

# Moving up to Holy Family Catholic High School in Year 7



## Transition Support Guide

Name: \_\_\_\_\_

Primary school: \_\_\_\_\_

# Hello!



This is Miss Palmer and she is our school SENDCO. Her job is to co-ordinate the help for all of our pupils who may need some extra support whilst they are a pupil at Holy Family.

You will see her around school a lot and if you need any help you just need to ask for her and she will come and see you.

For parents and carers, she can be contacted by email ([mpalmer@holyfamilyhighschool.co.uk](mailto:mpalmer@holyfamilyhighschool.co.uk)) or by calling the school.

“Starting a new school can be a very exciting time but sometimes you might feel a little bit worried, especially the way things are right now where you can’t just pop along and visit us. However, please try not to worry about anything as we will always be there to help you.

Before you start at Holy Family, I hope you have some fun completing all the challenges by collecting some facts as you go through this booklet. You will probably have lots of questions that you would like to ask about our school too and we are here to answer those, even if it’s just by phone or email.

Write down any questions that you have about Holy Family on the next page. Ask an adult to scribe for you if you need to.

I’m looking forward to meeting you all in person very soon.”

Miss Palmer





[illegible]

## All about me

We would love to get to know you and we would love you and your family to tell us all about you and them. This sheet lets you fill in what you want to tell us.

### This is me

(Draw a picture of yourself)

### These are the people who are important to me

(Draw a picture of the people who are important to you)

### Things I like

(You could draw or write these)

### Things I do not like

(You could draw or write these)

### Things I think you need to know about me

(Tell us what you would like us to know about you)

### The best way for me to learn is...

(Tell us the things that help you learn)

# Facts about High School

What is the name of the new school that you are going to?

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What is the name of the Headteacher ?

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What is the school post address and website address?

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.....  
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What is the school telephone number ?

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**Later this term, we will contact you with more specific information about your new form and year group. Complete this section once you have this information.**

What is the name of your Form Tutor?

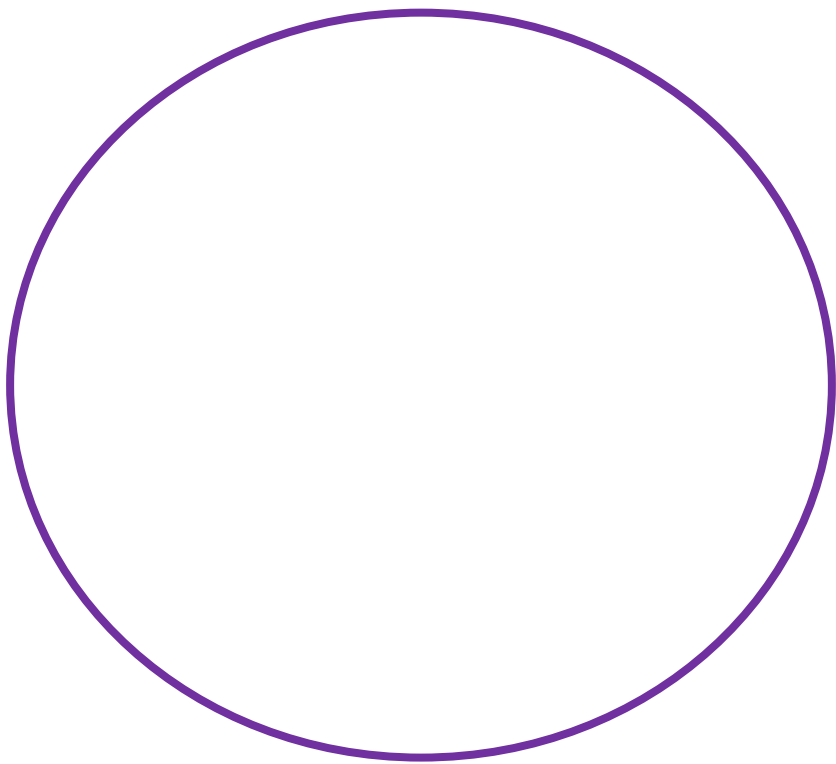
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What is the name of your Progress Leader?

