

The Magna Carta School

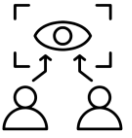


Year 7 Welcome Booklet





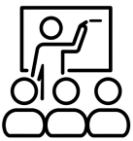
What are we all about?



Learning Shapes Lives



“Educating the mind without educating the heart is no education at all.” (Aristotle)



Great lessons

ambitious standards

awe and wonder

excellent outcomes



Kindness

moral principles

gratitude

We care



Community

we belong

great character

we serve



Welcome to The Magna Carta School



“Educating the mind without educating the heart is no education at all.” (Aristotle)

We are immensely proud to welcome your child to The Magna Carta School at the start of this exciting new journey of learning and discovery and we are in no doubt that they will flourish with us.

Our core belief that ‘learning shapes lives’ is at the heart of everything we do. We are unwavering in our commitment to deliver academic excellence and rich experiences so that your child can thrive, be happy and make a positive difference in the world.

We believe wholeheartedly in the power of teaching great lessons every day. The awe and wonder that the world has to offer is brought directly into the classroom by our dedicated and highly skilled staff team. We empower students to excel in every aspect of their development because we are clear that everyone deserves a great education.

Our rigorous, knowledge-rich curriculum has been expertly designed and inspires curiosity in students as soon as they join us. We instil a passion for learning and will never stop encouraging your child to believe in their ability and strive to be their absolute best.

We take great pride in being an inclusive school that celebrates the diversity of our community and we are deeply committed to maintaining an environment where your child will continue to feel safe, valued and supported.

We are clear that developing the heart is equally as important as developing the mind so that your child will leave us having not only gained excellent qualifications but also having developed a strong set of moral values that are deep-rooted in kindness and gratitude.

We are The Magna Carta School and I very much look forward to welcoming your child into our wonderful community.

Craig Adams
Principal





The Leadership Team



Mr Adams
Principal

The Senior Leadership Team is responsible for the strategic and operational running of the school, ensuring that all students flourish and achieve the outcomes of which they are all capable, regardless of their starting point or background. We lead with passion and drive, and want nothing more than for students to be happy, safe and thriving during their five years with us at Magna.



