





Rusthall St Paul's CE Primary School  
*INSPIRE BELIEVE ACHIEVE*

# Getting Ready for Secondary School



Name: \_\_\_\_\_

Primary School: \_\_\_\_\_

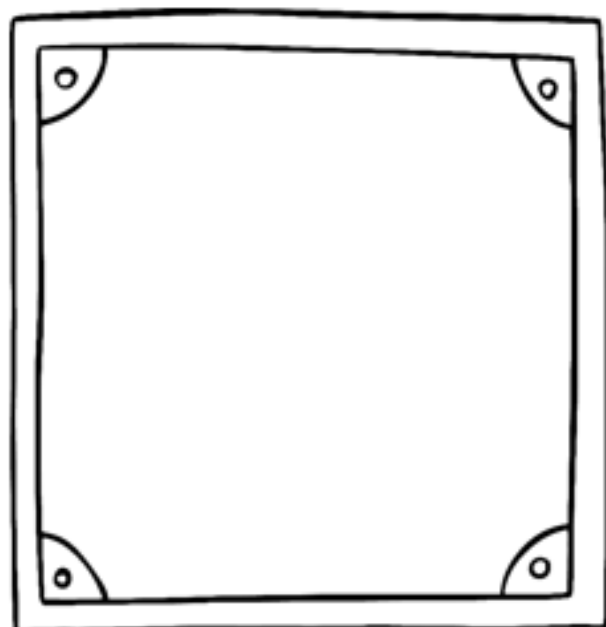
Secondary School: \_\_\_\_\_

Class of





# All About Me



Name:

Birthday:

Eye Colour:

Hair Colour:

Height:

Favourite Colour	
Favourite Animal	
If I could have a superpower, I'd...	
Favourite School Subject	
Best place I've ever been to...	
Dream country to visit...	
If I could travel back in time, I'd go to...	
My dream job is...	



