

Transition



Workbook

Name _____

Welcome to your transition workbook



In September you will be starting at your secondary school. Changing school can be exciting but you might also feel a bit nervous. Schools and your family will all be working together to help you get ready to start secondary school.

This is your transition workbook and you can use it both at home and at school. It will hopefully help you find out a lot about secondary school as well as help to prepare you for all the changes.

Some things I'd like to know...

Write down some things that you'd like to know about your secondary school.



Some things I'd like my secondary school to know about me...

You might want your secondary school to know about things that will help you to be happy and successful. You might want to tell them about any special interests, anything special about your family or maybe what might help if you get anxious or annoyed.

You can write as much or as little as you like.

You can send this to a member of staff at your secondary school - ask an adult to help you. You may have already completed an all about me sheet or a 'my lockdown experience' sheet - you could send these too.

Information Sheet

Fill in this sheet about your school now and what you think it might be at your secondary school in September.

	Primary	Secondary
Name of my school		
The lessons I look forward to		
How I get to school		
What I do for lunch		
Things I like about my school		
Friends I have at my school		



Finding out about my secondary school

Find out the information about your secondary school to fill in this fact sheet. Your parents, teacher or other adults in school might be able to help you. You could also look on the school website.

The name of my secondary school will be _____

The address is

The telephone number is _____

The name of Principal / Headteacher is _____

The key person for Year 7 student is _____

School starts at _____ and finishes at _____

To get to school on time, I will need to leave my house at about

There are lockers for students to put their belongings in.

Yes/No (circle the right one)

If I would like a locker this will cost _____

Finding your way around

Most Year 6 students feel a little worried about going to a school which is usually bigger than their primary school. They might feel worried about getting lost, or being late for a lesson because they're not sure of where the room is.



A map can help because it shows where all the different rooms are and you can easily see the quickest route to get there.

Can you get a map of your secondary school? Is there a virtual tour on the school website?

There is space to stick in your map on the next page if you can get one.



If you like science you could look to see where the science labs are.

Or if you think dinnertime is the best thing about school then you can look to see where the canteen is!

Even with a map sometimes students (and adults!) can lose their way.

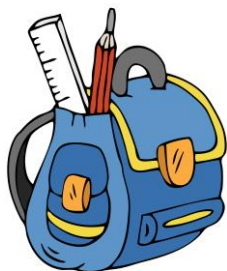
If this happens what could you do?

Who could you ask for help?

**Stick a copy of the
school map here**

The Timetable

One of the first pieces of information you will be given in September will be your timetable. It's very important because it not only tells you which lessons you will have that day but it also gives you a clue about the equipment you will need to pack in your bag the night before. It also tells you what time each lesson starts and finishes and in which room they will take place. If you haven't got a watch yet, it might be a good idea to buy one to practise telling the time and getting to places on time.



Usually the timetable will also let you know which teacher you will have for each subject. Usually you have one teacher per subject instead of just one or two teachers teaching you everything. Often, the timetable will have the teacher's initials next to the name of the lesson.

You will probably have 5 or 6 different subjects every day and some will be in special rooms. For example science will usually take place in a laboratory.



One thing to know is whether your school has a **two week timetable** or not. If your school does use this system, you will have to remember whether you are on week one or week two. Adults in school can usually help you if you have difficulty understanding your timetable.

Timetable practice!

Get a copy of the timetable from your secondary school. You could ask someone at your primary school or secondary school to send you one. It might not be the same as the one you will be given in September but you can still use it to practise reading timetables.

Study the timetable from the secondary school and see if you can answer these questions.....

1. When does the pupil spend time with their tutor/form/mentoring group?

2. Which days are P.E. on?

3. What equipment will the pupil need to pack for Thursday's lessons?

4. Which room or rooms will the pupils have English in?

5. What is your favourite lesson?

6. When is it on the timetable?

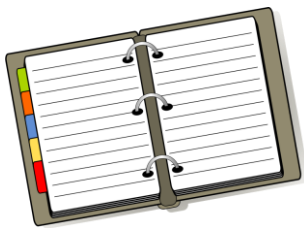
Stick the timetable on the back of this page when you have finished.

Homework

Homework! Some people do not like it but it's just one of those things that you have to do. The more organised you are, the less amount of time you'll have to spend each day doing your homework.



In Year 7 you may get more homework than you have been used to. Teachers will usually be stricter about getting it done and handed in on time too.



To help you do this there is a homework section in your planner/journal where you or an adult in school can write down what you have to do and when it has to be handed in by. Some schools have a homework club or room so you can do some of your homework at school.

Why is homework important?

Homework is really important because it shows the teacher whether you've understood the work or not. It also means that you can cover more work than the time allowed by a lesson in school.

Questions to ask....



You need to make sure that you really understand all the rules about homework. On the next page there are some questions you could ask your key adult. You can add a few more of your own if you like.

