



# Getting ready to transfer to Tottington High School

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

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

"Goodbye

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School,"

"Hello  
Tottington!"

This booklet is to give you the chance to think about moving to secondary school and to find out more about the school, the adults who work here and what it is like to be a Tottington High School pupil.

Some of the booklet you won't be able to complete until you arrive, but you can use the school website, the internet and speak to friends or family members who are already pupils here.

It's totally okay to feel anxious about change and moving school is a big step, but remember **all** of the adults at school are here to help and we can't wait to meet you and welcome you to Tottington High!

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

Now you know you will be joining Tottington High School in September; it is a good idea to find out as much information as you can before you start.

The address is

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The telephone number is

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The e-mail address is

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The website address is

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The name of the Principal is\_\_\_\_\_

# Going to Tottington High School



## How do you feel?

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

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. Or cut them out and stick them into the boxes on the next page.

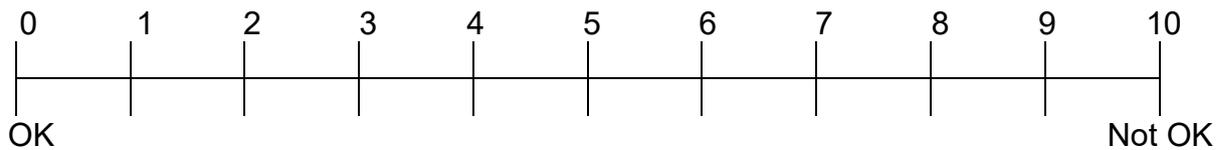
Making new friends	Learning a new timetable
Dinner time	Travelling on the school bus
Having a different uniform	Being on time
Finding my way around	Break times
Getting to school	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	School rules
Homework	Meeting my new tutor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

If you have cut out the phrases from the previous page, paste them into the appropriate box.

Worries	Happy

# A solution-focused approach

Think about something that worries you about moving to Tottington High 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? \_\_\_\_\_  
\_\_\_\_\_



# Tottington High School question sheet

<b>Questions about how the School works</b>	<b>Best way to find out</b>	<b>Answer</b>
What time does the school day start/ finish?		
What time are break-times and lunch time?		
Where do students go at lunch time?		
How much homework do you get?		
What happens if it isn't done?		
Where can I do my homework in my free time?		
Who's the best person to talk to if I am having a problem?		

<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 Tottington I can walk with?		
How long will it take to get there?		
What time will I have to get up?		

<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 Principal		
Who else do you need to know? What do they do and when will you see them?		

