



Millthorpe
School

Moving to Millthorpe

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



Welcome to Millthorpe School



Miss
Boyd

Hello to all our new students!

My name is Miss Boyd and I work with your Year 7 Team, Mrs Cooper and Mr Hunt, 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 inform us of the

names of up to four friends that you would like us to try to place you in a form group with and this is explained at the end of this document.

We are currently in discussions with your primary school to arrange a visit to see you in the coming weeks. During these visits we will introduce key members of staff, explain more about your new school and answer any questions that you may have.

There will be an Information Evening on Monday 3 July when you can meet key members

of staff and our student leaders who will help and support you with the move to Millthorpe. We will then look forward to welcoming you for your **Induction Day at Millthorpe on Wednesday 5 July**. We will send you more information about both of these events nearer the time.



Mrs Cooper



Mr Hunt

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 who all want you **to be the best that you can be** and are here to help you enjoy your time with us.

Millthorpe School Senior Leadership Team



Ms Greenhalgh
Headteacher



Mr Beever



Mrs Armitage



Mrs Rothenburg



Mrs Cole



Miss Boyd



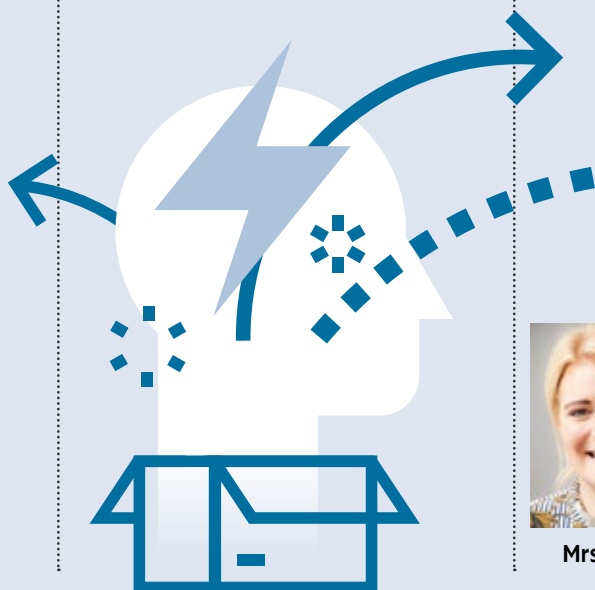
Miss Wright



Mr Baybutt



Mr Collins





Essential information

How many people will be in Year 7 at Millthorpe?

There are 212 Year 6s coming together from 20 different primary schools to make Year 7. You will have plenty of opportunities 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 in Year 7. Each form will have approximately 30 students 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. It is unlikely you will be with all four friends, but we will ensure that you are placed in a group with at least one of the friends you have selected.

There will definitely be people in your form who you have never met so this is a great opportunity

to make lots of new friends. You will see the people in your form every day and you will stay in this form throughout the whole five years at Millthorpe. Many of our students view the students in their form as their school family.

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 and offer guidance and support 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. They will look after you, make sure everything is okay and ensure that you have a positive start to each school day.



In effect they will ensure you are **READY** to learn.

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. 7HBO.

You will also be looked after by Millthorpe’s Pastoral Team – 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.

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 their name on the form. 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 support and opportunities to 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.

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?

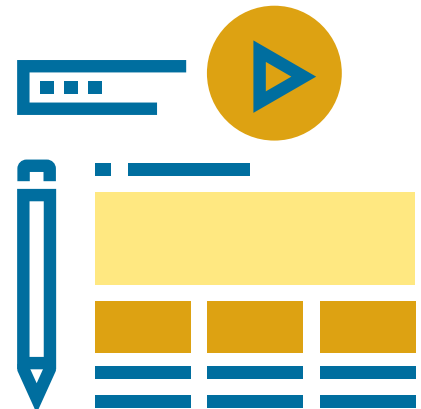
Yes, of course. Please provide as much information as possible. Ideally, you need to write their first name, surname, and the primary school that they go to so that we can try to put you in the same form.

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 in a form 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 ensure that you are 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.

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 only the first of several "Moving to Millthorpe" documents.





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/kxQYVVnRNfmiiV8s7>

Please make sure that we have received this information by **Friday 26th May**. After this date, we cannot guarantee that friendship choices will be taken into consideration.

Thank you!

We are really looking forward to welcoming you to Millthorpe School. We will be in touch soon.

