



Millthorpe
School

Moving to Millthorpe

TRANSITION GUIDE: **Your School Day: Homework: Student Council**



Welcome to Millthorpe School

Welcome to the second edition of Moving to Millthorpe! We hope that you found the first edition useful and thank you for completing the Google Forms to tell us your friendship requests and which Modern Foreign Language you would prefer to study.

We are arranging to come and visit you in your Primary School and look forward to meeting you then and finding out what we need to know about you to make your move to Millthorpe successful.

We are hopeful that we will be able to welcome you to Millthorpe for a parents/carers information evening on 4th July, and for your

Induction Day on 6th July but we are also sharing all of the information that you will need to know in these guides so that you can read through it whenever you want to so that you feel ready to join us in September.

Today's edition covers the School Day, subjects you will study, what equipment you need, homework,

mobile phones, lockers, what happens at break and lunch time and the Student Council. There is lots to take in so do not worry about remembering everything.

There is even more to share with you so we will send you two more Moving to Millthorpe documents in the coming weeks.

We hope you enjoy reading this information and finding out lots about your new school.



Mr Baybutt



The school day: Essentials

YOUR SCHOOL DAY

What will my school day be like at Millthorpe?

Your school day at Millthorpe may be very different to what you are used to at Primary School. The main difference is that you are not in one classroom with one teacher all day, every day. You will have five one-hour lessons each day, doing a different subject, in a different classroom, with a different teacher.

Your teachers at primary school were able to teach you every subject to people your age; at secondary school, your subject teachers are all experts in their chosen subject so they teach one subject (or sometimes two) but they teach it to students aged 11 to 16, from Year 7 right through to GCSEs in Year 10 and Year 11. There will be people in your lessons from other forms in Year 7 as you are not taught as a form. This gives you even more opportunities to work with lots of

other people and make many new friends. Although you will have lots of different classrooms, please do not worry about getting lost trying to find them all. Millthorpe will be bigger than your primary school and Year 6 students are always worried about getting lost but try not to.

We will show you around, there are signs on the wall, the older students will help and lots of staff carry radios (walkie-talkies!), so we will know if you have not arrived at your lesson, we will check the CCTV to see where you are, and we will quickly find you and take you to where you need to be.

Within a couple of weeks, you will know your way around, no problem, and in the meantime, we will help you. Mr Baybutt always reminds Year 6 students that you will never be 'lost' anyway...you will still be at school! You might be a little unsure of where your next classroom is, but you won't be lost.

Your school day:

08:30	School is open to students
08:45 - 09:05	Registration with your form and form tutor (assembly one or two days a week)
09:05 - 10:05	Lesson 1
10:05 - 11:05	Lesson 2
11:05 - 11:25	Break
11:25 - 12:25	Lesson 3
12:25 - 13:15	Lunch
13:15 - 14:15	Lesson 4
14:15 - 15:15	Lesson 5
15:15	The school day ends

You will be given a timetable on your very first day so you will always know what lessons you have each day. You will then know which books to bring and if you need anything else such as PE kits. You will not need your PE kit on the first day.

The school day: Essentials

THE ESSENTIALS

What subjects will I study in Year 7?

In Key Stage 3 (Year 7 to 9), you will study English, Maths, Science, French or German (your parents/carers will have told us which one you want to study, if you have a preference), Art, Design Technology*, History, Geography, ICT, Music, PE, RE, Drama, PSHE and Citizenship.

**Design Technology includes Food Technology, Graphics, Resistant Materials and Textiles.*

What equipment will I need?

We will give you a **Planner** when you start at Millthorpe. This is a vital part of your equipment, and you must look after it. It has lots of important information in it and it is where you record your homework. It is also where you collect Rewards and where your teachers and parents can write messages to each other. Your Planner must be

with you every single day, on your person (in your bag or pocket) at all times around school, and on your desk in every lesson.

All of your teachers will give you an exercise book for their subject for you to work in. You need to bring the correct books with you for each day so make sure you check your timetable for the next day every evening and put the correct books in your school bag. Lockers are available for everyone if you have a lot to carry.

You also need equipment such as black or blue pens, pencils, ruler, green pen (for peer and self-assessment and improving your work/acting on your teacher's feedback), maths set and a scientific calculator. You are very welcome to bring additional stationery such as highlighters, rubbers, felt tips etc if you have room in your pencil case or school bag.





