

Transition to Norwood School Advice for Parents from Parents

Summer 2024

We would like to say a big thank you to the Friends of Norwood for their support, advice and guidance in putting this booklet together. They have reflected on their own experiences of moving from Primary to Secondary school, which we think is really helpful and will hopefully make the transition for your child as smooth as possible.

Wishing you all a very happy and restful summer, and looking forward to seeing you all again in **September on Wednesday 4th at 8:30am** in smart school uniform, fully equipped and ready to start.

With kind regards,

Ms Nicholas
Senior Deputy Headteacher

Contents; we have tried to fit in everything we think you need to know. Please read the Student Handbook that you will also be given on Induction Day. Remember each child will be given a brand new copy on their return in September, but this one will give you a good idea of our systems and routines. We have tried to cover aspects of the following;

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Transition to Norwood School

The transition to secondary school is a huge step for all children. It is an especially big step for children who have any kind of additional or specific needs. Teachers in secondary school can best meet your child's needs if they are fully informed about any areas of particular difficulty. When your child comes to Norwood School they no longer remain in one class all day, but are required to move around the school. Children have to deal with timetables and a wide variety of subjects. They are expected to independently organise themselves for the school day bringing the correct books and equipment for each day. Children have to be able to plan and complete homework.

How you can help

- Have you completed the online questionnaire that lets us know about your child?
- Have you attended your Induction Meeting and met with Senior Staff?
- Did you come to our Friendship Tea Party and meet other families joining in September?
- Have you booked time off work to join us on Induction Day on **Wednesday 4th September**? (Parents will be invited to join us for the first part of the day.)
- Have you joined the New Starter parents WhatsApp group? You can find the link to the New Starters WhatsApp details if you go to the Parents tab on the website and then select 'Friends of the Norwood School'. The New Starters group will automatically become the Year 7 group in September. The parents are planning some meetups over the summer holidays and it is a good way to connect with others in your child's class and year.

Common Transitional Problems and what to do to support your child

Some common transitional problems that some children experience might include:

- When leaving primary school, children go from being the oldest to the youngest in their new school
- Your child will go from maybe only having one teacher in primary school to having to cope with as many as ten or more teachers with different teaching styles and personalities. The Norwood School is much bigger than your child's current school and your child will go from having one classroom to ten or more classrooms
- There is more homework and independent study to be done
- Getting to grips with 6 periods in one day
- Your child will have a larger number of textbooks and equipment, for example PE or dance kit, that will need to be transported and organised
- They might experience greater competition both academically, in sports and activities
- They will experience a faster pace of teaching – at Norwood School, each teacher has a 50-minute subject (single lesson) or 1

hour 40 minutes (double lesson) lesson whereas in primary school the teacher can devote extra time to any subjects the children are struggling with

- Having to make new friends – this can be more of a challenge if none of a child's primary school friends have moved on to Norwood School, but we know from experience, children make friends very quickly and are far more resilient than we often give them credit for. Our Year 9 Ambassadors, (Yr 10 in September) who took you and your children on their tours in Open Season and met them again at the Friendship Tea Party, will be here to help them settle in their first few days and weeks.

What can you do to help?

- Talk to your child about transition and the changes they will experience in their school day.
- Reassure them that however strange a new school might feel, they will soon find their way around, make new friends and settle in.

Getting around the school

Being in a bigger school will take some getting used to, but the child will adapt and learn quickly and will soon find their way around.

Most of you will have had at least one tour of the school. The children will have been to a Friendship Tea Party and will have met the Yr 9 Ambassadors who took them on their tours earlier in the year during open season. On Induction Day on **Wednesday 4th September**, your child will have another tour with their form tutor. For the first week or two of school, teachers meet their new Yr 7 classes in the quad and return them to the quad at the end of their lesson, so they are escorted to and from their lessons until they start to find their feet.

What can you do to help?

- Reassure your child that we will not expect them to know their way around immediately and that we will show them.
- Explain that they will quickly become familiar with where everything is and that children move around the school in groups to begin with.
- Tell them that their teachers are very understanding about new children possibly getting lost at the beginning of the term but there will be teachers or helpers to guide and direct them.

