Getting ready to start secondary school

Name: John Citizen

Name of your primary school: Jones state school
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My new secondary school

The name of my secondary school is: Smith state high school

The address is: Russell Street, Alexander, Qld

The school telephone number is: 3333 3000

The name of the Principal is: John Smith

The year 7 coordinator is: Jane Doe

Year 7 students start school on: Monday 23 January 2017

Each school day starts at: 8:50am and finishes at: 2:40pm
Welcome to our school! Who’s who at smith state high school?

Principal
Name: John Bond
Email address: principal@smithshs.eq.edu.au

Deputy principal
Name: Mary Smith
Email address: msmit0@eq.edu.au

Year coordinator
Name: Jane Doe
Email address: jdoe0@eq.edu.au

Teacher Home group
Name: Kai Long
Email address: kleng0@eq.edu.au

Teacher English
Name: Brad Brown
Email address: bbrow0@eq.edu.au

Teacher Mathematics/Science
Name: Karen Mora
Email address: kmora0@eq.edu.au

Teacher HPE/Sports

Teacher Humanities
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.
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
- Canteen
- Period
- Assembly
- Home room
- Seniors
- Due date
- Workshop
- Late slip
- Project
- Assignment
- Task sheet
- Assessment
- Year coordinator
- ID
- Uniform pass
- Criteria sheet
- Text books
- Timetable
- Schedule
- Head of Department
- Research
When you come to school, these will be the main areas you will access.

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

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.
Your timetable – sample 1

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 5 core subjects – English, Humanities, Maths, Science and HPE.

You will have the same teacher for Mathematics and Science and a different teacher for English, Humanities, HPE and Chinese. You may also have a different teacher for Design technology.

The classroom where the teacher marks the roll each day, where your core subjects are, and where you have your Mathematics and Science lessons, will usually be in your home classroom.

Your other subjects, such as Music, Drama, Art, Cooking, 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.
Timetable quiz – sample 1

1. Which classroom is your roll marking room? G07

2. What days do you have HPE? Thursday & Friday

3. What equipment do you need for Wednesday lesson 3?
   Humanities book and pencil case

4. Who is your home / form teacher? Mr Leng

5. How many lessons are there before first break? Two

6. What subject do you have on Monday in lesson 3? Mathematics

7. How many lessons are there each day? Five

8. What time does lunch start?
   1:20pm Monday & Wednesday and 1:30pm Tuesday, Thursday & Friday.

9. What time does morning tea start?
   11:20am Monday and 11:00am Tuesday to Friday.

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
This example booklet has been adjusted to suit the needs of a range of learners. Adjustments will support student engagement and enhance understanding.

### Timetable – sample 1

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG</td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C</td>
</tr>
<tr>
<td></td>
<td>LEM071A</td>
<td>LEM071A</td>
<td>LEM071A</td>
<td>LEM071A</td>
<td>LEM071A</td>
</tr>
<tr>
<td>ASM</td>
<td>9:00-9:30 ASM071C</td>
<td>9:00-9:30 ASM071C</td>
<td>9:00-9:30 ASM071C</td>
<td>9:00-9:30 ASM071C</td>
<td>9:00-9:30 ASM071C</td>
</tr>
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<td></td>
<td>G07</td>
<td>G07</td>
<td>G07</td>
<td>G07</td>
<td>G07</td>
</tr>
<tr>
<td>P1</td>
<td>9:30-10:30 ENG071A</td>
<td>9:00-9:30 MAT071A</td>
<td>9:20-10:20 SCI071A</td>
<td>9:00-10:00 DTE071A</td>
<td>9:00-10:00 ENG071A</td>
</tr>
<tr>
<td></td>
<td>BROWNBR G08</td>
<td>BROWNBR G07</td>
<td>BROWNBR G07</td>
<td>BROWNBR A03</td>
<td>BROWNBR G08</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td>10:30-11:20 ENG071C</td>
<td>10:00-11:00 HUM071A</td>
<td>10:20-11:00 DTE071A</td>
<td>10:00-11:00 HPE071C</td>
<td>10:00-11:00 MAT071A</td>
</tr>
<tr>
<td></td>
<td>BROWNBR G08</td>
<td>KRAIMAN G08</td>
<td>BROWNBR A03</td>
<td>HOLLYNI O101</td>
<td>MORAKA G07</td>
</tr>
<tr>
<td>FB</td>
<td>11:20-12:00</td>
<td>11:00-11:40</td>
<td>11:00-11:40</td>
<td>11:00-11:40</td>
<td>11:00-11:40</td>
</tr>
<tr>
<td>P3</td>
<td>12:00-12:40 MAT071A</td>
<td>11:40-12:40 HUM071A</td>
<td>11:40-12:40 ENG071A</td>
<td>11:40-12:40 KRAIMAN</td>
<td>11:40-12:40 HPE071C</td>
</tr>
<tr>
<td></td>
<td>MORAKA G07</td>
<td>BROWNBR A03</td>
<td>BROWNBR G08</td>
<td>BROWNBR G08</td>
<td>BROWNBR O101</td>
</tr>
<tr>
<td>P4</td>
<td>12:40-1:20 MAT071A</td>
<td>12:40-1:30 CH071A</td>
<td>12:40-1:30 ENG071A</td>
<td>12:40-1:30 MAT071A</td>
<td>12:40-1:30 HPE071C</td>
</tr>
<tr>
<td></td>
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<td>TAILI D05</td>
<td>MORAKA G07</td>
<td>BROWNBR G08</td>
<td>HOLLYNI O101</td>
</tr>
<tr>
<td>SB</td>
<td>1:20-1:40</td>
<td>1:30-1:50</td>
<td>1:20-1:40</td>
<td>1:30-1:50</td>
<td>1:30-1:50</td>
</tr>
<tr>
<td></td>
<td>TAILI D05</td>
<td>HOLLYNI O103</td>
<td>MORAKA G07</td>
<td>BROWNBR A03</td>
<td>BROWNBR G08</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cracking the timetable codes – sample 1

