



Elizabeth
Woodville
School

YEAR 7 TRANSITION BOOKLET

A GUIDE FOR PARENTS AND STUDENTS

Ambition | Curiosity | Confidence | Leadership | Respect



Our Motto

Ambition | Curiosity | Confidence | Leadership | Respect

WELCOME

We are extremely proud of our school and are looking forward to you and your child joining us.

Moving from primary to secondary school is an exciting, but sometimes scary experience. Here at Elizabeth Woodville School, we aim to make this important transition as stress free as possible.

We're looking forward to welcoming you in September, but before we do, we'd like to let you know a bit more about the school, what we do and what we believe in.

We also want to give you some important information about what to expect when you join the school, to help make your transition here go smoothly. 'Who's who?' 'What's what?' and 'What do I do when?' are the questions that we are often asked,

you may also have questions of your own, which we will aim to answer in this booklet. But if you find that your question hasn't been answered you can use this booklet to find out who to ask.

At Elizabeth Woodville School, we take our learning very seriously and expect you to do the same. Before arriving at school in September, make sure you complete this booklet. Make it look wonderful, make it interesting and most of all make sure you work your hardest. In your first week here in September you will hand it in to your form tutor. I wish you every success in the coming months and look forward to meeting you in September.

Henry Holland

Associate Headteacher -
North Campus

Hannah Jones

Head of School -
South Campus

www.ewsacademy.org.uk

CONTENTS

Our motto	3
Welcome	4
Organisation:	
School day / registration	6
Students who arrive late	6
Attendance	6
Cucina restaurant	7
Request for absences in term time	7
What to do if you child is ill	7
Medicine at school	7
Timetable	8
Be prepared:	
What do I need	9
Homework (Go4Schools)	9
Mobile phones	9
Head of Year 7	10
Uniform	11 - 12
Our values	13
EWS rewards	14
Getting to know you	15
How did other students feel?	16
Extra support	17
Your support team	18
Extra curricular	19
Useful contacts	20

ORGANISATION



Be in school by 8.45am

SCHOOL DAY/ REGISTRATION

Each day, there are five one-hour lessons for the students, plus a separate registration period with their form tutor.

The gates open at 8.15am and close at 8.45am.

Every morning at registration, you will meet your Form Tutor and Tutor Group. You will have form activities, equipment inspections, and a weekly assembly throughout this period. Since many of your lessons in Year 7 are with your Tutor Group, you develop a close bond with them.

A variety of after-school groups are offered for pupils, and there are two breaks throughout the day when they can utilise the school canteen. Both times include a full food service.

STUDENTS WHO ARRIVE LATE TO SCHOOL

Students are expected to be in school by 8.45am. At 8.45am the gate will be closed and all students will need to come through the main entrance.

School day

- 08:45 - 9:05 Registration
- 09:05 - 10:05 Lesson 1
- 10:05 - 11:05 Lesson 2
- 11:05 - 11:30 **Break**
- 11:30 - 12:30 Lesson 3
- 12:30 - 13:30 Lesson 4
- 13:30 - 14:05 **Lunch**
- 14:05 - 15:05 Lesson 5



ATTENDANCE

EWS promotes the importance of good attendance to all students. Excellent attendance is honoured with certificates, a rewards system, praise, and recognition.

You must arrive in your class room on time each day.

CUCINA RESTAURANT

A wide variety of options are available from the restaurant including main meals, snacks and drinks. You can eat your packed lunch in the restaurant with friends who purchase food.

You will be given an account which your parents/carers can top up with money. You purchase your food using your thumbprint, so there is no need to bring money into school. Every student can get breakfast of **free porridge**.



REQUEST FOR ABSENCES IN TERM TIME

The correlation between achievement and attendance rates is unmistakable. Requests for absences during the school year, except in the most exceptional circumstances will be noted as unauthorised absences and may result in a fine.

Requests for absences should be submitted through the attendance officer, and the headteacher will review them.

PARENTMAIL

Parent mail is the online system that we use to communicate with home and handle all financial transactions.

Once your account is set up you can access the following services, setting up payments including topping up a student's account to pay for food in the school restaurant, paying for school visits, reporting absences and receiving important whole school messages including our school newsletter.

WHAT TO DO IF YOUR CHILD IS ILL

Please DO NOT send your child to school if they are visibly ill in the morning in the hope that they may feel better later in the day.

Please call the absence line before 8:45a.m. on each day your child will be absent from school to let us know they won't be there.

Absence line: **01604 864042** or parents can also report through **ParentMail** or email: ewsattendance@ewsacademy.org.uk

When your child returns to school, please provide a written explanation addressed to your child's form tutor stating the reason for the absence.

If your child is taken ill or involved in an accident during the day, he/she will be cared for by the school's first aid staff until we can contact a parent or guardian.