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# My School Badge

Draw the Holy Family High School badge below. (there are some examples in this booklet).



**School Mission Statement (see the website)**

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These are my happy thoughts about coming to Holy Family High School in September.

A large, empty rectangular box with rounded corners and a thin blue border, intended for writing happy thoughts.

This is what I can do to help me deal with my worries.

A large, empty rectangular box with rounded corners and a thin blue border, intended for writing strategies to deal with worries. It features two yellow upward-pointing arrows on the left and right sides.



These are my worries about coming to Holy Family High School in September.

A large, empty rectangular box with rounded corners and a thin blue border, intended for writing worries. It is positioned below the rain cloud illustration.



## What is the same? What is different?



Many of the things at high school will be similar to the way they were in primary school, but some things may be slightly different.

Discuss and write down five things that you think will be different at high school.

### **WORD CLUES TO HELP YOU THINK OF IDEAS:**

**(lunch, playtimes, teachers, friends, lessons, homework, desks, storage, uniform, rooms, timetable, rules, assemblies)**

1.	
2.	
3.	
4.	
5.	

# A typical school day..... Week A

Between  
8:45 – 9:00 am



Morning  
Registration

Between  
9:00 – 10:00 am



Lesson 1

Between  
10:00 – 11:00 am



Lesson 2

Between  
11:00 – 11:15 am



Break time

Between  
11:15 – 12:15 pm



Lesson 3

Between  
12.15 – 1.00 pm



Lunchtime

Between  
1.00 – 2.00 pm



Lesson 4

Between  
2.00 – 3.00 pm



Lesson 5

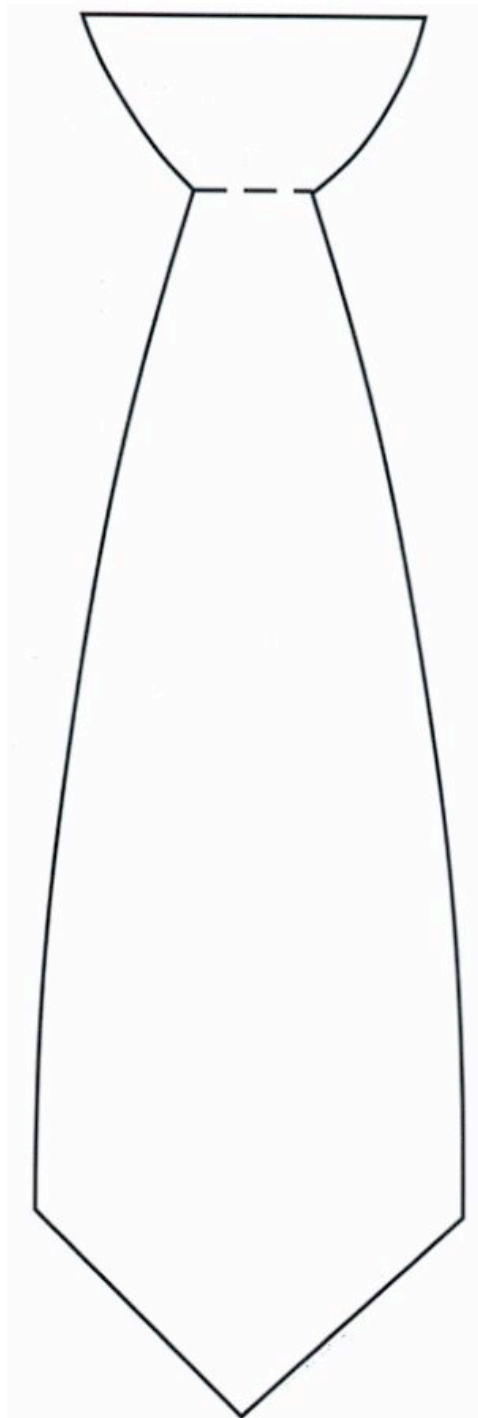
# Monday Week B

School runs on a two week timetable, week A and week B. On a week B, there is no lesson 5 on a Monday (the rest of the days are the same as Week A) - the school day it is slightly different and school closes at 2.10pm.

