



# PUPIL TRANSITION BOOKLET

2025-2026



# 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

<b>Headteacher</b>	<p>“Welcome new Year 7!</p> <p>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”</p>
<b>Head of Year 7</b>	<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>
<b>Deputy Headteacher</b>	<p>“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.</p> <p>I am really looking forward to meeting all of you as you start your secondary school life with us at BHGS.”</p>
<b>Year 7 Form Tutors</b>	<p>“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.</p> <p>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.”</p>

Have a look at our website and take a tour of our facilities too here:

<https://bishophatfield.herts.sch.uk/>





## MEET THE TEAM



**Mrs Mansfield**  
(Deputy Headteacher)



**Mr Wood**  
(Headteacher)



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

## YEAR 7 TUTORS



**Mrs Higgins**



**Mr Goodall**



**Mr Taylor**



**Miss Wighton**



**Miss Garner**

## 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
P1-9:00-9:50	Maths	Maths	Music	Humanities	Humanities
P2-9:50-10:40	Computing	Science	Maths	PE	
Break-10:40-11:00	B	R	E	A	K
P3-11:00-11:50	Humanities	PE	Science	Maths	German
P4-11:50-12:40	English		Library lesson	Science	English
Lunch-12:40-1:20	L	U	N	C	H
P5-1:20-2:10	Art	Life Skills	English	Spanish	Drama / Food (rota)
P6-2:10-3:00		German	Spanish	Science	
3:00-3:50	Enrichment Activities		Enrichment Activities	Enrichment Activities	Enrichment Activities



