

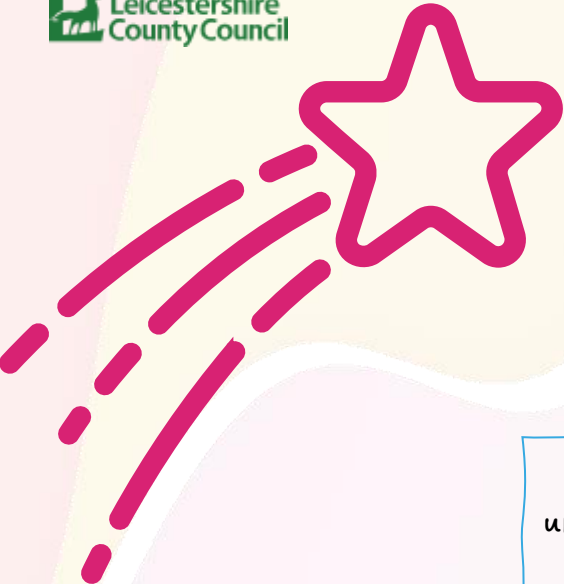
Best Start to Secondary School




Name:

Primary School:

Secondary School:



Welcome to the Transition Workbook: Your guide to a successful move to Secondary School!



Now you are getting ready for secondary school, we understand that it can bring a mix of emotions, questions, and worries. That's why we've created this workbook to support you every step of the way!

The goal of the transition workbook is to give you useful information, activities, and tools that will help you through your transition smoothly and with confidence.



The following topics are included in the workbook...

Orientation
Materials

Time Management
Skills

Organisational
Skills

Sleep Hygiene

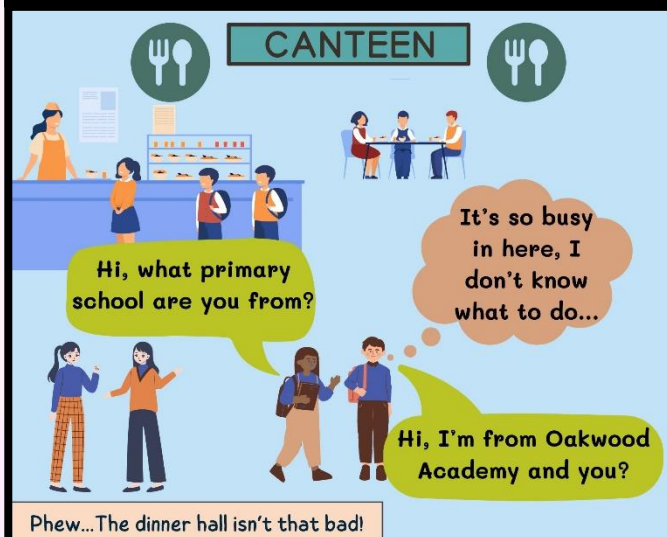
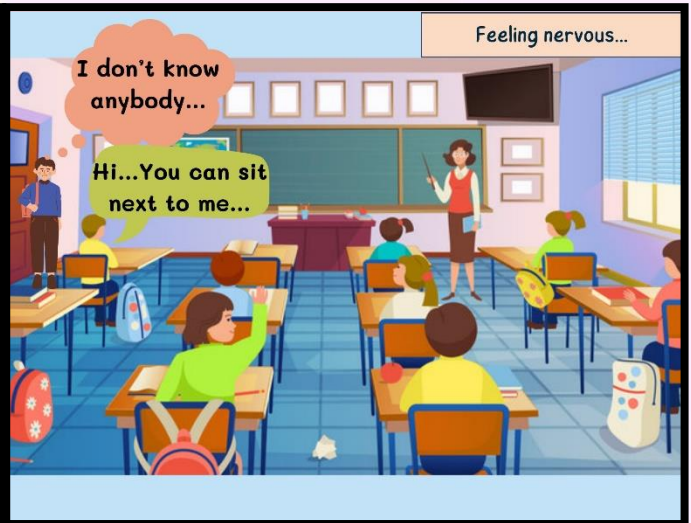
Healthy
Friendships

Study
Techniques

Goal Setting
and Reflection

Helpful
Websites

Navigating the first day at school



How do I feel about starting secondary school?

Starting secondary school can bring about worries or concerns. You might worry about getting lost in a bigger school, making new friends, or adjusting to a more challenging academic environment. This is normal and many students feel the same.