The school day: Essentials

HOMEWORK

Will I get lots of homework? What do I do if I am struggling?

A common worry for primary students is how much homework they will get when they come to Millthorpe. We do set homework and we expect you to do it to the best of your ability and hand it in on time. But it will not take over your life! You will still have time to have fun, to see your friends, enjoy your hobbies and spend time with your families.

We make sure that we set a reasonable amount of homework and that it is used to help you to learn further. All homework will be recorded by you in your planner and will also be uploaded to Google Classroom, so that you can check it from home...and your parents/carers can also check to see what you should be doing! If you are ever struggling with your



homework, just speak to your teacher before the homework is due and they will be happy to help.

If you find that you have quite a lot of homework at once (which is very unlikely), please speak to your Form Tutor and they will help you. For students who really struggle with their homework or

for those who need a little bit of help to complete their homework, we do offer a "Homework Club" where you can do your homework in school at the end of the day before you go home. But for most students, you will be able to complete it at home and still have lots of time to have fun.



The school day: Essentials

LOOKING AFTER YOUR BELONGINGS

Am I allowed to use my mobile phone in school?

We understand that many young people use a mobile phone and that some people are particularly attached to them! It is good that your parents/carers are able to contact you on your way to and from school, especially in the early days when you are getting used to the new journey.

You are very welcome to bring your phone to school, but it must be switched off once you arrive (perhaps after texting parents/carers to let them know you have arrived at school safely) and must not be used at any point during the school day. This includes break and lunch time.

You can switch your phones back on as you leave your last lesson of the day so you can contact friends or parents/carers and you

can make arrangements to get home safely. If you use your phone during the school day, you will be given a 'Point' in your planner and it will be confiscated by a member of staff and handed to the Main Office/Reception for safe keeping. It will be returned to you at the end of the day.

If your parents or carers desperately need to contact you during the school day, they can call the school office and we will come and speak to you, so you do not need your mobile phone switched on during the school day.

At all times, your own phone is your responsibility, and you must keep it safe. We recommend that you hand it in to the Main Office/Reception for safekeeping each morning or lock it in your locker. If you decide to keep it with you, it must be switched off and out of sight (e.g. blazer



pocket or school bag) at all times. If your phone is lost or damaged, this will be your responsibility.

Where can I keep all of my belongings? Can I get a locker?

There are plenty of lockers available for you to use at Millthorpe. They are free to use; you just need a padlock. You can buy your own (small) padlock or buy them from school. We will show you how to use the lockers and help you to find your own on your first day at school. We strongly recommend that you use a locker as it is handy to keep your mobile phone safe, and also to store things such as your PE kit so you do not need to carry everything around with you.



The school day: Essentials

BREAK + LUNCH TIME

What happens at break and lunch time?

Break and Lunch time is very popular at Millthorpe! Not because students do not want to be in lessons, but because the food provided by our caterers is so nice!

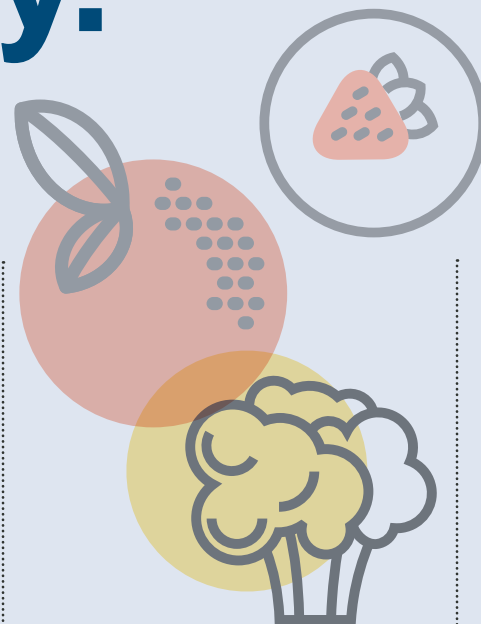
At break time, there is a range of hot and cold food and a variety of cold drinks to choose from. Some food choices include toast, toasties, pizza bagels, fruit, vegetables and hummus.