Between 8.45 – 9.15 am		Morning Registration
Between 9.15 – 10.15 am		Lesson 1
Between 10.15 – 11.15 am		Lesson 2
Between 11.15 – 11.30 am		Break time
Between 11.30 – 12.30 pm		Lesson 3
Between 12.30 – 1.10 pm		Lunchtime
Between 1.10 – 2.10 pm		Lesson 4

# School Tie

Draw the Holy Family school tie to show that you know what you will be wearing every day (check the website).



## **Lunchtimes**

You are welcome to bring a drink and a snack each day in your school bag. You can bring in a packed lunch if you prefer or you can get a your lunch from the school dining hall. There is lots of lunch information on the school website which you can see by clicking the link below.

[https://www.holyfamilyhighschool.co.uk/index.php?option=com\\_content&view=article&id=100&Itemid=531](https://www.holyfamilyhighschool.co.uk/index.php?option=com_content&view=article&id=100&Itemid=531)

## **Break times**

Your morning break lasts 15mins from 11.00am to 11.15am (11.15-11.30am on a Monday week B). Have a think and write down below any of the things that you did at primary school during break time that you would like to still be able to do at high school.

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# In the Classroom

Draw and label all of the things you think you will need to bring in your school bag each day.



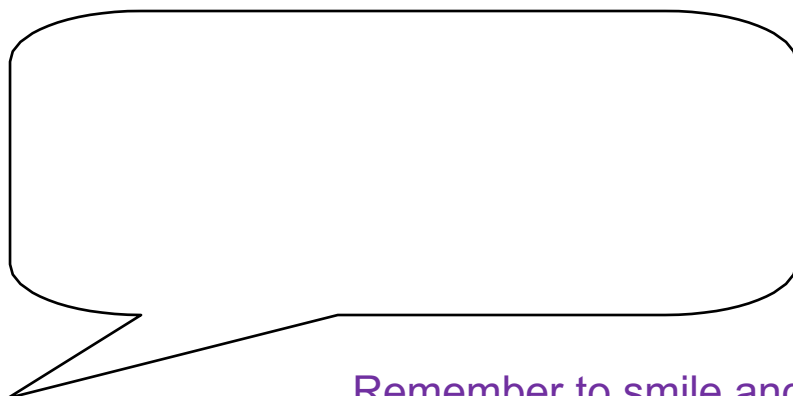
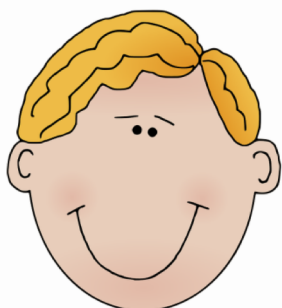
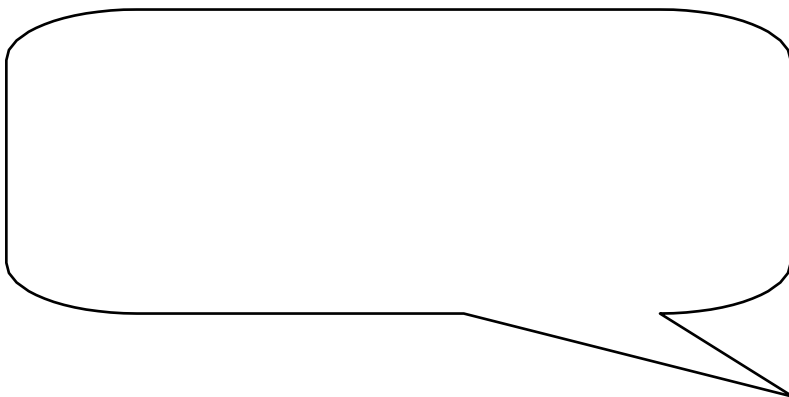
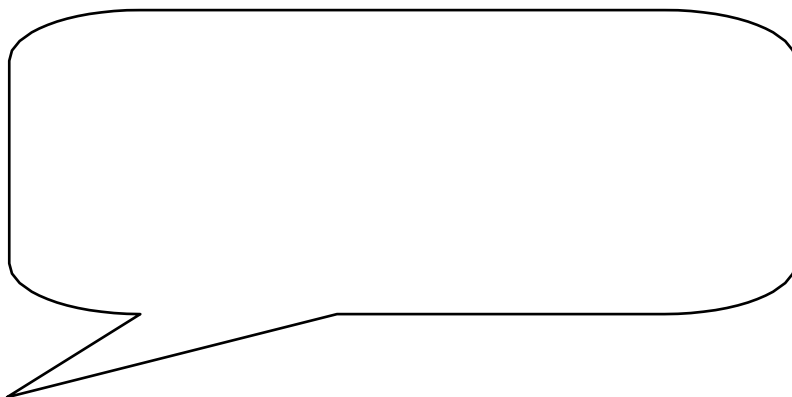
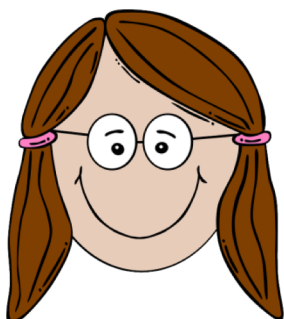
# Key Staff

