Ruislip High School

Transfer to Ruislip High School

Year 7 Student Handbook 2025-2026

Introduction

Your time at primary school will soon be coming to an end and in September you will be transferring to secondary education here at Ruislip High School.

This will mean a lot of changes and new experiences for you, so this handbook has been planned to help you through the move to a more formal, or grown-up, stage of learning.

By reading through this handbook, you should find all the information needed to prepare yourself fully for the start of your first autumn term.

You will find all the information you need in the handbook, but you might also like to visit the school's website: www.ruisliphigh.com

At Ruislip High School you will become an independent learner and with independence comes responsibility and accountability.

Ruislip High School has an outstanding reputation for learning, behaviour and uniform. We expect you to follow our Code of Conduct to maintain these high standards.

Although you will be the youngest students in the school, you will soon settle in, find your way around and make new friends.

I hope this booklet will help you and I look forward to meeting you soon.

Ms Coltman
Deputy Headteacher

Facts about my new school

When you start to plan a move to a new school, it is a good idea to find out as much as you can before your first day there.

The name of my new school is?	Ruislip High School
The address is?	Ruislip High School, Sidmouth Drive Ruislip HA4 0BY
The telephone number is?	01895 464 064
The email address is?	office@ruisliphigh.org.uk
The name of the Headteacher is?	Mr G Davies
What time does school start?	8:25am
What time does school finish?	15:00pm

Food and drink

Paying for meals
The school restaurant is CASHLESS; you pay using your student ID card. This can be topped up with a credit/debit card online using ParentPay.

Cash can be topped up by the catering company, under exceptional circumstances only.

At the till, simply hand over your card. The assistant will swipe the card through the machine to take off the cost of your meal. You will be able to see the cost of your meal and the balance left on your card. The card is the only way of paying for your food purchases.

Please ensure that the balance is checked every few days and always kept in credit. A balance check can be done at either the till point by asking the assistant or by you at the cash loader machine.

There is a £8.00 expenditure limit on the card per day. If your family wishes to adjust this limit they can do this by contacting the school.

Free meals
The card is exactly the same for students who qualify for a free meal. Everyday the computer will put £2.93 (the cost of a main meal and a pudding) on the card. If the meal is not used the £2.93 (or the remaining balance) is taken off at the end of the day and does not carry over for future use.

Our current catering company operate a three-week menu cycle, an example week is below. There is a meal deal option for £2.66, which buys the main plate or veg patch option and includes a free pudding or bottle of water.
**Prices as of March 2025*

Sample Menu

WEEK 1

	Classic Favourites MONDAY	EASTERN TUESDAY	Great British WEDNESDAY	SOUTHERN STYLE THURSDAY	Fish & Chips FRIDAY
MAIN MEAL	SAUSAGE & MASH Onion Gravy, Steamed Broccoli	KUNG PAO CHICKEN Shredded Greens, Egg Fried Rice, Prawn Crackers	LEMON CHICKEN & PESTO PASTA BAKE Mixed Garden Salad, Peas	CHILLI CON CARNE Nachos, Rice, Sour Cream, Salsa	FRESHLY BATTERED FISH/ SALMON FISHCAKES Chips, Mushy Peas
VEGETARIAN MEAL	VEGGIE SAUSAGE & MASH Onion Gravy, Steamed Broccoli	ORIENTAL STIR FRIED NOODLES Crunchy Vegetables	MACARONI CHEESE Mixed Salad or Seasonal Vegetables	QUORN CHILLI CON CARNE Nachos, Rice, Sour Cream, Salsa	FETA, SQUASH, TOFU, MINT PAKORA Mixed Salad
PASTA POTS	TOMATO & BASIL	TOMATO & BASIL	TOMATO & BASIL	TOMATO & BASIL	TOMATO & BASIL
JACKET POTATO	PESTO PASTA	QUORN BOLOGNAISE	ARRABIATA	CARBONARA	FLORENTINE
	TOPPED WITH A CHOICE OF CHEESE, TUNA OR BEANS				
HOT PUDS	MIXED BERRY & APPLE CRUMBLE Ice Cream	AMERICAN STYLE PANCAKES Fruit Toppings	STICKY LEMON SPONGE Custard	CHURROS Toffee Dipping Sauce	CHOCOLATE SPONGE Chocolate Sauce
COLD PUDS	ICE CREAM BAR	BANOFFEE POT	CHOCOLATE ORANGE YOGHURT MOUSSE POT	OREO & BLUEBERRY CHEESECAKE	CUCINA SUNDAE
FRUIT POT	WATERMELON	PINEAPPLE & POMEGRANATE	PINEAPPLE & TOFFEE	FRESH FRUIT SALAD	GRAPES
JELLY POTS	STRAWBERRY JELLY	ORANGE JELLY	RASPBERRY JELLY	LEMON JELLY	MIXED BERRY JELLY
YOGHURT POTS	GREEK STYLE HONEY YOGHURT	LEMON YOGHURT	STRAWBERRY YOGHURT	MANGO YOGHURT	PASSION FRUIT YOGHURT

