



OAKGROVE SCHOOL

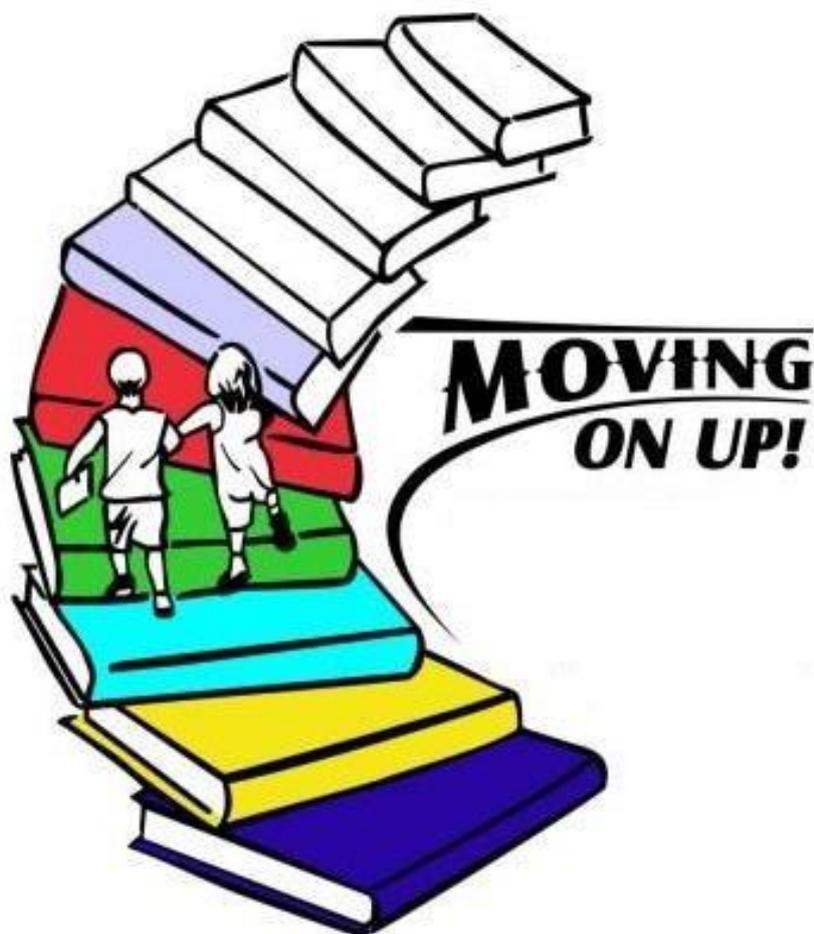
Information Booklet Student Transition for Year 6 into Year 7

2020

Excellence, Innovation and Respect

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Introduction

We would like to welcome you to Oakgrove School and whilst we are unable to meet face to face during this current pandemic, we want to let you know that we are excited to have you as part of our community and we're looking forward to getting you settled in September. Our transition team is working hard to adapt to your needs and plan lots of exciting activities to make you feel supported. As best you can, enjoy your last term at Primary school and the summer holidays, and try not to worry about the transition. This is a milestone in your education and one which marks the beginning of your future. We are here to support and guide you to make informed choices and learn about the wonderful world in which we live!

This booklet has been carefully put together in order to provide Year 6 students and their families with as much information and advice so that the transition from primary school to Oakgrove Secondary is as smooth and stress-free as it can be in this current situation. There is also an additional activity booklet for students to complete over the summer and bring with them in September, along with a dedicated 'Transition' section on our website (look out for our virtual tour amongst other resources).

An electronic copy is available for download on our website or if you require a paper version please contact us on the school email: oakgrove@oakgrove.school with the number of copies required (one per Year 6 into 7 student) and the correct postal address you would like the document sent to.

We're taking inspiration from this beautiful poem shared on the CBBC website and written by Marcie, aged 10 from Wiltshire.

