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Millthorpe School



Moving to Millthorpe



Millthorpe School

Millthorpe School
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www.millthorpeschool.co.uk



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2024/25 term dates

Autumn term 2024

First half of term:
Monday 2 September to
Friday 25 October

Half-term holiday:
Monday 28 October to
Friday 1 November

Second half of term:
Monday 4 November to
Friday 20 December

Spring term 2025

First half of term:
Monday 6 January to
Friday 14 February

Half-term holiday:
Monday 17 February to
Friday 21 February

Second half of term:
Monday 24 February to
Friday 4 April

Summer term 2025

First half of term:
Tuesday 22 April to
Friday 23 May

Half-term holiday:
Tuesday 27 May to
Friday 30 May

Second half of term:
Monday 2 June to
Tuesday 22 July

Training days (school will be closed to pupils)

2 September 2024

25 October 2024

29 November 2024

21 July 2025

22 July 2025



PART OF THE SOUTH BANK MULTI ACADEMY TRUST

Millthorpe School was a founding school in the South Bank Multi Academy Trust, and we continue to work with all our partner primary schools to build on their good work as children move to secondary school. We also continue to work closely with all our feeder primary schools in York to ensure a highly effective transition.

There are lots of new and exciting experiences waiting for you in September – we can't wait to meet you!

A warm welcome



Hello! My name is Miss Ramplin and like you, I am about to start my own Millthorpe journey in September – I couldn't think of a better year group to start with.

I have been working as a Pastoral Officer at King James School in Knaresborough for eight years. Prior to that I was a Behaviour Assistant and a Teaching Assistant. I also went to King James as a student, so I have spent nearly 20 years of my life there – it is about time I started a new journey!

When I am not working, you will find me catching flights to travel the world or running 26.2 or 13.1 miles along the streets and canals. If there is a chance of a medal and slice of cake, then I am there! I can't wait to meet you all.

**Miss Ramplin
Head of Year 7**

Hello to all our new students!



My name is Miss Boyd and I work with your Year 7 Team, to help all Year 6 students with their move to Millthorpe School.

By now, we will hopefully have met you when we visited your primary school. During this visit we explained what your new school will be like, how everything is organised, introduced key members of staff and answered any questions.

This booklet goes into much more detail about everything you need to know about moving to Millthorpe School and you will of course find out lots more on the **Information Evening on Monday 1 July** and the



Transition Day at Millthorpe on Wednesday 3 July.

When you start at Millthorpe, Mr Beever, the Year 7 team and I, alongside your form teacher will look after you on a day-to-day basis. We look forward to seeing you again soon!

Miss Boyd + Mr Beever

September start date for Year 7

Year 7 pupils will start at Millthorpe on Tuesday 3 September. They will have the whole day with only the Year 11 Student Leaders (who they met on their Transition Day) so that they can familiarise themselves before everyone else returns to school on Wednesday 4 September.

Who's who at Millthorpe?

Millthorpe is managed by a close team of Senior Leaders (right) who all want you to be the best that you can be and are here to help you enjoy your time with us.



Ms Greenhalgh
Headteacher



Mr Beever
Deputy Headteacher
Behaviour & Attitudes



Mrs Armitage
Deputy Headteacher
Curriculum & Inclusion



Mrs Rothenburg
Deputy Headteacher
Teaching & Learning
+ Attendance



Mrs Cole
Senior Leader
Designated
Safeguarding Lead



Miss Boyd
Assistant Headteacher
Pastoral & Personal
Development



Mrs Norman
Assistant Headteacher
Inclusion & SENDCo



Mr Baybutt
Assistant Headteacher
Teaching & Learning



Mr Collins
Business
Manager

How many people will be in Year 7 at Millthorpe?

There are 210 Year 6 pupils coming together from 20 different primary schools to make up 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 seven **forms** in Year 7. Each form will have approximately 30 students in them from a variety of different primary schools.

Who will be in my form?

So that you have some familiar faces in your group, we previously asked you

to select up to four friends who you would like to be in a form with. By the time you read this, you will know which friends you have been placed in a form with. We've ensured you are in a group with at least one of the friends you selected.

There will 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 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 from

There will be people in your form who you have never met so this is a great opportunity to make lots of new friends. Many of our students view their form as their school family.

8.45am to 9.15am. They will do the register, pass on any messages, check your uniform and equipment and make sure you have everything that you need for the day. In effect they will ensure you are **READY** to learn. 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.

