

# SIR GRAHAM BALFOUR SCHOOL

## Year 6 Transition Booklet



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## **Dear Year 6 Student**

Welcome to Sir Graham Balfour School, we are very much looking forward to you becoming a member of our school community in September.

We are in no doubt you are both excited and very apprehensive about your move to Secondary School, but we wish to put your mind at rest and celebrate this next chapter in your lives. This booklet is to introduce you to some of the key members of our school community who will play a major part in your transition to Secondary School. We have also included a diagram showing all the different staff that will support you during your time at Sir Graham Balfour School, have a look and see if you can work out what they all do!

In addition, to help you with your move to Secondary School we have set you some activities to do during your last few weeks of Primary School. These tasks will help us to get to know you and tell us a little bit about what you enjoy doing.

Have fun and enjoy the activities we have set you!

## ***Introducing our Pastoral Department...***

The Pastoral Department at Sir Graham Balfour School is made up of quite a few members of staff. As well as your teachers making sure you are looked after and are safe, we also have a Pastoral Department that specialises in your care and wellbeing. During your time at school, you will come into contact with, quite a few members of staff from the Pastoral Department, too many names and roles to mention right now.



## **Welcome to...**

## **Chetwynd House**

Chetwynd is a very successful and highly motivated House to be a part of. We aspire to be everything that we can be and ensure that all of us play an equal and active role in Chetwynd's achievements.

Our students emulate our school values in everything that they do by demonstrating high standards, commitment, resilience and consideration for those around them. As part of our House, you will join a team of focussed and aspirational role models who play a full and active role in both the school and local community.

"Believe you can and you're halfway there"



**Mr Martin – Head of Year 9**

## **Welcome to...**

## **Sandon House**

The students in Sandon house, work hard and work together.

We never give up either inside or outside the classroom.

We will ensure that you have the support you need to reach your full potential in a safe, happy environment. Success is best when it is shared.



**Mrs Tinsley - Head of Y10**

## **Welcome to...**

## **Shugborough House**



**Mrs Collins - Head of Y8**

## ***Welcome to...***

## **Tixall House**

Hi everyone, my name is Mrs Cooper and I am a very proud to be Tixall's House Head, as well as a Teacher of English. I am very pleased to be welcoming you to our school and a number of you to Tixall House in the new school year.

I am highly competitive when it comes to the Merit Point Leader Board and I love it when everyone works together to support each other. We are yet to win Sports Day, but maybe 2023 is our year?



**Mrs Cooper - Head of Y11**

## ***Welcome to...***

## **Weston House**

In Weston, my goal is that I want to help you to grow and develop both in the classroom and outside of the classroom, and to encourage you to aspire to be the best you can possibly be. I want to help you to develop resilience and confidence in yourself and your abilities.

Remember that the better you do the more merits you earn, the more you take part in around school, the more merits you earn for our House. We are currently top of the Merit leader board and I would love to keep that up!

“Things don't always work out the way you like but **when you don't give up you cannot fail.**”



