

BROADOAK SCHOOL



TRANSITION INFORMATION PACK FOR YEAR 6 PUPILS September 2020

Welcome to Broadoak School. Changing school is exciting but you might also feel a bit nervous. It will involve a lot of changes and new experiences for you in September.

The most important thing is to remember that there are lots of people to support you during this time.

This is your Transition Workbook and you can use it both at school and at home. 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.

General Information

- ✓ School starts at 8:40am and finishes at 3pm.
- ✓ I will attend school in September 2020 (date TBC).

Who is who?

**Mr J Knowles,
Headteacher**

**Mrs A Worswick,
Assistant Principal for
KS4 and Transition**

**Mrs B Eagle,
Head of Year 7**

You will be assigned a form tutor, each morning you will go straight to your form room (this will be the same room each day) and register there until 9:00am. During form time you will carry out a variety of activities which will support your personal development, you will also attend assemblies with your Head of Year. You will meet your form tutor during your allocated Transition Days. You will remain in the same form group for the 5 years at Broadoak school, so you will become really familiar with your other form members.

What key information do I need to know about my school?

- ✓ The school's address is Warburton Lane, Partington, Manchester, M31 4BU
- ✓ The school's telephone number is 0161 776 1977
- ✓ The school's email address is office@broadoak.trafford.sch.uk

Where do I go on my first day? We will give you this information during your Transition Days.

What should I do if I get lost and I am late for my lesson? If you get lost, ask a member of staff or a pupil to guide you to your location. We understand that Year 7s will get lost during their first few weeks of secondary school, so we will make allowances for you.

What should I do if I feel unwell or need first aid during school time? I should put my hand up and let my teacher know. If I feel unwell at lunch or break I should go and find my Head of Year (Mrs B Eagle) you can find Mrs Eagle in the PE office. If you need First Aid you should go straight to Student Services to seek medical assistance.

Travelling to school

It is really important that you plan how you will get to school to avoid being late and incurring any late sanctions.

Use the guide below to plan your preferred route.

Walking

What is the best walking route? _____

How long will it take to get to school? _____

Names of friends I could walk with? _____

Cycling

What is the best cycling route? _____

Are there any difficult road hazards to negotiate? _____

Where can I leave my bike at school? _____

How long will it take to get to school? _____

Bus

Bus company name _____

Pick up point _____

Pick up time _____

Drop off point _____

Drop off time _____

How much will it cost? _____

TIP: Why not trial your route before September? Time how long it takes you to get to school. Remember, it will be slightly quicker due to less traffic on the roads, take this into consideration and set off earlier in September.