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 eg 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 GROUP 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 school, you will be split into different forms. If your primary school 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 student coming to Millthorpe

from their primary school (or sometimes they only know one other person). We will make sure that we 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.

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

Unfortunately, no, as 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 What if I didn't get all four of my friend choices?

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.

You are not taught your lessons as a form group – you are in lessons with other Year 7 students from other forms, therefore 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.

Take pride in your uniform

Your new Millthorpe school uniform will probably be very different to what you had to wear at primary school.

The Millthorpe school uniform consists of blazers, school jumpers (optional), smart white shirts, ties, school trousers or skirts, both with the Millthorpe badge on and you must wear smart school shoes. Trainers are not allowed. Please take a look at the labelled example of what our uniform looks like and what types of shoes are acceptable and what types of footwear are not allowed.

It is important that you wear your uniform with pride. This

We expect all students to look smart and always wear full uniform.

includes fastening top buttons, doing your tie correctly, shirts should be tucked in and skirts should be roughly knee-length. In addition to this, hairstyles should not be 'extreme' and

- JEWELLERY**
- One pair of small plain ear studs
 - One wristwatch
 - One finger ring
- No other piercings or jewellery allowed.**



should be natural in colour. In terms of jewellery, you can wear one pair of small plain studs in your ears, a watch and one ring. No other piercings (including nose piercings) or jewellery are allowed. No students are allowed to wear nail varnish/acrylic nails and we ask that students do not wear make-up in Year 7.

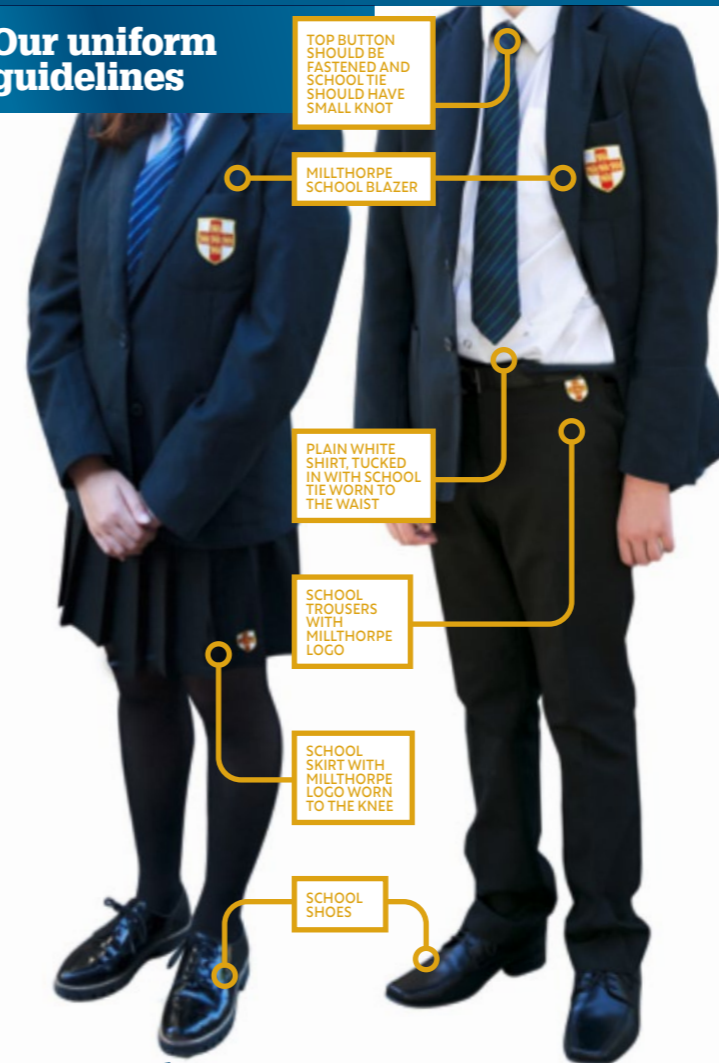
For further information about the Millthorpe school uniform including the PE kit please visit millthorpeschool.co.uk/uniform

Ties
Each year group has a different colour of stripe on their tie. Year 7 students will be wearing a blue striped

tie so make sure that this is the tie you buy.

If you want a brand new tie, you can buy your tie from Keal Teamwear, but there will also be lots of blue striped ties available from our Eco Laundry, as our outgoing Year 11s will kindly donate them when they leave, and you will be able to buy a pre-loved tie in good condition for a fraction of the cost.