Think about how you feel about starting secondary school. Look at the scale below and circle the number that best matches your feelings.



Worried/Sad

Happy/Excited

Use this box to write down or draw any worries you may have.

Hopefully, your transition sessions will help you feel better about secondary school. If you are worried about any of the above or anything else, please talk to someone at home, your primary school teacher, or a trusted adult.

You could show them this page to help them understand how you feel.

You can also contact the Teen Health Service. Please scan the QR code to get to our website or click [here](#).



Things I can do when I need to

RELAX

Coping strategies work by giving you a way to control your emotions and reactions which makes challenges easier to handle and helps keep you balanced and calm.



NAME MY FEELINGS



DEEP BREATHING



WRITE A LETTER



IMAGINE A HAPPY PLACE



CHILD POSE



DRINK WATER



WARM BATH



RUN



5-4-3-2-1
GROUNDING
TECHNIQUE



HUG



HOLD ICE
CUBES



BLOW BUBBLES



SMELL MY
FAVOURITE
SCENT



SQUEEZE
SOMETHING



LISTEN TO
MUSIC



COUNT
BACKWARDS



EXPLORE
NATURE



PRESS AND
RELEASE
PALMS
TOGETHER



SPEND TIME
WITH FRIENDS



DRAW OR
COLOUR



PLAY WITH
A PET



DO STAR
JUMPS



WRAP UP IN A
BLANKET



COUNT
HEARTBEATS

Is secondary school the same or different to primary school?

Moving from primary school to secondary school may bring some changes, but some things will still be similar.

Primary School - In the left circle below, write down things that may only happen at primary school.

Secondary School - In the right circle below, write down things that may only happen to secondary school.

Both - In the overlapping middle section, write down things that primary and secondary school may have in common.

Primary School

Example: The same classroom for most of the day.

Both

Example: Learn new things

Secondary School

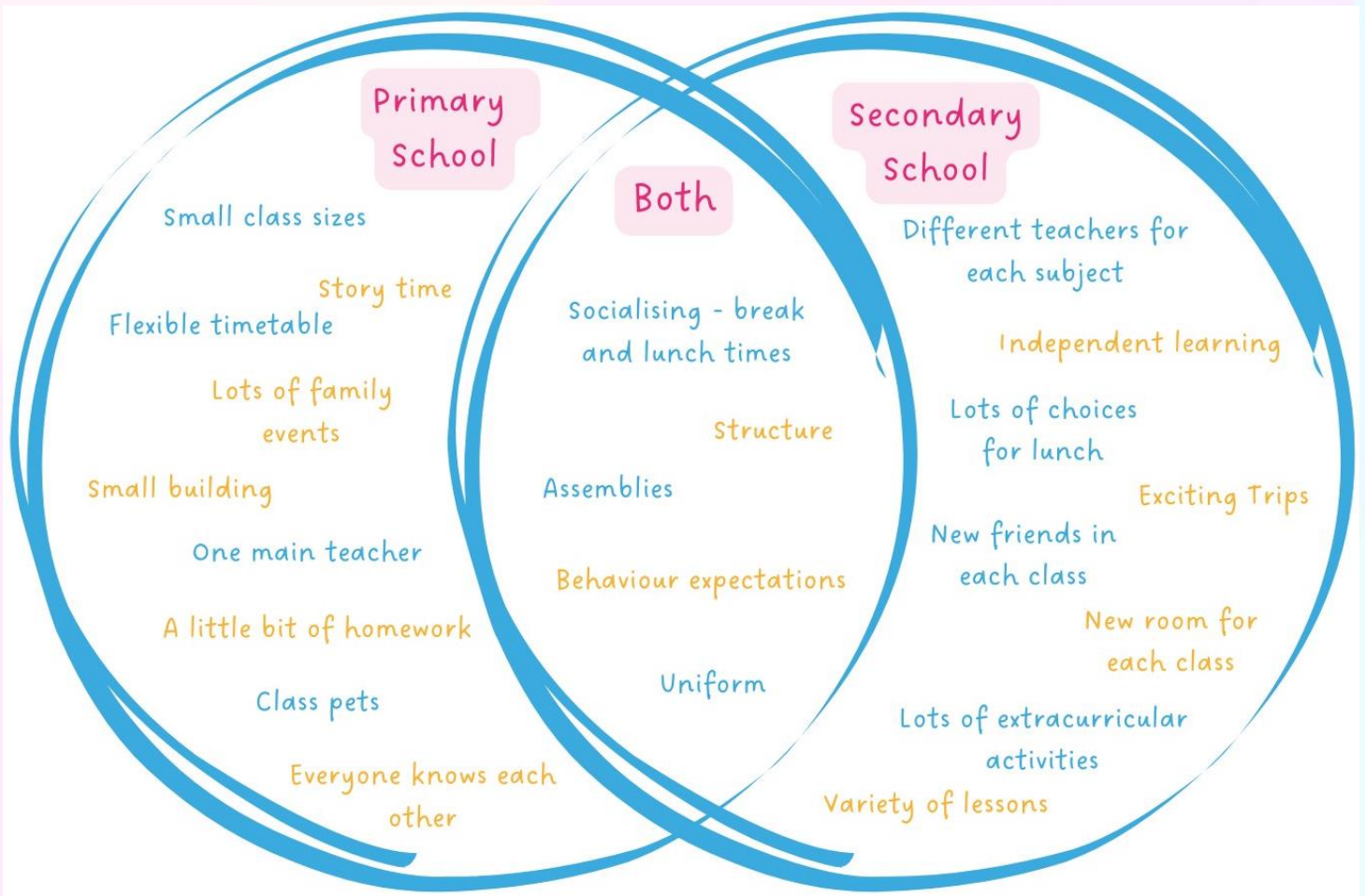
Example: There are more children in the school.