**Miss Simmons – Head of Y7**

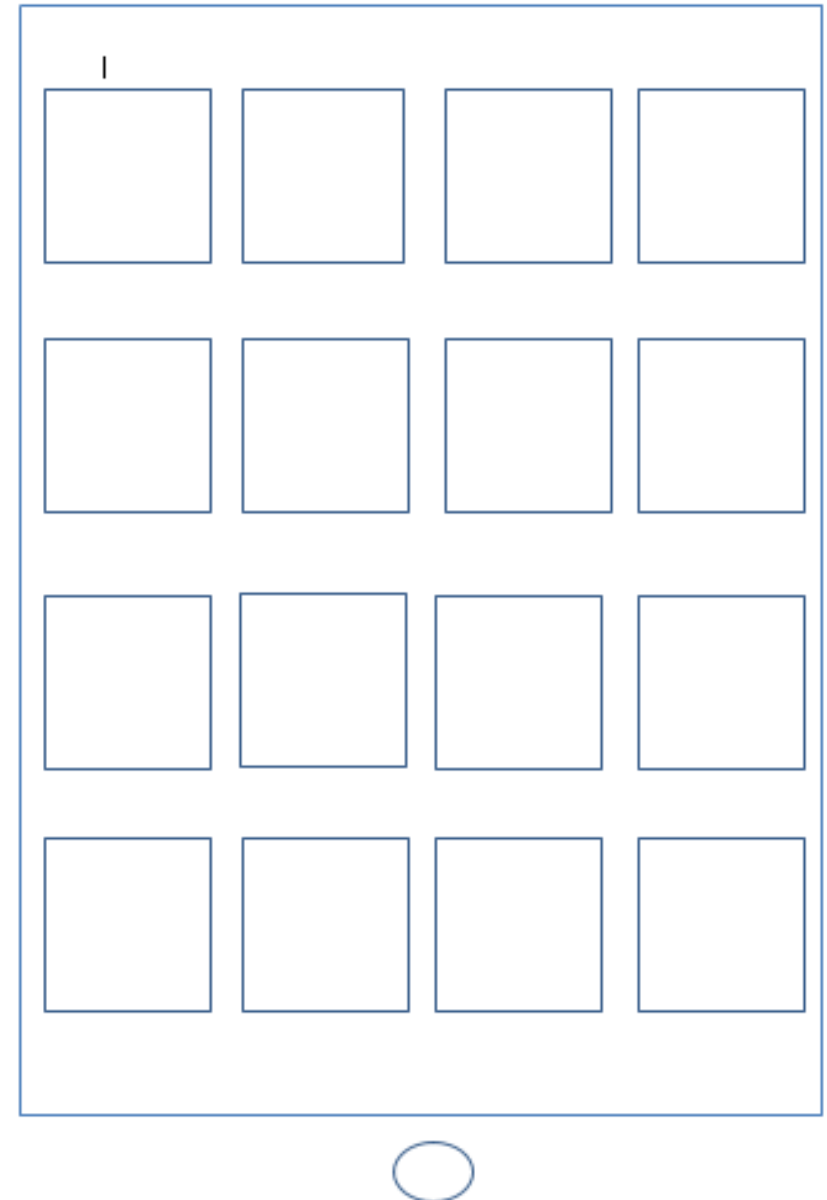
## Year 6 Transition Activities

### Activity 1 – Design a Phone Screen

We want you to create a bright and informative piece of work; and most of all have fun producing it, so feel free to put your own unique twist on your design.

Please create an iPhone screen with a variety of apps on. Each app should be designed to reveal bits of information about you! e.g: the sports you like, the music you like. An example might be an iTunes app that lifts up to reveal your favourite playlist underneath, or an app specifically unique to you for example a fashion app if that is one of your interests.

Here's a blank template you to copy, feel free to make it bigger. Don't forget to write your name on your finished design and your Primary School!





## Activity 2 – School Values

From the table below, complete one task from each coloured section. Keep a diary of which activity you chose, explaining what you did, learn or achieved.

<b>Commitment to excellence</b>		
Watch a documentary and create a fact file/guide to show your learning	Visit a virtual museum. Go online and explore the collections online	Keep a reading journal which reviews the books that you have read/listened to
<b>Responsibility for ourselves and others</b>		
Be a positive example at home or with your peers	Do a chore regularly in the house without being asked to do it	Ask for a jobs list each week and commit to doing each and every one of them without question
<b>Care for the local and wider community</b>		
Write letters of thanks to our local emergency services, doctors' surgeries or hospital staff	Check in on someone who is vulnerable or isolated (video call/text etc)	Create a fact file about plastic in our oceans (problems and solutions) and produce a poster to promote reducing plastics
<b>Respect, kindness and compassion for ourselves and others</b>		
Send a positive text to all of your friends telling them why you think they are amazing	Pay it forward- do something nice for someone else that they are not expecting	Text or video call a friend each week to check if they are ok.
<b>Perseverance and resilience</b>		
Do something you haven't done before like learn an activity or new skill	Learn how to cook something new	Find a workout video online. Encourage someone in your house to join you
<b>Pride in working hard and the success it brings</b>		
Create a project on the topic of your choosing	Create a list of everything you are proud of achieving so far and then create a list of goals you would like to achieve in the future	Design a poster that you feel would motivate students to work hard
<b>Ambition for ourselves and others</b>		
Write a list of short-term goals that you want to achieve this month.	Create a fact file/PowerPoint on a famous person who showed great ambition.	Keep a 'Happy Planner' and log everything you do that is positive

