

Y7 Transition Booklet



NAME:

FORM TEACHER:



Dear Year 6 pupils,

Welcome to the Ecco family! We are very much looking forward to meeting you all for your transition visits in June and can't wait to see you all in your Ecclesfield uniform in September.

It's totally understandable if you feel a little bit nervous about leaving primary school and coming to 'big' school. It's natural to have lots of questions about what it will be like. The staff and students here all know what it is like to be a new Y7 and will help you find your way around the building or answer any of your questions when you get here. You will be nervous, but in no time at all, you will be one of the family!

This booklet is for you! We would like you to read the booklet and complete as many of the activities with 'Y6' at the top of the page. You will need to bring this booklet with you in September as you will continue to work through it with your form tutor.

We will be in touch again soon with information about your tutor group and you can always check the school website with your parents/carers for updates and videos which might answer some of your questions now.

For now, stay safe and look after one another.

Yours Faithfully,

Miss Melody
Assistant Headteacher

THIS IS ME

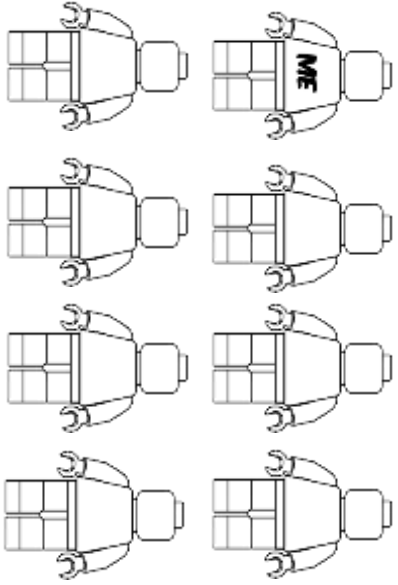
A snapshot into my life



MY NAME IS:

MY BIRTHDAY IS:

THE MEMBERS OF MY FAMILY



DRAW YOUR FAMILY
(THERE IS EVEN SPACE FOR YOUR PETS)

THE THINGS I AM GOOD AT



MY FAMILY ORIGINATES FROM



MY HOBBIES ARE

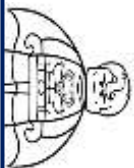


I NEED MORE



HELP WITH

MY HERO IS ...