MEDICINE AT SCHOOL

If your child needs to take medication during the day, it should be clearly labelled with the child's name and form and left in the student services.

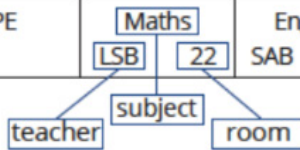
TIMETABLE

You will have core lessons in English, Maths and Science alongside lessons in PSHE, Geography, History, RE, ICT, Languages, PE, Music, Drama, Art and DT.

Our lessons are arranged on a fortnightly cycle. Year 7 students are given a personal timetable telling which subject, teacher and room they have in which room for each lesson.

Example timetable below:

	Mon	Tues	Wed	Thurs	Fri
Tutor	ADZ 101	ADZ 101	ADZ 101	ADZ 101	ADZ 101
P1	Science XTE 216	English SAN 147	Maths LSB 222	Science MSA 236	DT MES 137
P2	French ADH 202	Ethics TOM 226	English SGM 105	Maths JMK 229	DT MES 137
P3	English SAB 107	French ADH 202	History SHA 219	Art ARS 141	French ADH 202
P4	Computing EAH 212	Music JLS 127	Geography EGS 218	Geography EGS 218	Science KTN 234
P5	History SHA 219	PE LPT	Science SLT 238	Science KTN 234	English SAN 147
P6	Science MSA 236	PE LPT	Maths LSB 22	English SAB 107	Maths ADB 220



Please ensure that the school has an up-to-date emergency contact number so that we can reach you in the event of an emergency

“ I was worried about how much work and homework there would be and that I wouldn't understand it. I didn't need to worry; the work was linked to what we already knew so it wasn't much harder than primary. ”

BE PREPARED



Getting ready to start at EWS

WHAT DO I NEED?

It is really important that you bring the correct equipment to school each day. It is helpful to keep more than one pen and pencil in your pencil case to ensure you are always prepared.

Must have items:

- A pencil case
- Black or blue pens
- Green pen
- Pencil
- Rubber
- Ruler
- Sharpener
- Maths kit
- Calculator (We would recommend the scientific calculator Casio FX-83 or FX-85 GTX or the Casio FX - 991EX)
- Coloured highlighter

Other useful items include:

- Glue sticks
- Coloured pencils
- Felt tip pens

HOMEWORK GO4 SCHOOLS

A crucial component of learning and of education is homework. **Go4schools**, an online platform you can access from any device, will be used to assign homework so that you and your family may view it at home. Since we use Google Classrooms, you can access all of your files from home as well.

While some assignments are short, others may last for an entire term. You can use the Library at lunchtimes if you need additional support.

MOBILE PHONES

Mobile phones, tablets and music devices including earphones are **NOT** allowed to be used in school as per our policy.

Mobile phones are allowed at school, but students are required to switch them off and put them in their bag.

If a student is observed using a device, it will be taken away from them and kept in a secure location until the end of the school day. However they may be used in lessons for supervised learning, research or quizzes with the teachers permission.

HEAD OF YEAR 7

Transition from primary to secondary school can be an exhilarating time. The opportunity to experience new subjects, new activities and make new friends at a bigger school is often met with great excitement. At EWS we understand that whilst most students feel this way, some may experience nervousness at the thought of starting at a new, larger school. We strive to ensure that all students feel supported in their transition process and that it goes as smoothly as possible. We have a team of experienced staff who are here to help you every step of the way, from Year 7 right through to Year 13, you are made to feel welcome and secure in our school.

Form Tutor

This person is your first port of call if you have a problem. You will see your Form Tutor every day, they will be the teacher responsible for you day to day. They will register you every morning. Your parents can contact this person if they need to discuss anything with them.

Head of Year 7

Mrs Gordon is Head of Year 7 on North Campus, **Mrs Turney** is Head of Year 7 on South Campus.

They will oversee your well being and progress and work with your form tutor regarding your daily progress at school.

Student Services

This is an area of the school where you will find administrative, medical and pastoral guidance.

Each year group has a link pastoral officer who is available to help.

Ambassadors

There will be ambassadors to show you around during transition and in your first few weeks at school. You may choose to become an Ambassador later in the year so you can also assist in tours and future transition.

Mrs Gordon

Head of Year 7 -
North Campus

E: charlotte.gordon@ewsacademy.org.uk

Mrs Turney

Head of Year 7 -
South Campus

E: kim.turney@ewsacademy.org.uk

UNIFORM

The provided images serve as a visual guide to assist you in purchasing the correct uniform. If you have any concerns or queries regarding the correct clothes to purchase, the school will happily advise. We also use a local uniform provider Jules at Home in Roade Village www.julesathome.co.uk

Blazer *

Black blazer with the EWS school logo sewn onto the left hand pocket.