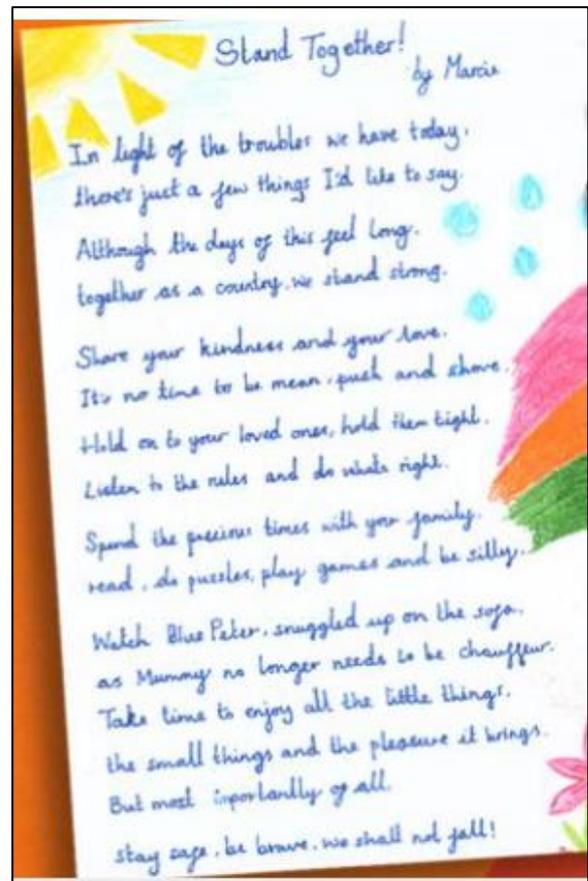
Stand Together

*In light of the troubles we have today,
There's just a few things I'd like to say,
Although the days of this feel long,
Together as a country, we stand strong.*

*Share your kindness and your love,
It's no time to be mean, push and shove.
Hold on to your loved ones, hold them tight,
Listen to the rules and do what's right.*

*Spend the precious times with your family,
Read, do puzzles, play games and be silly.
Watch Blue Peter and snuggle up on the sofa,
As mummy no longer needs to be chauffeur.*

*Take time to enjoy all of the little things,
The small things and the pleasure it brings.
But most importantly of all,
Stay safe, be brave and we shall not fall!*



Maybe you've written a poem or done a piece of creative work you could share with us in September?

Welcome from the Headteacher

Dear Year 6 (soon to be Year 7),

A warm welcome to Oakgrove School and I hope that you and your families are safe and well. This year we are having to launch our transition program differently, the situation with Coronavirus and school closure means that our traditional transition cannot take place. We would love to have you visit Oakgrove, get a better understanding of the school and how we operate, however, we are confident that the support that you will get over the next few weeks and months will enable you to be fully prepared for your exciting start at Oakgrove.



Having worked at Oakgrove for fifteen years, since the school first opened its doors in September 2005 and having spent the last six years as Headteacher, the success of the school is built on simple, but effective foundations - outstanding student behaviour and a positive attitude to learning. Our 'stamp' and rewards systems are based around getting the simple things right - correct uniform, punctuality, politeness, and hard work in the classroom and at home. Visitors to the school often comment on how lovely it is to see students holding doors open for staff, saying 'thank you' and volunteering for school events - I expect nothing less from you.

Oakgrove was graded as 'Outstanding' last year in key areas such as leadership, management, safeguarding, student behaviour and welfare - all non-negotiables to my staff and I. The Year 7 cohort starting in September will have an individual and collective role in returning all aspects of the school to 'Outstanding' and I know you will be excellent. It may seem a long time away, but you will be collecting your GCSE exams results in summer 2025 and your journey towards this starts now. I wish you all the best and look forward to you starting at Oakgrove School.

Best wishes,

Mr I Tett
Headteacher



Oakgrove Secondary School Contact Tree

Subject Specific Concern:

With any subject based Issue or academic Query these should be referred directly to the subject teacher/s or if necessary the Head of Department or Faculty.

Pastoral Concern: Contact Form Tutor

Either contact by telephone on **01908 545300** and leave a message or email: **oakgrove@oakgrove.school** and mark with 'for the attention of....' then the student's form tutor, along with an outline of what the issue is.

Please keep in mind we have a 48 hour response policy and all of our tutors teach so try to be patient. If your concern is urgent or relates to safeguarding then please put this in your message. Initially, tutors will try to resolve the issue or if they need to refer it on to the appropriate person/team as shown below.



Pastoral Issue - If the Tutor is unable to resolve the issue they may refer it to the Assistant Head of Year or Head of Year (HOY).

In some circumstances, serious incidents may also involve a member of the Senior Leadership Team at the request of the HOY.

