

Name: _____

Primary School: _____

Secondary School: _____

All about Me

Complete the questions below to share with a teacher or a friend

I am happiest when.....

I would most like to be.....

At Secondary school I am looking forward to

.....

I am most relaxed when.....

My favourite food is.....

My favourite music is.....

My favourite sport is.....

My favourite programme is.....

My favourite colour is.....

Three things I like to do when I'm not in school:

.....

.....

.....

Two truths and a lie. (Write two truthful things about yourself and one thing that is not true and ask a friend or teacher to guess which is which)

.....

.....

.....

Secondary School Fact Sheet

Name of Secondary School:

Address:

Questions about getting to school	Best way to find out	Answer
How will I get to school?		
How much will my train fare/bus fare/bus pass cost?		
Who will I go to school with?		
Questions about how the School works	Best way to find out	Answer
What time does school start/finish?		
What times are break/lunch times?		
What snacks are sold at break time?		
Approximately how much will my lunch cost?		
Where do students go at break/lunch times?		
What activities can you do at lunch times?		
Where can I do homework at lunch times?		

What activities can you do after school?		
How much homework do you get?		
Where will my school share my homework? (Showmyhomework; Google classroom; SIMS Learning Gateway)		
What is the reward system?		
What are the consequences for poor behaviour choices?		
Is there a House System? What House will I be in?		
Who is the best person to talk to if I am having problems?		
Questions about School uniform and equipment	Best way to find out	Answer
What will I have to wear to school?		
Where can I buy my uniform?		
What PE/Sports kit do I need?		
What stationary must I bring?		

What kind of bag must I bring?		
Is there any other clothing/equipment I will need?		
Questions about who's who	Best way to find out	Answer
Name of the Head Teacher		
Name of the Deputy Head		
Name of the Head of Year 7		
Name of my Form Tutor		
Anyone else I will be seeing? When will I see them?		
Questions about the timetable and learning opportunities	Best way to find out	Answer
How does the timetable work?		
What subjects will I be able to study?		
What facilities does the school have (e.g. sports equipment, science laboratories)		
What happens if I find the work hard?		
Is there support in lessons?		
Does it offer anything after school?		

What other activities are offered?		
Which could I join?		
Any other questions I have	Best way to find out	Answer

Going to Secondary School

How do you feel?

These could be useful to think about when you think about changing school.

Use two different coloured highlighters

Use colour one to highlight the phrases you are not worried about

Use colour two to highlight the phrases you are worried about

Making new friends	Managing a timetable
Dinner time	Managing a money less system to pay for food.
Having a different uniform	Being on time
Finding way around	Break times
Getting to school	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	School rules
Homework	Meeting my new tutor
Meeting my new teachers	Being able to do the work
Being with older pupils	Getting changed for sport / PE

Time Planning

Now that you are approaching Secondary School age you will find that changes will happen/have already happened to your body. This is known as puberty. You probably have already learned about this in year 5 or earlier in year 6. It is important now you are older that you start taking responsibility for your own personal care. It is likely you will find you will need to:

- Have a bath or shower more often than before
- Start using deodorant
- Have your clothes washed more often
- Get more sleep
- Use skin cleanser and cream
- Take care with personal grooming
- Eat more healthily

To make sure you have the time to do all of these important things, you will have to plan your time before you go to bed and when you get up each morning. Look at the table below and think about how long each thing will take you to do and when you think you will be able to do them.

Task	Twice daily	Every day	Every other day	Weekly	Twice weekly	How long?	Time in the morning	And/or evening
Bath/shower								
Use deodorant								
Wash hair								
Shirt for washing								
Skirt/trousers for washing								
Skin care routine								
Style hair								
Have breakfast								
Clean teeth								
Get dressed								

What time will you need to get up in the morning so you have enough time to get yourself ready and get to school on time?

Morning routine

Before leaving for School there are a lot of things to think about, starting from the night before.

