

Welcome to our communication by parents for parents of grades 6 – 8 at The Bromfield School (TBS). With the school administration's assistance, we have gathered informal information from parents about the things they wished they'd known about or had paid better attention. Some information pertains to students in any grade and some we have listed by grade. We hope you find this helpful.

To begin, Bromfield offers students much more independence than HES, starting in the 6th grade. Students have less supervision over their daily routine. At the end of the school day, students are released and are free to go where they want. Parents have the responsibility for establishing school release expectations and parameters with their child(ren).

There are many useful resources provided by the school. They are readily accessible and kept up to date:

1 – Bromfield Webpage: Go to psharvard.org and see the tab, e-communications. You will find a listing of all the school communications – some which you have to remember to look at and others which will be sent to your email address. Most important is to sign up for Ed-line to receive school emails, which can be done by contacting school administration.

2 – PTO Student Directory: By becoming a member of the PTO, you receive a student directory that includes all students by grade, parent emails and phone numbers alphabetically and faculty listings (email and phone numbers) by grade and specialty.

3 - Grade 6 – 8 Parent Advisory Committee (PAC) Meetings: These meetings occur on average, 4 times a year per grade, and are an opportunity to meet with teachers from your child's grade, get semester updates and ask questions. Minutes of these meetings are also posted on line for those who cannot attend.

4 – Affiliated Organizations: There are many organizations you can become involved with that support the schools and are good resources for student activities.

- ✓ Fanfare supporting music curriculum
- ✓ For Art's Sake supporting art curriculum
- ✓ Harvard PTO supporting curriculum, technology, equipment and other needs
- ✓ Harvard School's Trust supporting supplemental curriculum, equipment, extra-curricular experiences, and staff development

Other general and useful information

1. After School Activities: Many clubs meet after school. (See school clubs below.) Two are dedicated to Middle School. The Homework Club, supervised by a staff member, is in the 6th grade wing and is open from 2:30 – 3:30. Students can use the computers for homework. The Minnow Cup is a supervised Middle School drop in center open from 3-5. There is a one time fee to sign up. Students can then drop in any afternoon for any or all of the two hours. They have a pool table, ping pong, Xbox and some art projects, supervised by an art teacher.

2. Band Instruments: Some don't fit in the locker and they can't be left in the hallway. Students should drop off their instrument first thing in the morning in his/her band room locker, and pick it up at the end of the day.
3. Buses: If a student needs to stay late after school, or misses the bus, he/she may be able to take the HES bus home. The bus company must agree to this each school year.
4. Early Release Days: There is no lunch on Early Release days, but pizza is brought to the school by Bravo and sold by the athletic department to fund school athletic programs. If a student stays to get pizza, it's hard to also catch the bus home, so other pick up arrangements may need to be made.
5. Items Left Home by Students: For students who forget something and need someone from home to bring it in, there is a drop-off table in the main office. An item can be left there, labeled with the student's name. Students are not reminded to pick up their items.
6. Middle School Dances: Dances begin in the second half of the school year for students in grade 6 and continue through middle school. Middle school dances use gym space as well as the cafeteria. Dances tend to be loud and warm, so students should dress appropriately and drink water while there. Generally there is a \$5.00 charge, usually to support a school club or sports team, and the dances start at 7:00 pm and run till 8:30 or 9:00.
7. Parent Concerns: If a parent has a concern regarding the teacher or a student's performance, parents should address their concern with the teacher or guidance counselor by e-mail or by calling and leaving a message to set up a time to meet with the teacher. If the response is not satisfactory, parents can then contact the department head, the principal, and lastly, the superintendent if the concern continues.
8. Parent Reps: Each grade level has ideally two parents identified as "representatives" to the grade, who can be a resource or helping hand. These representatives sometimes host "Mug 'n Muffins," an informal gathering of parents in a particular grade at a representative's home.
9. Phone use: Cell phones are not allowed to be used during the school day. If a student needs to call home (usually because they forgot something), the phone in the main office can be used any time during the day. If a student does not have a phone for use after school and for example, missed his/her bus, the phone in the main office or homework center can be used.
10. Pick up Line: For students who do not take the bus but are driven to school, the drop off and pick up line runs along the back of Bromfield and can be entered off of Pond Road. By the school, cars are in two lanes. The left lane is for moving traffic and the right lane is for drop off and pick up. All cars preparing to drop off or pick up, cue to the right and all exiting cars cue to the left. At pick up students will walk out and meet up with their cars. Traffic must yield to students crossing the road and school buses. Also, watch out for student drivers as you drive through the parking lot. At pick up, they will be exiting in the opposite direction of cars entering.