THE THINGS IN

LIFE I LIKE



THE THINGS IN

LIFE I DISLIKE



THE PERSON IN MY FAMILY

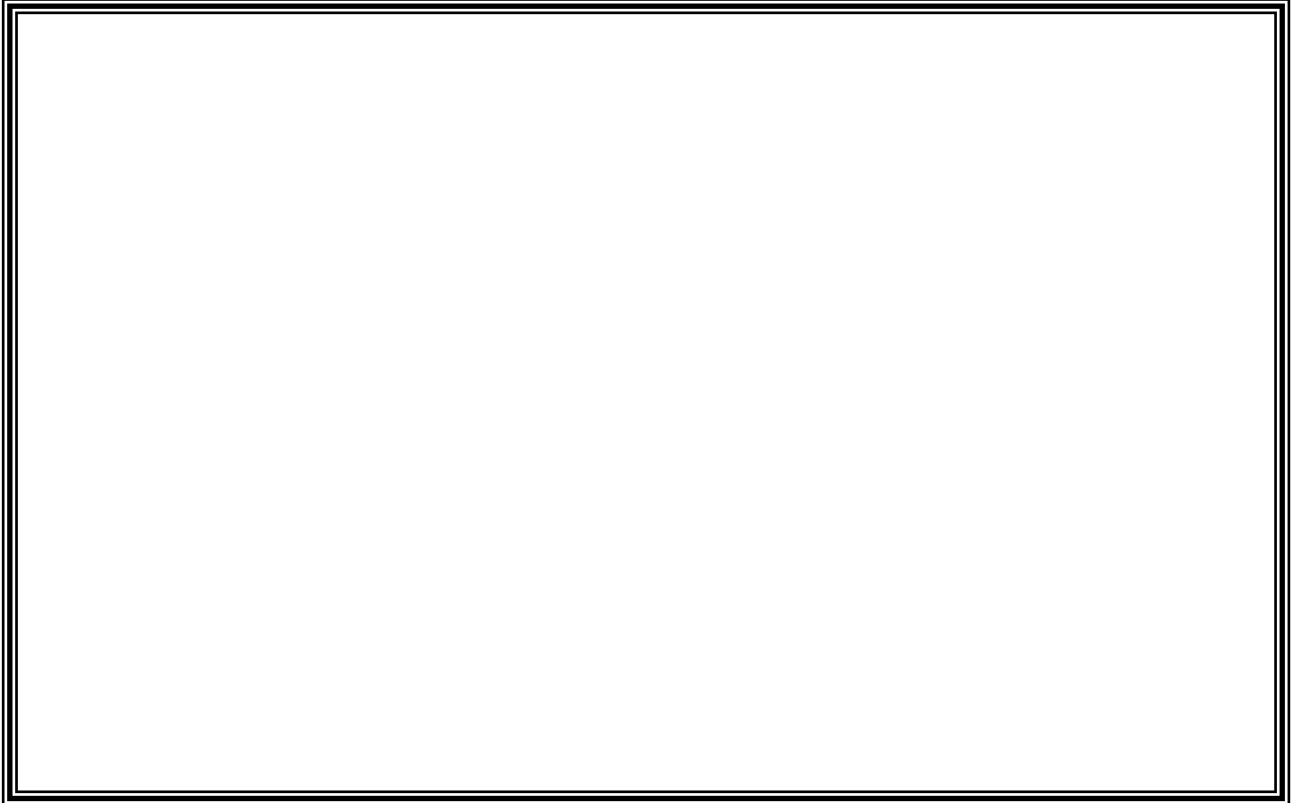


I LOOK UP TO & LISTEN TO THE MOST



Y6

My New School



In the box above, draw any images of things you connect to Ecclesfield School.

Name of my Primary School:

Name of my Y6 teacher:

Name of my Secondary School:

Name of my Form Tutor:

Name of my Headteacher:

Y6

Going to Secondary School

How do you feel?

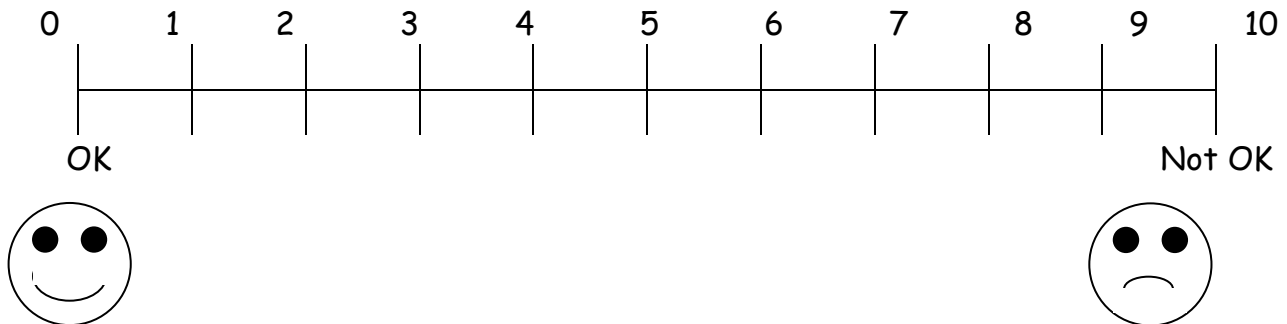
These could be useful to think about when you think about changing school.

Use two different coloured highlighters/colours, highlight/colour the phrases that you are looking forward to in one colour; use a different colour for those you are worried about.

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?	Your response
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, in 6 months and in a year?	
What would help you move one point closer to 0?	
What will have changed so that you know that you are less worried?	

Y6

School Ready Checklist

Here are some anagrams of the equipment that you will need to be ready to learn at Ecco. Can you unscramble them? You can then use this list to check you are ready for September.

