

# Brampton Manor Academy

## Year 6 - Year 7 Transition Booklet



September 2020

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## Introduction

This booklet has been put together for the new year 7 students of Brampton Manor Academy and their parents/carers. We aim to provide you with as much information and advice as possible about moving to our school.

We are an outstanding school with over 2000 students across three key stages. We are delighted to welcome a new cohort of young people from a range of backgrounds, abilities and interests. We look forward to helping them reach their potential and be successful through effort and determination.

We are fully aware of the challenges brought on by the transition from primary to secondary school, and given the circumstances with Coronavirus, we wish we could have met you during this summer term. Nonetheless, we hope this booklet answers any queries you may have had and when it is safe to do so, we will meet and welcome you to our school in person.

If you have further questions beyond this booklet, please contact us at [info@bramptonmanor.org](mailto:info@bramptonmanor.org).

# Welcome from the Executive Principal



Dear pupil,

It gives me great pleasure to welcome you to Brampton Manor Academy. You are not just joining a school, you are joining a new family. Brampton Manor will be your new home possibly for the next 5 or 7 years (if you stay on in our sixth form) and we are excited.

As you can imagine, we are very proud of our school. Our students are extremely polite and friendly and you will receive a very warm welcome from everyone. Our staff are very hardworking and will look after you very well. They will always put your interest first and ensure that you understand the work that is taught in lessons. At Brampton Manor, you will have the opportunity to take part in a very wide range of activities that will help you to develop a good range of skills.

In order to make a good start at Brampton Manor, it is really important that you familiarise yourself with some of our important rules and procedures. Excellent attendance and punctuality to school will ensure that you get the very best out of your time in school. It is also very important that you work hard in lessons and ask for help if you don't fully understand something. We also expect you to complete all your homework's to a good standard.

Because of the Coronavirus pandemic, it has not been possible to organise an induction programme for you as we had planned. Do not worry about this at all. We have got exciting plans to gently ease you into your start with us in September.

Let me finish by wishing you a restful summer holiday. Hopefully, things will start to get better soon but, in the meantime, be reassured that you have a very bright future ahead of you.

My very best wishes to you and I look forward to personally welcoming you to Brampton Manor in September.

Dr Olukoshi

**Executive Principal**

## We are here to help you



**Mr Price**  
**Designated Senior**  
**Leader**



**Ms Watson**  
**Designated Senior**  
**Leader**



**Ms Kaiser**  
**Designated Senior**  
**Leader**



**Ms David**  
**Education Welfare Officer**



**Ms Khanam**  
**Year 7 Progress**  
**Leader**



**Mr Leaver**  
**Year 7 Progress**  
**Leader**



**Ms Melius**  
**Year 7 Behaviour Support**  
**Manager**

## Pastoral Support

We take a holistic approach to education. It is important to us that we cultivate each student as a whole and have adopted a set of strategies to support both the academic and the social-emotional development. We want the school to be a safe and happy environment for everyone.

Our pastoral system consists of the Principal, Vice Principals and Assistant Principals. For each year group, we also have Progress Leaders who monitor the academic and personal progress of each child, Behaviour Support Managers who are responsible for removing barriers to learning and Form Tutors who see the students every day. If there are concerns, parents should speak to their child's Form Tutor in the first instance.

We aim for students at Brampton to be described as:

- Collaborative
- Confident
- Creative
- Empathetic
- Expressive
- Resilient
- Independent

### **Dealing with Bullying**

We have zero tolerance for any type of bullying. If your child experiences bullying, please talk to a member of staff immediately.

# Important Information



# The School Day

All students must be on site by **08.10am** and line up in the West Playground in tutor groups where their form tutors will meet them.

Our school day consists of five lessons, each of which is one hour long. At the end of each lesson, the school bell will alert students and staff that the lesson has finished. After five minutes, a second bell will ring; by this time all students should be in their next lesson, ready to learn.

At the end of short and lunch break, students are expected to line up in the playground where their teachers will come and collect them.