Refer to appropriate in school support e.g. Head of Year or their Assistant, SEND Team, Pupil Premium Advocate, School Nurse

Referral to External Agencies for support e.g. CAMHS, COMPASS, MK ACT

School Uniform

It is Oakgrove School's aim for each individual to reach their full potential in a school atmosphere of harmony and shared community values. For this reason, we insist upon high standards in dress and appearance, which will prepare our students for successful careers in the wider community. In addition, movement around the school at times can become congested and it is important therefore that students are dressed appropriately and they are not wearing items that could become a safety hazard. It is the responsibility of parents/carers to ensure that their child is in the correct uniform and ready to learn. **Maisies** is the named outfitters of Oakgrove's secondary uniform.

Website: <https://www.maisies-superstore.co.uk/oakgrove-secondary-school/>

Main Uniform

- Sensible flat black shoes (no logos/branding, trainers, trainer type shoes, canvas shoes/pumps or similar allowed). Students are welcome to wear walking boots to/from school in extreme weather events and change into their normal school shoes once on site.
- Plain black tights or white socks with skirts (no trainer socks).
- Grey tailored trousers (not tight or lycra) with black socks.
- Grey knee length A-line skirt (not pencil, mini or tight). The skirt must not be rolled over or bunched and tied to make shorter.
- Pale blue shirt/French collar blouse.
- French navy single breasted blazer with Oakgrove badge/House Badge sewn onto the front left chest pocket.
- French navy V neck sweater (optional). NB: Hoodies are NOT to be worn under blazers.
- French navy cardigan (optional).
- French navy tie with silver stripe (optional with French collar blouse only) – minimum of 12 stripes showing on the front.
- Outside coats are not to be worn inside classrooms, they can be worn at other times over the top of their blazers.
- Hoodies/sportswear tops must not be worn within the school grounds at all.
- The blazer badge includes a coloured bar indicating the student's house.

Accessories, Jewellery and Body Art

- Students are encouraged to wear a watch to help with punctuality and organisation. However, smart watches are not allowed.
- Pierced ears - one pair (one per ear) of either gold or silver studs is permitted. No other styles or colours are permitted and will be confiscated and returned via Student Services. Students are not permitted to wear stretchers or spacers.
- Nose studs or other forms of body piercing are not allowed. The use of plasters to cover items of jewellery is not acceptable. Any infringement will result in the student being removed to Internal Exclusion or potentially being excluded. Persistent failure to comply with this rule may result in a referral to Alternative Education.
- No visible or permanent tattoos are permitted. (the Tattooing of Minors Act 1969 makes it illegal for anyone under the age of 18 to have a permanent tattoo).
- Belts must be strictly functional – plain black, suitable for trousers only.
- Trousers must be worn around the waist.
- No rubber or plastic wrist bands or bracelets of any material are to be worn.
- No necklaces allowed. These will be confiscated and returned via Student Services.
- Items of religious jewellery must be discussed with the relevant Learning Coordinator/Assistant.
- KS3 students are not permitted to wear any form of make-up.

Hair

The school uniform policy specifically requires that hair should not be at the extremes of fashion.

- 'Extreme' – not too short, nor too long, a "number 2" is the minimum acceptable in terms of shortness, and should be blended in with hair of other lengths.
- 'Artwork' on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted.
- Hair should be one tone and be close to the individual student's natural hair tone.
- Hair bands and head scarves should be strictly functional - navy blue/light blue/black/white.

PE Kit

- All items of PE kit should be clearly named in a manner that should not wash off after a period of time.
- No jewellery of any type may be worn in PE or Sport lessons. This includes any personal fitness tracking device e.g. FitBit's, Garmin VivoFit/VivoSmart's etc.
- It is down to the discretion of the member of staff to determine if participation within an activity is safe or not due to the presence of jewellery that cannot be removed. Taping over piercings is not deemed suitable protection.
- It is the responsible of students to ensure that any valuable items are given to a member of staff to be locked away at the start of the lesson. We strongly advise that valuable items are left at home on days when students have PE or Sport lessons.

Essential Items

- Navy polo shirt (Boys Mercury Polo Shirt with Logo or Girl Venus Polo Shirt with Logo) *
- Reversible games jersey [Boys & Girls Multi-Sport Shirt (Navy/Sky)] *
- Plain navy shorts & Plain navy football socks (There should not be any patterns, strips or sections that are not navy)
- Trainers
- Studded boots
- Gum Shield
- Shin pads

Optional Items

- Plain navy tracksuit bottoms [APTUS Training Pant (Navy)] **
- Plain navy leggings [APTUS Female Leggings (Navy)] **
- Plain navy inner or base layer – To be worn underneath polo shirt or games jersey.

