



**Plymouth School**

Achieving Excellence through Curriculum and Culture



# Year 7 Transition Information

**2025**

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# Attendance and Absence

We require parents/carers to contact our Attendance Officer before 9.00am to notify us of their child's absence. You can leave a message on the school absence line on 01752 402679 – option 1

When leaving a message please state:

- Your name
- Your child's name
- Your child's Tutor Group
- A reason for their absence
- Their expected return date



If your child experiences a prolonged absence, a note from their doctor may be required by the school.

## What happens if my child is late to school?

Punctuality is an important part of self-discipline and is essential to good time management. Students should make sure that they are in school no later than 8:35am each morning. If a student arrives at school after 8:40am, but before 9:10am, they should enter school via the "Late Gate" located at the Eco exit of the school, sign in with the member of staff at the gate and make their way to the late room in Eco 4. If your child arrives at school after 9:10am they must sign in at the main reception. If you are aware that your child will be late for school, please contact the Attendance Officer on 01752 402679.

Students who are significantly late to school without a valid reason will be sent to Reset. Students who are persistently late to school may be placed on a punctuality report card and parents will be invited into school to discuss ways of improving your child's punctuality.

## Class Charts

Class Charts is a system we use that is instrumental to our behaviour, sanctioning, praise and rewards. Students' behaviour is monitored both inside and outside of lessons. Positive behaviour is acknowledged with an assortment of rewards. For example, a drink from the galley, or stationery from the Class Charts Rewards' Store, as well as other praise and benefits throughout the year during special evenings and events.

Independent Learning (homework) tasks are also set regularly and accessed via Class Charts. Your child will be issued with their Class Charts' login code when they start school in September. The Class Charts' app can be downloaded for free from the Apple App Store and Google Play. You will also be able to see your child's attendance using the Class Charts' app.





## Knowledge Organisers

A Knowledge Organiser is a concise document that contains key facts and information that students need to have to enhance their understanding of a topic. Most Knowledge Organisers will include the essential facts about the topic and are usually laid out in easy-to-digest sections. They also include: key vocabulary or technical terms and their meanings; images such as maps or diagrams; and significant quotations, if relevant.

The main benefit of Knowledge Organisers is to give students the 'bigger picture' of a topic or subject area. Some topics can be complicated, so having the essential knowledge, clear diagrams, explanations and key terminology one document can be very helpful.

## First Aid Room Expectations

The First Aid Room is located near the Main Reception. Students requiring First Aid should inform their teacher who will contact a First Aider. If our First Aider feels that your child is not well enough to attend school, they will arrange for a parent/carer to be contacted so the child can be collected. We ask that students do not contact parent/carers directly to be collected if they feel unwell.

## Medication

There have been recent changes in legislation regarding medication in schools. Plymstock School's First Aid Policy requires parents/carers to complete consent forms to allow us to give children medication. This is renewable every six weeks. Students with ongoing medical conditions and have Individual Healthcare Plans and are monitored slightly differently.

# Extra-curricular Activities and Opportunities

The timetable of activities provided at Break 2 and after school more details will be provided in September.

## Free School Meals

Year 7 students that have previously claimed Free School Meals may need to reapply through Devon County Council. If you are unsure if your child would be eligible or you wish to renew your claim, please visit our school website Pupil Premium page for further information and the link to apply for free school meals:

[Pupil Premium](#)

## Lost Property

Lost property is currently located in the Technology corridor and open at Break 1. Due to the vast quantities of lost property, we only have the capacity to keep it for a certain period of time. Lost Property is kept for a week after it has been handed in.

At the end of each half term, any unclaimed lost property will be donated to charity.

Please make sure every item is named so it can be returned to your child.



## Key Dates

**Year 7 Transition Day**  
Thursday 3rd July 2025

### Autumn Term 2025

Friday 5th September	First day of School
Friday 24th October	Non Pupil Day
Monday 27th October - Friday 31st October	Half Term
Friday 19th December	Last day of Term

## Timing of the School Day

8:40 - 9:10	Assembly/Tutor
9:10 - 10:10	Lesson 1
10:10 - 11:10	Lesson 2
11:10 - 11:40	Break
11:40 - 12:40	Lesson 3
12:40 - 1:40	Lesson 4
1:40 - 2:10	Lunch
2:10 - 3:10	Lesson 5



# Electronic Device Expectations

Plymstock School is a no electronic devices school. Once students have entered the school site in the morning, Electronic devices are not permitted to be used. Electronic devices should be turned off and stored in the student's bag before they enter the school site (entrance gates). They should not be used until the end of the school day when the bell has sounded at 3.10pm.



