



Millthorpe
School



Moving to Millthorpe

TRANSITION GUIDE: **Key staff + form groups**

Welcome to Millthorpe School

Hello to all of our new students!

My name is Mr Baybutt and I work with Mrs Armitage and your Year 7 Team, Miss Forrester, and Mrs Roberts, to help all Year 6 students with their move to Millthorpe School.

We wanted to get in touch to begin to explain a bit about your new school and how everything is organised. We also wanted to give you the chance to let us know the names of up to four friends that you would like us to try to place you in a Form (Tutor Group) with

and this is explained at the end of this document.

We are currently in discussions with your Primary School to arrange to come and visit you in the coming weeks where we will be able to say hello, explain more about your new school, and answer any questions that you may have.

We are also confident that we will be able to welcome you and your families to an information evening on Monday 4th July, where you will meet lots of the people who will look after you, and

we will then welcome you for your Induction Day at Millthorpe on Wednesday 6th July. We will send you more information about both of these events nearer the time.



Mr Baybutt



Mrs Armitage



Miss Forrester



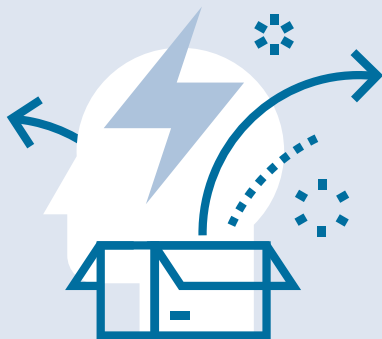
Mrs Roberts

Essential information

Who is in charge of the school? Who is on the 'Senior Leadership Team?'

Millthorpe is managed by a close team of Senior Leaders.

Ms Greenhalgh is the Headteacher. There are two Deputy Headteachers; **Mr Beever** and **Mr Gillbanks**, and four Assistant Headteachers; **Mrs Armitage**, **Mr Bates**, **Ms Simpson**, and **Mr Baybutt**. The Senior Team also includes **Mr Collins**, the School Business Manager.



Millthorpe School Senior Leadership Team



Ms Greenhalgh



Mr Beever



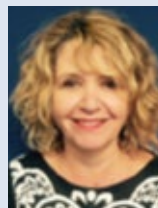
Mr Gillbanks



Mrs Armitage



Mr Bates



Ms Simpson



Mr Baybutt



Mr Collins

Essential information

Who are the key people looking after pupils transitioning to Year 7?

Mr Baybutt is the Assistant Headteacher with overall responsibility for the Pastoral Care of all students in the school.

Mrs Armitage is Assistant Headteacher for Inclusion and is the SENDCo, so she looks after students who have a special educational need.

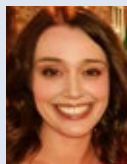
Miss Forrester will be your Head of Year, and **Mrs Roberts** is your Deputy Head of Year. They will look after you on a day to day basis, alongside your Form Tutors.



Mr Baybutt



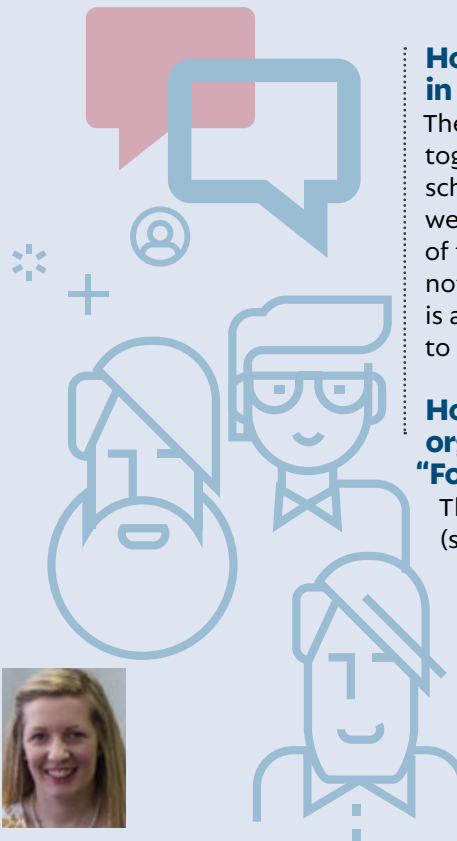
Mrs Armitage



Miss Forrester



Mrs Roberts



How many people will be in Year 7 at Millthorpe?

There are 235 Year 6s coming together from 18 different primary schools to make Year 7. You may well know some, lots, or none of them, but you will definitely not know everyone, and this is a great opportunity for you to make lots of new friends.

How will we all be organised? What are “Forms” or “Tutor Groups?”

There will be eight or nine forms (sometimes called tutor groups) in Year 7. Each form will have 26-30 people in them from a variety of different primary schools. At the end of this document, we have asked you to select up to four friends who you would like to be in a form with and we will do our best but please note that there are



Essential information

no guarantees, and you may not get all four of your choices. We will try to keep you with at least one of them, and some people may get more than one choice.

