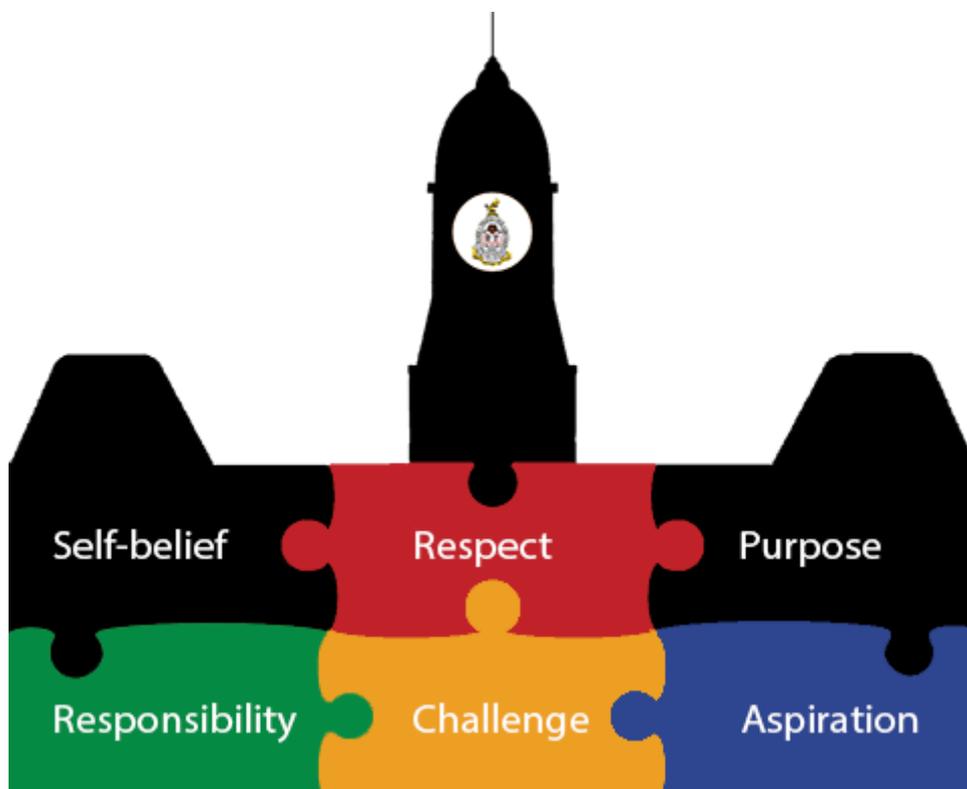


# The Crossley Heath School



## Preparing Your Child For Secondary School



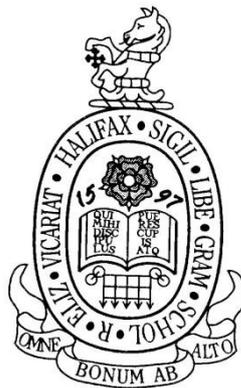
## Introduction

Moving from primary to secondary school is an exciting time in the life of your child. We also appreciate that it can be an anxious time for children and parents.

Children starting secondary school are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use too much before.

Most children will cope well with these and become accustomed to the initial changes after a few weeks. However, we recognise that some children need more support and guidance than others and our pastoral team is here to support you and your child, particularly in the first few months.

The school website and your child's planner will give you all the official information you need. The aim of this booklet is to provide you with some advice and suggestions so you can help your child make a smooth transition to Crossley Heath.



## **Top Tips to help prepare your child for life at Crossley Heath**

They may seem obvious to you and possibly unnecessary for your child, if so that is great news. However, these are some of the smaller stresses that we have identified over the years. You will find that your child possibly needs more support than he/she has needed in Year 6. This is perfectly normal and will not last very long.