Getting to know your teachers and lessons

Your child will get a copy of their timetable on their first day. These can sometimes look very complicated. But if you look carefully it isn't that strange. Each class will have a room number, a code for the subject and letters indicating what the subject is. Lessons are usually taught in faculty areas, so, for example, French and Spanish are taught in the MFL Dept (Modern Foreign Languages) on the first floor and Maths lessons are taught on the second floor, you will find the Science labs on the ground floor.

What can you do to help?

- Go through the timetable with your child, breaking it down, talking about how it works.
- Talk about the time of lessons.
- At the start of the term, get a list of your child's teachers and their school emails – sometimes it helps to know who teaches which subject so that you can get in touch if you have any questions.
- You can always contact your child's tutor and the Head of Year 7. You can find the school Contacts List on our website thenorwoodschool.org under the Contact Us tab.

Organisation - Timetable

Norwood runs a six period day and your child's tutor will go through their timetable with them on Induction Day. If handwriting and spacing is a problem, timetables will be easier to read if you copy them out neatly. The use of colour helps some children to read timetables more easily. Familiarise yourself with these systems to assist your child. Your child will have a timetable of lessons and also a homework timetable. After your child has been at school a short while it may be helpful to prepare a third timetable listing exactly what your child needs to take to school each day. Magnetic 'time slices' for the fridge or a child's notice board may help the child organise what they need on different days of the week. Help your child to think only in terms of his/her year at secondary school, especially if moving from a small primary school. It can be daunting thinking about the size of the school and the number of pupils who attend it.

What can you do to help your child get organised?

- Help your child to organise their living space so that they have a place for everything to do with school, a 'school space'.
- Try to make sure that they have access to a desk or table, good light and storage space for their school books.
- Try to encourage your child to complete homework in this area so books and equipment are not lost around the home.
- Use a wall calendar to mark deadlines for homework, indicate what timetable week or to record special school events.
- Display the school's timetable on a wall and colour code each subject.

Getting Ready

Equip your child with everything that they will need when they start. A useful home toolkit consists of:

Pencils

Pens

Rubber

Crayons

Felt pens

Ruler

Maths equipment

Glue-stick

Set-square,

Calculator

Lined and plain paper

Notebook

A4 lever Arch folder with tab inserts for each subject to keep at home

- Choose a see-through pencil case to enable your child to find items easily.
- Teach your child a routine for emptying their bag and getting it ready for the next day before they go to bed.
- When they are more independent it may be worth just checking that they are sticking to the routine.
- Encourage your child to glue any worksheets or pieces of work into their workbook if possible each night – otherwise the amount of paper grows and it can become impossible.
- Put a clear A4 wallet folder in their bag to put any paper booklets or homework in that their teachers give them. This stops them getting lost and crumpled. It's helpful to have an A4 lever arch folder at home with tabs for each subject so you can file workbooks and worksheets to keep them in one place.

RMUnify

Your child will use several apps to assist their learning when they are at Norwood School. Staff will provide login details where necessary. Please ensure that your child sets up their logins as soon as possible so they can access this information. RMUnify contains links to the school website, the Student Guide and Maths App Sparx. They can also access Google email, their Google Drive for school work and Google Classroom where teachers post lesson plans, homework details and booklets.

Google Classroom and Class Charts

Google Classroom is where teachers will post resources for example, Independent Learning Booklets. ILB's will also be posted on the website under the Curriculum Tab in the Autumn. You will be given a Class Chart log in. This is where staff will post HW tasks and where you can also see

any positive rewards or sanctions that your child has been awarded. You will need to download the ClassCharts app. You can find instructions on the website under the Parent Tab.

Uniform - What can you do to help?

The school will have already shared a lot of information about uniform and expectations.

What can you do to help?

- Make sure that you are familiar with the school uniform requirements. The school has provided a list of school uniform regulations and all details are on the website under the Parent tab.
- The school does not sell uniforms but will have a stock of ties that can be purchased on site in an emergency.
- There will be regular Second Hand Uniform sales.
- **Name everything**, even shoes. If labels are not used a permanent marker pen is as good.
- If possible, have spares of important items of uniform for when they go missing just as you are about to leave for school!
- When your child gets home from school make sure they change and hang their uniform up straight away ready for the next day.
- Make sure your child knows where to put clothing items away.
- You may need to make a checklist for your child that includes each item of uniform so they can check items off as they put them on.
- Make sure that the uniform is put out and ready to wear the night before – this avoids looking for ties or jumpers when everyone is pressed for time.
- Have a clear routine for making sure that items of uniform are clean and ready.
- A general rule is that the earlier your child takes responsibility the better: whatever system you have in place, both you and your child need to be clear what that is.
- Please ensure that you are familiar with the school rules for uniform and appearance. Your child will be given their own student handbook, all the information about uniform can be found on the website under the parent tab - Uniform but also in the Student Handbook under behaviour and safety.
- Lost property will be handed into reception and your child can go there at the end of the school day to pick up any named lost items.