1. sepn = _____
2. reurl = _____
3. elpicn = _____
4. relnpan = _____(you'll get this on your first day)
5. lcartaoluc = _____
6. tewra leotbt = _____
7. dnigaer okob = _____
8. pprlue enp = _____
9. enger enp = _____
10. regihhgthli = _____



Our Ecco Values

At Ecclesfield we have four values which all of our staff and students work to develop during their time at school. The values are:

Work Hard

We recognise that good work comes from hard work and that hard work pays off.

Be Kind

We are polite and considerate. We celebrate our differences and help those in need.

Aim High

We are ambitious and determined and make the most of every opportunity.

Show GRIT

We overcome challenges that stand in the way of achieving our goals. We stay positive and never give up.

As a school, we ask you to practise these values every day, so that you become an expert in them. In Y7 we will focus on 'Show GRIT.' You will receive a passport in which you will collate evidence to prove that you are practising your GRIT. Activities which show you are using your GRIT could be:

- Go for a walk or a swim for an hour
- Make a wholesome meal for my family and also washed up.
- Help with the chores at home for a week.
- Wash your clothes on three separate occasions.
- Participate in an extra-curricular activity at least 10 times over the year.
- Request to redo a test or piece of work in which I did not do as well as I had hoped and put in the hard work to improve it.
- Organise an activity which helps others.
- Speak in front of a group of people.
- Learn a new skill and practice it for at least a month.
- Write a letter using pen and paper to a teacher, politician etc about something you feel strongly. Set it out as a formal letter!
- Spend 24 hours without my mobile phone or any smart technology.
- Read and summarise 'IF' by Rudyard Kipling.

However, this is not the only evidence you can use. If you already do something which you think shows your using GRIT, you can submit this as evidence too! The more you do, the higher your reward and there is a Gold standard award available too!

On the next page, mind map/draw/summarise how you could show you are demonstrating each of the four Values.

Show GRIT (Y7)

Be Kind (Y8)

Work Hard (Y9)

Aim High (Y10/Y11)

Ecclesfield School Question Sheet

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?		

Questions about getting to School	Best way to find out	Answer
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?		

Questions about School Uniform and equipment	Best way to find out	Answer
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?		

Questions about Who's Who	Best way to find out	Answer
Name of your form tutor		
Name of your Progress Leader		
Name of your Pastoral Leader		
Name of the Head Teacher		
Who else do you need to know? What do they do and when will you see them?		

Questions about the timetable and learning opportunities in School	Best way to find out	Answer
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?		

Any other questions I have	Best way to find out	Answer
1.		
2.		

3.		
4.		
5.		

Getting Ready for the Secondary

Y6

School Day

Here is an example of a secondary school timetable. Look carefully at the timetable, read the information underneath and then answer the questions.

Day of the Week	Period 1	Period 2	Period 3	Period 4	Lunch	Period 5
Monday	PE	Maths	English	Science	Packed Lunch	History
Tuesday	Spanish	Food Technology	French	Business Studies	School Dinner	English
Wednesday	Science	Maths	PE	Geography	School Dinner	Technology
Thursday	French	English	Business Studies	Coaching Time	Packed Lunch	Geography
Friday	Science	Spanish	Maths	History	School Dinner	PE

- For food technology, you need to take in the ingredients you need to make your food.
- For PE, you need your PE kit.
- For every other lesson, you need to take your homework in.
- For **all** lessons, you will need your planner and full school equipment.
- When you are having a packed lunch, you will need to remember to take it with you.
- When you are having a school dinner, you need to make sure you have enough money with you.
- You go to school on the bus every day so you need your bus pass **every day**.

Getting Ready for the Secondary School Day

Use the information you have to answer the questions below. Think about which lessons you have and what else you might need for the day.

1. It is Monday tomorrow. What do you need to pack into your school bag?

2. It is Thursday tomorrow. What do you need to pack in to your schoolbag?_____

3. It is Friday tomorrow. What do you need to pack into your school bag?

4. It is Tuesday tomorrow. What do you need to pack into your school bag?

5. It is Wednesday tomorrow. What do you need to pack into your school bag?



Top Tips for Surviving Secondary School!