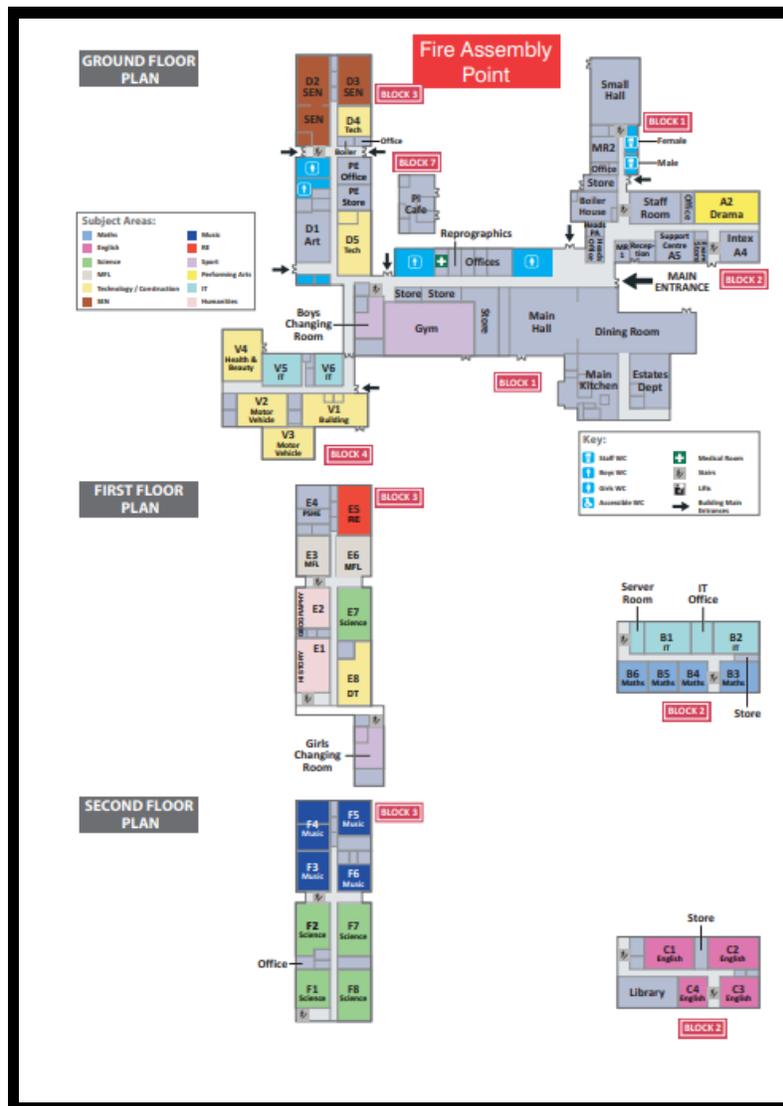
THE DEAN TRUST Broadoak School

Finding your way around

Most Year 7 pupils feel a little scared about going to a school which is so much bigger than their primary school. This is perfectly natural and don't feel it is just you! 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.

Here is a map of Broadoak School:





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 reminds you about the equipment you will need to pack in your bag the night before. It also tells you which room they will take place. If you haven't got a watch yet, it might be a good idea to buy one.

Your timetable will also let you know which teacher you will have for each subject. Instead of just one teacher, you're going to have to get used to ten or more different people being in charge of your class! The timetable will usually have the teacher's initials next to the name of the lesson.

Here is an example of a timetable:

| | Mon | Tue | Wed | Thu | Fri |
|----------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | 07./Pt3 AF | 07./Cm1 LF B1 | 07./En1 ENL C5 | 07./Sp1 NPT E6 | 07./Re1 DH E5 |
| 2 | 07./Sc1 RNE F8 | 07./En1 ENL C1 | 07./Hi1 CGN F1 | 07./En1 ENL C1 | 07./Sc1 RNE F8 |
| 3 | 07./Mu2 TRK F4 | 07./Dt2 DBT D5 | 07./Sp1 NPT E6 | 07./Ge1 CGN F1 | 07./Ge1 CGN F1 |
| 4 | 07./Dr2 DAC A2 | 07./Dt2 DBT D5 | 07./Sc1 RNE F8 | 07./Hi1 CGN F1 | 07./Ma1 CK B6 |
| 5 | 07./Pe3 BNE | 07./Ps1 SLD E4 | 07./Sc1 RNE F8 | 07./Cm1 LF B1 | 07./En1 DAC C5 |
| 6 | 07./Pe3 BNE | 07./Ma1 AF B4 | 07./Ma1 SAT B3 | 07./Ma1 SAT B3 | 07./Ar1 DBT D5 |

The School Day

All pupils are issued with a planner which must be brought to school every day. There is a section for your timetable and so you can write down any homework reminders you have to complete each week, although this information will be available online. There are other useful pages too for example the School Uniform, Physical Education Kit, Personal Appearance, Code of Conduct and many more.

Each school day begins at 8.40am so pupils should be in school by 8.35am at the latest. School finishes at 3.00pm.

| | |
|---------------------------------|--------------------------|
| Morning registration / Assembly | 8.40am to 9.00am |
| Period 1 | 9.00am – 9.50am |
| Period 2 | 9.50am – 10.40am |
| BREAK | 10.40am – 11.00am |
| Period 3 | 11.00am – 11.50am |
| Period 4 | 11.50am – 12.40pm |
| LUNCH | 12.40pm – 1.20pm |
| Period 5 | 1.20pm – 2.10pm |
| Period 6 | 2.10pm – 3.00pm |

Where can I go at lunch and break times if I wish to purchase some food?

- ✓ The **canteen** – selling a selection of hot and cold options and deserts, vegetarian options are available.
- ✓ Packed lunches are available to order from here.

Where can I go if I have brought a packed lunch?

- ✓ Picnic area based outside the small hall.
- ✓ Covered area for eating, near the entrance to the playground.
- ✓ The canteen.

How do I pay for my food?

- ✓ Your parents/carers will put money on your account via ParentPay online and you will pay for your food this way.

Student Services and Pastoral Care

At **Student Services** you can obtain a range of help and information about the following:

- ✓ Trip information
- ✓ ParentPay help
- ✓ Trip letters
- ✓ Exams information
- ✓ Timetable issues
- ✓ Information and advice
- ✓ Buy a new planner
- ✓ Buy stationery
- ✓ Buy a new tie £5
- ✓ First aid assistance
- ✓ You are lost
- ✓ You have lost an item

If you are not sure of where to go to resolve an issue, visit Student Services and a member of staff will be on hand to help you.