Ms Patrick
Vice Principal



Mr Birch
Vice Principal



Ms Begum
Assistant Vice Principal



Ms John
Assistant Principal



Ms Toor
Assistant Principal



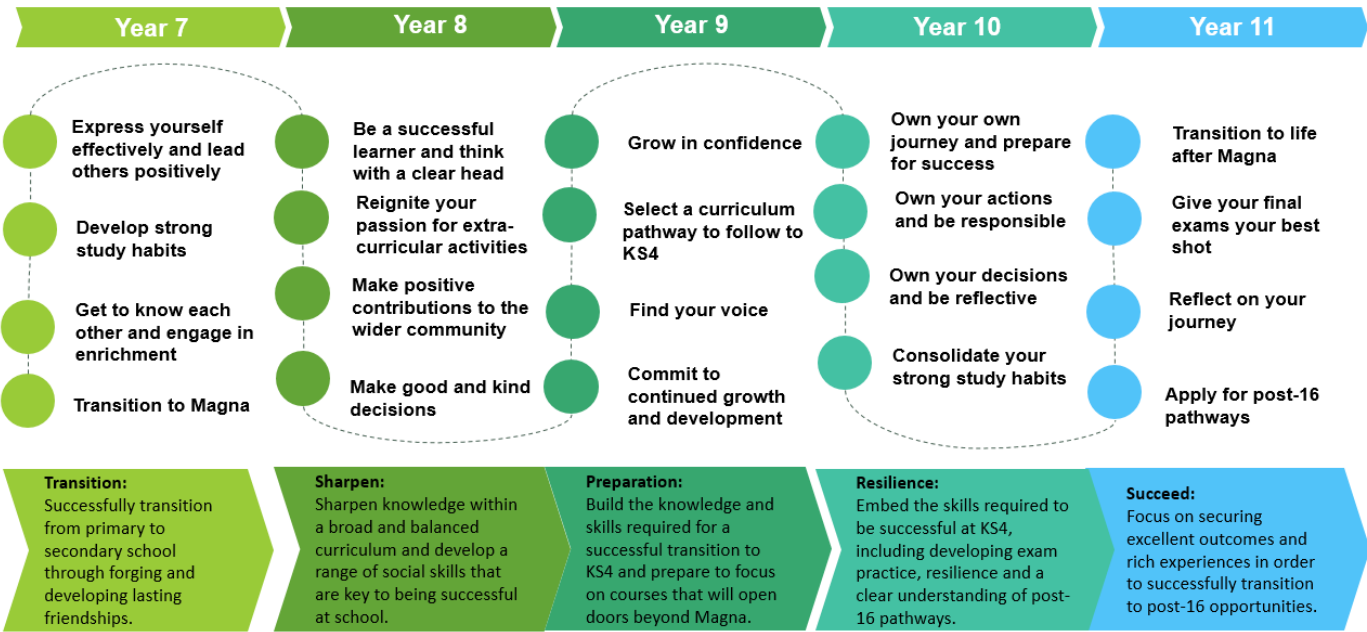
Mr Sullivan
Assistant Principal



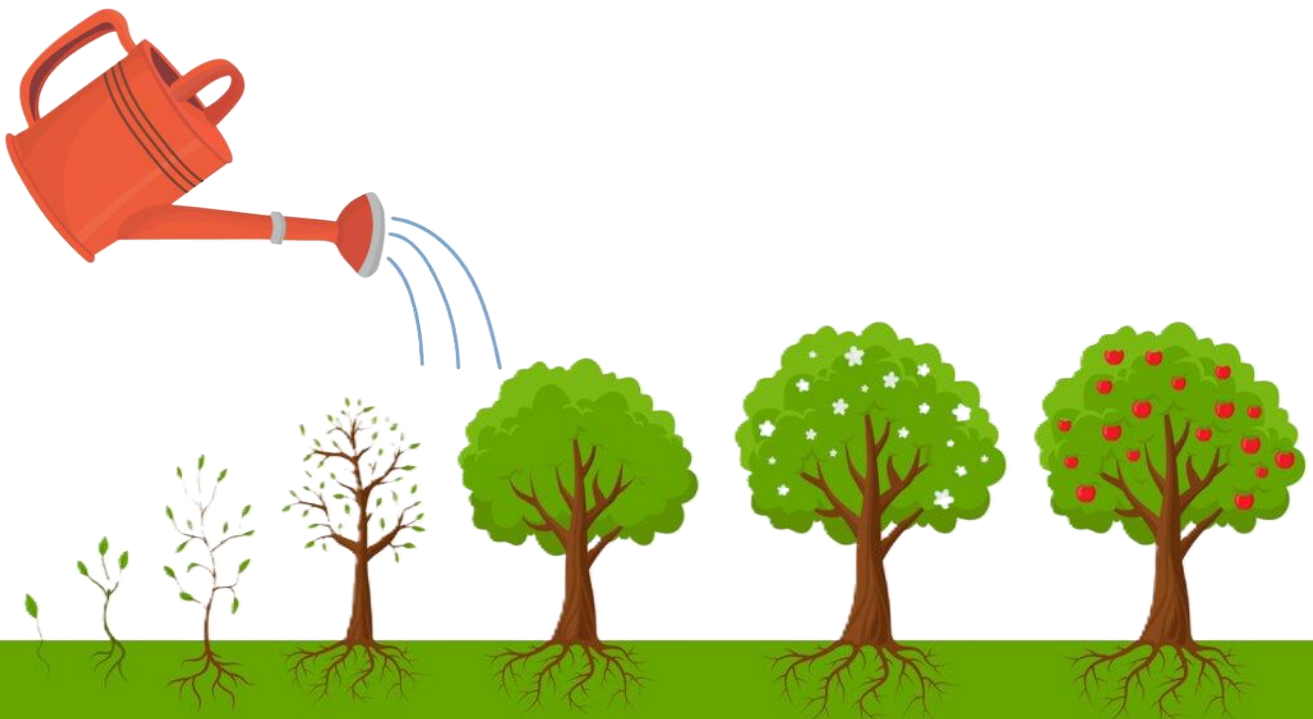
Our Learning Journey at Magna



At The Magna Carta School, we are uncompromising in driving ambitious standards for students because we are clear that learning shapes lives. Every student deserves a great education so that they can secure the excellent outcomes of which they are capable, harness the awe and wonder that the world has to offer, as well as develop a strong set of moral principles that are deep-rooted in kindness and gratitude.



Nurture, Grow, Flourish





Term Dates 2025-26



Sep-25						
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Apr-26						
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Aug-26						
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Key

	B/Holidays
	Holidays
	INSET
	Pupils



The School Day for Year 7



Being punctual to school means we are ready for the day ahead and being punctual to lessons means we are making the most of the learning time we have with our teachers.

Time	Activity
8:35am	Students move to their line up points
8:40am	Line ups
8:45am	Form Time or Assembly
9:10am	Lesson 1
10:10am	Break
10:30am	Lesson 2
11:30am	Lesson 3
12:30pm	Lunch
1:00pm	Lesson 4
2:00pm	Lesson 5
3:00pm	Dismissal

On a typical school day, the school gates at the St. Paul's Road entrance open from 8:20am.

The first bell sounds at 8:35am to prompt students to move to their line up points to meet their form tutor. At 8:40am, students must be present at their line up point to be registered. Anyone who enters the gate after this point is late to school, so it is important to aim to arrive at school by 8:35am at the very latest.

Once the form tutor has registered students and has checked that everyone is wearing their school uniform correctly, their group will walk together to their Form Room to begin their Form Time activities which will set students up for a positive day ahead. Once a week, students will attend a year group assembly which is led by their Year Team Lead (Head of Year).

