



قطر للطاقة  
QatarEnergy

Dukhan English School

*Our Vision is for our students to be high achieving, healthy and happy individuals, well prepared to take their place as global citizens and leaders of the future.*

# Welcome to Year 7



# Welcome

I would like to begin by introducing myself as the Phase Leader for Key Stage 3.

I will be working closely with your tutors and Head of Year to help you settle into Year 7 quickly so you can have a fantastic first year in secondary school.

This booklet is full of information that we think you are most likely to need. There are some pages that have been left empty for you to add information in when you are ready.

There are lots of opportunities for you to be able to succeed and enjoy coming to school and we hope you make good use of these.

Please look after this book and bring it with you to help you in August. I hope you enjoy being a Year 7 student and I look forward to next year.

Mrs Ahmed



**DREAM.  
BELIEVE.  
ACHIEVE.**

# The Year 7 Team

Phase Leader KS3:  
Mrs Ahmed

Head of Year 7:  
Mr C. Johnson

## *Form Tutors*

To be confirmed

Ms A. Walker

Mr R. Howard

Mr N. Van Der Merwe

Zikreet Stingrays

Shahaniya Leopards

Khattiyah Scorpions

Umm Bab Wolves

E1

HU1

M1

L1



# **Your form tutor**

**The main focus that all your teachers have is to support your learning. We will help you to build on your strengths and develop in the areas you find more difficult.**

**The teacher who will get to know you most quickly will be your form tutor. He or she will always be willing to help you, whether it is for advice or support.**

**If you are ever worried about anything, please tell your form tutor. It is important that all small problems are dealt with quickly and effectively.**

**Of course, your form tutor will also want to hear about the good things that happen to you too, both in and out of school.**

**Your form tutor will handle most of the day-to-day jobs such as passing on important notices, checking your diaries, following up absences, having your progress talks and dealing with any minor issues. They will also meet with your Head of Year.**

# The School Day

The timetable is organised with all of your lessons. You will need to bring in the correct equipment on the right day, including for P.E.

You must arrive to school by 7.00 each day to ensure you are not marked in late. You will be allowed to visit your locker before registration and at break times. You must avoid going to your locker during lessons as you may be late.

If you do arrive after 7.10 to school, you must come through the main door and inform the school office you are late. **This is very important in case of an emergency.**

<b>07.00 - 07.25</b>	<b>Registration</b>
<b>07.30 - 08.20</b>	<b>Lesson 1</b>
<b>08.25 - 09.15</b>	<b>Lesson 2</b>
<b>09.15 - 09.45</b>	<b>Break</b>
<b>09.45 - 10.35</b>	<b>Lesson 3</b>
<b>10.40 - 11.30</b>	<b>Lesson 4</b>
<b>11.30 - 12.00</b>	<b>Lunch</b>
<b>12.00 - 12.50</b>	<b>Lesson 5</b>
<b>12.55 - 13.45</b>	<b>Lesson 6</b>

On Mondays and Wednesdays, there will be extra-curricular activities between 13.45 and 14.30. Every Thursday will be a House Event or a Secondary assembly between 13.45 and 14.30.

## What will I do on my first day?

On your first day, you will meet your tutor again and you will spend the first part of the morning getting organised.

You will be issued with your student planner and be given your timetable. You will need to copy this down carefully and leave space to add your teachers' names and the classrooms.

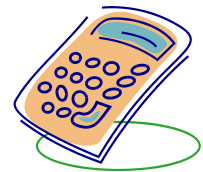
You'll also get a chance to get to know some of the other students in your tutor group a bit better and you can ask where your classrooms are. During the first week, you will also be assigned a locker.



# What equipment will I need?

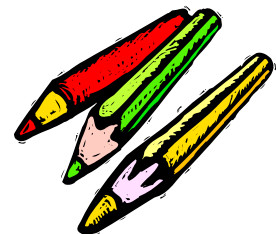
It is very important that you have the correct equipment for your lessons. You will need:

- ◇ A pencil case
- ◇ Pens (blue and black)
- ◇ Pencils
- ◇ Ruler
- ◇ Eraser
- ◇ Pencil sharpener
- ◇ Highlighters
- ◇ Glue stick



You will also need a geometry set for Maths and a scientific calculator.

In most subjects, you will be asked to colour in diagrams so a set of coloured pencils will be useful.



Please note— Tippex or correction fluid is not allowed and you should not bring it into school with you. You should also clearly mark your equipment with your name.

## How will it be different from Year 6?

In Year 6, you had most of your lessons in the same room. You may have had some lessons like ICT, Music and P.E. in a different place.

In Year 7, you will be moving around much more in a much bigger school. You will still go to the same room every morning for registration. However, you will be studying many different subjects and each one will take place in a different room and with a different teacher. At the end of each lesson you will collect your belongings and move to another classroom for your next lesson.

The classrooms are in different faculty areas around the school so you will find that you are travelling around different parts of the school. It is important you are organised and you should use your locker to help you. Remember which staircases are used for going upstairs and which ones are used to come downstairs.