## Activity 3 – Understanding your Timetable

When you start school, you will be given a copy of your timetable, each square tells you who the teacher is, what lesson you are due to attend and the room number, it will look very much like the one below. It may look complicated now, but once you get to know it, you'll realise it really isn't.

There are just a few things you need to know, to understand it.

- Teacher** - On your timetable, all of the teachers are known by their initials, you will soon learn them. You will find the teacher's initials in the top right of each square.
- Lesson** - All of the lessons have different codes, most are very obvious depending on the subject. These can be found in the bottom right of the square, next to the 07L (which means Year 7 Left).
- Room Number** - The room number can be found in the top left of the square. The 400's are rooms upstairs (436, 432 etc), the 200's are in the language block and the small numbers are rooms downstairs (064, 032 etc).
- Lastly**, you may wonder why there are two timetables! At Sir Graham Balfour we have a Week 1 and a Week 2 timetable. When it is a Week 1, you follow the first timetable and on Week 2, you follow the second one. Don't worry the week is displayed in the main reception when you walk in, so you will always know what week it is.

Sir Graham Balfour – A Sample Timetable

	1	2	3	4	5	6
<b>1Mon</b>	418 SK3 07A/Sc	Sports 1 ST 07L/Pe1	432 NB2 HTS2/S2	432 SEM 07L/Mc1	036 HMW 07L1/Ee	470 AKS 07L/Mal
<b>1Tue</b>	021 JH 07L/Ftl	036 AY 07L/Fr1	432 NB2 HTS2/S2	036 HMW 07L1/Ee	470 AKS 07L/Mal	436 CSW 07L/Ggl
<b>1Wed</b>	021 JH 07L/Ftl	Sports 1 ST 07L/Pe1	432 NB2 HTS2/S2	036 HMW 07L1/Ee	424 ES4 07A/Sc	030 CSW 07L/Ggl
<b>1Thu</b>	434 FSM 07L/Hi1	064 BF 07L/Mul	432 NB2 HTS2/S2	470 AKS 07L/Mal	036 HMW 07L1/Ee	430 AY 07L/Fr1
<b>1Fri</b>	030 CSW 07L/Ggl	434 FSM 07L/Hi1	432 NB2 HTS2/S2	036 HMW 07L1/Ee	470 AKS 07L/Mal	417 SK3 07A/Sc

	1	2	3	4	5	6
<b>2Mon</b>	Sports 1 ST 07L/Pe1	414 TV 07A/Sc	432 NB2 HTS2/S2	064 BF 07L/Mul	021 JH 07L/Ftl	470 AKS 07L/Mal
<b>2Tue</b>	030 CSW 07L/Ggl	042 AY 07L/Fr1	432 NB2 HTS2/S2	417 LPL 07A/Sc	470 AKS 07L/Mal	036 HMW 07L1/Ee
<b>2Wed</b>	Sports 1 ST 07L/Pe1	021 JH 07L/Ftl	432 NB2 HTS2/S2	036 HMW 07L1/Ee	042 CJP 07L/Mc1	046 AY 07L/Fr1
<b>2Thu</b>	064 BF 07L/Mul	424 ES4 07A/Sc	432 NB2 HTS2/S2	470 AKS 07L/Mal	036 HMW 07L1/Ee	Sports 1 ST 07L/Pe1
<b>2Fri</b>	036 HMW 07L1/Ee	064 BF 07L/Mul	432 NB2 HTS2/S2	470 AKS 07L/Mal	424 ES4 07A/Sc	434 FSM 07L/Hi1



