



St Mary's

Catholic High School
Leyland

Transition Information Booklet **A guide for new pupils 2022**



Welcome to St Mary's Catholic High School, Leyland

This booklet is full of information to make the journey from primary school to secondary school as easy as possible. We know that you will probably have lots of questions before your first day but hopefully we will be able to answer some of them here.

If over the summer holidays you have a question, feel free to send it to this email address and someone will be on hand to put your mind at rest.

newpupil@ismchs.com

Please put new pupil in the subject heading.

We can't wait to meet you and we look forward to you joining our St Mary's family in September!

There are probably more teachers and assistants at secondary school. Don't worry if you can't remember all of their names straight away, just a polite 'Sir' or 'Miss' will get their attention. They are all friendly and helpful.

**On your first day you are likely to meet:
Your Headteacher & Deputy Headteacher, your Pastoral Leader, the
Year 7 Form Tutors and our school Chaplain.**

You will be directed to your form group on your first day. You will stay in this group for every morning registration/assembly and will work as a team throughout the year for various activities and competitions.

You will soon meet lots of new people who will be your friends as you journey through the next five years at St Mary's. If you feel a little nervous then just remember that everyone else is in the same situation, so smile, say 'Hi!' and help each other along the way.

School Life

Your first day at School is **Monday, 5th September 2022** starting at 8:40 a.m. and finishing at 3:00 p.m. There is no need to bring P.E. kit.

First day-

On your first day you will need to wear your school uniform. When you arrive you will be greeted by your form tutor and taken to your form room, where you will have lots of opportunities to meet and get to know the other pupils in your form and also receive information such as a map of the school. You will experience an assembly to welcome you on your journey at St Mary's where we will all gather as a year group.

All members of staff will be able to help you with any questions you may have during the day.

Lunch time arrangements – You may use the school canteen facilities or bring a packed lunch. The school operates a cashless catering system. We would like to collect a fingerprint to use for our Biometrics system which will allow you to put money into your account and purchase food from the school canteen. Drinking water is freely available. You will be shown how to use the system on the first day at school. The canteen is also open for snacks at break time. There is an online system through which your parents / carers can make payments directly to your account.

Class Charts – The school uses an online system called Class Charts which, amongst other things, is an online homework platform. This system allows you and your parent / carers to see what homework has been set, as well as when it's due in. Both you and your parent / carers will be issued with individual log in codes.

Essential School Equipment-

School Bag – a sturdy bag to hold equipment. Extra Bag - for P.E. equipment which will occasionally be wet and muddy (a plastic carrier bag is acceptable).

Pencil Case – with 2 blue, 2 black and 2 green pens, 2 pencils, rubber, pencil sharpener, ruler, protractor and mathematical compasses.

Calculator - any basic scientific calculator will be adequate. You should need to pay no more than £6.00 or £7.00.

Rough Note-Book / Coloured Pencils / Glue Stick

Please ensure you bring this equipment with you every day.

Our Uniform

At St Mary's we take great pride in our appearance. We wear our uniform with pride to show that we belong to the St Mary's family and to show our teachers that we are ready to learn.

All boys must wear school uniform, which comprises:

- * White shirt – buttoned to the neck
 - * School tie
 - * Black trousers
- * Plain black shoes – NOT trainers – NOT canvas – NOT boots—NO logos
 - * Black or dark grey socks
- * Black school jumper with badge – compulsory from October to Easter
 - * Black school blazer with badge
 - * Plain black belt (optional)

All girls must wear:

- * White shirt - buttoned to the neck
 - * School tie
- * Our knee length school blue tartan skirt or school approved black trousers
 - * Black knee-length socks / plain black opaque tights
- * Plain black flat heeled shoes – NOT trainers – NOT canvas – NOT boots
- * Black school jumper with badge - compulsory from October to Easter
 - * Black school blazer with badge

PE Uniform

The boys have plain blue shorts, a short sleeved blue & white polo shirt, blue socks & shin pads (compulsory) & Football/Rugby boots suitable for use on a 3G pitch* & trainers for use in the Sports Hall plus the optional long sleeved blue & white polo shirt and black school branded tracksuit bottoms.