At lunch time, we have an even greater selection: different main meals; the snack bar where you can select food such as wraps, paninis, burgers, sandwiches and pasta pots and desserts, biscuits, cake bars and more fresh fruit. The main meals are advertised on a display board so you will know what is available. Favourites include 'Roast Dinner Wednesday'



and 'Fish Friday' but all of the daily meals are really tasty.

We use a cashless system in the canteen, so you 'pay' for your items using a key fob that we will give you. Your parents/carers can add money using the ParentPay website and when you buy



something using your key fob, the money is taken off your account.

There is a daily spend limit and your parents/carers can see what you are buying to make sure you are not being too greedy, spending too much or being unhealthy!

Students who have Free School Meals are able to buy what they want up to the daily limit and they use the same key fob system.

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The school day: Essentials

BREAK + LUNCH TIME

The lunchtime schedule

In your first few days, you will be allowed into the canteen first so you can get used to it (and get the first choice!). There is always plenty of food available and we will never let you go hungry!

If you prefer, you can bring your own packed lunch and we provide a space for you to eat this, or you can eat it outside if you prefer. Just make sure that you use the bins and recycling bins available to keep our school clean and to do our bit for the environment.

Aside from eating, there are plenty of activities available at lunch time. The library is always open, as are some of the PC Rooms. There are also lots of clubs and activities which you can get involved with (more about clubs and activities in a future edition of *Moving to Millthorpe*).

Or you can go outside, socialise with friends, enjoy the huge fields and open space that we have or set up your own games.

There are always lots of staff out on duty to help you if you need anything at break or lunch time.



HAVE YOUR SAY WITH THE STUDENT COUNCIL

We have a very committed and active Student Council at Millthorpe which meets regularly under the guidance of our joint Heads of Student Leadership Mr Black and Mr Sloan. The Student Council work hard to ensure that students have a voice and can influence decisions that are made that affect them and the school. The Student Council helps to shape changes within school and decide on non-uniform days, which charities we support each year, and they also lead on projects to benefit the school and our students. Mr Black and Mr Sloan make sure that the views of the Student Council are heard by Ms Greenhalgh and the Senior Leadership Team.

If you would like to be involved in the Student Council, we will explain how you can do so when you join us.

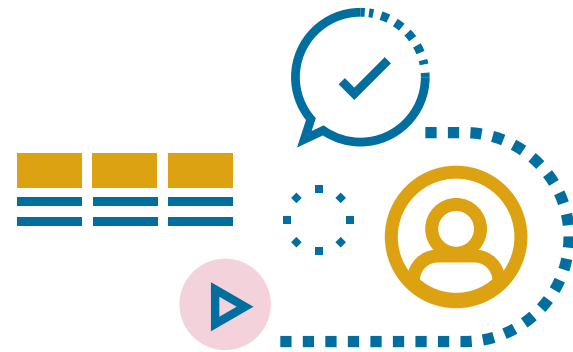


Mr Black



Mr Sloan

School life: FAQs



1 Will I get into trouble if I am late because I was unsure where my classroom was?

No! We understand that it will take you a few weeks to find your way around the school. Older students and staff will be able to help you but even if you are a few minutes late to a lesson because you were unsure where your classroom was, your teachers will be very understanding, will welcome you into the lesson and you will not be in any trouble.

2 I was able to choose some friends to be in a form with; can I choose who will be in my lessons?

Unfortunately not. This would be a very difficult job for us to try and organise. You will be randomly placed into classes with other Year 7 students. Some of them will probably also be in your form and you may know others from primary school or clubs outside

of school. We will make sure that you are okay in your lessons and you can speak to your class teacher if there are any issues.

3 Are subject lessons 'setted based on attainment or ability?

The vast majority of lessons in Year 7 are "mixed attainment" which means that there will be people in the class with a range of attainment in that subject. Our teachers are very experienced in teaching this way so they will help those who find their subject difficult and will ensure that those who achieve highly are stretched and challenged appropriately.

4 Will I get into trouble if I forget my equipment?

Don't worry; we will help you with this. Your Form Tutor will check your equipment every morning and provide you with anything that you have forgotten. If you forget your



books or other things like PE kits, we will be really understanding whilst you are settling in. Once you are used to school, it is important that you are organised and remember to bring everything so we would need to help you to get organised so that you do not get into a bit of trouble for forgetting things.