### Your task

Using the sample timetable and key (right) please answer the following questions:

Understanding your timetable:

1. What subject would you have Friday Week 2, Lesson 6?
2. What subject do you have Tuesday Week 1, Lesson 1?
3. In what lesson do you have House Time each day?
4. Highlight every time English appears on your timetable.
5. When do you have Music?
6. Who are your teachers for Science?
7. Who is your teacher for English?
8. What subjects do you not have on our timetable from the list of subjects?

### Key: Lessons

Ar- Art  
Cp- Computing  
Ee- English  
De- German  
Dt- Design Tech  
Ft- Food Technology  
Fr- French  
Gg- Geography  
Hi- History  
HT- House Time  
Ma- Maths  
Mc-SMSC  
Mu- Music  
Pe- PE  
Sc- Science  
Tx- Textiles

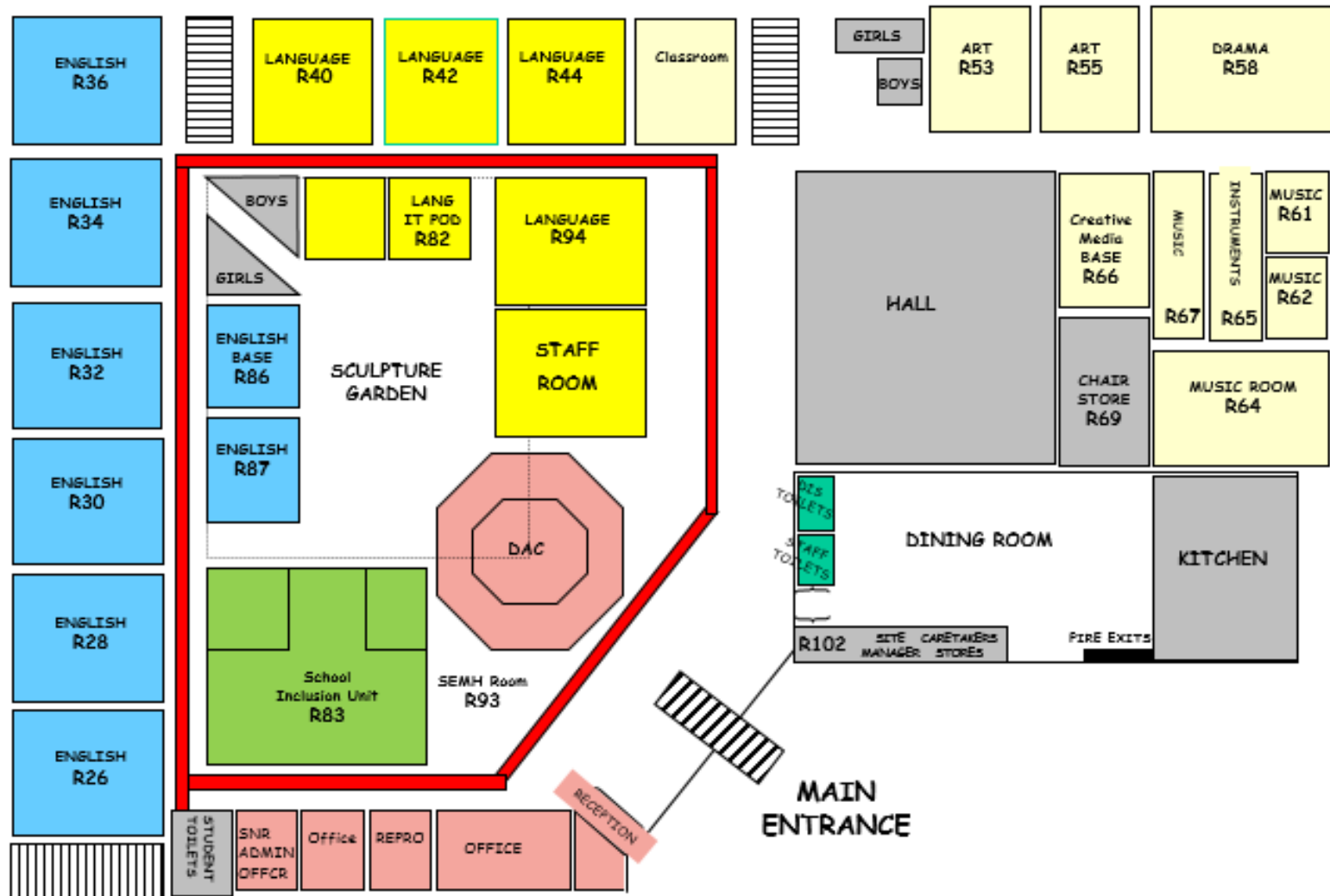