The girls' kit consists of a short sleeved blue & white polo shirt, either a blue & white "skort" (skirt with shorts attached) school branded tracksuit bottoms or school branded sports leggings, white socks & shin pads & Football/Rugby boots suitable for use on a 3G pitch* & trainers for use in the Sports Hall.

*moulded or short screw in studs, short blades or hybrid studs and blades (no metal studs or metal blades)

Our Uniform

Whilst in school, you must be in full uniform.

- * Shirts must be tucked inside trousers / skirts at all times.
- * The top button of the shirt must be fastened and ties should be worn in the conventional way with at least five stripes showing.
- * The only jewellery allowed is a wrist watch (inexpensive). No smart watches.
- * Make up, fake tan, nail polish and acrylic nails **MUST NOT** be worn.
- * Hair styles should be traditional and appropriate. Unnatural hair dyes e.g. red, orange, blue, green etc. are not permitted. Extremes of hair style i.e. fashion braids, shaved lines, less than number 2 etc. are not acceptable.

Remember to put your name on your clothes

(Items with the school badge on and school specific items are available from 'Impressions Uniform')

Their website is www.impressionsuniform.co.uk



The 2022-23 School Day

Time	Period
08:45	Registration & Assembly
09:00	Period 1
10:00	Break
10:20	Period 2
11:20	Period 3
12:20	Lunch
12:55	end of lunch bell
13:00	Period 4
14:00	Period 5
15:00	End of School

A warning bell will sound at 8:40 a.m. which indicates that pupils should make their way directly to form rooms or assembly. On four mornings of the week pupils register in their form rooms where form tutors make sure that pupils are prepared for the day ahead.

Pupils have time each morning to pray together and engage in active worship where they discuss ideas and feelings and take part in challenges and tasks to enhance their faith. Form tutors check that pupils have the right equipment, that they are wearing their uniforms correctly, also form tutors check that pupils have been completing home learning and logging into Class Charts. Pupils have a set assembly day upon which they meet in the Drama Theatre instead of going to their form rooms. Assemblies are great fun and are led by lots of different people: teachers, senior leaders and external visitors such as Father Joe Bibby or charity ambassador. Assemblies are also a great opportunity to celebrate the achievements of pupils in Year 7.

Year 7 pupils will have separate breaks and lunches for the first few weeks of term.

The School Day

Each day may feel very busy for you with several lesson changeovers. At first, you might feel overwhelmed by the size of the school when you are making your way from one lesson to another, but remember that this school is new to all of you so don't be afraid!

You will be issued with a map on your first day and for your first few weeks it might be worth looking at your map each night and planning which route to take for the following day. Use your timetable to find out what lessons you will have and set off a little earlier to lessons after break and lunch to make sure you have plenty of time to find your way. If you do happen to get lost in school there are many pupils and teachers who will be more than willing to point you in the right direction.

You should get in the habit of packing your bag each night for the following day. This includes things such as your books, pencil case and calculator as well as P.E. kit, cooking ingredients, folders and homework when necessary. You might find it helpful to give your parents or carers a copy of your timetable so they can double check that you have packed everything you need, but remember: it is **your** responsibility to make sure you are prepared for the day ahead!

Timetable

	1	2	3	4	5
Mon	7ed/Re2 SC2 4	7ed/MI2 SBR 115	7ed/Ma2 JDI 113	7ed/St2 ROH 21T	7ed/En2 MRI 104
Tue	7ed/Hu2 LPI 115	7ed/Sc2 SSI 135	7ed/Ma2 JDI 113	7ed/Hu2 EMC 10	7ed/En2 MRI 104
Wed	7ed/En2 MRI 104	7ed/Te2 GRE 27T	7ed/Sc2 SSI 135	7ed/Pe2 JTH	7ed/Ma2 JDI 113
Thu	7ed/Re2 SC2 4	7ed/Cs2 AMD 7I	7ed/Pe2 JTH SH	7ed/Sc2 SSI 135	7ed/MI2 SBR 115
Fri	7A/Pe4 EMC 10	7ed/Ar2 CED 20T	7ed/MI2 SBR 115	7ed/Hu2 LPI 115	7ed/Mu2 JMC 101D

Your timetable will look **something** like this, but obviously with different lessons. It might look quite full and complicated but it is really simple when you get the hang of it.