There are 5 one-hour lessons (known as periods) during the day as well as a morning break and a lunch break. Students move independently to their lessons, following their individual timetable, and are dismissed via the St. Paul's Gate at 3:00pm.



Uniform and Equipment



At The Magna Carta School we wear our uniform with pride. We have a collective identity that we are proud of and develop good habits by dressing smartly and are ready for success.

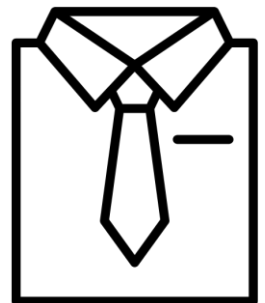


Our school uniform items and equipment expectations are set out over the next two pages. Wearing our school uniform with pride promotes equality, fosters a sense of community and focuses our attention on education.

The Magna Carta School has some simple conduct expectations on personal presentation. All students are expected to follow these expectations consistently and without question when on the school site.

Uniform

- Black blazer with school badge
- Black tailored trousers or black school skirt
 - Skirt must be purchased from School Uniform Direct.*
 - No jeans, chinos or trousers with very tight legs*
- White school shirt, tucked in
- School tie (Year 7s joining in 2025 will wear our green tie)
- Black jumper
 - V-neck so the tie is visible. No branding allowed*
- Black tights or black ankle socks
- Black, plain, low-heeled polishable shoes that cover the entire foot
 - No boots, trainers, plimsolls, Nike AirForce Ones or casual footwear are allowed.*
- Plain black head coverings can be worn for religious purposes





Uniform and Equipment



Jewellery

For health and safety purposes the school will permit:

- One pair of stud earrings (<0.5mm diameter) in the lower ear lobe (no loops).
No other piercings are allowed. No clear plastic piercings or plasters over piercings are acceptable.
- A wristwatch. *Smart watches are not permitted*

Rings and bracelets are not permitted.

All jewellery must be removed for PE. Jewellery in excess of the above will be confiscated and kept for collection at the end of the school day from the School Reception.