Pastoral care at Broadoak

In addition to the support your form tutor and head of year can offer we also have the pastoral support team who are here to make sure that you feel safe, happy, involved and able to perform to your potential both in and outside of school.

Pupil Welfare Officers

The PWOs are not teachers but staff who are trained in dealing with specific issues which you may need support with in school. At Broadoak we have two PWOs (Mrs Holden and Miss Taylor) They are here to ensure both your physical and emotional welfare.

Pupil Support Manager

The PSM (Mr Meaney) will ensure that you are integrating well with other pupils and that any problems are spotted and dealt with. He will offer support and guidance to you and will ensure that you feel comfortable around school.

Both the PWOs and the PSM are available to meet with you before school, at break, during lunch times and after school to support you. If you would like to arrange to meet with a PWO or a PSM either speak to your form tutor or Head Of Year to arrange an appointment or even pop into their offices (on the main corridor) during the times listed above.

Reasons you might need their support:

- ✓ Worried about something
- ✓ Require a member of staff to talk to about a concern
- ✓ Report a problem
- ✓ Friendship issue



Homework

The more organised you are, the more efficient you will be and hopefully this will mean your homework will be a high quality. You should use your planner to record any homework given with the date it is set and the date it is due.

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

Homework is extremely important because it shows the teacher whether you have understood the work or not. It also means that you can cover more work than the time allowed by a lesson in school. You will often be asked to extend your learning through additional tasks and research.

Frequently asked questions about homework:

How much homework will I get? You will get a minimum of one piece of homework per core subject each week and one piece of homework fortnight per other subjects to complete.

Is there a homework club in school? The ILS is open for you to complete your homework during lunch times and each night after school until 4pm.

What should I do if I can't do my homework? If you are struggling, you must see your subject teacher before the due deadline. Again, ensure this is at a suitable time and not the night it is due in to allow your teacher time to reply and guide you.

What happens if I don't do my homework? We hope that you will do your homework and hand it in on time, if you do not, there will be sanctions given and homework will need to be completed during your own time in school, in detention.

Who can I ask about homework? You could ask someone in your class, a subject specific teacher, a teaching assistant, your form tutor or your parents

Getting Organised

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, pens and other equipment and you will have to carry them all around with you.

What should I bring to school?

In order to ensure you do not forget anything, pack your bag the night before.

School will provide you with a Broadoak pencil case and the basic equipment but should you prefer to bring your own please see the below the items you will need.

Use the check list below to get yourself stationery ready:

- You must carry a suitable school bag
- Your planner – this will be given to you by school
- A homework folder, this will help keep work neat, ready to be handed in.
- 2 black pens
- A green pen for peer and self-assessed work
- 2 pencils
- A rubber
- A rigid ruler
- A pencil case

Optional:

- A scientific calculator
- A small dictionary
- A range of coloured pencils

You will be required to have your pencil case and planner on the desk at the start of every lesson.



Bullying

What is bullying?

Being made to feel persistently unhappy by, for example:

- Being hit or pushed on purpose
- Name calling
- Being isolated or left out
- Having money or items taken off you
- Being threatened
- People whispering about you if it makes you feel unhappy

Who can I tell?

There are plenty of people in school who you can tell, you can tell any member of staff. However, it is always best to tell your form tutor in the first instance as they are your first point of contact in any situation.

- ✓ You could also tell a member of the Pastoral Care team or your Head of Year.
- ✓ You may prefer to tell your parents and then they can contact the school on your behalf.
- ✓ Or, you may prefer to tell your friends and again they can tell a member of staff for you.
- ✓ There are also post boxes around school should you prefer to post an issue in the first instance. These are collected by the PWOs and followed up each week.
- ✓ You can also report via a link on the school website.

It is really important that you do let school know of anything that is worrying you so we can help resolve the problem as quick as possible.

Rewards and Sanctions

Every school will have 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.

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.

Will my parents know if I get a reward? Absolutely, we will send a message home through School Comms to acknowledge your excellent behaviour. We also send praise postcards out at the end of each week to celebrate your outstanding achievements.

How can I get a reward? You could be recognised for various things such as: outstanding attendance; contributing well to class discussions; producing outstanding work inside and outside of the classroom; being a supportive or helpful person to your peer or teacher; pushing yourself beyond your target; completing challenge activities and many more!

