



**St. Cuthbert's**  
Roman Catholic High School

# Transition Workbook



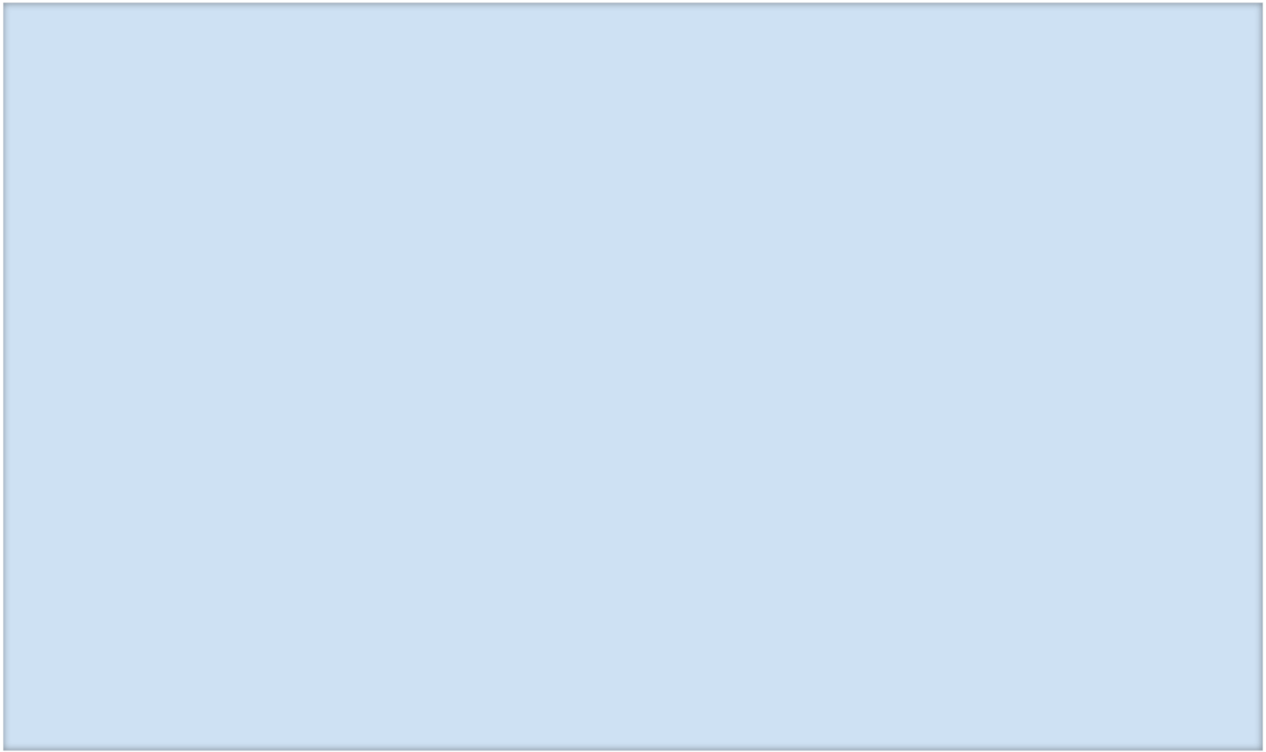
Changing school will be exciting but you might also feel a bit nervous. It will involve lots of changes and new experiences for you in September.

This transition booklet can be used at home, at your school and even in your new school. It will hopefully explain a lot about secondary school and answer some of your questions as well as help to prepare you for all the changes.

I hope you will enjoy all the different activities in the book and your new school, when you arrive in September.

**GOOD LUCK!!**

# Transition Workbook



Find a photo of yourself in your primary school uniform and stick it here!

Name:

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Primary school I attend:

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Secondary school I will attend:

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# Finding out about my new school



## Important Information

The address:

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Telephone number: \_\_\_\_\_

School starts at: \_\_\_\_\_

School finishes at: \_\_\_\_\_

I will travel to school by:

Car / Bus / Walking / Bike / Train

To get to school on time, I will need to  
leave my house at: \_\_\_\_\_

# High School Questionnaire

1. What do you think it will be like at your new school? \_\_\_\_\_

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2. What things would you like to find out about your new school? \_\_\_\_\_

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3. List three things you are looking forward to:

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4. List three things you think you might need help with:

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5. Our school motto is 'The best we can be' what do you think this means?

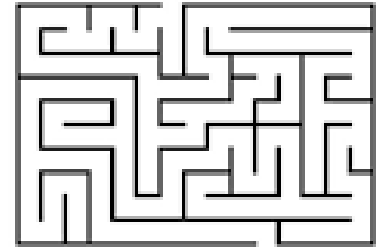
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# Finding your way around...

Most year 6 pupils feel a little scared about going to a school which is so much bigger than their primary school. They 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 way to get there.



If you like a Science, you can look for the Science labs. If you enjoy lunch, you can look for the cuisine area.