Toilets

Students will not be excused from lessons to use the toilet so remind your child to make use of the facilities during breaks.

If your child has a medical reason why they need to be excused, then they will be given a 'Toilet Pass' that they can show their teacher and then go and sign for a key to the downstairs toilets at reception.

Toilets are designated in year groups and are fully staffed at break and lunch. Numbers are limited to a maximum of four students at any one time.

What you can do to help:

- Talk to your child about making sure that they use the toilet facilities at break and lunchtime or before school.
- When young girls reach puberty, it is more important than ever to be prepared.
- If they have a medical card, they must have it on their person to go and sign for the toilet key during lessons from Mr Jones in reception.

Travel

For many children this is the first time they have needed to use public transport. All children should be familiar with the route their bus or train will take and the different options they can use if there are problems with their usual route. **ALL CHILDREN SHOULD BE TOLD NOT TO RUN INTO THE ROAD IN FRONT OF OR BEHIND A BUS OR ANY OTHER VEHICLE.** Remind them to use the crossings.

What you can do to help:

- If your child is to use public transport, for your peace of mind, as well as ensuring a confident child, you should have a number of trial runs. Show your child exactly where to board the bus and board the bus with them.
- Point out landmarks on the journey.
- Show your child where they need to be ready to alight from the bus.
- Repeat this process allowing your child to tell you what to do until your child feels confident about the journey. See your child safely on the bus.
- If you travel by car, be ready to meet your child at the other end of the journey.
- You may also like to drive to school at a discreet distance to ensure that the correct bus has been boarded then go home and wait for your child's return.
- Organise your child's Zip card at the start of the summer holiday.
- **YOU ARE THE BEST JUDGE OF WHETHER YOUR CHILD WILL MANAGE ON PUBLIC TRANSPORT.** If your child has a long walk to school, plan and practise the route. Why not talk to other parents and arrange for a group of children to walk together or ask an older child to accompany them.
- Make sure they have keys to their home in a safe place

- Using apps such as Life360 or Find my iPhone can help check they are on the correct route to and from school

Lunch Time/ Break Time School Meals

Students can purchase refreshments in the breakfast club, at breaktime and at lunch. The school does not accept cash. Older students are allowed to use bank cards to pay but younger students need to use Parentpay card or biometric finger. You can check on Parent Pay to see what your child has been buying.

What can you do to help?

- Find out what is available, the Olive Dining Menus can be found on the website under the Parent Tab.
- Discuss with your child whether they are able to cope with carrying food on a tray, managing payment or using a knife and fork. Practise these skills at home. If your child feels that they would not be able to cope with school meals, choose sandwich boxes and cartons that are easy to open. If using a knife and fork is difficult, offer a packed lunch instead of school dinners.
- You can always apply for Free School Meals using the QR code on the website - under Olive Dining under the Parents tab.
- All students should have a refillable water bottle

Travelling around school, knowing where to go

Your child will have a tour of the school on Induction Day.

What can you do to help?

- Rehearse with your child what they will do at break times, e.g. go to the toilet, go to the tuck shop, go to the quad, etc.
- For the first week of school, your child will be escorted to and from all lessons by staff. Key Stage 3 toilets are on the first floor. Reassure them that staff and other students will be there to help.

Where children are expected to go at break and lunch times and afterschool.

- Students are only allowed in form rooms during wet break.
- Can they go to the library? Yes, before and after school and at lunch/break time.
- Clubs will be advertised in the first few weeks back in September.
- Break refreshments can be bought from the large and small canteen.
- All students must be off site by 3:20 pm unless they are in a club or a detention.

Managing time in the dining rooms

The dining rooms can be busy places that might be overwhelming for some young students to start with. There is a queuing system and there are always staff on duty

What can you do to help?

