



Beechen Cliff School

My transition to → Secondary School



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

Hopefully this workbook can:

- explain some things about secondary school
- answer some of your questions about the move
- help to prepare you for the changes.

This Transition Workbook belongs to:

Introduction

Welcome to Beechen Cliff School!

We hope you will be very happy at your new school and have made this guide to help you navigate the school and learn more about what is in store for the next few months!

Starting a new school can be scary, but there are lots of people around the school to help you get used to your new surroundings.

This booklet will give you some information about the school, but also some activities that you can do to help you get used to routines and learn about some of the features of the school.

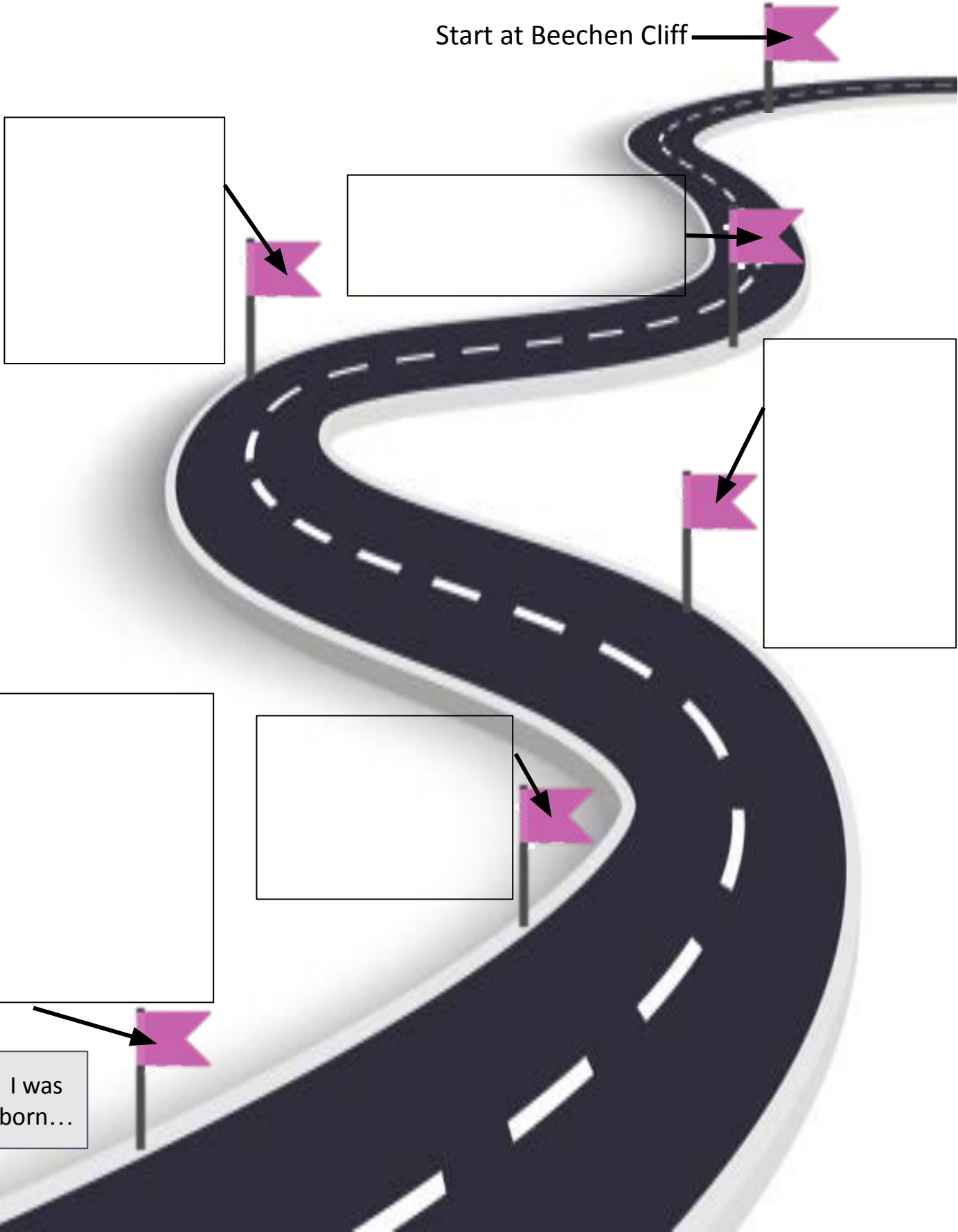
We look forward to seeing you very soon!



My journey so far

Life is a journey! Think back through primary school and write down your favourite memories or events that have shaped you to become the amazing person you are!

Start at Beechen Cliff



I was born...

My new secondary school

Full Name of the School	Beechen Cliff School
School Address	Kipling Avenue Bath BA2 4RE
School Telephone Number	01225 480466
Name of the Head Teacher	Mr Markall
Name of Head of Year 7	Ms Milland
School Starts at	8.25 am
School Finishes at	3.15 pm
I will get to school by	
How long will it take me to get to school?	
What time will I have to leave home?	
Who do I know already at Beechen Cliff?	
What will I do for food each day?	
Which clubs am I keen to join?	

Moving to secondary school

In our lives we have lots of changes. One of the big changes that is coming up for Year 6s (10-11 year olds) is moving from primary school to secondary school. This is probably the first time for many young people that they will change schools. This can be both exciting and a little bit scary and that is OK!

- List 2 differences between your primary school and Beechen Cliff

1.
.....
2.
.....

