



Year 7
Transition
Booklet 2022



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Enable ~ Inspire ~ Nurture

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Welcome to Parkfield School



We are really looking forward to meeting you and we hope that you will be very happy here. We recognise that some things will be different for you when you come to Secondary School and that change can be both daunting and exciting! You won't be alone, just ask your friends!

This booklet is designed to get you thinking about those changes and to provide you with useful information that will help you feel more confident.

My name is Miss Adams and I have the pleasure of being the Principal at Parkfield School. Parkfield is a school that looks to help children to become self-sufficient learners, individuals who know the importance of personal and team responsibility. We place a huge focus on "community" and the part that we all have to play within it. We work hard at building social and emotional capacity because we know that our relationships thrive when they are built upon respect, tolerance, kindness and courtesy.

Being part of the Parkfield community will provide you with an environment where you will feel valued as an individual, and you will be supported to have high aspirations for your own success.

I am really looking forward to meeting you all in September and welcoming you to the unique and supportive community that is Parkfield School.

A handwritten signature in white ink that reads "Miss Adams".

Miss Adams
Principal



Welcome from our Head Students

To our future Year 7s, welcome to Parkfield School! We have so many happy memories of all our time here, especially in year 7. There are so many amazing opportunities to suit each and every one of you, from sports, music, performing arts and academic enrichment.

We totally understand that moving into secondary school and moving up to year 7 can be daunting: there are new people; different classrooms; along with a timetable and a big school site. All the staff are ready to support you, along with lots of the older students who really want to make your transition as smooth and as happy as it can possibly be. Everyone is here to help.

We are incredibly proud of our school, we have always taken advantage of all the opportunities we have been given.

You will make lots of new friends and make very special memories. School is fun; enjoy every moment and make the most of every opportunity.

We want you to have a really fantastic time. If you have any suggestions on how we can help make settling in a little easier, please do let us know.

We look forward to seeing you in September.

Tegan Christopher & Matilda Mean

Your First Day at Parkfield School

Your first day at secondary school will be one you will always remember so follow these steps to make it a success!

The night before:

- Have your bag packed, including your pencil case
- Have your named uniform laid out ready
- Check that you know how you are getting to school and who you are travelling with. Maybe arrange to meet someone at the front of school.
- Set your alarm to allow you plenty of time to get up and ready.

On the day:

- When you arrive at school, you will be directed through D Block entrance and to the main school playground. (The school only has Year 7s present on the first day)
- Mr Hassanali will meet you there and ask you to line up in your Community Groups.
- Smile at as many people as you can because they are feeling nervous too!
- The first part of your day will be spent with your Community Leader. Listen carefully to all the important information being given and ask questions.
- You will take a tour of the school to become more familiar with where everything is. You will have a welcome assembly with your year group - keep smiling!
- You will be given your timetable and there will be plenty of people around to point you in the right direction.



Parkfield Community Leaders

Every day you start the morning with your community group in your community room.

The Community Leader takes the register and leads the activity such as current affairs, wellbeing activities or assembly. In the afternoon, you will have 15 minutes of DEAR time. This stands for Drop Everything and Read. This is an opportunity for you to develop your love of reading and build your vocabulary to help you with your studies. Your Community Leader is there every day to answer any questions you may have and to regularly check your student planner. Your parent/carers can contact them too if they have any concerns. Once a week you will have an assembly with your year group. You will be in one of 3 Community Groups led by:

7P New English Teacher

7K New Maths Teacher

7F Mrs Cosserat

Safeguarding at Parkfield School

The safeguarding team is another important group of people that it will be really useful for you to know from the start. These members of staff are here to help you if you have any issues around feeling safe.



Miss K Taylor
Designated
Safeguarding Lead



Miss T Wilcox
Assistant Vice
Principal



Mr A Lloyd
Lead Teacher of
PE



Miss K Tucker
SENDCo

What is in your School Bag? Be prepared and organised!