- Biometric system, this is the easiest way to help your child pay for refreshments. You can top up their account on Parents Pay or use cash via the machines in the atrium or lower corridor.
- Please allow at least a couple of hours for tops ups made remotely by credit card to show on your child's account.
- Find a purse/wallet or lanyard that is easy to open and that may be clipped to a school bag if they bring money into school to top up.
- Find out how much items cost - price lists are on the website under Parent tab - Olive Dining

Coping with busy corridors

Staff will be on duty at lesson changeover to help supervise busy stairways and corridors.

What can you do to help?

- Work out a strategy with your child, e.g. leaving the class a tiny bit after the others, arriving at the first lesson after break early.
- You can also discuss strategies for avoiding busy times with the child's form tutor if need be.
- Remind them to walk on the left.

Money

Discourage your child from bringing any money into school.

Medication

If your child has any medicines, they must be handed into the reception in a named bag.

Bags

Consider the types of bag used to carry books and the impact the bag has on your child's posture. An over-the-shoulder bag can affect your child's balance as can a bag with insufficient support. Bags should be worn over both shoulders. Select one with sections so books can be easily found. Make sure the bag can fit PE shoes and PE kit as well as their work and has secure pockets for travel cards and phones.

Online Safety and Mobile Phones

See flyer attached later in this booklet. Students' use of social media as they move into secondary school can become very problematic if you do not take the responsibility to monitor your child's use, who they are in contact with, how long they spend on their phone and what they are accessing.

What can you do to help?

- Refer to the student handbook for the rules on Mobile Phones, support the school and remind your child to turn their phone off at the gate and not get it out at all during the school day.
- Monitor their usage - take responsibility for your child's online activity.
- Make use of the support materials that the school shares.

The End of the School Day

Students will all be offsite by 3:20pm unless they have a club or detention.

What can you do to help?

- Remember that as parents we have signed the home school agreement and it is really important that our children go straight home at the end of the school day.
- Talk to your child about being safe out of school.
- Talk to them about safe routes home, especially during darker winter months
- Remind them not to have valuables including phones visible when walking home.

Bursary Programme

If your child is a bursary student then they will receive notifications on google classrooms about up and coming events and activities. Some activities are limited and so students need to be proactive so as not to miss out.

Applying to join the Bursary Programme

If your child would like to apply to be part of the programme then they can do so at the start of Year 8. Students already on the programme will have their place reviewed annually and will be removed if they are not fully participating in extra curricular provision or not being an ambassador for their subject in class.

Safeguarding

Your child's wellbeing and safety is of paramount importance whilst in, to and from school.

What can you do to help?

- If your child has any concerns then they should contact their tutor, HOY or safeguarding lead - details and contacts of key staff can be found in all classrooms and in the Student handbook.
- If students have any concerns regarding bullying, then they must let a teacher know, this could be a class teacher, their tutor or one of the many pastoral leaders we have in school. They can also report bullying online via the website under the Behaviour and safety tab in Parents.

- Let your child know that we also run a Peer Mentoring Programme, and there are Sixth Form on duty at break and lunch, if your child would like support.

House System

Your child will be allocated a house in Year 7. Houses are vertically grouped and house points equate to rewards!

Attendance and Punctuality

Expectations are outlined in the student handbook, along with the timings of the school day.

What can you do to help?

How to Report Student Absence

- Please remember that **ANY** student absence needs to be reported on a daily basis by: telephoning 020 8670 9382 - Selecting Option 1 or emailing attendance@thenorwoodschool.org
- Please ensure that you clearly state the students name, form and the reason the student is absent.
- Please refer to the student handbook for all punctuality sanctions.

Communications

The school will be contacting you frequently via email.

What can you do to help?

- Check your emails regularly. The school sends out a weekly news update that has got reminders of important dates etc and links to lots of useful parent webinars, support materials etc
- Read the Weekly news and put important dates in your calendars.
- You must check your junk and spam from time to time.
- You must also make sure that the school has details if you change your address, phone number or emails.
- Please do not go into school without an appointment. Call or email to arrange a time to meet your child's teacher, tutor or HOY. Don't forget that Parents' Evenings are not the only time of year to speak with your child's teachers.

Home Routines

What can you do to help?

- Prompt your child to pack their bag the night before school.
- Assist your child to organise their school uniform. Laying it out on a chair in the correct order.
- If your child has difficulty dressing, button up some shirt buttons, so your child just slips the items over their head, making dressing easier. Discuss with the form tutor if your child needs extra time or help to change after PE or Dance lessons.