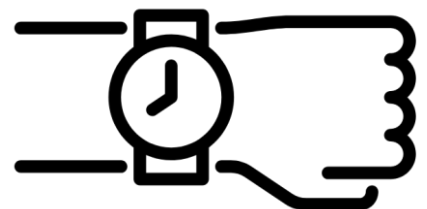
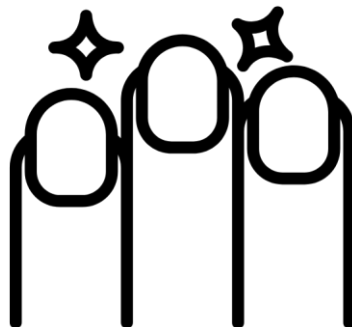
Non-acceptable items include:

“Skinny” trousers, jeans, short skirts, knee-high socks, trainers, boots or canvas shoes, hoodies

Hair and Nails

Extremes of fashion relating to any item of clothing, hairstyle or appearance will not be permitted. No fashion branded clothing or accessories are permitted.

- Nail varnish and nail extensions are not permitted.
Nails should be cut short
- No false eyelashes
- Hair colouring is only allowed if it appears natural
- No patterns or tramlines should be shaved into the hair or eyebrows
- Hair should not be shaved below a grade 1
- Hair accessories must be plain and black in colour
- Plain black head coverings can be worn for religious purposes



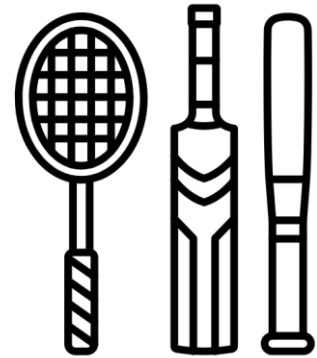


Uniform and Equipment



Compulsory PE Kit:

- Rugby shirt (*Purchase from School Uniform Direct only*)
- Navy blue shorts
- Jockey shorts – not boxer shorts for boys
- Polo shirt (*Purchase from School Uniform Direct only*)
- Plain white sports socks
- Towel
- Trainers that offer good ankle and heel support
Non-marking sole (no high top trainers)
- Football boots
- Shin pads
- Navy blue football socks
- Gum shields



Jewellery and piercings must always be removed for PE lessons.

Essential Equipment

It is important that students arrive on time and well equipped for every lesson they attend. This prevents disruption to their own learning as well as the learning of others and allows teachers to make the maximum use of teaching time available.

All students should be equipped with a school bag large enough to carry A4 sized folders and books. It should be strong and able to protect books in wet weather. All students should have the following equipment with them at school:

- Student Planner (we will issue one free planner at the start of Year 7)
- 2 black pens
- 1 green pen
- Coloured pencils
- 2 sharpened pencils
- 1 eraser/rubber
- 1 pencil sharpener
- 1 highlighter pen
- 1 30cm ruler
- 1 glue stick
- 1 geometry set
- 1 scientific calculator
- 1 pencil case



Tippex or other correction fluids are not allowed in school.



Uniform and Equipment



School uniform helps to level to playing field among students from different socioeconomic backgrounds. Where everyone wears the same school uniform, it allows students to focus on their education rather on their appearance. This sense of equality fosters an inclusive environment where all students feel valued. In turn, this creates a safer and more supportive environment where students are less likely to feel judged or excluded based on their appearance.

Wearing a school uniform instils a sense of belonging among students, just as footballers wear football shirts to represent their team, so that they feel part of a community. This shared identity enhances school pride and encourages students to work together.

Uniform is constantly monitored. Any deviation from the uniform policy due to exceptional circumstances must be discussed with the relevant Year Team Lead (Head of Year) in the first instance. Sanctions will be issued as per the behaviour policy where this is not the case.

In the event of persistent uniform indiscretions a student may be sent home to rectify the issue. Ultimately, all final decisions regarding uniform will be made at the discretion of the Principal.