Look at your timetable and make sure you know where to go and when.

Teachers won't expect you to get every answer right, but they will be impressed if you try your best and 'have a go' at learning new things.



Make sure you have the right books and equipment with you for each lesson.



Sometimes things won't go your way - they will be difficult or unfair or embarrassing. This is normal and happens to everyone, so don't worry. Just say to yourself, 'tomorrow's another day'...



It might seem hard to make new friends, but everyone is feeling the same way. Say hello!

If someone else seems to be having a hard time, try to help. This is a good way to make friends and hopefully they will return the favour.



If you do something wrong or forget something, it's much better to own up straight away.



Believe in yourself! You can do it!



Finding your way around

It can be difficult to find your way around a new environment. You will get lost at the start, but you'll be amazed how quickly you will find your way around the place.

Teachers understand that you might be late because you are lost, so don't worry!

The key places you will need to find first will be:

- Lady Mabel Hall
- Your form room
- The library
- Different subject rooms e.g. English room, Science labs, Art room, Computer suite
- The canteen
- The toilets
- Student Services
- Student entrance

Treasure Hunt:

To help you orientate yourself to school you are going to complete a treasure hunt. You will have to solve the clues and this will lead you to a location around the school. Once you find the location, you will find an image which is the answer.

Clue	Answer
You will go here to sign in and out of school for an appointment	
You will have assemblies here	
You can buy snacks and meals here	
Mr Walkden runs a football club here every lunchtime	
If you are unwell, your teacher may send you here	
To top up your account for the canteen you will need to go here	
Your Progress and Pastoral Leaders can be found here	
This is a main meeting point for after school and is a very strange statue. Bonus point if you can tell what it is.	
You'll need to top up here if you're thirsty!	

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The House System

Ecclesfield School divides students into groups that include students from all year groups. These groups are known as Houses. Often there are inter-house competitions to earn the most points across the year.

The Houses are:

- Churchill (Green)
- Nightingale (Orange)
- Rowing (Yellow)
- Franklin (Purple)
- Turing (Blue)

You can tell which House you are in by the colour of tie you are wearing. Within your form, there will be people from each of the Houses.

Our Houses are named after famous people. Research these people and summarise what they are famous for in the space below:

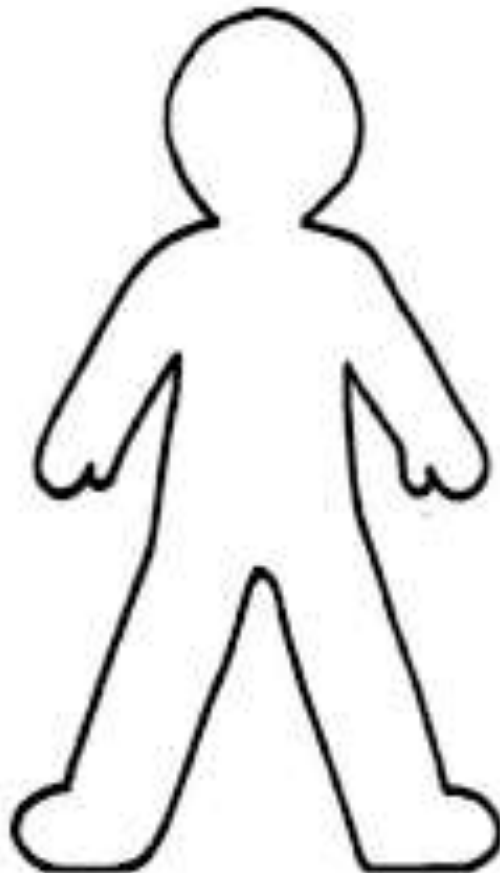
Sir Winston Churchill	
Florence Nightingale	
JK Rowling	
Rosalind Franklin	
Alan Turing	

Y6

School Uniform

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

Find a picture of the school uniform from the website if you are not sure what it looks like. Draw the uniform onto the template below:



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.