### Key: Teachers

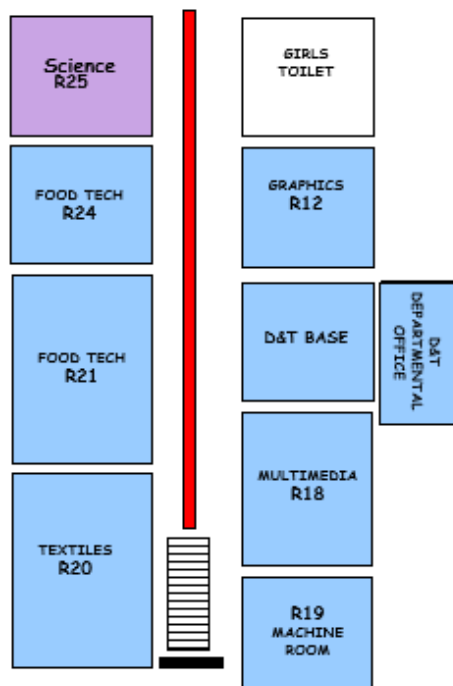
AKS : Mrs A K Sidhu	JH : Mrs J Hales
AY : Miss A Youssef	LPL : Ms L P Lavelle
BF : Mr B M Field	NB2 : Mr N Brown
CJP : Mr C J Parry	SEM : Mrs S E March
CSW : Mr C S Wass	SK3 : Miss S Kempa
ES4 : Miss E R Simmons	ST : Mr S Trenbirth
FSM : Mr F S Martin	TV : Mr T Vesty
HMW : Mrs H Wallbank	

## Activity 4 – Sir Graham Balfour Map: Finding Your Way Around School

Sir Graham Balfour has two floors, a Ground Floor and a First Floor. The Ground Floor is made up of the following areas and departments: the Dining Room; the Main Hall; the Main School Office; the English Department, the Language Department; the Creative Media Department and the Technology Department.

Here is a map of the Ground Floor and what it looks like (Don't forget the Technology Corridor on the next page, it sits below this page):