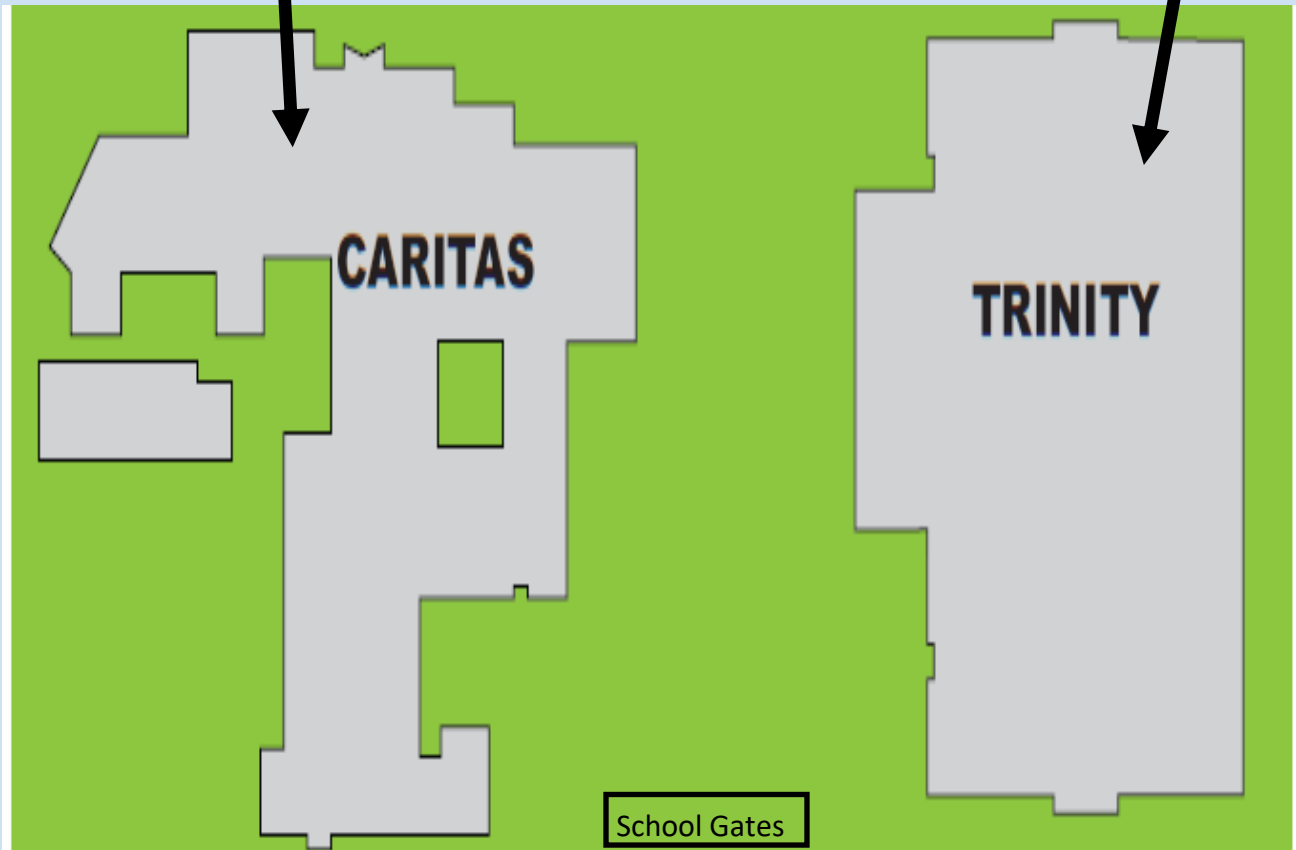


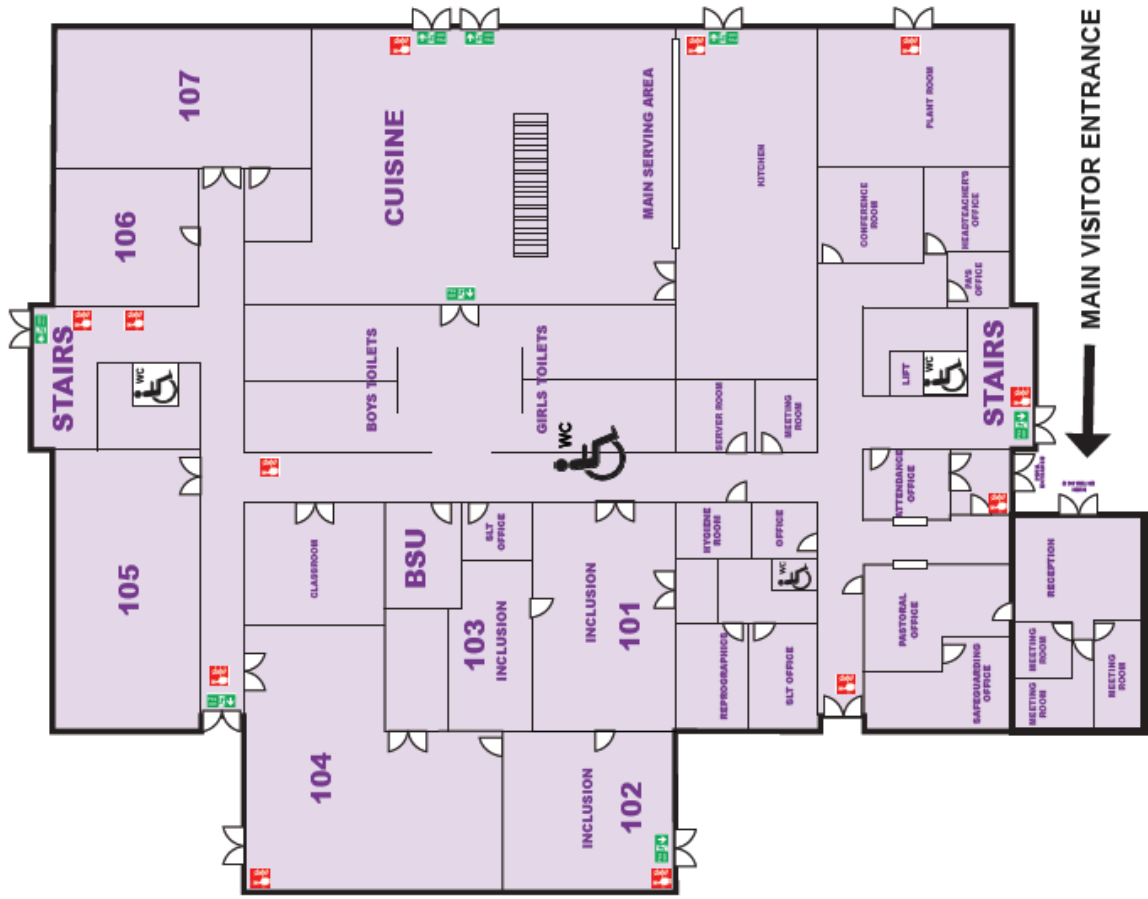
**Lessons in Caritas:**

- Humanities