School life: FAQs

5 You said that the Planner is a vital piece of equipment. What happens if I forget this?

Your Planner is vital so try not to forget it. If you do, your Form Tutor will give you a one day 'Planner Sheet' but you will need to make sure you remember it for the next day. It is really important that you do not forget to bring your planner on a regular basis.

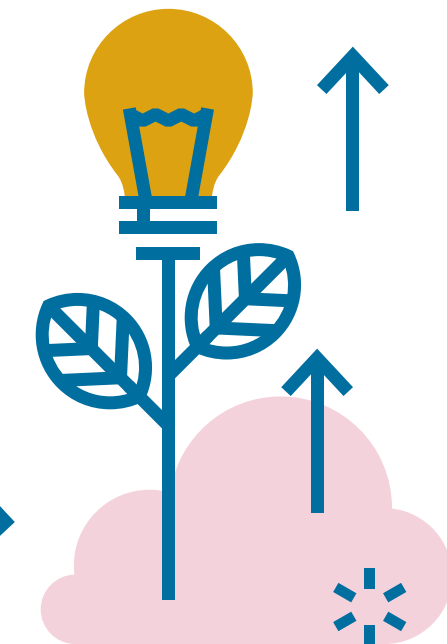
6 Will I study all of the subjects mentioned above in Year 7?

Almost every student will follow this curriculum. If a student has a particular need, it may be that Mrs Armitage and the SEND Team put something else in place for them, but most students will study the subjects listed. It is really important that you get the chance to study a broad and varied curriculum in Key Stage 3. When you are in Year 9, you will choose which subjects you

want to continue to study for GCSEs in Year 10 and 11 but until then, this is the curriculum that you will follow.

7 Will I get into trouble if I don't do my homework?

Homework is a vital part of your learning and all students are expected to complete it, to the best of their ability, and hand it in on time. Your teacher will be able to help you if you are struggling. If you do not hand it in on time, you will get a 'Point' in your planner and your teacher will give you an extension. Your homework must then be handed in by the agreed extended deadline. If it still has not been completed, your teacher will need to set you a 30 minute after school detention so that you can complete your homework in that detention time.



8 How much homework will I actually get?

The truth is it varies. Some days, you might get two or three pieces and other days, you won't get any at all. Your teacher will always set you a fair deadline. We have to allow one night for every 15 minutes we expect you to spend on your homework. So, if it is expected to take 30 minutes, you will be given at least two days to complete it, and usually longer. Remember, if you find you have lots at once, which is very unlikely, talk to your form tutor and they will help.

School life: FAQs

9 Who can help me with homework?

You will make lots of new friends at Millthorpe and it is fine for you to ask your friends to help with your homework...just don't copy each other! Also, your family will be able to help you. If you need help in school, your subject teacher is the best person to ask, as they will have set the homework and they are the experts in their subjects.

Your form tutor will help you if you need to get organised, and remember, we have a Homework Club running after school which is has Teaching Assistants available to help you. So, there is lots of help available if you need it.

10 Why can't we use our phones at school?

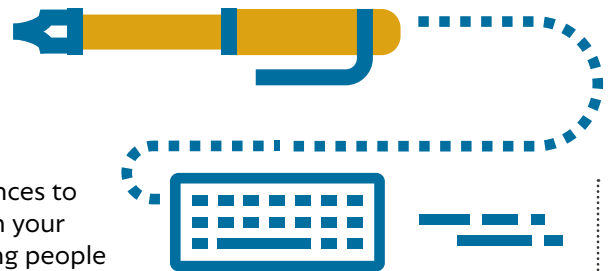
Mobile phones are a huge distraction whilst you are trying to learn. Also, if we allowed them to be used at break and lunch time,

it would hinder your chances to socialise face to face with your friends. Sometimes, young people (and adults) can use mobile phones to send unpleasant communication to other people. We are keen to make sure that this doesn't happen so whilst you are at school, you will not be allowed to use your phone.

11 What if I really need to speak to someone on the phone?

In the unlikely event that you needed to urgently speak to someone on the phone, you would need to speak to your Deputy Head of Year or Head of Year and explain what the matter was.

