

Parent Book



THE DUKERIES
ACADEMY

Transition to Year 7

Welcome to the Dukeries Academy

Welcome to our Dukeries Academy pack, normally designed to support teachers in preparing students for their transition to the Dukeries Academy. We have adapted its contents for parents to be able to support the students in their transition to Dukeries.

It has been recognised that the transition to secondary school is one of five important life stage transitions for young people (World Bank Development Report, 2007). This pack of practical activities, whilst not a perfect replacement for a normal transition process, may help your child adjust to some of the different terminology and process that they will quickly get used to at secondary school.

We hope that by completing these activities, you feel a little more prepared for starting with us. If you or your child have any questions, please get in touch with us via our Facebook page and private Year 6 Transition Discussion Group located within the Dukeries Academy News Facebook page.

Mr Mellors (Progress Leader Year 7)

Mrs Ferris (Senior Assistant Principal & Designated Safeguarding Lead)

Miss Watson (Special Educational Needs Co-ordinator)

Mr Snowden (Transition Co-ordinator)

This guide has been re-designed to help parents/carers to help their students learn a little of the terminology used in school and examine what is worrying them most about their transition to secondary school.



This is Me

My name is

.....

I am

? years and ? months old

.....

I live with

.....

.....

This is a picture of me

Drawing or Photograph

What helps me to learn:

Tell us about any strategies that help your student engage in lessons.

What I need from my teachers:

Tell us how our teachers can help.

What doesn't help me:

Help us understand what causes any conflicts or disengagement

Additional information:

Tell us anything else you think we should know about.

What do you do out of school?

Which clubs do you attend?

What key achievements have you reached?



This page will enable your child's tutor to get to know them and will provide key information

Dukeries Student Questionnaire

Using the scale below, what worries do you have about joining Dukeries Academy?

	0 Not worried	1	2	3	4	5 Extremely worried
Getting lost						
Having lots of different teachers						
Too much homework						
Telling a teacher if there is a problem						
Lunch time						
Not finding or having friends at break and lunchtime.						
Making new friends						
What to do if you are feeling poorly						
Getting changed quickly for PE						
Losing letters or homework						
Getting detention						
Travelling to and from the Academy						
Knowing the uniform rules						
Knowing rules about mobile phones and behaviour						

Please use this to get them to talk about their worries.



Daily Check List

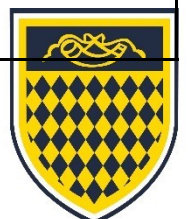
At Dukeries Academy you will be responsible for all of your books and equipment a lot of the time. That means each day you will need to make sure you have everything you need for the day ahead.

Here is an example of a daily checklist:

Everyday	Pen	Reading book	Packed Lunch	
	Pencil	Bus Pass (where relevant)	Water bottle or drink	
		Ruler	Completed homework	
Monday	Tuesday	Wednesday	Thursday	Friday
PE kit	Science book	Art book	Musical instrument	PE kit
Maths book	History homework	Cookery ingredients		English homework

Using the mock timetable you have been given, can you complete the daily checklist below to make sure you would take everything you need each day?

Everyday				
Monday	Tuesday	Wednesday	Thursday	Friday
You and your student could make different timetables up and practice this at home.				



EXAMPLE YEAR 7 STUDENT TIMETABLE

	1	2	3	4	5	6
Mon	7T/Ar5 GS T25	7T/Te5 MV C2	7M/Sc4 LC S4	7E/En4 KL Q30	7M/Sc4 LC S4	7E/Sp4 VW T27
Tue	7T/Dr5 JS Q18	7H/Gg4 CL Q39B	7E/En4 KL Q30	7M/Ma4 JP Q27	7T/Te5 MI C1	7T/Te5 MI C1
Wed	7E/En4 ES Q9A	7M/Ma4 JP Q27	7H/Hi4 FE Q37	7M/Sc4 CM S3	7E/En4 ERA Q32A	7T/Ar5 JF T24
Thu	7H/Re4 AJ Q39A	7M/Ma4 JP Q27	7M/Sc4 CM S3	7E/Sp4 VW T27	7H/Gg4 CL Q39B	7M/Ma4 JP Q27
Fri	7T/Pe5 MS	7T/Pe5 MS	7E/Sp4 PB Q29	7H/Hi4 FE Q37	7E/En4 ERA Q32A	7M/Ma4 EL S1