The day is structured as follows:

08:15              Registration/Assembly

08:35              Period 1

09:35              Period 2

10:35-10:55      Short Break

10:55              Period 3

11:55              Period 4

12:55-13:35      Lunch Break

13:35              Period 5

14:35              End of school day

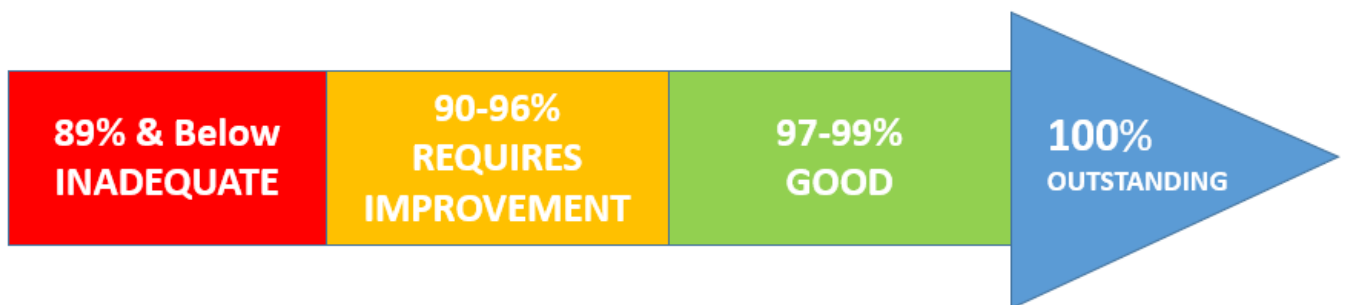
16:00              End of clubs



# Attendance & Punctuality

For our students to reach their full potential and develop into the well-rounded individuals we aspire towards, it is essential they are coming into school every single day. We are committed to providing the highest level of teaching and learning to our students whilst creating a safe environment where students can share thoughts, explore ideas and feel valued. In order to achieve this, we work together with parents/carers to ensure our students have excellent attendance.

Below is the outline of how our attendance is sorted into categories.



Our vision is for all students to have an attendance of above 96%.

## **Absences**

If your child is absent for a day you must inform the school:

- Call the school on 020 7540 0500, choose option for year 7 and leave a message clearly stating your child's name and form group, along with the reasons for absence.
- Email the school using the email: [info@bramptonmanor.org](mailto:info@bramptonmanor.org) and leaving the information as above.

On return to school your child will have a meeting with a member of their year team in regards to their absence. They will be given a form that will need to be signed.

Your child is expected to catch up on all work missed, including any homework. This may require your child to attend after-school/lunch-time catch-up classes.

We follow-up on all unauthorised absences and will convene multi-agency meetings in the most serious cases. Persistent absences will not be tolerated.

To request a leave of absence, parent/carers will need to complete an Absence Request Form. This is reviewed before informing parents/carers whether the absence has been authorised or not.

PLEASE DO NOT BOOK HOLIDAYS DURING TERM-TIME – IT WILL NOT BE AUTHORISED AND MAY RESULT IN A FINE.

### **Punctuality**

We truly value good punctuality. Good punctuality is a sign of dedication, reliability and is undoubtedly essential for success in school and later life.

Poor punctuality goes on students records and stays there. Any student who is late will need to make up time missed after school.

Sanctions for poor punctuality: (termly)

- |                         |             |
|-------------------------|-------------|
| • First late            | Ten minutes |
| • Second late           | One hour    |
| • Third late            | Two hours   |
| • Every late after this | Until 5pm   |

# Curriculum & Assessments

At Brampton Manor Academy, we provide our students with an enriched education. We do this through not only offering the English Baccalaureate (EBACC) subjects, which are government specified requirements, but also offer subjects rich in art, sports and culture.

In order to accommodate such an enhanced school experience, we run on a two-week timetable, Week A and Week B.