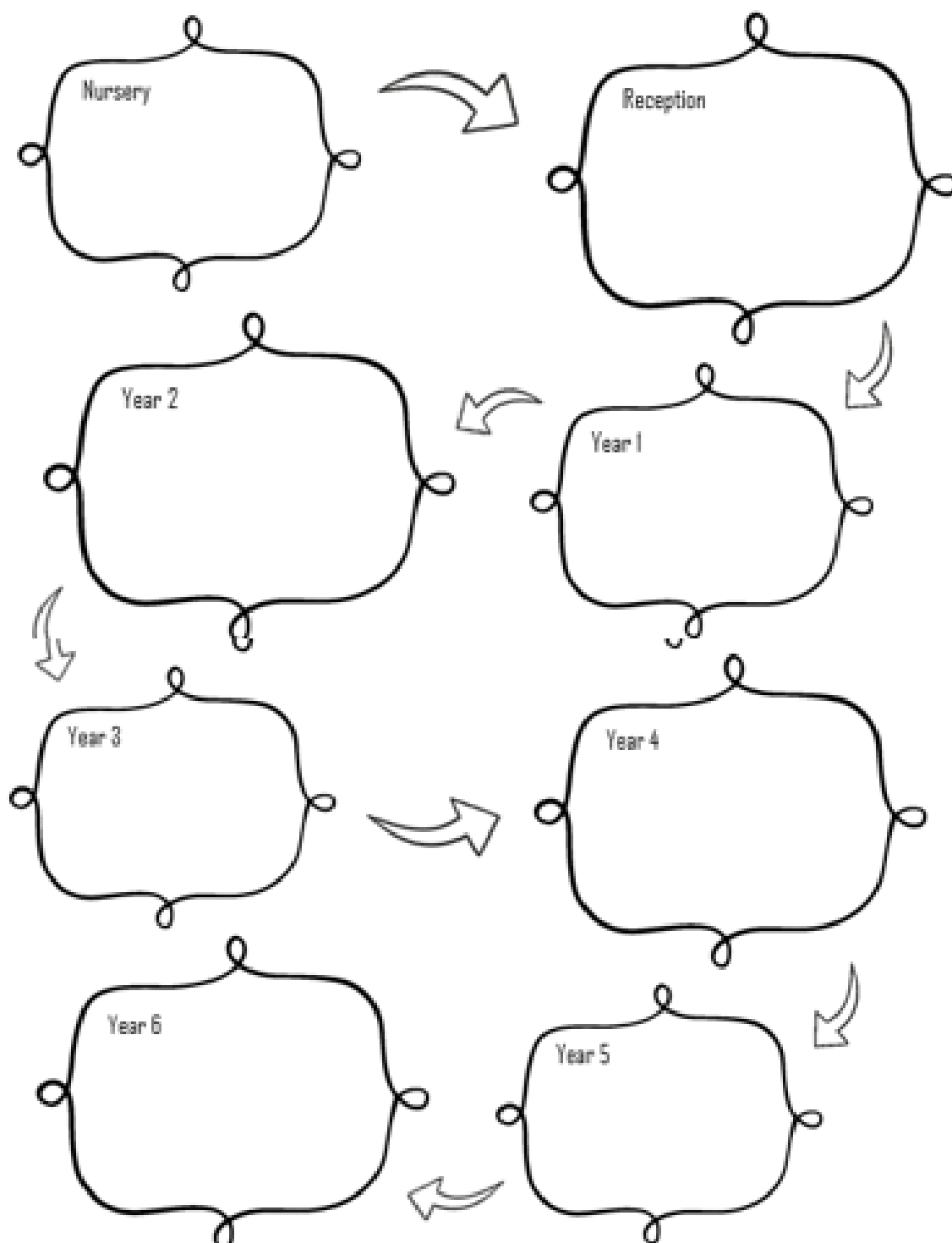
# My Journey so Far

Life is a journey! Think back through your time at primary school and write down your key memories or events that have shaped you to become the amazing person you are...



# One Step at a Time

Here is a look back at each year of you primary school life. What stands out? What can you remember? Who did you meet and where did you visit?



# Memories

What are some of your favourite memories of your years at primary school?



# My New School...

Find a picture or photo of your new school and stick it here.

When you know which School you are going to go to in September, it is a good idea to find out as much information as you can before you start.

**Task: Today we are going to look on the website of your new school to see what we can find out! Look at the 'Secondary School Question Sheet' page as you might be able to fill in some answers on there.**

The name of the School is \_\_\_\_\_

The address is \_\_\_\_\_

The telephone number is \_\_\_\_\_

The e-mail address is \_\_\_\_\_

The website address is \_\_\_\_\_

The name of the head teacher is \_\_\_\_\_

Other things I have found out \_\_\_\_\_

# Going to Secondary School

## How do you feel?

These could be useful to think about when you think about changing school.

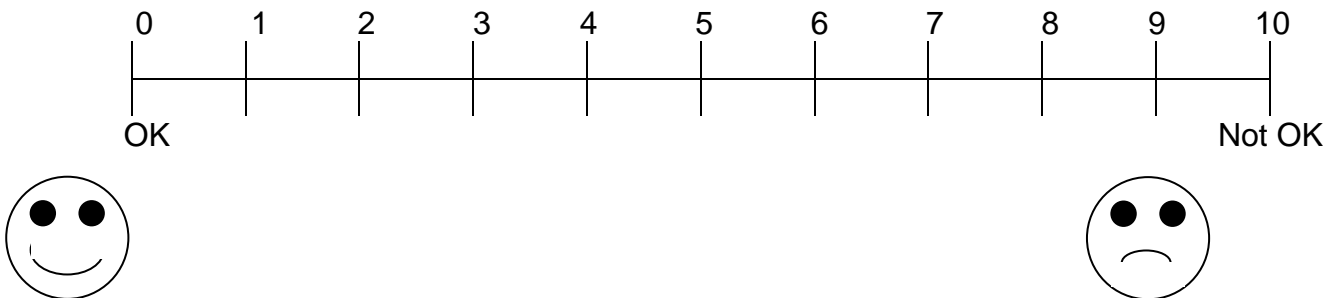
**Task:** Use two different coloured highlighters, highlight the phrases that you are looking forward to in one colour; use a different colour for those you are worried about. Once we have done this, we are going to look through a powerpoint and then talk about some scenarios.

