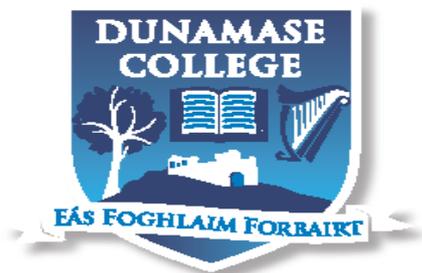


## Transition Handbook

Name \_\_\_\_\_



Welcome to your new secondary school. We hope you will enjoy your time here. It will involve a lot of changes and new experiences for you and we know this can make people feel a little nervous, so we have prepared this workbook to help you settle in well.

This is a 'Transition Workbook' and you can use it both at school and at home. It will hopefully explain a lot about secondary school and answer some of your questions as well as help to prepare you for the exciting changes.

We hope that you will enjoy all the different activities in the book. Once you've finished, you'll receive a well-deserved certificate.

Good luck from all the school staff!

# Transition Workbook

**Name:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Favourite Hobbies:** \_\_\_\_\_

\_\_\_\_\_

**Primary school I attended:**

\_\_\_\_\_

**Secondary school I am starting  
in:** \_\_\_\_\_

# THIS IS ME

A snapshot into my life

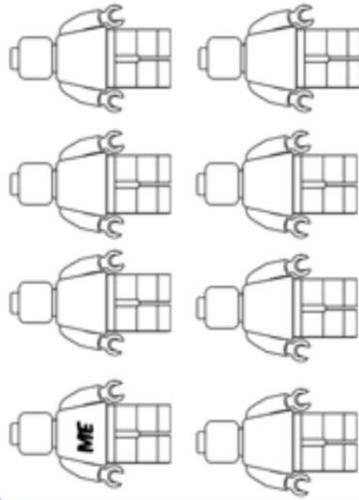


MY NAME IS:

MY BIRTHDAY IS:



THE MEMBERS OF MY FAMILY



DRAW YOUR FAMILY  
(THERE IS EVEN SPACE FOR YOUR PETS)

I have family members in these  
places in the world:



MY HERO IS . . .