- PE
- Music
- Drama
- IT
- SEN

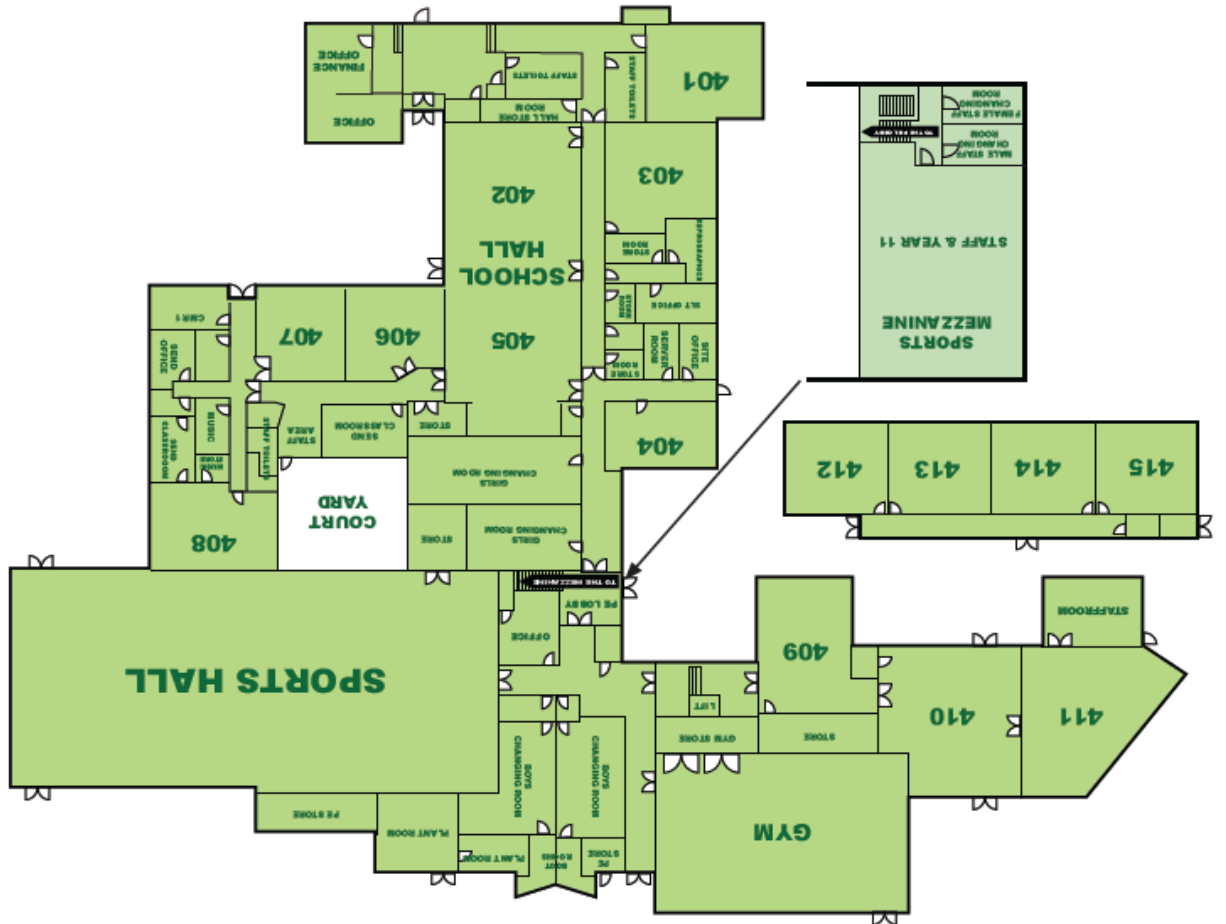
**Lessons in Trinity:**

- Maths
- English
- RE
