



PUPIL TRANSITION BOOKLET



2023-2024

INTRODUCTION

This booklet has been carefully put together in order to provide you with as much information and advice as possible. We hope that your transition from primary to secondary school is as smooth and stress-free as possible and we look forward to welcoming you in September.

KEY MEMBERS OF STAFF

Headteacher	Welcome new Year 7. My name is Mr Wood. I know that our staff will do their best to ensure that your time at Bishop's will be a wonderful opportunity for you to achieve your potential, and enjoy the journey along the way. I very much look forward to making that journey with you and to meeting you all soon.
Head of Year 7	<p>Hello and welcome. I'm Miss Lawrence. My main role is to ensure the transition into Year 7 is smooth and that everyone settles in well.</p> <p>I am very much looking forward to helping you begin your journey at our fantastic school and I am here to support you every step of the way.</p> <p>I can't wait to meet you all!</p>
Deputy Headteacher	Hello. My name is Mrs Mansfield and I work closely with your Head of Year to ensure you settle in well to life at Bishop's. I am really looking forward to meeting all of you as you start your secondary school life with us at BHGS.
SENDCO	Hello. I'm Mr Lister. With my team of Learning Support Assistants we work hard to support everyone around the school. We're very proud of the atmosphere and the learning at Bishop's and we are very much looking forward to welcoming you and working with you. Always ask for help when you need it and we'll make sure you are successful and enjoy all aspects of your education.
Year 7 Form Tutors	The Year 7 Form Tutors are very important people to know when you start life at BHGS. They will see you in morning registration every day and will get to know you extremely well. If you have concerns or worries about school then please let them know as soon as you can so they will be able to help you.

Have a look at our website and take a facilities tours too here:
[Bishop's Hatfield Girls' School – Achieving our potential and enjoying the journey](#)



MEET THE TEAM



**Mr Wood
(Headteacher)**



**Mrs Mansfield
(Deputy Headteacher)**



**Mr Lister
(SENDCO)**



**Miss Lawrence
(Head of Year 7)**

YEAR 7 TUTORS



Miss Welsh



Mrs Higgins



Mrs Hussain



Mrs Wilde



Miss Nelson



Mr Stevens



Miss Rollings

A TYPICAL YEAR 7 TIMETABLE

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
8.40-9.00	Tutor time or Assembly	Tutor time	Tutor time	Tutor time or Assembly	Tutor time
9.00-9.50	Maths	Maths	Music	Humanities	Humanities
9.50-10.40	Computing	Science	Maths	PE	
10.40-11.00	Break	Break	Break	Break	Break
11.00-11.50	Humanities	PE	Science	Maths	German
11.50-12.40	English	PE	Library lesson	Science	English
12.40-1.20	Lunch	Lunch	Lunch	Lunch	Lunch
1.20 – 2.10	Art	Life Skills	English	Spanish	Drama or Food (rota)
2.10 – 3.00	Art	German	Spanish	Science	
3.00-3.50	Enrichment Activities		Enrichment Activities	Enrichment Activities	Enrichment Activities

