, get a note from the teacher and go see the nurse. She will check on you and make sure you feel okay and may give you some medicine. If you have a high temperature she will send you home.

## What if my best friend is not in the same class?

If your best friend is not with you in the same class, you can still see her/him during break times and lunch. You can still keep in touch with her/him by seeing her outside of classes in the extra-curricular opportunities IAA offers or in your free time.

## What is the proper school Uniform?

### Secondary School

1. Beige school-issue trousers **and** Polo shirts/formal shirts with collar **and** brown sweater (shorts are not allowed).
2. Shirts must be buttoned all the way until beneath top button.
3. Undershirts must be white in colour.
4. Undershirts must be tucked in the trousers.
5. It is not permitted to wear P.E. items on days when you do not have P.E.

If you are not wearing the correct uniform, you will be held in during break. You will be told to remove any non-school uniform jackets and coats.

### P.E. uniform

1. P.E. uniform is to be worn on the days when you have P.E.

### Footwear

1. **Black** shoes, no open toed shoes, sandals or high heels.
2. If boots are worn in winter, they may be black or brown.

### Jewellery

1. Religious necklace pendants to be tucked inside the shirt.
2. Small stud earrings for girls.

### School Bag

1. This should be a backpack of sensible size (not roller bag) which is large enough to carry daily equipment and able to fit into lockers.
2. Students are responsible for carrying their own school bags.

**Students are not allowed the following:**

#### Make up

- Make up, lip gloss, coloured nail varnish and tattoos are prohibited.

#### Footwear

- Brightly coloured shoes.
- Sandals or open toed shoes.
- High heels.

#### Jewellery

- Other than the items given above, no jewellery may be worn.

#### **What will happen if you do not wear the correct uniform?**

Students are expected to abide by the rules of IAA. If a student arrives at school out of uniform he or she will spend their breaks in detention. Any non-uniform articles will be taken away and held for the remainder of the day.





## What to do when ...

I am late to school \_\_\_\_\_

I don't feel so good \_\_\_\_\_

I have a problem \_\_\_\_\_

I am late to class \_\_\_\_\_

I forgot what my homework is \_\_\_\_\_

I have a question about my work \_\_\_\_\_

When I get lost in school \_\_\_\_\_

When I have to go to the bathroom \_\_\_\_\_

When I want to join an after school activity \_\_\_\_\_

When I feel lonely \_\_\_\_\_

When I hear a rumour \_\_\_\_\_

## Organization

My book report is due today,  
I haven't finished yet.  
In fact, I haven't started,  
Which I'm coming to regret.

I haven't even read the book,  
I put it off so long.  
I thought I'd have a lot of time,  
It looks like I was wrong.

I'd ask my older brother  
What this book is all about.  
But he's already left for school  
And cannot help me out.

I'd hustle to the movie store,  
And rent the DVD.  
But I don't even have the time  
To watch it on TV.

I guess I'll have to fake it  
And pretend I read the book.  
Then write a bunch of nonsense  
And assorted gobbledygook.

It's either that, or do the thing  
My conscience knows is right:  
I'll claim I'm sick and stay at home  
And finish it tonight.



## **Organization**

One thing that some students find difficult when coming to Secondary School is organizing their day. Below are a variety of ways designed to help you.

### **Lockers**

The school provides each student with a locker which is situated near to their homeroom. Carrying lots of books around can be hard work, so keep them in your locker until you need them for a lesson. Always keep your locker locked and don't forget your key or combination.



### **Moodle**

Every subject has its own Moodle page which needs to be checked at least 2-3 times a week. Teachers will post their focus for each lesson, along with the resources. Teachers will also tell you what your homework is on Moodle, and will also notify you of exam dates and material for exams. **It is incredibly important to check Moodle to keep up to date with all of your responsibilities.**

Moodle is also where Secondary news is posted including try-out opportunities, trips and the student bulletin. It is also useful to use Moodle messenger to keep in touch with your teachers.

### **Timetable**

A copy of your timetable should be taped inside your locker and next to your work desk at home. You should check your timetable every night so that you can pack the correct equipment for the next day.

### **Laptop**

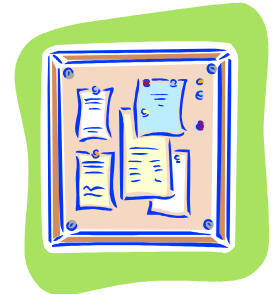
You should bring your laptop to school every day FULLY CHARGED. You should also bring the cable with either a 3-pin plug or a suitable adapter. You will not be permitted to plug a 2-pin plug into the school's sockets. You need to make sure that you have installed the whole Microsoft Office suite and, if you have an Apple Mac computer, you should make sure that the MS version for Apple is installed. **Please note that students, who use their laptop to play games or for other inappropriate purposes during the school day, will be logged for this infraction – 4 ICT infractions and you may be asked to leave the school.** (See the ICT acceptable use policy below)

**Watch**

Punctuality is important. The senior school is very big and you need to make sure that you get to lessons on time. There are also places where you can't hear the bell, like the cafeteria and library. An inexpensive watch is a good idea. You are responsible if you are late!!

