

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

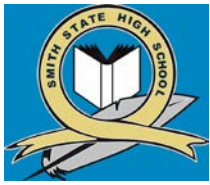
Getting ready to start secondary school



Name: *John Citizen*

Name of your primary school: *Jones state school*

SAMPLE



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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*

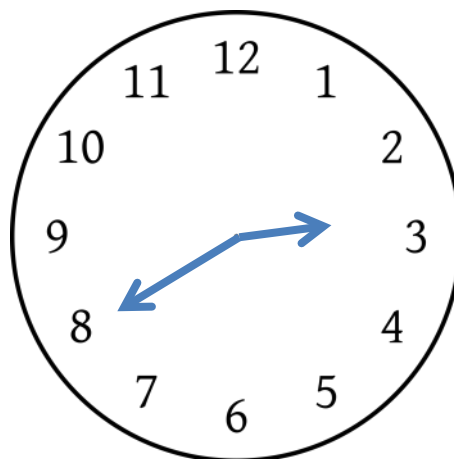
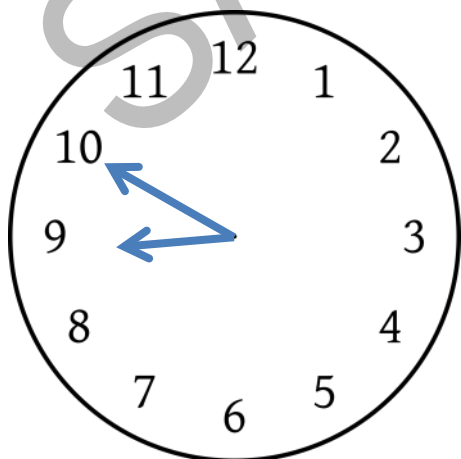
The school telephone number is: *3333 3000*

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*





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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 Leng*

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



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Name: *Nikki Hollywood*
Email address: *nholly0@eq.edu.au*

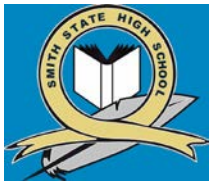
Name: *Ann Kraimer*
Email address: *akrai0@eq.edu.au*

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.





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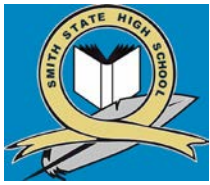
What's the meaning?

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.

- | | | |
|---|--|--|
| <input type="checkbox"/> Essay | <input type="checkbox"/> Late slip | <input checked="" type="checkbox"/> Uniform pass |
| <input checked="" type="checkbox"/> Canteen | <input type="checkbox"/> Project | <input type="checkbox"/> Criteria sheet |
| <input checked="" type="checkbox"/> Period | <input type="checkbox"/> Assignment | <input type="checkbox"/> Text books |
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Task sheet | <input checked="" type="checkbox"/> Timetable |
| <input checked="" type="checkbox"/> Home room | <input type="checkbox"/> Assessment | <input type="checkbox"/> Schedule |
| <input type="checkbox"/> Seniors | <input checked="" type="checkbox"/> Year coordinator | <input checked="" type="checkbox"/> Head of Department |
| <input type="checkbox"/> Due date | <input checked="" type="checkbox"/> ID | <input checked="" type="checkbox"/> Research |
| <input checked="" type="checkbox"/> Workshop | | |



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When you come to school, these will be the main areas you will access.

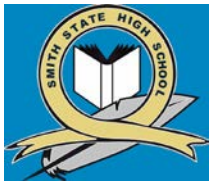


If you think lunchtime is the best thing about school then you may like to photograph the canteen or the Year 7 lunch area.



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.





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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.

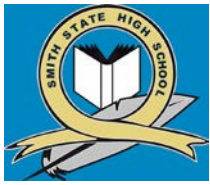
You will have 5 core subjects – *English, Humanities, Maths, Science and HPE.*

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.





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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



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Timetable – sample 1

	Monday	Tuesday	Wednesday	Thursday	Friday
CG	8:50-9:00 7C LENGKA G07	8:50-9:00 7C LENGKA G07	8:50-9:00 7C LENGKA G07	8:50-9:00 7C LENGKA G07	8:50-9:00 7C LENGKA G07
ASM	9:00-9:30 ASM071C LENGKA G07		9:00-9:20 ASM071C JLEMGKA G07		
P1	9:30-10:30 ENG071A BROWNBR G08	9:00-9:30 MAT071A MORAKA G07	9:20-10:20 SCI071A MORAKA G07	9:00-10:00 DTE071A BLACGE A03	9:00-10:00 ENG071A BROWNBR G08
P2	10:30-11:20 ENG071C BROWBR G08	10:00-11:00 HUM071A KRAIMAN G08	10:20-11:00 DTE071A BLACGE A03	10:00-11:00 HPE071C HOLLYNI O101	10:00-11:00 MAT071A MORAKA G07
FB	11:20-12:00	11:00-11:40	11:00-11:40	11:00-11:40	11:00-11:40
P3	12:00-12:40 MAT071A MORAKA G07	11:40-12:40 DTE071A BLACGE A03	11:40-12:30 HUM071A KRAIMAN G08	11:40-12:40 ENG071A BROWNBR G08	11:40-12:40 HPE071C HOLLYNI O101
P4	12:40-1:20 MAT071A MORAKA G07	12:40-1:30 CHIO71A TAILI D05	12:30-1:20 MAT071A MORAKA G07	12:40-1:30 ENG071A BROWNBR G08	12:40-1:30 HPE071C HOLLYNI O101
SB	1:20-1:40	1:30-1:50	1:20-1:40	1:30-1:50	1:30-1:50
P5	1:40-2:40 CHIO71A TAILI D05	1:50-2:40 ENG071A BROWNBR G08	1:40-2:40 SPT091E HOLLYNI O103	1:50-2:40 MAT071A MORAKA G07	1:50-2:40 DTE071A BLACGE A03



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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.