## 1st and 2nd occasion per half term:

- Staff issue a negative point on Class Charts (electronic device breach)
- Staff will instruct the student to hand in their device (confiscation)
- The item will be stored in the Pastoral Hub and students are expected to collect it at the end of the school day. Parents will be made aware of the electronic device breach via Class Charts.

## Further occasions:

This could result in further outcomes for failure to meet the school expectations and the electronic device could be requested to be collected by a parent/carer, or handed in at the start of each school day for a set period of time.

We understand that parents/carers may need to make contact with their child/children during the school day. We request that contact is made via the school reception. A member of the reception team will then communicate with your child/children.

# Reporting and Parent/Carer Evenings

Learning Overviews are produced and published 3 times each academic year and will be emailed home to parents/carers. You will be notified when Learning Overviews are available. Should you require a paper copy please contact Gemma Grenney at [ggrenney@plymstockschool.org.uk](mailto:ggrenney@plymstockschool.org.uk)

There is a guide to reporting and Expected Performance Bands; this also gives the dates of parents' evenings and publication of learning overviews available via the school website at:  
About Us: Learning: Expected Progress Bands.

Parent/Carer Evenings will be conducted remotely using our Parents' Evening Booking System until further notice. This system is available on our school website or via the following link:

## [Parents' Evening Booking System](#)



## Uniform

**School Blazer** Navy blue with school badge

**Shirt** Plain white formal shirt which buttons up to the neck.

**Tie** The Plymstock tie worn on a white shirt buttoned to the neck. Both clip-on and full-length ties are available for purchase. Full length ties must have a minimum of 8 stripes showing to match the clip-on tie. (You can choose which to purchase)

**Trousers** Plain, dark grey formal tailored school (or suit-style) trousers. Trousers that are skin-tight, denim, made of heavy cotton material, contain Lycra, or similar stretchy/elastic fabric that would cause them when worn to look skintight/tapered are not permitted. Trousers should be sufficiently long to cover socks. Alternatives such as jeans/denim, cotton, leggings, chinos or jeggings are not part of the uniform and therefore not permitted.

**Shorts** Plain, dark grey, formal tailored knee-length school shorts (same material as school trousers). Alternatives such as cargo, sportswear, swimming, beach, PE, jean, cord, Lycra, chino or jersey shorts are not permitted.

**Skirts** When a skirt is worn, the Plymstock School pleated skirt is compulsory for students in Years 7-11. Skirts should be worn correctly (waist band showing) and the length should be no higher than just above the knee. **The skirt should not be altered or tailored to be intentionally shorter in length.**

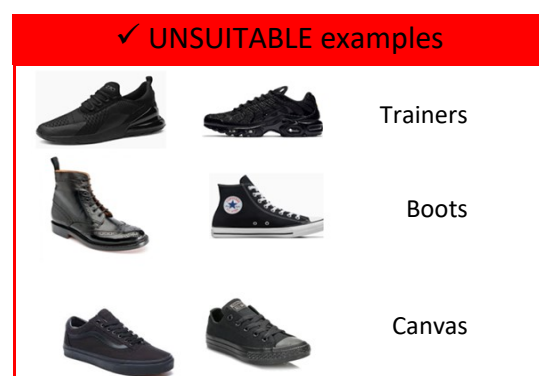
**School Jumper** A plain navy v-neck jumper or a school navy v-neck jumper with the school badge is optional and must be worn under the blazer and not instead of. No other item should be worn under the blazer and over the shirt. On days where blazers are not required to be worn the jumper should not be worn to replace the blazer.

*A school-provided 'hoodie' is available for students in Year 11 that meet certain criteria and may be issued during the Spring Term of Year 11. This can be worn under or instead of the Plymstock school blazer.*

**Socks** Plain dark grey, black, white or navy only. Socks over the knee are not permitted.

**Tights** Plain dark grey, or black only.

**Shoes** Flat footwear, plain black leather or leather look. The following are not permitted: canvas, suede, high heels, boots, pumps, open-toed or open-heeled shoes. Please be aware that some manufacturers label such shoes as 'school' shoes.





**Belts** If worn, should be plain black.

**Outdoor Coats** These should be predominantly one colour (waterproof and with reflectors is recommended for the winter months), plain in style and not made from denim or leather. Coats may be worn as an additional item of clothing to and from school but not instead of the school blazer. Coats must be removed **when in classrooms (when entering)**. **Hoodies, cardigans, and non-uniform jumpers are not permitted as outdoor coats or additional layers under or on top of the blazer.**

**Scarves & Gloves** These can be worn when outside but must be removed in classrooms. They should be predominantly one colour.