- List 2 things you would like to find out about Beechen Cliff

1.
.....
2.
.....

- List 2 things you are excited about / think you will like about Beechen Cliff

1.
.....
2.
.....

- List 2 things you are a little worried about or might need help with at Beechen Cliff

1.
.....
2.
.....

It's OK to feel worried

It is OK to be worried or scared about the move to secondary school and we can try to remember that most other children are also worried or scared. We are not alone in how we are feeling. We can also try to remember that moving to secondary school is a good thing and that we will get lots of support from adults, our parents, primary school and our new secondary school.

Some things that might feel different at Beechen Cliff:

- corridors can be busy and noisy at lesson changeovers
- there are lots of students moving between lessons at the same time
- the queue for break and lunch and the dining hall can be busy and loud.

If I feel worried about something, I can:

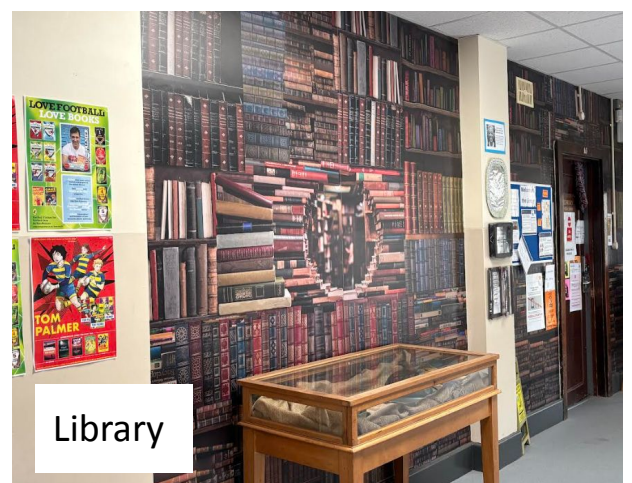
- Take a few slow breaths
- Talk to a teacher or trusted adult
- Ask for help from anyone
- Go to a quieter space

Safe spaces in school I can go for support are:

- Learning support office
- Learning support room (L1)
- Pastoral office
- The Library



Pastoral office








Library



Learning support office

Trusted adults

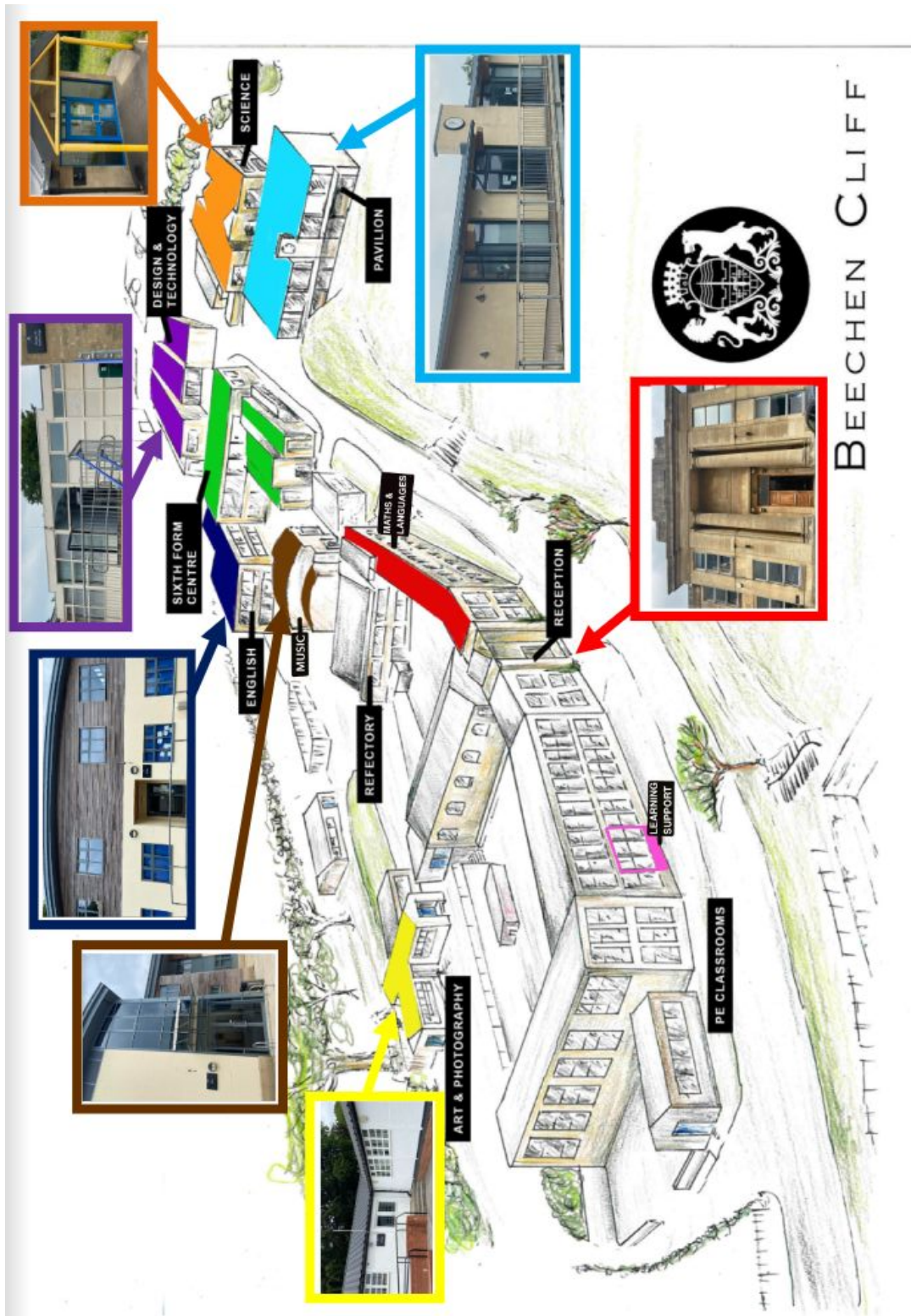
At Beechen Cliff these will be your main trusted adults when you first start at the school, but you will also meet your tutor and other teachers who will also help you if you need it.

