

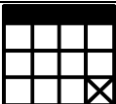













Welcome to
Castle View Enterprise
Academy
Transition Booklet



Contents

<u>Contents</u>		<u>Page</u>
	Moving to Year 7	3
	Key Staff	4
	Everyday life in the Academy	5 & 6
	Getting Around the Academy	7
	CVEA Uniform	8
	Equipment	9
	Lessons at CVEA	10
	Homework at CVEA	11
	Extra-Curricular Activities	12
	Frequently Asked Questions	13 & 14
	Tips for Parents	15
	All about me activities	16 - 18

Moving to Year 7



This booklet has been created to help you understand what to expect when you come to the Academy and for you to give us some information about yourself.

We know that starting a new school can make you feel excited and nervous – it is normal to feel this way. There are some similarities between primary and secondary school; however, there are some big differences. However, do not worry. We are all here, as a school, to help you adapt to the changes and ensure that you have a smooth and enjoyable transition into the Academy.

My name is Ms Payne and I am a Vice Principal and an English teacher here at Castle View Enterprise Academy. It is my role to help all our new students to transition into Year 7 as smoothly as possible.



Ms Payne
Vice Principal



Key Staff

You will meet many new staff at the Academy who are all eager to help you settle into our school.

Here are the teachers from the Year 7 Pastoral Team and some other key staff that you will meet.



Mrs McLuckie

Junior Assistant Vice Principal



Miss Woollett

Assistant Vice Principal/ DSL



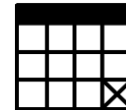
Mrs Diamond

SENCo



Mr Rainbow

Head of Year 7



When students first move to Year 7, they often worry about where they need to be and at what time. But do not worry. Below is a guide to everyday life for a student in Year 7.

Arriving at School

- You should arrive in the Year 7 yard by 8:30am to make sure that you are on time for school.
- When the school bell rings you will line up on the yard in your tutor groups, in alphabetical order. Do not worry about this, your form tutor will show you how to do this in the first few days.
- You enter the building through the Year 7 entrance where you will be able to hang up your outdoor coat if you have worn one.

Tutor Time

- Most days you will be taken into your tutor room for the first 10 minutes of the day. Here, your tutor will make sure you are present and on time, you have all your equipment ready for the day ahead and that you are in the correct uniform.
- You will also complete activities for literacy during tutor time.
- Once a week you will have assembly with your HOY in the main hall.
- After tutor time you will follow your own timetable, like the one below:

	20 Jan 2020	21 Jan 2020	22 Jan 2020	23 Jan 2020	24 Jan 2020
Reg 08:45 - 09:00					
1 09:00 - 09:50	English Miss B Wilson C09	English Miss B Wilson C09	History Mrs C Russell L04	Maths Mr V Reed H03	Science Mr I Shepperso J05
2 09:50 - 10:40	English Miss B Wilson C09	English Miss B Wilson C09	Art Miss L Gaffney E03	Maths Mr V Reed H03	Science Mr I Shepperso J05
Break 10:40 - 10:55					
3 10:55 - 11:45	Technology Ms E Massey E06	Spanish Mrs B Garcia G K13	PE Mr S Kelly SP2	IT Miss E Sell D04	Maths Mr V Reed H03
4L1 11:45 - 12:15					
4L2 12:15 - 12:45	Technology Ms E Massey E06	Maths Mrs C Calvert H02	PE Mr S Kelly SP2	RE Mrs C Calvert L02	Maths Mr V Reed H03
4L3 12:45 - 13:15	Technology Ms E Massey E06	Maths Mrs C Calvert H02	PE Mr S Kelly SP2	RE Mrs C Calvert L02	Maths Mr V Reed H03
5 13:15 - 14:05	Science Mr I Shepperso J05	Performing Arts Miss C Hornsby K13	Geography Mr D Thornton D01	Life Skills Mrs E McDermott D07	LI Miss M Clark D01
6 14:05 - 14:55	Science Mr I Shepperso J05	Geography Mr D Thornton D01	English Miss B Wilson C09	History Mrs C Russell L04	

- Your timetable contains all your subjects, subject teachers' names and the classroom where you will have your lesson. Your tutors will explain all this when you arrive. You will be given a tour of

the school and will be supported and guided to your classrooms by Lead Students for your first weeks at the Academy.