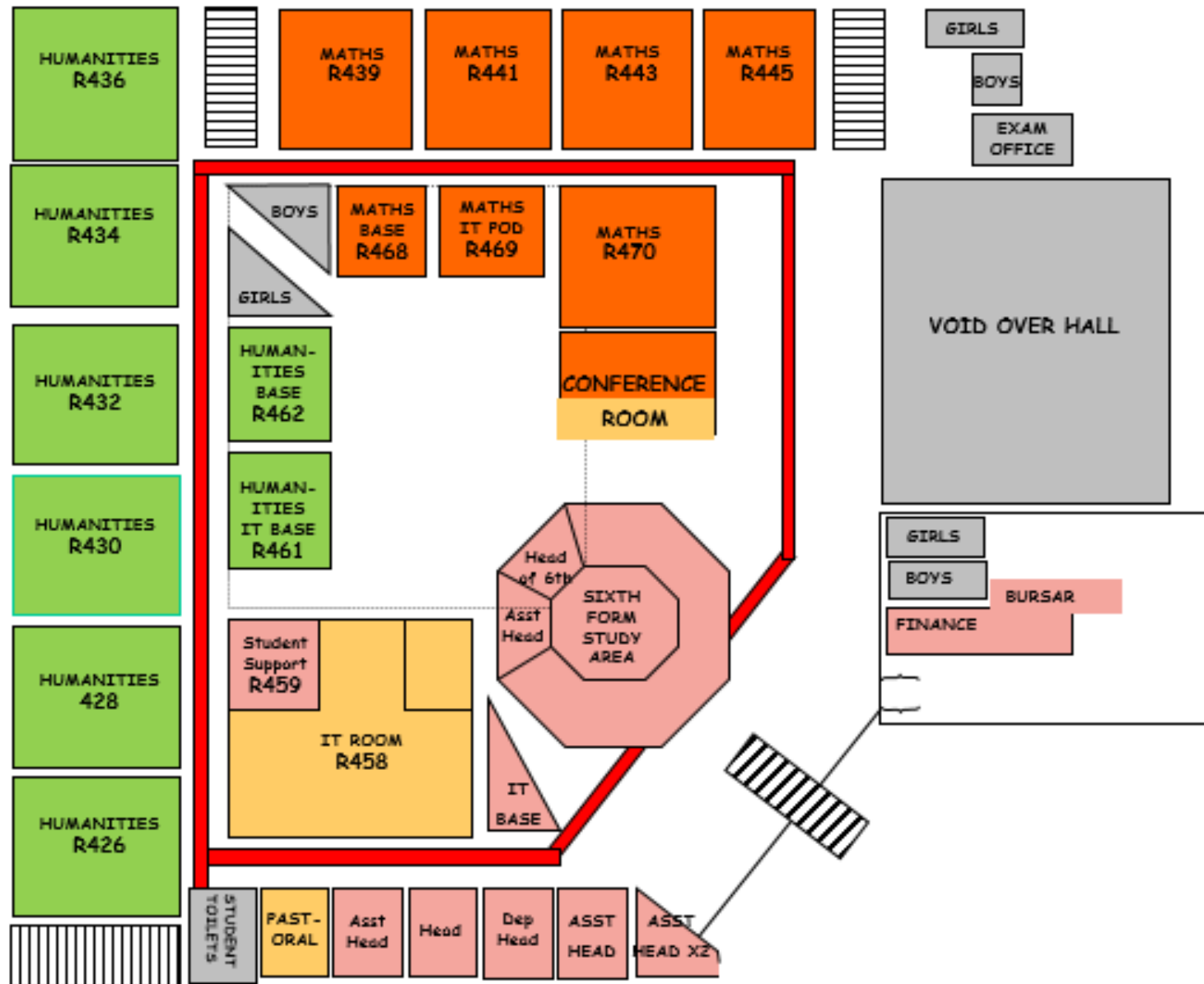


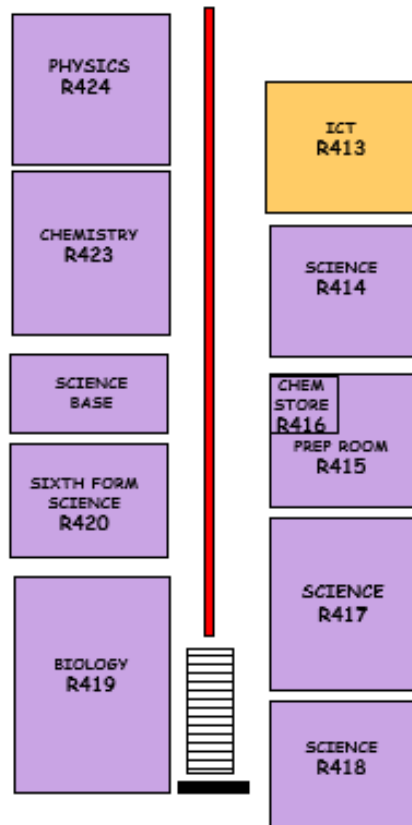
## GROUND FLOOR ACTIVITY

Finding Your Way Around School (Ground Floor):