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

When I visit my Secondary School

Date of visit

Time

Who will I go with

How will I get there



My questions	Best way to find out	Answer

After visiting your new school

Describe what you did and saw.

What did you like at the School?

What didn't you like?

How was it different from your Primary school?

Is there anything else you want to find out?

Morning Break

At the end of a lesson you need to pack your bag, check you have all your belongings and usually you have to leave the room in order to go to your next lesson. At some time in the morning you will usually have a longer break in which you have time for a snack and to meet up with your friends.

Start Finish Length of break

Where can I go and what can I do at morning break?

Place	What you are allowed to do

What snacks can I buy at School?

1. _____
2. _____
3. _____
4. _____

Lunch Break

The lunch break is between morning and afternoon lessons. It is a time when you can mix with your friends, go to a lunchtime activity, and eat your lunch.

Start

Finish

Length of break

Where can I go and what can I do at lunchtime?

Most Secondary Schools have a canteen system or you can bring a packed lunch.

Make a list of some of the different types of food you can buy in the canteen:

1. _____

2. _____

3. _____

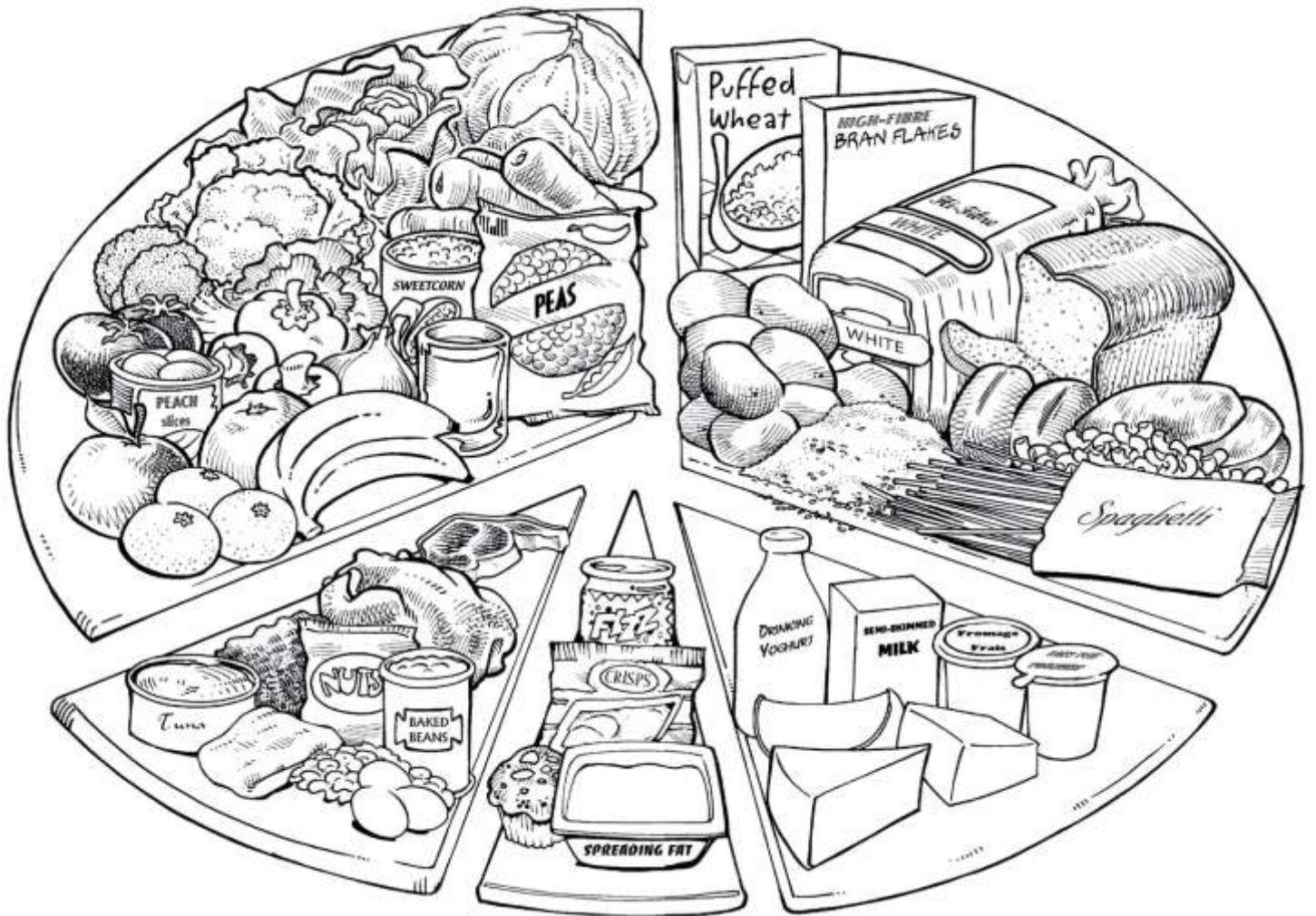
4. _____

5. _____

Choosing what to eat from the canteen

Y6

See the Eat Well plate below which shows what a healthy diet is comprised of. Colour in your plate.



Coping in Secondary School

Think about how you are expected to behave in School and the reasons for this.

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

School expectations Column 1	Positive results if I do the things in column 1	Negative results if I do not do the things in column 1
Attend classes		
Work hard		
Produce work on time		
Co-operate with others		
Have a good Attitude to Learning		

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? _____

Do you know the way? _____

What time will you need to leave home? _____

Looking after yourself

Everyone has mental health and physical health. Both of these need careful attention and some time in the day to dedicate towards keeping them both healthy.



Physical activity - Physical activity is great for both your physical and mental wellbeing.

- Get plenty of sleep - you need between 8-10 hours sleep a night at your age.
- Prepare for bedtime - no screen time for an hour before bed.