Similarities and Differences

Great job thinking about the differences and similarities between primary and secondary school on the previous page!

Now, let's have a look at the one below. It shows some common things students often notice about both types of schools.

Use it to check your answers and see if there's anything you might have missed or to discover if you've thought of something different from us.



Expected Behaviour at Secondary School

Transitioning to secondary school may come with new responsibilities and expectations. Here's what is typically expected:

Respect

Respect people by listening, being polite and considerate.

Responsibility

Be ready for your lessons and do your homework on time.

Independence

You may have to make decisions on your own.

Punctuality

You will be expected to arrive at your lessons on time.

Participation

Active participation in class discussions, group projects is encouraged.

Honesty

Honesty in your work and interactions is important.

Dress Code

Adhering to the school's dress code policy is expected.

How could meeting expectations help you succeed?

How do these expectations differ from primary school?

What are the expectations listed on your new school's website?

Which of these might be most challenging?

Which of these expectations might be easiest to meet?

Key Staff Members

When you are at secondary school, there will be key staff members available to support and help you, such as form tutors and pastoral support.

Help is at hand...

You can get support from lots of people, not just teachers! You could talk to friends, classmates, family, or older students. There are also clubs or groups in the community that can be there for you.

Draw around your hand in the space below.

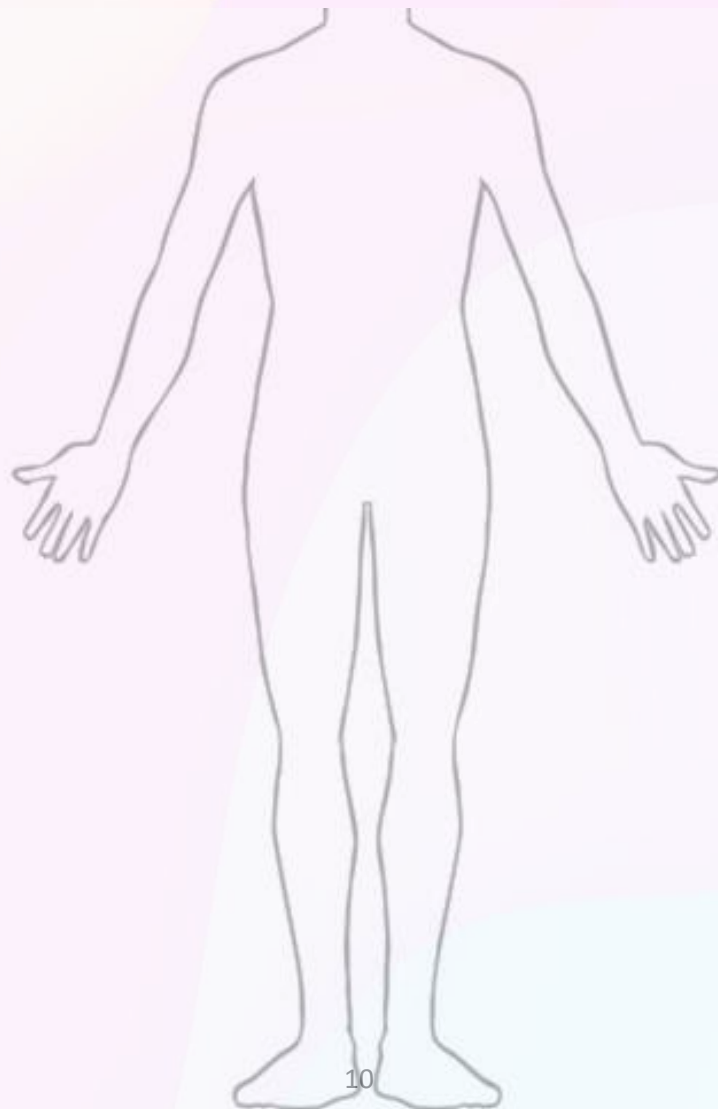
Write the name of someone that could support you on each finger.