11. School Clubs: Many clubs are open to students of all grades. TBS webpage, psharvard.org, has a tab that lists all clubs. There are a few clubs that are only for the middle school and they include: Middle School Reporter, Homework Club and the Minnow Club. (See above, After School Activities for information on the Homework Club and Minnow Cup.) In addition, students can run to be elected to School Student Council in each grade, starting in 6th grade. This role encompasses planning school activities and dances and putting forth student suggestions to administration. Students must be able to attend before school meetings. Elections take place in early fall.
12. Study Habits and Organization: This is a middle school theme. It is a learning curve that extends from 6th to 8th grade! What is helpful varies from student to student. Some students find this the hardest aspect of the transition from HES. A school planner is issued to each student, and it helps to develop a good habit on how to use this planner as a way to organize homework planning and quiz or test preparation. Some things that may be helpful to students include:
- ⤴ Students must develop a habit at school, where they are prepared for each class. If they do not bring completed homework due to each class, they are marked as unprepared.
 - ⤴ Some find an accordion folder to use for homework in all subjects helpful to locate homework each day. For some, it can help with organization.
 - ⤴ Students should have a plan for when they will go to their locker to pick up materials. They may only have time to get to their locker every two classes, rather than between each class.
 - ⤴ Consider having your child do a walk through of the school to orient him/her for class location and for their daily schedule before the start of school. 6th graders do have an orientation in August to do exactly this.
 - ⤴ Students and parents can use Ed-line to see what is expected from their teachers and to monitor progress, but note that not all teachers use Ed-line. If you are seeing incomplete or missing homework, its best to ask your child why. Doing homework is an important part of being successful.
 - ⤴ The number of tests per class and therefore their overall weight on the grade varies from class to class. Some classes may have less tests and therefore each one may weigh more heavily in the final grade. It is good for students to be aware and understand this each year.
 - ⤴ Use of homework club, meeting with teachers after or before school, or using school student tutors can be helpful for some students.
 - ⤴ For 6th graders, it may help to discuss this over the summer before entry, and think ahead about helpful strategies. Some students may find it helpful to get some guidance from an executive functioning workshop, if this area is particularly stressful for them.
13. Study Hall: Studies are offered starting in grade 7. If your child is very busy after school with activities every day, a study is helpful. If they are good at getting their homework done, though the amount increases each year, then a study may not be necessary. It is important for parents to weigh this option depending upon their child, their work ethic and their extra-curricular schedule.

14. Supply Lists: Lists for grades 6 – 8 can be found on psharvard.org. Go to the tab at the top, “Documents” and scroll down to supply lists.
15. Teacher After School Hours: Each teacher has a schedule of afterhours help and students should take advantage of this resource if they need it.
16. Textbooks: Some parents want to buy used copies of the textbooks so that their child(ren) don’t have to carry them back and forth from school. As the children get older the number of textbooks increases and it can make the backpacks quite heavy. To find the list of textbooks by grade and subject go to: [Textbook List](#). There is also information on where to purchase these books. Take note that the edition being used in class is noted and this is important when ordering used books.