	1
Mon	7ed/Re2 SC2 4

Along the top and side you have the day and the period (lesson) number. The top line will tell you what set/class you are in followed by the subject. On the second line you will find the initials of your teacher and a full list of their names is placed below your timetable. On the bottom line is the room number that you will be in that you can search for in advance on your map.

Pupil Learning Charter

Strive

Have clear steps to success and know what you want to achieve to help you stay motivated

Set goals for the year ahead, make them specific.
Ensure you have long-term goals and aspirations.

Habits

Be committed to learn and work hard

Have consistent habits to help you learn best.
Make sure you are equipped with the tools needed.

Integrity

The attitude you choose is crucial for guiding you through obstacles and challenges

Be confident in your ability to succeed in all you do.
Ask for help to show you are highly motivated.

Never give up

Dealing with pressure is essential if you are to be a successful learner

Organise yourself to best manage your time and overcome set-backs.

Plan to successfully deal with homework and exam preparation

Effort

Be committed to working hard, learning is important for your success

Have consistent effort in school and at home
Take responsibility for your learning and know what success will look like.

Attendance and Punctuality

A good attendance and punctuality record shows commitment, attentiveness and a determination to succeed. Whatever career pathway you choose, an employer will keep a check on your attendance and timekeeping, just as we do in school - so start as you mean to continue. Be present, be on time and maximise your chances throughout your life!

In school there is a clear link between attendance and success. Our best results correspond with our highest attendance levels. This is why maximum attendance is so important.

Your attendance is 90%, is this good?

NO!

90% attendance = 1/2 day missed every week. This is 4 weeks over a year.

In the world of work you would be classed as part time!

Research suggests that 17 missed school days a year = 1 GCSE grade DROP in achievement. (DfE) Therefore the greater the attendance, the greater the achievement.

So 90% is NOT as good as it might seem.

In order to try and encourage pupils to attend school regularly and on time we issue certificates and merits in Celebration Assemblies and praise pupils on a weekly basis when their Form Tutor issues the attendance figures for the previous week. Rewards will be issued accordingly throughout the year. At the end of the year there is an organised reward for all pupils who have had excellent attendance and punctuality for that academic year. Working together and listening to the Student Voice, we are constantly reviewing the rewards policy on attendance and hope to achieve our ultimate goal of all pupils having at least 98% attendance yearly.

Dealing with Bullying

As pupils, you should feel safe and happy. You have the right to work and play in a safe and caring atmosphere, to be an individual and to be proud of being different, you have the right to protect yourself by ignoring others or walking away. We recognise that being the victim of bullying can have a devastating effect on your school life and your possible achievement, and do everything possible to guard against it.

We consider bullying to be:-

Bullying at St Mary's is defined as "persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group"

The main types of bullying are:-

Physical - hitting, kicking, taking belongings.

Verbal - name calling, insulting, discriminatory remarks.

Indirect - spreading nasty stories about someone, excluding someone from their social groups.

Cyber – using social media to intimidate / spread nasty stories / information about someone.

If you feel you are a victim of bullying or you know someone who is, what should you do?

- Tell someone. Your teachers will always help you. If you find that difficult, talk to one of the older pupils, perhaps a prefect or an anti-bullying ambassador.
- We also have an online system where pupils can report incidents of bullying. This can be found at <https://ismchs.com/learning/students/bullying>
- Do not be frightened to ask for help. We are a school community and everyone has the right to feel safe.
- Try to help other pupils who might be the victims of bullying by going to a teacher or reporting the incident on the online system.

Bullying is considered to be a very serious matter and could lead to exclusion.

Monitoring Progress

Throughout the year, you will have reports sent home to celebrate your progress but which will also highlight any areas in which you may need more help with. This report will also include information about your behaviour, attitude and homework. You will have regular assessments within your subjects and your teachers will often update you on your current achievement and how to progress further. If you are ever unsure, feel free to ask them.