Uniform

In Secondary School, the uniform might look different from what you wore in primary school. Often, Secondary School uniform include things like blazers, ties, and white school shirts.

Your new uniform might feel different - it could be thicker, have different buttons or waistbands. You may want to try it on before your first day. It's okay if it feels strange at first. You might want to wear it a few times to get used to it.

Can you draw on the body what
your uniform will look like?



Map of your Secondary School

As you step into secondary school, you'll find yourself in a larger environment with new classrooms, hallways, and spaces to explore. A map of your new school will help you become familiar with this new space.

Below are some examples of things you can do on your school map to help you.

Know key locations -
For example find the main areas you will need to know such as the main office, lunch hall, library, toilets, exits etc.

Colour code your map -
Use different coloured pens to colour code parts of the school. For example, use blue for English, Red for Maths, green for the sports area. etc.

Mark your classrooms -
Once you receive your timetable, mark where each of your classes are on the map. Don't forget to mark where your form room is.

Practice routes -
Use your map to practice 'walking' the route to each of your classes. You could use your finger to trace where you need to go and what you will walk past.

Everybody has been new to the school at some point, remember to **ask somebody for help** if you are unsure.

Time Management

As you get older and have more responsibilities, it's good to learn how to manage your time. This can help you stay organised, reduce stress, complete tasks on time, and balance school with fun activities.

What do I do first?



Challenge:

- You have five hours from the time you get home from school, until it is time for bed.
- You have some tasks you need to do in that time.
- List the tasks you need to do in the 'Task' column below. Then, guess how long each task will take and write that time in the 'Time to complete' column.

Your possible tasks include:

- Meeting your friends
- Eating your dinner
- Packing your bag for the next day
- Going on electronics
- Having a shower or bath
- Completing homework due the next day
- Completing homework due the following week
- Doing any jobs at home

Order	Task	Time to Complete
1		
2		
3		
4		
5		
6		
7		
8		



Can you complete everything before bed? If not, think about what tasks can wait until tomorrow. Use this approach whenever you have a lot to do. Understanding what needs to be done now and what can be delayed helps you manage your time better.

Task Breakdown

You can use the sheet below to help you break down a task that you might have.

What is the task that needs completing?

What equipment will I need?

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Activity sheet | <input type="checkbox"/> Calculator |
| <input type="checkbox"/> Dictionary | <input type="checkbox"/> Planner |
| <input type="checkbox"/> Exercise book | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Textbook | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Pencil case | <input type="checkbox"/> _____ |

Start Time:

Finish Time:

First, I need to:

Next, I need to:

Then, I need to:

Last, I need to:

Do I need to finish any of this activity at another time? If so, when?

After this activity I am going to...

Task Breakdown Example

You can use the sheet below to help you break down a task that you might have.

What is the task that needs completing? Prepare a PowerPoint presentation on Ancient Egypt for History.

What equipment will I need?

- | | |
|---|---|
| <input type="checkbox"/> Activity sheet | <input type="checkbox"/> Calculator |
| <input checked="" type="checkbox"/> Dictionary | <input checked="" type="checkbox"/> Planner |
| <input checked="" type="checkbox"/> Exercise book | <input type="checkbox"/> Internet _____ |
| <input checked="" type="checkbox"/> Textbook | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Pencil case | <input type="checkbox"/> _____ |

Start Time: 5.30pm

Finish Time: 6pm

First, I need to: Look over class notes and textbook chapters on Ancient Egypt.

