



Year 6 – 7

Transition FAQ'S

**Mr Mann and Mrs Craig
guide to starting Year 7 at
Abbey College**

Mr Mann

Year 7 Raising Standards Lead

Mrs Craig

Assistant Head and SLT link for Year 7



Chapter One

Any changes in your life take a bit of getting used to and joining Abbey College is no different. Some of the concerns that year 7 have every year are answered below:

‘Will the teachers shout at me for being late if I get lost?’

It normally takes no more than 2-3 weeks to get your bearings. In these 2-3 weeks, teachers will be very understanding if you get lost and are slightly late. There will be lots of people willing to help you because they know what it feels like when you first join ABBEY COLLEGE. The most important thing is to try to keep as calm as possible and ask when you are not sure about something, however silly you think it might seem.

‘What if I am not with all my friends for some lessons?’

In the first term you will get to meet lots of students with similar interests and sense of humour as you. It does not take long for friendship groups to join up and before you know it your circle of friends gets bigger and bigger. There is always break and lunchtime to catch up with your friends if you are not in lessons with them. We will also do our best to make sure that you are with at least one of your friends in form.

‘What happens if I do not understand some of the work?’

The teachers at ABBEY COLLEGE will be more than happy to help you if you need some extra explanation about something you are studying. It is **really important** that you speak to your subject teacher or tutor if you are worried about any aspect of your learning. If it is homework that is causing stress, then ask your parents/carers to contact your subject teacher or form tutor via their e-mail address. Don't sit and struggle in silence. We are all here to help.

‘How do the extra-curricular clubs work?’

Clubs run from Tuesdays – Thursday from 3:10pm - 4:15pm, students do not need to sign up for these clubs, but students will need to register with the late bus if they require it to get home.

‘How do I sign up for the late bus after school and what days do they run?’

Students head to the student support office which is located opposite the south science block, during your September transition this will be shown to you on your tour.

‘How many local trips do we get to go on during Year 7?’

Last year, Year 7 went on 1 trip as a whole year, but were scheduled to go on a further 2 until Covid-19. These were trips to Hinchbrook Park, Seaside and the Zoo with PGL being offered as an additional end of year trip.

Note to Parents Carers

From our experience the major worries that your child may have starting Year 7 relate mainly to social concerns. We have plenty of support here at ABBEY COLLEGE and it is vital that you or your child speak to his/her Tutor if you are worried about anything and this can be directed to Welfare if necessary.

Any concerns that need immediate attention can be flagged by contacting your child's tutor via their e-mail address. E-mail is preferable and all staff will try to respond as soon as they can. All Tutors have a teaching role so cannot guarantee being able to come to the phone if you are phoning during the school day. You can also get support and advice from the house office and the student support advisors.

Chapter Two

Ready to Learn: Lessons & Learning

Unlike at primary school you will have subject teachers and each subject is in a different part of the school. You could have up to 5 different teachers a day! Normally it takes a few weeks to remember teachers' names and which classrooms you have on your timetable, but don't worry this is normal when you start secondary school. You will need to bring the correct books and equipment every day, arrive promptly, unpack what you need for the lesson, settle down quickly and be ready to start learning.

We ask all our students to show 'Humility, Intuition and Passion' every day they attend ABBEY COLLEGE and we do that by following the Spirit guide.

You will find out more about this when you join us (or if you are really keen check it out on our website).

Note to Parents/Carers

Learning is affected if books and basic equipment are forgotten. It is important that your child has writing pens (and spares), pencils, colouring pens/pencils and specialist equipment for lessons such as maths or ingredients for food tech.

Failure to be appropriately equipped will not only lead to students getting frustrated and upset but also they will be unable to produce work to the very best of their ability and the appropriate behaviour policy being followed.

PE kit should only be brought in on days when PE takes place and for extra-curricular clubs. PE kit cannot be left on site all week as we do not have the space to offer a locker system.