TRY OUR HOME-MADE SOUP WITH FRESHLY BAKED BREAD

LOOK OUT FOR AMAZING BLUE DOT MEAL DEALS

PIZZAS, WRAPS & PANINIS FRESH OPTIONS EVERY DAY

TAKE HOME A TAKEAWAY Collect Before You Go Home

LUNCH MEAL DEAL Check out what's on offer today!

WATCH OUT FOR OUR POP UP & STREET FOOD PROMOTIONS

All of Our Deli Range, Sandwiches, Salads & Desserts are FRESHLY MADE HERE DAILY

How will I get to school?

If you are not sure how to get to Ruislip High School, it is important to find out how you will make the journey and how long it will take. As a local community school, we expect you to walk, cycle or use public transport on your journey to and from school. We recommend that you practise your journey before September; this will help you feel more confident and arrive on time. Students are not allowed to ride electric scooters to school.

Will you walk? If so:

- Do you know the way?
- How long will it take you?
- Will you have a friend to walk with?

Will you ride your bike? If so:

- What is the name of the course we like you to undertake before you ride your bike to school?
- What two items must you have to keep yourself and your bike safe?

Will you catch a bus to school? If so:

- Where is the bus stop you get off at?
- What is the number of the bus?
- Do you need to pay and if not, what do you need?

Will you travel by car? If so:

- How long will it take you?
- If there is a local traffic jam, what will you do to ensure you arrive on time?

Cycling to school

Students will be permitted to ride their bike to school after the cycle safety talk in their first assembly with their Head of Year. Students who want to cycle to school **must** always wear a helmet which fits correctly and is fastened. Senior staff will contact parents if these rules are not adhered to.

School uniform and equipment

It is very important to wear your uniform correctly and behave well on your journey to and from school.

It is very important that you wear your school uniform correctly and bring the appropriate equipment to school with you each day. You will have to move around to different rooms for all your lessons. You will have several teachers and subjects and may need different kit/equipment for each one. It is very important to get it right. At first, it may seem a lot to remember, but you will soon get used to it.

Period 1 Check

Every morning your tutor will check that you have all the correct equipment for the day. This is called a Period 1 check. You must have the following:

- Blue or black pen
- Pencil
- Ruler
- Rubber
- Green pen
- Reading book (not your English reading book)
- White board pen
- Glue stick
- Scientific Calculator

School uniform and equipment

Full school uniform, including blazer, should be worn at all times during the school day and on the journey to and from school.

Uniform Suppliers

Adams Schoolwear 55 Victoria Road Ruislip HA4 9BH 01895 674 155	**Angels Uniforms** 317 Rayners Lane Pinner HA5 5EH 0208 866 9972

PE Kit

PE kit must be worn during PE lessons, even if students are excused from taking part in sporting activities. Our approved school outfitters will advise parents of the appropriate kit on request. Shorts must be of a suitable length for physical activities and fall no higher than halfway between the top of the knee and thigh.