Making new friends	Learning a new timetable
Dinner time	Taking a shower
Having a different uniform	Being on time
Finding way around	Break times
Getting to school	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	School rules
Homework	Meeting my new tutor
Meeting my new teachers	Being able to do the work
Being with older pupils	Getting changed for sport / PE



# A solution-focused approach

Think about something that worries you about moving to Secondary School.



What is the worry? \_\_\_\_\_

\_\_\_\_\_

On the scale of 0 to 10 how worried are you? \_\_\_\_\_

Think of a time when you have been worried before \_\_\_\_\_

\_\_\_\_\_

What helped you move down the scale that time? \_\_\_\_\_

\_\_\_\_\_

Where on the scale would you like to feel in a month, 6 months and in a year? \_\_\_\_\_

\_\_\_\_\_

What would help you move one point nearer? \_\_\_\_\_

\_\_\_\_\_

What will have changed so you know you are less worried? \_\_\_\_\_

\_\_\_\_\_

# Secondary School Question Sheet

Secondary School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Questions about how the School works	Best way to find out	Answer
What time does School start/ finish?		
What times are break-times and lunch time?		
What sort of food is sold? How much do things cost?		
Where do students go at lunch time?		
What snacks can you buy?		
How much homework do you get?		
What happens if it isn't done?		
Where can I do my homework in my free time?		
What happens if I get into trouble? What are the punishments?		
Who's the best person to talk to if I am having problems?		
How am I rewarded for my work?		

<b>Questions about getting to School</b>	<b>Best way to find out</b>	<b>Answer</b>
Where is the School?		
How will I get there?		
Can I take a bike? Where can I put it?		
How much is the bus fare? Which number bus would I take?		
Are there friends who will be going to the same college I can walk with?		
How long will it take to get there?		
What time will I have to get up?		
Is this better or worse than now?		

<b>Questions about School Uniform and equipment</b>	<b>Best way to find out</b>	<b>Answer</b>
What do people wear to School?		
Where can I buy it?		
What sports kit will I need?		
Do I need my own pens and pencils?		
What kind of bag will I take my School equipment in?		
Is there any other equipment that I need?		

<b>Questions about Who's Who</b>	<b>Best way to find out</b>	<b>Answer</b>
Name of your form tutor		
Name of your Head of Year		
Name of the Head Teacher		
Name of the Deputy Head		
Who else do you need to know? What do they do and when will you see them?		

<b>Questions about the timetable and learning opportunities in School</b>	<b>Best way to find out</b>	<b>Answer</b>
How does the timetable work?		
What subjects will I be able to study?		
What facilities does the School have (e.g. sports equipment, science laboratories)?		
What happens if I find the work hard?		
Is there support in lessons?		
Does it offer anything after school?		
What other activities are offered?		
Which could I join?		

<b>Any other questions I have</b>	<b>Best way to find out</b>	<b>Answer</b>
1.		
2.		
3.		
4.		
5.		

# Finding your way around

It can be difficult to find your way around a new environment. Before you visit the Secondary School, get a map of it. Mark on rooms in different colours.

You may want to mark on

- Your form room
- The library
- Different subject rooms e.g. English room, Science labs, Art room, Computer suite
- The canteen
- The toilets
- The main office
- Student's entrance

**Task: We are going to create our own map of Rusthall St. Paul's and give each other challenges. Can you use a map to follow your way around Rusthall St. Paul's? Can you be in the right place at the right time with the right equipment?**

# School Staff

There are many teachers in a secondary school, not all of them will teach you, but may be important to you in a different way. As well as being a teacher they may have another job in school. The different names for these jobs are helpful to learn.

Written below are some of the jobs that adults in your secondary school may have.

Try and find out if there are adults in your secondary school who do this job, what they do and when you may see them.

The name of your form tutor \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

The name of the Head of Year 7 \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

The name of the Head of Lower School \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

Is there anyone else who might help you?

What is their name? \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

# House Systems

Some schools divide pupils into groups that include pupils from all year groups. These groups are often known as Houses. Often there are inter- house competitions to earn the most points. Points can often be earned for good work or behaviour. It is possible to lose points as well.