### **At Home**

- ❖ Purchase uniform in good time to practice as top buttons, cuffs and ties can be tricky if you haven't worn them already.
- ❖ Practise the morning routine to ensure they have enough time, being late or sleeping in can cause anxiety.
- ❖ Talk about lunches and discuss the possible options, they may need to be flexible when they start lunchtime clubs.
- ❖ Ensure that there are funds available on ParentPay.
- ❖ Decide on a place where homework will be done and somewhere to keep school books organised. Homework can become a problem if parents don't support good routines.
- ❖ To help with organisation use different coloured plastic wallets for each subject – this may be a good idea for your child.
- ❖ Putting important numbers into their phones in case of an emergency.
- ❖ Make sure uniform is named – mix ups in PE can be very upsetting and lead to more expense. Lost property is easy to return if named. Most uniform suppliers stock labels. They can also be ordered on-line and might be cheaper.
- ❖ Have some spare pens, pencils at home – it may stop a few tears when they get mislaid or broken (and they do)
- ❖ Ensure your child gets plenty of sleep – they will be more tired than usual and tiredness adds to their feeling of stress.
- ❖ If your child has access to mobile devices/social media make sure a healthy routine is in place for the use of these platforms. An agreed time to 'switch off' is a clear way to approach this and should ideally be at least an hour before bed.

### **Getting to and from school**

- ❖ If your child is walking to school – practise the route, especially if they haven't walked to school before.
- ❖ If catching a bus – talk through the route (or drive it) with them if you can, especially if they are not used to travelling on a bus.
- ❖ A note in the student planner, on a piece of card or a phone about which bus they should be on and their final destination can help staff on bus duty to resolve any problems if they arise.
- ❖ Discuss good behaviour on public transport where there are no supervisory adults available from school.
- ❖ Highly unlikely, but prepare a back-up in case of no public transport e.g. grandparents, walking to a friend's, returning to the school building to ask for help.
- ❖ Discuss what they should do if you are delayed collecting them – the school building is open and our advice is that students come back into school and go to the school reception/office if necessary.

### **First few days**

- ❖ If possible be around for the first day or two to offer a helping hand in the morning. Limiting after school commitments while children adjust is a good idea.
- ❖ Encourage a night-time routine, packing bags, getting uniform ready and getting bus fare ready etc. Some children will need help packing books for quite some time, have a copy of their timetable and you can support them with reminders.
- ❖ Read through the planner with them – it has all the rules and instructions, advice on lost property etc.
- ❖ Agree a routine for homework that fits in with family life, your input in terms of support and encouragement will be beneficial at first. Some children find structuring their time hard and may need you to help. Not being able to complete homework effectively and within a healthy routine is one of the main stress points for students
- ❖ If they are upset at school remind them to seek out their Form Tutor, Pastoral Leader or Progress Leader rather than phoning home. We can help at school more effectively if they come to us first and we can then make contact with you.

## Top 10 concerns

- Not making friends
- Being bullied
- Getting lost in the building
- Homework
- Coping with getting to school and back
- Receiving a sanction
- Forgetting things & losing possessions
- Struggling with the work
- Not knowing who to see if they have a problem
- Getting their lunch

## How we can help with these worries

### ➤ **Not making friends**

We use various ways to encourage new friendships -Transition Evening and Transition Day (or alternative events should these not go ahead), induction activities, form group activities, team-building day and dedicated time with their form tutor during daily tutorial periods. It helps to get involved in extra-curricular activities too. We understand that some students are less comfortable in engaging in group activities and we look to create the best situations to support them. If you feel that this is an issue for your child please add this information to the 'Getting to know my Child' form.

### ➤ **Being bullied**

Bullying is an understandable fear, especially for a child who has experienced it before. Bullying at Crossley Heath is rare. We take bullying very seriously and any incident is dealt with promptly. Respect and consideration for others is central to our pastoral message. Our older students are extremely good at guiding and helping the newcomers. We also encourage a "no-bystander" attitude in school to reduce the potential for bullying to go unnoticed. The care, happiness and well-being of all our students is extremely important to us. For more detail on how we deal with bullying see our Student Behaviour & Support policy in the Parent Information section of our website.

➤ **Getting lost in the building**

Every student is given a map of the school and there are a few tours given as part of transition. This is often a big worry and one which proves unwarranted as they move as a group between lessons and our 6<sup>th</sup> form students and staff help with guiding around the building. Our Y7 students are giving tours to visitors themselves in a matter of months!

➤ **Homework**

We have a 'no-homework' pledge to Y7 students for the first two weeks of their first term to help them to focus only on the school day and to cope with the demands of transition. Students will be given a homework timetable so they can plan their time outside school, on average there are 2-3 subjects allocated per night but this can at times vary depending on the time of year. There is a time allocation of half an hour per subject for Y7. The LRC is open at lunchtimes and after school for students to study if they wish.