Impress your teacher by coming to school every day with all you need to learn well and participate fully.

Here is a list to help you:

- Pens
- Glue Stick
- Water Bottle
- Pencils
- Scissors
- Ruler
- Calculator

The School Day at Parkfield School

These are the times of the school day. We do not have school bells throughout the day so you must always wait for the teachers' permission before leaving the classroom.

	Monday – Thursday	Friday
Students onsite	From 8.20	From 8.20
Community Time	8.40 – 9.00	8.25 – 8.30
Lesson 1	9.00 – 10.00	8.30 – 9.30
Lesson 2	10.00 – 11.00	9.30 – 10.30
Break	11.00 – 11.20	10.30 – 10.50
Lesson 3	11.20 – 12.20	10.50 – 11.50
Lesson 4	12.20 – 13.20	11.50 – 12.50
Lunch	13.20 – 14.00	12.50 – 13.15
DEAR time	14.00 – 14.15	No DEAR
Lesson 5	14.15 – 15.15	13.15 – 14.15
Bus leaves	15.20	14.20

Lockers

We do not have pegs to leave your belongings on like in primary school, so if you would like a locker your parent/carer will need to order one online through WisePay. Try to select a locker that is near your community room! The cost is £10 per year.

Mobile Phones in School

We recognise that becoming more independent means that you may well have your own mobile phone. You are not only responsible for the safe keeping of this but also for ensuring it remains in your bag and switched off so is not seen or heard during the school day. If you are seen using your mobile phone during school hours, it will be confiscated and taken to Reception where you will have to pick it up at the end of the day. If a mobile is confiscated more than once sanctions will be applied.

School Uniform

Wear your uniform with pride! At Parkfield School, we like all of our students to look smart and to dress appropriately. Make sure you know the rules about uniform including shoes and jewellery. Make up and nail varnish are not to be worn in school and you will be asked to remove it. Please have a look on the school website for the full uniform policy. <https://parkfieldschool.org/about-us/uniform>



P.E Kit

- Black shorts (without design or logos) or a skort.
- White thermal base layer (optional).
- White polo shirt (no design or logo is necessary).
- Optional black school hoodie for cold weather (available through the school).
- Black football sports socks.
- Black tracksuit bottom or plain black lycra sports leggings.
- Trainers and appropriate sports footwear.

All items of clothing including your PE kit should be clearly named. Do not forget that there are many, many students here at Parkfield School all with exactly the same kit! Don't lose yours!

Hot Lunches

Chartwell's provide a range of food at lunchtime which can be purchased in advance via their dedicated website. <https://dorset.mealselector.co.uk/> This has to be completed 2 weeks in advance.

Free School Meals

Eligible students will also be able to order their hot meals in advance through the Chartwell's system and payment will automatically be arranged. If you have any questions regarding this, please contact Reception.

Packed Lunches

Students are able to eat their packed lunch in the canteen or on one of the many benches spread across the school site.

Illness & Medication

We are very lucky to have a Medical Team always on site at Parkfield School. If you have a medical condition, it is a good idea to find out where the Medical Room is and introduce yourself to the Medical Team.

Own Medicine

If you need to take medicine whilst at school, you need to make sure that the Medical Team knows. Your parents/carers must fill in a medication consent form and bring it into school along with your prescribed medicine. Make sure it is clearly labelled with your name and tutor group and take it to the Medical Room. They will keep it safe there for you.

Keeping Healthy

Growing up is all about learning to look after yourself. Food and water is fuel for the body - without it the body starts to slow down and you will very quickly start to feel dizzy and faint. Eating breakfast and lunch is very important and will help you have enough energy for the day. Keep water on you at all times. We have water fountains all around the school site so remember to fill up your water bottles at break and lunchtime.

If you feel unwell or have hurt yourself whilst at school, the Medical Room is open at break and lunchtime (and all the time for emergencies). For your own safety, never just take yourself home!

The medical team must call home for you and arrange for someone to come and pick you up.