**Bulletin Board**

Organization is usually a transitional difficulty for 6<sup>th</sup> Graders. Good advice to you all is to buy a large pin board and keep it next to your work desk at home.



## Clutter Control



Find out which organizational skills you already possess and which you need to develop.

Are you sloppy or super organized? Take this test to see how much mess is getting in your way. Circle 4 if the statement is always true, 3 often true, 2 sometimes true, 1 occasionally true, and 0 never true. Add up all the circled numbers to get your final score.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| # 1. I remember to bring my homework to school.  | 0 | 1 | 2 | 3 | 4 |
| # 2. I plan for big projects in advance.   | 0 | 1 | 2 | 3 | 4 |
| # 3. I bring everything I need for my assignments to school every day.                                     | 0 | 1 | 2 | 3 | 4 |
| # 4. I have a special place to study at home.  | 0 | 1 | 2 | 3 | 4 |
| # 5. I have a dictionary, a good light, and study tools at home.   | 0 | 1 | 2 | 3 | 4 |
| # 6. My homework environment is quiet.   | 0 | 1 | 2 | 3 | 4 |
| # 7. I check to be sure I have my assignments before leaving school.                                       | 0 | 1 | 2 | 3 | 4 |
| # 8. My room is neat and everything has a place.   | 0 | 1 | 2 | 3 | 4 |
| # 9. My homework assignments are very neat.  | 0 | 1 | 2 | 3 | 4 |
| # 10. At the beginning of each week, I think about what I need to accomplish.                              | 0 | 1 | 2 | 3 | 4 |
| # 11. When I have a major project due, I plan how I will get it accomplished and mark tasks on a calendar. | 0 | 1 | 2 | 3 | 4 |

# 12. I plan ahead so I won't have to stay up late cramming for tests.

0 1 2 3 4

# 13. I keep my desk at school uncluttered and orderly.

0 1 2 3 4

**TOTAL YOUR POINTS**

\_\_\_\_\_

**40+** EXCELLENT! Keep up the good work.

**27-39** You're on your way. Keep working.

**14-26** You have some work to do.

**0-13** You need to take some big steps to improve your habits.



**Tools of the Trade**

**Make sure you have the right kinds of study tools at school and at home.**

**You should be aware of tools you need every day and those you only need occasionally for special projects. For example, for this activity you will need a red, green and blue pencil.**

Draw a circle around the tools you need every day to do your assignments at school or home. Underline with blue the items you need a few times a week. Draw a green rectangle around the items you only need once in a while.

notebook paper

compass

pencils

dictionary

scissors

eraser

blank paper

protractor

crayons

thesaurus

ruler

ink pen

graph paper

file folders

encyclopaedia

coloured pencils

paper clips

laptop

index cards

school bag

markers

planner

tape

stapler

poster paper

calculator

red pen

Make a list of the “must have” items below. Check your list against the items listed in the school supplies list and the items you have in your desk or at home.

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## Homework Plan



**Designate a special time each day to do your homework.**

It is so important to develop a homework plan that works for you. Consider some of your current homework habits. Do you complete your homework as soon as you get home from school, or do you take a break before starting work? How long does it usually take you to complete your homework? Do you daydream and take a lot of breaks?

Use this chart to design a homework plan. Think about all of the activities you want to get done. Write each activity in a time slot on the homework chart. Choose a time that is best for you to study. If you like to take breaks between tasks, include breaks in your schedule. Be sure to include time for family, friends, chores, dinner, and recreation.

### My Homework Chart

Time	Activity
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	
7:30	
8:00	
8:30	
9:00	



### Examples of After School Plans:

Time	Activity
3:30	<i>Check Homework Diary; Look on Moodle of the subjects you missed. Get organized. Make sure you take home all the books, notes and folders you need to do your work.</i>
4:00	<i>Do homework</i>
4:30	<i>Take a break to do something fun</i>
5:00	<i>Do homework</i>
5:30	<i>Do homework</i>
6:00	<i>Eat dinner with family</i>
6:30	<i>Have an after dinner tea and a chat with the family</i>
7:00	<i>Fun time</i>
7:30	<i>Fun time</i>
8:00	<i>Read fun things</i>
8:30	<i>Get ready for bed</i>
9:00	<i>Lights out, bedtime</i>

Time	Activity
3:30	<i>After School Activity such as sports, or art, or support</i>
4:00	<i>After School Activity</i>
4:30	<i>Check Homework Diary; Look on the Wiki of the subjects you missed. Get organized. Make sure you take home all the books, notes and folders you need to do your work.</i>
5:00	<i>Do homework</i>
5:30	<i>Do homework</i>
6:00	<i>Play a game</i>
6:30	<i>Read a fun book</i>
7:00	<i>Eat dinner with the family</i>
7:30	<i>Have an after dinner tea and a chat with the family</i>
8:00	<i>Get ready for bed</i>
8:30	<i>Lights out, bedtime</i>
9:00	