The name of your house is \_\_\_\_\_

The name of your Head of House is \_\_\_\_\_

I may earn points for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I may lose points for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



# School Uniform

It is important to wear the right clothes when you start at Secondary School.

Find some photographs of students at school. You may find pictures on the website, in the school prospectus or you may know someone who already goes to the school who can show you.

**Task: Look on your school website and look at the school uniform.**

Find out the school dress code.

Are there any clothes or jewellery you are not allowed to wear?

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Is there anything you need to practice?

- Tying a tie?
- Changing quickly for PE?
- Tying shoelaces?

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List some of the clothes you might wear to school. Remember to think about appropriate shoes.

1. 

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2. 

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3. 

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4. 

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5. 

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Make sure you buy a bag that can hold A4 folders, textbooks, equipment and that is comfortable to carry.

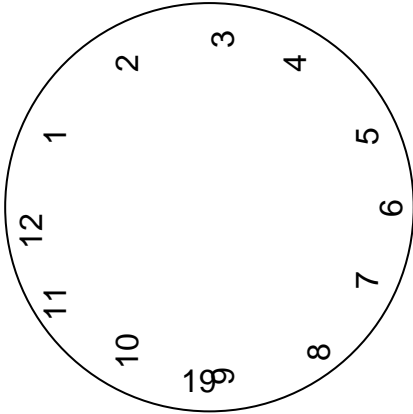
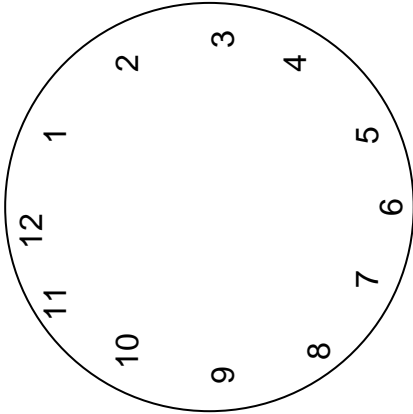
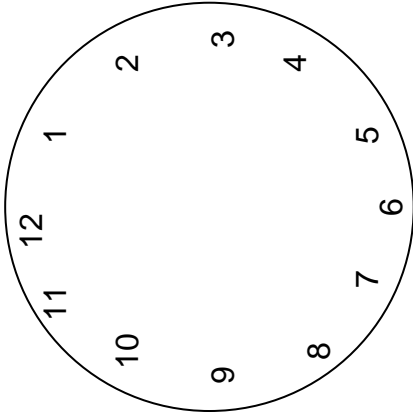
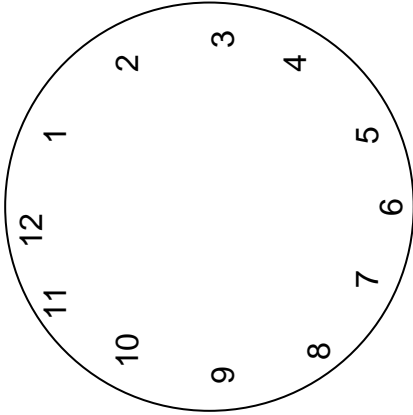




You will need different clothing for P.E. Make a list

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Make sure you buy a bag that is suitable for carrying your P.E. kit, and that is comfortable to carry

# Organisation at School

## School times

School starts at:	Break time is at:	Lunch time is at:	School finishes at:
			
			

# Route to school

How are you going to get to School? \_\_\_\_\_

How long will it take? \_\_\_\_\_

If you are catching the bus, what time does it leave? \_\_\_\_\_

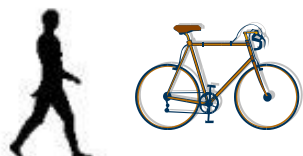
What time will you need to leave home? \_\_\_\_\_

**Task: Find a map that shows both where you live and your Secondary School.  
Photocopy the map and draw on your route to School or your route to the bus stop.**

# How will I get there?

How will you get to School? \_\_\_\_\_

You might **walk** or **cycle** sometimes, if you do then answer these questions:



Do I know the way?	
Will I have a friend to walk or cycle with?	
Where will I put my bike?	