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.

<table>
<thead>
<tr>
<th>Subject Name</th>
<th>Code</th>
<th>Block and Room Number</th>
<th>Teacher Code (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENG071A</td>
<td>G08</td>
<td>BROWBR</td>
</tr>
<tr>
<td>Maths</td>
<td>MAT071A</td>
<td>G07</td>
<td>MORAKA</td>
</tr>
<tr>
<td>Science</td>
<td>SCI071A</td>
<td>G07</td>
<td>MORAKA</td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td>CHI071A</td>
<td>D05</td>
<td>TAILI</td>
</tr>
<tr>
<td>HPE (Physical Education)</td>
<td>HPE071C</td>
<td>G101</td>
<td>HOLLYNI</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM071A</td>
<td>G08</td>
<td>KRAIMAN</td>
</tr>
<tr>
<td>Human relationships education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial arts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design technology</td>
<td>DTE071A</td>
<td>A03</td>
<td>BLACGE</td>
</tr>
<tr>
<td>Sport</td>
<td></td>
<td></td>
<td>HOLLYNI</td>
</tr>
</tbody>
</table>
### Your timetable – sample 2

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<tbody>
<tr>
<td><strong>FC</strong></td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C</td>
<td>8:50-9:00 7C 7C</td>
<td>8:50-9:00 7C 7C</td>
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<tr>
<td></td>
<td>LENGKA room G07</td>
<td>LENGKA room G07</td>
<td>LENGKA room G07</td>
<td>LENGKA room G07</td>
<td>LENGKA room G07</td>
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<tr>
<td><strong>P1</strong></td>
<td>9:00-9:35</td>
<td>9:00-9:35</td>
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<td>9:00-9:30</td>
<td>9:00-9:35</td>
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<tr>
<td></td>
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<td>AEN071A BROWNBR</td>
<td>AJH071A KRAIMAN</td>
<td>AJH071A KRAIMAN</td>
<td>HPE071A HOLLYNI</td>
</tr>
<tr>
<td></td>
<td>room C08</td>
<td>room C08</td>
<td>room CBOT</td>
<td>room CBOT</td>
<td>room M16</td>
</tr>
<tr>
<td></td>
<td>ENFL071A BROWNBR</td>
<td>ICT071A TAILI</td>
<td>MEL071A MORAKA</td>
<td>AJS071A MORAKA</td>
<td>AJS071A MORAKA</td>
</tr>
<tr>
<td></td>
<td>room C08</td>
<td>room G01</td>
<td>room C08</td>
<td>room CBOT</td>
<td>room CBOT</td>
</tr>
<tr>
<td></td>
<td>ICT071A TAILI</td>
<td>CRA071A BLACGE</td>
<td>ENFL071A BROWNBR</td>
<td>HPE071C HOLLYNI</td>
<td>MEL071A MORAKA</td>
</tr>
<tr>
<td></td>
<td>room G01</td>
<td>room M210</td>
<td>room C09</td>
<td>room F06</td>
<td>room C08</td>
</tr>
<tr>
<td><strong>P4</strong></td>
<td>11:45-12:55</td>
<td>11:45-12:55</td>
<td>11:45-12:55</td>
<td>11:45-12:55</td>
<td>11:45-12:55</td>
</tr>
<tr>
<td></td>
<td>AJS071A MORAKA</td>
<td>AJS071A MORAKA</td>
<td>CRA071A BLACGE</td>
<td>AJH071A KRAIMAN</td>
<td>AJH071A KRAIMAN</td>
</tr>
<tr>
<td></td>
<td>H03</td>
<td>room C08</td>
<td>room C08</td>
<td>room CBOT</td>
<td>room CBOT</td>
</tr>
<tr>
<td></td>
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<td>SPO071A HOLLYNI</td>
<td>AJS071A MORAKA</td>
<td>ENFL071A BROWNBR</td>
<td>ENFL071A BROWNBR</td>
</tr>
<tr>
<td></td>
<td>C08</td>
<td>D06</td>
<td>C09</td>
<td>CILU</td>
<td>C09</td>
</tr>
</tbody>
</table>