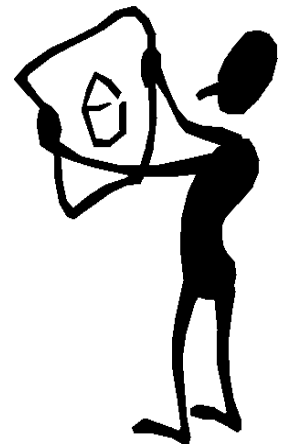
Homework Questionnaire

This is your chance to ask your form tutor or another adult everything you can think of about homework! If there's no-one to ask while you are home you leave this page until you're back in school.

1. How long will I be expected to spend on homework each night?

2. How will I know what to do?

3. How long will I usually have to complete each piece of homework?



4. What should I do if I get confused when I'm writing the homework instructions in my diary?

5. What will happen if I forget to do it or forget to bring it in?

6. What should I do if I find the homework is too difficult?



Food!

Find out the answers to these questions about food available at your new secondary school.

During the school day when can I buy food/drink?

Breaktime starts at _____ it lasts _____ minutes

Year 7 Lunchtime starts at _____

Year 7 Lunchtime ends at _____



I will usually have **school dinner** / **packed lunch**
(circle the correct answer)

Where can I eat my lunch?

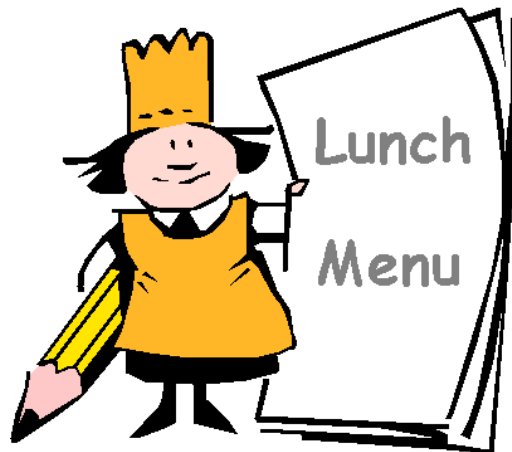
How do I pay for school food?

What are the food options for lunch and do I have to order in advance?

Does the whole school have lunch at the same time?

Who can I go to if I am worried about not being able to pay for lunch?

Get a copy of the school menu and stick it in your workbook.



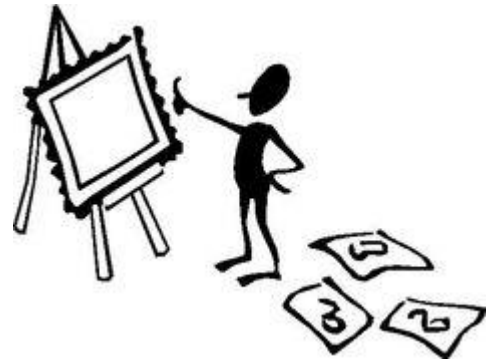
Clubs

At secondary school there are usually a lot more clubs that run at break times, lunch or after school which you might like to attend. See if they are on the website or you could wait until you're back in school.

What lunchtime and after school clubs do school have?

Is there a club timetable? YES/NO

What time do clubs run?



Can anyone join the clubs? YES/NO

How do I join a club I am interested in?

If it's a lunchtime club when do you eat lunch?

If I come to school on the bus can I still attend a club after school? How will I get home?

Worries

Most people worry about changes, especially big ones. Knowing what to expect, talking about your worries and having a plan to manage anything that seems difficult can make changes a lot easier to cope with.

Do you have any worries about going to secondary school?

What could you do to solve your worries? Who could you talk to?



Equipment

In primary school, most of the equipment you need is kept in the classroom. But at secondary school, you will be expected to have your own pencils and pens and you will have to carry them all around with you. There are lots of other things you might need too.

There may be consequences if you don't have the correct equipment with you for each lesson.

Find the school equipment list and attach it here...

It might seem like an awful lot to remember but try not to worry about it. You can get your parents or an adult at school to write a list of the things you will need for each day. You could then tick each item off as you pack your bag. Make sure you try and pack your bag the night before!!

School Rules

Why do we have them?

Every school will have some rules for the classroom, corridors and assembly as well as rules about homework, break-times and uniform. You might not like them or even agree with them but they are there to make life easier for everyone in school.

Can you think of the reasons why schools need rules?

What are the rules in your new school? Get a copy of the rules and attach them to your workbook.

There are lots of school rules and you may not agree with all of them but they must be followed. You may want to talk to an adult in school about the rules that you are not happy with when you are calm.

Breaking the rules!

There will always be consequences for breaking the rules. So it's not only important to know what the rules are but also what will happen if you don't follow them.

Apologising

If you do break a rule, it is usually a good idea to admit that you got it wrong and to say sorry.



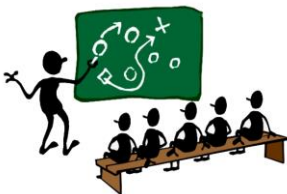
It can be hard to keep your cool if you're being told off. Try to remember things will only get worse if you get angry!