SCHOOL DAY

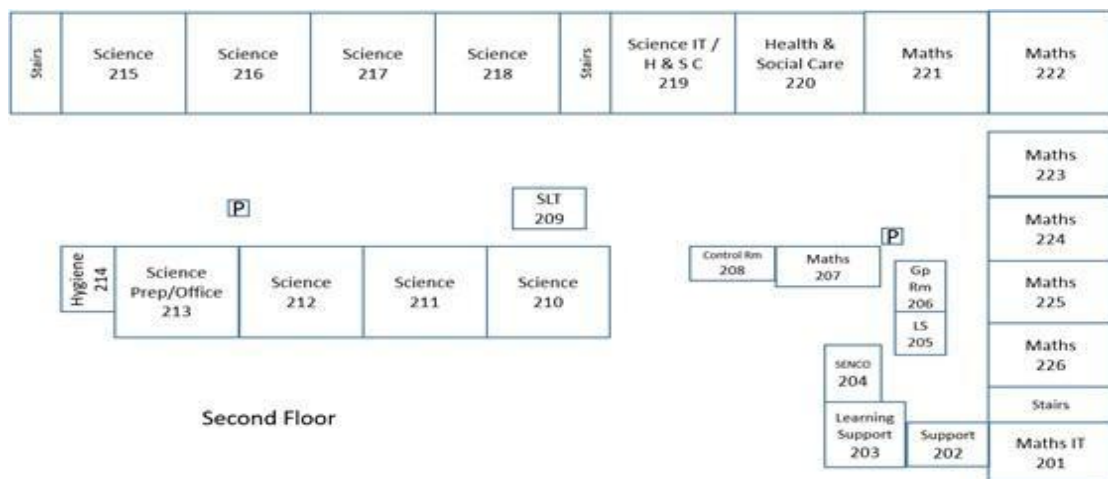
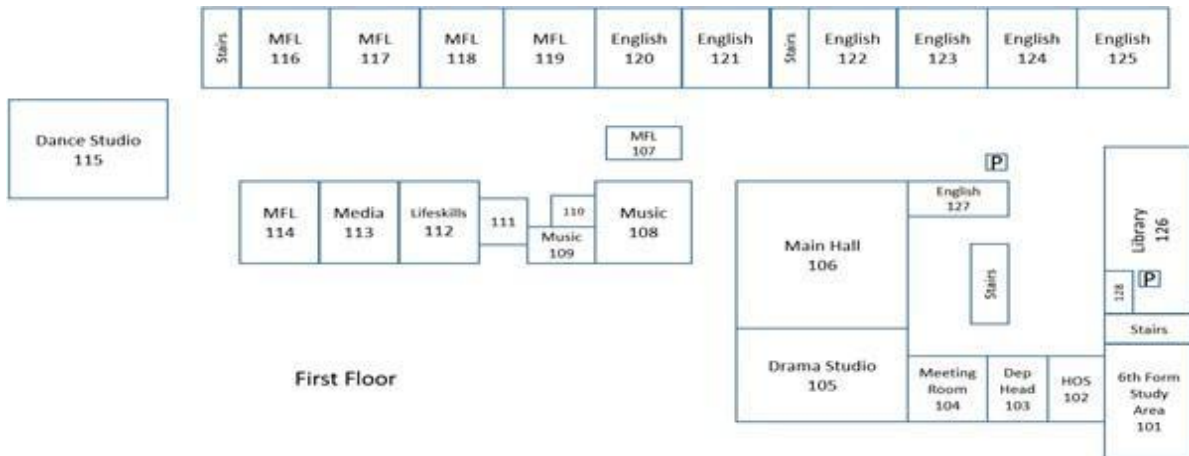
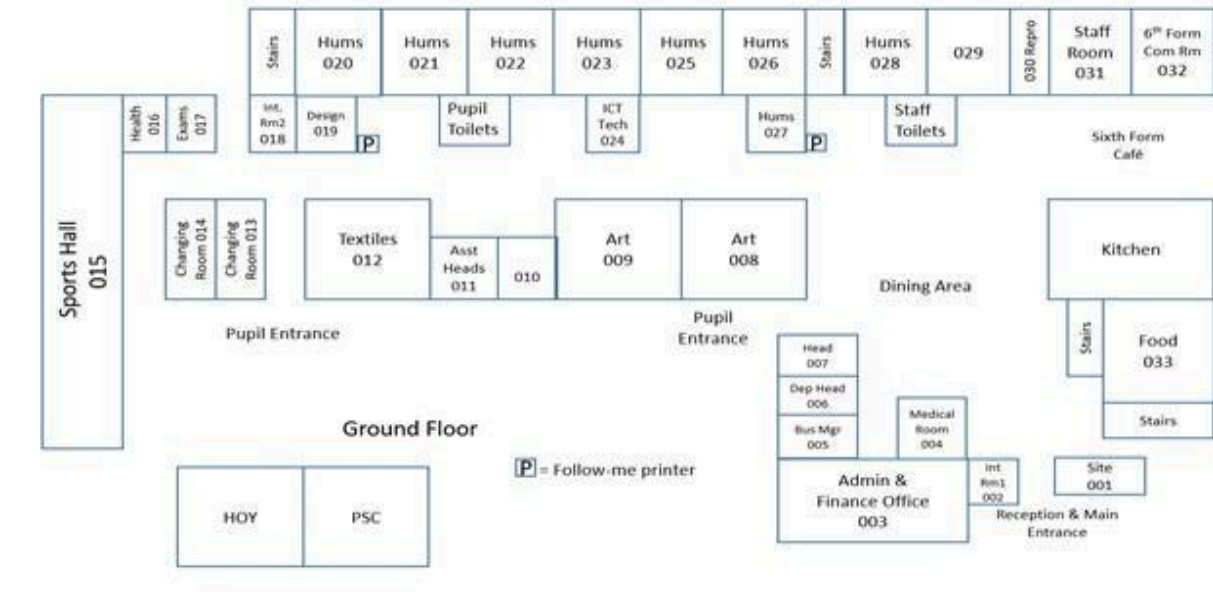
- You should arrive by 8.30am, go to your form room and get organised for the day
- There are 6 x 50 minute lessons per day with up to 17 different teachers a week, moving around the school for lessons in specialist rooms
- Enrichment Activities take place until 3.50pm (except on Tuesdays)
- You have a form room as a base with lockers provided. You can access these before school, at break, lunchtime and after school. Please don't forget your padlock number!

