

A Parent's Guide to Transition



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Welcome



Dear Parents/Carers and Students

May I wish you a warm welcome to Wollaston School.

I am delighted that you have accepted your place at our school. We are aware that it is a daunting step moving from Primary to Secondary School and we are already working hard to make the transition from Year 6 to Year 7 as smooth as possible. We will endeavour to make this a pleasurable experience for each and every one of our new students.

Whether you have older siblings here or this is the first member of your family to attend Wollaston School, I am sure you will have lots of questions. Each year there will be some changes and new developments and I must encourage all families to look through the information we have provided very carefully. We are particularly keen that our newest intake have the correct school uniform and all of the required equipment listed. Year 7 should be the smartest and best prepared year group in the school.

Inside this booklet you will find a whole host of information about Wollaston School that will prove useful, not just throughout Year 7, but your whole journey with us, so please keep it somewhere safe. As well as containing general information about the school, it also outlines what you can expect of our transition process, so that you are aware of what will be happening and when.

I will be around during the induction days to meet all of the students and hope to see you all for our first parents' meeting opportunity at the end of the first induction day, where you can also meet your child's tutor and year team. If you have any queries in the meantime, please do not hesitate to contact us: WOL-Transition2022@wollaston-school.net

I look forward to meeting you in July.

Kind regards

Mr Simon Anderson
Head of School

Contact Information



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Student Services Manager: Mrs S Halliday
Year 7 Transition Enquiries:
WOL-Transition2022@wollaston-school.net

Mr J Birkett

CEO of The Nene
Valley Partnership

headteacher@wollaston-school.net



Mr S Anderson

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TBA

Head of Year 7

TBA

Mrs M Elmes

Year 7
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Ms A Walker

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The Transition Process

An Overview



Below, I have outlined the different stages in the transition process so that you are aware now of what will be happening and when.

More detail and information surrounding the different events will follow in due course.

May 2022	<ul style="list-style-type: none"> Year 7 Transition coordinators to visit all main feeder Primary Schools where students will be attending Wollaston in September Admission pack given to Parents via Primary Schools (feeder schools only) <i>Includes: Admission form; Wellbeing questionnaire; Modern foreign languages letter; Pupil premium/Free school meal entitlement letter, Healthcare plan letter, Transition guides and Uniform guide</i>
June 2022	<ul style="list-style-type: none"> Transition coordinators for Year 7 visits to main feeder Primary Schools continue Induction Day/Information pack sent to parents <i>Includes: Induction Day information; Locker application form; Code of conduct; Temporary bus passes for Induction Days (if applicable).</i>
July 2022	<ul style="list-style-type: none"> Induction Days (all students) - Monday 4 July and Tuesday 5 July Welcome Evening Tuesday 5 July
September 2022	<ul style="list-style-type: none"> Friday 2 September - First day of term for students.

Key Dates and Times



Term Dates

Term 1: Friday 2nd September 2022 to Friday 21st October 2022

Term 2: Monday 31st October 2022 to Friday 16th December 2022

Term 3: Wednesday 4th January 2023 to Friday 10th February 2023

Term 4: Monday 20th February 2023 to Friday 31st March 2023

Term 5: Tuesday 17th April 2023 to Friday 26th May 2023

Term 6: Monday 5th June 2023 to Thursday 20th July 2023

Professional Development Days

Thursday 1st September 2022

Friday 25th November 2022

Monday 28th November 2022

Tuesday 3rd January 2023

Friday 21st July 2023

Attendance



Students will only learn well if they attend school regularly. It is our job to help them learn; it is parent's/carer's responsibility to make sure they come to school every day and arrive on time. Attendance is a crucial part of a student's academic career, so at Wollaston we have very high expectations for excellent attendance.

School requirements:

- If your child is ill, it is your responsibility to contact the school on the first and each subsequent day of your child's absence. Please leave a message on the attendance line: 01933 663501 or online via our Website.
 - Unlike primary school a 48 hour recovery from illness is not procedure at secondary school and we encourage students to return as soon as possible.
 - Please make all medical appointments outside the school day. If this is not possible, please make sure your child comes to school before the appointment and returns to school after the appointment.
 - An appointment card or letter must be shown to confirm all medical appointments. Students should obtain a signing out slip from their Head of Year or from Student Services and they must "sign out" before leaving school and must "sign in" on their return.
 - If a student arrives late to school, they MUST sign in at Student Services, giving a reason for their lateness. Parent/Carers will be contacted if the school has concerns regarding lateness.
 - Term time holidays - Please note that we will not approve term time holidays except in an exceptional circumstance. If an exceptional circumstance requires time off school, please contact the Head of Year in the first instance. Term time absence can have a detrimental impact on a child's performance at school and we therefore encourage you to keep any period of absence to an absolute minimum.
- Further details can be found on our website: www.wollastonschool.com

Attendance and punctuality

We encourage, value and reward good attendance at school. Research shows that good attendance goes hand in hand with good progress and examination results and therefore, we will monitor and inform you of your child's attendance rate regularly.