- The school day is broken up into six, 50-minute lessons across the day. Some subjects such as, English, Maths, Science and PE will take up two or even three of those sessions and be called a block of core learning.

Break and Lunch Time

- During the day, every student gets two opportunities to rest and speak with their friends: break and lunch time. These are the opportunities for you to rest and catch up with friends in your year group so that you can focus during all your lessons.
- At break time, you will go into the Year 7 yard (where you started the day) and you can access the Year 7 toilets. The yard and toilets are just for Year 7 students.
- Year 7 have a designated time for their break and do not have their break with any other year.
- At lunchtime, you will all eat your lunch in the restaurant. Year 7 have lunch first and they are the only year group on lunch at that time. Lunch is at 11.30am and you get 20 minutes to get and eat your lunch. Once you have eaten and cleared away your tray, grab bag or packed lunch, you can go onto the lunch break yard for some fresh air.
- Some students find lunch times confusing at first as they select their lunch, choose from the salad bar and pay at the tills using our electronic card system. However, do not worry, there will be many staff on duty to help you adapt to this.

End of the day and After School

- The school day ends at 2.40pm Monday to Thursday and Friday ends at 1:35pm. All students in Year 7 leave through the Year 7 base doors (this is where you first arrived).
- There are a range of after school clubs, homework clubs and opportunities for you develop your interests after school. There are activities available every single day after school. If we do not offer a club that you would like, speak to your tutor or head of year and we will always try to support the interests of our students.



Getting Around the Academy

- One of the biggest differences that you will experience at the Academy is the size of the school compared to your primary school.
- The Academy was designed to be very student friendly. The maps below show both the ground and first floors of the building so you can familiarise yourself with it before you arrive.



- You will also be given a map of the school when you arrive that you can keep and use. If you are ever unsure of where to go you will find staff waiting at all classroom doors at the start of each lesson and they will be happy to point you in the right direction.
- The other key difference is that you will move to different classrooms for different lessons (these will be on your timetable). You will need to be responsible for getting yourself to your next lessons quickly and sensibly, ensuring you are on time.
- If you are concerned that you might get lost, do not worry. Lessons are usually taught in zones, for example, the English classrooms are in the same zone. Therefore, if you could not remember the exact room, but knew you had English, you can go to the correct zone and you will see your teacher at the classroom door.



Uniform at CVEA

- At Castle View Enterprise Academy, we take great pride in our uniform as it represents our core values.
- All students are expected to follow the uniform policy in order to maintain high standards for both themselves and the Academy.



- Our uniform is listed below, and all students wear:
 - A white collared shirt that is tucked in.
 - A school tie for either KS3 or KS4
 - A black blazer with the school logo
 - Black dress trousers (leggings or skinny/stretchy trousers are not part of the school uniform)
 - A school skirt (skirts need to rest on or just above the knee)
 - Black socks or tights
 - Black 'polishable' shoes. (Trainers are not allowed to be worn as part of your uniform, even if they are black)
 - Plain black school bag (All students are required to bring a bag every day to school. Your bag needs to be able to fit an A4 folder inside it.
 - Outside coat – The Academy has its own school coat available to buy or a plain black coat can be worn.
 - Students can wear a watch if they would like to.
 - There is also a school sport kit that you can wear for PE and Performing Arts lessons.

You are NOT allowed to wear any jewellery, nail varnish or make-up to school.