As well as reports, we also have Parent's Evenings. Soon after the first half term we will invite your parents to school where they will meet your Form Tutor (and Pastoral Leader if required) to check how you have settled in to life at St Mary's. They will have a brief update of your progress so far but the meeting is mainly focused on making sure you feel part of our family in school.

Later on in the year, your parents / carers will be invited back into school for a full Parent's Evening. This will involve five minute meetings with all of your teachers in which your teacher will discuss elements of your report in more detail. You are invited to this evening as well and it is recommended that you attend so you can be part of the discussion.

Question Time

These are some of the questions that our previous Year 7s had before they started secondary school.

Q: How will I remember all of the teacher's names? A: *There are a lots of teachers in school but you only need to learn the names of the ones who teach you to start off with! You will have roughly ten different teachers. When packing your bag the night before, don't just check which lessons you have but also which teacher you are with. Don't worry if you forget their name or get it wrong, they might get yours wrong in the first few days, too!*

Q: Will I get bullied? A: *This is a really hard one to answer. Unfortunately, bullying happens within most schools, but hopefully you will feel comfortable to talk to somebody if you do feel bullied and the situation will be sorted out in no time. The most important thing is to find somebody you feel that you can talk to as if you keep it bottled up then things could get worse. The pupils at St Mary's are lovely, though, and we really pride ourselves in making sure everybody feels welcome and part of our family.*

Q: What type of food is available in the canteen? A: *There are lots of really tasty things to eat at lunch time. From curries and pastas to baguettes and jacket potatoes, you will be spoilt for choice each day. Log onto our website to see the menu for each week. And don't forget: Friday is fish and chip day. Yum!*

Q: How can I make friends? A: *Remember that everyone is in this together! You will all have come from different primary schools and might not be in lessons with many people you know. This may seem scary at first, but this allows you to meet more people and make new and different friendships whilst still seeing your 'old' friends at break and lunch. If you happen to be in lessons with your friends but notice that someone else is alone, why not strike up conversation with them and help them feel included?*

Q: How will I find my next lesson? A: *Use your map, which you will get on the first day, to work out the quickest and easiest route from one lesson to another. If you really can't work it out, politely ask your teacher at the end of the lesson if they can point you in the right direction. After a few days you will be moving from lesson to lesson without even having to think about it.*

Question Time

Q: What happens if I get lost? A: *First of all, don't panic! Pull out your map and work out where you are. If there are other people on the corridors (in between lessons) then just ask them if they can help you out. They were in Y7 once, too, so they will remember what it feels like to be lost. If the corridors are empty, either ask the nearest teacher or make your way to reception and they will help you.*

Q: What will my form tutor do? A: *Your form tutor has many different roles. They are there to make sure you are prepared for the day ahead, you will worship and pray with them and they will pass on important notices and information. They are also there to look out for you and make sure that you are enjoying school. If you ever need to chat they will be there for you. If you have any worries or concerns, speak to them first and they'll try to put your mind at rest. Your form tutor will also be the person that contacts your parents when necessary, and vice-versa.*

Q: What if I don't know anyone in my classes? A: *You will have lots of different classes with lots of different people so you will see lots of new faces in your first few days. Your teachers will help you to get to know the other members of the class in your first lesson or so. If you end up sat next to someone you don't know, say 'hi!' or give them a nice smile. They are probably feeling just as nervous as you!*

Q: Who do I turn to for help? A: *There are many people at St Mary's who are there to help you. Your friends and fellow pupils will be there for you on a day-to-day basis. Your form tutor is there if you have any issues such as arguments, worries about homework, etc., as is your Pastoral Leader. If you feel like you need some time out or a place to reflect, pay a visit to Anthony in the chapel.*

Q: What topics will I cover in my lessons? A: *There are lots of exciting topics in Year 7. Some of these you will have studied in primary school and others you will not have. Teachers make lessons really fun and engaging and will set you home learning to develop your understanding. If you are ever stuck, go and speak to them and they will help you.*