School uniform and equipment

For Boys	For Girls
• **Rugby top/sweatshirt** (sky blue, navy panels with green piping) with school logo • **'Polo' shirt** (sky blue, navy panels with a green piping) with school logo • **Shorts** (navy with a sky-blue stripe and green piping) with school logo on left leg • **School football socks** (navy with green tops) - no white socks • **Black skins** (only to be worn underneath shorts) optional • **Football boots** • **Trainers** (not plimsolls, 'Converse' or 'Vans') • **Hairband** if needed • **Gum shield** (optional for rugby) • **Shin pads** **No tracksuit bottoms** **PE jacket** (optional)	• **Sweatshirt** (sky blue, navy panels with green piping) with school logo • **'Polo' shirt** (sky blue, navy panels with a green piping) with school logo • **Shorts** (navy with a sky-blue stripe and green piping) with school logo on left leg • **School football socks** (navy with green tops) No white socks • **Football boots** • **Black leggings** (only to be worn underneath shorts) optional • **Trainers** (not plimsolls, 'Converse' or 'Vans') • **Hairband** if needed • **Gum shield** (optional for rugby) • **Shin pads** **No tracksuit bottoms** **PE jacket** (optional)

School uniform and equipment

Uniform Specifications

Item	Clarification	Specification
Blazer		
Royal blue with school badge on pocket	This is compulsory. The school blazer must be worn at all times unless given permission by a teacher	Ziggi - royal blue
Skirt		
Grey with one pleat	One skirt is permitted and must be purchased from one of the school's suppliers	Banner - Thornton, grey one pleat, lengths allowed 20", 22" and 24"
Trousers		
Grey	The trousers must fit to the waist and be purchased from one of the school's suppliers. A plain simple belt may be worn (designer belts are not permitted)	David Luke
Jumpers		
Grey with the school logo	The school jumper is the only item that can be worn on top of the school shirt and tie. A jumper is optional.	Rawlinson - P50 grey
Shirt		
Sky blue	Collars must be designed to accommodate a tie and must have a top button which fastens. Tailored shirts are not allowed.	Only sky blue shirts will be allowed. If parents are unsure they should check with one of the school's suppliers regarding the specific shade of blue.
Tie		
School tie with coloured stripes representing the students' year group.	The tie must cover the fastened top button on the shirt.	Year 7 students who start in September 2025 will have a red tie.

School uniform and equipment

Uniform Specifications

Item	Clarification	Specification
Hair		
Hair must be tidy and conventional. No extreme haircuts are allowed; close cuts must be no less than a 'grade 2' in length. No lines in hair or eyebrows. Dyed hair should be a natural colour.		
Jewellery		
One small, round gold or silver stud earring may be worn in each earlobe. Any other type of jewellery or piercing is not acceptable; rings, necklaces, bracelets etc. should not be worn.		
Make-up		
Make-up, including coloured-in eyebrows, tinted moisturiser and fake tan is not allowed.		
Nails		
Excessively long nails are not allowed for reasons of health and safety. In addition, false nails of any description are not allowed for the same reasons. The school will not accept notes relating to false nails which state, for example, that they have been applied for a weekend event such as a wedding. Nail varnish is not allowed.		
Hoodies		
Hoodies are not allowed to be worn in, or on the way to, school and will be confiscated on sight.		
Mobile Phones and Electronic Devices		
These are brought in at each student's own risk and must be turned off at all times while students are at school. Phones will be confiscated if seen or heard. Please see the school's Mobile Phone Policy on our website.		
Banned Items		
Chewing gum, pencil sharpeners and sprays (deoderant/perfume/body sprays) are **BANNED** at Ruislip High School. Roll on deoderants **are** allowed.		

School uniform and equipment

What other equipment will I need?