Below are the names and photographs of some important staff you may have already met and who you will come to know.

Year 7 Progress Leader – Mr McTeague		My Form Tutor –	
Headteacher – Mr Symes		Assistant Headteacher – Mr Westbury	
Inclusion Manager – Mrs McKean		Pupil Support – Miss Johnson	
Pupil Support – Mrs Lipson		Pupil Support – Mrs Ormesher	

# Friends

You might be coming to Holy Family with lots of friends who you already know or you might be the only pupil from your Year 6 class who is coming up. Please do not worry as the adults will help you to make new friends and you will soon get to know everyone in your form group. What things might you say to the new friends you meet in your form group?



Remember to smile and ask friendly questions!

Use this page to record any questions that you might have for the following specific people:



### **Form Tutor**

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### **Year 7 Progress Leader – Mr McTeague**

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### **Headteacher – Mr Symes**

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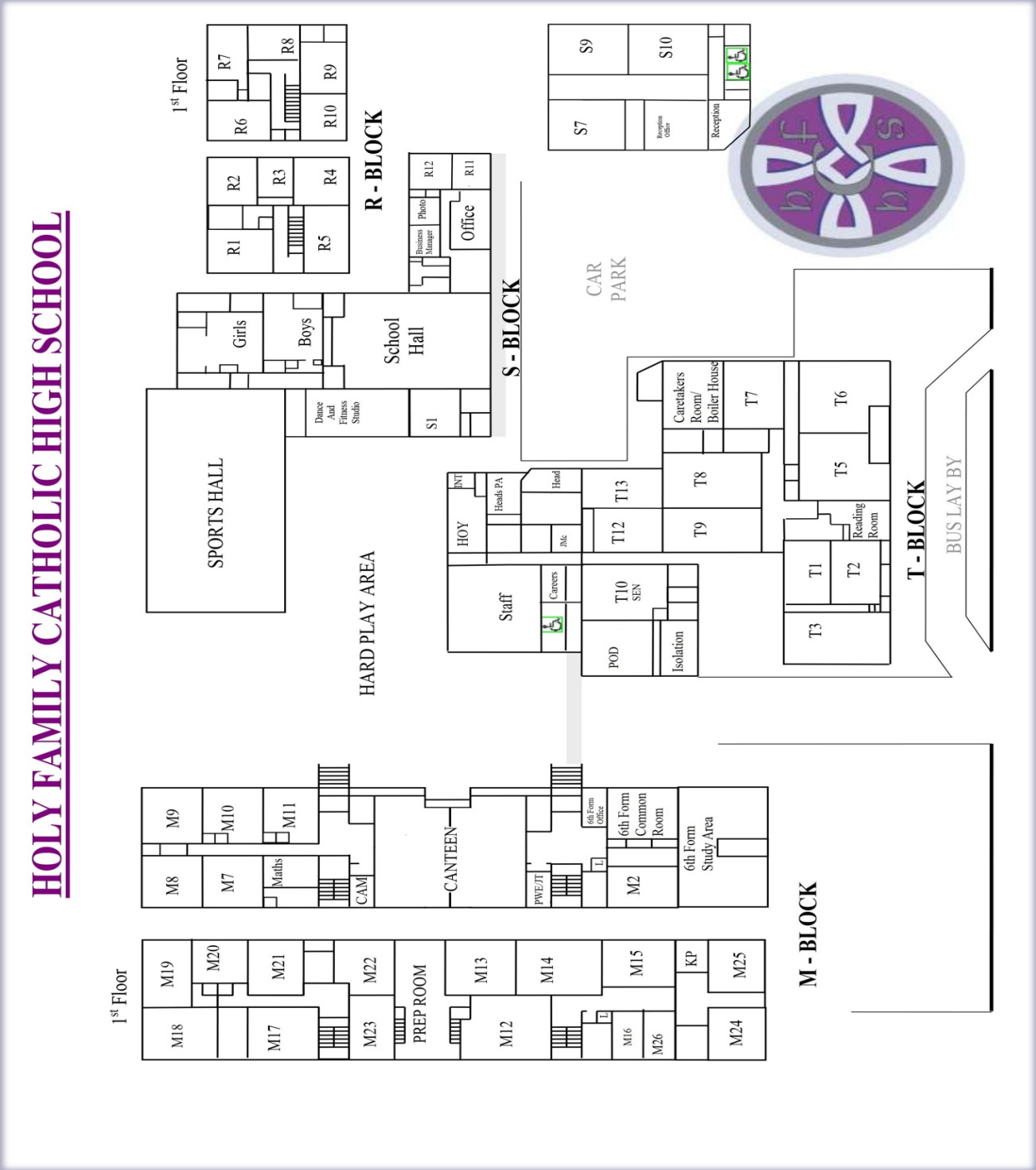
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# Finding your way around