	<p>Name: Ms Milland</p> <p>What do they do in school: Head of Year 7</p> <p>Where can I find them: Pastoral office</p>
	<p>Name: Mrs Blair</p> <p>What do they do in school: SENDCo (Assistant Head)</p> <p>Where can I find them: Learning support office</p>
	<p>Name: Mrs Ballard</p> <p>What do they do in school: Lead TA for Year 7</p> <p>Where can I find them: Learning support office</p>
	<p>Name: Ms Fitzpatrick</p> <p>What do they do in school: KS3 Pastoral and safeguarding manager</p> <p>Where can I find them: Pastoral office</p>
	<p>Name: Ms Layton</p> <p>What do they do in school: Pupil Premium Lead</p> <p>Where can I find them: Learning support office</p>
<p>Fill this in when you know who they are.</p>	<p>Your Tutor:</p> <p>What do they do in school:</p> <p>Where can I find them:</p>

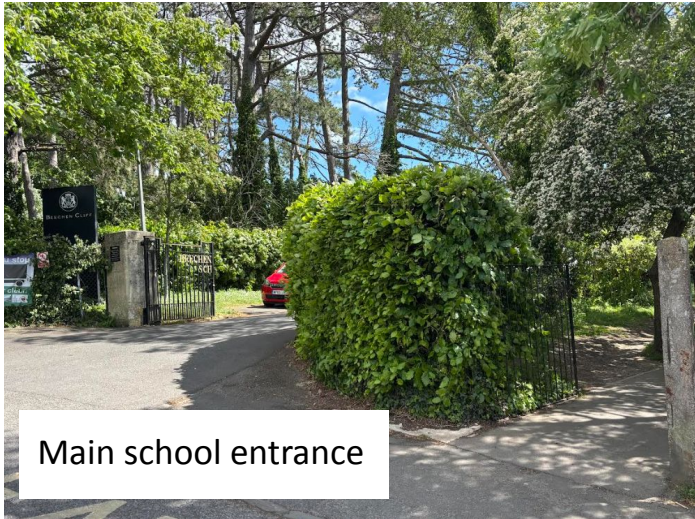
Map of the school

Most Year 6 students 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.

Here is a detailed map of the school. It will help you learn all the different buildings on the site. It will take time to learn the school, but you can ask anyone where to go and they will be happy to help you!