- Try to build in 30 minutes of physical activity every day as a minimum. This could be walking to and from school at a pace or going to football training etc.

Personal Hygiene

Good personal hygiene will make you feel better about yourself. If you look smart and alert, you will generally perform like this too!!



- 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 every morning and night
- Use deodorant every morning
- Change your underwear every day.
- Brush your hair every day and have your haircut regularly.



Managing workload

Being organised at Ecclesfield is very important and will ensure your stress levels are better and anxiety is easier to manage.

- Pack your bag the night before school checking your timetable.
- Check your planner every day for homework and try to plan in when you will do the homework before the deadline in case you have a problem.

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

Coursework

- Help plan out extended pieces of coursework 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.

Making and keeping friends

Getting to know you

My favourite place is.....

My favourite food is.....

My interests are.....

I don't like.....

I like to listen to

My favourite band/music is.....

My favourite sport is.....

My favourite programme is.....

My favourite colour is.....

I like to wear

I would most like to be.....

I am looking forward to

I am most relaxed when.....

I worry about.....

I am happiest when.....

I get angry when.....

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

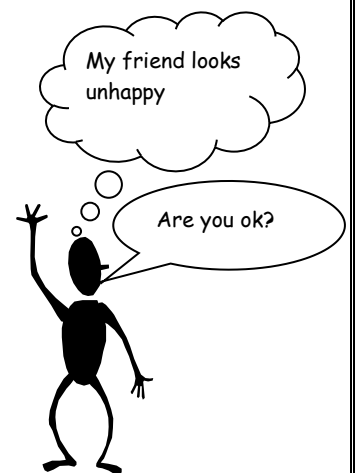
How to be a friend

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

- **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?



Making new friends

At Secondary School there are likely to be 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.
- Do not ask about
"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.

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?"
- "I don't like it when you say things like that. Please can you stop."

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

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.



Joining in Situations

Here are some situations you might want to join in with. Try and plan what you may say or do. You could try acting these situations out.

1. You see three of your classmates playing football after school. You know one of them pretty well. You don't know the other two. You're quite good at being in goal.