Next, I need to: Outline the main points for each slide (e.g. Introduction, Pharaohs, Pyramids, Daily Life, Conclusion).

Then, I need to: Start creating the PowerPoint slides based on the outline.

Last, I need to: Look over and edit the slides for any missing details and check for spelling mistakes.

Do I need to finish any of this activity at another time? If so, when?

Yes, this homework doesn't need to be in for 2 weeks. I will start it today and then finish on Sunday.

After this activity I am going to...

Go play football.

Organisation

Each day, you will have different subjects so you will need to take different things.

Match the equipment with the subject you think you might need it for below.



Language Dictionary

Graphite Pencils

Scientific Calculator

Thesaurus

Recorder

Art Folder

Gum Shield

Set Square

Apron

Colouring Pencils

Food Ingredients



English

Art

German/French

Maths

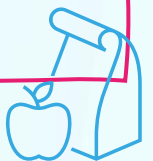
Food Technology

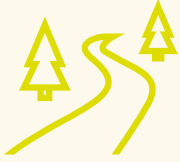
Woodwork

PE

Music

What might you need to take every day? Make a list below.





Travelling to School

Planning how to get to your new school means thinking about how you'll get there, which way you will go and how long it will take you.



My school day will start at _____.

I will have to leave my home at _____ to get to school/bus stop on time.

I will travel by _____ to get to school.

My school day will finish at _____.

I will travel by _____ to get home from school.

It will take me _____ minutes to reach my home.



Here is a space for you to sketch the route you may take to school.

If possible, it is a good idea to practice this journey a few times before you start at your new secondary school. Maybe you could ask some of your primary school friends to do this with you.



Timetable

In secondary school, you'll receive a timetable, like the one below, that will tell you when and where your lessons will be and your teacher. Some schools will have an app so that you can view your timetable on there.

It is a good idea to check it each night, to see what you may need the following day.

Some people wear a watch so they can make sure they arrive at their lessons on time.

Example Timetable

	P1	P2	P3	P4		P5	P6	P7	P8		Tutorial	P9	P10
Monday	Humanities 7P Mrs Smith Room 303		PE 7P Mrs Wright Sports Hall		Break	Performing Arts 7P Mrs Long Theatre		Science 7P Mr Sharp Science lab		Lunch	07A Mr Millar Room 12	Languages 7S French Miss Jones Room 102	
Tuesday	English 7P Miss Wilson Room 79		Maths 7P Mrs Cane Maths Hall		Break	Science 7P Mrs Moore Science Lab		Design & Tech 7P Mrs Jarvis Room 5		Lunch	07A Mr Millar Room 12	Languages 7S French Miss Jones Room 102	
Wednesday	Maths 7R Mrs Cane Maths Hall		Humanities 7P Mr Brown Room 304		Break	PE 7P Mrs Berling Sports Hall		Tutorial 07A Mr Millar Lorca		Lunch	Electives/Extra Curricular		
Thursday	Science 7P Mr Nicoll Science Lab		Skills 7P A&D Mrs Bell Art Studio		Break	Reading Miss Adams Library		Computer Science 7P Mr Davies Computer Suite		Lunch	07A Mr Millar Room 12	English 7P Miss Wilson Room 79	
Friday	English 7P Miss Wilson Room 79		Humanities 7P Mr Howes Room 303		Break	Performing Arts 7P Mrs Long Theatre		Maths 7R Mrs Cane Maths Hall		Lunch	07A Mr Millar Room 12	Art & Design 7P A&D Miss Hype Picasso	

Each secondary school has its own timetable. So, the time your classes start and how long they last might be different from what you had in primary school, or even different from what your friends at other schools have.



Just like your lesson times, when you have break and lunch can vary in each secondary school.

Top tips for staying organised

1. **USE A PLANNER** - Keep a daily planner to track homework assignments, test dates, and extracurricular activities. Writing things down helps you remember them better.

2. **SET UP A STUDY AREA** - Have a designated space at home that's quiet and free from distractions where you can study and do homework.

3. **CREATE A ROUTINE** - Establish a daily routine for schoolwork and home life and try and stick to it. This could include specific times for studying, doing homework, taking breaks, doing jobs at home, going to bed etc.

4. **ORGANISE YOUR BAG DAILY** - Clean out and organise your bag each night, ready for the following day. Make sure you only carry what is needed.