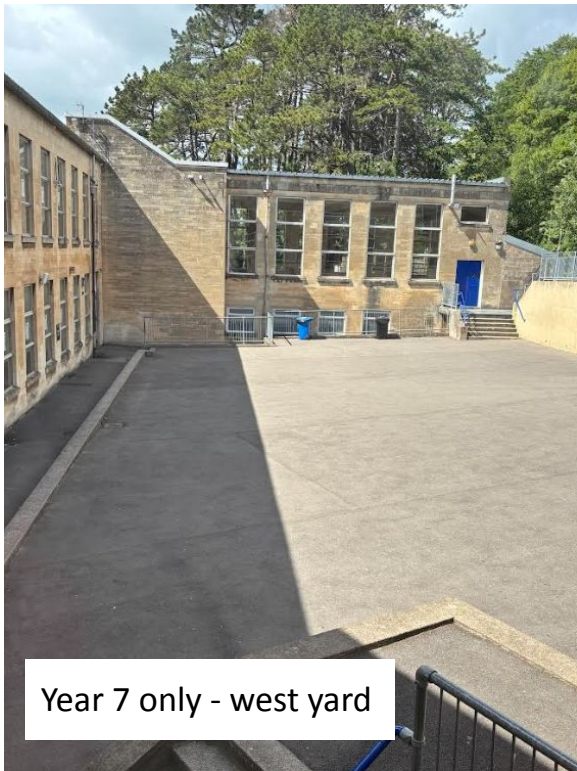
Places to get to know



Main school entrance



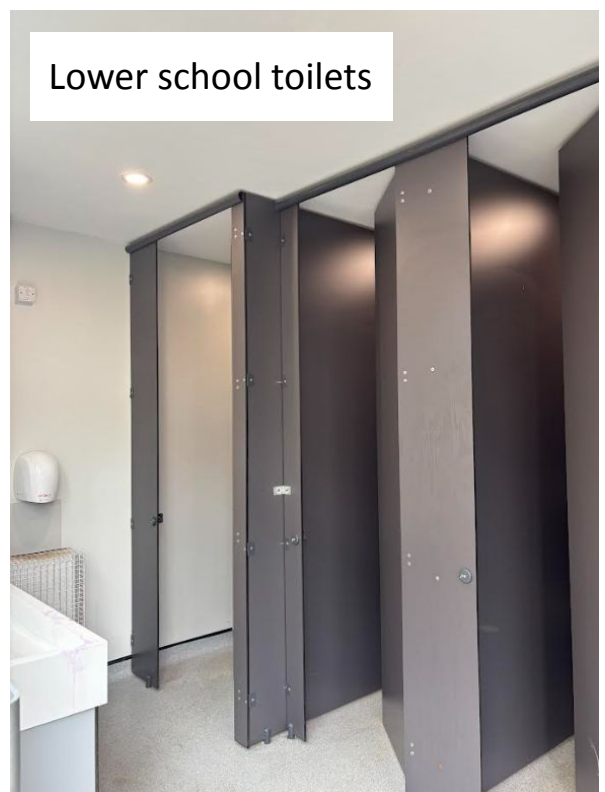
Reception entrance



Year 7 only - west yard



Typical classroom / tutor room



Lower school toilets

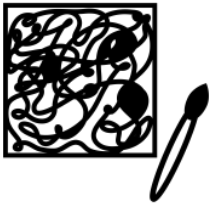


Refectory

Subjects at your new school

We change to secondary school to develop our education further, all the teachers are specialists in their subjects; this helps us to learn subjects in more detail and try some new subjects.

Match up the subject to the correct icon



Maths

English

Science

Geography

History

RPE

Art

Music

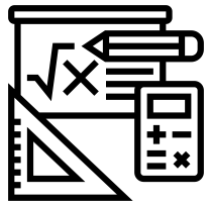
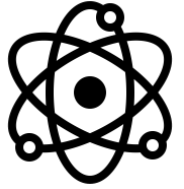
Drama

PE/GAMES

ICT

Technology

French/Spanish



A typical school day

What happens on a typical school day at Beechen Cliff?

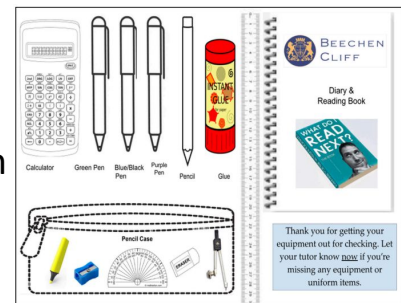
Knowing what to expect can help you feel more confident.

In the morning: Arrive at school - What time?

- Go to your tutor room - You will find out where this is on your first day.
- Your tutor will take the register and you will complete different activities on different days. These might include an assembly, a tutor quiz, reading etc...
- This is also when you will turn your phone off, put your phone in your lockable phone pouch and away in your bag.

Lessons:

- You will have five lessons each day - each is an hour long
- In each lesson, when you arrive:
 - Sit in the seat your teacher has given you
 - Take out all of the equipment you need (pencil case, planner, book etc...) so that you have them for the lesson
 - Be ready to listen and learn.



At the end of lesson:

- Pack your bag
- Check your timetable to see what lesson you have next and that you know where to go
- Walk sensibly to your next lesson (ask if you don't know where to go).

Break time - What time?

- You can go to the Year 7 area (West Yard), or to a quieter area like the library.
- You can have a snack, from home or the refectory, talk to your friends or play a game in the Yard.

Lunchtime - What time?

- You can go to the refectory to get food or eat your packed lunch, or eat in one of the bench areas.
- You can sit with people from your tutor group or other friends
- There are sometimes lunch time clubs, or quieter areas you can sit.

At the end of the day - What time?

- Pack up all your belongings.
- Are you going to an after school club, or homework club, or are you going straight home?

Timings of the school day

When you join Beechen Cliff you will come in as a Year 7. As a school we have a split day. This means that Year 7, 8 and 9 have different break and lunch times to Year 10, 11 and 6th form. You can see the timings of the school day below. You will follow the timings in the first column.



All year groups			
8.00am - 8.25am		Arrival to School Breakfast Service in the Refectory	
8.25am - 9.00am		Tutor Time	
9.00am - 10.00am		Period 1	
Years 7, 8 and 9		Years 10, 11 and 6th Form	
10.00am - 10.25am	Break Time Food Service in the Refectory	10.00am - 11.05am	Period 2
10.25am - 11.30am	Period 2	11.05am - 11.30am	Break Time Food Service in the Refectory
11.30am-12.30pm	Period 3	11.30am-12.30pm	Period 3
12.30pm - 1.15pm	Lunch Time Food Service in the Refectory	12.30pm - 1.30pm	Period 4a
1.15pm - 2.15pm	Period 4b	1.30pm - 2.15pm	Lunch Time Food Service in the Refectory
2.15pm - 3.15pm	Period 5	2.15pm - 3.15pm	Period 5

Your timetable

You will be given your timetable on your first day in Year 7. It's very important because it tells you your lessons, what time each lesson starts and finishes and room they will take place in. You will have 5 lessons each day and some will be in special rooms. For example science will usually take place in a laboratory.

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!

Timetable Top-Tips:

- Colour code the different subjects so it's easy to see when they happen across the week
- Store your subject books and homework sheets into the same coloured folders, so that it's easy to find the right equipment for each lesson
- For your 2 week timetable you could cut it into two and have Week 1 on one side and Week 2 on the other; flip it over depending on which week it is. This will help you not to get confused between the weeks.
- Look at your timetable the night before and pack your bag for the next day so you're not rushing in the morning
- Write break and lunch times on your timetable.

Look at the timetable on the next page and answer these questions:

- What is the name of your RPE teacher?
- What room is maths in?
- When do you have PSHE?
- How many times a week do you have the following:
 - Maths:
 - English:
 - History:
- Which days will you need your PE/Games kit?
- Can you find 1 difference between Week 1 (A) and Week 2 (B) on the next page
.....