- A sensible and sturdy school bag. We recommend one that is carried on both shoulders.
- A pencil case with 2 blue or black pens (always carry a spare), 1 green pen, pencil, ruler, rubber, calculator, highlighter pen, whiteboard pen, colouring pencils/pens (pens are best for posters and pencils for books as well as your Art lessons) and a glue stick. A plain clear pencil case will be needed for exams later in the year. PENCIL SHARPENERS ARE NOT ALLOWED
- For Art, Craft and Design, you will need a HB and a 2B pencil as well as a thick and thin black fine liner.
- Students must carry a reading book at all times.
- Students will be permitted to ride their bike to school after the cycle safety talk in their first assembly with their Head of Year. Students who want to cycle to school **must** always wear a helmet which fits correctly and is fastened. Senior staff will contact parents if these rules are not adhered to.
- A gum shield/shin pads/boots will be needed for football or rugby.
- Craft aprons and other protective clothing and equipment for practical lessons such as Art, Craft and Design and Science are provided by the school.

Lockers

You will be allocated a locker once you start at Ruislip High School. Please do not swap or share your locker with anyone else. Your name is recorded against the locker number and you are responsible for the contents contained in your locker.

Tutor groups

The class you will be in is called a Tutor Group.

You are likely to stay with that group until the end of Year 11.

There may be other children from your primary school with you, but if not you will soon make many new friends.

There will be approximately 30 students in each of the Year 7 tutor groups. You will be one of approximately 1000 students across the school.

Your tutor is the first point of contact for most day-to-day issues. Your tutor will help you settle in to daily life and will be able to help you with any problems you may have.

Welfare

Ruislip High School has an Office Manager who is based in reception. All prescription medication, which has been provided by a doctor, should be handed into the Office Manager together with a letter from your parents/guardians or the doctor stating the reason for the medication and a completed consent form signed by your parents/guardians. The medication must have a label from the pharmacy with your name and dosage instructions typed on it. Ruislip High School is only able to accept paracetamol without a prescription. This should also be handed to the Office Manager together with a completed consent form signed by your parents/guardians.

If you have an asthma pump, diabetes equipment or an Epipen, these must be carried with you **at all times**. A spare must also be supplied for the Office Manager to keep in school. If you do not have your pump, Epipen or diabetes equipment on you when attending a school trip you **will not** be allowed to go. Please note that you will not be allowed to take the duplicate item which is held by the Office Manager, as this will be used as a spare for the trip. All other medication must not be carried around the school.

Attendance

If you are not able to attend school due to illness or an emergency, your **parent/guardian** must notify the school via Arbor by 8:15 am to inform the school of the reason. **A message has to be made each day you are absent**. If you have been advised by a doctor that you need more than one day, you only need to notify the school on the first day, together with the return date and reason. Please let the school know if there are any changes.

Holidays/'exceptional leave'
Students are not allowed to take holidays during school term time. This interrupts your education, and makes it hard to catch up on missed work. Requests for **"exceptional leave"** must be submitted to the Headteacher in writing

Year 7 School Day

Timetable

Tutor/assembly	**08:25**
Period 1	**09:05**
Break	**10:05**
Period 2	**10:25**
Period 3	**11:25**
Lunch	**12:25**
Period 4	**13:00**
Period 5	**14:00**
Leave at	**15:00**

Year 7 School Day

At Ruislip High we abbreviate staff members' names with the first initial of their first name and the first two letters of their surname, Ms J Brown becomes JBR.

		Mon	Tue	Wed	Thu	Fri
P1	Subject Teacher	Pe CRU	Dr PRA	Dr PRA	Sp TMA	Sc PVO
P2	Subject Teacher	Hi GDA	It SPO	En BBH	Sc PVO	Hi GDA
P3	Subject Teacher	Mu FNA	Gg DAL	Ar MHI	Ma GHA	Sp TMA

Rewards

Positive behaviour, progress and excellent work are rewarded, which lead to prizes when you have collected lots of them. Green Cards are awarded, queue passes are given out and positive phone calls home are made.