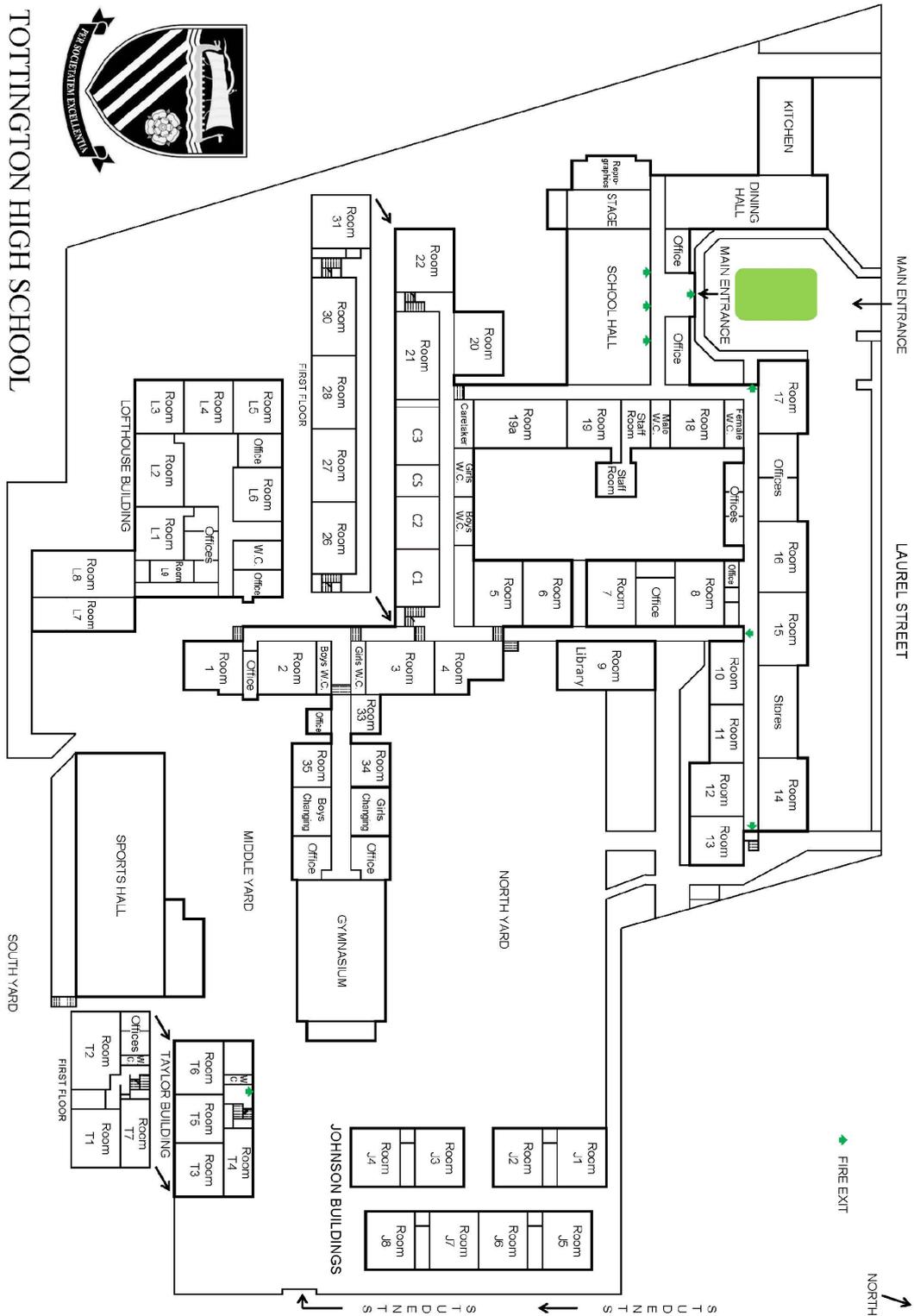
<b>Questions about the timetable and learning opportunities in School</b>	<b>Best way to find out</b>	<b>Answer</b>
How does the timetable work?		
What subjects will I be able to study?		
What facilities does the School have (e.g. sports equipment, science laboratories)?		
What happens if I find the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

Are there any other questions you might have? Can you think of any?

Jot any you think of down so you can find the answer.

# Finding your way around

It can be difficult to find your way around a new environment. Here is a site map of Tottington High School to help.



TOTTINGTON HIGH SCHOOL

# 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 at Tottington High School have.

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

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

When will you see them? \_\_\_\_\_

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

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

When will you see them? \_\_\_\_\_

Is there anyone else who might help you?

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

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

When will you see them? \_\_\_\_\_



# Tottingon High School Uniform

It is important to wear the right clothes when you start at Tottingon High School. We want you to look smart and feel like you are a member of our school community.

Find some photographs of students at Tottingon High 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.

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?