**Items of PE kit that must be purchased through Maisies.*

*** If these items are to be worn in lessons, they must be purchased through Maisies.*

Any infringements of the school's uniform policy will be dealt with by appropriate sanctions.

We firmly believe that school should give students a break from the world of social media and devices. **Mobile phones** are not permitted for use on the school site and should be switched off at all times. If a student is found using or looking at their phone in school then it will be confiscated and taken to student services for collection, a code will also be issued in their planner with an appropriate consequence. Any necessary contact with parents/carers should be via the correct channels e.g. student services, reception or school medical office.

Attitude for Learning (AfL)

The Attitude for Learning of students at Oakgrove is crucial to their success. The school not only utilises praise for success, but also challenges those aspects of student behaviour which would slow their progress. One of the keys to Oakgrove's high standards of behaviour is our **stamp system**. It offers the opportunity for students to succeed and be rewarded for success, as well as sharing with parents their child's achievements and/or areas for focus.

Students can achieve **Merits and Commendations** for many different types of positive behaviours from very good classwork to volunteering in the community. Students will also receive a stamp from each lesson if they have met the required expectations Oakgrove has of all of its students. **Rewards** are presented throughout the academic year.

Behaviours not in keeping with a positive attitude for learning are addressed with the appropriate **code being noted in the planners**, so parents can be fully informed of all aspects of their child's progress at Oakgrove. This information, plus much more, can also be accessed through the **SIMS Parent App** for tablet and smartphone devices.

A code is added for students not bringing with them the correct equipment (E), lateness to lessons (L), not handing in or poor quality homework (H1/H2), mobile phone out or heard in school (P) and poor standard of uniform (U). Behaviour in lessons is also coded and has a sliding scale dependent on the issue (B1-B5). Each of these codes carries a **points value** and some carry an appropriate consequence.

Depending on the total number of points accrued over a week, then a report may be issued, with the aim of helping the student refocus on positive behaviours, whilst informing all parties of their progress.

The school also has a **Behaviour and Guidance Room**, which is used to help students reflect on issues that have arisen whilst learning away from their usual classroom environment.

Oakgrove's ideals of excellence, innovation and respect are embedded throughout the Attitude for Learning system. We strive for excellence, whilst innovating when possible, but always with mutual respect between staff and our learning community of students. We **praise** whenever possible and aim to encourage improvement when needed.



The House System

What is the House System?

The Oakgrove School House system is a set of 5 houses which aims to give students a feeling of belonging and a sense of pride in a supportive and secure environment. Our House system reflects the values of Oakgrove School; Excellence, Innovation and Respect. This unites us and strengthens our school community. Students will have a badge on their blazer to show which House they are in.

What House could students be in?

- *Phoenix House – ‘The Firebird’*
- *Columba House – ‘The Bird’*
- *Noctua House – ‘The Owl’*
- *Pegasus House – ‘The Winged Horse’*
- *Draco House – ‘The Dragon’*

How can students get involved in the House System?

There are lots of ways that students can get involved in the House system with subject competitions, inter-house sports evenings, Curriculum Enhancement Week, House Quizzes and Sports Day. Everything students get involved in will gain House points which will help contribute towards the overall winning total for the year.

When will students meet as a House?

Three times a year students will meet with their House and Head of House in an assembly to share what is coming up, the positives and how their House is doing in the current standings. They will also be with one other House in the assembly hall to take part in competitions and again contribute to the totals.

How does the House System get involved in the local community?

All the Oakgrove School Houses have a local or national charity linked to it with fundraising events running throughout the year to raise money. Students can join your House fundraising committee or even taking part in a fundraising event helps students get involved in local community in a positive way.

How can students get their voice heard in the House System?

The Student Voice Committee has representatives from all the Houses with an application and a democratic election process. They meet regularly each half term to discuss issues and for students to look at ways of improving the House System as well as Oakgrove School as a whole. The Student Voice Committee encourages healthy debate amongst the students and students learn the importance of democracy as well as seeing the positive impact on the changes we make for the wider school community.