Subject prizes and certificates are also awarded at the end of each term during Celebration Assemblies. Students who do not gain more than three warning grid entries in the first term, and again in the second and third term, are invited to participate in a Reward Trip. They also gain the personal reward of **'Self Satisfaction and Pride'** in a job well done.

Homework

- You will be set weekly homework in each subject.
- All homework is set on Google Classroom.
- Always do your best and hand homework in on time.
- Try to make sure you understand the homework before leaving the classroom. If you are unable to speak to the teacher at the end of the lesson, make sure you see the member of staff during your social time.
- Use the school's website to help you with your homework.
- Get into the habit of doing your homework on the day it is set, rather than leaving it until the night before.
- Always find a quiet place to do your homework. If you cannot find that at home, go to the LRC.

STUDENT AND STAFF CODE OF CONDUCT

Ruislip High School students should:

Listen without interruption and raise their arm for permission to speak
Ensure that all staff instructions are followed without argument or delay
Arrive on time, full equipped and wearing the correct uniform
Respect everyone
Never give up and do their best

Ruislip High School staff should:

Treat everyone fairly
Ensure that the learning environment is safe nad welcoming
Assess students' work and give regular, helpfull feedback
Celebrate success
Have high expectations of every student

What is bullying?

Bullying is deliberately hurtful behaviour.

It can take many forms but the three main types are:

Physical	eg. Pushing - hitting - kicking - theft
Verbal	eg. Name calling - threats - racist remarks
Indirect	eg. spreading rumours - excluding someone from social groups - cyberbullying

Please help us to ensure that Ruislip High School is a bullying-free zone by reporting any bullying you may see to a member of staff.

Always tell someone if you are being bullied. **Never** let a bully threaten you.

The bully is in the wrong and bullying behaviour

will not be tolerated at Ruislip High School

School Rules

At Ruislip High you must always use **SIR** or **MISS** when talking to an adult eg.

''Yes SIR, I have done the homework you set me last week.''

All schools have rules. Sometimes we agree with the rules and sometimes we don't, but we know that if we break a rule we may get into trouble.

Rules are made for different reasons:

- to protect people and property
- to help the organisation run smoothly
- to provide the best possible education for all students.

IT IS IMPORTANT TO REMEMBER THE RULES AND ABIDE BY THEM.

Breaking the rules

Rules are carefully planned to make school life easier for everybody. For example, running is not allowed in school corridors because that would be dangerous, inconsiderate and noisy.

There are rules about the schoolwork that you do: for example, finishing homework and handing it in on time.

Some rules are especially important in workshops or laboratories where all students have to learn to use the equipment safely.

We need to take particular care with chemicals and machinery which can be hazardous if handled incorrectly.

If things go wrong

Asking for help

Sometimes things can go wrong at a new school: maybe just a little thing like not finding your way or maybe a big thing like getting into trouble or not managing the work.

FRIENDS can help in lots of ways. They can show you the way around and explain about lunch times, timetables and other new things.

ALL STAFF at Ruislip High School are here to help but they can only help if you tell them what is wrong. Use the 8:15am slot to see your subject teachers if you do not understand your classwork or homework.

FAMILY will want to help you and it is important that you tell the grown-ups who look after you about any problems you are having AS SOON AS THEY HAPPEN. Do not let things get worse before you discuss it with somebody.

Sometimes the lessons and learning techniques at school are very different from the way your parents were taught at school. This may make it difficult for them to help you with your homework and may confuse you, but they can still help by asking somebody else to help you.

Learning Resource Centre (LRC)

Using the LRC

- **The Learning Resource Centre (LRC)** is the place in Ruislip High School where students come to do their school work, find information and choose books to read.
- For everyone to enjoy using the LRC/Library and all its learning resources, **we must all follow the same rules on how to act and behave.**

Making new friends

It may be up to you to start talking to other students first. You could practise now at home, which may make it easier. It is a bit like rehearsing a part for a play; it makes it easier when it comes to the real thing.