For all of your uniform requirements visit our school uniform provider – School Uniform Direct, more information can be found on their website:

www.schooluniformdirect.co.uk





Mobile Phones



This is the way we do things here. We know that we must be ready for a great day so that we can gain the most from our time at school.

At The Magna Carta School, we operate a strict "not seen, not used, not heard" approach to mobile phones. Mobile phones have no place in the school environment during the school day, including before and after lessons while on school premises. This expectation is in place to minimise distraction, support learning, and promote respectful social interaction.

All mobile phones must be switched off and stored away before students enter the school site. They must not be used, seen, or heard at any time during the school day, regardless of location or timing.



If a mobile phone is seen, or heard, during the school day, then the following procedures will be applied:

- **First time:** The phone will be confiscated and held at reception. The student will be allowed to collect their phone at the end of the school day.
- **Second time:** The phone will be confiscated and held at reception. A parent/carer will need to come to school to collect the phone.
- **Third time:** The phone will need to be handed in to reception at the beginning of each day for 5 consecutive school days. The student will be able to collect their phone at the end of each day.
- **Fourth time:** The phone will be confiscated for 7 days (including the weekend) and held in reception. It will only be returned to a parent/carer at the end of this period.

This process will reset each half term allowing pupils to have a fresh opportunity to meet expectations.

If you need to contact your child during the school day, you must do so by calling the school reception. It is not appropriate to communicate with your child via mobile phone during school hours, and doing so undermines the school's policy and expectations.

We are preparing students for future expectations in school and beyond, where responsible and focused behaviour is essential.



Attendance



Being around teachers and friends in a school environment is the best way for children to learn and reach their full potential.

Being in school is important to your child’s achievement, wellbeing and wider development. Evidence shows that the students with the highest attendance throughout their time at school gain the best results.

Every moment in school counts, and days missed add up quickly. For example, one missed day means five missed lessons. The higher your child’s attendance, the more they are likely to learn, and the better they are likely to perform in exams and formal assessments.

1 - 5 days of absence	Negligible risk of underachievement	97% - 100%
6 - 9 days of absence	Risk of underachievement	95% - 96%
10 - 13 days of absence	Serious risk of underachievement	93% - 94%
14 - 18 days of absence	Severe risk of underachievement	90% - 92%
19+ days of absence	Extreme risk of underachievement	Less than 90%



Attendance



Parents and carers have a legal duty to ensure your child gets a full-time education. There are only a small number of circumstances where missing a school day is permitted. Your child must attend every day that the school is open

It is essential that your child attends school on time every day. If your child is not in school, it impacts their progress. We know there will be times where your child may not be able to come to school, for example due to illness, so we expect our students to achieve 96%. This is the equivalent of 6 days of school missed a year.

How do I report an absence?

Planned Absence (e.g., medical appointments, religious observance, exceptional leave):

Please notify us at least 10 school days in advance by completing a leave of absence form and emailing it to schoolattendance@mcs-unity.co.uk

Unplanned Absence (e.g., illness):

Contact the school before 8:30am on the first day of absence via telephone or Edulink to explain the reason and expected return date. You must contact us each day that your child is absent unless otherwise advised.

What if I need my child to take exceptional leave?

- Exceptional leave can only be granted by the Principal and is usually only approved once during a student's time at school.
- Holidays are not an acceptable reason for any school absence so will not be authorised. A Fixed Penalty Notice being issued to you if your child has an unauthorised holiday.
- A maximum of 5 school days may be granted in an exceptional circumstance, but only if the leave does cause your child's attendance to drop below 96%.
- Exceptional leave will not be granted if it coincides with exams or other key school events.
- If your child needs to be absent from school during term time for reasons such as religious observance, you must submit a request as far in advance as possible.

What if my child has a medical or dental appointment?

- Whenever possible, please schedule medical and dental appointments outside of school hours.
- If an appointment must take place during the school day, your child should miss the least amount of school time necessary and return to school as soon as possible.



Attendance



What if my child is absent before or after a school holiday?

If your child is absent within 7 days before or after a school holiday, you must provide evidence (such as a medical note) for the absence to be authorised.