Our uniform guidelines



Eco Laundry

We have an Eco Laundry in school which gives you the chance to buy clean, pre-loved uniform items in very good condition for a fraction of the price. This helps you to keep the cost of uniform down and reduces the impact on the

environment. We will let you know how you can purchase items from the Eco Laundry soon but please note that it will be offered to families in receipt of Free School Meals in the first instance and we will be in touch with these families in due course.

WHERE DO I GET MY UNIFORM FROM?

The main uniform items are available from **Keal Teamwear**, 105 Walmgate, Tel: 01904 624497 or via their website at www.keal-teamwear.com. Keal Teamwear will provide school blazers, school jumpers (optional), school badged trousers and skirts, ties and some items of your PE kit.

School shirts and shoes can be bought from any shop. If you are entitled to Free School Meals, we will also send you a voucher to help with the cost of your school uniform. We would recommend that you wait to receive this voucher before beginning to purchase your uniform.

OUR VALUES

At Millthorpe, we have very high expectations in terms of attitude to learning and behaviour and we always encourage everybody to be the best that we can be.

Three simple words that encapsulate everything we do and the behaviours we expect from our staff and students. They are the cornerstones of our character:
■ **Respectful** ■ **Responsible** ■ **Ready**

RESPECTFUL We are a warm and inclusive community that is built on relationships of mutual respect and kindness. We recognise and embrace individuality and diversity. We insist on treating each other with dignity and respect and we work hard to ensure that everyone has the right to learn and to always feel safe. We understand the importance of happiness in our community and that everyone needs to feel cared for to be the best that we can be.

RESPONSIBLE The school is responsible for knowing all our students and designing a broad and balanced curriculum, taught by specialists, that reflects the different needs of our learners. We work together to support our own success and that of others to achieve our aspirational goals.

We promote gold standard learning, having high expectations for all by encouraging them to think and work hard. We know that being responsive to support and feedback enables us to become successful. We understand how important it is to be healthy physically and mentally.

We strive to be resilient in the face of adversity and challenge and know that we must be responsible to be the best that we can be.

READY We work together with staff, students, and parents to ensure that we are always ready and able to learn. Students are ready for life beyond school through an extensive personal development programme and enrichment opportunities. We ensure that we are well organised, prepared and we are motivated to become successful.

We recognise that this will involve perseverance and we understand that failure is part of our journey to success. We understand that we need to be engaged, motivated and aspirational **to be the best that we can be.**

Supporting our students

Every student is different and at Millthorpe, we work with everyone to make sure that they are included, are able to learn and are able to take full advantage of the wonderful opportunities that are available.

An inclusive school

At Millthorpe, about one in nine students need something a bit different in terms of support. Some students need a hand with literacy or numeracy, some with making friends or making the right choices in difficult situations, some with medical needs, and some with managing emotions. This list changes every year to include everyone who needs additional support.

The SEND leads and our SENDCo, Mrs Norman, are already working hard to make sure everything goes well for students when they transition to Millthorpe.

How do you gather and share information about me?

Currently, we are having meetings with all of your SENDCOs and teachers at

primary school to get together all the information there is to know about you. We ask what you find easy and what you find hard. We ask what teachers and teaching assistants need to do to make your day successful. We ask if there is anything different that you may need throughout your day. Our job is to share this information with all staff who you meet and teach you. They will understand your needs before you even step foot in the classroom. We will also share it with you and your parents or carers.

I struggle with literacy and numeracy

Some students work with teaching assistants three or four times a week outside the classroom to catch up on these important subjects. We try to aim that you won't miss the same lesson week after week as we work hard to make sure that we timetable carefully so you don't fall behind. It may be, for example, out of a French lesson one week, then a Geography lesson the next week.

We will always let you and your parents or carers know before we do something like this, and we will always let

you know what a difference it has made when you've finished. We usually have amazing results with these interventions and sometimes they are not to do with subjects but instead focusing on social skills, social stories or zones of regulation. You may have already done some of these at primary school.

Do you have teaching assistants in lessons at Millthorpe?

Students who are used to having lots of support from an additional adult in class will likely receive support from teaching assistants at Millthorpe. You will be learning in mixed ability classes like you do at primary, but the teaching assistant allocated will know all about you and others in class who need some support. This is quite normal, and you won't feel different as the Teaching Assistant will work with several or all students in the class.

Where do I go if I'm stuck or have a problem?

In school we have two learning support classrooms (LSCs). In this room you will always find a friendly teacher or teaching assistant who knows you very well. They will help you out. There are also pastoral offices in school where you can talk to your Head of Year or SEND offices where you can talk to your SEND Lead.