Equipment

- At secondary school, it is your responsibility to bring and carry your school equipment every day.
- It is important that you have a full set of equipment, preferably in a pencil case, so you are prepared for learning as well learning how to be more independent.
- You should check your equipment is packed in your school bag each evening – it is your responsibility, not the responsibility of the adults you live with.
- Here is a list of your everyday equipment:
 - Pen – blue or black
 - Pencil
 - Ruler
 - Rubber
 - A4 Folder – this would be best with dividers or plastic wallets
- Your A4 folder will be to collect any paper-based homework or revision materials from your teachers.
- Having a notebook or diary would also be helpful to write down important information that you might need to remember as well as helping you remember when your homework is due.
- On the days that you have PE or Performing Arts, you will need to bring in your sports kit and trainers.
- Of course, you can bring any additional equipment that you would like to such as, highlighters or calculator (these are optional). However, white correction fluid and pencil sharpeners are not to be brought into school.



Lessons at CVEA

- At the Academy, you will have the opportunity to experience a wide variety of subjects; some you will have studied at primary school, but many others will be brand new.
- Students often wonder what a typical lesson is like at Castle View Enterprise Academy. Below is a generalised example of what you can expect in your lesson; these will be slightly different in each subject.
 - You will line up quietly outside of your classroom door where your teacher will greet you.
 - You will take the seat that your teacher has given you – your teacher can and will make changes to your seat across the year for lots of different reasons. You always remain in your assigned seat, facing forward so you are prepared to learn.
 - All lessons begin calmly with a task on your desk/on the board that you complete silently and independently.
 - Your teacher is likely to take the register at this point. Students should respond politely and clearly as it is important that your attendance is recorded.
 - You will have your lesson, this will be different depending on the subject and in ALL subjects, you will be expected to complete independent writing/activities, have sensible discussions in pairs and as a class, give self and peer feedback as well as reading information from books.
 - Each class teacher gives out homework regularly. There is more information on homework on the next page.
 - When your lesson ends, you will be responsible for packing your own equipment away, as well as tidying away resources for the lesson. Your class teachers will have systems in place and show you how to do this.
- Lessons are designed for every student to learn and make progress. It is your responsibility to arrive at your lesson on time, prepared to work hard and challenge yourself and produce high quality work.



Homework at CVEA

- Homework is a particularly important part of your learning at secondary school. It is important that you can transfer your classroom learning and apply it independently in homework tasks. This is how you make progress in each subject.
- You will be given homework to complete for all your subjects. This homework could be paper based, on a computer program or a project that you complete over time.
- At the Academy, we use a program called *Class Charts*, which is where your class teachers will post your homework activities. You will be shown how to use this when you arrive at the Academy and more information will be sent home to help your parents/carers support you.
- This program is available as an APP that you can download on your phone or tablet at home.
- Homework is your responsibility. It must be completed to a high standard and handed in on time. Your teachers will be more than happy to support you with your homework, you only have to ask.
- It is important that you make time in your week to complete homework so that you can hand it in on time and make progress. You should always pack your homework into your school folder/bag the night before school, so you are fully prepared.
- Homework club is available for all students. It is an excellent opportunity to complete your homework after school and receive help and support from teachers. It also allows you to access the school computers and printers, so you can complete online work.

Extra-Curricular Activities



Castle View Enterprise Academy offers a wide range of extra-curricular activities to suit all students and their interests. It would be a fantastic opportunity for you to continue with a hobby or develop a new one. You will also have opportunities to make new friends and be part of the wider community of the school.

Here are just some examples of the activities available to students at the Academy:



Let's Get Cooking Club



Choir Club



Breakfast Club Chess



Craft Club



Basketball Club



Fitness Club



Musical Theatre Club



Boys & Girls Football



Duke of Edinburgh

These are just an example of the activities we offer, there are so many more!



Frequently Asked Questions

I hope that this booklet has answered some of your questions. But here are some that students often ask.