Equipment For Your School Bag

- Any books you need for the day's lessons. Check your timetable and make sure you have completed any homework that is due.
 - Your planner / homework diary
 - 3 Pens (black/blue ink)
 - 2 Pencils
 - Highlighters (x4)
 - Glue stick
 - Coloured pen (green/purple)
 - Ruler
 - Eraser
 - Pencil Sharpener
 - Compass
 - Protractor
 - Colouring Pencils
 - Scientific Calculator – can be purchased through school
 - USB
- 
- Any other equipment e.g. musical instrument
 - Reading Book – school library or a personal copy
 - PE Kit including trainers – if you have PE that day
 - Water bottle – check it doesn't leak and keep it upright to protect your books and homework
 - Packed lunch – if you are not using the canteen



- Try to **prepare your bag the evening before** as you're more likely to forget things if you're rushing around in the morning.
- You might want to write your own **checklist** for items you need in your school bag.
- You could put this with your timetable so that you get into the habit of using it to pack every night.
- A **pencil case** will help keep your equipment together so they don't get lost in your bag.



School Timetable

At primary school, your teacher did most of the organising for you, making sure you got to assemblies and lessons on time and ensuring you had the equipment you needed for the tasks they set. At secondary school, all of this will be your responsibility. Don't worry; you will get the hang of things quickly.

Bells in school will let you know when you need to make your way to the next lesson. You will be given a timetable that tells you where you need to be in each period. It will probably have the name of the lesson, the teacher you have and the room you need to be in. The teachers initials are usually used on your timetable.

Take a photo of your timetable so you have it as a backup on your phone, and give your parents/carers a copy to stick up at home too.

Yours will be different to the example timetable below but will have similar lessons.

| | Mon | Tue | Wed | Thu | Fri |
|-----|---------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Reg | Registration JGR D12 | Registration JGR D12 | Registration JGR D12 | Registration JGR D12 | Registration JGR D12 |
| 1 | Design and Technology LK C03 | Maths JOG E10 | RE MBE D25 | Pe ISB Dance Studio | Maths LCR E11 |
| 2 | French JJ D05 | Food Tec LMC C13 | Maths JOG E10 | Science DRO B22 | Geography MCG D04 |
| 3 | History EJB F23 | Values & E JGR D11 | Geography MCG D04 | English HLE G15 | Drama KCR E02 |
| 4 | Art EKB C23 | Music ACG A23 | French JJ D05 | English JA H02 | English HLE G15 |
| 5 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 6 | Tutorial JGR D12 | Assembly JGR D12 | Lunch | Lunch | Lunch |
| 7 | Science DRO B22 | Pe ISB Dance Studio | Science DRO B22 | Computing SGA C15 | History LMU D23 |

The diagram shows two callout boxes. One box labeled 'Teacher's Initials' has an arrow pointing to the 'JGR' part of 'SGA C15' in the 'Computing' cell. Another box labeled 'Subject' has an arrow pointing to the 'Computing' part of 'SGA C15' in the same cell.

If this was your timetable...

- Which days would you need to take your PE Kit?
- Which books would you need to take to school on Thursday?
- What lesson would you have for lesson 4 on a Wednesday?
- How many times a week would you have a Maths lesson?

Growth Mindset for Oakgrove

If you see someone else struggling or looking upset – offer them a helping hand or ask if they are ok? A small act of kindness can make a big difference to others

Know what the school expectations are and complete the activity booklet ahead of September. When you get your timetable keep a copy at home so you know what you need for the following day/week. Have all of your equipment and uniform ready, pack your bag in advance each night for the next day.



Mistakes happen, if you do something wrong or forget to bring something then own up straight away – its much better than trying to cover it up!

It might seem scary the thought of meeting new teachers and making new friends but everyone else will be feeling the same! So be brave say hello or put your hand up to answer a question, next time it won't seem so scary!

Sometimes unexpected situations arise or things don't go as planned! Try not to panic or get upset – use coping strategies like finding out who is best to ask for help e.g. friend/tutor/student services/parents/carers...

Remember to start each lesson and each day afresh – you might have been annoyed, frustrated or embarrassed by something but don't let it hold you back! Move on... it happens to everyone and learning how to get over it is key to success!

How Did Other People Feel?

A lot of your worries are probably similar to those others had when they moved up to secondary school. Read some of the comments from current secondary school students below:

I was worried about getting lost, but the school wasn't as big as I had thought.

I was worried the teachers would be scary and shout a lot, but they were friendly and helpful just like my primary teachers.

I was worried about getting to lessons on time, but there were lots of students willing to help. They were really friendly and pointed us in the right direction if we got lost.

I was worried about bullying. In the first week at school our form tutors talked to us about the bullying policy and who we could talk to if we saw any bullying in school. I felt safe knowing that my teachers were there to speak to if I had any worries.

I was worried about the new lessons that I hadn't done before but I love them now. There are more options for PE, and DT, music and art are all better than in primary school!