What might happen if you break the rules?

What could you do in the following situations?



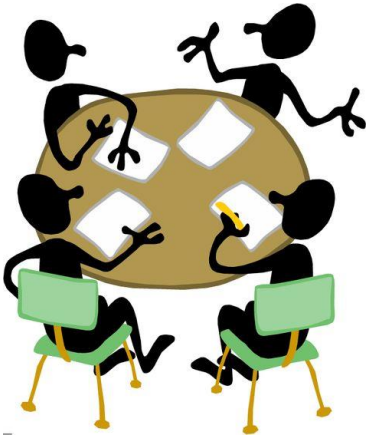
1. You have not done your homework because you didn't write the instructions down properly.....



2. A teacher tells you off for talking in class but you were just answering your classmate's question.....

3. You have forgotten a book you need for that lesson.....

Meeting New Adults



At primary school most children feel comfortable and happy because they know everyone very well and feel like they belong. Just having one teacher can make you feel safe too. Going to secondary school can be different because you won't know everyone and it may take a bit of time to feel like you 'belong' in your new school.

The important thing to remember is that **EVERYONE** will feel the same way and that you're not alone. It's actually a good opportunity to make new friends and learn from adults who have a lot of knowledge about their particular subject.

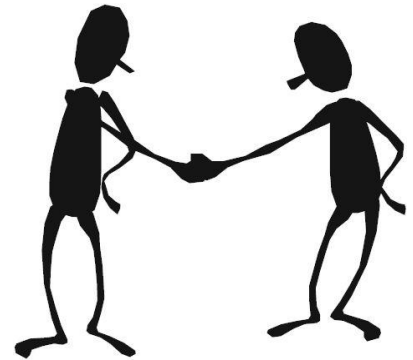
There will be lots of new adults at secondary school and you may find it difficult to remember their names.

What could you do to help you remember the names of new adults?



People and Places

Sometimes you might need to have help with finding your way round, if you have lost something, forgotten to bring your PE kit or something else. Do not worry most people will need help sometimes.



What I might need help with?	Who will help me?	Where will I find them?

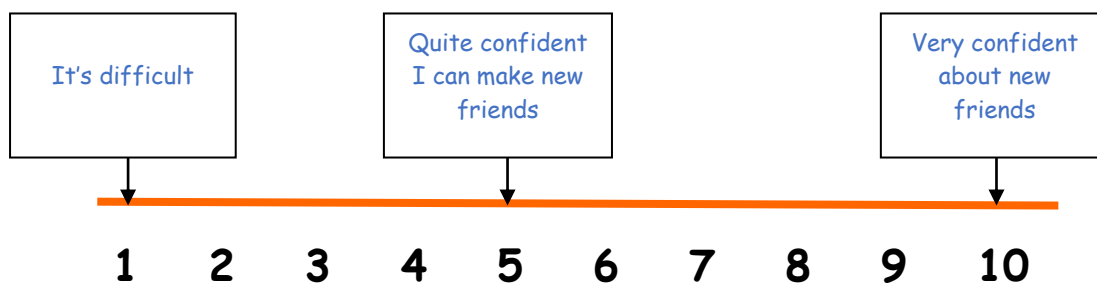
Making New Friends

At your new secondary school you might want to make new friends.

Everyone has strengths. Some pupils find it really easy to get to the top level on a computer game whilst others struggle to get past Level 1. Some pupils have no problems drawing amazing life-like pictures whilst others find it difficult to draw a good stick-man.

It's the same with making friends. Some pupils love meeting new people, are very chatty and make lots of friends easily. Others find it difficult to begin to make new friends.

Where do you think you are on the friendship scale?



Below are a few hints and tips to help you make a new friend.

Some ways of getting to know people are:

smile at them ~ a smile sends a friendly message to others

greet them ~ a friendly greeting tells people you are open to making new friends

Can you think of any ways of greeting someone you don't know very well?

introduce yourself ~ when you meet others for the first time it's polite to tell them your name. Ask what their names are too.

make friendly comments or give compliments ~ these are two ways to start conversations with other people

Can you think of any friendly comments or compliments?

find out about them by asking questions ~ it is easier to make friends with people who you have something in common with

When you make new friends what questions could you ask to find out about them?

listen to what they have to say ~ if the person likes similar things to you, let them know. It will give you more things to talk about (you might both like computers).

ask them if they want to do something at break-time



If you want to join in with a new group of children watch them for a while to make sure they are behaving in friendly and safe ways.

Groups who behave in friendly and safe ways are more likely to treat you kindly and want to be friends with you.

Joining groups where children are acting in unsafe and unfriendly ways may get you into trouble.

Circle the things you think are friendly and safe actions.

taking turns

fighting

speaking rudely

acting wildly

smiling

sharing

pushing and shoving

acting selfishly

cooperating

using good manners