# SCHOOL DAY

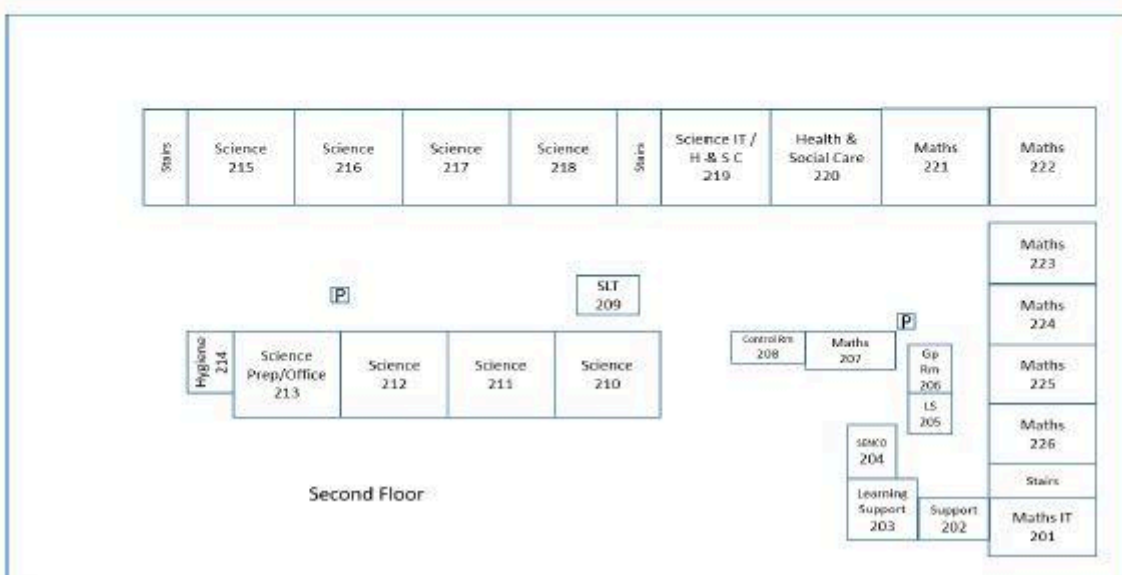
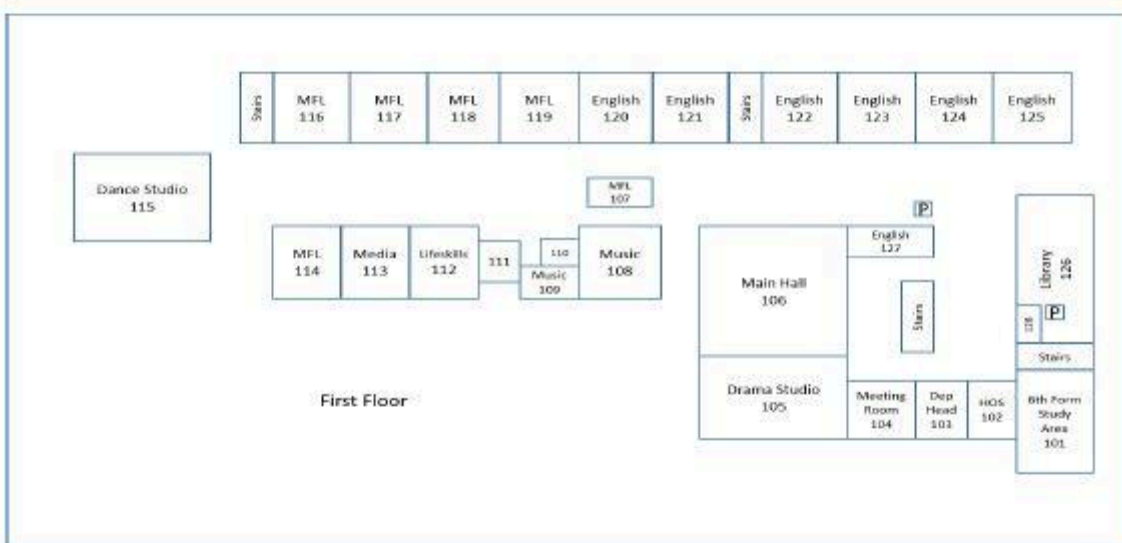
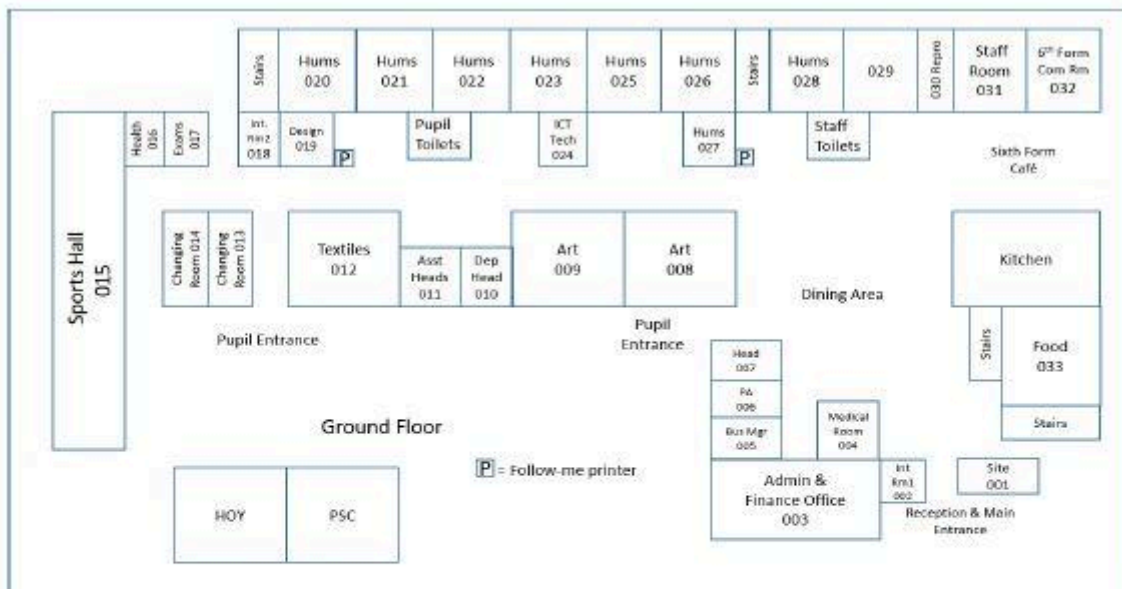
- You should arrive by **8.30am**, go to your form room and get organised for the day
- There are 6 x 50 minute lessons per day with up to 17 different teachers a week, moving around the school for lessons in specialist rooms
- Enrichment Activities take place until 3.50pm (except on Tuesdays)
- You 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





## Navigating the school

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. Check our website too: [School Uniform – Bishop's Hatfield Girls' School](#)

## ANTI BULLYING

We are passionate about celebrating diversity and inclusion for all and therefore encourage you and the whole school community to adhere to our core values, particularly those of Kindness, Respect and Trust.

An Anti-bullying Ambassador is appointed annually in each form group from Years 7-11. They work closely with our Senior Anti-Bullying Ambassadors in the sixth form to organise the annual Anti-Bullying Conference (November) as well as a wide variety of innovative lunchtime activities led by each of our Houses during Anti-bullying Week.

The Anti-bullying team at Bishop's encourages pupils to be 'upstanders' rather than 'bystanders' in order to combat unkind or bullying behaviours and to ensure our school is a welcoming environment for everyone.

# 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 their hand up if they wish to speak or need any help.
8. Work quietly, safely and cooperatively to the best of their ability; completing 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 in school, representing the school or 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 complete 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.