Things to think about in the morning. Put them in the right order.

Activity	Time order (1-11)
Get dressed	
Check you have the correct equipment in your bag	
Check your timetable	
Check you have got your homework	
Clean your teeth	
Say "Goodbye"	
Check you have the correct money	
Wake up	
Eat your breakfast	
Leave for School	
Wash	

Any others?

- _____
- _____

Plan your morning routine with approximate times.

Time	What to do

My Journey to School

It is important to plan your journey to school so that you get there on time.

Start point (address)	
Destination (School address)	
Distance from home to school	
Time I wish to arrive at school	
Mode of Transport (walk, cycle, bus, car, train)	
The buses I can catch	
Details of bus/train changes	
Nearest bus stop/train station to my house	
Time it will take to get from my house to the bus stop/train station	
Where is the nearest bus stop/train station to my school?	
Time it will take to get from the bus stop/train station to school	
What time buses/trains will get me to school on time?	
The time I need to leave my house	

Make sure you also plan your return journey

Managing Your Timetable

Most Secondary Schools run a two weekly timetable. Use this timetable to answer the questions overpage.

	Registration	Lesson 1	Lesson 2	B R E A K	Lesson 3	Lesson 4	L U N C H	Form Time	Lesson 5
Monday 1	34 KLD	English 23 SAB	French 92 PPR		Geography 36 KWM	Maths 81 AEK		34 KLD	PSHEE 16 KAR
Tuesday 1	34 KLD	PE Gym RMR	Computing 46 FBR		Maths 81 AEK	Science 54 PCS		34 KLD	History 16 KAR
Wednesday 1	34 KLD	Maths 83 BLA	PE Gym RMR		RE 36 VMA	English 23 SAB		34 KLD	Science 54 PCS
Thursday 1	34 KLD	Art 41 HAA	English 23 SAB		History 16 KAR	Maths 81 AEK		34 KLD	Science 54 PCS
Friday 1	34 KLD	Games Pitches RMR		B R E A K	Drama 2B SPB	Maths 81 AEK	L U N C H	34 KLD	English 23 SAB
Monday 2	34 KLD	Science 54 PCS	French 93 JEH		DT 43 LZA	English 26 STA		34 KLD	Music 2 EBS
Tuesday 2	34 KLD	Science 54 PCS	RE 36 VMA		DT 48 LZA	French 92 PPR		34 KLD	English 54 SAB
Wednesday 2	34 KLD	Learning to Learn 11 AAA	English 23 SAB		PE Gym RMR	Maths 81 AEK		34 KLD	Science 54 PCS
Thursday 2	34 KLD	Geography 33 KWM	Computing 46 FBR		Thinking Sk 92 RDE	English 23 SAB		34 KLD	French 93 JEH
Friday 2	34 KLD	Maths 81 AEK	Art 41 HAA		Games Pitches RMR 11			34 KLD	English 23 SAB

AAA: Miss A L Atkins
 AEK: Mr A E King
 BLA: Mr B Laner
 EBS: Miss E Barker
 FBR: Mrs F B Rogers
 HAA: Mrs H A Abbott
 JEH: Miss J E Harman
 KAR: Miss K A Reed
 KLD: Miss K Denver
 KWM: Mr K W Middleton
 LZA: Miss L Zimmerman
 PCS: Mr P Courtnell
 PPR: Mrs P Router
 RDE: Mr R Devon
 RMR: Mr R M Richards
 SAB: Mrs S A Browning
 SPB: Mr S P Bonner
 STA: Mr S Thomas – Ryder
 VMA: Miss V Minter

1. What room would you go to for Registration?
2. What subject does Mr King teach?
3. What is the 3rd lesson on Wednesday, week 2?
4. When do you have Thinking Skills?
5. Who teaches you art?
6. Where is Learning to Learn taught?
7. When do you need your outdoor PE kit?
8. Which two teachers teach you French?
9. When do have History?
10. What subject does Mr Bonner teach?
11. What books/equipment do you need to bring to school on Tuesday, week 1?
12. Who is your Form Tutor?
13. How many English lessons do you have each fortnight?
14. Where will your lesson take place on Friday, week 1, lesson 3?
15. When does Mr Thomas-Ryder teach you English?
16. When do you need your indoor PE kit?