**Don't worry about getting lost - there are plenty of people who will be happy to show you where to go.**

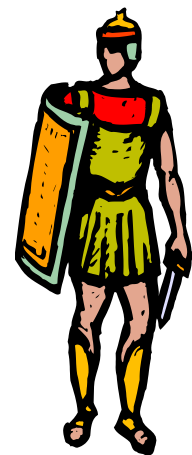
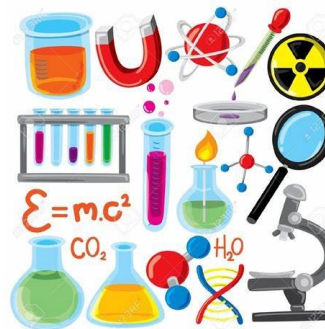




# What will I study in Year 7?

You will be studying these subjects in Year 7. Some you will already be studying and others will be new to you:

- English
- Maths
- Biology
- Chemistry
- Physics
- ICT
- Art
- Drama
- French
- Geography
- History
- History of Qatar
- Arabic for Native speakers
- Music
- P.E
- Islamic Studies (for Muslim students)



# Key Stage 3 Student Planner

On your first day you will be issued with a planner. This is to help you plan your week, record your homework, manage your time and record your achievements.

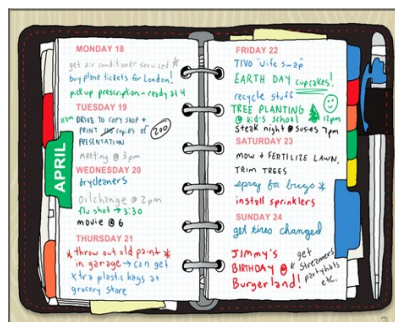
Your parents will use the planner to send messages into school, and your teachers will use it to send messages home.

Your planner should be signed every week by your parents and your form tutor.

You must look after your planner and keep it as neat as possible.

You will also be given a library barcode which must be stuck to the back of your planner. This will allow you to borrow books from the library.

You must look after your planner carefully and you must inform your tutor if you forget it or lose it.



# Uniform and Lockers

## Uniform

You are expected to dress smartly each day following the school uniform code. You must not wear your outdoor jackets in class and hoodies are not allowed in school at all. In colder weather, you are encouraged to wear jumpers or cardigans in navy blue. Shoes must be formal in style and black leather. Trainers or trainer-style shoes are not allowed.



## Lockers

During the first week, you will be provided with a locker to use which you can access throughout the day. If there is a problem with your locker, you should speak to your form tutor. By using your locker, you can avoid carrying everything around with you for the whole day.

You must make sure that you empty your lockers during the holidays, clearing out any food or personal belongings.



# Rules and Rewards

You will be used to following rules in Year 6 and this is just as important in Year 7.

We expect all students to be courteous to each other and respect their peers and their teachers.



If you do break the school rules, be prepared for the consequences.

## REWARDS!

In Year 7, we aim to instil in you a high standard of behaviour, self discipline and independent learning. When you work hard and do well, your teachers will:

- ◇ Reward you with Achievement Points
- ◇ Praise you in class
- ◇ Write comments on your work
- ◇ Nominate you for a merit
- ◇ Write comments for your parents in your planner

## SANCTIONS

If your effort in lessons is disappointing, you behave poorly or if you do not do your homework, your teacher may give you a detention and a Behaviour Point. He or she may also write in your planner to let your parents know.

# Homework

Homework for all subjects is set on Sunday on Teams with a week in which to complete it. This allows you to manage your time better—you complete the homework throughout the week based on your other activities, making sure you meet the deadline set.

Your teacher will have created a Team for your class. You will find that you belong to lots of Teams now! When your teacher posts an assignment, you will be notified on Teams. You can also check using the Assignments tab.

It is best to check your homework on the day it is set so that if you have any problems, you can go and ask your teacher the next day. Don't leave it until the last moment to ask for help.

**Don't copy and paste homework off the internet—this is known as plagiarism, which is taken very seriously.**



# Enrichment Activities

In previous years, you will already have taken part in 'clubs' as part of your enrichment activities.

In Year 7, you will be able to participate in new enrichment activities which will take place every Monday and Wednesday from 1.45pm until 2.30pm.

There is a wider choice in the enrichment activities you can do in Year 7. Some will help you academically, some will help you develop your sporting skills and others will offer you brand new experiences!





# What should I do if...?

## PROBLEM

*If I am late?*

*If I am being bullied or I know someone else who is?*

*If I am feeling unwell?*

*If I forget my lunch?*

*If I have a personal problem that I want to talk about?*

*If I have lost something?*

*If I don't understand my homework?*

*If I have forgotten my P.E kit or homework?*

*If I have a medical or dental appointment during school time?*

## WHO AND WHERE?

Inform the Main Office.

Tell somebody - Your form tutor, your Head of Year, or any teacher

Tell your subject teacher who will send you to the School Nurse.