What could you do? _____

What could you say? _____

2. You hear two classmates talking about the latest playstation game. You were playing on it last night.

What could you do? _____

What could you say? _____

3. Two classmates you know are gathered around a phone. A third classmate is calling a local radio station to try to win a contest. You think you may know the answer.

What could you do? _____

What could you say? _____

4. Four classmates are looking at a text message they have received from a friend. They are laughing. You're sitting at the same lunch table. You like sending text messages.

What could you do? _____

What could you say? _____

5. Two classmates are asking the teacher for permission to work on an art project during lunchtime. Art is your best subject and your project is already on display.

What could you do? _____

What could you say? _____

Being with friends

Sometimes you have to think carefully about how you act with different people and whom you can share information with.

Getting it right

It is important to behave differently with different people.

Using the concentric circles sheet, work out who you would act in these ways with. You may choose more than one group of people.

1. Who would you hug?
2. Who would you use slang with?
3. Who could you tell what to do?
4. Who can you argue with?
5. Who can you share your sweets with?

Make up your own:

Sharing information about yourself

It is important to talk to people to share an event, achievement or tell them about a problem. Sometimes you have to be careful whom you talk to. Some people may tease you if you are not good friends or they may not keep the information to themselves and share it with others.

Who would you tell these things to? Use the concentric circles to decide who you would share the information with.

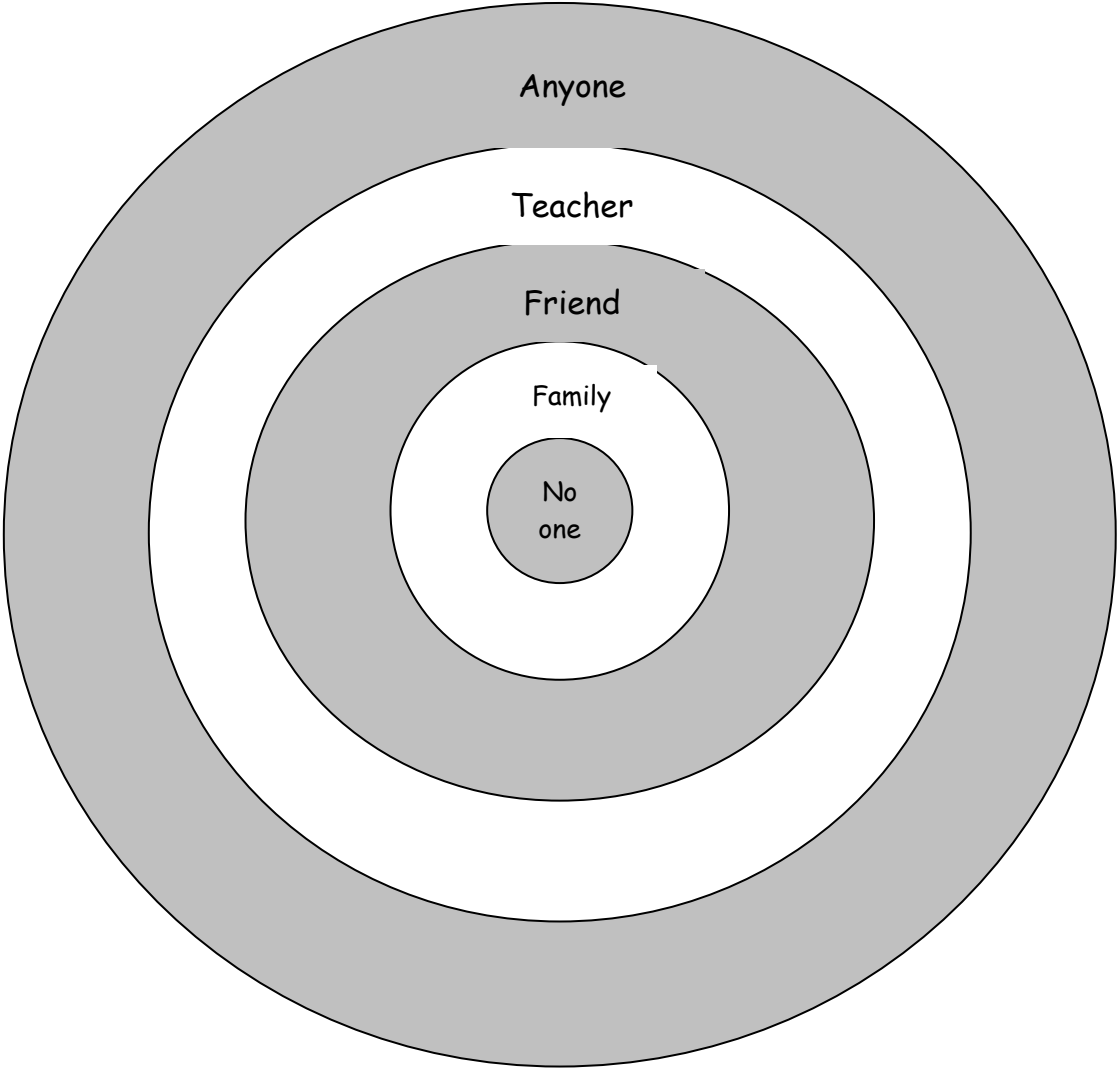
1. You still cuddle your teddy at night.
2. You fancy the girl or boy next door.
3. You have won a competition.