MY HOBBIES ARE



THE THINGS IN

LIFE I LIKE



THE THINGS IN

LIFE I DISLIKE



THE THINGS I AM GOOD AT



I NEED MORE



HELP WITH

THE PERSON IN MY FAMILY

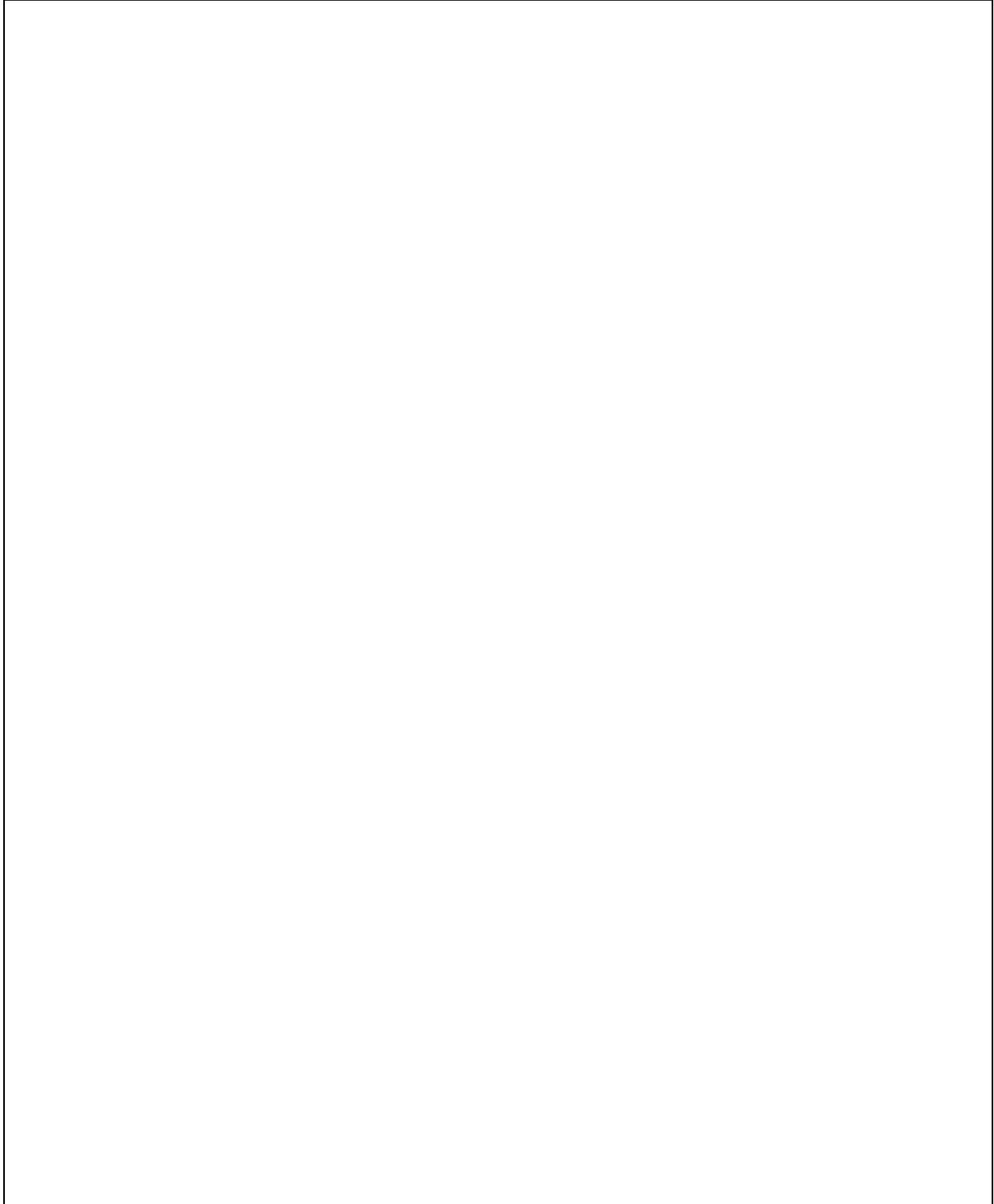
I LOOK UP TO & LISTEN TO THE MOST



**On the list below colour green the things you have done in primary school. Colour the things you haven't done yet in red.**

<b>Caring for people</b>	
<b>Working in a team</b>	
<b>Giving a presentation to my class</b>	
<b>Solving Problems</b>	
<b>Singing in a choir or competition</b>	
<b>Entering a competition at school</b>	
<b>Playing a sport</b>	
<b>Drawing and Painting</b>	
<b>Working on a project on your own</b>	
<b>Using your imagination</b>	
<b>Joined a club at school</b>	
<b>Learning from mistakes</b>	
<b>Using a computer/ iPad</b>	
<b>Speaking another language</b>	
<b>Volunteering</b>	
<b>Spending a night away from home on a school trip</b>	
<b>Made a new friend from another school</b>	

**In the space below, use drawings, words or photos to show us the talents that you are proud of and would like us to know about:**

A large, empty rectangular box with a thin black border, intended for students to draw, write, or paste photos to showcase their talents.

# Finding out about my new school



The name of my new school is \_\_\_\_\_

The address is

---

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The telephone number is \_\_\_\_\_

The name of the principal is \_\_\_\_\_

The name of the vice-principal is

---

The name of my class tutor is \_\_\_\_\_

School starts at \_\_\_\_\_ and finishes at \_\_\_\_\_

I will travel by **car/bus/walking/bike/train** circle the right one

To get to school on time, I will need to leave my house at about \_\_\_\_\_

I will attend the school from \_\_\_\_\_ August 202\_\_

# Secondary School Questionnaire

YOUR NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

1. What do you think it will be like at your new school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What things would like to find out about your new school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List three things you are looking forward to:

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

4. List three things you might need help with:

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

# A. Settling-in Worksheets

Finding your way around

School map

Rooms

The timetable

Timetable practice

My new timetable

Homework

Homework questionnaire

Equipment

School rules

Rumours

Meeting new people

Making friends

# Finding your way

Most 6<sup>th</sup> class pupils feel a little scared about going to a school which is bigger than their primary school. They might feel worried about getting lost, or being late for a lesson because they're not sure of where the room is.

A **map** can help because it shows where all the different rooms are and you can easily see the quickest way to get there.



There is space to stick in your map on the next page.



If you like science you could look to see where the science labs are.

Or, if you think Art is the best thing about school then you can look to see where the Art room is!