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.

I was worried about not making 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.

Managing Change

You've probably already managed lots of change in your life. Have you ever moved to a new house? Have there been any changes in your family unit? Can you remember how you felt when you started primary school? How do you manage the change between a school term and holidays? Have you ever had a new teacher start during the school year?

Moving to secondary school is a big change in your life. Here are some tips to help you manage this change:

You're not alone.

Sometimes the change may feel too much, or you might feel like you don't know what is happening, or what you are supposed to do. Talking to other people in your classes can help you realise that you're not alone and that any feelings you have are normal. Talking to other people about how you feel is an important way to cope with change. Remember that everyone in your year is going through the same thing as you, you're not alone. If someone is being mean, speak to them or get help from someone else (don't bottle it up inside).

It is always okay to ask for help.

It is okay to find change like this worrying or stressful at times. If you find yourself feeling overwhelmed, you can ask for help from someone in school or from family and friends at home.

Be honest.

If there is anything you don't understand, or if you made a mistake, please speak to the teacher, either during or after your lesson, or your parents/carers.

Be brave.

Challenge yourself to put your hand up, volunteer to help, join a club, make a new friend, and be kind to a stranger. You'll be amazed what you're capable of!

Be prepared.

You might be faced with lots of new situations and these can seem daunting. Thinking about what you might do beforehand can make you feel more prepared to deal with them if these situations arise. Make sure to pack everything you need the night before so you're not rushing in the morning.

Be calm.

If you're feeling upset or angry about anything happening at school, take a step back from the situation, count to 10 in your head and breath before replying.

Have a routine and sleep, eat and exercise well.

Any kind of change, worry or stress is harder to cope with if you are overtired or hungry. Try to keep a good sleep routine or eat healthily. Exercise releases hormones that can help to reduce any feelings of stress or anxiety. Have a regular time for completing your homework each night.



Making Friends

An exciting part of starting secondary school is that it brings lots of opportunities to make new friends. Having different friendship groups is a healthy part of life, it encourages and develops both integration and social skills. However, meeting so many new people can be overwhelming. So, how do you get to know people and build new friendships?

- You will have a tutor group that you will probably see often. Your tutor will help you to get to know everyone in your form.
- You will be sitting and working with different people in different subjects. This gives you lots of opportunities to get to know everyone in your form.
- Joining a club or after school activity will help you to meet people that have the same interests as you. **What are your interests?**

- Starting a conversation:

- Smile!
- Ask questions to find out what you have in common.
- Listen to what other people are saying to you.
- Most of all, be kind and remember to be yourself!



Think about something about yourself that you might share with someone new.

Keeping In Touch With Old Friends

- It's okay to spend time with new people; it doesn't mean you like your other friends less.
- Arrange to meet friends in different classes at break or lunchtime, or travel to school together.
- Some friends might not have moved to the same school as you, but that doesn't mean you can't keep in touch. Try phoning them to ask how they are settling into their new school and arrange to meet up after school or at the weekend.



Tips For Parents/Carers

- **Celebrate successes!** It might seem obvious but take the time to speak to your child about their day – if they achieved something (no matter how small) celebrate it! This will be different for all students but it's so important to help them build a sense of self. Did they improve in their maths test, finish reading a book, put their hand up in class, design a new project? They should be proud of all their achievements.
- **If something went wrong then help them to find ways to sort it out** – what could they do differently or who could they speak to? Encourage them to be responsible for their actions or to apologise for their mistakes, signpost them to get the help they need to fix the problem.
- **Don't put too much pressure on them** – challenge and competition are good things but some students need to take things in their own stride and that might be different to your expectations as a carer/parent. Be supportive and encouraging – we learn from our mistakes!
- **Encourage them to make new friends** - It doesn't mean they can't keep old ones but sometimes it's healthy to have a variety of different friends.
- **Encourage them to be kind to others** – we're all different so celebrate that! Help them to see difference as interesting and something we can learn from. If we were all the same the world would be a very dull place!
- **Encourage them to read for fun** – reading books not only improves your literacy skills but it helps with spelling, sentence structure and the speed at which you can read other material like exam questions! This translates to better exam skills, as well as the pleasure of enjoying a great story. Our school library has a wide variety of books and our wonderful librarian Mrs Sharpling is an oracle of knowledge if you're looking for suggestions! At home try to use ideas like rewards schemes, reading charts or have reading competitions to support your child to develop and sustain this amazing hobby.