➤ **Coping with getting to school and back**

We ensure that students know the way out to the buses and more staff are on duty in the first few weeks. Problems on the buses are rare, but we do keep our ears and eyes open for any problems and deal with them promptly. There are members of staff on duty outside at the end of the day and inside when students arrive in the building in the morning to offer guidance if needed.

➤ **Receiving a sanction**

This rarely happens in the first few weeks as we understand that organisational mistakes such as being late, getting lost or forgetting equipment are more likely as routines are embedded. The first time a student receives a sanction will be upsetting for them and the pastoral team will reassure and help if necessary. It is important to remember that all children make mistakes as they grow into adolescents and young adults. Sanctions are an important part of learning from their own mistakes. Please support the school and the teachers in this regard, we are professionals who will always be firm, fair and forgiving.

➤ **Forgetting things & losing possessions**

The students have a school planner which has lots of useful information in it as well as being the best tool for reminders about homework and

equipment organisation. Your child's form tutor will check their planner and help them complete it properly and you are asked to check and sign it weekly (usually at the weekend). Students will be shown where lost property is situated on their tours. Another reminder here to make sure all items are named.

➤ **Struggling with the work**

All our students are able and capable but are sometimes very hard on themselves and you may notice a drop in their confidence after being at the top of their classes at primary school. This usually settles very quickly and they are encouraged to think about their own progress rather than comparing themselves to their peers. We encourage a Growth Mindset where effort is the emphasis and getting things wrong is an expected part of healthy learning. There is support from departments and the pastoral team for students who find transition hard in terms of study skills.

➤ **Not knowing who to see if they have a problem**

The first few times we meet your child, they will be introduced to their Form Tutor, Pastoral Leader and Progress Leader. These are the people they can turn to if they need help or support. Any member of staff will obviously help or direct them to the right person. There will be Key Stage 3 Student Leaders who are there to help Y7s as well as 6<sup>th</sup> form mentors.

➤ **Lunchtimes**

When school is able to operate normally, for the first two weeks of the new school year Y7 students go in early to lunch so that they become familiar with the systems. There are plenty of staff giving guidance each and every lunchtime to those who may need it.

We encourage our students to get fresh air when the weather allows and make use of the moor area to meet and play with friends. In addition, students are able to walk in appropriate areas of the school grounds. Normally, numerous school clubs run at lunchtimes too and this is a great way to get involved in something that interests them and to make new friends. If there is poor weather during lunchtimes then Y7 students are allowed to use the main school hall as their social area.

## Developing Resilience during Transition

We can all develop resilience, and help our children develop it as well. It involves behaviours, thoughts and actions that can be learned over time.

Here are some tips to help build resilience and cope with the changes which come with transition to Secondary School

### **Change can often be scary for children and teens.**

Help your child see that change is part of life and reassure them that there are lots of people at Crossley Heath who will help them through Transition.

#### **Make connections**

Encourage your child to be a friend in order to get friends. Connecting with people provides social support and strengthens resilience. Crossley Heath is an opportunity for a fresh start and many of our students come knowing no-one else in Y7

#### **Teach your child self-care**

Remind your child of the importance of making time to ***eat properly, exercise and rest.*** Encourage time to have fun, and make sure that your child hasn't scheduled every moment of his or her life with no "down time" to relax

#### **Maintain a daily routine**

Sticking to a routine can be comforting to children, it is especially important to help students stay organised and on top of work during the first term.

#### **Take a break**

Be aware of what your child is exposed to that can be troubling, whether it be news, the Internet or social media and make sure your child takes a break from those things if they trouble him/her. It is not a bad idea to switch off sometimes!

#### **Move toward your goals**

Encourage your child to set reasonable goals and then to move toward them one step at a time. Moving toward that goal — even if it's a tiny step — and receiving praise for doing so will focus your child on what he or she has accomplished rather than on what hasn't been accomplished, and can help build the resilience to move forward in the face of challenges

#### **Nurture a positive self-view**

Remind your child that he/she has faced other difficult transitions such as starting primary school, these past challenges help to build the strength to handle future challenges.

#### **Keep things in perspective**

Even if your child is finding things difficult, encourage him/her to try to look at the situation in a broader context and keep a long-term perspective. An optimistic and positive outlook enables your child to see the good things in life and keep going even in the hardest times.