4. You have not done your homework.

5. You hate peas.

Make up your own:

Concentric Circles



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.

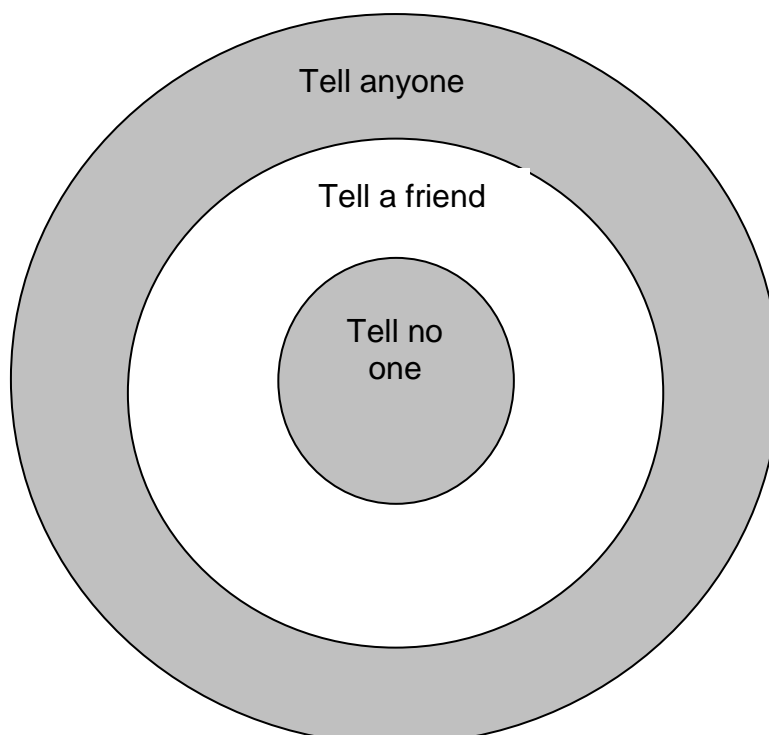
It can be tempting to share secrets, but think:

- 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:



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?)

Creating a Fog

Creating a 'Fog' is a technique that you can use if you feel you are being bullied.

- Remind yourself that the bully has said this to many other people - what they say tells us more about the bully than about you.
- The bully wants to see your reaction - don't give them that satisfaction.
- Imagine a huge cloud of fog around you that swallows up insults so that they cannot affect you.
- Use a normal bored-sounding voice.
- Say something neutral:
 - "Yeah, whatever"
 - "If you say so"
 - "Well, you could be right"
 - "maybe"
 - "Ummm"
 - "Yes that's true, I do wear glasses"
- Make sure your body language, tone of voice and the words you use all give the same message:

'I'm really not bothered by anything you say or do'

Stick with it. It might not work the first time.

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.**

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 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.