Below is a breakdown of the Year 7 Curriculum:

<b>YEAR 7 CURRICULUM SUBJECTS (per two-week timetable)</b>	
Biology*	2 hours
Chemistry*	2 hours
Computing*	2 hours
English*	8 hours
French *	3 hours
German/Spanish*	3 hours
Geography*	3 hours
History*	3 hours
Mathematics*	6 hours
Physics*	2 hours
Art, Design and Technology	4 hours
Drama	2 hours
Music	2 hours
Physical Education	4 hours
Religious Studies	2 hours
Food Preparation	2 hours
CPSHE	Registration Time

\*EBACC subjects

## **Student Support**

At the start of year 7 we identify students that are in need of extra literacy and/or numeracy support using data from KS2. Identified students receive specific literacy and/or numeracy intervention and their progress is constantly monitored.

Good literacy and numeracy skills underpin success across all subjects and in later life. Therefore, we ensure that:

- Literacy and numeracy remain a key focus in ALL lessons for ALL students.
- We constantly assess the students' literacy and numeracy skills.
- We provide specific and individualised support to address any needs.

Across all subjects, we aim for our students to make progress in every single lesson. We do this by:

- Having high expectations of what your child can achieve.
- Providing high quality teaching to enable your child to learn and make progress.
- Personalise learning to enable every student to make the maximum progress possible.
- Respond promptly and robustly to any concerns you raise with us.

### **Assessment**

In our school, assessments are happening every day. The progress of students will be assessed regularly in the following ways:

- Questioning in lessons
- Homework/Research work
- Class discussions/Group work
- End of topic tests

There will also be three formal assessments during the academic year, once cycle every term.

### **Reporting**

We will report to you termly on the progress and achievement of your child following each cycle of assessments. These reports will include the students current working grade, target grade and an effort grade.

We will also invite you to Parents' evenings to discuss your child's progress which will take place half way through the year. This will be a fantastic opportunity for you to meet all the class teachers of your child.

# Behaviour

In our school, all students are expected to follow these four basic rules:



Any student who fails to follow these school rules will be sanctioned in line with our school behaviour policy. The incident will be recorded on our behaviour logging system called IRIS. IRIS also monitors positive behaviour in the form of REDITS.

### **REDITS**

A REDIT is a 'Reward for effort and determination'. Each lesson, teachers will issue REDITS to students who go above and beyond within the classroom. Students who have the most REDITS are celebrated termly in our year group celebration assemblies, as well as our end of year whole school event, The RED Awards.



## Place2Be

Transition to secondary school can be challenging for some young people, while others may struggle to cope with specific life events or experience increased stress and anxiety during adolescence.

Place2Be offers support within the school that is accessible to our students in the following ways:



- One-to-one counselling – support is given to children who have a sustained need for more intense support.
- Place2Talk – The lunch time self-referral service is available for students who wish to discuss issues that concern them.
- Group work – according to needs, Place2Be will offer sessions on a range of issues such as friendship, self-esteem, concentration, confidence and bullying.

For all students attending these services, Place2Be will record the student's details, and any action taken as a result. Place2Be has a responsibility to keep children safe and follow safeguarding procedures as and when required, but otherwise they will never disclose information to third parties.

# Uniform

We expect every pupil to wear our school uniform and bring their PE kit with them when they have PE. Full uniform must be worn not only on the school site, but also whilst students are travelling to and from school and when they attend school trips and visits.

Our school uniform is available from Ian Howard Schoolwear:

409 Barking Road

East Ham

London

E6 2JT

Tel: 020 8472 1729, [www.ianhoward.co.uk](http://www.ianhoward.co.uk).

Our school uniform consists of:*(tick when you have the items)*

- ☐ Navy blue blazer with school logo
  - ☐ Navy blue trousers, tailored
  - ☐ Plain white shirt with collar
  - ☐ School tie
  - ☐ Plain navy blue skirt (knee length)
  - ☐ Plain black shoes that can be polished
  - ☐ Plain black or navy blue overcoat
  - ☐ Navy blue v-necked jumper with school logo (optional)
  - ☐ Plain navy blue Jilbab with school logo (optional)
  - ☐ Plain navy blue Hijab (optional)
  - ☐ School bag to hold an A4 book without being folded
- 
- × False, varnished or coloured nails are not permitted.
  - × Permanent or temporary tattoos (henna) are not permitted.
  - × Jewellery is not allowed, apart from one plain small stud in each ear and a wristwatch.
  - × Dyed hair, outlandish hairstyles or shaved patterns in hair are not allowed.
  - × Hats, hoods or scarves are not allowed inside the building.