Classes and Tutor Groups

All year 7 classes will be mixed ability. HOY and Senior staff reserve the right to move students between classes in your child's best interest. You will be kept informed of any changes.

Clubs

There will be lots of clubs on offer at Norwood. Some will be offered at lunchtimes, others after school. Children will find out about clubs in tutor time, in lessons and on Google Classroom.

What can you do to help?

- Check for club timetables will be posted on the school website under the Teaching and Learning tab. [Clubs and extra curricular](#)
- Remember club timetables may be subject to change throughout the year, so students and parents need to keep their eyes and ears open, up-to-date information will always be posted on faculty notice boards and Google Classrooms.
- Remember that clubs will usually start at about 3:10pm and finish at about 4-4:30pm, depending on the activity. Activities can range from Visual and Performing Arts Clubs, Robot Club, Creative Writing Club, and Homework help clubs. Non-sports based activities can be ideal, to build up your child's self-esteem and confidence.
- Encourage your child to join in and try something new, make sure that you know what days they will be staying after school and until what time.

Homework

Norwood sets independent learning and optional extension work as cross curricular projects that are given as homework for Yr 7 and 8. Details will be found on ClassCharts.

What can you do to help?

- Your child will probably be exhausted when they come home after their first days at Norwood. Children who have special needs are often particularly tired. It is often best to have a complete break and a period of relaxation before beginning work after school. Rather than working from beginning to end it can be helpful to complete independent work in short concentrated bursts with short 'rest periods' of a completely different activity.
- Should your child have difficulty understanding what is required in any work set, let the teachers concerned know or speak to your child's form tutor.

Computers, Laptops and Word Processors Internet

What can you do to help?

- Your child may have already learned keyboard skills at primary school. If you feel that your child would benefit from using a word processor for long pieces of written work, discuss this possibility with your child's form teacher.

- If your child does not already have keyboard skills it is usually best to wait a while before beginning to learn to use a keyboard.
- There are so many new and unfamiliar things happening during the early weeks and months at Norwood, that it might be best not to burden your child with learning yet another new skill.

Revision for Exams

The assessment and exam schedules found on the website under Parent tab - Exams, assessment and reporting schedule.

What can you do to help?

- Support materials and advice for preparing for exams and managing possible stress can also be found on the website under the same tab.
- This may be the first time that your child has had to work on formal revision for exams.
- Help may be needed to learn how to revise systematically.
- Making a plan of items to be revised is helpful so that all the necessary work is covered.
- Topics and themes that will be assessed will be posted on Google Classroom and Classcharts and the website in advance of the exams. Many children find it effective to work in short concentrated bursts then have a complete change of activity in which to relax.

Disaster Management!

Sometimes the simplest things are the things that will create the most anxiety.

What can you do to help?

- Tell your child not to worry - the school knows that it will take time for them to settle in and find their feet.
- Tell them that Form tutors will go through lots of these 'worries' in tutor time on our first day back in September.

Discuss with your child what they might do in the following circumstances:

What do you do if you are late for a lesson?

The bells will go 5 minutes before the end of break, first thing before tutor time and at the end of lunch, so students should not be late. They might need reminding about getting to the loo in time or filling up their water bottle in breaks. If a child is late, they may well be asked to catch up at the end of the lesson, where they can also explain their reasons for lateness if they haven't already done so.

What do you do if you feel unwell?

Tell the teacher, if they are in a lesson, the teacher will send your child to the medical room in the atrium, where one of the first aid trained office staff will check your child out. If need be, a member of staff will call home to ask for the child to be picked up. Sometimes, a little time out is

a great healer and the child may well be well enough to return to class quickly.

Who does the school contact if parents are not available?

The second contact in the information you shared with them during transition.

What do you do if your child has forgotten their homework?

- Try to speak to the teacher before the lesson to explain. If it is out of the ordinary, then teachers will obviously use their discretion, and expect it in the following day.
- Repeated failure to complete and submit work will result in a sanction.

Where do they go in the event of a fire?

- Their teachers will guide them out of the building safely and they will line up in register order on the astro. The tutors will practise this with students.

Familiarise yourself with the school website

- You will find almost everything you need there - all in one space - mostly under the Parent Tab.

Lastly - if you are ever unsure - ASK!

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