**Getting ready to start secondary school**

Click to insert school photo

****

Name:

Name of your primary school:

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# My new secondary school

Click to insert image of secondary school

**

The name of my secondary school is:

The address is:

The school telephone number is:

The name of the Principal is:

The year 7 coordinator is:

Year 7 students start school on:

Each school day starts at:       and finishes at:

Insert clock face  
 

# 

# Welcome to our school! Who’s who at Insert School name

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Principal** Click here to enter text.  Name: Click here to enter text. Email address: Click here to enter text. | **Deputy principal** Click here to enter text.  Name: Click here to enter text. Email address: Click here to enter text. |
|  |  |
| **Year coordinator** Click here to enter text.  Name: Click here to enter text.  Email address: Click here to enter text. | **Teacher** Click here to enter text.  Name: Click here to enter text.  Email address: Click here to enter text. |
|  |  |
| **Teacher** Click here to enter text.  Name: Click here to enter text.  Email address: Click here to enter text. | **Teacher** Click here to enter text.  Name: Click here to enter text.  Email address: Click here to enter text. |
|  |  |
| **Title** Click here to enter text.  Name: Click here to enter text. Email address: Click here to enter text. | **Title** Click here to enter text.  Name: Click here to enter text.  Email address: Click here to enter text. |

# 

# Finding your way around your new school

It is a good idea to get to know your new school. Secondary school can be very different from primary school. Some students feel a little worried about going to a new school. They may feel concerned about getting lost, or being late for a lesson because they’re not sure where the room is.

A map can help you find all the different rooms. You can also find the quickest way to get where you need to go.

Click to insert school map  


# 

# What’s the meaning?

Secondary school has many different words that you may not have used at primary school. It is a good idea to get to know these words. If you don’t know what they mean, just ask. Getting to know what these words mean will help to make sure that you understand what you have to do.

Here is a list of words you may have seen at secondary schools. See you if can work out what each one means. You may even like to test your friends or relatives.

Tick the relevant words below.

Essay  Late slip  Uniform pass

Canteen  Project  Criteria sheet

Period  Assignment  Text books

Assembly  Task sheet  Timetable

Home room  Assessment  Schedule

Seniors  Year coordinator  Head of Department

Due date  ID Research

Workshop

When you come to school, these will be the main areas you will access.  
  
Click to insert relevant image



If you think lunchtime is the best thing about school then you may like to photograph the canteen or the Year 7 lunch area.

Click to insert relevant image



The oval is where students do activities such as running, athletics and football. Hats must be worn on the oval during lunch times and during HPE and sport. Some students sit with friends around the oval and watch sport.

Click to insert relevant image



# 

# Your timetable

Your timetable is very important. It tells you what classes you have each day.

You can work out what books or equipment you need to bring to school each day by looking at your timetable.

Your timetable also tells you which room to go to for each class. Each classroom is numbered to make it easy to find.

Your timetable will also let you know which teacher you will have for each lesson. Instead of just one teacher you’re going to have a few different teachers.

You will have click to insert number core subjects – English, Humanities, Maths, Science and HPE.

You will have the same teacher for click to insert subject/s and a different teacher for click to insert subject/s. You may also have a different teacher for click to insert subject/s.

The classroom where the teacher marks the roll each day, where your core subjects are, and where you have your click to insert subject/s lessons, will usually be in your home classroom.

Your other subjects, such as Music, Drama, Art, Woodwork, Cooking, Sewing, Japanese and Information Technology are called electives. They are usually taught in classrooms with special equipment in them. For example, the information technology room will have computers in it.

Click to insert image of specialist teaching areas  


# 

# Timetable quiz

1. What days do you have HPE?
2. Which classroom is your roll marking room?
3. What equipment do you need for Wednesday lesson 3?
4. Who is your home / form teacher?
5. How many lessons are there before first break?
6. What subject do you have on Monday in lesson 3?
7. How many lessons are there each day?
8. What time does lunch start?
9. What time does morning tea start
10. Each day you will meet with the same students in your group and mark the roll. The teacher will also give out and collect forms. At your new school this group is called? (highlight one)

Home group House group Form class

# Sample timetable

Click to insert sample timetable with codes



# 

# Cracking the timetable codes

Timetables can be confusing. Subjects have codes. Rooms have codes. Even the teachers have codes and so do the teachers. Look at the sample timetable and see if you can work out the subject codes, the room codes and the teacher codes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject Name** | **Subject Code** | **Block and Room Number** | **Teacher Code**  **(if available)** |
| English |  |  |  |
| Maths |  |  |  |
| Science |  |  |  |
| Music |  |  |  |
| German |  |  |  |
| Italian |  |  |  |
| Japanese |  |  |  |
| HPE (Physical Education) |  |  |  |
| Humanities |  |  |  |
| Human relationships education |  |  |  |
| Art |  |  |  |
| Industrial arts |  |  |  |
| Home Economics |  |  |  |
| Information technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 

# Equipment

At high school, you are expected to have different things for different lessons. These things are equipment.