This is what your timetable might look like. At Beechen Cliff timetables are 2-weekly so there is a Week A and a Week B version.

The top of the timetable shows your subject, and then underneath it shows your teacher and your room.

WEEK A:

	Reg (08:25-09:00)	P1 (09:00-10:00)	P2 (10:00-11:30)	P3 (11:30-12:30)	P4 (12:30-14:15)	P5 (14:15-15:15)
Monday A	Y7 Shakespeare S6 Miss C Williams	En-7Sh E6 Miss L Gracey	Ma-7X3 M1 Ms A Milland	Te-7XB T4 Mr E Bakker	Fr-7Sh BL2 Mrs S Westlake	Sc-7Sh S1 Ms F Carpenter
Tuesday A	Y7 Shakespeare S6 Miss C Williams	PE-7Sh SBarn Mr R Bowett	PSHE-7Sh BL2 Mrs J Costa	Sc-7Sh S4 Mrs S Sole	Ma-7X3 M6 Ms B Pretorius	RPE-7Sh P4 Ms P Netto
Wednesday A	Y7 Shakespeare S6 Miss C Williams	Gg-7Sh P2 Mr D Brewer	Fr-7Sh BL2 Miss S Pavone	Ga-7XR AST2 Mr R Bowett	En-7Sh E6 Miss L Gracey	Sc-7Sh S1 Mr I Burnell
Thursday A	Y7 Shakespeare S6 Miss C Williams	Sc-7Sh S4 Mrs S Sole	Ma-7X3 M1 Ms A Milland	Co-7Sh C3 Mr A Cottle	En-7Sh E6 Miss L Gracey	Rd-7Sh LIB Mr W Saunders
Friday A	Y7 Shakespeare S6 Miss C Williams	Hi-7Sh P8 Miss M Sinclair	Dr-7Sh REC Mr S Thompson	RPE-7Sh P4 Ms P Netto	Fr-7Sh BL2 Mrs S Westlake	Te-7XB T4 Mr E Bakker

WEEK B:

	Reg (08:25-09:00)	P1 (09:00-10:00)	P2 (10:00-11:30)	P3 (11:30-12:30)	P4 (12:30-14:15)	P5 (14:15-15:15)
Monday B	Y7 Shakespeare S6 Miss C Williams	En-7Sh E6 Miss L Gracey	Ma-7X3 M1 Ms A Milland	Fr-7Sh BL2 Mrs S Westlake	Ar-7Sh T1 Mr O Kelly	Hi-7Sh P8 Miss M Sinclair
Tuesday B	Y7 Shakespeare S6 Miss C Williams	PE-7Sh SBarn Mr R Bowett	PSHE-7Sh BL2 Mrs J Costa	Sc-7Sh S5 Mrs S Sole	Ma-7X3 M6 Ms B Pretorius	Mu-7Sh MUS2 Mr S Thompson
Wednesday B	Y7 Shakespeare S6 Miss C Williams	Co-7Sh C3 Mr A Cottle	Gg-7Sh P4 Mr D Brewer	Ga-7XR AST2 Mr R Bowett	En-7Sh E6 Ms A Simpson	Ar-7Sh T1 Mr O Kelly
Thursday B	Y7 Shakespeare S6 Miss C Williams	Sc-7Sh S4 Mrs S Sole	Ma-7X3 M1 Ms A Milland	Gg-7Sh P2 Miss R Sampson	En-7Sh E6 Miss L Gracey	Te-7XB T4 Mr E Bakker
Friday B	Y7 Shakespeare S6 Miss C Williams	Hi-7Sh P8 Miss M Sinclair	Fr-7Sh BL2 Mr C Hall	Rd-7Sh LIB Mr W Saunders	Te-7XB T4 Mr E Bakker	Mu-7Sh MUS2 Mr S Thompson

Being a proud Beechen Cliff student

We want every Beechen Cliff student to feel proud of being a member of our school community. This means taking pride in all the things we do and always putting in as much effort as we can to do our best.

School Uniform

We are proud of our smart uniform. We encourage all students to look their best at all times and this means having leather look shoes (no sports brands like Nike or Adidas), a shirt tucked in, blazer on and tie done properly.

Organisation and Homework

We want all our students to learn the importance of organisation and independence. We will ask you to have the correct equipment for every lesson, every day. Equipment will be checked by tutors each week. Homework will also be set by your teachers and you should complete this to the best of your ability. Packing your bag the night before, checking Google Classroom and using your planner to make notes about what you need and when is a great way to organise yourself.

