

SECONDARY READY

A booklet to get you
ready for transition



Getting ready for transition

Now that you are in the final term- you need to prepare yourself for secondary school.

Follow the steps below and you will be ready in no time!

Take your PE kits home.



Bring your own stationery in a pencil case. Please bring x2 pencils, a pen, ruler, rubber and a sharpener.



Everything must be taken home every day - not left in trays.



All work books in the correct boxes according to the subject.



Planner with timetable on desk.



My Journey to school

What do you need to know about getting there?

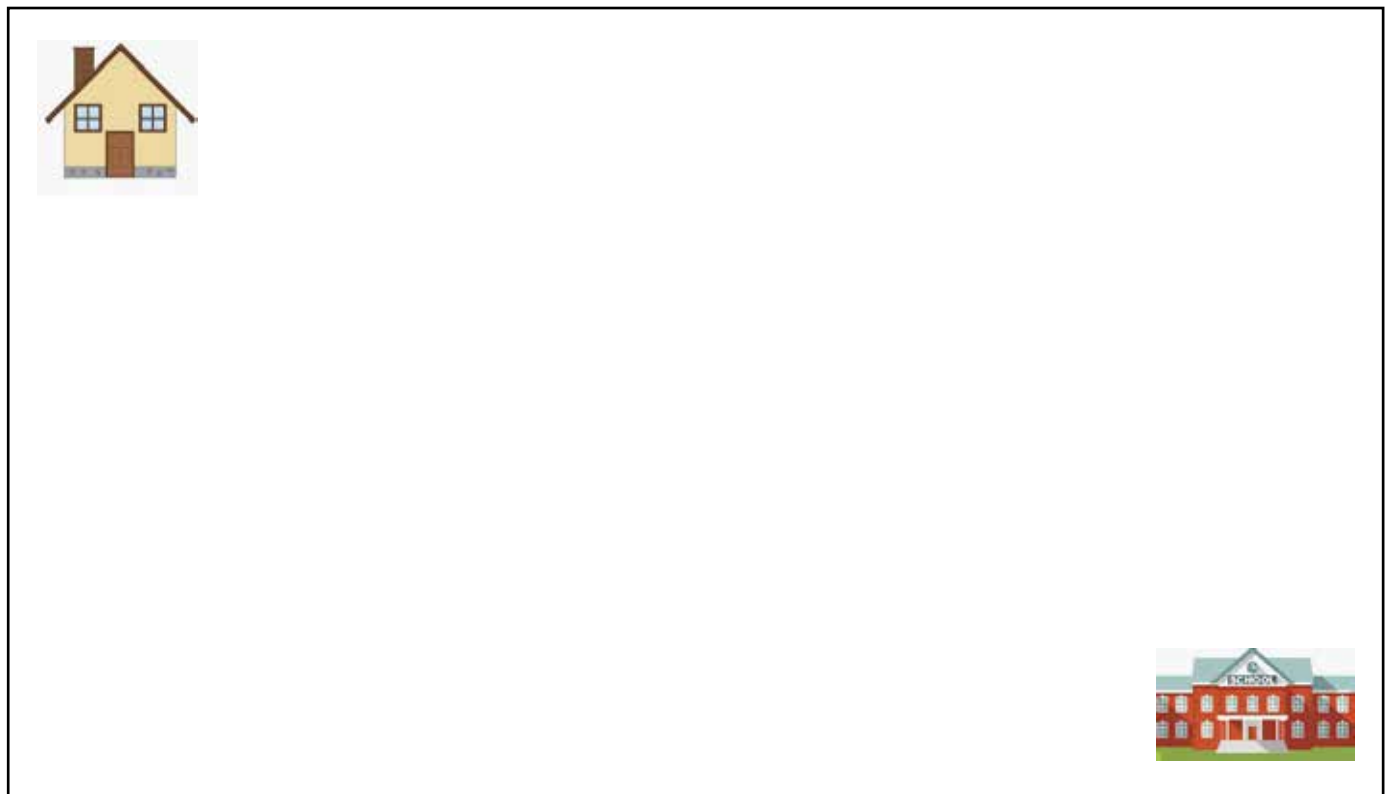
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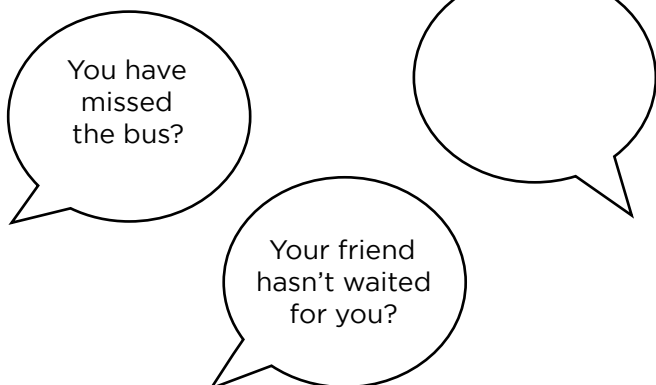
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Use google maps to research and help you write instructions or draw a picture to show how you will get there.