TOP TIP: *Have a copy of your child's timetable displayed where they do their homework. Until they are used to the new routine it may help to unpack your child's school bag each night with them and pack only what they need for the following day.*

The ABBEY COLLEGE Day

Here at Abbey College we do not run a bell, we have a centralised time which all staff and student follow. Your school day starts at 8:40am and by this time you should be with your form tutor in your form room. A day at Abbey College looks like this;

Start	Finish	What's happening
8:40am	9:10am	Form time
9:10am	10:10am	Lesson 1
10:10am	11:10am	Lesson 2
11:10am	11:30am	Break
11:30am	12:30pm	Lesson 3
12:30pm	13:30pm	Lesson 4
13:30pm	14:10pm	Lunch
14:40pm	15:10pm	Lesson 5

Achievement & Rewards

If you consistently work hard in lessons or produce outstanding work, you will be rewarded with stamps. You could even earn yourself a postcard, which can be sent home for you and your family to see. If you work hard throughout each term you will be able to receive the other benefits of showing outstanding spirit, this includes film afternoons, lunch passes, milkshake junction visit, badges and more.

Homework & Independent Learning

Homework is an important part of learning. You should make sure that your homework is fully understood before you leave the lesson. If you are not sure then ask, and don't leave it until the day it is due in before getting help. Take pride in your homework and complete it to the best of your ability. Do not try to do it whilst doing other things. Make sure it is handed in on time. Mr Mann has allowed a weekly session in the form time programme for homework to be completed in support of what you can do at home, so there really are no excuses for not completing homework.

ABBEY COLLEGE Homework Online

Homework set by teachers will be uploaded online, this will be 2hrs 30 minutes per week from one subject each week. You will be shown how to see your homework when you join us in September, we are going to be using TEAMS.

Note to Parents / Carers

Once your child has started with us you will be sent an invitation by email. The app shows the homework tasks and when it is due. If you have any concerns about homework please contact the subject teacher concerned as soon as possible or your child's form tutor.

Chapter Three

Ready to learn: Uniform

The first impression you make is how you look in the ABBEY COLLEGE uniform. Always try to be smart in your appearance and wear only the approved items of uniform. ABBEY COLLEGE expects you to wear your uniform with **pride**, this includes looking smart on the way to and from school. Trainers/ Plimsols style footwear are NOT allowed (even if they are black) & you should be wearing your blazer at all time. No hoodies should be worn. You can wear a coat over your blazer in the colder months. We want you to be proud to be part of our school.

Note to Parents / Carers

Name absolutely everything, even shoes. If items are named, we can get them to the house office for collection of lost property. Please refer to the parent/carer book for a full list of approved items.

Jewellery & Hair & Make Up

You may wear a watch to make sure you are not arriving late to lessons. ABBEY COLLEGE also allows a pair of earrings and a ring. No other piercings, necklaces or bracelets are allowed. You should also have a natural hair colour and no extreme hairstyles. At ABBEY COLLEGE we allow discreet, natural looking make up only. Not acceptable: Nail varnish or bright lipstick. False nails or false eyelashes.

Note to Parents / Carers

Please support the school in adhering to these simple health and safety rules. It also helps minimise the risk of items being lost or misplaced.

Mobile Phones

Mobile phones are not permitted in ABBEY COLLEGE. If you must bring a mobile, it should be turned off and placed in your bag as soon as you enter the school gate. If you have a mobile phone and it is seen or heard by a member of staff, it will be confiscated, and your name recorded where on the first occasion you yourself can collect it from the office, however if it were to happen again then parents/carers will be asked to collect your phone. Easiest way to remember: if we see it or hear it, we take it!

Note to Parents / Carers

ABBHEY COLLEGE is particularly strict with confiscating mobile phones. Not only could they affect lessons if they go off in class but could also lead to distress if damaged or lost. We also firmly believe that having a 'no phone zone' during the school day helps with mental health and wellbeing of young people and 'digital downtime' is very important. ABBHEY COLLEGE accepts no responsibility for a phone which is lost, stolen or damaged on site. If you need to contact your child during the school day please call the main reception where a message will be sent to your child.