1. Find where the English corridor is and list all the English room numbers. There are 7 classrooms in total, one of which is opposite the others.
2. What is next to the Dining Room?
3. What will you be taught in R94?
4. Circle the DAC – that's where you'll find Mrs Bayliffe, our School Librarian. You can take out books to read and access the computers in there.
5. Find the 'Reprographics Room' also known as 'Repro' this is where all the photocopying for the school takes place and somewhere you might be sent if you need to use a photocopier.
6. Circle the D&T (Design and Technology) Base – this is an office where the Technology teachers sit at break/lunch.
7. Find the School Inclusion Unit – some of you might have smaller group work sessions in here.
8. Circle all of the student toilets on the ground floor

The first floor is made up of the following areas and departments: Leadership Offices; the Pastoral Office; the Science Department; the Humanities Department; the Maths Department; The Sixth Form Centre and Admin Offices (don't forget the Science Corridor on the next page, it sits below this page).





## FIRST FLOOR ACTIVITY

Find Your Way Around School (First Floor):

1. Find where the Science corridor is and list all of the room numbers.
2. Circle the Conference Room. This is predominantly used as a Maths classroom, but is also used for Sixth Form lessons and meetings. Some of you might even be taught other subjects in this room.
3. What is 413 used for?
4. Find and circle the Pastoral Office, this is where the House Heads live when they're not teaching. If you need any help, head here!
5. Circle the Finance Office. If you have to hand in letters for school trips or need help with your online school account then the Finance team can help you.
6. How many student toilets are there on the First Floor?
7. Find the IT Base – the IT Department will help with any technical issues. For example if you have lost your school password or can't log onto a computer.
8. What would you be taught in RM 458?

### ACTIVITY:

Make your own school map. Using the information above have a go at mapping out a plan of Sir Graham Balfour. Then, cover over the school map above and see if you can remember each of the corridors and areas of the school by writing them on your own copy. Check it once complete!

## Activity 5 – Letter Writing Task (Getting to know you)

We would like you to write a letter to your Form Tutor, telling them a little bit about you as a person. It can be written or typed on a computer.

You will need to include your full name and which Primary School you attend. Other things to include are:

- What sorts of things did you enjoy the most about your Primary School?
- Is there anything about Primary School you are going to miss?
- What is your favourite subject?
- What are you looking forward to when you join Sir Graham Balfour School?
- Is there anything you are worried or concerned about?
- Include a few details about yourself, your hobbies, what sort of food do you like, what are your favourite books.

At the bottom include any questions you might have about coming to Sir Graham Balfour and we will put together a 'Frequently Asked Question Sheet' with all of the answers and send it back to your Y6 teachers.





### Activity 3 Answers

1. History
2. Food Technology
3. Lesson 3
4. Week 1- Monday Lesson 1, Tuesday Lesson 4, Wednesday Lesson 4, Thursday Lesson 5, Friday Lesson 4  
Week 2- Tuesday Lesson 6, Wednesday Lesson 4, Thursday Lesson 5, Friday Lesson 1
5. Week 1 Thursday Lesson 2,  
Week 2- Monday Lesson 4, Thursday Lesson 1, Friday Lesson 2
6. Miss Kempa, Ms Lavelle, Miss Simmons, Mr Vesty
7. Mrs Wallbank
8. German- You do one Language in Year 7 either German or French  
Textiles, Computing, Design Technology- These are in a rota with Food Technology so you will do them all through year 7.  
Drama and art- These are in a rota with Music so you will do them all throughout the year.