What if I need support to improve my child's attendance?

We understand that there may be times when your child struggles to attend school regularly. Our goal is to support families in improving attendance before it becomes a serious concern.

Voluntary Support

If your child's attendance starts to decline, a member of our pastoral or attendance team will contact you to offer guidance and support. We aim to work with families to identify any challenges and find solutions together.

Formal Support Process

If attendance continues to drop despite voluntary support, we follow a formal process to help improve the situation:

- **Stage 1** – A meeting will be arranged to understand any issues and offer support, which may include referrals to external services. An attendance contract (a written agreement between the school and parents/carers) will be put in place.
- **Stage 2** – If attendance does not improve, we will issue a Penalty Notice warning letter and monitor attendance for up to 25 school days.
- **Stage 3** – If there is still no improvement, we may issue a Fixed Penalty Notice to you.
- **Stage 4** – If attendance continues to decline after two penalty notices in a three-year period, Surrey County Council may pursue further legal action.

What if my child's absence dips below the 96% target?

If your child has at least 5 days of unauthorised absence, this could lead to you being issued with a Fixed Penalty Notice.



Attendance



How is my child rewarded for excellent attendance?

At The Magna Carta School, we routinely reward students who achieve excellent attendance. Each academic year our school council meets to review and update our attendance rewards programme.

This academic year, students asked to be rewarded more regularly for their excellent attendance to school. Each week, a student in every year group who has maintained 100% attendance for the previous week (with no unauthorised absence) is selected to receive a prize.

Additionally, at the end of each term, the tutor group with the highest attendance record is recognised and rewarded. To further celebrate our students' commitment to excellent attendance, students with outstanding records also have the opportunity to win other prizes at the end of each term.

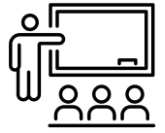
How can I contact the school to discuss any attendance issues further?

You can contact our Attendance Team via email at the following address:
schoolattendance@mcs-unity.co.uk





Classroom Expectations



At The Magna Carta School we aim to be our very best every day because we know that learning shapes lives.









	We sit according to the seating plan
	We take our planner, pencil case and books out
	We remove our coats and place our bags under the desk
	We don't call out
	We respect everyone's right to learn
	We work hard for the whole lesson
	We listen
	We don't leave the room without permission
	We leave learning spaces clean and tidy



The Magna Carta Way



This is the way we do things here. We know that we must be ready for a great day so that we can gain the most from our time at school..

	We are on time , every time
	We are well presented and wear our uniform with pride
	We walk quietly on the left in the building
	We follow instructions promptly
	We are ready to learn
	We know <i>learning shapes lives</i>
	We are kind to others and ourselves
	We keep our school clean and tidy



Houses



Our house system fosters a sense of belonging and community. Students are split into one of four houses across all year groups.



Get ready for the bold, the brave and brilliant. It's the *Abbey Alligators!*

Strong, steady and ready to excel – here come the mighty *Magna Mammoths!*



Charging forward with courage and heart – make way for the proud and fearless *Bridge Bisons!*

Dreaming big and running bold – give it up for the fiercely focused *Thames Tigers!*





Meeting or Exceeding Expectations?



At The Magna Carta School, we reward students for meeting or exceeding our expectations.

We have adopted The Jubilee Centre for Character and Virtues as the framework that underpins our rewards system. Students are rewarded for demonstrating characteristics under our four key virtues that help students to shape their lives.



The Jubilee Centre is a world-leading pioneering interdisciplinary research centre focusing on character, virtues and values in the interest of human flourishing. The aim of the Centre is to promote, through rigorous research and teaching, the development of good character in education, the professions and society, both in the UK and globally. The Centre is a leading informant on policy and practice in this area, working in partnership with organisations interested in cultivating a broad range of character virtues that are essential for individuals and societies to flourish.

We are Magna and we strive for excellence through showing our four virtues through our daily actions and achievements.



Not Meeting Expectations?



It is important that all children understand that rules must be followed so that they can cope with the wider rules and structures of society when they leave full time education and take on a career/education path of their choosing.