5. **USE COLOUR CODING** - Colour-code your folders, notebooks, and files by subject. This not only makes it easier to find your materials but also helps segment your work visually.

6. **PRIORITISE TASKS** - Learn to prioritise your schoolwork. Use a system like labelling tasks with A (high priority), B (medium priority), or C (low priority) to manage your workload effectively.


7. **BREAK TASKS INTO SMALLER STEPS** - Large assignments can be overwhelming. Break them down into smaller, manageable parts and set deadlines for each part.

8. **USE DIGITAL TOOLS** - Take advantage of apps and software for organisation, such as calendar apps, note-taking apps, or reminder apps to keep track of your school responsibilities.

9. **DECLUTTER REGULARLY** - Whether it's your bag, study area, digital spaces, or locker, regular decluttering can prevent buildup and help you stay organised.


10. **SET GOALS** - Regularly set realistic academic and personal goals. Keeping these in mind can help you stay focused and organise your activities around achieving them.

Setting Goals and Reflection



Setting goals is like making a plan for what you want to achieve, and reflection is looking back on what you did to see how well you did or what you can do to improve.

Setting goals is important because they give you something to aim for and make you feel excited about what you can achieve. Goals help you stay focused and motivated. They also let you see how far you've come and celebrate your successes. So, set goals and **reach for the stars!**



Here are some examples of some goals that you could set yourself!

- Improve my grades in a specific subject, like Math or English.
- Make new friends.
- Get involved in extracurricular activities.
- Become more organised with homework.
- Try to read more books.
- Participate in a school performance or event, like a school play or sports competition.
- Learn a new skill or hobby, such as playing a musical instrument or painting.
- Improve my physical fitness by participating in sports or exercise regularly.
- Join the school council or helping organise a school event.
- Complete a community service project or volunteer for a cause I care about.

Remember, goals can be personal and unique to everyone. It's important to set goals that are meaningful to you.

Try using the template below to set some goals that you hope to achieve by the end of Year 7.

My Goals

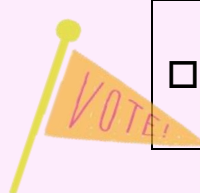
What can I do that might help me achieve these?

How will I know if I have achieved these goals?

Extracurricular Activities

When you move to secondary school, you'll find lots of new opportunities to try different activities outside of your regular classes. Extracurricular activities are a fun way to learn new skills, meet friends who share your interests, and explore your passions. Below are some exciting options you might find.

Tick your choices: Tick the box next to each area of activities that sounds interesting.



<input type="checkbox"/>	Sports Teams (e.g., football, swimming): Join a team to play sports and learn teamwork.
<input type="checkbox"/>	Music and Arts (e.g., band, choir, art club): Express yourself creatively through music or art.
<input type="checkbox"/>	Clubs and Societies (e.g., science club, history society): Dive deeper into your favourite subjects with others who share your passions.
<input type="checkbox"/>	Technology and Coding Club: Get hands-on with computers and learn to create your own programmes.
<input type="checkbox"/>	Volunteering and Community Service: Make a difference in your community by helping others.
<input type="checkbox"/>	Special Interest Groups (e.g., photography, gardening): Explore new hobbies and meet others who like the same things you do.
<input type="checkbox"/>	Leadership roles: (Student Council, form captain, games captain) Enjoy leading others, organising events and speaking in front of groups of people.

Remember: Trying new things, even if they seem a bit scary at first, can be exciting and help you make new friends and discover new talents and interests you didn't know you had!

Building Healthy Friendships

Moving to a new school means meeting lots of new people and making new friends. It's normal to feel a bit worried about this, but remember, everyone else is likely feeling the same way!

If you are unsure if your friendship is healthy or unhealthy, use the checklist below to help you. For each friend, tick the boxes next to the qualities that best describes your friendship.