Some students may need a bit of additional support which is different to what other people need. We will work with you and your families to make sure that we provide the correct support for you.

What else happens in the LSCs?

This room is for students who we know may need extra help. We also deliver literacy and numeracy sessions in this space. Some students keep equipment there; some students work there away from the classroom if they need peace and quiet and some students who are new to English may learn the new language there.

What if I need help at break or lunch time?

The LSC1 is open at these times and you can go there to meet up with friends and eat their lunch. There are lots of clubs that run at lunchtime and we can help you access these.

What do I do if I still have a question?

You can email Mrs Norman on: send@millthorpe.southbank.academy and she will either reply or put you in contact with the correct SEND lead, who will answer your questions.

KEEPING EVERYONE SAFE AND SECURE

Our clear Anti-Bullying Policy promotes respect and empathy leading to a safer learning environment where our students feel supported and empowered to thrive.

Anti-Bullying

Please let us reassure you that bullying is very unusual at Millthorpe and we are clear that it is totally unacceptable. That said, all good schools understand that bullying could happen anywhere, and they have a clear plan in place just in case it does.

At Millthorpe, we have a very clear Anti-Bullying Policy. This is explained in your planner, and it is also on our website. In simple terms, if something happens that upsets you or you are unhappy about, just let us know; we take all concerns seriously and ensure they are dealt with promptly. You can speak to your form tutor, Head of Year or any other member of staff in school.

We also have Wellbeing Mentors and the Student Leaders who you may wish to talk to. Any bullying is recorded by the pastoral team and monitored to see if the actions we will have taken have successfully supported the victim. We need to know if this issue persists, and new strategies will be put in place to address the issue.

We do promise to address any bullying and will keep coming back to the issue if it persists. For us to be successful in addressing bullying, students must talk to us and support one another to make it clear that bullying is not acceptable.

STUDENT SUPPORT: The SEND team at Millthorpe



Mrs Norman
Assistant Headteacher
Inclusion & SENDCo



Mrs Bradsell
SEND Lead –
Cognition and
Learning



Mrs Smith
SEND Lead –
Sensory Physical



Mrs Powell
SEND Lead –
Interaction and
Communication



Mrs Horsfall
Assistant
SENDCo

Your new school day

School days at Millthorpe are both exciting and fun but may be very different to your primary school.

Your school day at Millthorpe may be very different to 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 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 as you are not taught as a form group. 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 Leaders 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.

Timetable

You will be given a timetable on your very first day so that you 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.**

What equipment will I need?

PLANNER 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. The planner 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, and out on your desk in every lesson.

EXERCISE BOOKS All 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.

STATIONERY You also need equipment such as black or blue pens, pencils, ruler, green and purple pens (for peer and self-assessment and improving your work/acting on your teacher's feedback) and a scientific calculator.

You are very welcome to bring additional stationery such as highlighters, erasers,

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.

What subjects will I study in Year 7?

In Key Stage 3 (Years 7-9) you will study:

- English
- Maths
- Science
- French
- Art
- Design
- Technology*
- Personal Development (PSHE and Citizenship)
- History
- Geography
- ICT
- Music
- PE
- RE
- Drama

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

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 by your teacher, 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. **CONTINUED >**



Our school day

The pattern of the school day is as follows:

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 – 09:15	Registration/form time/ Assembly (Friday for Year 7)
REGISTRATION REMINDER Students arriving after 09:15 will not receive an official morning registration mark	
09:15 – 10:15	Lesson 1
10:15 – 11:15	Lesson 2
11:15 – 11:30	Break Y7 go to break slightly early to avoid the queue for the Dining Hall
11:30 – 12:30	Lesson 3
12:30 – 13:30	Lesson 4
13:30 – 14:15	Lunch Y7 are on the second lunch sitting however you will have an earlier lunch for the first week
REGISTRATION REMINDER Students leaving before 14:15 will not receive an official afternoon registration mark	
14:15 – 15:15	Lesson 5
15:15	The school day ends



Your new school day

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 can 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 a parent or carer desperately needs 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 your phone is lost or damaged, this will be your responsibility.

Where can I keep 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 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.

What happens at break and lunch time?

The dining spaces are very popular places to go during break and lunch time at

Millthorpe 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, porridge, hash browns, fruit, vegetables and hummus. At lunch time, we have an even greater selection of different main meals or 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 next to the canteen so you will know what is available. Favourites include: 'Roast Dinner Wednesday' and 'Fish Friday' but all 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 website ParentPay 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 can buy what they want up to the daily limit and they use the same key fob system.