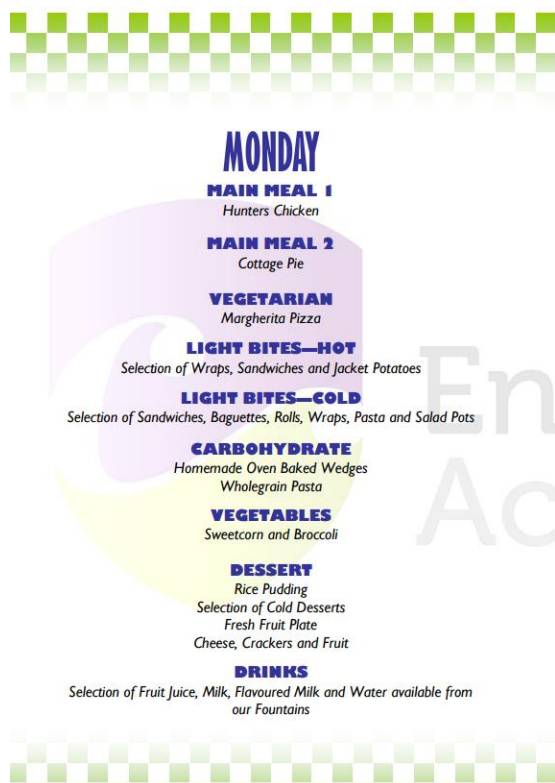
❓ *Whom do I go and see if I have a problem?* ❓

If you have an urgent problem, you will speak to the teacher you have at that time or your tutor if it is during tutor time. If it something ongoing then you can speak to your head of year, Mr Rainbow. All staff are happy to help and support you at the Academy. If you are ever unsure, ask a member of staff and they will do all they can to help.

❓ *What is there for lunch?* ❓

There is a different hot menu available everyday as well as the salad bar which you can help yourself to as part of your meal. There are a range of desserts available; both hot and cold, that you can also enjoy. If you would prefer a cold lunch, such as a wrap, sandwich or pasta bowl, then you could have one of our freshly made grab bags.

Below are two examples of our hot menus:



MONDAY

MAIN MEAL 1
Hunters Chicken

MAIN MEAL 2
Cottage Pie

VEGETARIAN
Margherita Pizza

LIGHT BITES—HOT
Selection of Wraps, Sandwiches and Jacket Potatoes

LIGHT BITES—COLD
Selection of Sandwiches, Baguettes, Rolls, Wraps, Pasta and Salad Pots

CARBOHYDRATE
Homemade Oven Baked Wedges
Wholegrain Pasta

VEGETABLES
Sweetcorn and Broccoli

DESSERT
Rice Pudding
Selection of Cold Desserts
Fresh Fruit Plate
Cheese, Crackers and Fruit

DRINKS
Selection of Fruit Juice, Milk, Flavoured Milk and Water available from our Fountains



WEDNESDAY

MAIN MEAL 1
Beef Chilli

MAIN MEAL 2
Roast Beef/Chicken

VEGETARIAN
Macaroni Cheese

LIGHT BITES—HOT
Selection of Wraps, Sandwiches and Jacket Potatoes

LIGHT BITES—COLD
Selection of Sandwiches, Baguettes, Rolls, Wraps, Pasta and Salad Pots

CARBOHYDRATE
Creamed Potatoes
Rice

VEGETABLES
Brussel Sprouts and Carrots

DESSERT
Crunchy Apple Crumble with Custard
Selection of Cold Desserts
Fresh Fruit Plate
Cheese, Crackers and Fruit

DRINKS
Selection of Fruit Juice, Milk, Flavoured Milk and Water available from our Fountains

❓ *What happens if I get something wrong in a lesson?* ❓

Do not worry about getting questions wrong or making mistakes – it is a completely normal part of learning. The import thing is that you always try your hardest and use any mistakes as an opportunity to learn.

Will I be with my friends in lessons?

As students join from several primary schools in the area, every class and tutor group will be made up of students from different primary schools. Your tutor group will have been created so that you will know some students from your primary school. When you are in other lessons there will be a mix of students from different schools but do not worry if you are not with your friends because when you are in a lesson you are there to learn. You can see your friends before school, at break and lunch time and then after school. Remember, everyone is in the same position; you will make new friends at the Academy.

Do we go on trips?