School Tie *

Top button to waist in length with the EWS school logo sewn on.

Trousers

Black tailored trousers (e.g. not skin tight/skinny, jean or legging style, or showing the outline of the leg). Trousers must be worn around the waist (above hips – no underwear should be on show.) Buttons and zips should be functional. Belts – These are optional but if worn should be plain black. Socks should be black.

Skirts

Black pleated skirt length should be minimum of just above the knee. Lycra, mini or tight skirts are not permitted. Skirts should be worn with black/flesh colour tights or socks.

Shirts

Shirts should be plain white and tucked in. If you wish to wear a white t-shirt underneath you can but this should not be visible.

Jumper

Students may wear a plain black, v-neck jumper under their blazers. The jumper should not be worn instead of the blazer.

Shoes

Shoes must be plain black and flat. No logos/branding, boots, trainers, or canvas shoes/pumps.

Piercings

Students may wear one pair of earrings (either studs or very small hoops). No other visible piercings are allowed (eg. nose, lip, eyebrow, tongue etc.)

Nails

Nails are to be no longer than the tip of the finger and only neutral coloured varnish is allowed.

*** These items are EWS branded.**

They can be purchased from Jules at Home in Roade village
www.julesathome.co.uk

Second hand uniform is available - please contact student services.

AN EXAMPLE OF CORRECT SCHOOL UNIFORM



AN EXAMPLE OF CORRECT PE KIT



PE Kit

- White polo shirt*
- Black and white multi sport top*
- Black shorts
- Black joggers or leggings (winter)
- Black and white long socks
- Short white socks
- Shin pads
- Gum shield (Rugby/Hockey)

- Trainers
- Studded boots “Firm Ground” suitable for 3G astro pitch and the playing field

Optional/Additional Kit

- Zip training top*
- Black skirt*
- Base layer – black / white / navy
- Black gloves

OUR VALUES

Our Values

At EWS we believe that:

- We are all different, and we all have the potential to achieve
- We achieve more when we work together
- We have the right to feel safe and to enjoy our learning

We have five values that we expect everyone to live by inside and outside of school;

AMBITION

setting challenging goals to work towards



CONFIDENCE

having belief in our potential to achieve these goals



CURIOSITY

demonstrating intellectual enquiry and asking questions



LEADERSHIP

influencing others to make positive changes



RESPECT

having due regard for the feeling of others and for the environment



EWS REWARDS



We celebrate the achievements and successes of our students inside and outside the classroom

REWARDS

Our work at EWS includes recognising and celebrating students' accomplishments.

Reward points, which students accumulate throughout the year and keep track of on Go4Schools as a running total, are given out in assemblies held at the end of each term to celebrate students' accomplishments.

These reward points are linked to our five school values; Ambition, Confidence, Curiosity, Leadership and Respect.

Tutor groups compete for rewards as part of our Formopoly competition.

Every half-term, celebration assemblies are held for each year group to recognise accomplishments and notable gains made by both individual students and student groups.

Students are given certificates for whatever accomplishments they have made throughout the current term, and attendance incentives are also given out.

Students can achieve rewards for the following:

- Representing the school's values
- Attendance/Punctuality
- Outstanding effort in lesson or in homework
- Outstanding attainment in lesson and in homework
- Representing the school in sports of other activity
- Citizenship
- School leadership
- Exceptional performance outside of the school
- Helping/supporting school events
- Tutor reward for equipment or uniform, representing their school and winning competitions.



GETTING TO KNOW YOU

Moving from primary school to secondary school is a big transition. Teachers in both schools do their best to prepare you for this step and support you through the change.

The move from primary to secondary school is a significant one. Teachers at both schools try their best to help you adjust to the move and get you ready for this next step.

The teachers at your primary school and your new secondary school are working hard to make sure that everything goes smoothly for you, even though you may not be aware of the specifics of your move quite yet.

Plans will vary from school to school but here are some things that might happen to help you with transition.

You will have a day in your new school that are aimed at helping you to transition into secondary.

This will happen on
Tuesday 4th July 2023.

Your present teacher may begin to assign activities to help you prepare for your transition. They may arrange a conversation with you to discuss your concerns.

Your primary school might organise a leavers party and/or leavers hoodies for you.

On the transition day at secondary school, you will meet your new form tutor, who will walk you through what will happen during your first few days at school.

You might receive a call from your new form tutor at the secondary school to introduce them self and go over what to expect during your first few days of classes.

Unlike the other year groups, you probably start secondary school on a separate day.

This booklet covers some of the things you might be worried about and some activities to help you plan for your transition.

HOW DID OTHER STUDENTS FEEL?