Holiday

If holiday is taken without authorisation from the Headteacher during term time, Parents can be fined by the Local Authority.

Initial Fixed Penalty Notice of £60.00 is issued to each parent for each child:
(A two parent family with two children = £240.00).

We have a policy of monitoring and tracking attendance and engaging parents in the process. We thank you in advance for promoting high attendance and punctuality.

175 NON SCHOOL DAYS A YEAR				
175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments.				
0 days absence 190 Days of Education	6 days absence 184 Days of Education	10 days absence 180 Days of Education	17 days absence 173 Days of Education	20 days absence 170 Days of Education
100%	96%	94%	91%	89%
Good Best chance of success. Gets your child off to a flying start		Worrying Less chance of success. Makes it harder to make progress		Serious Concern Chance of success significantly lower

Additional Needs



At some point during their education around 20% of students will require additional support, either academically, emotionally and/or socially.

At Wollaston School we have a variety of support systems in place to allow all students to achieve their potential. As part of the transition process we will:

- Work closely with primary schools so that they can pass on as much information as possible about each student.
- Give students a range of assessments to identify strengths and areas where they may need additional support.
- Have in place a range of different intervention activities to support identified students in securing the skills they need to be as successful as possible.
- Work with a range of professionals from outside school to help us better meet the needs of your son/daughter.
- Provide a well trained and experienced team including a SENCo (Special Educational Needs Co-ordinator), High Level Teaching Assistants and a team of Learning Support Assistants.

If you have any questions about SEN provision for your son/daughter or would like to arrange a visit to the department, please contact:

Mrs C Codner Assistant Headteacher Inclusion and-SENco codnerc@wollaston-school.net



Mrs E Taylor Assistant SENCo taylor@wollaston-school.net



Ms Jennifer Sim SEN Student Manager simj@wollaston-school.net



Transport



The majority of Wollaston School students are eligible to travel to school by means of a Northamptonshire County Council bus pass. In the interests of health and safety this large number of students are expected to behave on the journey to school and whilst waiting at bus stops. The bus timetable will be announced in the following weeks.

Travel Agreement

Each student issued with a bus pass and all fare paying students not eligible for a bus pass but who travel to school on the school bus, are expected to sign a 'Travel Agreement'. This agreement outlines expected levels of behaviour and methods of conveying information about behavioural incidents should they occur.

Actions to be taken if travel agreement is broken

- The school works closely with the County Council and the Bus Companies and individual bus drivers to ensure that students travel to school safely.
- It is an expectation that students behave well whilst travelling on school buses. A safe journey free from unwanted attention or disruption is essential. Students who break this travel agreement will be disciplined and may face the loss of their bus pass. In extreme or persistent cases of disruption and endangerment a fixed term exclusion from school may also be given.
- If a student is reported for engaging in disruptive and/or dangerous behaviour they will be disciplined according to the school's behaviour management policy. Their parents will be contacted. In agreement with the bus companies and the County Council, their bus pass will be withdrawn for a fixed period of time.
- Good behaviour is expected of all our students when travelling on buses to and from school and on school related activities or trips. This includes travel in the school minibus. Members of staff and parents should encourage safety awareness for our students during travel on buses. Basic requirements are:
 - * Follow the instructions of the driver.
 - * Seat belts must be worn at all times.
 - * No student should stand, or move from seat to seat or between decks (where applicable) whilst the bus is in motion.
 - * Unless required to listen to instruction, students may talk to neighbouring passengers but must not shout to those seated further away. Windows, roof lights or doors may only be opened with the permission of the driver.
 - * The bus must be at a complete stop before boarding and before students vacate their seats to depart the bus.
 - * Students must not consume food or drinks on the bus and are expected to help keep the bus clean and tidy by using the litter bins and trays provided.
 - * Smoking is not allowed on any form of school transport.
 - * Any damage to bus property will be expected to be paid for.

