


Transition toolkit



Name	
Primary School	
Ambitions for the future...	

Looking back at Primary School

Life is like a journey. Think back through your time at Primary and pick 5 best memories or events that really helped you become the person you are today...



Secondary school is just the next stage in your journey...

My Secondary school

Name of my secondary school	
Name of tutor <i>(when known)</i>	
School start time:	
School end time:	

What strengths do I bring to secondary school?

(Get someone to help you with this – we are often not very good at seeing our own strengths! For example you might include the fact you are a good friend, are very honest, have great IT skills, know a lot of facts about a certain subject or hobby etc.)

What am I most looking forward to in my new school?

Find the subjects in your new school

There will be lots of new subjects to try and secondary school, spot some of them here!

M	A	F	S	E	H	M	G	E	O	H	I	M	J	E	E	A
F	M	A	M	W	S	L	U	S	M	I	S	E	T	T	I	S
R	U	D	A	N	C	E	Z	S	A	C	P	N	U	H	A	I
A	F	G	T	R	D	P	W	R	I	I	A	G	T	I	N	U
H	S	R	H	P	G	R	T	E	N	C	I	T	O	C	A	O
J	T	A	S	L	U	B	N	Y	R	A	N	E	R	S	S	L
T	U	B	J	E	I	C	Q	L	E	R	M	X	T	A	S	S
E	E	A	U	H	E	M	U	A	H	S	U	D	I	N	E	P
N	F	X	L	G	E	O	G	R	A	P	H	Y	M	D	M	A
G	I	M	T	V	M	A	I	T	Y	E	O	A	E	M	B	N
L	O	A	I	I	O	T	O	H	R	T	T	S	C	O	L	I
I	P	T	E	E	L	G	R	D	U	O	E	R	A	R	Y	S
S	P	U	F	O	S	E	E	K	R	M	P	T	T	A	E	H
H	I	S	T	O	R	Y	S	C	S	A	S	M	E	L	R	A
E	N	J	V	E	P	I	F	J	N	O	M	U	R	S	B	K
J	K	C	A	T	E	R	I	N	G	C	N	A	R	P	U	M
Y	Z	X	T	L	S	V	Z	C	O	M	P	U	T	I	N	G

Maths
English
Science
Geography
History
Art

Music
Computing
Tutor time
Assembly
Textiles

Planning for success at secondary school

You might be both excited *and* a little anxious about starting secondary school.

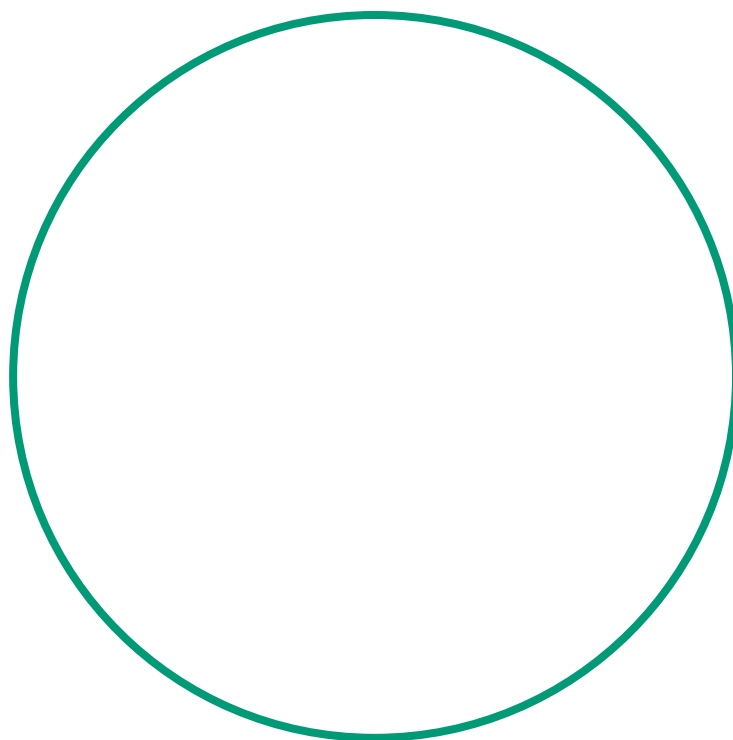
There are going to be lots of great new opportunities – new friends, new subjects and new clubs for example. But some of these new opportunities can bring a few worries too – such as how will you meet those new friends, find your way *to* those new lessons or summon up the courage to try new things for example? You might also worry about joining a much bigger school – whether it will be too noisy, too full of other pupils or difficult to find your way around. Don't worry! You are not the only young person with a few worries, and there is help and support available.