You might go by **car** sometimes, if you do then answer these questions:

Will I go by car every day?	
Who will drive me?	
Will I get a lift home as well?	



You might go by **bus** or **train** sometimes, if you do then answer these questions:



Where is the bus stop or train station?	
What time is my bus/train to School?	
What number is the bus?	
Will I need money for the fare?	
What time is my bus/train from School?	

Answer these questions whether you will **walk**, **cycle**, go by **car**, **bus** or **train**.

How long will my journey take?	
What time must I leave home?	
What time will I get home?	

# Planning your journey

It is important to plan your journey by bus or train so that you get to school on time.

Use a bus or train timetable to plan your journey.

Questions to ask	Answers
What written material do I need?	
Where do I want to go?	
Which buses go there? Or Where is the nearest train station?	
When do I want to arrive?	
How long will the journey take?	
Which bus/ train will get me there in time?	
How long will it take me to get to the bus stop or train station?	
What time do I need to leave my house?	
Can I get a discount with a student card?	
Can I buy a travelcard for a week or a month's journeys?	
How much will the journey cost?	

**Remember it is important to also plan your return journey.**

# Looking after yourself



## Keeping fit

- Get plenty of sleep
- Do some physical exercise at least once a week

## Keeping clean

- Shower or bath and wash your hair regularly, probably at least 3 or 4 times a week. This can depend on how greasy your hair gets.
- Clean your teeth at least every morning and night
- Use deodorant every morning
- Change your underwear every day.



## Looking smart



- Brush your hair every day and have your haircut regularly.
- Make sure your uniform is clean.
- Look in the mirror to check that you are tidy every day before you leave home.
- Clean your shoes regularly

# Money Management

Now that you are at secondary school you will be responsible for managing your money on a daily and a weekly basis.

**Task: See separate money activities**

The amount of money I have each week is £\_\_\_\_. \_\_\_\_

Some of this money needs to be spent on a daily basis.

Items to be bought	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
Snack						
Lunch						
Travel expenses						
<b>Daily total</b>						
<b>Weekly Total</b>						

In addition to the money spent on a daily basis some money will need to be saved each week in order to buy bigger items.

Items	Cost
Books	
Stationary	
Clothes	
Footwear	
Total cost	

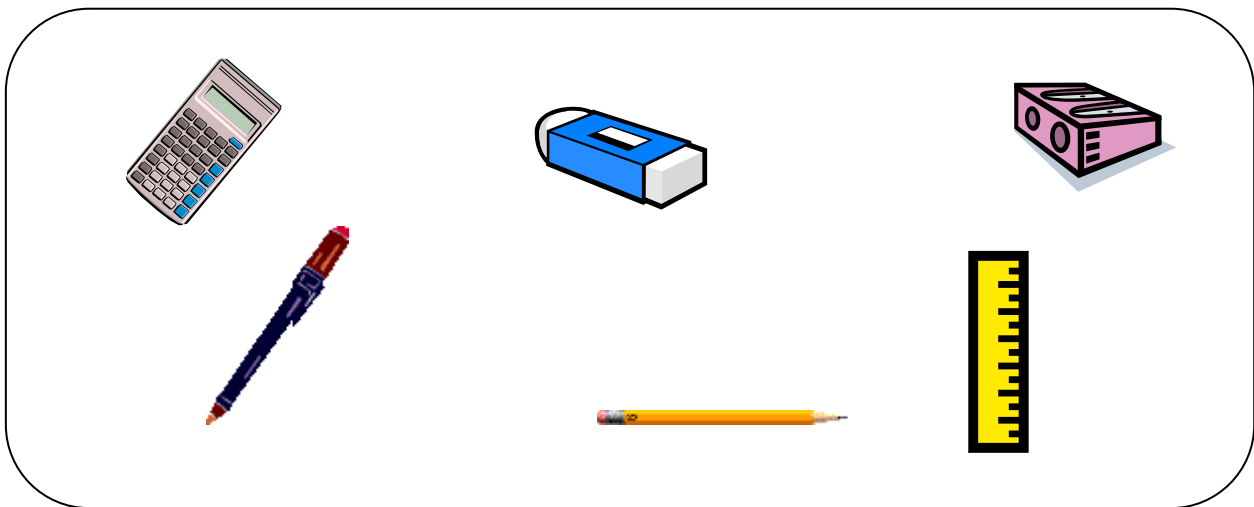
I will try and save £ \_\_\_\_ every week.