- Science
- Technology
- Art
- MFL

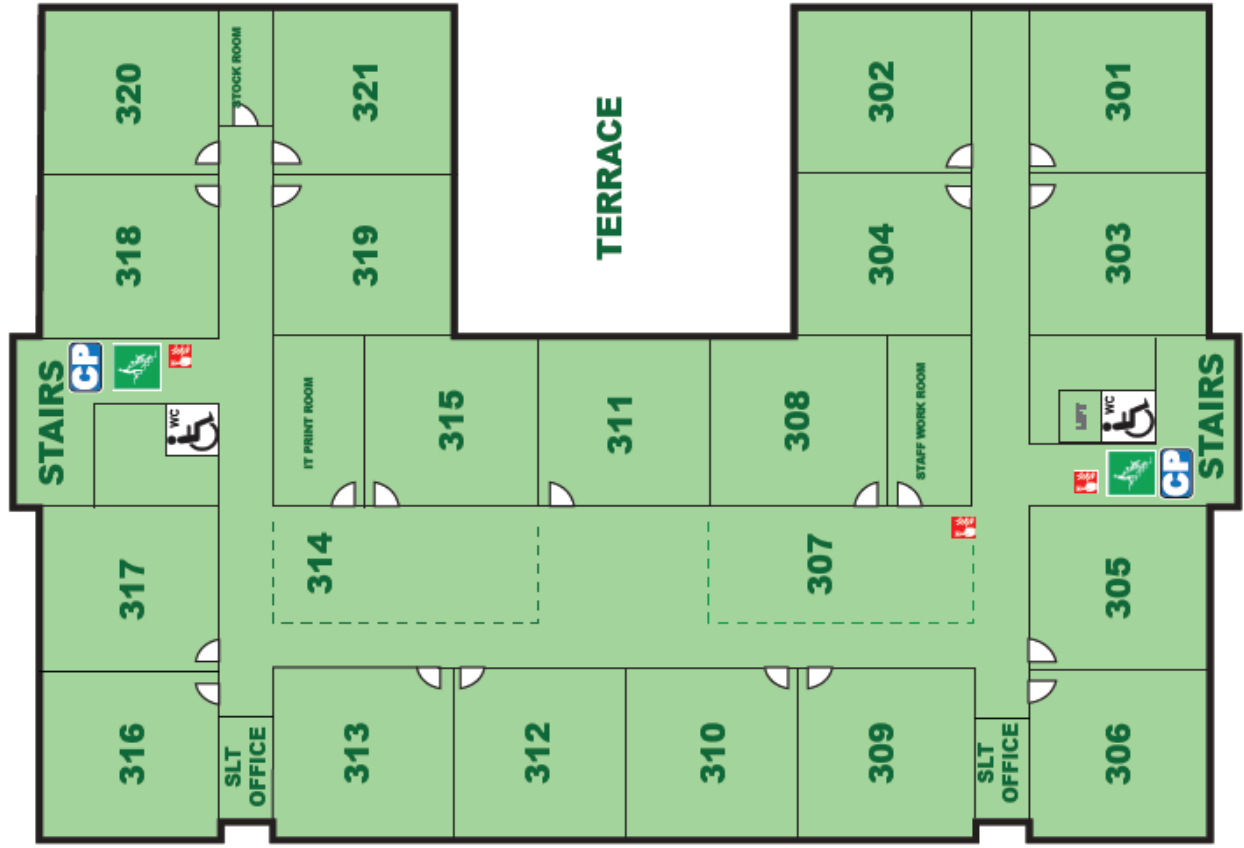
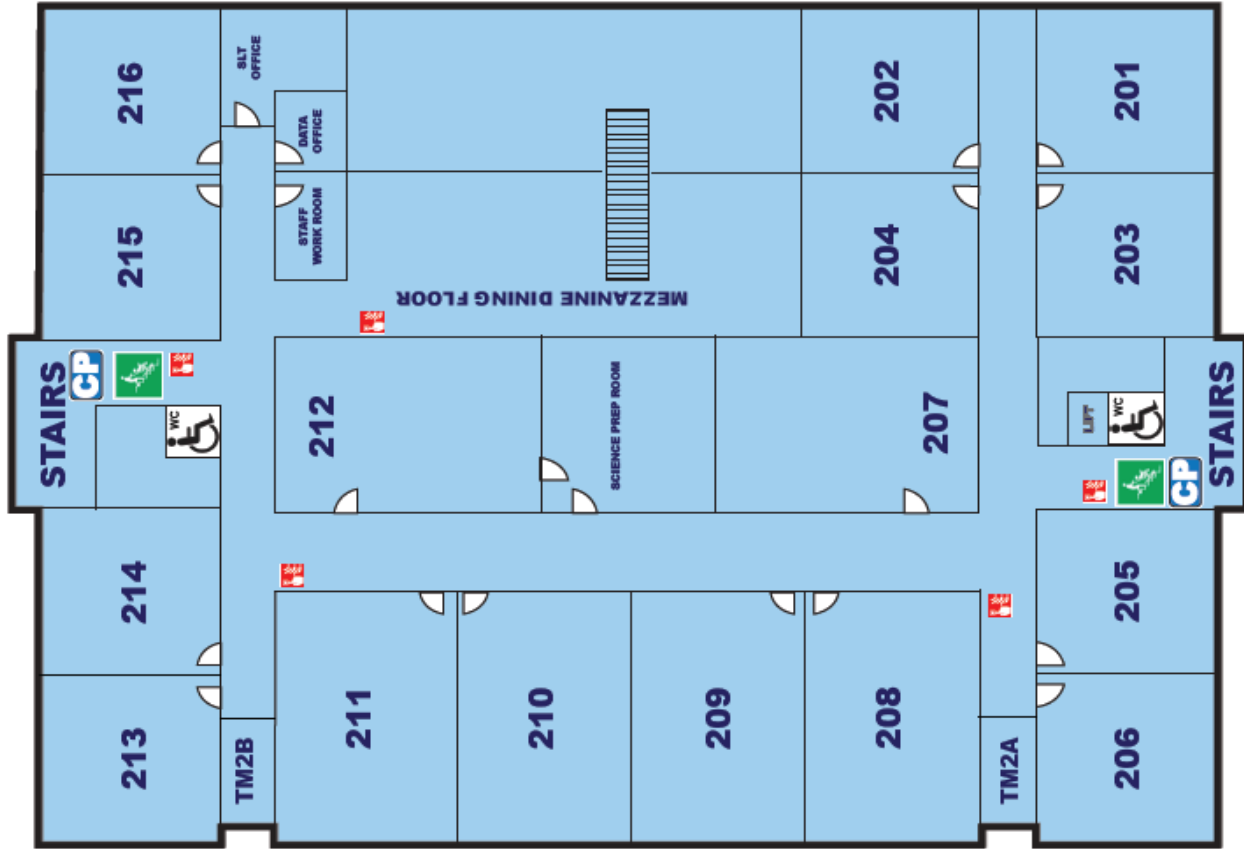