PERIOD NUMBER (there are 6 in a day)

DAY OF THE WEEK

ROOM LOCATION AND NUMBER
 Q = QUAD
 S = SCIENCE
 T = TECHNOLOGY

TEACHER'S INITIALS

CLASS CODE / GROUP NUMBER

Ar = Art

Te = Technology

Sc = Science

En = English

Sp = Spanish

Dr = Drama

Gg = Geography

Ma = Maths

Hi = History

Re = Religious Studies

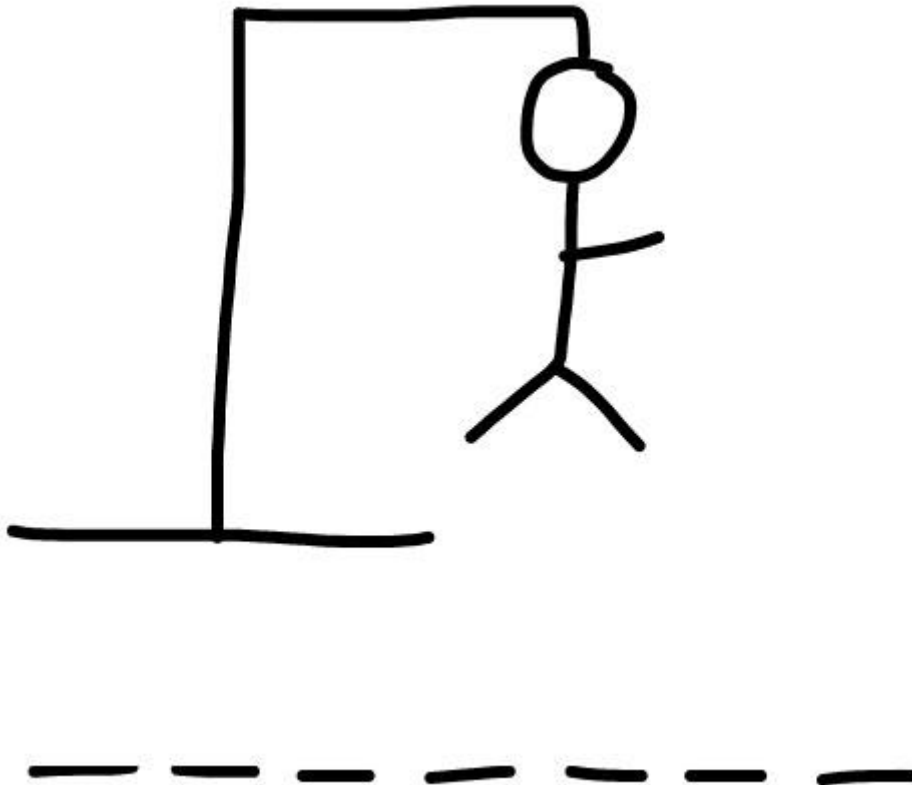
Pe = Physical Education



Lingo Bingo

Use these cards to learn about some of the key words and meanings that the students will hear around the academy.

Ask students to try and guess what they may be. You could play hangman to make it fun.



Lingo Bingo Answers

<p>MFL</p> <p>Answer: Modern Foreign Languages</p>	<p>Progress Leader</p> <p>Answer: The person in charge of your year group that looks after your academic progress, attendance and behaviour. They manage the tutor team.</p>
<p>Progress Leader's Assistant</p> <p>Answer: The person who is always available in Student Services to support with your safety and wellbeing at school</p>	<p>Achievement points</p> <p>Answer: The points you get as a reward when you do something good</p>
<p>Show My Homework</p> <p>Answer: The on-line system for telling you your homework each day</p>	<p>Café PIN</p> <p>Answer: A personal 4-digit number that is used as the way that you pay for your food in the cafeteria</p>



Lingo Bingo Answers

D & T

Answer: Design and Technology

Break

Answer: Playtime

Faculty

Answer: Subjects that go together

Period

Answer: just means the lesson

Keep to the Left

Answer: The walking system around the school

Student Services

Answer: The place you can go to for help of any kind



Lingo Bingo Answers

Cafeteria

Answer: The dining hall – where you can buy different sorts of meals or eat your sandwiches

C1

Answer: the common language to issue a warning for poor behaviour in lesson. C means Consequence.

