



Castle View Enterprise Academy



SEND Transition Booklet

Moving to Year 7

Hello,

We know things are not what we would normally expect and that most of you are currently being taught at home. Normally we would organise visits to Castle View Enterprise Academy for you to get to know the school before September.

As we cannot do that, this booklet is to help you get to know what to expect when you come to Castle View. We hope that everything in this booklet will be the same when you start school, however this may change and will depend on what the Government are telling us to do as well.

Many things will be similar to your Primary school but there will also be some differences.

We know that starting a new school can make us feel excited but it is also normal to feel nervous or worried.

Although Secondary school is bigger than Primary school, try not to worry as there will be lots of staff around to help you.

My name is Miss Hornsby and I am the SENCo and I also teach Performing Arts at Castle View, my job as SENCo is to support students who need extra help at school.

I look forward to meeting you when you start in September 2020.



Key staff

You will meet lots of staff at Castle View Enterprise Academy but here are a few you will possibly meet in your first few weeks.



Mrs Diamond:
Assistant SENCo

She teaches some of
the Year 7 SEN
students



Miss Miller:
SEN Teacher

She teaches some of
our Year 8 SEN
children



Mrs Ferguson

Mrs Ferguson works
at student services
where you would go
if you felt ill or
need medication



Miss Watson

Miss Watson works
on reception and
would likely be the
first person you
would see at
main reception



Mrs Robson

Runs interventions
and helps support
students



Mrs Payne

Runs interventions
and helps support
students



Mrs Meek

Runs interventions
and helps support
students



Mr Rainbow

Is the Head of Year
7, and you can see
him when you have
a problem.

Timetable

All students have a weekly timetable to follow. Below shows you how to read the timetable. For some students visual timetables are given with pictures as this will help you read the

Monday Tuesday Wednesday Thursday Friday

	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 C08	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 C08	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 E08	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 E08	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 E08	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	LJ Miss M Clark D01
6 14:05 - 14:55	Science Mr. I Shepperso J05	Geography Mr. D Thornton D05	English Miss B Wilson C09	History Mrs C Russell L04	

Reg	
1. 9:00-9:50	English Miss B Wilson C08
2. 9:50-10:30	English Miss B Wilson C08
Break	
3. 10:55-11:45	Technology Ms Massey E09
4L1	
4L2 12.15-12.45	Technology Ms Massey E09
4L3 12.45-13.15	Performing Arts Miss Hornsby K13

Timings of the day

At the beginning of the day you will line up in your form class in the Year 7 yard. You will then spend time with your form tutor or in assembly once a week.

Sometimes you can have double lessons where you get the same subject and teacher for more than one lesson in a row.

At break time we can go into the Year 7 Yard where we have break as a year group. You can also go to the Year 7 toilets during this time.

We have three lunchtimes for students for different year groups. Year 7 are on first lunch on their own.

Times of the day

By 8.30am you will need to be in the Year 7 yard and when the bell rings you will line up in your form class in alphabetical order. Don't worry, your form tutor will go through this with you in the first few days.

Most days you will be in form for the first 20 minutes of the day, so your form tutor can make sure you are ready for the day ahead. Once a week you will have an assembly, where all students in Year 7 will go into the main hall for 20 minutes.

At break time you will go in the Year 7 yard, you can also use the toilet at this time.

At lunchtime you will be in the restaurant, Year 7 are on first lunch on their own.

A few students find breaks and lunchtimes quite stressful with the noise and number of people, we do have a small room at break time and lunchtime (after students have eaten) for a small number of students.

Students finish school at 2.55pm, apart from a Friday when we finish at 2.05pm. There are a range of after school activities which you will find out more about in your first few weeks which we would love you to join.