# School equipment

## Things I need to bring every day

**Task:** Every day you will need your writing equipment. Draw anything else you think you will need in your bag each day.



Some days you will need extra equipment. This will depend on the lessons you have that day. Look at your timetable and work out the additional equipment you need each day.

Day	Things I will need to bring
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

# Friendship skills

## Vocabulary practice

Choose the right word to match the definitions.

advocate	disagree	trust	respect	empathy	confidential
compliment	advice	command	secret	support	apologise

1. \_\_\_\_\_ an opinion or recommendation you make about what someone should do
2. \_\_\_\_\_ to say you're sorry for something you said or did
3. \_\_\_\_\_ private or secret
4. \_\_\_\_\_ someone who defends and supports you
5. \_\_\_\_\_ to have a different opinion from someone
6. \_\_\_\_\_ to say something nice about someone
7. \_\_\_\_\_ information that's not meant to be shared with others
8. \_\_\_\_\_ to stand behind or encourage others
9. \_\_\_\_\_ understanding what someone feels
10. \_\_\_\_\_ to rely or have confidence in someone
11. \_\_\_\_\_ to hold someone in high esteem
12. \_\_\_\_\_ a direct order to do something

# How to be a friend

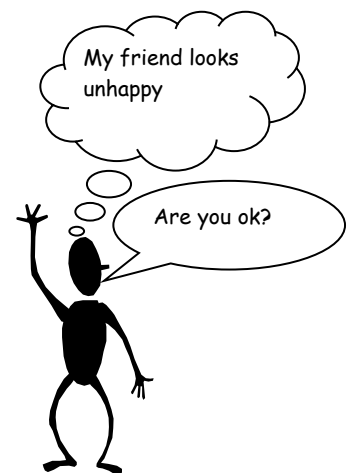
Here are some positive things friends do for each other to keep their friendship strong.

**Task:** We are all good friends in Rochester class. You will each be given a sheet of paper, write your name at the top of it. These sheets will be passed around the class and everyone will write something positive about you on them.

- **Empathise.** Put yourself in your friend's situation to understand what they're going through.
- **Support.** You can show your support for your friends by just listening when they want to share.
- **Compliment.** Everyone likes to receive a compliment. Compliment your friend on a new hairstyle, a great score on a test, a smooth football move. Be specific and keep it simple. Choose the right moment to give the compliment.
- **Respect privacy.** Sharing secrets is a fun part of a friendship. It's hard to regain your friend's trust if you tell secrets you weren't supposed to share.
- **Encourage.** Use encouraging statements like, "You can do it".

When you wonder if you are being a good friend, ask yourself this question:

**Am I treating my friend like I want my friend to treat me?**



# Teasing and Sarcasm

**Some teasing is done in good-natured fun**, but when teasing gets out of control it can be hurtful. Before jokingly teasing a friend, ask yourself these questions:



Is this an okay subject to tease someone about?

Will my friend understand that I'm teasing?

Have I been teasing my friend a lot lately?

Will this get on my friend's nerves?

**If you are teased and you don't like it**, resist the urge to hit or push your friend. You can ignore the teasing and simply walk away, or you can respond to the teasing by trying to diffuse the situation. Try making statements like these:

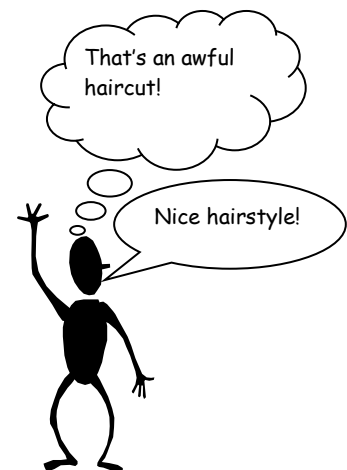
- "And your point is...?"
- "I've heard that one in primary school"
- "Tell me when you get to the funny part"
- "Can't you think of anything important to say?"
- "I'm sorry, were you speaking to me?"