If they agreed that it was important that you made a call or sent a text during the school day, they would arrange a private space for you to do this. Afterwards, you would be expected to switch your phone back off. This would only happen in exceptional circumstances.



12 What happens if I lose or damage my phone at school?

Your mobile phone is solely your responsibility at all times. We strongly recommend that you hand it in to the school office for safe keeping or you lock it away in your locker. If you keep it with you and it is lost or damaged, this will be your responsibility. The school cannot be held responsible.

13 How will I get a locker?

Your form tutor will take you to find a locker close to your form room. You chose the locker that you wish to use and then it becomes your locker once you put a padlock on it. You just need to bring your own small padlock or some money to buy one from school. They are £3.



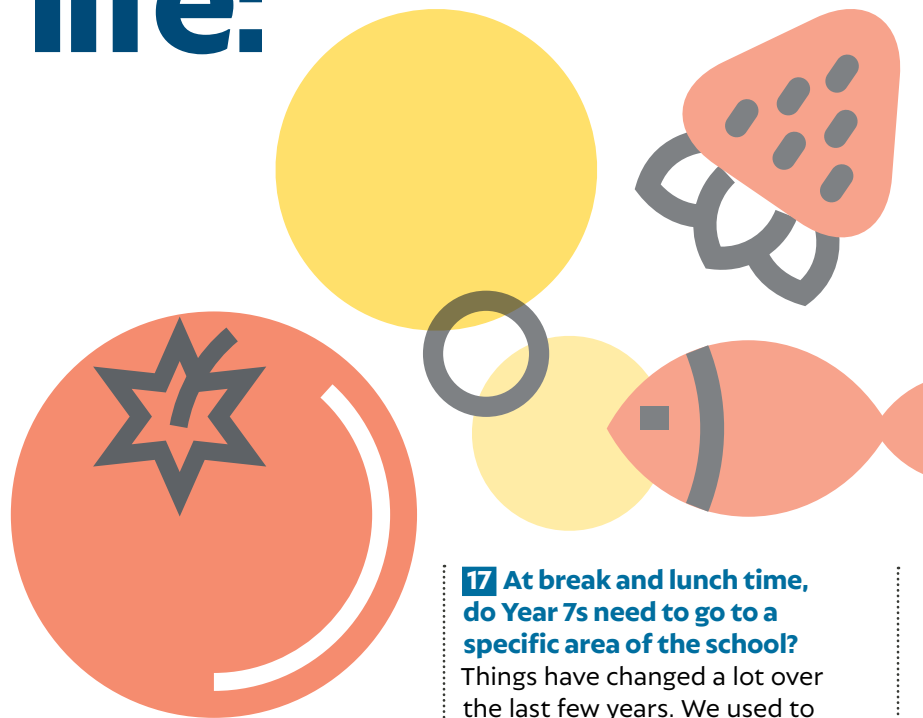
School life: FAQs

14 You said that the canteen is really popular; what is the queuing system?

The canteen is very popular and there is always a queue, but the queue is carefully managed by staff and it goes really quickly. We queue up in areas outside the canteen. At break time, all of the food is ready to go, so despite there being lots of students, everyone is usually served by half way through break time. We make sure that everyone gets served at both break and lunch time and will help you to understand how it all works.

15 How much does the food cost?

We don't have all of the prices for every item at the moment, but it is all reasonably priced. A meal deal, for example, costs £2.40. There are cheaper options available at both break and lunch time.



16 What if I have a dietary requirement?

If you have a dietary requirement, you will need to let us know in September and our caterers will be able to explain what they are able to offer. There are vegetarian options available every day, but other dietary requirements will need to be discussed with the caterers.

17 At break and lunch time, do Year 7s need to go to a specific area of the school?

Things have changed a lot over the last few years. We used to allow all students to mix freely, then we had to have Year Group Bubbles (and therefore spaces). We have recently introduced a new system where Year 7 and 8 students socialise in a certain area of the school at lunchtime, but you are free to socialise with all Year groups at breaktime. We will be reviewing this ahead of your arrival and will explain this to you in September.



See you all soon!

We hope you have found this information useful, and we will be in touch soon with another edition of *Moving to Millthorpe*.

Take care and see you soon!