The timings of the school day are really important. We have a bell that alerts us to the start and end of each lesson as well as the start and the end of break and lunchtimes. The timings are below:

TIME	
8.40am	Registration
9.00am	Period (Lesson) 1
9.50am	Period 2
10.40am	Breaktime
10.55am	Warning Bell
11.00am	Period 3
11.50am	Period 4
12.40 - 1.15pm	Lunchtime
1.15pm	Warning Bell
1.20pm	Period 5
2.10pm	Period 6
3.00pm	End of Lessons / School Day
3.00-3.50pm	Enrichment Clubs (except Tuesdays)



GETTING AROUND THE SCHOOL BUILDING



The school building is very easy to navigate once you have settled in. The building has three floors. The ground floor rooms all begin with 0 and are numbered in order as you walk around the building. You will find your lessons for Humanities, Art, and Food on this floor. The Canteen is also on the Ground floor along with the Admin office and Finance office. The PE changing rooms and Sports Hall are also located on the Ground Floor. The 1st floor room numbers all begin with 1. You will find your lessons for English, Languages and Drama on this floor. The school library is also located on the first floor along with the main hall. The 2nd floor room numbers all begin with 2. Your Maths, Science and Computing lessons will be located up on the top floor. Learning Support and our School Counsellor are also located on the top floor. We also have a Pupil Support Centre which is located outside of the main building towards the school field. This is where you will find the Heads of Year team and additional Pastoral Support. It may feel very daunting and you are probably worried about getting lost but once you get to know the layout, you will be fine. As it is just one building, it is actually quite difficult to get lost!



UNIFORM

Our school uniform is an essential characteristic of Bishop's Hatfield Girls' School, since it encourages you to identify yourself as a member of our school community and the values we stand for as a school. We expect a tidy, smart appearance and the wearing of sensible clothes at all times. In order to maintain standards, if you arrive at school in the incorrect uniform and with no note from home to explain why, then we will ring home and ask for the correct uniform to be brought into school. A pupil who repeatedly arrives at school with the incorrect uniform, without an explanatory note, may be issued with a consequence in line with our policies.



A LOT MORE DETAIL ABOUT YOUR UNIFORM CAN BE FOUND IN THE BOOKLET THAT YOUR PARENTS/CARERS WILL RECEIVE INCLUDING WHERE TO BUY YOUR UNIFORM

PUPIL CODE OF CONDUCT

“We will strive to uphold our core values of respect, trust, honesty, teamwork, ambition and kindness”

Bishop’s expects ALL pupils to:

1. Attend school regularly and on time.
2. Respect and follow school uniform and jewellery rules at all times.
3. Accept the authority of adults and follow instructions promptly and willingly including while on trips / visits, when representing the school and in the neighbourhood of the school.
4. Behave and speak respectfully to everyone, using appropriate language at all times.
5. Respect all property, keeping it free from damage. Keep the school tidy by not chewing gum or dropping litter and by eating only in the allocated areas.
6. Arrive at lessons on time, with the necessary books and equipment, including the BHGS Planner.
7. Settle quickly at the start of the lesson and listen to the teacher in silence, putting up your hand if you wish to speak or need any help.
8. Work quietly, safely and cooperatively to the best of your ability; complete all classwork and homework on time.
9. Walk around the school sensibly and quietly. Shouting around the school is unnecessary and inappropriate.
10. Not use mobile phones or any other personal electrical equipment on the school premises during the school day (inclusive of detentions and Enrichment Activities) unless being used for a specific lesson.
11. Not smoke, vape or bring into school alcohol, dangerous objects or illegal substances.
12. Not endanger the safety or well-being of other pupils or members of the public when travelling to and from school, upholding the excellent reputation of the school at all times