MAIN VISITOR ENTRANCE







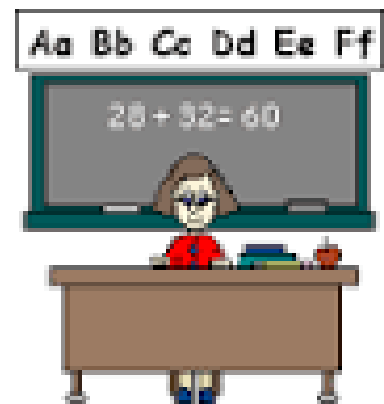
# The Timetable

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.



Usually the timetable will also let you know which teacher you will have for each subject. Instead of just one or two teachers, you're going to have to get used to having ten or more different people in charge of your class! The initials of the teacher will be next to the lesson.

You will have six lessons a day and it will be different subjects each lesson. Each of these will last for 50 minutes, but some of these may be a double lesson lasting 100 minutes. They will all be in different rooms so you will move around the school a lot. There will be a two week timetable so you will need to make sure you are on the right week as well.



# The school day

<b>TIME</b>	<b>DURATION</b>	<b>SECTION OF THE SCHOOL DAY</b>
<b>08.25 – 09.15</b>	<b>50 min</b>	<b>Period 1</b>
<b>09.15 – 10.05</b>	<b>50 min</b>	<b>Period 2</b>
<b>10.05 – 10.25</b>	<b>20 min</b>	<b>Form Tutor Period</b>
<b>10.25 – 10.45</b>	<b>20 min</b>	<b>Break</b>
<b>10.45 – 11.35</b>	<b>50 min</b>	<b>Period 3</b>
<b>11.35 – 12.25</b>	<b>50 min</b>	<b>Period 4</b>
<b>12.25 – 13.10</b>	<b>45 min</b>	<b>Lunch</b>
<b>13.10 – 14.00</b>	<b>50 min</b>	<b>Period 5a</b>
<b>14.00 – 14.50</b>	<b>50 min</b>	<b>Period 5b</b>



# Timetable practice!

What time does school start?

When is it form time?

How many lessons are there in each day?

How many lessons before break time?

What time is break at?

How long do you have for breaktime?

What time is lunch at?

How long is lunchtime?

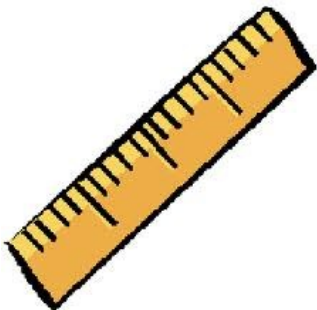
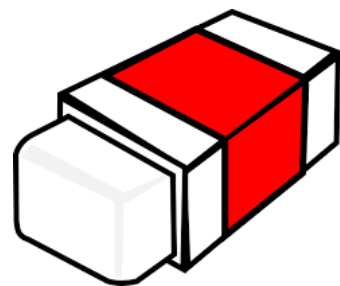
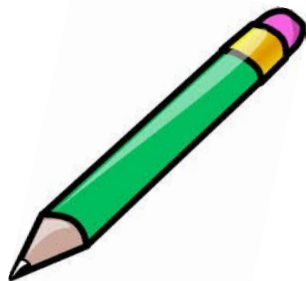
How many lessons are there after lunch?

What time does school finish?