Homework



Learning at home is an essential part of the good education to which our children are entitled. It is not just about re-enforcing learning in the classroom, although this is important. A good, well organised homework programme, helps young people develop skills and attitudes they will need for successful, independent, lifelong learning.

Homework

Homework is an integral part of developing independent, resilient and resourceful learners, all of which we value as key skills at Wollaston School. Homework provides a vital platform for students to develop such skills and positive learning behaviours that they need for the future.

Homework also enables Parents and Carers to have an insight into their child's work and promote a partnership between home and school. Students can expect to receive a programme of homework when they arrive in Year 7 and this programme is adapted as students move up the school.

We have high expectations around homework and to that end, students have to attend after school support sessions if they miss three deadlines for homework.

Parents and Carers are encouraged to play an active role in supporting with homework by checking planners and homework schedules, providing a suitable learning environment for students to complete homework and supporting with homework tasks that students may find challenging. If there are any problems with homework, parents can contact the form tutor or subject teacher in the first instance.



Learning to use the internet and electronic devices in a productive manner is key to learning in the 21st century. We want the use of devices to enhance learning and engagement with subject matter. The use of technology in a responsible manner allows for a more immersive and engaging learning experience.

Bring your own device (BYOD)

The use of bring your own device in school allows students to have the ability to answer questions, check for information, engage with and deepen their learning on a platform they are comfortable with.

Students are encouraged to use these devices to improve their learning through a variety of different methods.

Students will be provided with information on how to connect to the school network using BYOD during their first weeks at school. Our wi-fi supports a wide range of devices* and it will allow students to access the internet and a range of internet based learning resources.

During the school day students may be asked to use their own device in lessons. There will be adequate warning for this so that students can bring their device to school. The teacher will inform them if specific apps are required. These apps will be free and will allow the students to access the content in the lesson. Lessons will be designed in such a way that students who do not have a device are not disadvantaged.

For further guidance please refer to our *Acceptable Media Use and Bring Your Own Device (BYOD) Policy* which can be accessed via our website.

School Website

EduLink

Go4schools



Website

On our website you will find copies of any letters that we send home on a “whole year” basis, calendar events (including Parents’ Evenings), and lots of other useful information. To keep up to date with news please subscribe to our weekly ‘round up’ newsletter by registering your details via the website: www.wollastonschool.com.

EduLink One

This gives teachers, parents and students a single interface to share information and documents across a range of devices.

We will update you in due course regarding how to access this platform.

Go4schools

Our on-line reporting system which allows you to view progress data and attendance together with reports which can be accessed and printed at home.

Go4schools provides parents with the most up-to-date assessment information as it is continually updated by teachers and displays student records in real time.

To access the system you will need to go to www.go4schools.com. Once you have clicked on the ‘Parents’ tab you will be asked to enter your email address. If you are new to this system you should enter your email address in the ‘**first time user**’ box and a password will automatically be sent to you shortly thereafter. You can change this password in ‘**my setting**’. **If you are a first time user you will not be able to access Go4schools until 2 September 2022.**

The system can be accessed on a mobile phone, laptop or home computer.

Further information on how to access your child’s online information in Go4Schools is included in this pack.

Behaviour & Achievement



Wollaston School believes in establishing and maintaining a positive learning culture, where everyone has the right to feel safe, enjoy their learning, achieve to the best of their ability and be treated with respect.

Everyone has a responsibility for their own behaviour, to safeguard the rights of other people and to treat others with respect, dignity and consideration. Our behaviour policy which can be found on our website underpins the rights and responsibilities which are at the core of our beliefs.

Teachers are expected to demonstrate consistently high standards of personal and professional conduct. This means that we aim to treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position. We have regard for the need to safeguard students' well-being and show tolerance of and respect for the rights of others, preserving fundamental values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Within the school, pastoral teams have direct responsibility for managing the behaviour of students and ensuring the smooth running of the school is maintained. This includes teachers and support staff, learning support assistants, student managers and Heads of Year. These teams are supported by the school's Leadership Team.

We have high expectations of students. To ensure that high standards of behaviour are maintained consistently throughout the school, the school expects all students, with parental support, to abide by the Behaviour policy.