What if...



What would you do?

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Uniform

Items of uniform that I need to wear?

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Draw a picture of the school uniform.



Scenario Cards

What do I do if I can't remember where my classroom is?	<ul style="list-style-type: none">• Ask an adult• Use my planner. Timetable and map and work it out• Go to reception or student services
What happens if I forget my pencil case?	<ul style="list-style-type: none">• Tell your form tutor and ask to borrow one• Ask a friend if they can lend you a pen and pencil
I have forgotten my lunch:	<ul style="list-style-type: none">• Tell your form tutor• Ask school to contact home to see if a parent can bring it in• Borrow some money from school and have a dinner
I don't know what class I have next.	<ul style="list-style-type: none">• Check your timetable• Ask at the school office
What happens if I forget my homework?	<ul style="list-style-type: none">• Tell your form tutor• Tell the teacher that set the homework and• say you will bring it in tomorrow
What happens if I forget my PE kit?	<ul style="list-style-type: none">• Tell your form tutor• Ask school to call home to see if a parent can bring it to school• Borrow kit
I have no friends to talk to	<ul style="list-style-type: none">• Tell your form tutor• Tell your Head of Year• Try talking to someone you like• Try talking to an older student mentor

Laminate these cards back to back and put them together either using treasury tags or keyring. The cards need to be a size that can easily fit into the pupils pocket. (To be used for the vulnerable children or any other student whom you identify as requiring additional support)

Mock secondary day/s classroom expectations

Rules for secondary mock days.

1. Take all your belongings with you to each classroom.



2. Put your belongings on the back of your chairs.



3. Toilets and water during break and lunch only. (excludes medical/ emotional needs)



4. Drink bottles to remain in pupil's bag.



Rewards: Extra break time (as secondary school breaks shorter)



Mock secondary day/s

MONDAY	Lesson	Break		Lesson	Lunchtime		Lesson
	Teacher			Teacher			Teacher

TUESDAY	Lesson	Break		Lesson	Lunchtime		Lesson
	Teacher			Teacher			Teacher

WEDNESDAY	Lesson	Break		Lesson	Lunchtime		Lesson
	Teacher			Teacher			Teacher

THURSDAY	Lesson	Break		Lesson	Lunchtime		Lesson
	Teacher			Teacher			Teacher

FRIDAY	Lesson	Break		Lesson	Lunchtime		Lesson
	Teacher			Teacher			Teacher

Notes for teachers for setting up mock day/s

(This will depend on the context of the school. The day/s are designed to support the children to minimise stress.)

- Give children a timetable on the day
- Identify different teachers to teach lessons
- Children will move around with all their belongings
- Add a PE lesson to this not on an usual PE day
- Write a letter to parents in advance to inform them. (Possible template attached below)
- Depending on your school set up, you might consider making changes to timings for lunch and break times. (possibly a shorter lunch break as in secondary school)

Dear Parents,

To help children prepare for transition in to secondary school, we will be having a mock secondary day/s- week commencing.....

To prepare children for this could you please provide your child with the following: a pencil case with 2 pencils and pens. A ruler, a rubber and a sharpener.

During this/these day/s week children will be expected to also take their PE kit home and only bring it in on the day it is required. They will also be expected to take their stationery home and bring it back the following day.

In addition, children will not be allowed to keep their water bottles on the tables but they can have them in their bags, which they will take with them as they move from one class to another.

Children will also only be able to go to the toilet and have a drink during the break time/ change over time to help them understand the logistics of secondary schools.