Attendance & Punctuality

In order to get the most out of school, it is essential that you keep your attendance as high as possible. We aim for students to have as near 100% attendance as possible and we reward students who manage this. Every week students will be given their attendance percentage.

All students should be in school by 8.40am every day and no earlier than 8.20am.

If lessons have already started when you get to school, you must go to Reception to sign in.

Need to go to the Dentist or Doctor during school time?

Hopefully your appointment can be made outside of school hours, however if this is unavoidable:

- Bring a note in your student planner from your parents/carers and show it to your Community Leader and then to Ms Marshall, our Attendance Officer.
- Before you leave for the appointment you must sign out in Reception.
- When you come back into school, sign in at Reception again. This is for your safety so that we know where our students are.

Lost Property

Think about where you last saw it.

- Go and have a good look.
- All property is taken to reception so check there to see if it has been handed in.
- Lost property opening times: 8.20am – 8.40am & 3.15pm – 3.20pm.

Homework Club

The Homework Club runs from 3.15pm - 4.00pm Tuesday and Thursday in the IT Suite. This is an excellent opportunity to complete your home learning with some LSA support. Help is always on hand if you need it.

Student Support - Pastoral

We know starting secondary school can be both exciting and daunting. One of the real strengths of Parkfield School is the support on offer to ensure you are able to get the most out of your experience at here.

If you are feeling unhappy, anxious or worried, there are a range of people you can turn to for support:

- A Prefect
- Your Community Leader
- A teacher
- An LSA
- Mr Hassanali – Assistant Vice Principal
- Safeguarding Team



Most problems can be resolved quickly, so always make sure you talk to someone no matter how big or small the issue may seem.

Student Support - Academic

Many students experience difficulties in accessing their learning at some stage during their time at school. If you are struggling with your learning in a lesson or at home, you should let your teacher or Community Leader know. We can then work together to put the right support in place for you. We have a fantastic team of Learning Support Assistants (LSAs) at Parkfield School. They are on hand to support you in some of your lessons, to work with you individually or in a small group and to run the Home Work Club in the IT Suite after school.

Health & Safety - Fire

The Fire Alarm is a very loud, continuous sound. When you hear this you will be told to leave the building. You must walk in silence. You will be told where to go and you will need to line up with your Community group. Always do as you are told in a fire drill as one day it might be the real thing.

Safe Mode

“Safe Mode” is initiated by 6 rings of the school bell. If your teacher tells you the school has been instructed to go into “Safe Mode”, there is a situation which means it is necessary to remain in your classroom or return to a classroom as quickly as possible. This will be explained further when you arrive in September.

School Visits

As in school, whenever you are on a school visit you must always behave well. If not, you will not only let yourself down but the school too and you may not be allowed on other school visits. We often have people visit our school and they will always wear a visitor's lanyard. Please be polite at all times and make them feel welcome. They have often given up their times to come into school and help us so by doing small things like smiling and opening the door for them will be very appreciated.

Transport to Parkfield School - Buses

Make sure you arrive promptly at the bus stop and always carry your pass. We expect all students to abide by the bus companies' rules whilst travelling on the bus. Rudeness to the driver or other passengers will never be tolerated and you could even have your bus pass removed. You can find more information about school transport on the website:
<https://parkfieldschool.org/school-information/school-buses>

Opportunities & Clubs

We host a huge variety of clubs. As you get older and move up through the years you can then assist and maybe even lead your own club! In September, there will be a 'Freshers Fair' which is a lunchtime event in which all the clubs have a stand. You can take your time and visit each stand, talk to the leader and some of the current members, and even sign up to the ones you like.



End of the school day

When you get home at the end of the school day:

- Empty your bag of the things that you will need for the next day and pack the things that you need for the next day.
- Do you have letters to give to your parents/carers or other information to draw their attention to?
- Look after your uniform.
- Do you have home learning to complete? When is it due in?
- Don't forget to tell your parents/ carer all about your new experiences.