The school is spread out over a few different buildings and you will need to move between these building to get to the lessons on your timetable. Below is a plan of the school & on the next few pages there are some photos of the various buildings from the outside. Practise finding different places and giving directions to and from different places with an adult.





# M Block

Here you will find the dining hall, the science labs and maths classrooms amongst others. This building has a lift & toilets near to the lift.



# M Block

Here you find the dining hall, the science labs, maths classrooms amongst others. This building has a lift & toilets near to the lift.





# M Block

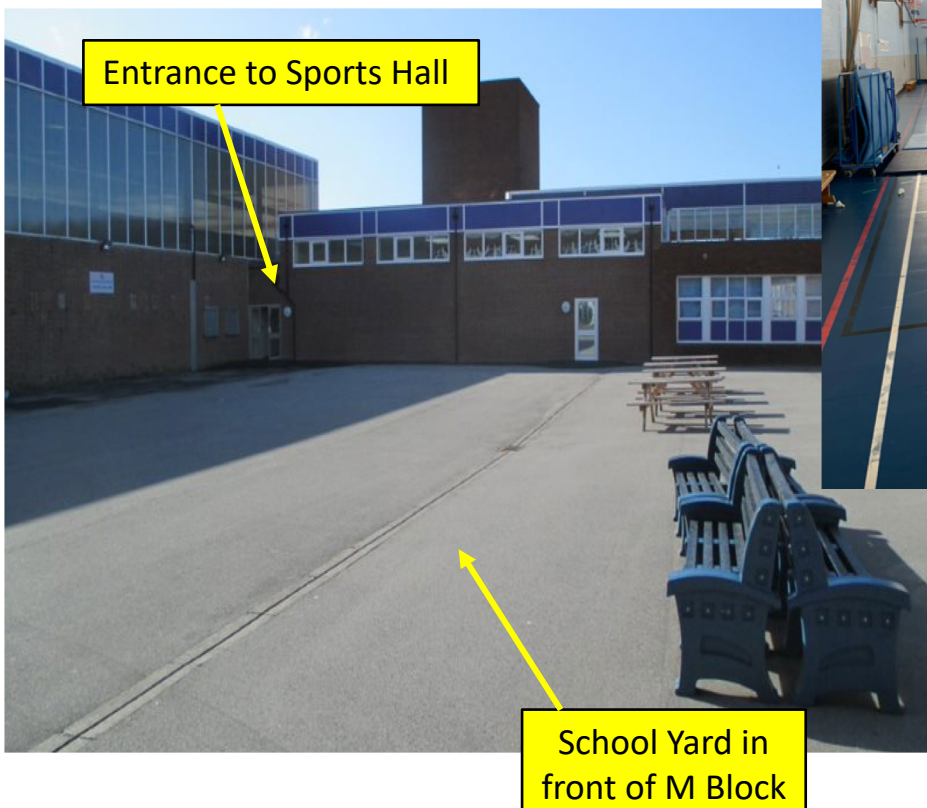
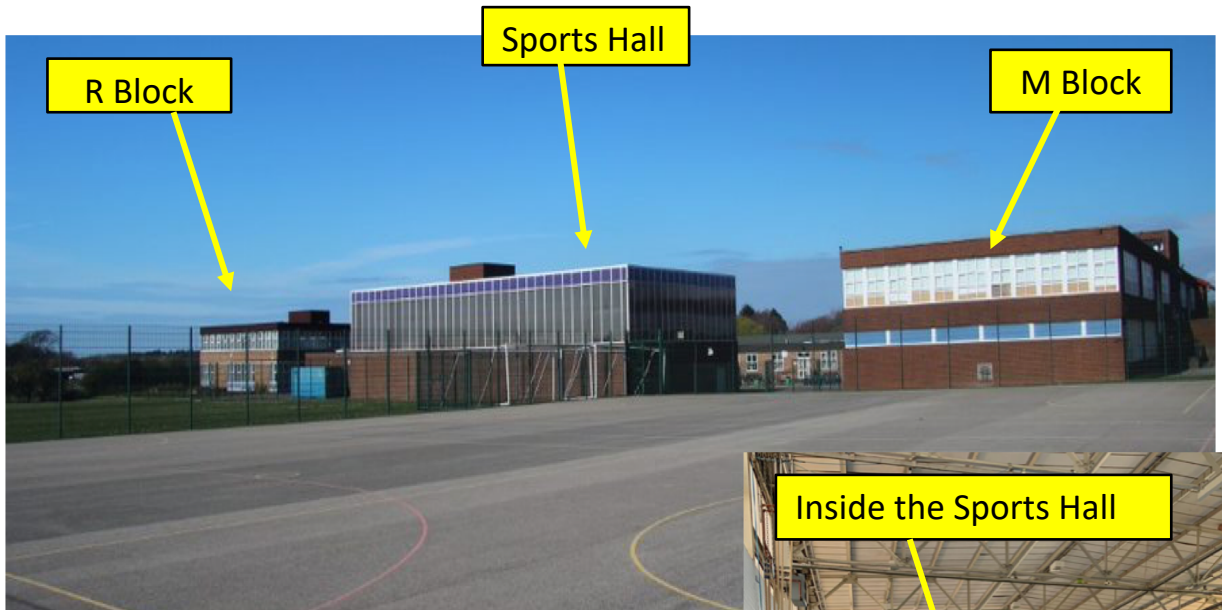
Here you find the dining hall, the science labs, maths classrooms amongst others. This building has a lift & toilets near to the lift.



# R Block, Sports Hall & M Block

The R block is where you will have your English lessons and your foreign language lessons.

You will go to the Sports Hall for your PE lessons.





# Entrance to T Block

The T block is where you will have your technology lessons, art lessons and computer science lessons. There is also a disabled toilet in this block.

Entrance to Sixth  
Form Building

Entrance  
to T Block

Art  
Classroom



Disabled Toilet



Computer  
Room



# S Block

The S block is where you will find the main school reception and where you will have your music lessons.

Main Reception  
entrance



Music  
Classroom



## Drama Hall next to S Block

Drama Hall



# Homework

Similar to when you were in primary school, you will receive homework on a regular basis at high school. You shouldn't worry about this though, as your teachers will support you with this and will make sure that you are given a fair amount of time to do the work and be able to hand it in on time.

We use an online programme called Class Charts which both you and you parent/carer can log into in order to be able to keep track of the homework you have been set and when it is due to be submitted.