# Equipment

In primary school, most of the equipment you need is kept in the classroom, even though you can bring your own.

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. You must always have your PREP (pen, ruler, eraser, planner) on you as part of our school standards.



It might seem like an awful lot to remember but try not to worry about it. You can write a list with everything you will need each day. You can then tick them off as you put them in your bag. You will soon start to remember everything you need.

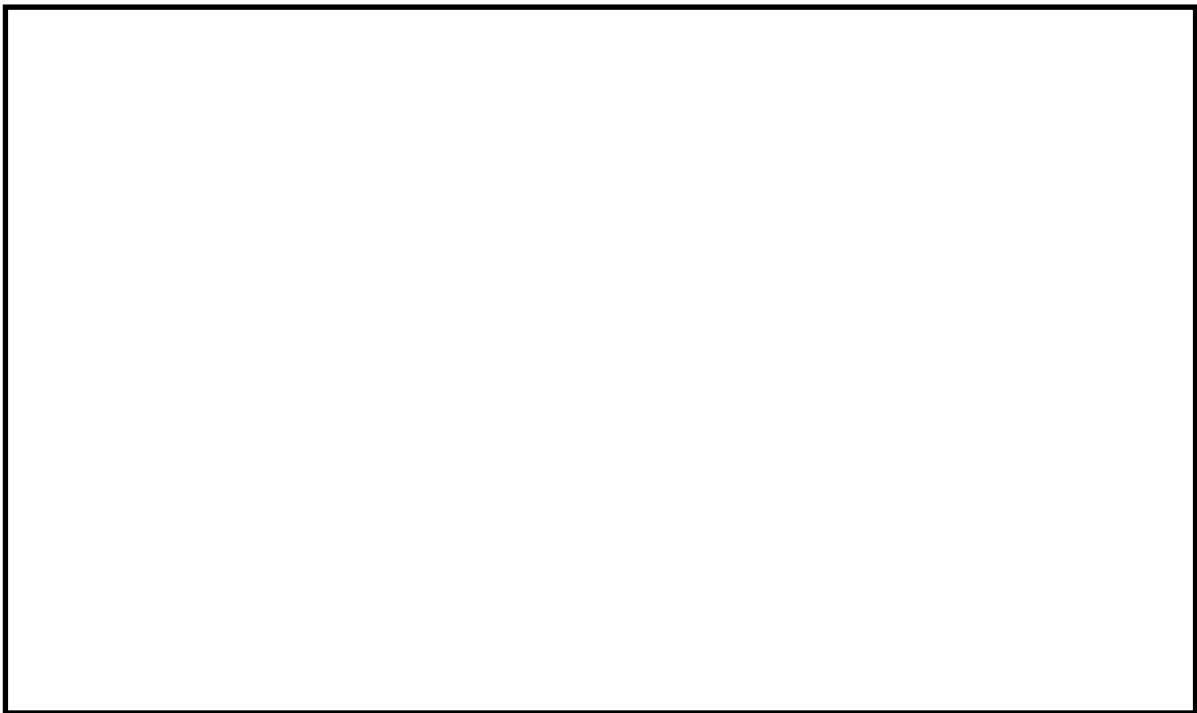
**Make sure you pack your bag the night before!!!**

# Equipment

What items will you need every day (Hint PREP and what will you carry it in)

1. P
2. R
3. E
4. P
- 5.

Now imagine you have the following lessons tomorrow: PE, Maths, English, art, material technology. What would you need in your bag to be prepared for them

A large empty rectangular box with a black border, intended for drawing or writing a list of items to be carried in a bag.



# 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 may not like them or even agree with them but they are there to make life easier for everyone in the school.

Can you think of the reasons why schools need rules?

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## Breaking the rules

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



If you do break a rule, it is usually a good idea to admit that you got it wrong and to say sorry. You are less likely to get in to trouble if you admit you made a mistake.

## Some items are not allowed in school at all. These are called banned items

Banned items at school include: Chewing gum, Fizzy drinks, Energy drinks, Hooded tops, Excessive make up, Jewellery in excess of one small pair of studs and a wrist-watch

# School Rules

At our school we have 4 classroom rules. These are:

- Not to talk when the teacher or anyone else is speaking
- I must stay on task (the teacher will explain each task)
- Not to touch or distract another student
- To speak and act respectfully at all times.

We also have rules for around school. These include:

- No coats or hats inside—they need to be removed when you come back into the building
- Student must move quickly and quietly to the next lessons. You need to enter the trinity building using the right floor to go straight up the stairs.
- You are expected to walk on the left.
- Students are expected to be polite and show respect for others.
- You are expected to follow instructions from staff.

# School Rules

## What happens if I break the school rules?

Within school we use a C system for if students break the rules.