**Stick a copy of the school map here**

**Stick a copy of the school map here**

# Rooms

Our classrooms are spread over 2 buildings in Dunamase College. Usually you will be in one of the buildings but you will be moving from one room to another for different classes. It is important to ensure that you bring all your belongings with you each time. Your iPad should be safely carried in a case inside your bag. You must be careful on the stairs and always treat your fellow students and teachers with care and respect. To make way for everyone, we always walk on the left-hand side of the corridors. There is never a need to run, but you should not delay as that might leave you late for your next class.

Some rooms are special rooms for their subjects (eg the science laboratory) and some are general classrooms that several subjects can happen in.

# The Timetable

One of the first pieces of information you will be given in September will be your **timetable**. It's very important because it not only tells you which lessons you will have that day but it also gives you a clue about the equipment you will need to pack in your bag the night before. It also tells you what time each lesson starts and finishes and in which room they will take place. If you haven't got a watch yet, it might be a good idea to buy one to practice telling the time and getting to places on time.

Usually the timetable will also let you know which teacher you will have for each subject. Instead of just one teacher, you're going to have to get used to ten or more different people being in charge of your class! Often, the timetable will have the teacher's initials next to the name of the lesson.

You will probably have 5 or 6 different subjects every day and some will be in special rooms. For example science will usually take place in a laboratory.



# Timetable practice!

Study your timetable and see if you can answer these questions.....

1. What is the name/number of your class?

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2. Where and when do you have roll call?

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3. Who is your class tutor?

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4. Which days will you do P.E.?

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5. What equipment will you need to pack for Thursday's classes?

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6. Which room or rooms will you have English in?

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7. When is your favourite class?

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# FIRST YEAR TIMETABLE



# Homework!

**Homework – ugh!** No one likes too much of it but it's just one of those things that you have to do and the more organised you are, the less amount of time you'll have to spend doing it.

In first year you may start to get a lot more homework than you have been used to. Teachers may be stricter about getting it done and handed in on time too.



To help you do this, you will have a homework diary where you or the subject teacher can write down what you have to do and when it has to be finished by.

## Why is homework important?

Homework is important because it shows the teacher whether you've understood the work or not. It also means that you can cover more work than the time allowed by a lesson in school.

## Questions to ask....

You need to make sure that you really understand all the rules about homework. On the next page there are some questions you could ask your class tutor. You can add a few more of your own if you like.

# Homework



This is your chance to ask your class tutor/year head everything you can think of about homework!

1. How long will I be expected to spend on homework each night? \_\_\_\_\_
2. How will I know what to do? \_\_\_\_\_  
\_\_\_\_\_
3. How long will I have to complete it? \_\_\_\_\_
4. What should I do if I get confused when I'm writing the homework instructions in my diary?  
\_\_\_\_\_  
\_\_\_\_\_
5. What will happen if I forget to do it or forget to bring it in? \_\_\_\_\_
6. What should I do if I find the homework is too difficult? \_\_\_\_\_  
\_\_\_\_\_
7. Can you think of a question of your own about homework? \_\_\_\_\_



# School Rules

## Why do we have them?

Every school will have some rules for the classroom, corridors and assembly as well as rules about homework, break-times and uniform. You might not like them or even agree with them but they are there to make life easier for everyone in school.

## Can you think of the reasons why schools need rules?

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## Breaking the rules!

There will always be consequences for breaking the rules too. So it's not only important to know what rules are but also what will happen if you don't follow them.

## Apologising

If you do break a rule, it is usually a good idea to admit that you got it wrong and to say sorry.

It might be useful to practice apologising. Look at the scenarios on the next page. In each one a rule has been broken. With a partner take it in turns to be the annoyed teacher and the pupil who says sorry. It can be hard to keep your cool if you're being told off. Try to remember things will only get worse if you get angry!

**Write down as many secondary school rules as you know:**

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**What might happen if you break the rules?**

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**What should you do in these situations?**

- 1. You have not done your homework because you didn't write the instructions down properly.....**

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- 2. A teacher tells you off for talking in class but you were just answering your classmate's question.....**

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- 3. You have forgotten a text book you need for that lesson.....**

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---

- 4. The teacher sees you chewing gum in her lesson and isn't happy....**

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# Rumours!