- Buttoning a shirt?
- 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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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. \_\_\_\_\_

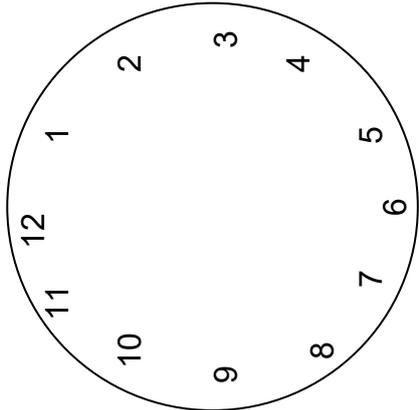
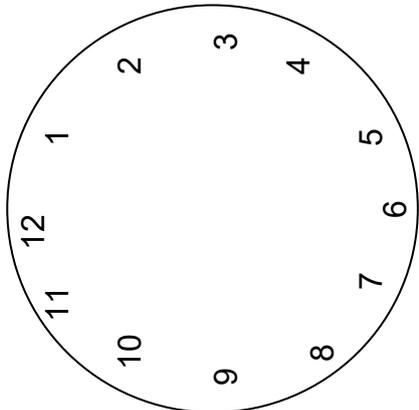
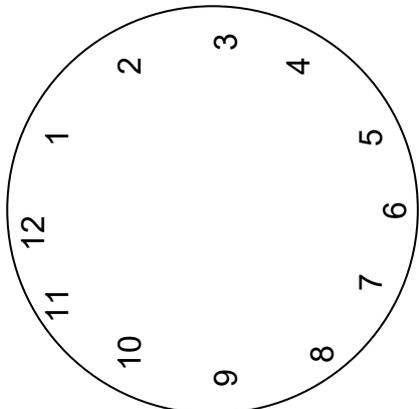
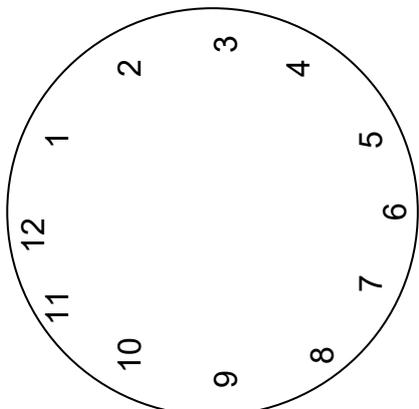
5. \_\_\_\_\_

6. \_\_\_\_\_

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

# School times

# Organisation at school

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

# Making positive choices at Tottingham High School

Think about how you are expected to behave at Tottingham High School and the reasons for this.

Fill in the chart below. If you cannot think of some reasons there are some suggestions below.

<b>School expectations</b>	<b>Positive results that will happen if I do</b>	<b>Negative results that will happen if I don't</b>
Attend classes		
Work hard		
Produce work on time		
Co-operate with others		
Get a good qualification and a good recommendation from School		



**These are some positive and negative statements to help you.**

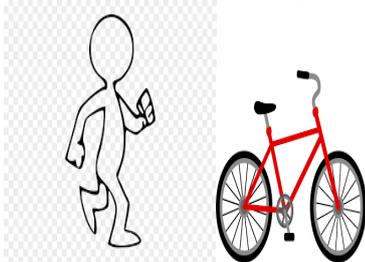
<p>People will think I am hard-working. Other students may ask for my help.</p>	
	<p>Teachers, my form tutor and my family will be worried that I am not achieving my best.</p>
<p>I will be proud of my achievements.</p>	
	<p>Tutors will be disappointed if I disrupt the group and stop other students from working. People who disrupt other students' work can be given a detention or be asked to work in another room.</p>
<p>I am likely to get a good job that I enjoy.</p>	
	<p>Teachers and family will worry about me. Teachers will not be able to their job of teaching and helping me.</p>
<p>People will think I am reliable. I will feel good.</p>	
	<p>I might not get the qualifications I could. This might affect my college and job choices.</p>
<p>People will think I am good to work with.</p>	
	<p>Teachers and family will worry about me. They may feel I am not being responsible and not asking for help when it is needed.</p>



# 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?	



Remember to ask your parents to drop you off outside the school gates, if it is safe for them to do so. This makes it easier for other pupils to get into school safely!