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.

Packed Lunches

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 benched seating area (canopy).

Clubs and Extra Curricular Activities at lunchtime

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 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. Find out more at: millthorpeschool.co.uk/clubs-and-activities/

How can I have my say? Do you have a 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 makes 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. The Student Leadership Team is made up of Year 11/Y10 students with form reps from Year 7 – 9 providing information from their year groups.

What fun activities are on offer?

We have so many fun things for you to try. There is a full programme of activities every lunch time and after school.

Over the years these have included: the library, ICT, sports, music, dance, drama, STEM club, Manga club, cooking club, karaoke club, coding club, drone club, Young Carers, LGBTQ+, Culture Club (Diversity), various departmental clubs...the list goes on! Our staff and students go above and beyond to make sure there are lots of clubs for you to get involved with and enjoy. Please see the link to the school's website for the list of clubs and activities this academic year: millthorpeschool.co.uk/clubs-and-activities/

Will we go on any trips?

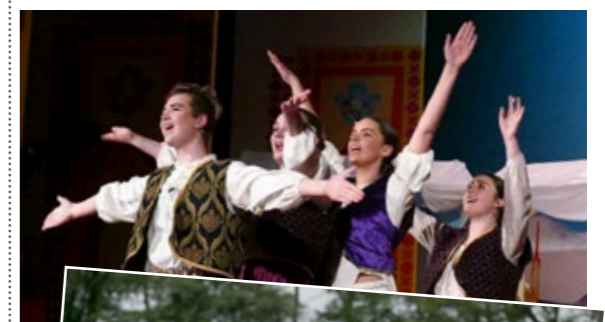
At Millthorpe, we are very lucky that we can offer a lot of trips for you to enjoy. Some of the trips will be during school time. These include Geography field trips to Bolton Abbey and Flamborough Head, a history trip exploring the city you live in and various other trips planned by your teachers.

Some of the trips are free but many of the trips incur a cost so parents and carers will have to help you decide which trips you may be able to experience if you're lucky...and well behaved!

We run a Year 9 residential trip to Carlton Lodge and invite all Year 10 and 11 students to take part in the Duke of Edinburgh Award.

We also offer many trips abroad which have included:

- A cultural languages trip to France.
- Two ski/snowboarding trips; one to Poland and another to Austria.



- A geography trip to see the volcanoes of Sicily and walk on the famous Mount Etna.
- A GCSE Geography trip to Iceland (when you're in Year 10/11).
- A GCSE History trip to the battlefields of the First World War (when you're in Year 10/11).
- A GCSE RE trip to Poland to study the events of the Second World War (including a trip to Auschwitz-Birkenau) – Year 10/11.
- A beach and water sports trip to Spain in the summer holidays.

These trips don't run every year so you can think about what you may want to experience in your time at Millthorpe if you are fortunate enough.

Be the best that you can be...

We want you to come to Millthorpe and have an amazing time: make lots of new friends, join new clubs, enjoy the trips and extra-curricular activities, and make many happy memories; we are also here to make sure that you are learning to the best of your

ability and are making excellent academic progress. To help us to do this, all students are encouraged to **Go for Gold** on their Learning Conduct. We use the phrase **Learning Conduct** to describe the characteristics and expected learning behaviours of a student who is aiming to be the best that they can be and make the most progress that they possibly can.

Students who achieve a **Learning Conduct** of 1 (Gold) across all or most subjects are rewarded each term. Those whose **Learning Conduct** is a cause for concern will be supported to make the improvements that they need. **Learning Conduct** is completely different to how academic you are. Even if you struggle with your learning, this is about your effort and attitude to learning so we expect all students to **Go for Gold**. We will help you to achieve this; we just ask you to try your best and have a positive attitude to learning.

Ten expectations

To make life easy for students, staff and parents we have created a list of ten simple expectations. These are split

into five that apply inside the classroom and five that apply outside the classroom (e.g. during break, lunch and on the corridors).

You'll see these posters in all of your classrooms and on large display boards around the school (*see right*). Your teachers will refer to them regularly as they ensure our school is a calm, safe and purposeful place to learn and grow.

Rewards

Rewards are built around the stamp page in your planner. You will be given a stamp when displaying Gold Standard Learner qualities. This can be in lessons or around school and you will get lots of them, providing you go above and beyond on a regular basis.

Students that receive a lot of stamps will be celebrated in weekly assemblies, in our weekly Friday email to parents and in the half termly Millthorpe Newsletter.