Home Learning

In order to support your learning, you will be assigned a clear timetable of homework. Make sure that every time you are set a piece of homework by a teacher that you write it in your student planner. Don't forget that there is an afterschool Homework Club that runs on a Tuesday and Thursday in the IT Suite.

Community & Kindness

It is important that we are all part of a community that allows everyone to feel safe and happy.

Respect yourself and others
Work hard and participate fully
Be kind, celebrate success and encourage others

Enable ~ Inspire ~ Nurture

- Everyone to give of their best in class
- Your teacher to be able to teach their lesson
- Everyone to enjoy and achieve

Enable ~ Inspire ~ Nurture

- Be curious about your learning
- Look beyond what is taught in the classroom and be interested in the subject
- Inspire others through discussion and collaboration in class

Enable ~ Inspire ~ Nurture

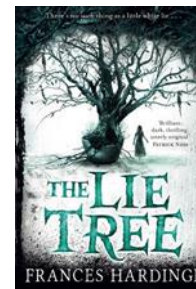
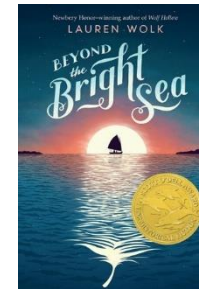
- The spirit of Parkfield, it is truly unique and a great place to be
- Your own resilience to complete tasks – know when you've done a good job
- Your talents, don't hide them away, we are all good at something so we need to celebrate and share this



Things to do over the Summer

Over the summer, keep your reading skills sharp by:

- Visiting your local library to discover more great reads or use the Libby Library app <https://meet.libbyapp.com/>
- Keeping up to date with news by reading articles on: <http://www.bbc.co.uk/newsround>.
- Keep talking! It is important to talk with your friends and family about coming to Parkfield School, including the things that are looking forward to or are not sure about.
- Write a list of all the things that you will need to take with you for your first day and remind yourself of the school rules about uniform, mobile phones etc.
- Ensure you have a school bag that is strong enough to carry all your books. A rucksack is great!
- Keep reading! Visit your local library for some great reads to keep your mind active.
- If you have a mobile phone, make sure you have your parents/carers contact numbers stored in it.
- Agree times to go to bed and to get up on school days so that you get enough sleep and are ready to learn.
- Time the journey to school or to the bus stop so you know what time you must leave your house and which route to take. Do you have someone to travel with? Find a travel buddy.
- Get all of your new uniform organised including your PE Kit and shoes. Make sure everything is named clearly!
- Look forward! Change can be scary sometimes but it can also be very exciting. Plenty of new opportunities are waiting for you at Parkfield.

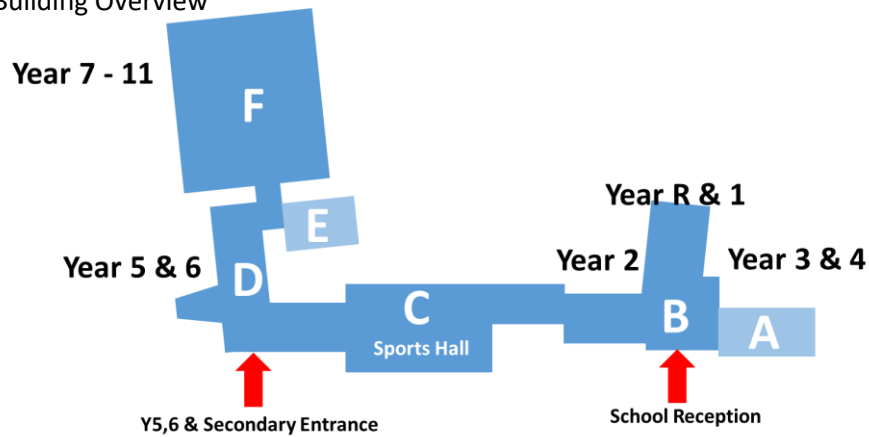


"That's the thing about books. They let you travel without moving your feet."