## Messages to your child from Y7 Students

***It is really fun, have a go at any new things to see if you like them.***

***In Year 7 after a couple of weeks I felt like I'd been there for a year!***

***At first it looked hard, but then it was so easy, I don't know why I was so worried.***

***EVERYONE WILL HELP YOU SETTLE IN. OLDER KIDS AND TEACHERS WILL LOOK AFTER YOU UNTIL YOU GET USED TO IT.***

***In my mind it was a big problem but when I asked for help it was all sorted so quickly.***

***Just be happy and confident, that's all you need. It's not such a big change.***

***Try not to worry it makes it worse. Speak to someone instead***

# Student Health and Wellbeing

We take the health and wellbeing of our students very seriously and aim to provide the very best in pastoral care. All staff are trained in safeguarding and form tutors, pastoral leaders and the learning support and SEN teams really focus on the health and wellbeing of all our young people, as well as their academic progress. In addition, we have dedicated posts such as the Student Support and Family Liaison Officer, who supports students and families and the Healthcare and Student Support Assistant who deals with all the first aid and physical health and wellbeing issues presented by students.

Supporting our students in their emotional wellbeing and mental health is at the forefront of our work. Pastoral leaders have excellent experience in this field, we have trained mental health first aiders and we also have a trained Noah's Ark counsellor on site.

Please use the links below to access more detailed information about our school wellbeing offer.

<https://www.crossleyheath.org.uk/student-health-and-wellbeing/>

<https://www.crossleyheath.org.uk/support/>

<https://www.crossleyheath.org.uk/vision-and-well-being-provision/>

**Other wellbeing related transition resources:**

<https://www.childline.org.uk/info-advice/school-college-and-work/school-college/moving-schools/>

**Video Clip**

<https://www.annafreud.org/schools-and-colleges/resources/moving-up-the-transition-to-secondary-school-animation-teacher-toolkit/>

# SAFEGUARDING

The Crossley Heath School is committed to safeguarding and promoting the well-being of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. The diagram below indicates what we consider to be essential to our safeguarding work and indicates some of the other policies that relate to safeguarding. All these policies are reviewed annually and available to staff, and a register is kept and signed by staff as evidence that they have read and thus agreed to adhere to any policies.



**The school's Designated Safeguarding Lead (DSL) is: Mr Lee Chesters  
(Assistant Head: Pastoral)**



**In addition, students can talk to any of the following staff about safeguarding:**



Mr C Davis  
Y7 Progress Leader  
SENCo



Mrs Griggs  
Pastoral Leader

However, the key message we convey to all our students is to speak to any trusted adult in school, regardless of their role or designation. Annual staff training ensures that all adults know and understand their responsibility to pass on relevant information to the DSL.

## KEY CONTACTS

Progress Leader	Mr C Davis : c.davis@crossleyheath.org.uk
Pastoral Leader	Mrs Griggs : e.griggs@crossleyheath.org.uk
Office Manager	Mrs S Thristan: s.thristan@crossleyheath.org.uk
Finance/ParentPay	Mrs S Wooliscroft: s.wooliscroft@crossleyheath.org.uk

### OTHER CONTACTS

Name	Contact Details
The Crossley Heath School	Tel: 01422 360272
School Email	<a href="mailto:admin@crossleyheath.org.uk">admin@crossleyheath.org.uk</a>
School Website	<a href="http://www.crossleyheath.org.uk">www.crossleyheath.org.uk</a>
Uniform Suppliers	Shaw Hardcastle : 01422 353949 <a href="https://smartschoolwearcentre.co.uk/the-crossley-heath-school/">https://smartschoolwearcentre.co.uk/the-crossley-heath-school/</a>  Bridge Uniform Supplies : 01484655655 <a href="https://www.bridgeschoolwear.co.uk/index.php?route=common/home">https://www.bridgeschoolwear.co.uk/index.php?route=common/home</a>
Coach Travel Services (CTS)	<a href="http://www.coachtravel.me/school-services/crossley-heath-school/">http://www.coachtravel.me/school-services/crossley-heath-school/</a>
Metro Bus (for C5 Barkisland to CHS and updated information about the withdrawal of C6 Rishworth to CHS)	<a href="https://www.wymetro.com/your-school/a-z-school-finder/c/crossley-heath-school/">https://www.wymetro.com/your-school/a-z-school-finder/c/crossley-heath-school/</a>