“Allow everyone to learn and the teacher to teach”



COMMUNICATION

You may find this quite different from your primary school. Your parents/carers will have more information about this so read this with them carefully for what to do about absences and if any issues arise that you are worried about.

- You should try to resolve any initial issues by yourself, perhaps with the help of your Form Tutor
- Try to remain calm and be willing to listen at all times
- Always ask your Form Tutor first. They will then decide if something needs to be referred to your Head of Year (Miss Lawrence)
- Always be willing to communicate with us. If there are any issues that you are experiencing, we cannot help and support you if we do not know that the issues exist
- When communicating with your teachers and your peers, always be kind and respectful. The best thing to do is to speak to the person in a way that you would wish to be spoken to.

HOMEWORK

At Bishop's Hatfield Girls' School you are expected to do homework regularly. Homework timetables are provided that tell you when homework will be set by your teachers and how long should be spent on each subject. In Year 7, you will be given around 1 ½ hours worth of homework per evening. Your teachers will tell you when the homework is to be completed and you are responsible for handing this in on time. You will be on a reduced homework timetable for the first few weeks to ease you in gently. The timetable below is an EXAMPLE ONLY!

	Monday	Tuesday	Wednesday	Thursday	Friday
All Year 7	Maths Science	Food Maths Science	Maths Science	Maths Science	Food Maths
7Au	Art English	German	Humanities German	English French	French Humanities
7Fr	French	English	French Humanities German	Art	English Humanities German
7Ha	German	French	English French Humanities	Art German	English Humanities
7Pa	Art Humanities		English French Humanities	French German	English German
7Se	Art German	English	French Humanities German		English French Humanities

ENRICHMENT AND SCHOOL TRIPS

There are many Enrichment activities and trips for you to enjoy. Enrichment clubs and activities take place every lunchtime and after school, except on Tuesdays.



LUNCHTIME

Lunchtime is from 12.40 - 1.15pm (when a warning bell will ring to get ready for Period 5 at 1.20pm). You must take your books back to your Form room first and then join the lunch queue.

You will pay for items from the canteen using **fingertip recognition technology** which is linked to your cashless catering account. When your thumb is placed on the reader, small features are detected which are converted into a number code linked with your account.

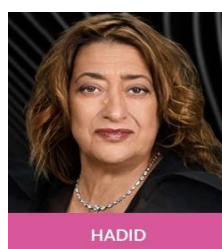
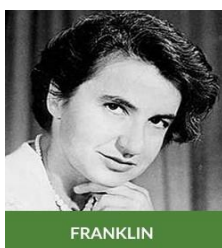
Your account can be topped up using Wisepay, an online payment system which allows you to track all your purchases.

If you have run out of money in your account to buy lunch or you have forgotten your packed lunch, you can go to the Finance Office where a 'Lunch Loan' will be given to you on your account to allow you to purchase lunch. **A maximum spend of £3.00 is given and should be repaid by your parents/carers topping up your Cashless Catering account within 24 hours.**



HOUSE SYSTEM

At Bishop's each pupil and staff member belongs to a House and competes throughout the year to win the Bishop's House Cup and have their House name inscribed on the Honours Board. You will be placed into one of 5 Houses: Austen, Franklin, Hadid, Parr or Seacole. You can win House Points for positive behaviour such as attending Enrichment clubs, excellent classwork, contributions to the school community and winning House competitions. You and your parents/carers can log on to Go4Schools to find out how many House Points you have gained (or lost!) during the academic year.



ORGANISATION

You will need...

- Good organisational skills - having the right books and equipment for the right lesson , e.g. PE kit or ingredients for when you are cooking
- To get your homework done and handed in on time
- To learn to record things accurately in your planner and manage your time well
- To learn your new timetable



BOOKS AND STATIONERY

We provide paper and exercise books, though we expect you to bring your own pens and pencils to school. You should have a pencil case containing the equipment you will need for lessons. The school shop stocks basic stationery, maths sets and calculators.