## P.E. Kit

- ☐ Navy blue Brampton Manor polo shirt
- ☐ Navy blue Brampton Manor shorts
- ☐ Navy blue Brampton Manor tracksuit bottoms
- ☐ Navy blue football socks
- ☐ Brampton Manor fleece top
- ☐ Trainers

We recommend labelling all items with the students name in case any items get lost.

Examples of school uniform are shown below:



# Equipment

We encourage our students to be as independent as possible. For this reason, we allow them to take full responsibility of their equipment and belongings.

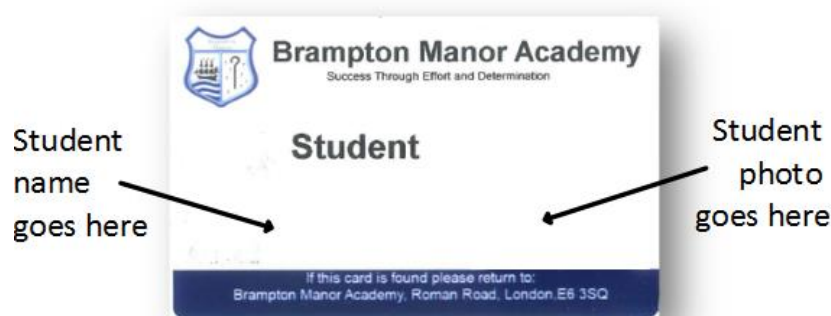
Students are expected to have

- ☐ A pencilcase
- ☐ Pens of all colours (black, blue, red, green)
- ☐ Pencils
- ☐ Pencil sharpener
- ☐ Rubber
- ☐ Ruler
- ☐ Highlighters
- ☐ Acomplete Maths set with protractor and compass
- ☐ The recommended scientific calculator (Casio FX85)

In addition to this, students must bring in their exercise books for the lessons of the way as well as their P.E. kit and trainers on days they have PE.

We will also provide our students with an ID card. This is an important piece of equipment as students will use it not only use it for identification purposes, but also use it to pay for their lunch and to print.

An example of an ID card is shown below:




Parents/carers will be set up with a ParentPay account which they will use to put money on lunch cards, pay for trips, food preparation lessons and more. Alternatively, students can use our cash top up machines in school to pay for lunch.

# The School Planner

At the beginning of each academic year, students are given a school planner. This will help them keep organised by inserting their timetable and help them keep track of homework and deadlines. There is also a section for weekly reflections as well as a parents/carers and tutor communicate box. Both parents/carers and form tutors are expected to sign the planner on a weekly basis.

An example of a page in the school planner is shown below:

Parent/tutor communication
Homework written clearly
Deadline written clearly




**Week Beginning 13th November 2017**  
**Parent Tutor Communication:**  
 When is homework club?

Subject	Independent Home Learning	Date Due	Done
English	Prepare for presentation by completing research on Gothic Literature.	Fri 24/11	
Maths	Complete Nymaths task on Fractions	Tues 21/11	✓
Science	Bio: Complete worksheet choose correct method to separate mixtures Che: Phy:	Mon 20/11	✓
Art Design & Technology	Complete portrait drawing using shading. You must use the full range of tones. This homework should take 30 mins	Fri 24/11	
Computing	Submit e-safety poster on google classroom.	Thur 23/11	
Drama	Listen to a piece of music and name the instrument playing melody/accompaniment	Thur 23/11	

Subject	Home Learning	Date Due	Done
Food Preparation			
French	Vocab sheet - Learn options section	Mon 20/11	✓
Geography			
History			
Music			
RS	Read over notes from lesson ready for test next lesson	Tues 21/11	

**REFLECTIONS ON PREVIOUS WEEK**

Subject	Targets this week	Achieved
RS	I need to make sure I watch the news as I didn't know about some of the stuff the teacher talked about in the lesson.	
Registration	Last week I was late going from biology to RS. I will ask my form teacher to help me with directions during form.	✓

Parent's/Guardian's signature: 
 Form Tutor's signature: 

Reflections on the previous week

Parent/tutor signature

# Homework

Homework provides our students with the opportunities to develop valuable independent learning skills.