Eating Healthily / Managing Your Money

Menu

Sandwiches

BLT: £2.30
Cheese £1.70
Cheese & Salad: £1.80
Chicken & Bacon: £2.30
Chicken Mayonnaise: £2.00
Egg & Cress: £1.50
Ham: £1.70
Ham & Salad: £1.80
Prawn Salad: £2.30
Tuna & Cucumber: £1.90

Wraps

Cheese & Salad: £2.20
Chicken Mayonnaise: £2.20
Egg & Cress: £1.80
Ham & Salad: £1.10
Tuna & Cucumber: £2.20

Baguettes

BLT: £2.50
Cheese: £2.00
Cheese & Coleslaw: £2.20
Chicken Mayonnaise: £2.20
Egg & Bacon: £2.20
Egg & Cress: £1.80
Ham: £2.00
Ham & Cheese: £2.50
Tuna & Cucumber: £2.20

Cold Snacks

Buttered Roll: £0.40
Pasta Pot: £1.60
Rice Pot: £0.80
Salad Pot: £1.80
Side Salad: £1.20

Hot Lunches/Snacks

Main Meal: £2.40
Bacon Roll: £1.10
Cheese & Ham Panini: £1.30
Cheese Panini: £1.10
Cheese Puff: £1.10
Sausage in a Roll: £1.20
Sausage Roll: £1.20
Pasty: £1.20
Pasta & Cheese Bake: £1.60

Jacket Potatoes

Just Butter: £1.20
Baked Beans: £1.65
Cheese: £1.65
Cheese & Coleslaw: £2.25
Coleslaw: £1.65

Desserts

Cake: £0.50
Giant Cookie: £0.90
Flapjack: £0.80
Custard Pot: £0.80
Yoghurt: £0.60
Fruit: £0.40

Drinks

Juice: £0.90
Perfectly Clear: £1.00
Capri Sun: £0.70
Water (Large): £0.60
Water (Small): £0.50
Yazoo: £0.90

You have £17.50 to spend each week on food at school. You can divide the money out equally for each day or spend different amounts. Try to make sure you eat healthily and have enough food and drink each day. How will you spend your money?

Monday		Tuesday		Wednesday		Thursday		Friday	
Food/Drink	Cost	Food/Drink	Cost	Food/Drink	Cost	Food/Drink	Cost	Food/Drink	Cost
Total:		Total:		Total:		Total:		Total:	



Fact or Fiction



Sometimes, older children you know might tell you things about Secondary School that might worry you. They sometimes do this to tease you, see your reaction or to make you think it will not be a very nice place to go. It is therefore important that you do not believe everything you hear without finding out what is true.

*This is called **FACT**.*

***FICTION** is something that is made up. This activity will make sure you do not have concerns about things that someone else has made up just to get you worried.*

Think about these 'stories' and work out the fact for each

<i>FICTION - Stories told by others</i>	<i>FACT - the Truth</i>
You get at least three hours homework every night, even at weekends.	
The only way you will not be bullied by the older students is if you pay them to stop	
You won't know anyone and it will be really hard to make friends	
If you can't your homework you will get two hours detention.	
You have to pay £1 fine every time you don't wear the right uniform or you forget to bring an item in	
It is difficult to find your way around and you will be lost constantly	

Managing Situations

It is not always easy to cope with the way we feel, especially with unfamiliar or negative feelings. Look at the following situations and think of how you would feel if they happened to you in Secondary School. Then try problem solving each situation to help you best manage your feelings and actions.