Most people in your class will probably want to talk about going to secondary school because it's a big step for you all. It's good to talk about all the exciting things ahead of you and it's also good to tell each other about the things you're a bit worried about. Sometimes though, pupils can scare each other unnecessarily because they have listened to **rumours** about what the school is like.



Look up the word “rumour” in the dictionary and write the definition here:

---

---

Very often rumours are exaggerated stories. For example, a story that there are gangs of older students taking money from new first year pupils could be an exaggeration of a one off incident where a 5<sup>th</sup> year boy ran off with a fiver when a first year girl dropped it.

Rumours may have an element of truth in them but usually they contain a lot of things which aren't true. It's best to listen to the **facts** that members of staff tell you rather than the rumours pupils from the school might tell you.

Write down some of the rumours you have heard:

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# Meeting New People

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How many people were in your sixth class? \_\_\_\_\_

How many years have you known them? \_\_\_\_\_

How many adults were there in the room? \_\_\_\_\_

Most of the students in your primary school class felt comfortable and happy because they knew everyone very well and felt like they belonged there. Just having one teacher for the school day can make you feel safe too. Going to secondary school can be different because you won't know everyone and it may take a bit of time to feel like you 'belong' in your new class and year.

The important thing to remember is that **EVERYONE** will feel the same way and that you're not alone. It's actually a good opportunity to make new friends and learn from adults who have specialised in their particular subject.

I am looking forward to meeting...

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I am not sure about meeting \_\_\_\_\_ because...

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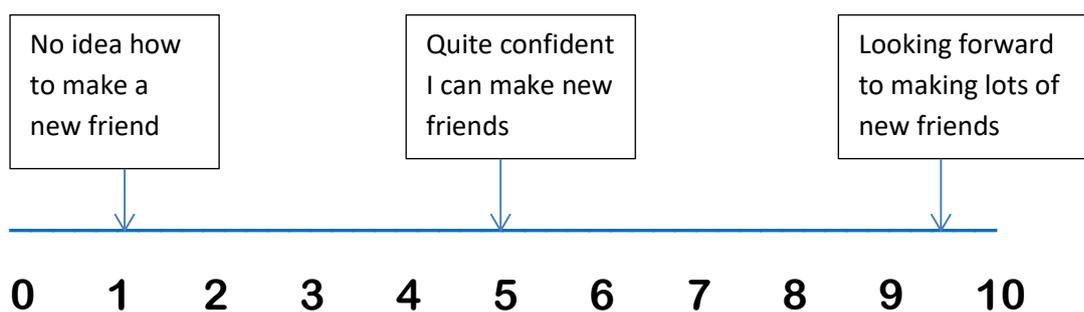
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# Making Friends

Everyone has strengths and weaknesses. Some pupils find it really easy to get to the top level on a computer game whilst others never get past Level 1. Some pupils have no problems drawing amazing life-like pictures whilst others find it difficult to draw a good stick-man.

It's the same with making friends. Some pupils love meeting new people, are very chatty and make lots of friends easily. Other don't know how to begin to make even one new friend.

Where do you think you are on the friendship scale?



Below are a few hints and tips to help you make a new friend. Why don't you practice with a classmate?

- Smile
- Tell them your name and ask what their name is
- Find out what they are interested in
- Talk about shared interests – you both might like computers
- Ask them if they want to do something at break-time



## Transition Workbook Evaluation

Name: \_\_\_\_\_

Primary School: \_\_\_\_\_

Secondary School: \_\_\_\_\_



Well done! You have completed the Transition Workbook! I hope you feel more prepared for Secondary School now!

Please fill in this evaluation. There are no right or wrong answers. Just be honest!

1. Did the questionnaire help you think about which things you might need help with at Secondary School?

**YES/NO (circle your answer)**

2. Did you like filling in the worksheets? YES/NO

3. Did you have enough time to complete the worksheets? YES/NO

4. The worksheets were meant to prepare you for Secondary School. They told you what to expect and gave you information about your Secondary School.

Give a score for each worksheet:

1= didn't help me 2= quite helpful 3= very helpful

	1	2	3
Finding your way around			
School map			
The timetable			
Timetable practice			
My new timetable			
Homework			
Homework questionnaire			
Equipment			
School rules			
Rumours			
Meeting new people			
Making new friends			

5. List other things you would have liked a worksheet on:

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**Thank You for completing the ‘Transition  
Work’ Evaluation Form.**