Qualities	Healthy Friendship	Unhealthy Friendship
Supportive	<input type="checkbox"/>	
Makes You Feel Bad		<input type="checkbox"/>
Trustworthy	<input type="checkbox"/>	
Pressures You		<input type="checkbox"/>
Encouraging	<input type="checkbox"/>	
Disrespectful		<input type="checkbox"/>
Respects Boundaries	<input type="checkbox"/>	
Hostile or Aggressive		<input type="checkbox"/>
Honest	<input type="checkbox"/>	
Manipulative (sneaky/tricking)		<input type="checkbox"/>
Communicates Openly	<input type="checkbox"/>	
Ignores Your Needs		<input type="checkbox"/>
Mutual Enjoyment	<input type="checkbox"/>	
Jealous or Envious		<input type="checkbox"/>
Reliable	<input type="checkbox"/>	
Neglectful		<input type="checkbox"/>
Shares Interests	<input type="checkbox"/>	
Overly Critical		<input type="checkbox"/>
Kind and Understanding	<input type="checkbox"/>	
Frequently Argues		<input type="checkbox"/>

More ticks in the 'Healthy Friendship' column suggest a strong, supportive friendship. While more ticks in the 'Unhealthy Friendship' column could mean you need to think if this friendship makes you happy or not. Remember, no friendship is perfect, and a few negative qualities don't always mean a friendship should end. If you are unhappy or uncomfortable, talk to a trusted adult.

Getting a Good Night's Sleep

Good sleep is essential for your health, mood, and school performance. Sleep hygiene means having habits that help you have a good night's sleep.

Use the boxes below to write down what you could do to help you get a good night's sleep. Think about the things that calm you down and make you feel relaxed before bedtime.

e.g. Take a warm bath

Did you know?

If you are aged between 6-12 years, it is recommended that you get 9-12 hours sleep per night.

e.g. Breathing Exercises

Did you know?

Getting enough sleep helps improve the part of your brain that improves your decision making and self-control.

e.g. Read a book

Did you know?

Sleep benefits the brain and promotes attention, memory and thinking.

e.g. Dim the lights

Did you know?

Getting enough sleep can positively support your emotional development.

e.g. do things in the same order before getting into bed.

e.g. Listen to soothing music.

Did you know?

Sleep supports the immune system, helps regulate hormones, and enables muscle and tissue recovery.

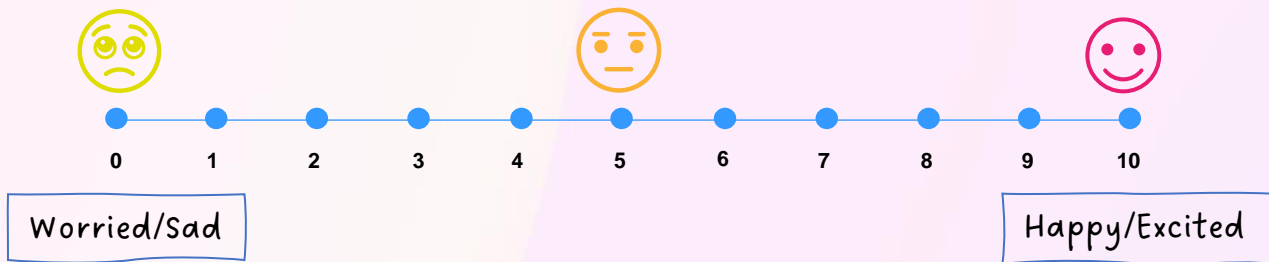
Did you know?

Improving sleep may play a role in preventing mental health conditions.

Reflecting on your journey

Now that you've completed this workbook, take a moment to think back to how you felt about starting secondary school when you first began this workbook. You used a scale from 1 to 10 to rate your feelings.

How do you feel now? Rate yourself on the scale below.



- How do you feel now about secondary school?
- Have your feelings changed since you started the workbook?
- What part of the workbook helped you feel more prepared or eased your worries the most?
- Write down any thoughts or feelings you have about secondary school now.

A large graphic of a spiral-bound notebook with a yellow cover and blue spiral binding. The pages are white with yellow dotted lines for writing.

Further Support

If you are still feeling uneasy about transitioning to secondary school, remember it's completely normal to have concerns. The websites below offer great resources and advice to support you with difference challenges.

BBC Bitesize

Lots of information about starting secondary school and lesson content.

Sleep Foundation

More tips and tricks on how to get a good night's sleep and what is good for your emotional and physical health.

Tellmi

Tellmi is a safe, anonymous app that provides you with a safe and anonymous space to discuss your feelings, seek support, and receive preventative counselling when necessary. Simply search 'Tellmi' in your relevant app store and download the app or visit [tellmi.app](https://www.tellmi.app) to access the web version.

Young Minds

Help to support your emotional health and build your resilience.

Myself Referral

Help get the right support for your mental health.

Eric

Support to improve bowel and bladder health.

Teen Health

The Teen Health Service can provide support on emotional wellbeing, healthy relationships, and healthy lifestyles.