This year we are organising a Southbank Trust celebration event where students from across our primary and secondary schools come together to recognise the amazing achievements our students make both inside and outside of school. Just imagine how proud your parents will be if you are invited to this event in a year's time!

It's important that you know that we celebrate students' hard work and dedication to their studies, not just the students that get the best marks. If you find something difficult but show your teacher that you are resilient and persevere, we

will spot this and give you the recognition you deserve.

You may also be rewarded a Golden Ticket for your academic work or for a contribution you have made outside of the classroom. This ticket allows you and a friend of your choice to skip the lunch queue.

Once a week Miss Greenhalgh meets students for a hot chocolate and sweet treats for the Friday 14. This is an award for students who have been nominated by the

subject areas for going above and beyond in their classwork.

We also have half termly Praise Assemblies in year groups and an end of the year Rewards Evening.

Sanctions

Like all schools, we do have to have sanctions (detentions) if a student makes a mistake. We are fair, reasonable, and consistent. If you fall short of the five classroom expectations, your teacher will ask for your

planner and place it in a white tray. You have not been given a point at this stage. Removing your planner is a clear visual sign that you need to alter your approach to the lesson. Your teacher will politely and privately tell you what you need to do to get back on track. If the off-task behaviour continues you will be given a point. If you get three points in a lesson you will have to leave that room to allow the teacher to teach and the rest of the students to learn. If a student picks up five points within a half term, then they receive a lunch detention. If a student receives several points, they clearly need some support to meet the ten expectations and our 3Rs, so they would go on 'form tutor report' to secure improvements. Teachers can make your lesson more fun and interesting when the five classroom expectations are followed.

Will you help me to make sure that I get it right?

Of course we will! All of the teachers in school will work with you and support you to make sure that you are making positive choices and meet our expectations. Your form tutor and Head of Year will also help you if you need further support. We will all work together to make sure that everyone is **Respectful, Responsible and Ready** so that we can be the best that we can be.



GRADE	DESCRIPTION OF BEHAVIOURS
1 GOLD	<ul style="list-style-type: none"> Highly motivated and engaged; effort is consistent and sustained. Contribution in class is active and sustained. Always responds well to challenge and perseveres when work is difficult. Will take active steps to find out more without prompting. Is always motivated to respond positively to feedback and improve work. Both oral and written work are always the best that the student can produce. Meets deadlines and completes homework to the highest standard. Works highly effectively independently and with peers treating all students and staff with dignity and respect at all times.

Millthorpe School

Inside the classroom, you are expected to:

- Arrive on time with all your equipment
- Follow all instructions from adults
- Listen to learn
- Take pride in your work
- Aim to be a gold standard learner

RESPECTFUL | RESPONSIBLE | READY

SOUTH BANK TRUST | ALLOWING TEACHERS TO TEACH AND STUDENTS TO LEARN

Millthorpe School

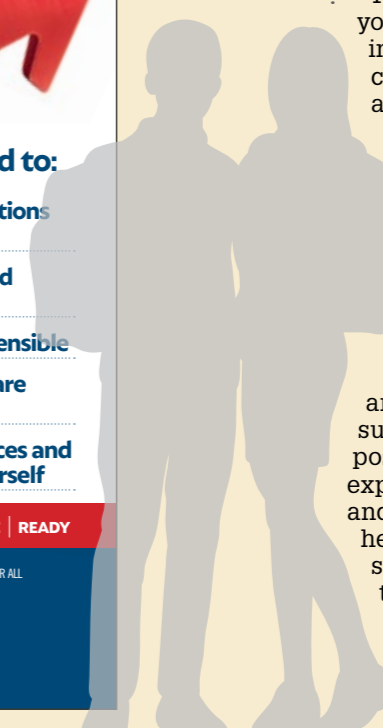
Outside the classroom, you are expected to:

- Follow all instructions from adults
- Be polite and kind to everyone
- Be safe, calm & sensible
- Look after and care for our school
- Eat in dining spaces and tidy up after yourself

RESPECTFUL | RESPONSIBLE | READY

SOUTH BANK TRUST | CREATING A POSITIVE COMMUNITY FOR ALL

MILLTHORPE'S TEN EXPECTATIONS:
You'll see reminders around school of our ten expectations to help keep you on track.



Advice and guidance

We understand you may have questions about moving to secondary school – we hope the following FAQs are helpful!

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 is, your teachers will be very understanding, will welcome you into the lesson and you will not be in any trouble.

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

Unfortunately, no, 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.

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.