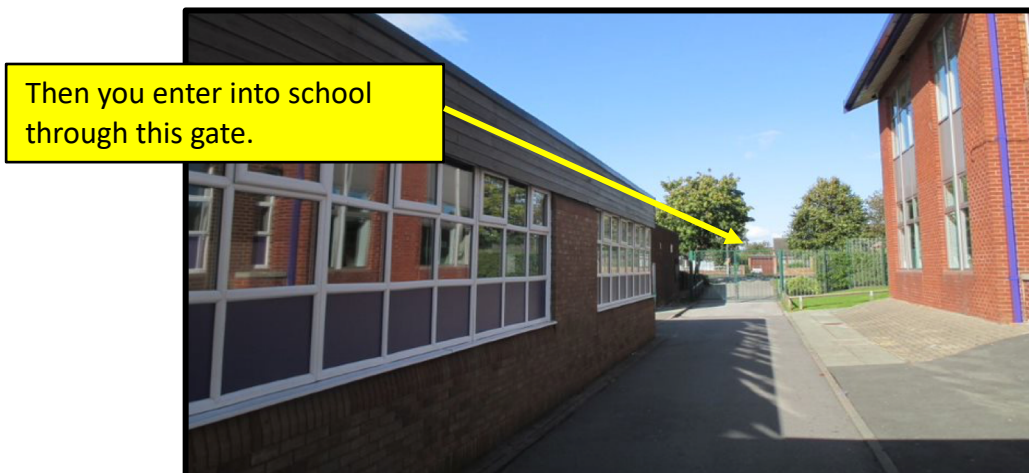
You can also use Class Charts to message your teachers to ask questions if you are unsure about anything when you are completing your homework.



# Getting to and from school

How you are going to get to and from school can often be a cause of great worry at first, but you will soon get the hang of it.

If you're going to be using the school bus service, there are always plenty of staff on duty when the buses arrive at school in the mornings and when they leave at end of the school day. There is also a late bus to take home any pupils who stay behind to do clubs after school.



# Knowing the way to school

Copy and paste an internet map to show the direction of your route from home to school.

You might want to take some photos of any land marks that you walk or drive past on the way and stick them in order on this page once you are able to practise getting to school.

# School Rules

You will be given information about the school rules when you arrive, but in truth they will be very similar to the ones you had at primary school, so there really is nothing you should be worrying about.

It is important that you know what the rules are and what happens if they are not followed

**In this challenge role play what you might say in the following situations;**

1. You forget to do your homework and the teacher asks you why you haven't handed it in.
2. You haven't got a pen to write with.
3. You are spoken to by the class teacher for talking in class when you were trying to help someone.
4. You forgot to bring in your lunch money.
5. You have a problem and you need to go to a quiet safe space or find someone to help you.

You might want to draw or write down important things that you will need to remember on some power cards or cue cards.



In case you are worried.....



We know that you might feel worried about coming to Holy Family and we want to try and help you with this. Try to get all of your worries down on the next page and hopefully you will be able to talk them through with someone you trust to help you feel reassured.

## Worry Jar

This is a worry jar, if you are feeling stressed and worried about something then put it in the jar by writing it down. The top of the jar is sealed so that the worry cannot get out of it.

Once it is locked in the jar it is time to think about the positives and negatives of the worry. There can be positives that come from a worry, just think really hard, write these down and use two different colours to write them down, choose your favourite colour for the positives and another colour for the negatives.


If you want, you can even share your worry with someone else so that they can help you, but you have to be comfortable to do this.



## My Stress Thermometer

This is a tool that can help you think about how stressed, anxious or frustrated you feel. The aim is that you know how you are currently feeling, can describe this and then think of things that will help you calm down and feel better. We ideally want to be in the green zone as this is our happy place. Write down your strategies to take you down to the next level on the scale

Scale	How I am feeling	Strategies to support me
5	I feel really stressed and anxious I feel really angry and unhappy I feel like I am going to explode I feel like I may hurt someone or break something	
4	I feel slightly stressed and anxious I feel like something is bothering me I feel agitated and want to fidget I feel like the smallest thing might make me anerv and even more stressed.	
3	I feel okay, some things are annoying me, but I can deal with them. I feel like I can cope and get on with my day. I feel like I could be in a good place if things carry on this way.	
2	I do not feel stressed or anxious and things are going really well today. I feel happy and I am in my good place People are not annoying me today and I am enjoying their company.	
1	I feel tired today and I cannot be bothered with anything or anyone. I feel down and depressed. I feel agitated by things.	