SIMS Behaviour Log

Answer: monitors and records whenever you misbehave

Patrol

Answer: The member of the senior staff who is called if you behave really badly

Consequence / Sanction

Answer: A punishment for breaking the rules

Timetable

Answer: Shows every lesson you should attend



Lingo Bingo Answers

<p>Detention</p> <p>Answer: Means you have to stay in school or in class in your own time as a punishment</p>	<p>Exclusion</p> <p>Answer: When you do something particularly unacceptable you may not be allowed to come to school for a short time</p>
<p>PSHE</p> <p>Answer: Personal Social & Health Education – studied in tutor time to cover wider world and community issues and skills</p>	<p>Seclusion</p> <p>Answer: a punishment where a pupil is made to work on their own with a member of the Senior Leadership Team (SLT)</p>
<p>Tutor</p> <p>Answer: The person who takes your Tutor Set register every morning and supports you with behaviour and attendance.</p>	<p>Extra-curricular</p> <p>Answer: Lunchtime or after-school activities in each subject that give you an opportunity to develop new skills and socialise</p>



The Telling Game

Question and worry bubbles

Please use these to find out what is worrying your child most about their transition.

THE TELLING GAME

It can be hard for students to know when to tell somebody that they have a problem or they think something is wrong.

Here are some scenarios that are based on questions raised by previous Year 6 students. Some do happen at Dukeries (like losing your pen!), but others are very unlikely to happen. They have been included as they are based on previous questions that students have asked.

Please use the cards provided in the pack and talk about what you think you could do in each situation.

The work book has the questions and you have some possible answers. These answers are not set in stone. Please feel free to think of other ways to solve the problems and I will be happy to discuss these with you at a later date.



You have lost your pen.

What should you do?

You could ask as friend
or your teacher

**Two of your friends have fallen out
and aren't speaking to each other.**

What could you do?

Stay friends with them both as they
haven't fallen out with you.

**Every day when you're in school, a
student comes up to you and calls
you rude names.**

Who should you tell?

Your tutor or progress leader and
write a statement

**A student spills their drink on you at
break or lunch – they say it's an acci-
dent, but you think it was on pur-
pose.**

What should you do?

Tell a mid day supervisor or member
of staff on duty.

**You have forgotten or lost your time-
table.**

What should you do?

Ask student services to print a new
one. Take a photograph on your phone
but make sure you don't look at it on
the corridor.

**Somebody catches you with their el-
bow or you trip over somebody's
foot.**

What could you do?

Don't get into an argument over it.
Accidents happen on busy corridors
and in classrooms.

A student has taken your lunch

What should you do?

Ask for it back.
Tell a member of staff/mid day.

**Your friend has started calling you a
nickname. They think it's funny but
you don't**

What could you do?

Talk to them and explain how you feel.
Tell your tutor.

A student borrows your pencil and they return it broken.

What could you do?

Sharpen both pieces-you have 2 pencils now.

Ask to borrow one from your teacher if you can't sharpen it.

You have left your equipment/PE kit/coat somewhere in the academy.

What should you do?

Retrace your steps at break/lunch.

Ask at reception.

Ask at student services-ask them to email staff to look out for it.

You are in a lesson and your friend isn't helping you to tidy up.

What could you do?

Ask your friend to help.

Tell your teacher if they don't after you have asked nicely.

You notice a student sitting by themselves looking upset

What should you do?

Talk to them and ask if you can help.

Tell a member of staff/student services.

You overhear some students saying rude things about one of your friends.

What could you do?

Don't gossip about it.

Tell you tutor or friends tutor.

You have forgotten your PE kit/cookery ingredients.

What should you do?

Ask student services to ring home and see if parent/carers can bring in.

Borrow PE kit from the PE office.