The type of homework set will be varied and include:

- Questions to check understanding and consolidate learning
- Research-based activities
- Individual/group projects
- Students will receive one homework in each subject every week. Each homework is 30 minutes long

There is a lunchtime and an after-school homework club to help students with their homework.

To help meet deadlines and manage homework well at home, we advise students to make a home learning timetable. This outlines the subject homework the student will complete each day.

An example of a home learning timetable is shown below:

HOME LEARNING TIMETABLE		
MONDAY	TUESDAY	WEDNESDAY
English French Drama	Chemistry History Music	Maths Religious Studies Physical Education
THURSDAY	FRIDAY	SATURDAY/SUNDAY
Physics Geography Art, Design and Technology	Biology Computing Food Preparation	Catch up on missed work

Homework deadlines will be at least a week from the day they are set. This means the above timetable will cater for all deadlines. For example, if a student is set Maths homework on Monday which is due in the following Monday, then the student will complete that homework on the Wednesday in between the two Mondays. Students will also have sufficient time to ask teachers for help, in advance of the deadline, should they need it.

# Enrichment

At Brampton Manor Academy, we provide an environment where students can explore and learn not only the curriculum offered, but learn about themselves and develop a passion from a young age. We provide this through day trips, residential trips and after school extra-curricular clubs.

An example of the range of opportunities we offer is shown below:

**The Arts**

- Orchestra
- Vocal Group
- Music Technology
- School Musical
- Shakespeare Festival
- Drawing from Nature

**Creative**

- Origami
- Indian Cooking
- Set Design
- MAC club

**Sports**

- Basketball
- Climbing
- Netball
- Badminton
- Football
- Rugby
- Handball
- Softball
- Cricket
- Trampolining
- Table Tennis
- Rounders
- Fitness (mixed)
- Fitness (girls only)
- Ultimate Frisbee
- Athletics
- Boxercise
- Yoga
- Dance

**Science and Logic**

- Mastermind
- STEM Science
- STEM Computing
- Chess
- Memory Challenges
- Card tricks
- Electronics Club

**Media and English**

- Debate
- Creative writing
- Scripting writing
- Beauty blogging
- Lyric Writing
- Poetry
- Globetrotters

**Nature**

- Animal club
- Gardening

**Languages**

- Arabic for Beginners
- Foreign Music & Film Club
- Greek for Beginners
- Italian for Beginners

## Dates for your diary

Below is an outline of our term date and holidays.

### **Autumn Term**

Half Term 1: 2<sup>nd</sup> September – 23<sup>rd</sup> October 2020

Half Term Holiday: 26<sup>th</sup>– 30<sup>th</sup> October 2020

Half Term 2: 2<sup>nd</sup> November – 18<sup>th</sup> December 2020

Christmas Holiday: 21<sup>st</sup> December 2020 – 1<sup>st</sup> January 2021

### **Spring Term**

Half Term 3: 4<sup>th</sup> January – 12<sup>th</sup> February 2021

Half Term Holiday: 15<sup>th</sup>– 19<sup>th</sup> February 2021

Half Term 4: 22<sup>nd</sup> February – 2<sup>nd</sup> April 2021

Easter Holiday: 5<sup>th</sup> – 16<sup>th</sup> April 2021

### **Summer Term**

Half Term 5: 19<sup>th</sup> April – 28<sup>th</sup> May 2021

Half Term Holiday: 31<sup>st</sup> May – 4<sup>th</sup> June 2021

Half Term 6: 7<sup>th</sup> June – 16<sup>th</sup> July 2021

Summer Holiday: Commences on Monday 19<sup>th</sup> July 2021

## Frequently Asked Questions

### **Q: What happens if I'm late and the Boundary Lane gate is closed?**

A: The school gates are locked at 08:10am. If you arrive late and it's locked, you need to walk round to the Roman Road gate. There will be a member of staff there who will take a late register.