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

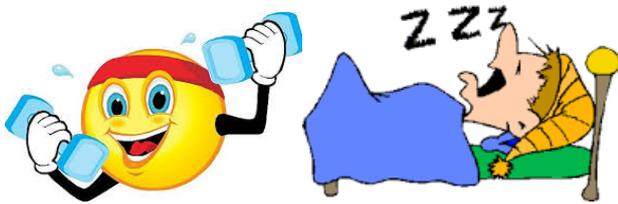


Where is the bus stop?	
What time is my bus to school?	
What number is the bus?	
Will I need money for the fare?	
What time is my bus from school?	

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

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

# 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

# Home help

Give this sheet to your Mum or Dad, or whoever helps you get ready for school

## Ideas for helping your son/ daughter at home

The most important help you can give is continual encouragement and praise.

### Talk

Encourage your son/ daughter

- To talk about school- likes/ dislikes, what they are good at, what they are worried about...
- To talk about books, films, hobbies etc.

Don't pressure them they will talk when they are ready.

### Organisation

- Encourage them to make a large copy of their timetable
- Display it in a prominent place
- Refer to it to remind them what lessons they have each day
- Make lists of what they need each day
- Encourage them to pack their bag with everything they need for the next day
- Encourage them to check it against the list for that day
- Don't pack their bag for them
- Encourage them to get into a routine and do things in a similar sequence

### Homework

- Help plan out extended pieces of homework over a period of days or weeks
- Check their homework diary each day
- Encourage them to have a set time to do their homework
- Help with homework
- Don't do their work for them
- Keep an eye on the time they spend on their work. Check they do not spend too long or too little time on each piece.
- Let your child's teacher know if they are struggling with the work, or to keep up.

# Making new friends

At Tottington High School you will meet students from other schools. There will be opportunities to make new friends. It can be difficult to get to know someone new.

It may help to act out meeting new people and use some of these suggestions.

- Smile when you say **“Hello”**.
- Start the conversation by asking a question about what they are doing  
**“What are you doing?”** or **“What are you reading?”**

or about something you have in common  
**“So how do you like this lesson?”**

- Introduce yourself  
**“By the way my name is \_\_\_\_\_, what’s yours?”**
- Ask some other questions to find out about them. Suitable topics may be:

School: **What are you studying?**  
**Who is your teacher?**

Home: **Where do you live?**  
**How do you get to School?**

Interests: **What do you like doing?**  
**What’s your favourite TV programme?**

Family: **Have you any brothers and sisters?**

- If they answer your question respond to some of the information, they have told you. If you can, ask another question.

**“That’s my favourite lesson too. I enjoyed working on the computers. What did you like doing?”**

- Do not ask about sensitive topics. These are topics that could make the other person upset.
- Don’t ask about something that makes the person look or sound different.
- Don’t ask about any problems he or she may have.

# Facts about bullying

## **Bullying:**

- Is any behaviour by an individual or a group that deliberately harms another.
- Can be physical or involve threats of physical harm.
- Can be name-calling or spoken teasing.
- Can be demanding money or things, or making someone do something they do not want to do.
- Can involve excluding someone (deliberately leaving someone out of an activity, ignoring them etc.)
- **Is usually repeated over a period of time.**
- Takes place when one person or group has more power than the person or group being bullied.

## **Bullying is not:**

- An accidental bump or jostle, in the school corridor, for example.
- An argument with a friend.
- A friend being nasty over something specific.
- A one-off fight or argument.

## **Why do people bully?**

- Very few people who are happy with themselves bully others
- Sometimes bullies have been bullied themselves - they are looking for someone to take their anger out on.
- Sometimes bullies are jealous.
- Bullying can make people feel strong, respected and powerful, but they often feel bad too.

# 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 someone at home. 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 Tottington High 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.**

Talk with someone at home 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 find someone's purse.
9. You've ripped your trousers/ skirt.