SITUATION	FEELING How would you feel if this happened to you?	PROBLEM SOLVING – WHAT COULD YOU DO? If this situation happened to you, what could you do to help you best manage these feelings?	WHO COULD HELP? Who would you ask for help and what would you like them to do?
You don't understand your homework. No one in your family can help, it is due the day after tomorrow			
You have a big argument and fallout with your best friend. You have been friends since Primary school			
One of your teachers shouts at you a lot in class and you think he is 'picking on you'			
A group of children in your class make fun of you all the time. They say you smell and make up unpleasant names			

Getting Involved

Here are some situations you might want to join in with. Try and plan what you may say or do. You could try acting these situations out.

1. You see three of your classmates playing football after school. You know one of them pretty well. You don't know the other two. You're quite good at being in goal.

What could you do? _____

What could you say? _____

2. You hear two classmates talking about the latest playstation game. You were playing on it last night.

What could you do? _____

What could you say? _____

3. Two classmates you know are gathered around a phone. A third classmate is calling a local radio station to try to win a contest. You think you may know the answer.

What could you do? _____

What could you say? _____

4. Four classmates are looking at a text message they have received from a friend. They are laughing. You're sitting at the same lunch table. You like sending text messages.

What could you do? _____

What could you say? _____

5. Two classmates are asking the teacher for permission to work on an art project during lunch hour. Art is your best subject and your project is already on display.

What could you do? _____

What could you say? _____

Asking for help

Sometimes at school things may be difficult or may go wrong. These things could be small:

- not knowing what the homework is
- not being able to find your way around

Or could be bigger:

- getting into trouble
- finding the work hard.

There are many people who could help you, but they won't know that you need help unless you tell them.

Friends Ask friends or other students if you don't know where to go. You can ask them what the homework was if you are not certain. They can also help to work out new situations like going to the cafeteria.

Teachers Ask your teachers if you don't know what to do in class or for homework. They will also be able to help you if you have forgotten something or don't know where to go.

People at home People at home will be able to help you plan and organise your equipment and homework. They will want to know if you have any problems. They will be able to help you work out the best person to ask if you have problems with work or may try and contact someone in school and ask them to help you.

Try and work out whom you would approach in these situations:

- You don't know where your next lesson is.
- You cannot read your homework notes.
- You have got into trouble for forgetting your course book several times.
- In the lesson you did not understand what the teacher wanted you to do.
- You have not got a pencil which is needed to complete your work.

REMEMBER TO ASK FOR HELP!

Saying sorry

If you do break a school rule or behave in a way that upsets or hurts someone then you can show you are sorry by apologising. Sometimes this can be hard as it can be difficult to admit that you are wrong.

Here are some examples of times when you may need to say sorry.

When you forget something

- If you forget something, it is not a big problem. Everyone forgets things and it is always a good idea to say you are sorry.
- Imagine you have forgotten something. Practise saying the right words with a partner and then it will be easier when it does happen.

For example:

"I am sorry Sir / Miss. I'm not used to my timetable yet and I've forgotten to bring the right book. I will remember it for the next lesson."

When you make a mistake

- Mistakes can sometimes happen because you did not really understand what the teacher meant. Some things may be different from what you are used to and if you pretend that you understand when you don't the teacher will not know that you need help.
- Think up a situation in which you have not understood exactly what the teacher meant and discuss this with a partner. Take turns to explain to the teacher what has happened.

For example:

"I am sorry Sir / Miss, I have been listening, but I don't understand. Please could you tell me again."

Settling into Secondary School

(and how to solve the problems you might face)

Sometimes something can happen at school that makes you upset or anxious. A lot of people feel like this especially when they are starting somewhere new.