Text books and library books are lent out and may be taken home, but they remain school property, and if you lose or damage a book, we will ask you to pay for a replacement as they are very expensive! There are also sanctions for late returns.

You might prefer to buy the following books, as you will need them frequently:

- A small pocket English Dictionary e.g. Collins Gem or Collins School Dictionary
- A small pocket 'Thesaurus'
- Small bilingual dictionaries (Oxford Learners Dictionary), French or German for use at home.



ADVICE FROM OUR CURRENT YEAR 7 PUPILS

"If there is anything that you want to know but you are too scared to ask the teachers you can always come and find one of us (year 8s). Also you should try and talk to everyone in your form, not just the people from your primary school because you need to know everyone in your form and it is always good to make lots of friends, I am not saying don't talk to the people from your primary school but you just need to make other friends."

"I know some advice! It's okay to be scared on your first few days so don't be afraid to tell someone how you feel. It's best to tell someone then keep it all in."

"Be yourself and remember: it's not all about the image – it's what's inside."

"Always wear the correct uniform."

"It will seem very scary at first, but you will get used to moving around the school and finding your way!"

"BE GOOD and have a great time!"

"Aim high for your attendance."

"Enjoy yourself and always be happy."

"Bring all the right equipment for your lessons."

"Secondary school is full of new opportunities. Whenever there is one that comes up that takes your liking, give it a try and even if there are things you are unsure about you should still try them out. Challenge yourself and push yourself to the best of your abilities as you will get noticed. Always try your best in everything even if it is something you find difficult or dislike."

"Treat people the way you want to be treated."

"Try and complete your homework on the day it was set. Otherwise it will just pile up."

"Smile and be confident, make friends and have fun."

"You shouldn't be afraid of trying something new. Secondary school is very different from Primary school, but it is always fun to try something new! You can talk to someone to let them know how you're feeling and if you need any help. If you're afraid of getting lost - don't be! Our school looks very big on the outside, but you will be able to find your way around easily inside."

"Don't be afraid to say hello to people who you have never met. It's a real ice-breaker."

GETTING READY FOR SEPTEMBER

- Please make sure all of your equipment and uniform is clearly labelled with your name.
A name tag and label value starter pack can be ordered through Easy2name using a unique discount code: FR-BHATFIELD-30 (Our school will receive 20% cashback!)
<https://www.easy2name.com/school/starter-packs/school-labelling-value-pack>
- Please make sure you have a fully equipped pencil case which includes pens, pencils, a rubber, a pencil sharpener and a ruler
- Please organise a Maths set including a transparent ruler, protractor, compass and a scientific calculator
- You can have drinking water in a clear sports-style water bottle in all of your lessons.

MONDAY 4th SEPTEMBER 2023 - YOUR FIRST DAY AT BHGS MAY LOOK SOMETHING LIKE THIS...

- Arriving at 8.40 in school uniform and meeting in the Dining Room
- Bringing something to write with. You will not need your PE kit.
- Being put into one of five form groups/houses:

Austen (Au), Franklin (Fr), Hadid (Ha), Parr (Pa) or Seacole (Se)

- Spending some of the first day in form groups with your form tutor(s), looking at your timetable including your homework timetable, looking through your planners and making sure you understand our Actions and Consequences
- Learning how to use Google Classroom
- Being given a locker and padlock
- Getting to know your form a little better and making new friends by taking part in some “getting to know you” activities
- Having your first school lunch at BHGS!
- Taking part in a practice Fire Drill
- Having time to try out your log in to the computer system so we know that it works ready for your first full day
- Getting your thumb print taken

‘All About Me’ Task

In your pack you will find a ‘Postcard.’ You should complete this and hand it in to your form tutor on your first day in school in September. It will give your form tutor lots of interesting information which will help them to get to know you better!

LIBRARY COMPETITION

We have organised a 'Design a bookmark for the Library' competition for you all to get involved with during the Summer break. The details and the bookmark template are together on the loose poster within this booklet. It would be great to get involved with a chance to win some of your first House Points.

There is also an excellent Summer reading list for you to have a look at.



"Have a super Summer holiday, stay safe and we look forward to seeing you all in September"