C1—choice - this is a warning if you are breaking school or class rules

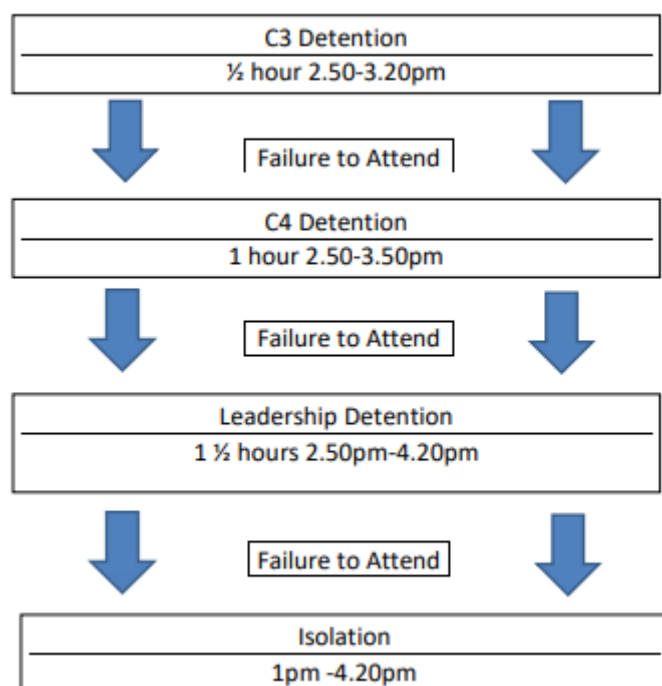
C2 — chance—a second warning to encourage you to change your behaviour

C3— consequence—at a C3 you will get a 30minute after school detention

C4—consequence—at a C4 you will get an hour detention and you have to move classrooms for the rest of the lesson.

On call—if you continue to break school rules, disrupt the classroom you move to or do not move classrooms you will get an on call and will spend time in internal exclusion.

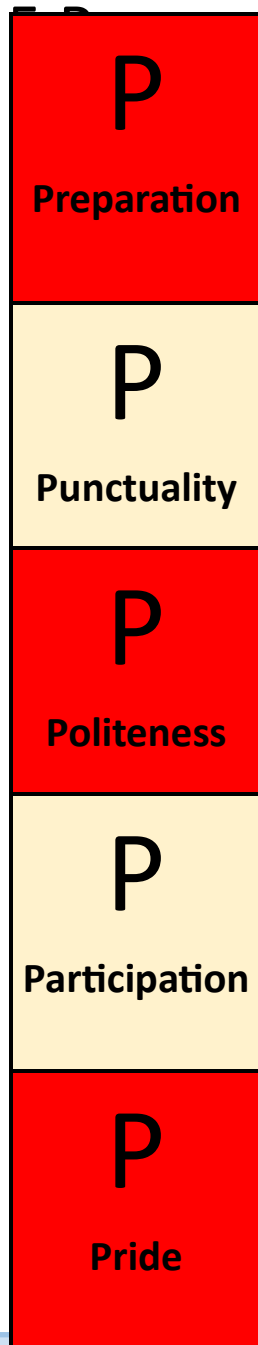
If you do not attend a detention it will be 'upscaled' these means that it becomes a longer detention. If you really cannot do a detention when it is planned let the pastoral team know why and they can move it for you.



# School 5Ps

We also expect all pupils to meet the 5P's—you will get positive points when you meet these expectations and negative points when you do not.

These point can be used to buy things in such as chocolate or stationary in school.



## Students will:

Be prepared for lessons with the correct equipment and any homework completed. You need to always have your PREP (pen, ruler, eraser, planner)

Be punctual by arriving to class and school on time with a positive attitude to learning and others.

Be polite by treating everyone respectfully and speaking in a polite and positive manner

Participate fully in the lesson. Complete all work in the given time and in

Take pride in your appearance and work by being in fully uniform and presenting all work with care.

# What should I do if...?

Write down as many rules as you know:

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**What should you do in these situations?**

You have not done your homework...

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A teacher tells you off for talking in class...

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You have forgotten a book for the lesson...

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The teacher sees you chewing in lesson...

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# School Uniform

A high standard of personal appearance is expected of all pupils. Pupils who present themselves properly for school can expect praise and recognition for this.

## Girls

- Black Blazer with school badge
- Tie (tie worn full waist length)
- A white shirt that goes to the neck (top button done and tie knotted neatly)
- A St. Cuthbert's mid grey knee length skirt (with school badge on) with black tights, white or black ankle socks
- Mid grey trousers
- Black shoes (polished leather or leather appearance); no other colour is permissible.
- Optional V neck grey sweater

## Boys

- Black Blazer with college badge
- Tie (tie worn full waist length)
- A white shirt that goes to the neck (top button done and tie knotted neatly)
- Mid grey trousers
- Black shoes (polished leather or leather appearance); no other colour is permissible
- Optional V neck grey sweater





# School Uniform

Girls

Boys

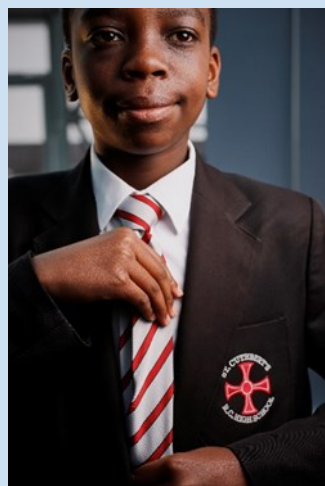
Both/ either



St Cuthberts Girls Blazer



St Cuthberts Boys Blazer





# School PE Kit

## Girls

- Red St Cuthbert's t shirt
- Black St Cuthbert's shorts or black leggings
- Black ankle socks
- Trainers
- Optional black long sleeve top with St Cuthbert's logo

## Boys

- Red St Cuthbert's t shirt
- Black St Cuthbert's shorts or black leggings
- Black football socks
- Trainers
- Optional black long sleeve top with St Cuthbert's logo



# School PE Kit



# Meeting New People

How many people are in your Y6 class?