- **Keep calm.** Tell yourself, “I can solve this problem if I stay calm.”
- **Decide what the problem is.**
 - Are you frustrated because you could not do something you wanted?
 - Are you upset because someone did something to you?
 - Are you worried because something has gone wrong?
- **Think about possible solutions.**
- **Think about the consequences.** What will happen if you try different solutions?
- **Pick the best solution.**

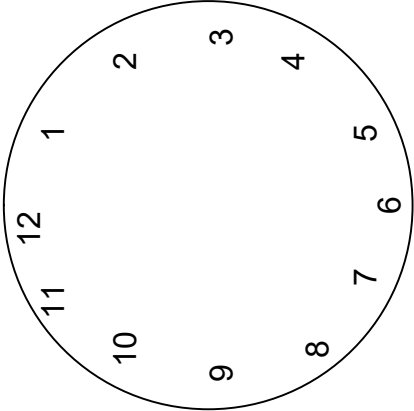
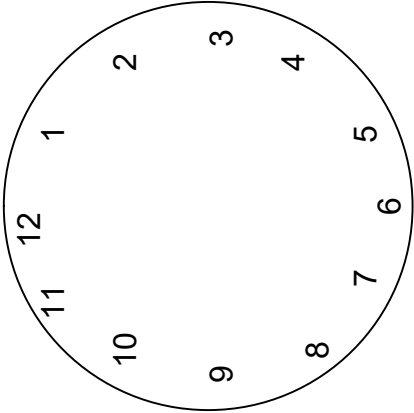
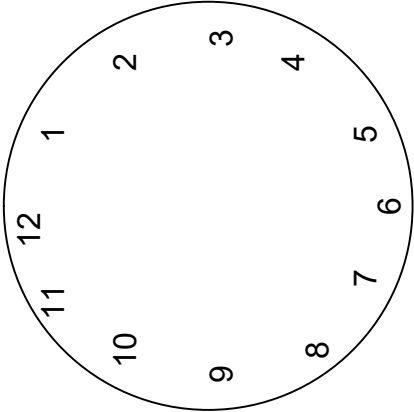
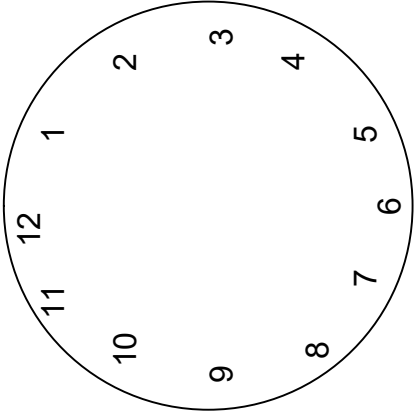
Talk with a friend about what you would do in each of these situations in school.

1. You haven't done your homework.
2. You have forgotten your student planner.
3. You are in a crowd going upstairs and you think someone pushed you.
4. You think you are lost.
5. You see someone being bullied.
6. You find someone crying in the corridor.
7. You've lost your purse/ wallet.
8. You see someone stealing money from someone's bag.
9. You find someone's purse.
10. You've ripped your trousers/ skirt.

Prompt Cards

<p>If I can't find my way to class</p> <ul style="list-style-type: none"> • I will find my map and try to work it out. • I will try to ask someone in my class. • I will ask a teacher, TA or someone in the Office 	<p>If I arrive Late</p> <ul style="list-style-type: none"> • I will go to the Office and tell someone I have arrived at school. • They will mark the register. • I will go to my lesson
<p>If I forget my homework</p> <ul style="list-style-type: none"> • I will tell my Form Tutor. • I will tell my Subject Teacher when I get the lesson. • The teacher will tell where to put my homework when I bring it tomorrow. 	<p>People who can help me</p> <ul style="list-style-type: none"> • Form Tutor: • SENCO: • TA: • Office Staff:
<p>If I forget my PE Kit</p> <ul style="list-style-type: none"> • I will tell my Form Tutor • I will tell the subject teacher when I get to the lesson. • ?????? 	<p>If I forget my lunch</p> <ul style="list-style-type: none"> • I will tell my Form Tutor. • The Teacher or the Office Staff will call my Parents, who will bring it in. • I can then eat my lunch at lunch time.
<p>If the person picking me up is late</p> <ul style="list-style-type: none"> • I will go to the Office and tell one of the Office Staff. • They will ring the person picking me up. • I will wait near the Office. • I will be picked up soon. 	<p>If I forget any equipment, eg an apron or cooking ingredients</p> <ul style="list-style-type: none"> • I will tell my Form Tutor • I will tell my subject teacher when I get to the lesson • ???????
<p>???? find out what your school would expect you to do</p>	