What are the rewards? Rewards come in all shapes and sizes from a text home, a positive phone call home, Points Make Prizes stamps which can be spent on various things at our rewards shop. More recognised awards are 'Star of the Week' where you will be invited to speak with Mr Knowles and discuss your achievements at the end of the week. There are Head of Year prize assemblies for behaviour and attendance each term, you can also win places on the termly rewards trips with your high standards of attendance and behavior. We also have subject prizes where you can earn badges to honour your achievements as well as the highly recognised subject awards for an outstanding member of the year group in a particular subject which are given out annually at our Annual Awards Ceremony.

Why might I get a detention? We hope that you don't get a detention but these will be issued if you do not follow our school rules – shouting out, disrupting lessons, not arriving to class on time, not completing homework on time or to the best of your ability.

When do detentions take place? Detentions will take place at break, lunch or after school. Time of the detention will depend on the issue.

Will my parents know if I am given a detention? Yes, we will inform your parents via your pupil planner and a school comms will be sent to your parents with the reason you were given a detention. We will always try to give you as much notice as possible for after school detentions.

What should I do if I get accused of something I haven't done? If you are not happy about something, you should wait behind after the lesson to discuss the matter with your classroom teacher, if you still feel things are unresolved let your form tutor or your Head of Year know and we will be happy to help. We also have a Pupil Support Team on site that you could ask for support should you need anything.

Uniform and Standards

It is important that you look smart and a part of Broadoak school, we have extremely high standards at our school and we want you to always look presentable.

Where can I get my uniform from?

- ✓ Official school uniform suppliers: John McHugh.

The compulsory school uniform consists of:

Boys:

- Blazer - burgundy with The Dean Trust Broadoak badge
- Trousers - tailored plain black trousers, NOT fitted slimline style, skinny fit, chinos or jeans
- Shirt - white, button collar
- Tie - clip on, school colours
- Socks - plain black
- Shoes - plain all black with smooth black soles (boots, ankle boots, trainers, trainer style and canvas shoes are not allowed)

Girls:

- Blazer - burgundy with The Dean Trust Broadoak badge
- Skirt - black elasticated box pleated skirts must be no shorter than 5cm above the knee cap
- Trousers - black tailored.
- Shirt - plain white, button collar
- Tie - clip on, school colours
- Plain black opaque tights
- Shoes - plain all black, flat heeled with smooth black soles (boots, ankle boots, trainers, trainer style and canvas shoes are not allowed)
- Optional Jumper - grey with The Dean Trust badge.

You may wear either a Jumper but ONLY underneath not as a replacement for the school blazer. Jumpers must NOT be tucked into trousers or skirts. They MUST be purchased through the official school suppliers.

Personal Appearance

Whilst at Broadoak school we want you to look smart at all times. Therefore, we insist that make up, eyelash extensions, nail varnish and artificial nails not allowed, and extreme hairstyles are not in keeping with our good standard of appearance.

Judging whether a haircut is acceptable or not is a subjective and difficult task. However, we are firm in our opinion that haircuts should not be extreme. By this we mean that 'fashionable' haircuts such as 'steps', shaving the sides or all of the head, or other variations of these styles are unacceptable in this school. As a general rule nothing below a 'No. 3' is acceptable for boys who prefer this type of short style. When hair is short to a No. 3 the cut should be faded into the hair style, skinfades and undercuts are not allowed.

In addition to this, no extreme colours or 'dip dying' of hair are permitted - except traditional highlights. We expect all pupils to have neat and tidy hair styles. Long hair, defined as hair that reaches the shirt collar or beyond, must be tied back neatly. We also request that hair adornments are kept to a simple hair slide or hair band in school colours.

Shaving of part or all of the eyebrow is not acceptable. Pencilled/defined eyebrows are not allowed.

Jewellery, (earrings, retainers, plasters and neck chains), mobile phones, ipods, iwatches, airpods, ipads, headphones and smartwatches or tablets are not allowed. Pupils wear a watch at their own risk; only school badges may be worn.

Each day your form tutor will check that you are looking super smart and you are not wearing anything you shouldn't be. If you are seen using a mobile phone or wearing a piece of jewellery then this will be confiscated by the member of staff and placed in the school safe. Parents or carers can collect any confiscated items on Fridays only between **3.00pm and 4.00pm.**



Physical education at BROADOAK

The PE department are really looking forward to meeting you all in September, at Broadoak, we have a strong tradition of providing opportunities in both lessons and extra-curricular. The aim of the PE department to give our pupils the best possible opportunities to be active, fit and health and develop a live long love of health and sport. I'm sure both you and your parents will have lots questions, we find most often the key questions are as follows: what do I wear for PE? What happens if I can't take part in PE lessons? What sporting activities can I get involved in after school? Hopefully, the information below will help to answer some of the questions you have.