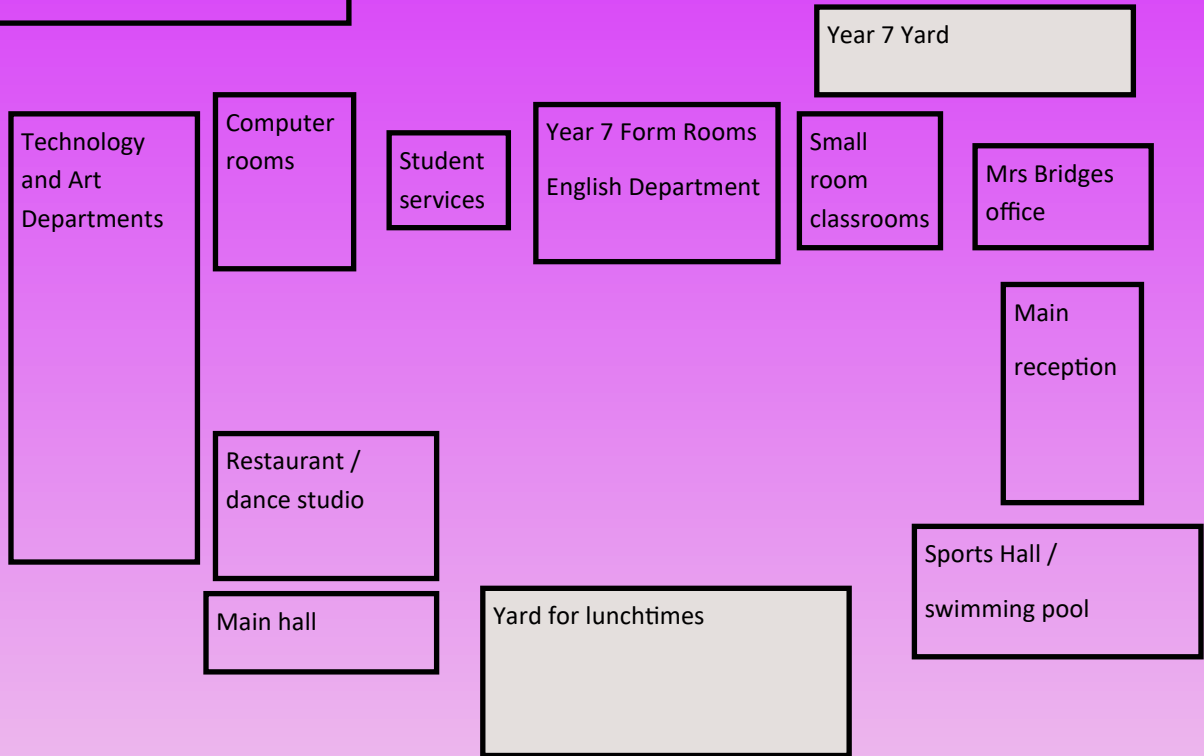
At the end of the day all Year 7 students leave school out of the Year 7 yard.



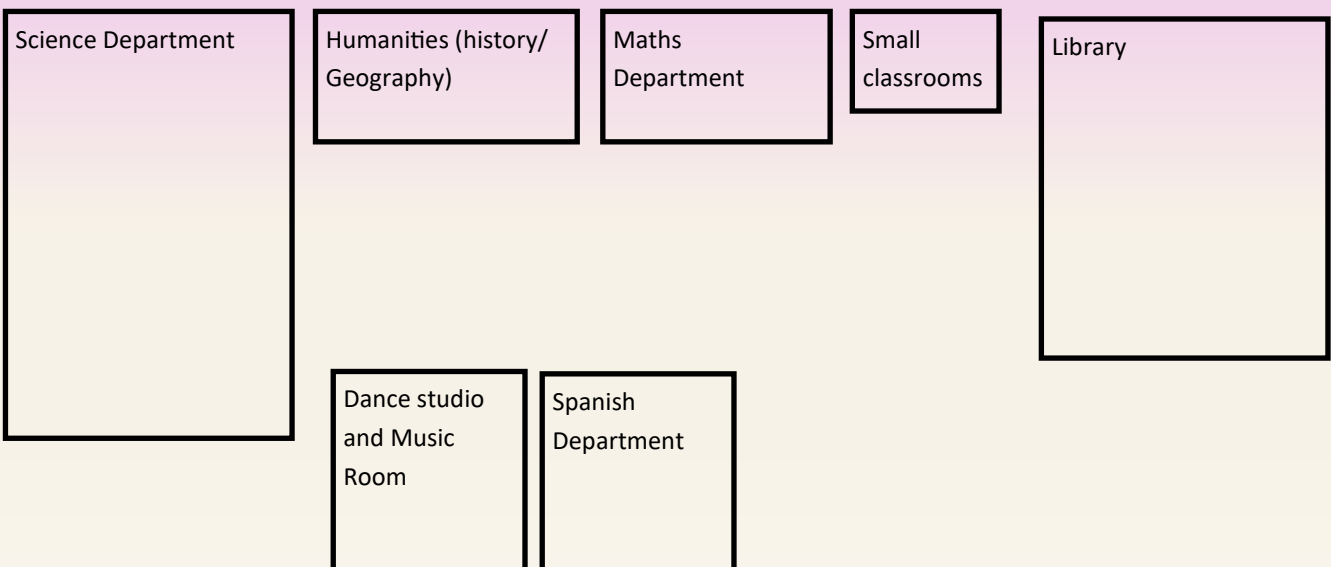
Getting around school

One of the biggest differences is that you will need to move around the school to get to your different lessons. When you start we will show you around the school. The diagram below shows you the different areas of the school you may need to go.