School times

School starts at:	Break time is at:	Lunch time is at:	School finishes at:
			
<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> </div>

Teasing and Sarcasm

Some teasing is done in good-natured fun, but when teasing gets out of control it can be hurtful. Before jokingly teasing a friend, ask yourself these questions:



Is this an okay subject to tease someone about?

Will my friend understand that I'm teasing?

Have I been teasing my friend a lot lately?

Will this get on my friend's nerves?

If you are teased and you don't like it, resist the urge to hit or push your friend. You can ignore the teasing and simply walk away, or you can respond to the teasing by trying to diffuse the situation. Try making statements like these:

- "And your point is...?"
- "I've heard that one in primary school"
- "Tell me when you get to the funny part"
- "Can't you think of anything important to say?"
- "I'm sorry, were you speaking to me?"

Sarcasm can be a form of teasing. The words in this kind of teasing are nice, but the way the words are spoken adds to the teasing of sarcasm. When you use nice comments to be sarcastic, you exaggerate the expression in your voice and on your face. Say each phrase on the left in a sarcastic tone to show the meaning on the right.

"Yeah, whatever"	means:	You are not bothered
"Ah ,well done"	means:	That's stupid
"Pizza face"	means	Spotty face

Before you tease someone, ask yourself this question:

Am I treating this person the way I would like to be treated?



Joining-in

Joining in conversation or a group activity can be scary. However, it is one way to make new friends. Try these strategies for joining in.



Watch and listen. Observe what the group is doing. Listen to what the people are saying. Don't interrupt.



Make a friendly comment or gesture. Nod your head and smile. Make comments like, "That's a good idea", or "That looks great".



Find something you have in common with the group. Think about your own experiences. You could say, "I saw that movie", or "I have that game at home". Keep your comments short.



Ask to join the group. Wait for a pause in the conversation. You could say, "Can I walk with you?" "Do you need any help?" or "Can I play?"



Accept 'no' for an answer. Sometimes people don't want you to be part of the group. Don't argue or complain. Go and ask someone else.



Sharing information

Sometimes friends will tell you information. It can be OK to tell other people some bits of information. Other information you should tell no one, these are considered to be secrets.

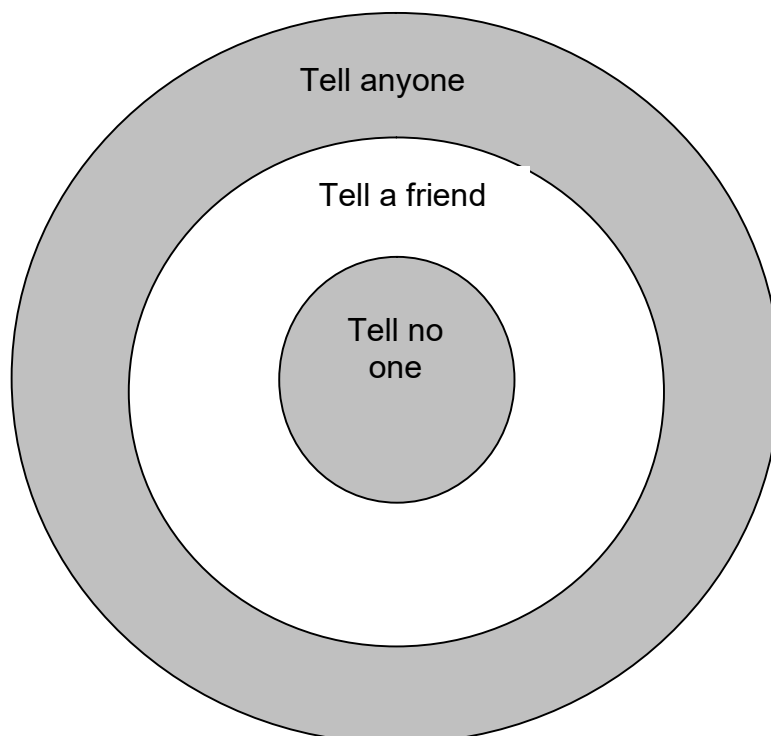
It can be tempting to share secrets, but think:

- How will my friend feel if I share this secret?
- How will this affect our friendship?
- How would I feel if my friend shared a secret like this about me?

Who could you tell these things to?

1. Your friend says that they like Sam.
2. Your friend says their Dad is in jail.
3. Your friend says they are going to watch a film tonight.
4. Your friend says they hate wearing school uniform.
5. Your friend says he smokes.

Make up your own: _____



Facts about bullying

Bullying:

- Is any behaviour by an individual or a group that deliberately harms another.
- Can be physical or involve threats of physical harm.
- Can be name-calling or spoken teasing.
- Can be demanding money or things, or making someone do something they do not want to do.
- Can involve excluding someone (deliberately leaving someone out of an activity, ignoring them etc.)
- Is usually repeated over a period of time.
- Takes place when one person or group has more power than the person or group being bullied.

Bullying is not:

- An accidental bump or jostle, in the school corridor, for example.
- An argument with a friend.
- A friend being nasty over something specific.
- A one-off fight or argument.

Why do people bully?

- Very few people who are happy with themselves bully others
- Sometimes bullies have been bullied themselves - they are looking for someone to take their anger out on.
- Sometimes bullies are jealous.
- Bullying can make people feel strong, respected and powerful, but they often feel bad too.

What to do about bullying

What can you do if you are bullied?

- Keep being positive; say positive things about yourself and other people.
- Be proud of who and what you are (we all belong to different groups and are all equally valuable).
- Don't keep it to yourself: Always tell someone- a teacher, a parent or another adult.
- Think about the consequences of the different ways you might deal with bullying.
- Some ways of dealing with it are:-
 - Ignoring it or staying relaxed, fogging (see next page)
 - Being assertive- using your body language, eye-contact, tone of voice, words you say.
 - Remember why people bully.

Six good reasons to tell:

- You have the right to live without the stress or fear of being bullied.
- Taking action is better than doing nothing.
- There is nothing embarrassing about being bullied- think how many people it happens to.
- It is braver to tell than to hide it.
- If you think there is something wrong with you, is it because the bullies have made you feel this way? This is a common effect of being bullied and **IT IS NOT TRUE**.
- Bullying does not say anything about **YOU**. It says a lot about the **BULLY**. (If you call me a hippopotamus does it mean that I am one?)

Creating a Fog

Creating a 'Fog' is a technique that you can use if you feel you are being bullied.

- Remind yourself that the bully has said this to many other people - what they say tells us more about the bully than about you.
- The bully wants to see your reaction - don't give them that satisfaction.
- Imagine a huge cloud of fog around you that swallows up insults so that they cannot affect you.
- Use a normal bored-sounding voice.
- Say something neutral:
 - "Yeah, whatever"
 - "If you say so"
 - "Well, you could be right"
 - "maybe"
 - "Ummm"
 - "Yes that's true, I do wear glasses"
- Make sure your body language, tone of voice and the words you use all give the same message:

'I'm really not bothered by anything you say or do'

Stick with it. It might not work the first time.