Ask your tutor or Head of Year if you can call home for someone to drop it off to the Main Office for you.

Speak to your form tutor or Head of Year.

Check Lost Property .

Ask your subject teacher.

Own up! Explain to your subject teacher.

Bring a note. Show it to your form tutor and to the subject teacher whose lesson you will leave early. Wait in Reception. Inform the office you will be leaving.



## What do our students think about Year 7?

**“I like the support the teachers give us to settle into secondary.”**

**“Year 7 is fun to be in because you get a new teacher every lesson!”**

**“You don’t get too much homework—nothing you can’t handle!”**

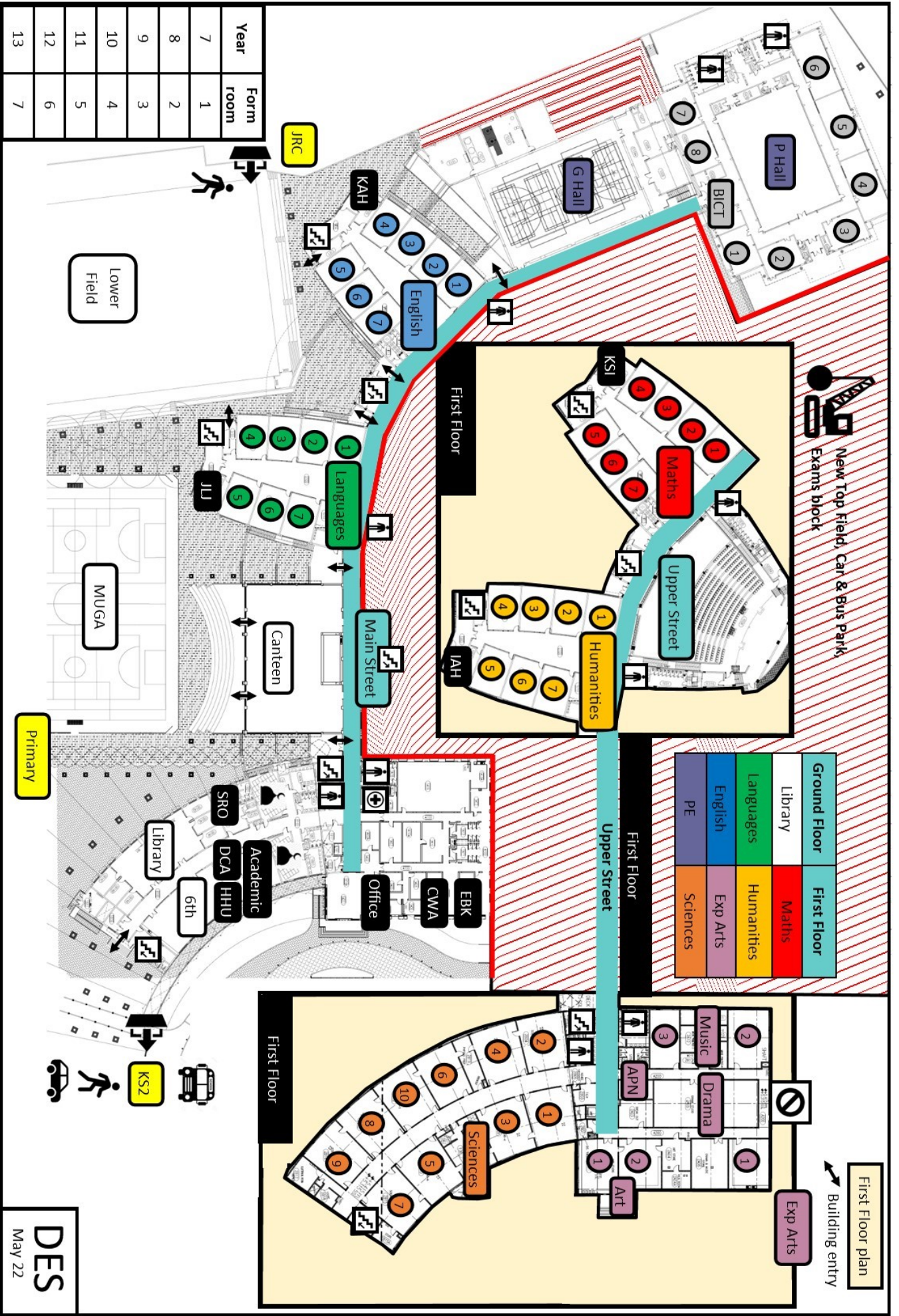
**“It’s great having such a wide range of subjects!”**



**“Year 7 has been a great experience in exploring new activities.”**

**“I was really nervous about starting Year 7 but it’s much easier than I expected!”**

**“Year 7 is a really exciting time—you get much more freedom on trips and in school.”**



Ground Floor	Library	First Floor	Maths
	Languages		Humanities
	English		Exp Arts
	PE		Sciences

First Floor plan  
Building entry

Year	Form room
7	1
8	2
9	3
10	4
11	5
12	6
13	7