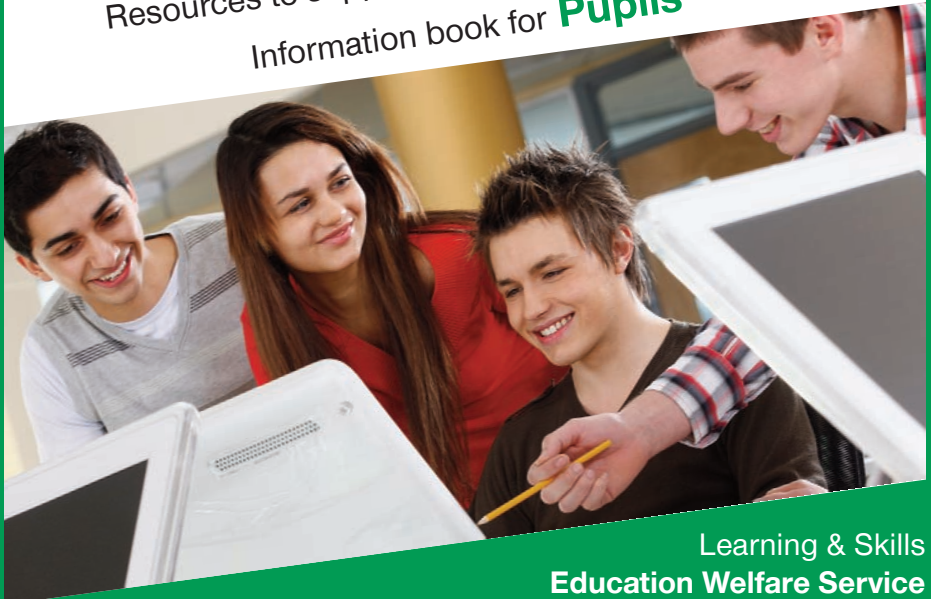




Managing change between schools

Resources to support schools, parents and pupils
Information book for **Pupils**



Introduction



You will soon be transferring to a new school and this will involve some changes for you. Pupils from

Shropshire Schools have told us some things about moving between schools that they feel are important to them. The Education Welfare Service has designed this leaflet to help you settle in well.

General Information

School starts at _____

School finishes at _____

Names of staff I need to know _____

Name _____ Role _____

Name _____ Role _____

The headteacher's name is _____

The school's address is _____

The school's phone number is _____

The school's email address is _____

I have PE on _____

My classroom is _____

The dining area is _____

The door I should come in by is _____

On the first day I go to _____

If I get lost in school _____

My locker is _____

If I feel unwell in school _____

Travelling to school

Walking

What is the best walking route?

Are there road crossings that can be used?

How long will it take to get to school?

Names of pupils I could walk with?

Remember!

Pupils are expected to behave in a sensible and responsible way at all times

Travelling to school

Cycling

Is my cycle in good working order?

What is the best cycle route?

Are there any difficult road hazards to negotiate?

Where should I put my bike and safety equipment?

How long will it take to get to school?

Travelling to school

Bus

Bus company name _____

Phone number _____

Pick up point _____

Pick up time _____

Drop of point _____

Drop of time _____

Where should I sit on the bus? _____

What should I do if I miss the bus? _____

When will I get a bus pass? _____

If I have to pay, how much will it cost? _____

Who should I speak to if I have any problems on the bus?

Remember!

Pupils are expected to behave in a sensible and responsible way at all times

Lunch and break times

Where is the dining room? _____

An average meal costs? _____

How long do pupils have to eat their lunch? _____

Where can snacks be bought? _____

What happens if I am entitled to free school meals? _____

What happens if I take packed lunches? _____

Where can I meet my friends so that we can eat together?

Where should I go if I would rather not be with all the other pupils?

What should I do if I forget my dinner money? _____

Can I eat whatever I want? _____

What do I do with my plates when I finish? _____

What clubs are there at lunchtime and how do I join?

Are we allowed anywhere in the playground? _____

What games do most pupils play? _____

When can I go to the toilet? _____

Uniform

Skirt/trousers _____

Shirt _____

Sweatshirt/jumper _____

Shoes _____

Tie _____

P.E Kit _____

Where can uniform be bought from and when?

Where can I get secondhand uniform from?

What happens if I wear the wrong uniform?

What should I wear on non uniform days?

'I was worried about looking different but I don't'

Homework

How much homework will I get?

Is there a homework club in school?

What should I do if I can't do my homework?

Can other people help me with homework?

What happens if I don't do my homework?

Who can I ask about homework?

‘The homework isn’t as difficult as I thought it would be’

Rewards and Sanctions

Will my parents know if I get a reward? _____

How can I get a reward? _____

What are the rewards? _____

Why might I get a detention? _____

When do detentions take place? _____

Where do detentions take place? _____

Will my parents know if I am given a detention?

What should I do if I get accused of something I haven't done?

Who can I ask about detentions?

'I got a detention but just did the work and it was OK'

Bullying

What is bullying? Being made to feel persistently unhappy by, for example:

- Being pushed in the corridor on purpose
- Name calling
- Being hit by bags
- Having money taken off you
- Being threatened
- People whispering about you if it makes you feel unhappy

Who should you tell?/How to contact them?

Your parents _____

Any teacher you feel comfortable with _____

Older pupils _____

Form Tutor/Class Teacher _____

The Education Welfare Officer _____

The School Council _____

Any mentors in school _____

Post your concerns in a school post box if there is one

Remember!

Pupils are expected to behave in a sensible and responsible way at all times

Learning & Skills



Education Welfare Service



Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND



If you can read this but know someone who can't, please contact us on **0345 678 9008** so we can provide this information in a more suitable format.