## Study Skills Survey

### Develop the study skills of planning ahead.

**See how prepared you are by completing this survey. Check off the items that apply to you. At the bottom of the page, write down a few ideas for improving your study habits.**

- I have all the materials I need at home to get my work done.
- I have a quiet area with good lighting where I can do my homework.
- I set aside a specific time each afternoon or evening to complete my studies.
- I keep an up-to-date assignment book to keep track of what I need to do and how to plan ahead for future projects.
- I know how to break down a project into several manageable tasks so that I am prepared when the time comes.
- I listen carefully in class and take notes.
- I prepare ahead of time for the topics we are studying in class.
- I underline the main facts when I take notes and know how to identify the most important information.
- I study my class notes and prepare ahead of time for tests.
- Before a test, I make sure I have memorized the information correctly.
- I say the information I need to learn aloud while I write it down to help me remember the answers.
- I make sure I have extra pencils and erasers ready before a test.
- I break down reading assignments into sections so it is easier to keep up.

**How can you improve your study habits?**

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**The Best Things former 6<sup>th</sup> Graders have found about Secondary School**

Lessons are more fun (Design, Spanish, Art, Drama)

Moving from class to class

Learning Spanish for the first time

Learning about design and using different machines

Specific days for homework

Get to switch classes every lesson (we move on our own)

‘I feel like I’ve grown up and now I’m more organized and I have a big responsibility, which is good as it helps you in the future.’

Amazing projects

Two periods of PHE

The responsibility and challenges

**What former 6<sup>th</sup> Graders have found most challenging**

Getting homework in on time

Teachers are strict (but good at the same time)

Getting from class to class in only 5 minutes

Trying to be organised

Some students are mean because you’re the youngest

The work load

All our assessments

We are responsible for our behaviour and there are consequences

Very strict uniform policy

### **Some Advice from Grade 6 Students**

Do not go to your locker between every lesson because you only have five minutes and sometimes your next lesson is far away.

Finish your homework when it is given, study for your tests and focus and follow instructions.

Work hard – one lazy action and the rest of the class will zoom ahead of you in learning. Aim to set the pace instead of trying to keep up with it.

If you do poorly in Math, English or Science, attend after school support. It really does help those who attend.

Be organized, follow rules, and don't fool around. AP web is used to keep track of all your actions.

Hand everything in on time.

Don't tell the teacher "I have my project on my USB drive" on the day something is due.

Never wait until the last minute to do your work, project, or study for a test because you won't have the time to do it – unlike primary school.

Don't tell lies, they will come back to haunt you. It's a big school and word gets around quickly.

## IAA Acceptable Use Agreement

**Leadership:** I will be a leader in how I use technology and conduct myself online.

**Duty:** It is my duty to use technology safely.

**Acceptance:** I will accept others and be respectful online.

Students G5-G12	Parents	School
<ul style="list-style-type: none"> <li>● I will take care of the computer and other devices.</li> <li>● I will bring my computer to school with the battery charged.</li> <li>● I will keep my files backed up.</li> <li>● I understand that if I do not log into my account on a school computer and save my work to that account that my work will be lost.</li> <li>● I understand that this agreement applies to all devices I might use.</li> <li>● I will only use technology in the classroom appropriately and when directed to do so by my teacher.</li> <li>● I will only share my password with my parents and teachers, and I will not use anyone else's password.</li> <li>● I will change my IAA password when prompted to do so and get help if needed; I am responsible for academic and personal consequences if I do not.</li> <li>● I will not give out personal information, including my birthday, last name, address, school, picture or phone number, to anyone online.</li> <li>● I know that everything I put on the Internet stays there forever; I will be careful about my "Digital Footprint".</li> <li>● I will only represent myself online.</li> <li>● I will always get permission before I upload or download photos, videos or games.</li> <li>● I will be kind and respectful when commenting on someone else's online work and participating in online forums.</li> <li>● I will not be mean, rude, or hurtful to anyone online. To do so is to be a Cyberbully.</li> <li>● I will tell an adult if anything happens online that makes me or anyone else feel upset or unsafe.</li> <li>● I will uphold academic integrity and respect copyright law regarding the intellectual property of others (including videos, music, pictures, and documents) by following proper citation style and getting permission to use it if necessary.</li> <li>● I will not attempt to access others' files.</li> <li>● I will manage online distractions.</li> <li>● I will not use my computer in a way that will disturb others.</li> <li>● I know that if I break the rules, there will be consequences.</li> <li>● I will make good choices about when and how often I get in touch with my friends online.</li> </ul>	<ul style="list-style-type: none"> <li>● I will talk with my child about my expectations for tech use at home.</li> <li>● When concerned about my child's technology use I will talk with my child about what concerns me and why.</li> <li>● I will work in partnership with the school to support my child.</li> <li>● I understand that if my child does not abide by the rules there will be a consequence.</li> </ul>	<ul style="list-style-type: none"> <li>● We will guide you in how to work responsibly, safely, respectfully and honestly with technology.</li> <li>● We will be available to answer questions you have about technology.</li> <li>● We will provide you with great resources to enhance your learning.</li> </ul>