Each subject arranges different trips throughout the year that you will be able to be a part of. Alongside subject specific trips, there are opportunities for trips as part of the extra-curricular activities, Derwent Hill and sporting competitions.

What happens if I forget my homework?

Forgetting things is normal. We have all forgotten something at one point or another. The important thing is that forgetting homework should be a rare thing that happens. If you speak to your class teacher with a genuine reason (not an excuse) about forgetting something then they will be able to support you in handing it in the following day, for example. However, if you regularly forget your homework, it will result in consequences following Academy policy.

How will I remember my timetable?

You are given a paper copy of your timetable, which you should keep in your A4 folder in your bag or in your blazer pocket. A good tip is to take a photo of it on your phone or make a copy and keep it in your diary or notebook. If you do lose your timetable, you should let your tutor know as soon as possible so they can get a new one for you.

What if I forget some or all my equipment?

Like with homework, forgetting things sometimes happens but if you are missing any equipment (on the rare occasion) ask your form tutor if you can borrow a piece of equipment and then return it at the end of the day.

Can I go to the toilet during lessons?

The toilets are available for you to use before school, at break and lunch time and after school, so you have many opportunities to use the toilet. It is your responsibility to use these opportunities to access the toilet facilities. During lessons, unless you have a toilet pass for medical reasons, we ask that you only use the toilets at the times above.

Where do I go if I feel unwell?

If you were to feel genuinely unwell, you should let your teacher or form tutor know as soon as possible. Staff will let Mrs Ferguson at Student Services know and speak to you about what happens next. Mrs Ferguson is one of our first aiders, who is there for emergencies, genuine illness and medical conditions.



Tips for Parents

Here are some useful tips to help prepare your child for their transition to Castle View Enterprise Academy.

- ✓ Practice the journey to school if they are walking or using public transport. If possible, make this journey at the correct times of the day so students are fully prepared if they are making this journey independently in September.
- ✓ Ensure your child has the correct uniform, including shoes, bag and PE kit.
- ✓ Check that your child has all the correct equipment for school including a bag, pens/pencils and or a pencil case, as well as an A4 folder.
- ✓ Reassure your child that feeling nervous about starting a new school is very normal and that there will be lots of staff available all the time to help them settle in.
- ✓ Support your child in going through this booklet regularly to help familiarise themselves with some of the experiences they will have when they join the Academy. Remind them that they will be shown how to do everything and will have lots of opportunities to practice and ask questions if they do not understand.
- ✓ Get your child to complete the ABOUT ME activities so that their form tutor can get to know them, even from a distance at this time.
- ✓ Once your child has arrived in September and received their timetable, make a list of additional equipment they might need such as their PE kit, food technology or Performing Arts.

About Me



Please take the time to complete these tasks so we can learn more about you.

Full Name		
When is your birthday?		
What are your favourite subjects and why?	What are your least favourite subjects and why?	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>Reading is an especially important skill that you need to continue into secondary school. What is your favourite book and why do you like it?</p>		
<p>My favourite book is.....</p> <p>It is my favourite because.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Your hobbies reveal lots about you. What hobbies do you have? How long have you been doing your hobby and why do you like it?</p>	<p>Family and friends are important in helping to support and guide you as your grow. Who are the important people in your life and why? These could be family, friends or even pets.</p>	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	



My Hopes and Aims

Secondary school is a fresh start for everyone. We will support you in achieving your absolute best, academically and personally.

Academic

In my lessons I aim to...	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
I hope to learn about...	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
My learning goals are...	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Personal

I aim to continue to...	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
I hope to change...	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
My personal goals are...	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Pastoral

I aim to make strong friendships because...

.....
.....
.....
.....

I hope to feel proud of myself when...

.....
.....
.....
.....

I aim to be confident about...

.....
.....
.....
.....

Extra-Curricular

I hope to continue with...

.....
.....
.....
.....

It will continue to give me...

.....
.....
.....
.....

I aim to get involved in...

.....
.....
.....
.....

I hope it will give me...

.....
.....
.....
.....