GRADE SPECIFIC INFORMATION FOR GRADES 6, 7 & 8:

6th Grade tips:

- ⤴ There is a 6th grade orientation for students before schools starts in August. Students will receive their class schedule, locker number and lock. Supplies can be brought in before the first day of school. Students can check out the location of classes and practice opening their lockers, a stressful situation for all 6th graders. Cloth hanging locker shelves (sold at office supply stores) work great with organizing and fitting all binders.
- ⤴ If your child takes the bus, remind him/her there is no bell or teacher escort from their lockers to the bus as there was at HES. They should just walk directly to the bus, after getting their things from their locker.
- ⤴ Pick-up students should walk from the school entrance, down along the sidewalk behind the building, to find the parent's waiting car.
- ⤴ Ed-line is instrumental for parents and students to follow school work. It is used less in the high school, but is incredibly useful for grades 6-9. Parents can follow how their child is managing with homework. If this is a problem, it is very helpful to address the problem right away. Any of these may prove helpful:
 - Consider using homework club/learning center at school, if student is not getting homework done at home.
 - Consider a teacher review for accuracy of homework, if student is doing work wrong.
 - Consider after school teacher help, if student needs extra guidance.
 - Consider a tutor if student continues struggling with content. (Tutors can be found through the Bromfield National Honor Society, Department Head, Peer Tutoring, or outside the school)
- ⤴ Science Fair: takes place starting in 6th grade for students to explore science interests.
- ⤴ Field trips: There are one to two field trips a year. These may vary from year to year. Parent volunteers are needed for these.

7th Grade tips:

- ⤴ Sports Sign-up: Sign-up is announced at school, and students must attend coach meetings and submit appropriate paperwork which can be found on line at psharvard.org or Ed-line. Sign-up for fall sports happens in the spring of the previous school year, but students can also sign up when school starts. There are three sports seasons: fall, winter and spring. Practice locations and times vary. Some can be walked to, some can be gotten to by bus and others require transportation. User fees are involved in each sport. Game Schedules are posted on line through Ed-line. Students will need to learn how to develop time management skills to balance homework and sports schedules.
- ⤴ Wellness Seminar is held in the spring. This program is for parents and students with a focus on communication skills as students enter their teen years. Outside experts serve to provide information and facilitate workshops with parents and children. This is an all day event taking place on a school day and it is hoped that at least one parent attend.
- ⤴ Placement in math classes for the following year is determined at the end of the year. Accelerated opportunities may exist based upon student performance.
- ⤴ Field trips: There are one to two field trips a year. These may vary from year to year.

8th Grade Tips:

- ⤴ In Jan/Feb of 8th grade, parents are invited to a meeting to introduce them to the high school department heads and logistics about class schedules. The students meet separately and are asked to select their electives. Students then have time to meet with their Guidance Counselor to assist in selecting their courses for the following year.
- ⤴ The foundation for the 9th grade Physics curriculum is set by math and science content in 8th grade.
- ⤴ "Organization pays off in 8th grade." Class quizzes should be kept and organized through the 8th grade year, as they are essential for midterms and finals.
- ⤴ End of the year has finals in all subjects (some are all year (Math, Science) some are midterm (SS), with effort to introduce students to the "high school" experience.
- ⤴ On the days students take finals, they can be "released" from school after their exam to a parent agreed upon plan, and do not need to stay in school for the rest of the day. Students can opt to stay and take the bus home, though few do.
- ⤴ There are more writing assignments in language arts for 8th grade than prior years
- ⤴ Students are responsible for setting their own standard of what helps in class note taking, and from use of Ed-line notes.
- ⤴ Ed-line is still used heavily by the 8th grade teacher team.
- ⤴ There is a mini "celebration" for the 8th grade class. The celebration is put on by the class for the class and its form is determined each year by each class. The students receive a Grade Level t-shirt, with the names of all the students in their class. This celebration takes place during the school day.
- ⤴ Field trips: There are one to two field trips a year. These may vary from year to year.