**Sarcasm can be a form of teasing.** The words in this kind of teasing are nice, but the way the words are spoken adds to the teasing of sarcasm. When you use nice comments to be sarcastic, you exaggerate the expression in your voice and on your face. Say each phrase on the left in a sarcastic tone to show the meaning on the right.

"Yeah, whatever"	means:	You are not bothered
"Ah ,well done"	means:	That's stupid
"Pizza face"	means	Spotty face

**Before you tease someone, ask yourself this question:**

Am I treating this person the way I would like to be treated?



# Joining-in

Joining in conversation or a group activity can be scary. However, it is one way to make new friends. Try these strategies for joining in.



**Watch and listen.** Observe what the group is doing. Listen to what the people are saying. Don't interrupt.



**Make a friendly comment or gesture.** Nod your head and smile. Make comments like, "That's a good idea", or "That looks great".



**Find something you have in common with the group.** Think about your own experiences. You could say, "I saw that movie", or "I have that game at home". Keep your comments short.



**Ask to join the group.** Wait for a pause in the conversation. You could say, "Can I walk with you?" "Do you need any help?" or "Can I play?"



**Accept 'no' for an answer.** Sometimes people don't want you to be part of the group. Don't argue or complain. Go and ask someone else.



# Sharing information

Sometimes friends will tell you information. It can be OK to tell other people some bits of information. Other information you should tell no one, these are considered to be secrets.

It can be tempting to share secrets, but think:

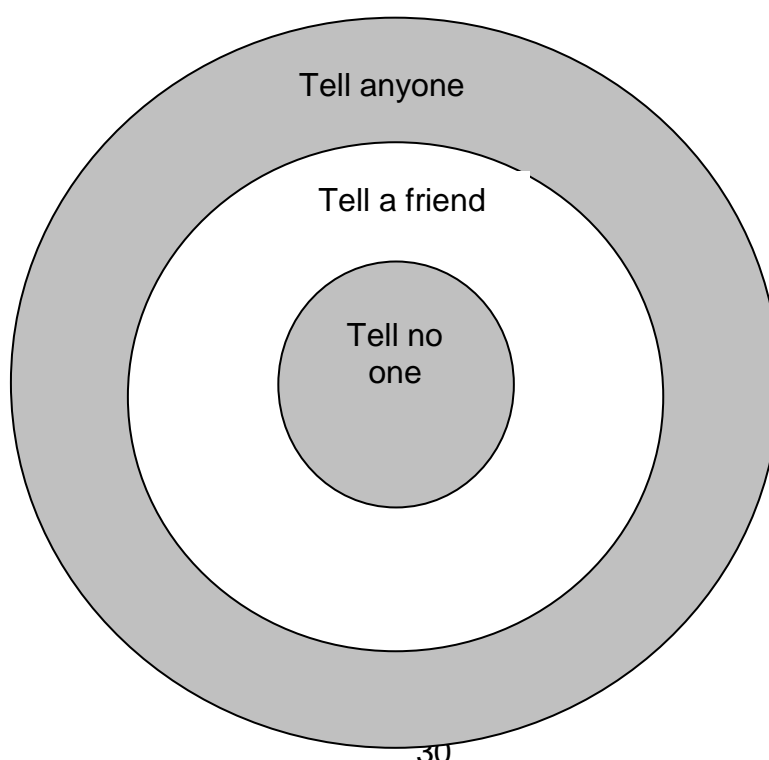
- How will my friend feel if I share this secret?
- How will this affect our friendship?
- How would I feel if my friend shared a secret like this about me?

Who could you tell these things to?

1. Your friend says that they like Sam.
2. Your friend says their Dad is in jail.
3. Your friend says they are going to watch a film tonight.
4. Your friend says they hate wearing school uniform.
5. Your friend says he smokes.