Rewards

As a school we believe strongly in the role of rewards in promoting and rewarding positive behaviour. Members of staff are encouraged to recognise and reward positive behaviour. Through positive feedback and support, it is our overall aim to encourage students to develop positive images of themselves and nurture a self-confidence that will allow students to feel responsible and committed towards their own learning, both in and out of the classroom. The right sort of praise and support at an early stage can often avoid potential problems.

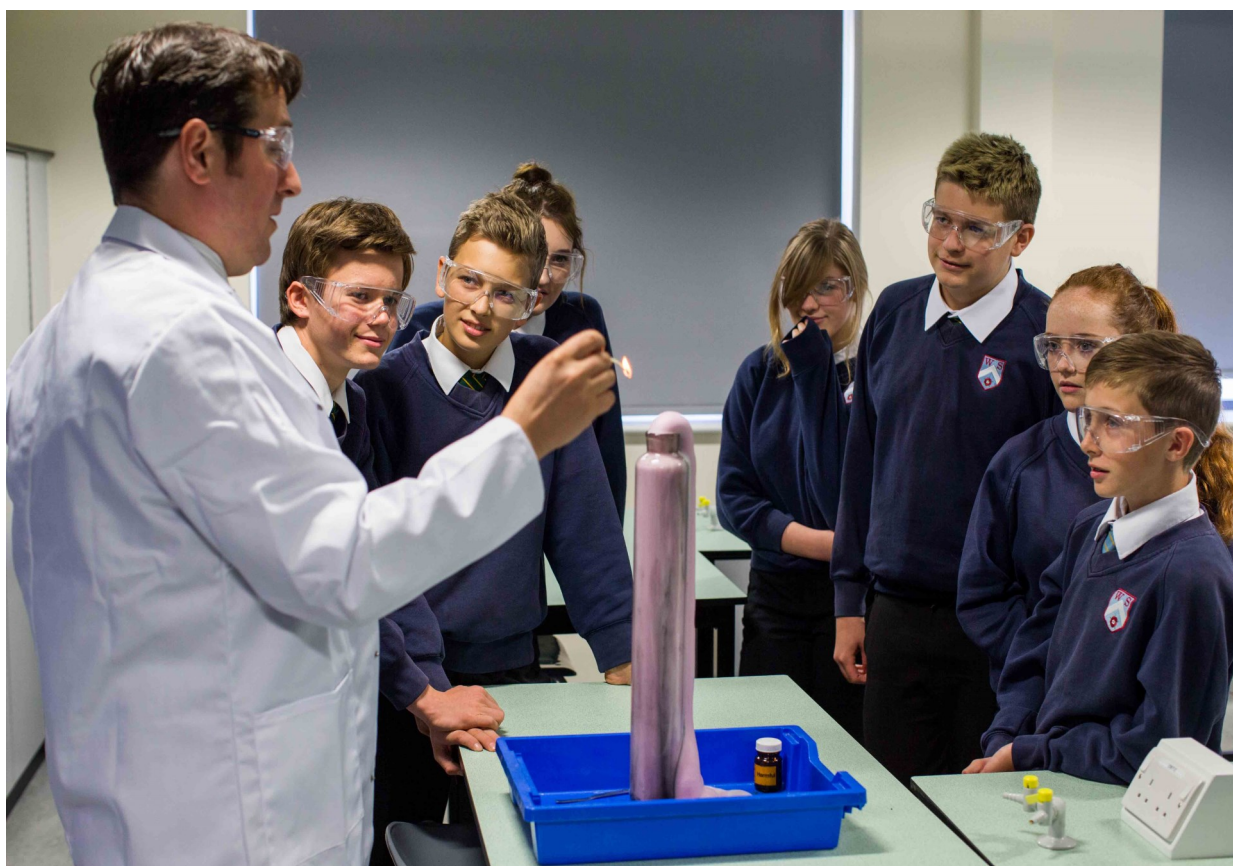
The following are examples of areas worthy of recognition by staff and are recognised in a number of different ways:

- Consistently good and improved standards of work
- Completion of homework
- Effort in class
- Attendance
- Improved average effort grade
- Outstanding effort or achievement in extra-curricular activities
- Supporting aspects of school life - e.g. parents' evening, concerts
- Service to the school or local community
- Supporting the work of others in your subject
- Contributing to form/year activities e.g. inter-form competitions

At the end of Year 11 and Year 13, students are invited to return to school for formal GCSE and A Level Awards Presentation Evenings.

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Wollaston School



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