Conduct and Expectations

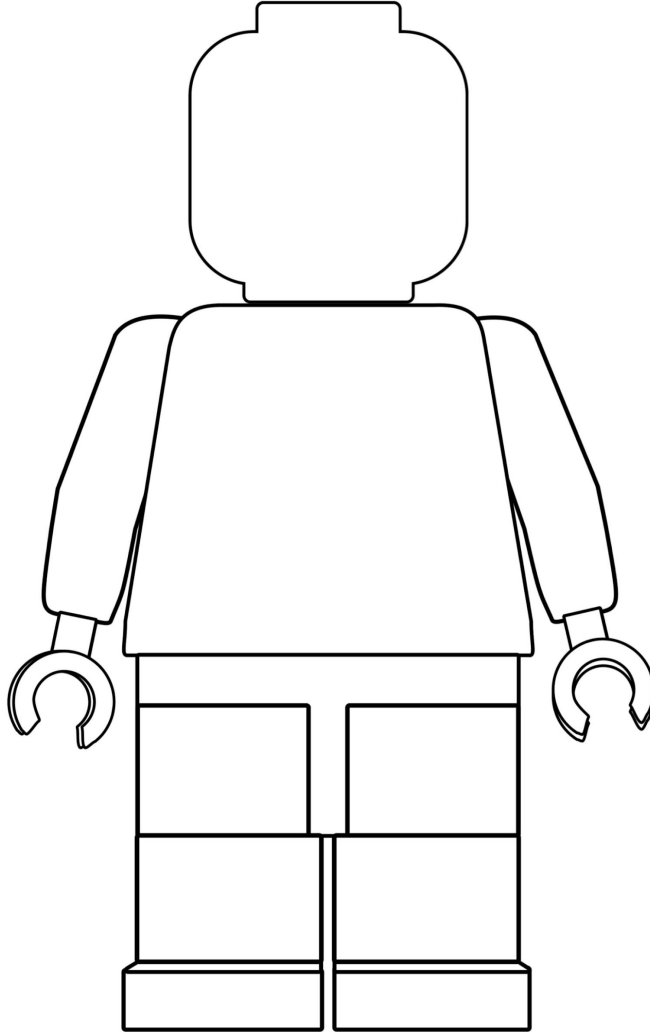
Students at Beechen Cliff are proud to be part of the school community. We want everyone to be kind and look out for each other. This means following the schools core values (aspiration, independence, compassion and respect).

Rewards and Sanctions

We need everyone to be their best and let others focus on their learning. When you do this you will be rewarded with positives. If this does not happen, students may be removed from the lesson and may be given a detention.

School uniform

One of the different things about moving to secondary school is the change in what you will wear. At Beechen Cliff, we pride ourselves in looking smart and professional at all times. Label the school uniform you will wear onto the Lego figure



Why is wearing the correct school uniform important?

.....

.....

.....

.....

.....

Uniform and the house system

You will have Ms Milland as your Head of Year. If you have a pastoral concern, meaning that if you need help with your welfare, Ms Milland and the pastoral team are there to help.

You will also be assigned a house. There are four houses at Beechen Cliff School:

Kipling

Milton

Shakespeare

Byron

Once you have been allocated a house, you will be placed in a tutor group with people in the same house as you.

There are many fun things you will do in your house. These include inter-house sporting competitions, community work, charity fundraising or cheering on your house on sports day.

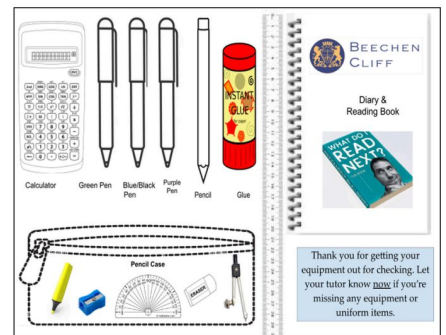
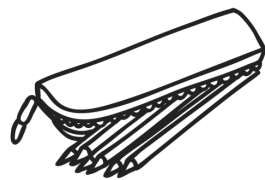
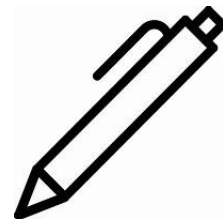
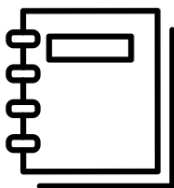
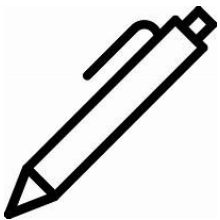
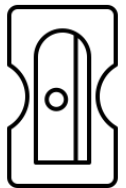
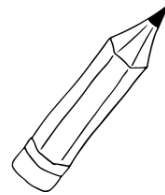
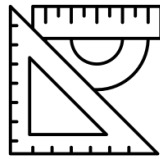
You will also have a specific tie that has your house colour on it!



What house have you been placed in and what colour tie will you wear?

Organisation - Equipment

At secondary school, you are responsible for your own equipment! You will be moving around to different classrooms for different lessons - you could be in 5 or 6 classrooms in one day! This means that you need to bring all the equipment you will require with you for the day. Below are some items you will need to bring – can you identify them and add anything else?



Organisation Top-Tips:

- Timetable or checklist at home (on the wall or fridge) to look at the night before to check you have everything you need for the next day
- Pencil case - it may be good to keep an identical spare set at school in your locker or with the SENCO so that if you forget it, you have one at school
- Have your 2 week timetable somewhere you can easily find it and look at it whenever you need to (small laminated version in your pocket, picture on your phone etc.)

Organisation - Homework

You will have lots of different lessons and at secondary school with different teachers. This can mean it is more difficult for teachers to know whether you are **learning well in their lessons**. Teachers like to know that you are learning and that they are teaching you in a way that you understand.

To help teachers know that you are **learning and to measure your understanding**, they will set you some work to do at home after school: this is called homework. The **homework will be based on what you've been learning about in the lessons, or on something new that you will soon be learning about**.

The teacher will give you a **date to hand the homework in and an amount of time you should spend on it**; all homework will be set on **Google Classroom** (which you will be shown how to use when you start school in September). When you hand it back in to the teacher (or turn it in online) they can see how well you have done and whether you understand what they have been teaching you.

You should **try to do your homework at home, during lunch or break time at school or at the after school homework club** as it will help the teachers to check that you understand the work. There is a homework club for 1 hr after school every day. The **homework club is in the library**. You should try to do the homework only for the amount of time each teacher says, and no longer, if you don't finish then just let your teacher know.