**School Bag** A school rucksack, designed to be worn on both shoulders, to carry stationery equipment, a drink bottle, PE kit, mobile phone etc. Capacity should be to carry A4 size to contain school books and equipment/kit for the day. Any colour or style is permitted.

**Hair** Hair styles should be well groomed, neat and of a natural colour. No 'extremes' of fashion are permitted, specifically 'un-natural colours' and patterns/words shaved into the hair, coloured braids or additional hair accessory items eg. hair tinsel

**Make Up** Years 7 and 8 - no make up Years 9-11 - should be subtle and natural looking make up. False eye lashes are not permitted.

**Nails** These should be a natural colour and to the end of the fingertip due to health and safety concerns in practical lessons like Food, PE and Product Design. Students will be asked to remove acrylic / false nails. Students are allowed neutral-coloured nail varnish. If the student refuses, the matter will be dealt with according to the Culture and Expectations Policy.

**Permanent Tattoos** Are not legally permitted on any person under the age of 18.

**Jewellery** Only one small stud in each ear is permitted. No other jewellery is permitted in the ears in the interest of health and safety for all students (Ear stretchers, hoops, spikes, hanging piercings or a stud are not permitted for health and safety reasons.). If a student wears any non-permitted jewellery they will be asked to remove it. If the student refuses, the matter will be dealt with according to the Culture and Expectations Policy. Where students are wearing permitted studs, they must be removed for PE, sports, and physical activity (inc. use of the 3G pitches during breaks).

**Nose Piercings** These are not permitted in school. If a student has a previously healed nose piercing, they can wear a small transparent retainer stud whilst they are in school.

*Guidance- students wishing to obtain a new piercing need to consider that it can take up to twelve weeks to heal and therefore need to factor in this timeframe so that any additional piercing, beyond the permitted one small stud in each ear, can be removed when returning to school. If a student wears any non permitted piercing they will be asked to remove it.*

**Standard Watches** These are permitted but the school accepts no responsibility in the event of loss or damage. Smart watches with internet connectivity are not permitted in school. This mirrors the school position on electronic devices which includes mobile phones.

**Equipment for Learning** Super 7 which includes; black pen, green pen, pencil, ruler (15cm or 30cm), eraser, scientific calculator, highlighter pen

In addition, Year 7 & 8 require a reading book for their tutor reading and Accelerated Reader.

# PE Kit

**Compulsory** - Students are required to wear at least one item from A, B and C.






**Socks** Long black socks are compulsory for the following activities: Football, Rugby and Hockey. Students are permitted to wear short white socks instead of long black games socks for any other activity.

**Shinpads** These are required for Football, Rugby and Hockey and once purchased in year 7 can be used from Year 7-11.

**Studded footwear** If you are purchasing boots for school only, to maximise use and reduce cost, we strongly recommend that you only purchase moulded boots which can be used for both football and rugby. These can also be used for recreational play during break 1 and 2 on the AstroTurf.

NB. Gum shields can be worn for Hockey and Rugby. They are recommended by governing bodies but are not compulsory.

	Moulded Boots	Blades	Studded Boots
			
Football	✓	✗	✗
Rugby	✓	✓	✓
Recreational Play	✓	✗	✗

## Visiting the School

Reception is open from 08:00 to 16:00 Monday to Thursday and 08:00 to 15:30 on a Friday. The school telephone number is 01752 402679 and the email address is:

[info@plymstockschool.org.uk](mailto:info@plymstockschool.org.uk)

If visiting the school, please park in the main car park and report to reception immediately.

Parents must make an appointment in advance in order to see a member of staff. If a visitor arrives unannounced, it is unlikely they will be able to see the member of staff.

## Who Should You Contact?

If you have any concerns, we would like to hear about them directly, as soon as possible. However, your primary contact in school is your child's tutor. Once you find out who this is, please direct all queries to them in the first instance and they will be able to support and advise.

Please direct all your enquiries relating to transition to:

[transition@plymstockschool.org.uk](mailto:transition@plymstockschool.org.uk)

Please visit the 'Transition' area of our school website where you will find more information.

[Transition](#)

## Contacting Plymstock School

All general enquiries should come through the main Reception and will either be answered by a receptionist, or referred on for the attention of the appropriate member of staff. We will endeavour to respond as soon as we can and within 48 hours (usually within 24 hours) during the working week.

Our website provides information that may answer questions or queries and we advise keeping this in mind.





**WESTCOUNTRY**  
SCHOOLS TRUST



**Plymstock School**  
Achieving Excellence through Curriculum and Culture

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