Your support network

Your support network are those people (or animals – pets count too!) in your life who make you feel good about yourself, and are there to help you when you need it. Talking to them, or just being near them can make you feel better. This might be your parents, siblings, pets, grandparents, friends or members of staff at school for example.

If you have questions or feel anxious about moving up to secondary school these people are there to help you and offer support, sometimes by just being there. The good news is, that when you start secondary school, you will find new people to join your support network (such as your form tutor for example).

Write down the key people and animals in your support network here:



Solution planning



If you do have any worries use your support network to help you. You might try this exercise to help – perhaps with people from your support network

Often the things we worry about never happen. But if you *are* worrying, then planning what to do just in case it *does* happen helps reduce that worry a bit. You can feel more confident that you will know what to do, and that everything will work out OK.

<i>If</i>	<i>Then I could...</i>	<i>So now I need to...</i>
<i>E.G. I get lost in my new school</i>	<ul style="list-style-type: none"><i>Use a map</i><i>Ask a teacher for help</i><i>Go to school office</i>	<ul style="list-style-type: none"><i>Find out how to get a map for my toolkit</i><i>Find out how to get to school office</i>

If it helps, cut out cards like these that you can carry on you in school:

<p><i>If</i></p> <p>I get lost in school on the way to a lesson</p>	<p><i>Then I will...</i></p> <p>Use my map Ask a friend Ask a teacher Go to the school office Relax – school have already told me I will not get in trouble if I get lost</p>
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<p><i>If</i></p> <p>I feel that another pupil is being unkind</p>	<p><i>Then I will...</i></p> <p>Tell my tutor {NAME} or the learning support teacher</p>
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Other tools



Staying organised

Staying organised can be harder at secondary school, but there are lots of tips that can help make this easier....

- ✓ Think about creating some lists: for example write a list of what you will need to pack in your bag each day and stick it on your fridge at home. Or how about a check list you can keep in your pencil case of what to remember to take from class to class? Or how to edit work?
- ✓ Try post it notes as reminders (e.g. 'don't forget your bus pass!'), trying leaving one the front door!
- ✓ Colour code your subjects if it helps, and stick coloured stickers on your books to help.
- ✓ If you are worried you might get lost in school, write down what you will need to do and keep the reminder in your bag: E.G. **IF** I get lost in school **then** I will go up to an adult (or pupil) and say '*please can you show me the way to Learning Support?*' But remember – although many pupils worry about getting lost very few do. You will always be with pupils going to the same place as you at first, and other pupils and adults are always around to help. You will not get in trouble for being late if you have got lost in the first few weeks.
- ✓ Keep a bus timetable in a safe place if you will be catching a public bus
- ✓ Keep important phone numbers somewhere safe (not just on your phone in case your battery dies)
- ✓ Decide on one place in your school bag where you will *always* place your bus pass, wallet keys and phone (e.g. a special zipped pocket). Try to put each item back there immediately after using them: this will help make sure you do not lose them.
- ✓ When you are set homework by your Secondary school teacher, *write it down*. It will probably be available for you to see online too on a special app. If you have a list of homework you can *tick it off* when you have finished it, so you do not worry that you have forgotten something. Decide when you are going to do homework – many pupils like to go to 'Homework Clubs' that are run by schools.
- ✓ Most of all, don't worry! Your new teachers at Secondary know you are facing a lot of changes. They will help you with staying organised.

Checklist...

1. _____

2. _____

3. _____

4. _____

5. _____



Making friends

If some pupils from your Primary school going to the same Secondary school as you, you may already know some friends that you will have at Secondary. If not, don't worry: lots of people will not know anyone on the first day.