## Some suggested strategies

Below are some suggested strategies that you could use and put into whatever box you like to support you, remember this is personal and each strategy is personal to you and only you.

Give me some space  
Do not ask me how I am feeling  
Let me listen to my music  
Let me eat something  
Get me something to take my mind off this  
Do not challenge me  
Get me to my trusted adult/member of staff

Give me some space  
Ask me questions  
Give me something else to talk about  
Let me draw something  
Get me to a safe space  
Get me my favourite toy  
Do not speak too loud

Do not talk to me  
Ask me how I am feeling  
Get me a drink  
Do not make me do work  
Let me read  
Get me my worry book  
Let me go and play sport  
Let me play with my fidget toy

These are only suggestions, but you can think of your own strategies or things that will help you and put them into the boxes on the chart on the previous page. If you need any help with this, ask an adult.

## Stress Bottle/Jar

This is a very simple stress reliever that you can make at home or in school. This jar is yours and you can design it in any way that you wish and that will help you. Below are instructions and the equipment that you will need to make this simple stress bottle/jar. This is something that you can use as a strategy above.

### Equipment needed

An empty bottle with a lid  
Warm water  
PVA Glue or Glitter Glue  
Glitter if just using PVA glue  
Craft stars, buttons, gems (optional)

### Instructions

- 1) Clean out the empty bottle and remember to keep the lid. Rinse it out so that no soap is left in it.
- 2) Add your glitter glue into the bottle or if you are using PVA and glitter, mix it up and then put it into the bottle.
- 3) Add the warm water, but do not fill it right to the top.
- 4) Put the lid on and give the bottle a shake.
- 5) Let the mixture settle for a minute or two.
- 6) Add any craft stars, buttons and gems into the bottle.
- 7) Put the lid back on and give it another shake.
- 8) It is complete, but you can decorate the outside of the bottle if you wish.

### How to use

Every time you feel stressed or anxious or when you can feel it building up, grab your stress bottle/jar and give it a good shake to get all of your anxiety and tension out.

Place the bottle on a flat surface, sit down and watch the inside of the bottle begin to calm and settle down.

Use this as often as you like and for as long as you need.



## **A safe space**

When we are stressed or anxious it is good to have a safe space to go to. This needs to be a place where you can think and relax and that will allow you to calm down. This could be your bedroom and you could hide under the covers or put some music on, it could be in your garden or your local park where you can just breathe and self-regulate. This means that you are able to calm yourself down.

When you are in your safe space you should focus on you and people need to know that this is your safe space and that you should not be disturbed, but remember to tell someone where you are, just so they can check on you from time to time.

When they do check in on you, make sure that you respond to them, you can tell them to leave you alone, but do it in a way that lets them know that you are okay, but you still need some space.

We will help you find a safe space in school that you can go to when you arrive.

## **A trusted person**

It is a really good idea to have someone that you can talk to if you are worried about anything, they cannot promise to keep everything to themselves, especially if you are in any danger, they have to make sure that they tell someone else who can help you. This is scary, but you must trust them that they are helping you.

Make sure that you remember that this person is someone that you trust and they are not going against you by telling someone else, but they only have to tell someone if you are in any danger or they are concerned for your physical or mental health.

If you require this booklet in a larger print or require any other adaptations to be made, then please contact Miss Palmer, SENDCO by email ([mpalmer@holyfamilyhighschool.co.uk](mailto:mpalmer@holyfamilyhighschool.co.uk)).



CONGRATULATIONS!  
Certificate of Completion

awarded to

Name: \_\_\_\_\_

Congratulations on completing this booklet and we  
are looking forward to welcoming you into Year 7 at  
Holy Family in 2020.

Signed:  Headteacher