There will definitely be people in your form who you have never met so again, you will be able to make lots of new friends. You will see the people in your form every day for the first 20 minutes of school and your form will stay the same throughout the whole five years at Millthorpe, so you make really strong friendships with the people in your form.

Who will look after us?

Your new form will be looked after by a "Form Tutor"; a teacher in school who will look after you every day. You will see your form tutor with the rest of your form every morning. They will do the register, pass on any messages, check your uniform, equipment



and make sure you have everything that you need for the day.

Your form tutor will get to know you really well; a bit like your Year 6 teacher does. You will start your school day with them every day. They will look after you, make sure everything is okay and ensure that you have a positive start to each school day.

Your parents or carers will be able to contact them if they need to and

they will be the teacher in school that you can go to if you need any help, support, or advice. Your form will be 7 (for Year 7) and then the three initials of your form tutor e.g. 7ITH.

You will also be looked after by Millthorpe's Pastoral Team, including Miss Forrester and Mrs Roberts, and we will share more information about who they are and how they will support you when we come to visit you.

Form groups: Answers to FAQs

1 Will everyone from my primary school be in the same form?

Probably not but it depends how many other people are coming from your primary school. If there are lots of people moving to Millthorpe from your primary, you will be split into different forms. If your primary has a small number of people coming to Millthorpe, you might all be in the same form.

2 Will I know anyone in my new form?

The vast majority of you will know at least one other person in your form. You will be able to tell us the names of up to four of your friends and we will try to keep you with them (but no promises!)

3 What happens if I don't know anyone else that is coming to Millthorpe?

Don't worry! Every year, there are students who are the only person coming to Millthorpe from their primary school (or sometimes they only know one other person).

If nobody else is coming to Millthorpe from your primary school but you know someone from a different primary school, you will be able to write them down. If you don't know anybody at all, please still send the information to us, but write "I do not know anybody else" rather than writing names down.

We will make sure that will give you extra help and make sure that you quickly make friends at Millthorpe. We will also look to put you in a form with other students who also don't know anyone else so that you are not the only one in this position. **Please don't worry...we will look after you and help you to settle in.**



Form groups: Answers to FAQs

4 If I know some of the teachers at Millthorpe, will I be able to choose my new form tutor?

Unfortunately, no. Most of the teachers already have a form class. Your form will be allocated a form tutor from the staff who do not already have a form for September.

5 Will there be students from other year groups in my form?

No. Your form will only have people your age in it.

6 How many friends can I request to be in my form with me?

You can write up to four friends down. You can write less if you want, but if you know at least four people who are coming to Millthorpe in Year 7, we recommend that you write down four people. Please write their full name as you know them. This can

be a shorter first name e.g. Tom (for Thomas) or Jess (for Jessica) and the surname that you know. Don't worry if people have changed surnames; we will check this with your teachers if we are not sure.

7 Can I write down the names of people I do not want to be in a form with?

No. Whilst there might be a reason why you do not want to be in a form with somebody else, we only ask for who you do want to be with.

8 If I have friends at a different primary school, can I write them down so I can hopefully be in a form with them?

Yes, of course. But we need as much information as possible. Ideally, you need to write their first name, surname, and the primary school that they go to so that we can try to put you in the same form.

If you do not know their primary school and cannot find out, please write their first name, surname and write "Other school." If you only know their first name, it is very unlikely that we will be able to find out who you mean so please try to write down as much as you can.

9 Does it matter which order I write my friends down in?

No. Please just write down the name of four friends who you would like to be kept with. If they go to the same primary school as you, we just need their first name and surname. It doesn't matter what order they are written in.



Form groups: Answers to FAQs

10 Will I definitely get all four of my choices?

No! We try to keep you with at least one of your choices. Some people may get more than one of their choices, but the aim is to keep you with at least one friendly face.

We cannot guarantee that you will get all of your choices and in

fact, it is quite rare that you will get all four. You are not taught your lessons as a form group – you are in lessons with other Year 7 students from other forms. So even if you are not in the same form as some of your friends, you may still be in some lessons with them and you can see them every break and lunch time.

probably answer your questions and if not, you can then ask them when we come to visit you.

11 What do I do if I have questions or want to find out more?

We will be able to answer any questions that you may have when we come to visit you at your Primary School, so write them down so that you remember to ask us when we come to your Primary School.

Please be aware that this is the first of several "Moving to Millthorpe" documents, so it might be better to wait until we have sent all of them, as they will





Planning ahead...

We are really looking forward to welcoming you to Millthorpe School and we will be in touch soon!

How do I tell you who I would like to be with in a form?

You need to complete this Google Form to let us know who you would like to be in a Form with – <https://forms.gle/TRFVLWAULmy9Mqyz6>

Please make sure that we have received this information by **Friday 27th May**. After this date, we cannot guarantee that friendship choices will be taken into consideration.

Language Option

We have also emailed your parents/ carers the following Google Form to complete – <https://forms.gle/YEc45Sz1A1wG3SYn7>

This allows you to choose whether you want to study French or German when you arrive in September. If you don't mind which language you study, please click the "I do not have a preference" option. The deadline for replies is also **Friday 27th May**.