Subject Name	Code	Block and Room Number	Teacher Code (if available)
English	<i>ENG_{071A}</i>	<i>G₀₈</i>	<i>BROWBR</i>
Maths	<i>MAT_{071A}</i>	<i>G₀₇</i>	<i>MORAKA</i>
Science	<i>SCI_{071A}</i>	<i>G₀₇</i>	<i>MORAKA</i>
Music			
German			
Italian			
Chinese	<i>CHI_{071A}</i>	<i>D₀₅</i>	<i>TAILI</i>
HPE (Physical Education)	<i>HPE_{071C}</i>	<i>O₁₀₁</i>	<i>HOLLYNI</i>
Humanities	<i>HUM_{071A}</i>	<i>G₀₈</i>	<i>KRAIMAN</i>
Human relationships education			
Art			
Industrial arts			
Home Economics			
Design technology	<i>DTE_{071A}</i>	<i>A₀₃</i>	<i>BLACGE</i>
Sport			<i>HOLLYNI</i>



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Your timetable – sample 2

	Monday	Tuesday	Wednesday	Thursday	Friday
FC	8:50-9:00 7C LENGKA room G07	8:50-9:00 7C LENGKA room G07	8:50-9:00 7C LENGKA room G07	8:50-9:00 7C LENGKA room G07	8:50-9:00 7C LENGKA room G07
P1	9:00-9:35 AEN071A BROWNBR room C08	9:00-9:35 AEN071A BROWNBR room C08	9:00-9:35 AJH071A KRAIMAN room CBOT	9:00-9:30 AJH071A KRAIMAN room CBOT	9:00-9:35 HPE071A HOLLYNI room M16
P2	9:35-10:10 ENFL071A BROWNBR room C08	9:35-10:10 ICT071A TAILI room G01	9:35-10:10 MEL071A MORAKA room CTOP	9:35-10:10 AJS071A MORAKA room CBOT	9:35-10:10 AJS071A MORAKA room CBOT
MT	10:10-10:35	10:10-10:35	10:10-10:35	10:10-10:35	10:10-10:35
P3	10:35-11:45 ICT071A TAILI room G01	10:35-11:45 CRA071A BLACGE room M210	10:35-11:45 ENFL071A BROWNBR room C09	10:35-11:45 HPE071C HOLLYNI room F06	10:35-11:45 MEL071A MORAKA room CBOT
P4	11:45-12:55 AJS071A MORAKA room H03	11:45-12:55 AJS071A MORAKA room CBOT	11:45-12:55 CRA071A BLACGE room P01	11:45-12:55 MEL071A MORAKA room C08	11:45-12:55 AJH071A KRAIMAN room CBOT
L	12:55-1:40	12:55-1:40	12:55-1:40	12:55-1:40	12:55-1:40
P5	1:40-2:50 MEL071A MORAKA room C08	1:40-2:50 SPO071A HOLLYNI D06	1:40-2:50 AJS071A MORAKA C09	1:40-2:50 ENFL071A BROWNBR CILU	1:40-2:50 ENFL071A BROWNBR C09

LEGEND

Subject	Subject name	Teacher	Teacher code
7C	Form class (FC)	Mr Leng	LENGKA
ENFL071A	English for life	Mr Brown	BROWNBR
AJH071A	Alt Humanities	Mrs Kraimer	KRAIMAN
MEL071A	Maths in everyday life	Mrs Mora	MORAKA
AJS071A	Junior science	Mrs Mora	MORAKA
CRA071A	Creative Arts	Ms Black	BLACGE
HPE071C	Health and Physical Education	Ms Hollywood	HOLLYNI
ICT071A	Information technology	Mrs Tai	TAILI



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SPOO71A	Sport	Ms Hollywood	HOLLYNI
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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? _____



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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.





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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.



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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.

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*



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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.



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Making friends

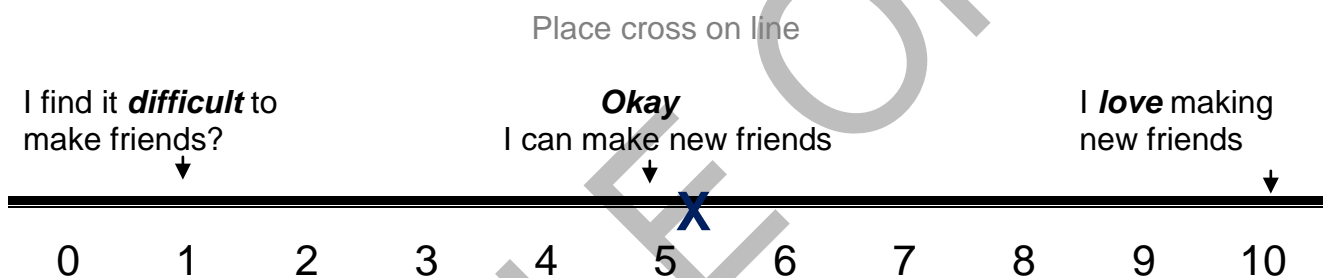
Everyone has strengths and weaknesses. Some students find it really easy to read or spell or do Maths, while others find it difficult.

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?



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.



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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.





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2. Make a list and put it on my bedroom wall.
3. *Have a list on the back of my ruler.*
4. *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.

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



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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.*



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SAMPLE ONLY