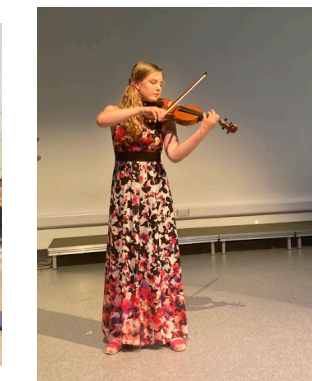
The timetable below is an example only!

	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



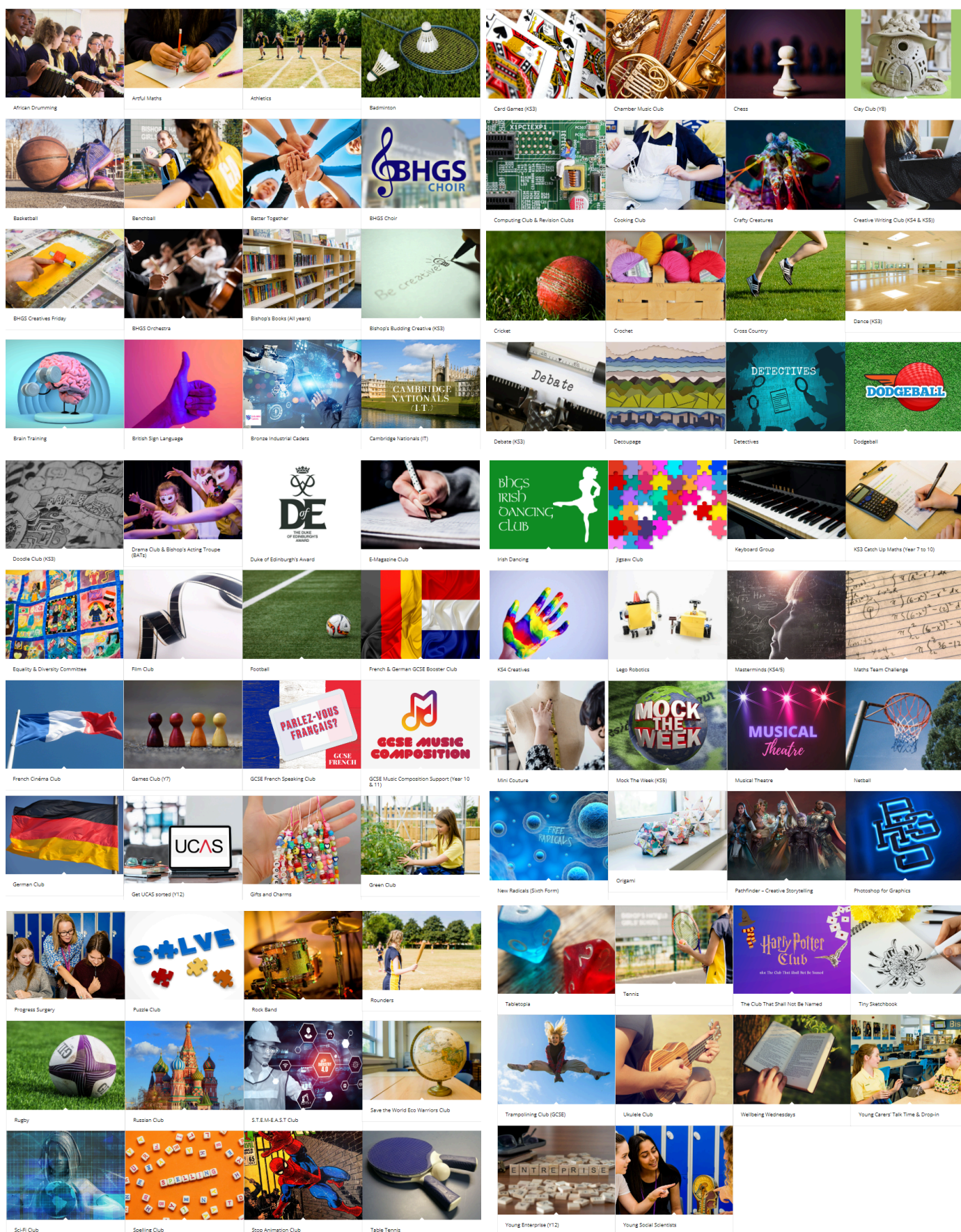
## ENRICHMENT AND SCHOOL TRIPS

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. We encourage you to join at least one per week.