Making new friends

Everyone makes new friends at Secondary school – this is part of the fun of a new school. Secondary school is going to be larger than your current primary school, so there will be even more chance of finding someone who shares the same interests as you and who could make a good friend. However friendships do not happen overnight! It may take you a few weeks to find the pupils that will become your friends and that is OK. Remember, good friends:

- ✓ Value you for who you are
- ✓ Are kind to you
- ✓ Make you feel good about yourself
- ✓ Often have similar interests to you
- ✓ Have time for you
- ✓ Are supportive



Top tips for making new friends

- ✓ Be yourself - you are fantastic just the way you are. Real friends value the real you.
- ✓ Smile, and say 'Hi'. It's simple, but it works!
- ✓ Follow your interests – joining after school or lunch time clubs based around your interests is a great way to find friends who like the same things that you do.
- ✓ Plan what to say in advance! If you find you feel anxious around new people, try planning a few phrases you can use with new people so you don't have to work out what to say while you are feeling nervous. For example, in the first few days when everyone is new you might start a conversation by asking:
"Can I sit here?" (When you are in the dining hall or in class)
"What is your name?"






“What primary school did you go to?” etc.

- ✓ Try not to worry if you try to start a friendship and the other person does not seem interested. This happens to everyone: it takes time to find the right person.
- ✓ If you feel very anxious talking with new young people use some strategies to reduce your anxiety (e.g. take a few calming breaths before you talk to a new person)
- ✓ Be a good listener – take the time to listen to new young people that you meet, and find out more about them. Everyone loves to be listened to! Aim for about 50% of the talking to be you, 50% them as a rough guide.
- ✓ Remember, you do not have to be friends with *everyone*! If you meet a young person and find that they don't seem kind, or make you feel unhappy, you do not have to be friends with them.
- ✓ Listen out for young people who like the same things as you. If you enjoy Minecraft and hear that another person does too, then ask them! (e.g. 'I've heard you like Minecraft – what do you like to do on Minecraft?')
- ✓ Starting Secondary school and meeting new friends can be exhausting! It is OK to feel tired out after being with other pupils, and it is good to take a break when you need to and recharge.



Staying relaxed and focused

Hopefully, you will feel relaxed, happy and focused at secondary school. There are a lot of things that you can do to help yourself to feel this way. For example you will feel better in yourself (and more able to cope with challenges) if you choose to do some of the following. Take a look at them all and think about which you could try (some of them will be easy, others might be harder)...

If you...	It can help you...	I could do that! ✓
 <p>Sleep well each night</p>	<p>Feel calmer, more alert, and more able to cope with challenges.</p>	
 <p>Can ask for help when I need it</p>	<p>Feel less anxious, feel supported and more able to cope.</p>	
 <p>Have hobbies or interests I can spend time on each day</p>	<p>Feel calmer, happier, and more able to cope with the rest of life.</p>	
 <p>Eat Healthily</p>	<p>Feel calmer, sleep better & more able to cope with life.</p>	
 <p>Play sport (any sport!)</p>	<p>Feel less anxious, sleep better, and feel more relaxed.</p>	

Tools for staying relaxed and calm in class

Try these tips to stay relaxed and happy in lessons:

- ✓ Many young people (and adults too) focus better and feel more relaxed when they have something to fiddle with. This can be something like an infinity cube or similar, or may just be some Blu Tack to fiddle with. Make sure to pack some in a pencil case or your pockets (check that your parents have reminded your new school that you will have these items).
- ✓ If reading a certain book, or looking at collector cards is relaxing, pack these in your bag each day too. Some days you may want a quiet break time.
- ✓ Try your uniform on over the summer. If you are not keen on the feel of it, or the seams bother you, try out wearing some base layers underneath or wash them a few times to soften them up. Wear in new school shoes too so these don't stress you out on your first day either.
- ✓ A new school is tiring for everyone at first. Plan some nice things to do after school that will help you recharge – try time outdoors or on a hobby. Try and do this every day.
- ✓ If you feel any moments of anxiety or stress, especially in school, try the tips below to help. You can do these at your desk in school, at break times or when you are home. You parents can let school know you may use these tips to keep yourself feeling calm.



What helps you feel calm?