“ I was worried about where to go on my first day, but everyone was really friendly and made sure that I knew what to do and where to go. ”

“ I was worried about not making any friends, but now I have new friends as well as my friends from primary school. You spend lots of time together in lessons and form time so there are lots of chances to get to know people. ”

“ I was worried at first about getting lost, but the school isn't as big as I thought. ”

EXTRA SUPPORT



The hub is a designated space that children can retreat to when they feel overwhelmed and overloaded by the sensory input from the immediate environment.

THE HUB

On both North and South Campus there are learning hubs.

This is where the teaching assistants are based and where small groups or individual interventions will take place, for students who may need some extra support.

The hub is also used at break and lunch times for students who may find social times a little overwhelming or those who require a safe place.

Teaching assistants are based in the hub.

- **North Campus:**
Mrs Fonseca, Mrs Harmer and Mrs Ransley.
- **South Campus:**
Mrs Gingell, Mrs Maryan and Mrs Carneiro Peter.



“ Teachers are friendly and helpful just like my primary teachers. ”

YOUR SUPPORT TEAM



At Elizabeth Woodville School we have an **inclusion** and **pastoral team** on both campuses to help with your transition from primary to secondary school.

Our team will be able to support you with any concerns you may have with regards to your learning.

Your Head of Year 7 is Mrs Gordon (North Campus) and Mrs Turney (South Campus) who will work with a pastoral assistant to support the year group.

Mrs Wright SENDCo North Campus

She will be spotted frequently by students on North Campus. Her office is based in the Hub.

Parents can contact Mrs Wright via email:
claire.wright@ewsacademy.org.uk

Mr Perris SENDCo South Campus

He will be frequently seen by students on South Campus. His office is based in Lower College.

Parents can contact Mr Perris via email:
matthew.perris@ewsacademy.org.uk

EXTRA CURRICULAR



Outside of formal lessons there are a wide range of opportunities for students to develop their skills and confidence as well as meet and work with other students and staff as they learn from new experiences.

There are a variety of clubs for you to get involved with such as:

- Art Club
- Cookery
- Book Club
- Lego Club
- Running Club
- Enterprise Club
- Choir
- Plus lots of different sports clubs and activities.

You can participate for fun or even represent the school in various sporting events.



Many other clubs and activities are available throughout the school day and we encourage students to make the most of these opportunities.

If you have never been involved in a club before, this is your opportunity to try something new.

Perhaps you have an idea for a club that you would like to start up? Why not talk to your Form Tutor and set one up?

We also run an annual Year 7 residential trip to an Outdoor Learning Centre with activities including: caving, gorge walking, mountain walking, coasteering and many more.



We offer individual instrumental (including voice) music lessons through the Northamptonshire Music and Performing Arts Trust (NMPAT).

A letter outlining these lessons will be in your pack.

USEFUL CONTACTS

STUDENT SERVICES

- Attendance & Student Absence Routines
- Bus Passes & School Transport
- School Calendar
- First Aid & Medicines in School
- Free School Meals
- Lost Property
- Parents Evenings
- Student Information Changes
- Secondhand Uniform

DATA & EXAMS OFFICE

- Go4Schools Support
- Reports & Reviews
- Academic Assessment & Progress Information
- Exams Administration
- Exam Certificates

RECEPTION & ADMIN

- Music Fees - Payment & Queries
 - ParentMail & Online Payments
 - Cucina Canteen & Cashless Catering
 - School Trips Information
 - Tove Learning Trust
-

NORTH (ROADE)

Tel: 01604 862125

Email: generalenquiries@ewsacademy.org.uk

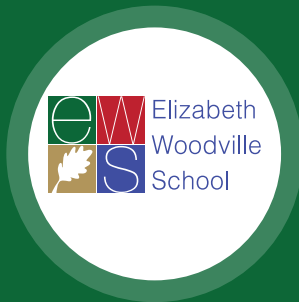
SOUTH (DEANSHANGER)

Tel: 01908 563468

Email: generalenquiries@ewsacademy.org.uk

Your child's Form Tutor should be your first point of contact for any pastoral concerns or queries you may have. Their email address will be their first name (dot) followed by their surname then @ewsacademy.org.uk ie **Joe Bloggs would be joe.bloggs@ewsacademy.org.uk**

Please ensure you copy in the Attendance Team regarding absences to ewsattendance@ewsacademy.org.uk



Elizabeth Woodville School (**North**)

Stratford Road, Roade,
Northampton, NN7 2LP

Tel: 01604 862125

Email: generalenquiries@ewsacademy.org.uk

Elizabeth Woodville School (**South**) Stratford

Road, Deanshanger,
Milton Keynes, MK19 6HN

Tel: 01908 563468

Email: generalenquiries@ewsacademy.org.uk

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