



## Helpful Information

- ❖ The following information is aimed at making your first few days at Heathcote as easy as possible.
- ❖ Your teachers will provide all exercise and text books and a student planner. You will need to provide all your own equipment (see list in this booklet)
- ❖ You must arrive at every lesson on time with your books and equipment. You will not be allowed back to your tutor base during lesson time.
- ❖ Make sure all your property is clearly named. Never leave your bag in an empty classroom or in the playground.

### What do you do if...

You are late...

Go to reception

You are lost...

Ask your Adult.

You feel unwell...

Tell your teacher who will write you a note to go to the school office for help

You have a medical appointment during school...

Show the appointment card to your tutor who will give you a note to leave lessons. You **must** then sign out at the school office.

You lose something...

Firstly, trace back to the last place you remember having the item. Ask the people who were with you, if you still cannot find it, report to lost property at the school office.

You have been away from school...

Bring a note which should be signed and dated by your parent/carer to explain your absence.

You have left your lunch money at home...

Ask your tutor for help, or if they are not available, at the school office.

You are not wearing the correct uniform...

Bring a note of explanation, signed and dated, from home.