- Thera-putty?
- Pokémon cards?
- Colouring or art?
- Tumble stones?
- Reading?
- Lego?
- Music?
- Photos of pets or family?
- Spending time on your hobby?

Why not create a bag or small box with your parents or teachers ready for use when you are at secondary school? Perhaps they would write you a postcard with words of encouragement that you can keep in there too!

Transition toolkit *(continued)*

More tools for staying relaxed and calm

We can all feel anxious from time to time. To manage a feeling of anxiety in school, you could try any of the following.

Read a favourite book (be sure to carry it in your bag)



Take a drink of water (try a long, slow drink)



Take deep slow breaths in and out



5-4-3-2-1

Look around you, and slowly pick out:

- 5** things you can see
- 4** things you can hear
- 3** things you can touch
- 2** things you smell, and then
- 1** take one, slow, deep breath

Think of a place that makes you feel happy



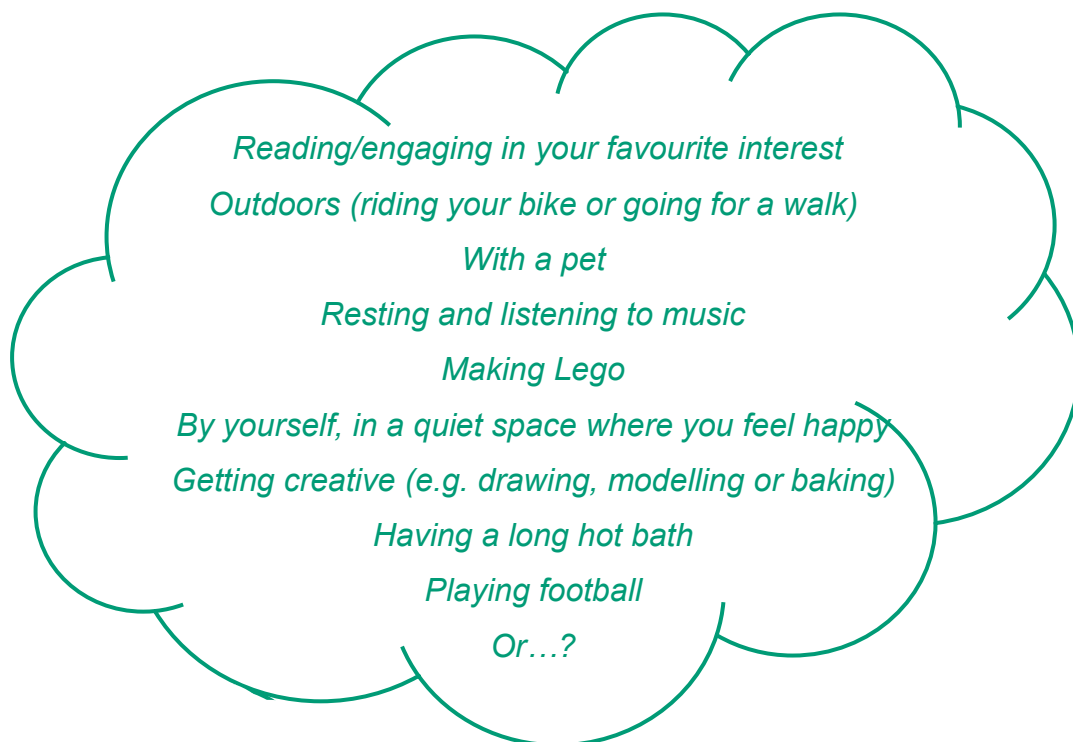
Use your fiddle tools



Lastly... Chill out time matters!

Secondary school is tiring – especially at first! A full day at a new school can take a lot of energy out of you, so you need to put that energy back in (this is sometimes called ‘*Energy Accounting*’). Setting aside some time when you get home from school to recharge some of this energy is one of the best ways to keep your energy level high, and make sure you feel calm and refreshed for the next day.

We all have different ways of recharging energy, but you might want to think about planning 30 minutes or so every evening when you spend time...



Make this part of your everyday routine, and you should feel calmer, and much more ready for the next day!

Good luck in Secondary School!
We hope you have a wonderful time.