You need to carry your equipment with you when you go to different classrooms.

You need to have all your necessary equipment for that subject ready on your desk at the beginning of each lesson.

Your school diaryshould be with you at all times.

Circle the equipment you will need and write down any more you can think of. You might like to cut out and paste or draw some of them:

Click to insert relevant pictures of books, rulers, diary, large earrings, school hat, laptop, glasses, cap, water bottle, thongs, pencil case, etc.

  

  

# Your diary

# Your school diary is a very important part of getting organised. You will need to put your name and contact details in your diary.

# You will need to have it with you at each lesson and take it home. Teachers will ask you to put things in your diary, like the dates for homework and assessment. Some schools ask that you get someone from home to sign your diary. Your diary has a calendar, the school rules and the dates for holidays.

Click to insert a double page from the school diary

# 

1. Someone from home must sign my diary every week? Yes □ No □
2. Highlight where you would write your homework for Monday.
3. On what page are the school rules?
4. How will you show when an assignment is due?
5. What other things might be important to write in your diary?
6. You must check your diary each day. When will you check yours? Highlight the ones that apply to you. You might like to add another idea.

When I remember. Just before I get to school. Before breakfast. As soon as I get home. When Mum tells me to. After dinner.

When I arrive at school. Never. I have a good memory

# School rules

Every school has school rules, year level rules and classroom rules.

There are rules about behaviour in the classroom.

There are rules about behaviour in the school hall.

There are rules about behaviour in the playground.

There are also rules homework, assignments, uniforms, being away from school and being late.

You might not like them or even agree with them, but they are there to keep you safe and to help you enjoy your time in school.

All school rules can be found in your school diary.

Click to insert school rules

What is the school motto?

# 

# Breaking the rules!

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

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

It can be hard to keep your cool if you’re getting in trouble for something. Try to remember things will only get worse if you get angry.

* What do you think will happen if you break the school rules?
* What should you do in these situations?
* You have forgotten a piece of equipment you need for a lesson.
* You get in trouble for talking in class but you were telling your classmate to leave you alone.

# 

# Making friends

Everyone has strengths and weaknesses. Some students find it really easy to read or spell or do Maths, while others find it difficult.

It’s the same with making friends.

Some students love meeting new people, are very chatty and make lots of friends easily.

Others don’t know how to talk to someone new or are too shy to make new friends.

**X**

Where do you think you are on the friendship scale? Place cross on line

I find it ***difficult*** to ***Okay***… I **LOVE** making

make friends? I can make new friends new friends

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Below are a few hints and tips to help you make a new friend. Why don’t you practise with a new class mate?

* Ask the person a question about themselves. Like, where did you go to primary school?
* Tell them your name and ask for their name.
* Find out what they are interested in.
* Talk about interests. You might both like the same things.
* Ask them if they want to do something at lunch time

Click to insert image of students talking



# 

# Organise, organise, organise!

You should check your timetable and pack your bag for the next day before you go to bed at night.

Check you have all the books and equipment you will need for your lessons.

Click to insert relevant image



Think about how you can organise your books, worksheets and equipment for each subject. Do you have any other ideas?

1. Match coloured folders and books for each subject.

Click to insert relevant image



1. Make a list and put it on my bedroom wall.

It is a good idea to have more than one copy of your timetable. Where would be some good places for you to have a copy available?

1. On the fridge at home.

# Become a detective

You may have a lot of questions about your new school. Use the table below to write down those things you’d like to know, how will you find out the answer, and when you will do this.

|  |  |  |  |
| --- | --- | --- | --- |
| Things I’d like to know | How I’ll find out | Who will help me | When I will I do |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Questionnaire

1. List three things you are looking forward to:



2. List three things you think you may need help with:



3. Share three things you would like people to know about you:



# Until we meet again

We hope you found today useful and that you feel more comfortable starting at our school now.

We will see you again on click to insert date at click to insert time am / pm

We will also meet again on click to insert date at click to insert time am / pm

Don’t forget we meet on click to insert date of first day of school next year at click to insert time am / pm in click to insert location.

Click to insert relevant image