Will I get into trouble if I forget my equipment?

Don't worry; we will help you with this. If you forget your equipment, 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.

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 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 Y7. Please use this period to set up good routines at home like packing your bag the night before.

Will I study all 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 Norman and the SEND Team put something else in place for them, but most students will study the subjects listed. It is important that you get the chance to study a broad and balanced 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.

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'.

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 support staff available to help you. So, there is lots of help available if you need it.

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 and therefore you are not allowed to use your phones.

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 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.

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

Your mobile phone is always solely your responsibility. If it is lost or damaged, this will be your responsibility. The school cannot be held responsible.

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. The padlocks cost £3 if you wish to purchase one from school.

How much homework will I get?

Subject	Amount	Platform
English	1 hour per fortnight	Google Classroom – Auto assessed
Maths	1 hour per fortnight	Sparx Maths – Auto assessed
Science	1 hour per fortnight	Seneca – Auto assessed
History	0.5 hour per fortnight	Google Classroom – Auto assessed
Geography	0.5 hour per fortnight	Seneca/Educake – Auto assessed
Languages	0.5 hour per fortnight	Quizlet/Memrise/Google Classroom – Auto assessed
Computing	0.5 hour per fortnight	Google Classroom/Seneca – Auto assessed

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 1000 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 halfway 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. [CONTINUED >](#)

Advice and guidance

How much does the food cost?

We don't have finalised prices for every food item but, at the time of writing, a standard main meal costs £2.45 and a meal deal costs £2.50. There are cheaper options available at both break and lunch time.

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.

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

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.

What happens if I do not demonstrate Millthorpe's 3Rs?

We expect everyone in school to demonstrate the 3Rs and to become the best that we can be. If you are struggling to do this, the staff in school will help and support you to make sure that you can. You might need to serve detentions or go on report to your form tutor if you do not meet our ten expectations. We will help you with this, but you must come to Millthorpe with the right attitude. Being polite and kind helps us create a lovely safe place for us all to enjoy.

See [page 7](#) to remind yourself of the Millthorpe 3Rs

What are the other levels for Learning Conduct?

As we said, we want everyone to aim for Gold. The other three levels are Green, Amber and Red. We will explain what each of the levels means when you join us. Students who reach Gold tend to be very successful at Millthorpe and achieve above their expected grades. We have a more than five years' worth of data to support this.

Students who reach Green tend to do as expected – these are the learning behaviours that we want all students to demonstrate. Students who get Amber or Red learning conduct scores are not trying hard enough and we will work with them to improve.

If I did get detention, what would happen in that time?

In the unlikely event that you had to serve a detention, you would be expected to reflect on what had gone wrong to result in a detention. A member of staff might come and talk to you about what happened and we will ask that you complete a reflection resource. The aim is for you to understand what went wrong, why, and then think of a plan for how you can improve. The sanction is needing to serve the detention; we won't be unpleasant towards you or make you write lines! But remember, most students never need to serve detentions.

What happens if I forget to go to detention?

The sanction will be increased. If you did not attend a 30 minute detention, you would get a 60 minute detention. If you forgot to attend either of these, you would be placed in Internal Exclusion from P2 to the end of lunch the next day. As you can see, the sanction just increases and does not go away, so in the unlikely event that you do get a detention, make sure you serve it at the lowest possible level. Your parents will have been informed via a text message; your form tutor will inform you in form time in the morning. So, it is unlikely that you would forget.

Of course, the best course of action is to avoid getting detentions altogether – just like most students at Millthorpe!

What rewards can we look forward to?

Stamps in your planner, Friday 14s, York independent shops gift vouchers; termly prizes like Christmas gifts or Easter eggs; having your name displayed on the Praise Board and a Golden Ticket to bypass the queue at lunch time with a friend. We also run rewards trips for students who get lots of stamps.

What do I do if I am really worried about bullying?

It is natural to be a little bit nervous about bullying as you move to a new, and bigger school. Try to not worry, as we simply do not tolerate bullying at Millthorpe. If you are really worried, make sure that you talk to your form tutor and they will help to put your mind at ease. They will also help you to make friends and join clubs if you need some support.

Who will help me to meet expectations?

The first person is yourself! Make sure that you arrive with a positive attitude and a desire to be the best that you can be and of course, your family will also help you with this.

In school, every member of staff will support you to make sure that everything goes well. Your subject teachers, form tutor, Head of Year, the rest of the Pastoral Team, the Senior Leadership Team and your peers; your classmates and older students

who can offer you help or advice. The Inclusion Team can also provide additional support if you need it.