PHYSICAL EDUCATION KIT

BOYS

Black and burgundy polo shirt with The Dean Trust Broadoak School logo, black shorts, black socks, trainers and Black fleece with The Dean Trust Broadoak School logo.

GIRLS

Black and burgundy polo shirt with The Dean Trust Broadoak School logo, black shorts, black socks, trainers and Black fleece with The Dean Trust Broadoak School logo

Optional

Black tracksuit bottoms may be worn by boys and girls during cold weather at the discretion of the PE staff. Hooded tops are **NOT** allowed.

PE Non-Participants Expectations

Any pupil not able to take part in PE lesson/s due to medical issues will be expected to provide a note in their planner from their parent/carer explaining the reason why they cannot take part. A pupil who is unable to participate in PE for a prolonged period of time on medical grounds will be expected to provide a doctor's note to support the parental note.

All pupils not participating on medical grounds are still required to bring their PE kit and change, as they will still be taking part in their normal lesson, but in an alternative role that is not as an active participant.

Should your child suffer from Asthma they will be expected to bring their inhaler to all lessons and hand it to their PE teacher at the start of each lesson.

PE Extra-Curricular

The PE department offers a huge range of lunch time and after school clubs (see below), each half term a new timetable will be released with the clubs and activities changing depending upon the season. We also compete in a range of sporting fixtures against other schools throughout the year in friendlies and in competitions. All of these activities will be displayed on the PE notice board by the changing rooms, on the school website, all-around school and in your form rooms. Lunch time clubs start at 12:50pm and finish at 1:15pm. After school clubs start at 3:10pm and finish between 4 - 4:30pm. If you are involved in a school fixture the finishing time will dependent on the venue and this will be communicated to you by the teacher leading the activity.

Make sure that you keep note of clubs that you want to attend, where they are and if they are a lunch time or after school club.

Below is an example of extra-curricular clubs available:

| AFTER SCHOOL | GW | FM | BE | AF | CG | SH/SD | Fitness Suite |
|------------------------------|---------------------------------------|---------------------------|------------------|------------------|---------------------------|-------------------------------|----------------------|
| MON | Meetings | Meetings | Meetings | Meetings | Meetings | Meetings | Fitness Suite |
| TUE | Year 9/11 Football Training / Matches | Year 10 Football Training | Trampolining | Climbing | Year 10 Football Training | Year 8 Football Training (SH) | Fitness Suite |
| WED | Year 9/11 Football Training / Matches | Year 10 Football Training | Netball Training | Netball Training | | Year 8 Football Matches | Fitness Suite |
| THUR | Table Tennis | | Netball Matches | Netball Matches | Year 10 Football Matches | Girls Football (SD) | Fitness Suite |
| FRI | PE Revision and Detentions | | | | Badminton | | Fitness Suite |
| Lunch time (Everyday) | Football | | Dodgeball | | | Basketball | |

Frequently asked questions

Can I go to the toilet during lesson?

Unfortunately, no. Toilets are open before school, break, lunch and after school for you to use.

Do we have a separate lunch to other year groups?

No, all year groups have the same lunch and break times. Lunch queues can get really busy during these times. However, we do allow Year 7 pupils to go to lunch slightly earlier during their first week of secondary school to allow you to get used to our systems.

How will we know when a lesson starts?

We have a bell system. There are different bells for lesson change over and a fire alarm, you will soon become familiar with our bell systems and we will practice where you will go during a fire drill.

Can we go into a classroom on our own?

We insist that pupils line up outside the classroom, entering in silence, standing behind their chairs and wait for the teacher to greet you as pupils before sitting down.

Where do I store my bike?

We have a bike shed where you can store your bike, ensure you bring a lock for your bike in order to keep it safe. You must push your bike through the playground, riding through the playground is not permitted.

Can I bring a mobile phone to school?

No, we ask you not to bring valuable items to school, if they get lost, stolen or damaged then this is your responsibility, not the school's. If you are seen on any device this will be confiscated and placed in the school safe, a parent must collect between 3pm and 5pm on a Friday.

Can I call my parent if I am ill at school?

No, please don't do this. We advise you to follow the correct procedures in school when you are poorly. Contacting your Head of Year is important. Student services will make calls home to parents/carers where needed.

If I think of a question over the summer who do I contact?

It is really important that if you have a question you let us know so we can help you. Therefore, we have set up a pupil email address just for Year 6 pupils moving into Year 7, if you have a question please send an email to transition@broadoak.trafford.sch.uk