How many years have you known them?

How many adults are there in your class?

Most children in your class will 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 form.

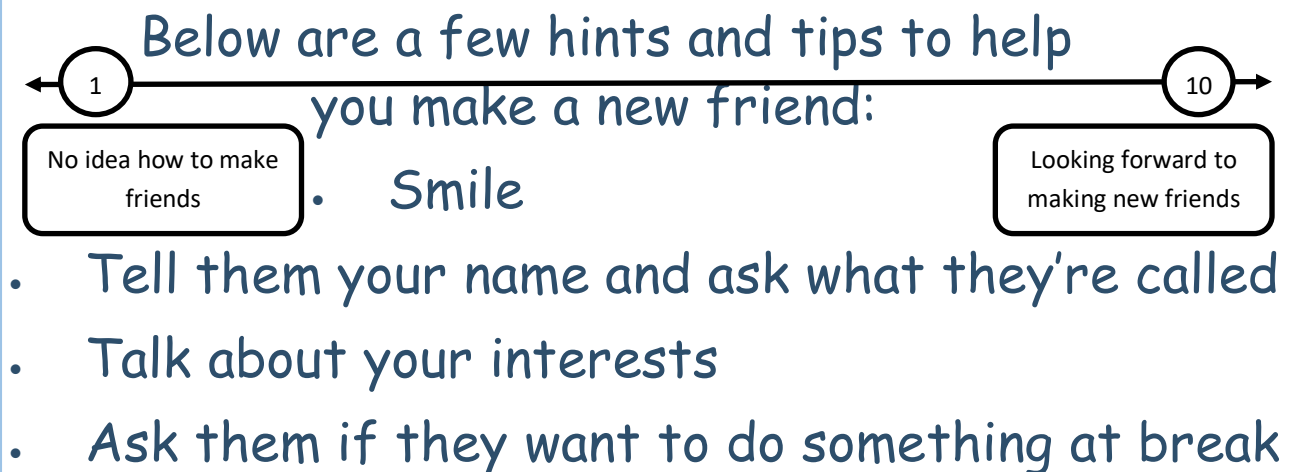
The important thing to remember is that **EVERYONE** will feel the same way and that you're not alone. It's actually a good opportunity to make new friends and learn from adults who have specialised in their particular subject.

# Making Friends

Everyone has strengths and weaknesses. Some pupils find it really easy to get to the top level on a computer game whilst others never 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 don't know how to begin to make even one friend.

Where are you on the friendship scale?



# Where do I go if...?

There are lots of different places and people you can go to depending on your reason...

I am feeling...	I can go to...
LOST	Pupil reception Any teacher
SCARED	Form Tutor Head of Year/Pastoral SEN
UPSET	Form Tutor Head of Year/Pastoral SEN
WORRIED	Form Tutor Head of Year/Pastoral SEN
I NEED HELP WITH MY WORK/HOMEWORK	Subject teacher The Linc

If there is anything else you might need help with just ask a teacher, they will be happy to help.



# What if...?

## If I forget how to find my way to the classroom

I will get my plan from student planner and see if I can work it out  
I will try and ask someone in my class  
I will ask the teacher

## If someone calls me an unkind name

I will try and walk away and not swear and shout at that person  
I will tell my teacher why I feel upset  
They will deal with it and talk to that person

## If I forget my dinner money

I will go to the office and tell the lady in there that I have no money for lunch  
They will lend me some money to buy some lunch  
They will also tell my Mum by writing it in my student planner book

## If I forget to bring my homework to school

I will tell my form teacher  
I will tell the subject teacher and say the reason why I have not got my homework  
The teacher will tell me where I have got to put my homework when I bring it in tomorrow

## What if I have difficulty in the dining hall?

I could tell my tutor  
I could ask to go in to lunch early

## What if I have nothing to do at break?

I could go to the SEN break and dinner  
I could buy a snack and eat it in the dining hall  
I could find my buddy  
I could go to reception





# Top Tips

Before starting at the school, practice things you might find hard e.g. packing your bag, putting on your uniform and shoes, tying your tie, putting on your PE kit.

- Make sure your name is on most things.
- Put a copy of your timetable somewhere in your home e.g. bedroom or kitchen.
- Check your timetable every night before school and pack your bag.
- Remember lunch - packed lunch or money.
- Remember you can always speak to your form tutor if you are not sure.



# What do we want to know?

What words describe you best?

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What are you particularly interested in?

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How do you learn best?

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Think about your favourite teacher - what do you like about how they teach?

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What is your favourite part of the school day?

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What is your favourite thing to do at school?

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Where do you like to sit in class? What do you like to do at break time?

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What worries you about secondary school?

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# All about me

<b>My likes, hobbies and interests:</b>	<b>My dislikes, hobbies and interests:</b>
<b>I find it difficult to:</b>	<b>It would help me if you could:</b>
<b>I will help myself, in lessons, by:</b>	<b>What do I want in the future:</b>