If you cannot do the homework or cannot finish it then this will show the teacher that you need extra help with that piece of work. The teacher will help you if need more explanation or practice at something.

Conduct and expectations

It is important to think about the way we choose to conduct ourselves, the way that we behave towards other people, and the way that we behave in our lessons. These are represented in the schools core values. These tell us the schools expectations, because we are expected to behave in this way; it is not a choice.

Aspiration - be your best

Independence - Be Ready

Compassion - Be Kind

Respect - Show Respect

Match the correct description to each of the four core values

Turning up on time to lessons

Working successfully as part of a team

Being respectful of other people's beliefs

Having your shirt tucked in neatly

Contributing to lessons

High level of respect shown to all

Saying good morning to people as you pass

Having a growth mindset

Holding the door open for a teacher

Having a pen, pencil and ruler in lesson

Consistent punctuality over the whole year

Supporting others

Wearing the correct Uniform

Celebrating mine and other's success

Having a reading book with you

Staying calm if something goes wrong

Being respectful to other staff and students

Going above and beyond with your work

Apologising if you have done something hurtful

Looking after the school facilities

Sitting with someone who is alone at lunch

Remembering your homework

Giving someone a compliment

Be ready to learn

Asking for help when needed

Rewards and sanctions

Rewards

We like to celebrate when students do what is expected and more. You will get lots of rewards. There are termly celebrations of achievement, prize draws and even food vans like churros and pizza for winning houses!

Positive Levels	Examples
+1	Positives - based around Core Values such as working hard, helping others
+2/3	Faculty-level rewards/Year group nominated awards - termly rewards - awarded termly by HoF/HoD/HoY
+4	Service to school/community. Termly progress/commitment to study awards - awarded termly by SLT

Sanctions

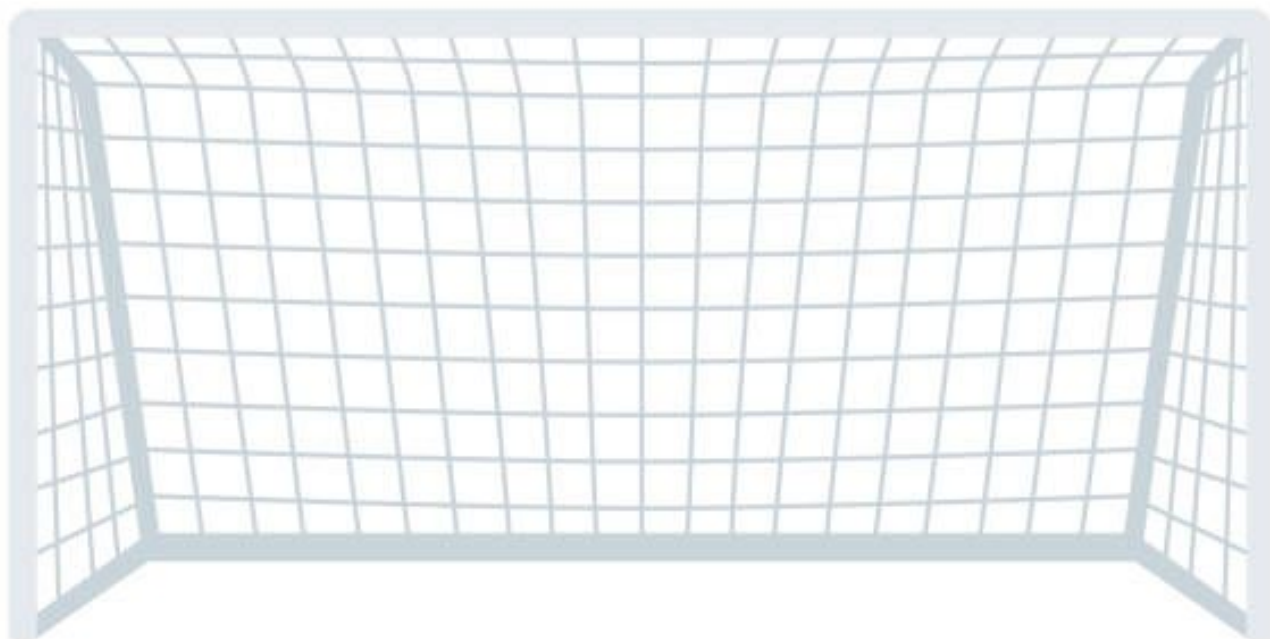
We need everyone to be their best and let others focus on their learning. If this does not happen, students may be removed from the lesson and may be given a detention.

Level	Examples
-1	Unkind behaviour, litter, lack of equipment/kit (Report to Me - 10 min at the end of the school day with your class teacher)
-2	Continued behaviour which stops learning or just no work completed at all (Subject detention 45 min - one day after school)

There are other levels and this will be explained more in September.

My goals for secondary school

When you come to Beechen Cliff, you will learn a huge number of new skills, and improve skills you have practised in primary school. In the goal below, use the list to write new skills or things you'd like to build on during your time at Beechen Cliff.