Some of the Enrichment clubs that we have recently run:





## 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.**

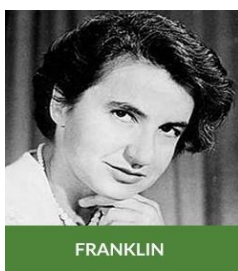
If you have run out of money in your account to buy lunch or you have forgotten your packed lunch, you can go to the Finance Office where a 'Lunch Loan' will be given to you on your account to allow you to purchase lunch. **A maximum spend of £3.00 is given and should be repaid by your parents/carers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



For more information on catering and menus please visit our website: [Catering – Bishop's Hatfield Girls' School](#)

## 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, 100% attendance, excellent classwork, contributions to the school community and winning House competitions. You and your parents/carers can log on to Arbor to find out how many House Points you have gained (or lost!) during the academic year.



For more information on our House system, visit: [House Overview – Bishop's Hatfield Girls' School](#)



# 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, STATIONERY AND EQUIPMENT

Although we provide paper and exercise books, we expect pupils to bring their own pencil case with the necessary stationery. This should include a black ink pen, a pencil, an eraser, a green pen, pencil or highlighter colours, a glue stick. Pencil sharpeners are not permitted to be brought into school but can be borrowed by classroom teachers if needed in lessons.

For maths, all pupils will need a pen, HB pencil, transparent ruler, protractor, pair of compasses and calculator. Our recommended [Casio Scientific calculator FX-83GT-CW](#) can be purchased through the school by Wisepay. The school shop also stocks basic stationery, math sets and calculators.

Text books and library books are lent out and may be taken home, but they are still school property, and if you lose or damage one of them, we will ask you to pay for a replacement as they are very expensive! There are 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 French and Spanish bilingual dictionaries (Collins Easy Learning Dictionary or Oxford Learner's Dictionary), which you will use for studying at home.
- A set of personal plug-in (not bluetooth) headphones for use in Languages lessons.
- A reusable water bottle (not glass), rather than a single use plastic bottle. This helps to reduce plastic waste, saves money and helps you keep hydrated throughout the day.

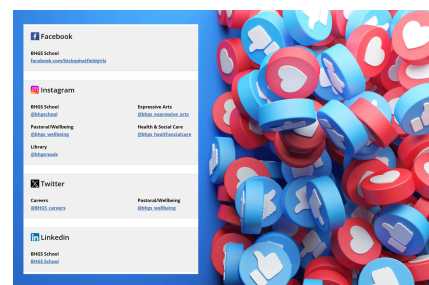
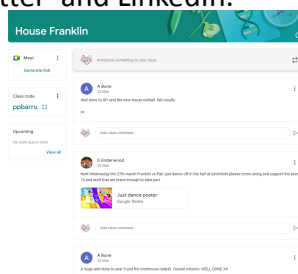


## KEEPING INFORMED

You will be able to keep informed of the exciting things that are happening in school (enrichment clubs, house competitions, themed subject events, etc...) through Google Classroom and also by following our official social media channels on Instagram, Facebook, Twitter and LinkedIn.

To find out more, please check our website in What's on, Socials:

<https://bishophatfield.herts.sch.uk/socials/>



## ADVICE FROM OUR CURRENT YEAR 7 PUPILS

"Treat people the way you want to be treated"

"Have a great time, school isn't just about learning, it's also about growing as a person."

"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 than keep it all in."

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

"Try and complete your homework on the day it was set, otherwise it will pile up"

"It's always good to make lots of new friends"

"Aim high for your attendance"

"Bring all the right equipment for your lessons"

"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!"

"Don't be afraid to say hello to people you have never met. It's a real icebreaker."

# GETTING READY FOR SEPTEMBER

Please make sure that:

- all of your equipment and uniform is clearly labelled with your name.  
Labels can be ordered through [Easy2name.com](https://www.easy2name.com) using our school discount code: FR-BHATFIELD-30 [Clothes Labelling](#) and [Equipment Labelling](#). You get free delivery. The school receives 20% cashback!
- you have a fully equipped pencil case which includes pens, pencils, a rubber, a pencil sharpener and a ruler
- you acquire a Maths set including a transparent ruler, protractor, compass and a scientific calculator
- you have drinking water in a clear sports-style reusable water bottle (not glass) in all of your lessons.

## WEDNESDAY 3rd SEPTEMBER 2025

Your first day at BHGS could look 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 activities
- Having your first school lunch at BHGS!
- Taking part in a practice Fire Drill
- Trying out your login to the computer system so we know that it works, ready for your first full day
- Getting your thumb print taken (for use in the canteen)

## ‘ALL ABOUT ME’ TASK

On Transition Day (10th July), you will be given a **‘Postcard to my Form Tutor’** which you should complete during the Summer and hand 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 to get involved with during the Summer break. Details of the bookmark competition will be explained on Transition Day. We advise you to get involved as you could win some of your first House Points!

There is also an excellent [transition portal](#) for you to have a look at, including a summer reading list and lots of tips on starting secondary school.

[Year 6 to 7 Summer Reading Suggestions from the Library](#)

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