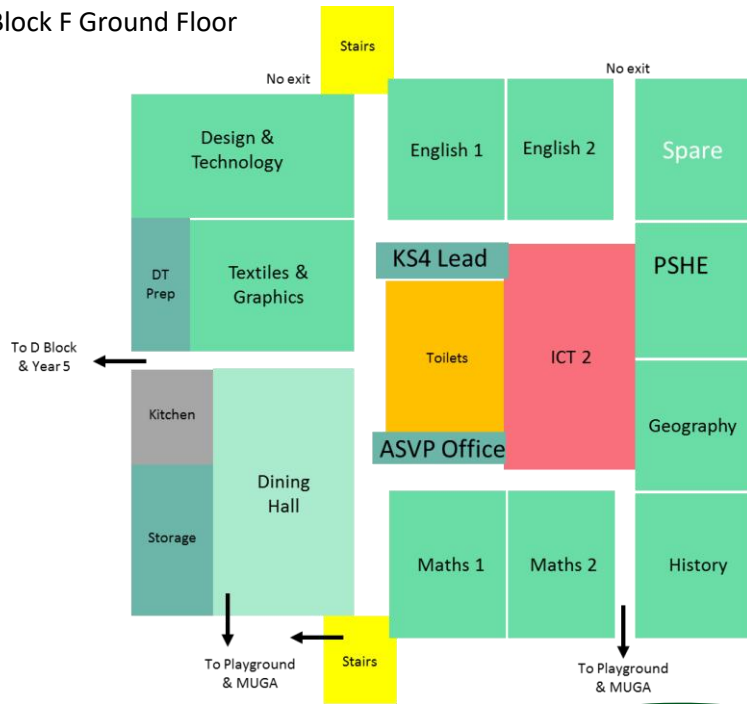
Jhumpa Lahiri



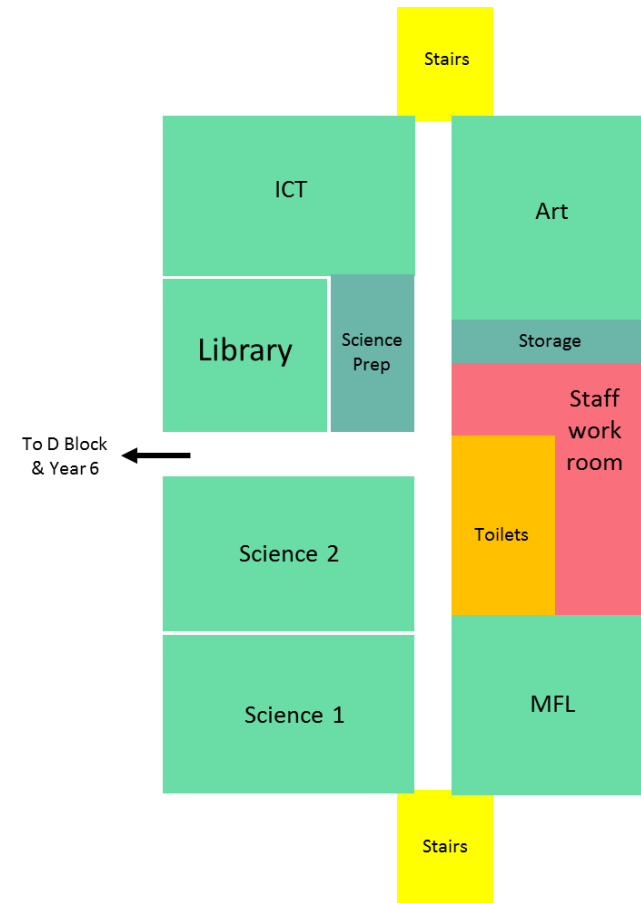
School Map
Building Overview



Block F Ground Floor



Block F First Floor



Website: www.parkfieldschool.org
 Reception: 01202 592530
 Email: office@parkfield.bournemouth.sch.uk