What happens if I am not wearing the correct uniform, or I am wearing it incorrectly?

We expect all students to always wear their full school uniform, and make sure that they are wearing it correctly, as explained above. Please check your uniform out the night before. If you realise that you won't be able to wear the correct uniform, please ask your parent/carer to write a note in your planner. With this note we'll be able to lend you items until you are able to purchase new ones. We can't allow students to be in lessons and on the corridors wearing non-school uniform, but we will work with you to find a solution.

How do we access the Eco-Laundry?

We will contact families who are entitled to Free School Meals shortly to explain how and when they can access the Eco-Laundry. We will then let everybody else know how and when they can access it after this time.

How do we join the extra curricular clubs?

We will advertise all the available clubs to you when you arrive in September. They

are regularly advertised on the Student Bulletin which your form tutor will show you each morning. It will tell you what the club is, what time, and where it happens then, all you need to do is turn up! There are lots of clubs to choose from, but we need to wait until September to share with you what is available.

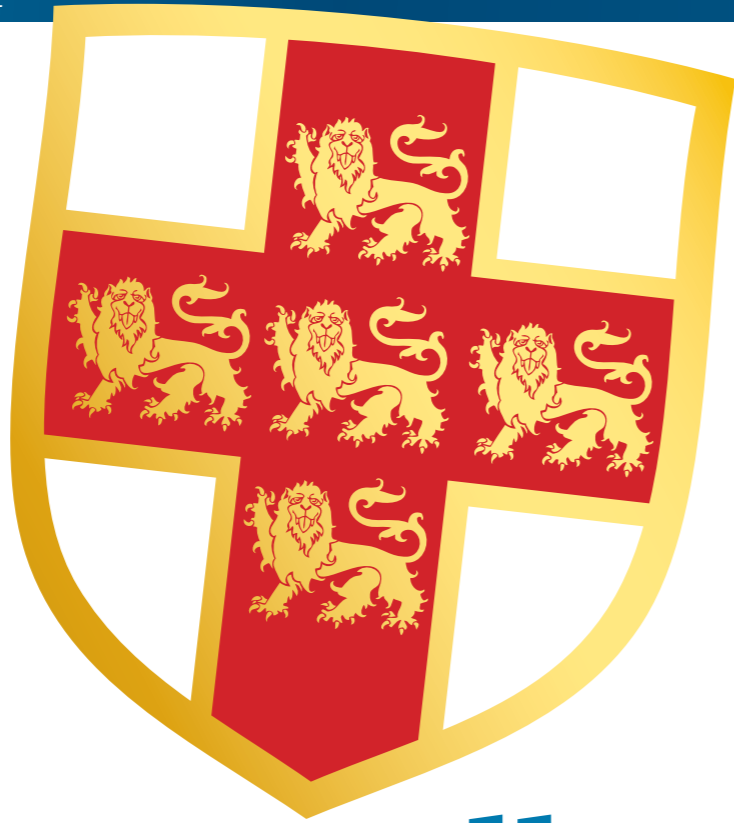
How much do the school trips cost?

They all vary depending on how long the trip lasts, where it is, what equipment you will need (e.g. if you need to rent skis or a snowboard) and so on.

We try our very best to make them as competitively priced as possible. It also depends on the numbers of students attending and the best prices that we get from the travel companies at the time. Trips that cost a lot of money are all optional and depend on positive behaviour within school too. Parents/carers are welcome to pay for a trip in instalments, to spread the cost across several months as it would be a lot to ask for all at once.

All trips, including the prices, will be advertised in school and in our weekly email home to your parents/carers. We try to run different trips at different times, and the bigger and more expensive trips often run once every two years to give you more time to save up.

If you have a question we've not answered here, please ask your parents or carers to email year6transition@millthorpe.southbank.academy



See you all very soon!

We're really looking forward to welcoming you at Millthorpe School and working with you and your families to make sure that the next part of your education is very successful. We hope that you have found this **Moving to Millthorpe** guide useful and that you feel that you know much more about your new school.

We have tried to include everything, but we might have missed something. If you have any really important questions, please ask your parents or carers to email **year6transition@millthorpe.southbank.academy** and Miss Boyd, Mr Beever or Miss Ramplin will reply as soon as possible.



Millthorpe School is a trading name of South Bank Multi Academy Trust a charitable company limited by guarantee registered in England and Wales with company number 10067116 whose registered office is at Millthorpe School, Nunthorpe Avenue, York YO23 1WF