Be in a school play or production	Learn another language	Represent your school in a national competition
Learn to play a musical instrument	Volunteer in the local community	Travel to another country
Play for a school team	Learn how to survive in the wild	Learn a new sport
Learn how to manage money	Taste food from another country	Learn about religions
Cook a new meal from scratch	Read new books	Go on a school trip
Create a piece of art	Raise money for charity	Take and edit a cool photograph
Learn how to read a map	Join an after school club	Compete in an activity for my house
Use computers to create your own website	Learn First Aid	Make a friend in a different year group
Make new friends from other schools	Work as part of a team	Try camping

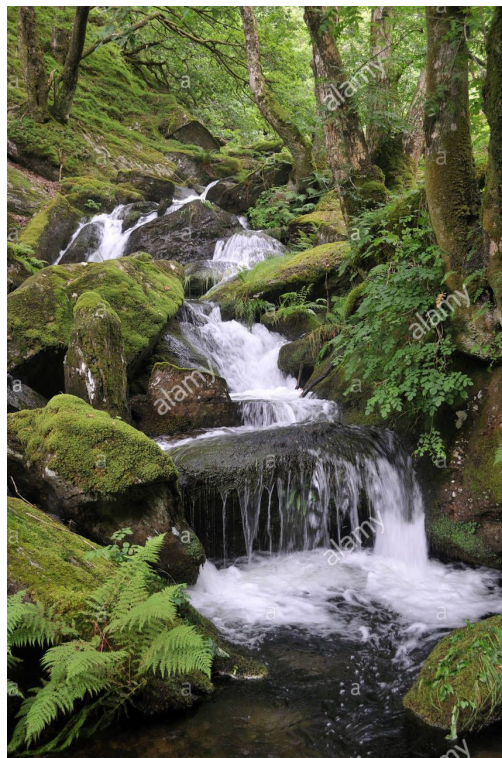
School residential

At Beechen Cliff, all Year 7s get the opportunity to go on a trip to Tir-Y-Cwm in Wales. You stay for 2 nights and it is a great way to get to know other students in your tutor group, make new friends and get to have fun!

Some activities that we do here are:

- River walking
- Night walk
- Team building games
- Bow and arrow making
- Mud running
- Fire building
- Free time to play

Most students say that their best memories of the school are made in Tir-Y-Cwm because it is so fun!



What are you looking forward to most about Tir-Y-Cwm?

Do you have any questions about Tir-Y-Cwm?

There is more information about Tir-Y-Cwm on the next slides.

Visual guide for Tir-Y-Cwm



Meet at Bear flat where the coach will pick us up.



Find a seat with a friend and we will set off for Tir-Y-Cwm! We will stop at Cardiff Gate Services for 30 minutes along the way (Usually around an hour into the trip)



We will then set off again and head to Tir-Y-Cwm. The coach will drop us off at the bottom of the hill, where we take our luggage off and load it onto the minibus.



We will then walk up to the cottage. It will take around 45 minutes and we will walk as a group.



When we reach the cottage, there will be time to have a sit down and eat some lunch. We will then have a tour of the cottage and go over the rules.

Some pictures of the cottage where you will stay



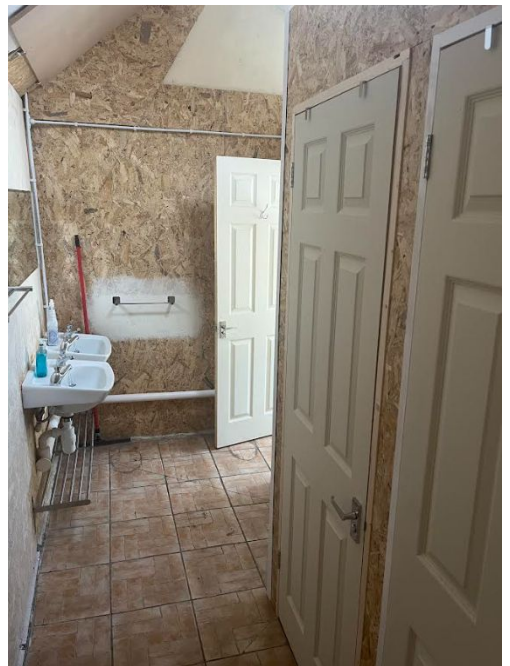
These are the rooms you can stay in. The outbuilding can sleep around 30, while the room upstairs can sleep around 7.



The Barn where you have breakfast and dinner



The kitchen (Staff only)



The bathroom (before it was painted)

On the last day, we will tidy everything up and then head back to the coach and head home!

There are many activities that we can do at Tir-Y-Cwm such as:



Woods walking



Bouldering



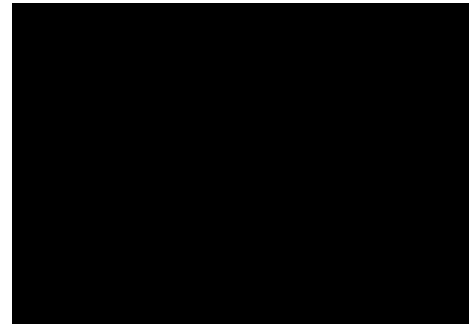
Team building activities



Walking in the river



Bonfire



The night walk - it's dark!



Tir-Y-Cwm is a fun place to make new friends and try new things! Speak to someone if you have any more questions!!

Transition day

Transition Day is a great time to get to know teachers at your new school. It is a really fun day and also perfect to meet the students who you will spend the next 5 years growing up with and sharing many experiences with.

It is also a good opportunity to see what lessons could look like when you come to Beechen Cliff and what a typical day could look like. You will experience many different lessons on this day, which may include art, maths, science, history or sport.

You will move around the school and experience three lessons and have the chance to join a cricket match.

What taster lessons did you do?

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What was your favourite taster lesson and why?

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Did you meet anyone new?

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Can you remember any teachers names?

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