Ground floor



First floor



Equipment for school

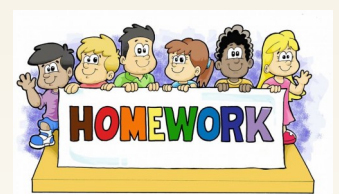
At Secondary school you will have to carry all your equipment around everywhere you go. At the start of the day you hang your coat on the rail in the Year 7 base. On the days you have PE you need to bring your PE kit, and you carry this around school with you that day.

Everyday you will need a black school bag, pencil case with a black or blue pen, pencil and ruler in. It's a good idea to bring a few spare pens and pencils too.



Homework

You will be given homework to complete for all your subjects, we have a programme called 'Class Charts' to help you know what homework you have and when it is due. Your parents can also access Class Charts to help you plan what homework you have to do. Make sure you put your homework in your bag the night before it is due to help you remember. If you are struggling to complete homework at home there is a homework club after school everyday to help you. Speak to Miss Hornsby or Mr Rainbow if you want to know more.



Uniform

All students wear a white shirt, tie and blazer. Your shirt should be tucked into your trouser/skirt. Boys wear black school trousers, girls wear black school trousers or a school skirt. All students wear black, polishable shoes.



Lunchtime

At lunchtime you can either bring a packed lunch or get a school dinner. If you get a school dinner you can have sandwiches or a hot meal. Students pay with their finger prints, which means you don't have to carry money around.

(It is unknown at this time due to COVID-19, if this will be implemented as soon as students are back at school).

Frequently asked questions



You probably have lots of questions about starting Castle View, but we have answered a few below that we are often asked on transition days.

Where do I go if I feel ill?

Speak to your teacher and they will give you a pass to see Mrs Ferguson at student services.

Can I go to the toilet during lesson times?

Unless you have a toilet pass for medical reasons we ask that you try and go to the toilet at break and lunchtimes. If you do go to the toilet during lesson times you need to go to student services.

Who do I go and see if I have a problem?

If you have an urgent problem speak to the teacher you have at the time. If it's something ongoing you want to discuss you could speak to your form tutor or Mr Rainbow.

How will I find your way around?

Don't worry, there will be lots of staff to help you get around in your first few weeks. Ask a member of staff if you don't know where to go.

What is there for lunch?

There is a different hot menu each day and you can help yourself to salad if you have a hot dinner. There are also sandwich deals which include a sandwich, drink and cake.

What can we do at playtime?

Most students go outside in the Yard at breaktime and after they have eaten their lunch. During this time you can go speak to your friends, at lunchtime you can sign up to play football, but only so many students can sign up each day.

Frequently asked questions

What do we do in form time?

Your form tutor will take the register, most days you will do short activities. Once a week you will have an assembly with the whole of Year 7 in the main hall.

What happens if I get a question wrong in lessons?

We hope that you will try and answer questions in lessons, don't worry if you get it wrong. It is all part of learning.

Will I be in the same class all the time?

You will be in different rooms for different lessons. You are likely to be with some of the same people in most of your lessons, but may find you have different people in your class for subjects such as English and Maths.

How will I remember my timetable?

You need to look after your timetable and look at it to see which lesson you have next. If you do lose it speak to your form tutor who can print you a new one

Do we go on trips?

You may go on trips that are for specific subjects.

Students can also go to Derwent Hill and other trips abroad. The PE department also take school teams to competitions.

What do we do in PE?

Students do lots of different PE activities including rounders, athletics, rugby and swimming. Your teacher will tell you what PE kit you need to bring in.



Useful tips on how parents can help prepare their child for Secondary School

Here are some suggestions below of different things you can do based on your child's needs

- Let your child practice wearing their uniform around the house, especially if your child has sensory issues.
- Practice the walk or likely journey to school, if possible at the correct times of day a number of times for children to get use to them (whilst following Government guidelines during this difficult time).
- It is normal for children to feel nervous about starting school, but reassure them there will be lots of staff to help them settle in.
- Go through this booklet regularly with your child to help familiarise them with some of the things they will experience when they start.
- There is a page to complete with your child to help conversation about starting next year.
- Make a list/ timetable in the first week of school of what equipment they need each day e.g. PE kit. Encourage your child to pack their bag the night before with your help.



All about me

Answer the following questions to help you prepare for starting at Castle View

What am I looking forward to about starting

.....
.....

What I am worried about

.....
.....

My favourite subject is

The subject I find most difficult is.....

I will get to school next year by

I will come to school with