**LEGEND**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject name</th>
<th>Teacher</th>
<th>Teacher code</th>
</tr>
</thead>
<tbody>
<tr>
<td>7C</td>
<td>Form class (FC)</td>
<td>Mr Leng</td>
<td>LENGKA</td>
</tr>
<tr>
<td>ENFL071A</td>
<td>English for life</td>
<td>Mr Brown</td>
<td>BROWNBR</td>
</tr>
<tr>
<td>AJH071A</td>
<td>Alt Humanities</td>
<td>Mrs Kraimer</td>
<td>KRAIMAN</td>
</tr>
<tr>
<td>MEL071A</td>
<td>Maths in everyday life</td>
<td>Mrs Mora</td>
<td>MORAKA</td>
</tr>
<tr>
<td>AJS071A</td>
<td>Junior science</td>
<td>Mrs Mora</td>
<td>MORAKA</td>
</tr>
<tr>
<td>CRA071A</td>
<td>Creative Arts</td>
<td>Ms Black</td>
<td>BLACGE</td>
</tr>
<tr>
<td>HPE071C</td>
<td>Health and Physical Education</td>
<td>Ms Hollywood</td>
<td>HOLLYNI</td>
</tr>
<tr>
<td>ICT071A</td>
<td>Information technology</td>
<td>Mrs Tai</td>
<td>TAILI</td>
</tr>
</tbody>
</table>
Timetable quiz – sample 2

1. What does **FC** stand for? (highlight one)
   - Fitness club
   - Fun club
   - Form class

2. What does **MT** stand for? (highlight one)
   - Marathon training
   - Morning tea
   - Maths time

3. What room is Information technology in on Monday? (highlight one)
   - D06
   - G01
   - G07

4. What room is Form class in? (highlight one)
   - G07
   - G01
   - C09

5. Colour **Form class**  **BLUE**

6. Colour **Period 2**  **GREEN**

7. Colour **Morning tea**  **GREY**

8. Colour **Period 4**  **RED**

9. Colour **Lunch**  **YELLOW**

10. What time is Morning tea?  __________________________________

11. What time is lunch?  __________________________________

12. What time should I arrive before school? _________________________

13. What time is Form class? ________________________________
Equipment

At high school, you are expected to have different things for different lessons. This is known as 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 diary should be with you at all times.

Circle the equipment you will probably 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, diary, rulers, 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.

1. Someone from home must sign my diary every week? Yes
2. Highlight where you would write your homework for Monday.
3. On what page are the school rules? 3
4. How will you show when an assignment is due? Write it next to the date.
5. What other things might be important to write in your diary? Exams
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 On the bus.
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 about 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.

  Rights – to be safe and to learn unhindered
  Respect – to treat all people with dignity and respect property
  Responsibilities – to uphold the rights of all and follow the school rules
  Reputation – to take pride in self and school through positive action

What is the school motto? Strive for Success
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.

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 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?

  Get in trouble from the teacher.

• What should you do in these situations?

  Say sorry and do the right thing

• You have forgotten a piece of equipment you need for a lesson.

  Tell the teacher. Ask if there is one I can borrow.

• You get in trouble for talking in class but you were telling your classmate to leave you alone.

  Explain to the teacher at the end of the lesson.
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.

Where do you think you are on the friendship scale?

Place cross on line

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 with you at lunch time.
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.

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

3. Have a list on the back of my ruler.

i. Have different book holders for different subjects at home.

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.

2. In my diary.

3. In my pencil case.

4. On my laptop.

**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 find out the answer and when you will do this.

<table>
<thead>
<tr>
<th>Things I’d like to know</th>
<th>How I’ll find out</th>
<th>Who will help me</th>
<th>When I will do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where are the lockers?</td>
<td>Ask my form teacher</td>
<td>No one. I’ll do it myself</td>
<td>December</td>
</tr>
<tr>
<td>What do I do if I’m late?</td>
<td>Ask Miss Brown</td>
<td>No one.</td>
<td>November</td>
</tr>
<tr>
<td>Which bus do I take to school?</td>
<td>Ask someone</td>
<td>Mum and Dad</td>
<td>This week</td>
</tr>
<tr>
<td>How will I know which uniform to wear?</td>
<td>Ask my form teacher.</td>
<td>No one</td>
<td>First day of year 7.</td>
</tr>
</tbody>
</table>
Questionnaire

1. What would you like to know about your new school?
   What sporting teams do they have?

2. List three things you are looking forward to:
   
   I. Different teachers.
   II. Being with my friends.
   III. Doing Industrial Arts.

3. List three things you think you may need help with:
   
   I. Getting assignments finished on time.
   II. Remembering where the rooms are.
   III. What books to bring to each class.

4. Share three things you would like people to know about you:
   
   I. I like all sports especially soccer.
   II. I enjoy watching adventure movies.
   III. My favourite subject is maths.

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 Tuesday 18th October at 8.50 a.m.

We will also meet again on Wednesday 16th November at 11.40 a.m.

We will see you on Monday 23rd January next year at 8.45 a.m. in G Block.
This example booklet has been adjusted to suit the needs of a range of learners. Adjustments will support student engagement and enhance understanding.