### **Q: What happens if I get lost around school?**

A: Don't worry, all staff and students are very friendly and will be more than happy to show you which way to go. Just make sure you have your timetable so you can tell them where you need to go.

### **Q: What happens if I lose my ID card?**

A: Lost or damaged ID cards will need to be replaced. You will need to ask your parents/carers to log into ParentPay and select the option for a replacement card. There will be a £5 charge.

### **Q: What do I do if I don't have money for lunch?**

A: We advise parents/carers to use ParentPay to top up lunch cards for the whole week, this means you do not need to worry about money on a daily basis. If you do not have money, you can use our telephone to call your parents/carers to top it up online, this usually comes through within minutes.

### **Q: Am I allowed to wear boots in winter?**

A: Boots are not allowed in the winter. The requirement is black and polished footwear. We recommend Kickers or any other footwear, suitable for all seasons.

### **Q: Can I bring my phone to school?**

A: We do not recommend you to bring your phone to school. Any phone which is seen or heard will be confiscated for the length of a term. If you do bring your phone to school, you do so at your own risk. The school will not take any responsibility for lost or damaged phones.

### **Q: Will my parents be informed if I get a detention?**

A: If you get a detention, it is your responsibility to use the school phone and inform your parents/carers during break or lunch time. The school will endeavour to call home, but may not always be able to do so.



# Are you ready?





# First Day of Term

The first day of term is **Tuesday 2<sup>nd</sup> September 2020**.

The first day starts at **9.20am** and finishes at **2:00pm**.

From Wednesday 3<sup>rd</sup> September onwards, you will need to be in school by **8:05am every day in order to be lined up in the playground by 8.10am. The Boundary Lane gate is locked at 8.10am.**

**School will finish for year 7 only at 2:00pm for the first two weeks.**

For the first day of school, you will need to bring the following items: *(tick when you have the items)*

- ☐ A strong school bag that can fit an A4 book in it
- ☐ A pencil case with pens, pencils, a ruler, a pencil sharpener, a rubber, a Maths set and a scientific calculator (Casio FX85)
- ☐ Lunch and a drink, or £2 to buy a lunch token for each day

To help you get organised, discuss the questions below with a parent/carer and write your answers underneath.

1. Is there a quiet place in my house where I can do my homework each evening? Where is that? What will I need to do to make it into a good learning environment?

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2. What time will I complete my homework each evening? What about at weekends?

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3. Which items will I need to ensure I have in my school bag the night before school?

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# Moving to Secondary School

To help you mentally prepare for the transition into secondary school, complete the following:

My name is: \_\_\_\_\_

My primary school is: \_\_\_\_\_

My new secondary school is: \_\_\_\_\_

Languages I can speak already: \_\_\_\_\_

Languages I can write already: \_\_\_\_\_

After-school clubs I would be interested in: \_\_\_\_\_

\_\_\_\_\_

The three things I'm most looking forward to about secondary school are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The three things I'm worried about when I think about going to secondary school are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I would describe myself as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Letter to Myself

You will be writing this letter before you start year 7. You will be addressing this letter to your future self and reading it at the end of year 7. Please keep this safe and give it to your form tutor in September.

You should think about the following questions when writing your letter:

- How do you feel about your first day in September?
- What are you most excited about in year 7?
- What are you most worried about in year 7?
- How will you overcome your worries?
- What advice do you give to yourself?

Date \_\_\_\_\_

Dear

[illegible]

From

# The School Map

To help you get around school, we have drawn up a map. You need to keep this safe, detach this map from this booklet and keep it in your school planner in September. This will help you get around at the beginning of year 7, where you will also be introduced to our one-way system.