Chapter Four

Lost Belongings

This is common for Year 7 students and potentially very expensive & frustrating for parents/carers! If it becomes a persistent problem, please sit down with your Tutor to work out how to look after your belongings more carefully. If an item does go missing, go to your house office at break or lunchtime to see if someone has handed it in. If it is named, we are more likely to be able to get your items back to you.

Chapter Five

Canteen Opening Times

The canteen is open for breakfast between 8.00am-8.30am. Break time is 20 minutes (11.10am-11.30am) and lunchtime is 40 minutes (1.30pm-2.10pm).

You can use the canteen ONLY during these times. If you bring a packed lunch, you can eat it in the South Hall or one of the outdoor eating areas. If you use the canteen you may have to be patient when you queue up for your food - (remember ABBEY COLLEGE is a LOT bigger than your primary school and we have a lot of students who love the food!).

ABBHEY COLLEGE canteen uses a cashless system. Parents/carers can pay money into an account for you, through an on-line system (Parent Pay).

Note to Parents / Carers

We will need to complete a Parent Pay application form to activate this system (Activation codes to follow). On this system you can also pay for trips and visits. You can track and monitor what is being purchased too! We will update you closer to the start of the school year as to how the arrangements will be for the first few days of school. If your child forgets their lunch the canteen will provide lunch for them that day with the amount spent needing to be reimbursed.

Chapter Six

Parents/Tutor Evenings

The exact dates for all parents' evenings are published at the start of the academic year on the ABBEY COLLEGE website. Appointments are made online to ensure parents/carers are able to see your subject teachers. It is a good idea to come along so you can hear and respond to comments made by teachers. Please be aware that during the currently climate we are going to be government led on some of the interactions that would normally take place.

Note to Parents / Carers

Although Parents Evenings are an important way to check your child's progress, don't wait until then if you have any immediate concerns. Appointments are made through an online booking system; we will provide information when your child starts with us.

Equipment

As of September the following pieces of equipment should be brought into school;

Pen x2 – Blue or Black only

Pen x1 – Green

Pencil

Rubber

Ruler

Calculator

Planner – Provided by Abbey College

Note to Parents / Carers

Please note the list above is required but students are more than welcome to bring other pieces of equipment that they would find useful and supportive of their daily learning.

Transport

Bus turn around

Missing the bus home

Car drop off

Chapter Seven

First Few Weeks Wobbles

At first it is difficult for parents/carers to know how to get the balance right between giving you too much or not enough support in the first few weeks of secondary school. The most important thing in the first few weeks is to put aside at least ten minutes each night to discuss how the day has gone and make sure that homework is completed for each subject. If you are struggling in school, there is ALWAYS someone that can help. Don't suffer in silence.

Note to Parents / Carers

You know your children better than anyone and if after the first few days you are concerned about your child's behaviour or they are struggling with resolving issues it is best to contact your child's Tutor. Please allow them some time to readjust to a brand new way of working. It is possibly the biggest change and therefore the biggest challenge they have encountered so far.

In Conclusion

We hope this information has been reassuring and helped to answer some of the many questions you may have at this time. It is very important to remember that this is a big step in your life - for you *and* your parents/carers. It is important to express how you feel every day to someone to ensure that concerns are sorted out as soon as possible. In no time at all you will know your way around ABBEY COLLEGE and even be able to show next year's Year 6 students and their parents/carers around at the Open Evening. We look forward to meeting you all in September.

When Year 7 start secondary school they will have a period of transition at Abbey College, any plans that we are looking to put in place will be Government led, but throughout this process we will keep you updated on any developments regarding the transition plans for September.

Mr Mann – Year 7 Raising Standards Lead – luke.mann@abbeycollege.cambs.sch.uk

Mrs Craig – Assistant Head and SLT link for Year 7