SOME POINTS TO REMEMBER:

- Smile when you say “Hello”.
- Remember the other person’s name.
- Have something interesting to say.
- Be a good listener.
- Say something nice about the other person.

Try having a conversation with someone and notice whether he or she remembers these points.

EYE CONTACT

Teachers sometimes use the word “eye contact” because it is important to look directly into a person’s face when you are speaking to them. If you look out of the window or at your feet he/she will think that you are bored or that you don’t like him/her. Have another conversation with a friend and ask him or her to notice whether you make good “eye contact”.

Making friends and having interesting conversations is something that gets easier with practice. Some people find making conversation very easy, but it is harder for others, especially if they are a bit shy. On the next page is an exercise which will help you. Remember: eye contact, smile and to look like you are interested in their reply.

Talking to fellow students

Remember never tell another student anything you do not want the whole school to know, no matter how close you are. Friendship groups often change, particularly amongst younger students.

If you are standing alone in the playground and there is another child close by and you would like to talk to him or her, you could start by asking about his/ her previous school and how he/she is feeling about Ruislip High.

Ask OPEN QUESTIONS - These questions make the person answer in full sentences and not with just 'yes' and 'no'. This will allow the conversation to continue and not to keep stopping.

Act this out with a friend or parent at home, trying not to ask questions which only need a single word response, remembering to smile and to make eye contact.

For others to like you, YOU have to first like yourself.

Starting at Ruislip High School

A message for your parents/guardians. Please show them this page.

Dear Parents/Guardians

Mathematics is interesting and fun.

My aim is to involve you in creating positive attitudes toward mathematics so that your child's confidence can be developed in this subject from the start of secondary school.

Maths is everywhere.

It is in everything we do.
Numeracy – or 'everyday maths' – isn't just about classroom sums. Being numerate is a life skill that will help your child in many ways: at home, at school, and one day, at work too.

Why is Numeracy important?

Numeracy enables you to develop logical thinking and reasoning strategies in your daily life. We need numeracy to solve problems and make sense of time, numbers, patterns and shapes for activities like cooking, reading a map, paying bills, reading instructions and even playing sports.

Research has shown that children's motivation and achievement improve when their parents or carers are involved in their education. There are many everyday things you can do to encourage numeracy learning.

Let's all talk positive

Try not to say things like 'I can't do maths' or 'I hated maths at school'… your child might start to think like that themselves!
Research shows that a positive attitude to maths is key to being numerate.

What can I do?

- Encourage your child to use mathematical language — how much, how big, how small, how many more/less
- Talk to them about occasions when you are using mathematics in daily jobs and real-life situations — cooking, map reading, building and playing sports

Starting at Ruislip High School

- Explore situations using money such as shopping, budgets and credit cards.
- Talk about different ways to solve a problem.
- Involve them when using everyday tools like tape measures or kitchen scales and discuss the units of measure.
- Ask them 'does that make sense?', 'is the answer reasonable?' or 'what other ways could we do this?'
- Look at timetables, calendars and clocks for different purposes like study periods, holiday planning and catching public transport.
- Help your child to work out how much things cost and what change they will receive.
- Play number games using magazines, books, newspapers and number plates.

Try to keep it fun! We know it seems far off, but helping your child feel confident about maths now can open the door to lots of opportunities later in life.

Many thanks

Mr Ladhani
Director of Mathematics

Finally.....

Your time at Ruislip High will empower you to be a confident and knowledgeable young adult who is well equipped for further education both academically and socially.

Always try your best, however small or large the task is; that way you will never let yourself down.

Well done, you have completed the booklet. We hope you are looking forward to starting your secondary school education at Ruislip High School. We look forward to working with you.

We are really looking forward to welcoming you in September