



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 Friendships Google Form.

We are currently arranging to come and visit you in your primary school and look forward to meeting you. Our primary school visits allow us to gather information from your class teacher. This information allows us to get to know you a little better before you even arrive at Millthorpe School in September.

We hope to welcome you to Millthorpe for a Parents'/Carers' Information Evening on 3rd July, and for your Induction Day on

5th July. We hope you read these guides before these events so that you feel fully prepared to join us and excited about all the opportunities that will become available at Millthorpe School.

Today's edition covers the school day, subjects you will study; what equipment you need; homework expectations; mobile phone use; lockers; what happens at break and lunch time and the Student Council. There is



Miss
Boyd

lots to take in so do not worry about remembering everything. There are two more Moving to Millthorpe documents for you that will arrive in the coming weeks.

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

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). The teachers will teach their subject 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 or trying to find them all. Millthorpe will be bigger than your primary school but there will be Student Ambassadors who will support you and show you around the building. There are also signs on the ways to show you the way to different classrooms and staff on hand to help.

Your timetable

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.**

Your school day:

08:30	School gates open to students
08:45	All students must be through the outside gates and on the school grounds by this time.
08:45 - 08:55	Registration
08:55 - 09:55	Lesson 1
09:55 - 10:55	Lesson 2
10:55 - 11:10	Break (Y7 break slightly earlier to avoid Dining Hall queues)
11:10 - 12:10	Lesson 3
12:10 - 13:10	Lesson 4
13:10 - 13:55	Lunch (Second sitting for Y7)
13:55 - 14:15	Form time/Assemblies
14:15 - 15:15	Lesson 5
15:15	The school day ends

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, 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. The planner 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. 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.

Your form tutor will check you have this equipment every morning, this is to ensure you are **Ready** to learn. One of your form tutor's jobs is to help set you up for the day. You should leave your tutor at 8.55am with everything you need to **be the best you can be** in all five lessons that day.'





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 consolidate or build on the learning. 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.

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.

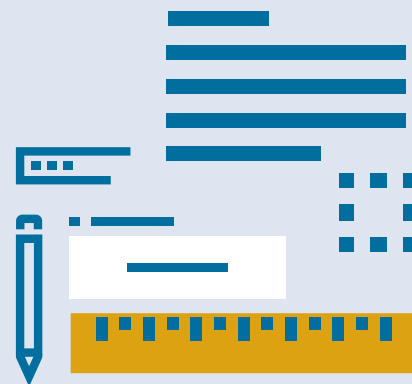
You are very welcome to bring your phone to school, but it must be switched off once you arrive and must not be used at any point during the school day. This includes break and lunch time.

You can switch your phones back on as you walk out through the school gates. Your phone shouldn't be visible during the school day at any point. If we see your phone during the school day, you will be asked to hand over the

device to a member of staff. It will be confiscated and handed to the Main Office/Reception for safe keeping. It will be returned to you at the end of the day. Should this happen three times your parent/carer will be asked to come in and pick up your phone.

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, you must keep it safe. If you decide to bring a phone to school, it must be switched off and out of sight 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 bring 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 recommend that you use a locker as it is handy to store things such as your PE kit and means you do not need to carry everything around with you.

The school day: Essentials

BREAK + LUNCH TIME

What happens at break and lunch time?

The dining spaces are very popular places to go during break and lunch time at Millthorpe, this is due to the excellent menu provided by our catering team!

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 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, pasta pots, 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.

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 for everyone.

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 in our new benched seating area. Please make sure all rubbish goes in the bins provided.

Aside from eating, there are plenty of activities available to do at lunch time. The library is always open. 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 field or play football on our all-weather pitch. 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 Mr Sloan. The Student Council works 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, our students and the local community.

Mr Sloan (right) makes sure that the views of the Student Council are heard by Ms Greenhalgh and the Senior Leadership Team. The Student Leadership Team is made up of Y10 students with form reps from Y7 – Y9 providing information from their year groups.

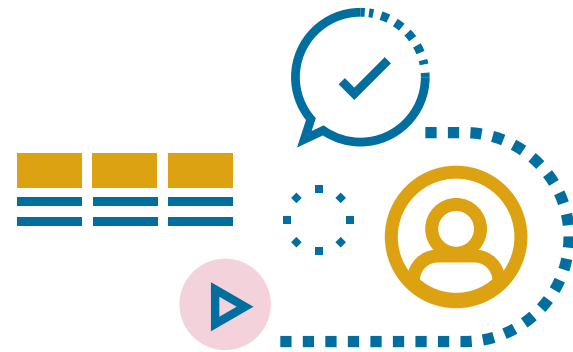


Mr Sloan

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



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. You will be 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 ok in your lessons and you can speak to your class

teacher if there are any issues. I'm afraid we can't move students for friendship reasons because we can't offer this option to everyone, therefore it can't be offered at all.

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 ensure there is support and challenge for all learners.

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.

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.

We recognise that there will be a settling in period for Year 7. Please use this period of time to set up good routines at home like packing your bag the night before.



School life: FAQs

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 Ms Wright 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.

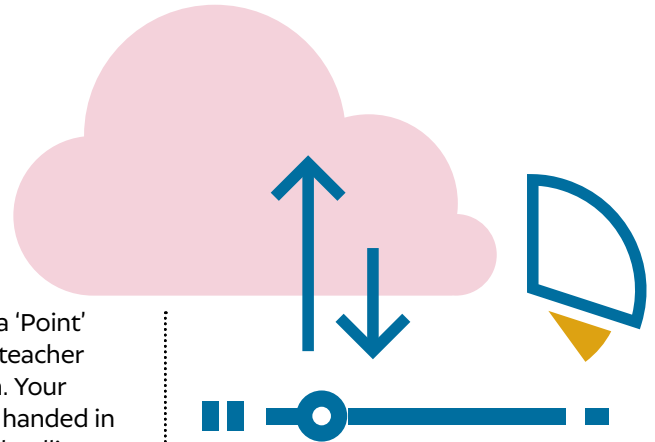
8 How much homework will I actually get?

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.

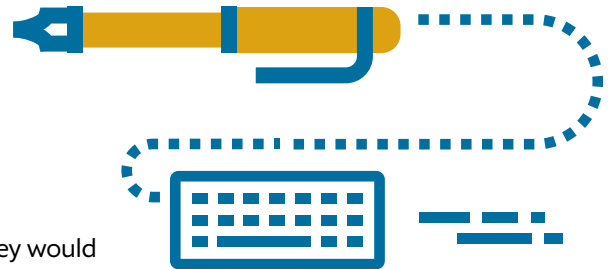
9 Who can help me with homework?

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 has Teaching Assistants available to help you. So, there is lots of help available if you need it.



School life: FAQs



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

Mobile phones are a huge distraction whilst you are trying to learn. Furthermore, 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. If 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 choose 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. The padlocks cost £3 if you wish to purchase one from school.

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

We use a one-way system at social time. This allows us to get over a 1,000 students through the dining space without any difficulties.

Without the one-way system the flow of students would be challenging to manage and create a safety concern. The canteen is very popular and there is always a queue, but the queue is carefully managed by the Senior Leadership Team 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 we will help you to understand how it all works.



School life: FAQs

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 operate a summer and winter plan. You will

arrive whilst the summer plan is still being used. This means the large field in front of the old house is used by all students. Students queue at the back of the school and using the one-way system work their way through the dining

spaces and out onto the field. There are three main internal eating areas; the mezzanine, the downstairs dining hall and the canopy. **Please ensure you tidy up after yourself so we can continue to enjoy a litter free site.**





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!