Make up your own: \_\_\_\_\_

\_\_\_\_\_



# What to do about bullying?

## What can you do if you are bullied?

- Keep being positive; say positive things about yourself and other people.
- Be proud of who and what you are (we all belong to different groups and are all equally valuable).
- Don't keep it to yourself: Always tell someone- a teacher, a parent or another adult.
- Think about the consequences of the different ways you might deal with bullying.
- Some ways of dealing with it are:-
  - Ignoring it or staying relaxed, fogging (see next page)
  - Being assertive- using your body language, eye-contact, tone of voice, words you say.
  - Remember why people bully.

## Six good reasons to tell:

- You have the right to live without the stress or fear of being bullied.
- Taking action is better than doing nothing.
- There is nothing embarrassing about being bullied- think how many people it happens to.
- It is braver to tell than to hide it.
- If you think there is something wrong with you, is it because the bullies have made you feel this way? This is a common effect of being bullied and **IT IS NOT TRUE**.
- Bullying does not say anything about **YOU**. It says a lot about the **BULLY**. (If you call me a hippopotamus does it mean that I am one?)

# Asking for help

Sometimes at school things may be difficult or may go wrong. These things could be small:

- not knowing what the homework is
- not being able to find your way around

Or could be bigger:

- getting into trouble
- finding the work hard.

There are many people who could help you, but they won't know that you need help unless you tell them.

**Friends** Ask friends or other students if you don't know where to go. You can ask them what the homework was if you are not certain. They can also help to work out new situations like going to the cafeteria.

**Teachers** Ask your teachers if you don't know what to do in class or for homework. They will also be able to help you if you have forgotten something or don't know where to go.

**People at home** People at home will be able to help you plan and organise your equipment and homework. They will want to know if you have any problems. They will be able to help you work out the best person to ask if you have problems with work or may try and contact someone in school and ask them to help you.

Try and work out whom you would approach in these situations:

- You don't know where your next lesson is.
- You cannot read your homework notes.
- You have got into trouble for forgetting your course book several times.
- In the lesson you did not understand what the teacher wanted you to do.
- You have not got a pencil which is needed to complete your work.

**REMEMBER TO ASK FOR HELP!**



# Saying Sorry

If you do break a school rule or behave in a way that upsets or hurts someone then you can show you are sorry by apologising. Sometimes this can be hard as it can be difficult to admit that you are wrong.

Here are some examples of times when you may need to say sorry.

## **When you forget something**

- If you forget something, it is not a big problem. Everyone forgets things and it is always a good idea to say you are sorry.
- Imagine you have forgotten something. Practise saying the right words with a partner and then it will be easier when it does happen.

For example:

"I am sorry Sir / Miss. I'm not used to my timetable yet and I've forgotten to bring the right book. I will remember it for the next lesson."

## **When you make a mistake**

- Mistakes can sometimes happen because you did not really understand what the teacher meant. Some things may be different from what you are used to and if you pretend that you understand when you don't the teacher will not know that you need help.
- Think up a situation in which you have not understood exactly what the teacher meant and discuss this with a partner. Take turns to explain to the teacher what has happened.

For example:

"I am sorry Sir / Miss, I have been listening, but I don't understand. Please could you tell me again."

# Settling into Secondary School

(and how to solve the problems you might face)

Sometimes something can happen at school that makes you upset or anxious. A lot of people feel like this especially when they are starting somewhere new.

- **Keep calm.** Tell yourself, “I can solve this problem if I stay calm.”
- **Decide what the problem is.**
  - Are you frustrated because you could not do something you wanted?
  - Are you upset because someone did something to you?
  - Are you worried because something has gone wrong?
- **Think about possible solutions.**
- **Think about the consequences.** What will happen if you try different solutions?
- **Pick the best solution.**

**Task: Talk with a friend about what you would do in each of these situations in school.**

1. You haven't done your homework.
2. You have forgotten your student planner.
3. You are in a crowd going upstairs and you think someone pushed you.
4. You think you are lost.
5. You see someone being bullied.
6. You find someone crying in the corridor.
7. You've lost your purse/ wallet.
8. You see someone stealing money from someone's bag.
9. You find someone's purse.
10. You've ripped your trousers/ skirt.