When a student's behaviour falls below the standard that can reasonably be expected of them, staff will respond to restore a calm and safe learning environment, and to prevent recurrence of a behaviour.

Our team will endeavour to create a predictable environment by always challenging behaviour that falls short of our standards, and by responding in a consistent, fair and proportionate manner, so students know with certainty that behaviour which falls below these standards will always be addressed.

If undesirable behaviour occurs during a lesson, the response will be as follows:

- **First Warning**
- **Second Warning**
- **Student removed from lesson and detention set**

In addition to this, the school may use one or more of the following consequences at any time in response to negative behaviour:

- Loss of privileges
- School-based community service, such as tidying a classroom or litter-picking
- A letter or phone call home to parents/carers
- Agreeing to a behaviour contract
- Putting a student 'on report'
- Suspension or permanent exclusion, in the most serious of circumstances.

The following kind of detentions can be issued to students:

- 20 minute lunchtime detention (for being late to school)
- 30 minute detention (for being removed from a lesson)
- 60 minute detention
- 2 hour SLT detention on a Friday after school

During a detention, students will complete restorative tasks such as worksheets and conversations with the teacher who issued the detention.

No student is exempt from attending detentions. Non-attendance will unfortunately result in escalation.

For any persistently poor behaviour, the school may enact a Pastoral Support, convene a Disciplinary Panel with the school's Governors or even direct the student to attend another school for a short period of time, in an attempt to improve future behaviour.



We are human, we make mistakes...



mis·take

[mɪ'steɪk]

noun

mistake (noun) · *mistakes* (plural noun)

noun

1. an act or judgement that is misguided or wrong:

error

fault

inaccuracy

omission

slip

blunder

miscalculation

misunderstanding



**Students will make mistakes,
but it is important that they
learn from them.**

**We educate the heart and
encourage students to always do
the right thing.**



Communication



Whether at school, at home or in the wider world, effective communication plays a pivotal role in personal growth, educational success and great social development.

We use Edulink as our key method of communication between school and home. On admission to the school, you will receive a prompt to download the Edulink App and be given instructions on how to log in.

Our Edulink App allows parents to see their child's:

- Timetable
- Attendance
- Achievement points
- Behaviour points
- Detentions
- Book appointments for Parents' Evening

We will also send letters home to you via the Edulink App. For example, the Principal's Family Bulletin is sent home to all families on Friday afternoons to be opened via Edulink.



We are a cashless school so use the Scopay App for financial transactions between school and home. On admission, you are issued with login details for this app.

Your account will allow you to:

- Pay for any food or drink from our canteen
- Pay for any trips or activities
- Purchase equipment, such as a school planner if the free one your child is given on admission needs replacing





Contacting the School



Your child's Student Support Advisor or Year Team Leader are the first point of contact for you and your child for any conversations about settling in, relationships etc. These members of staff will oversee social, personal and academic progress and be available to discuss any concerns you have regarding your child.

If your enquiry is communication regarding a subject, please discuss this with your child's teacher or the subject's Head of Department. You can contact them directly via the Edulink App.

Please remember that teachers spend most of their days teaching and therefore, we aim to get back to you within 2 school days, excluding weekends and holidays.

If you are unsure of who to contact, you are always welcome to email our general information inbox and somebody from our Reception team will pass your query to the relevant person for them to be able to respond to you appropriately.

info@mcs-unity.co.uk

Useful Contacts

The Magna Carta School's Telephone

01784 454 320

The Magna Carta School's Website

www.mcs-unity.co.uk

Admissions

admissions@mcs-unity.co.uk

SEND Team

send@mcs-unity.co.uk

Designated Safeguarding Lead

dsl@mcs-unity.co.uk

Senior Leadership Team

info@mcs-unity.co.uk

The Principal

info@mcs-unity.co.uk

The Chair of Governors

info@mcs-unity.co.uk

Friends of Magna (PTSA)

friendsofthemagnacarta@gmail.com

