



## **Year 6 Transition Bulletin**

***(Week 4 – week beginning 10<sup>th</sup> May 2021)***

Dear Year 6 student,

I hope you are all well. Transition arrangements are really picking up pace now! I have sent requests to your Year 6 teachers to send me lots of positive information about yourselves. This information really helps us to start to get to know you and help plan for your arrival and to ensure we make the transition process as smooth as possible. Mrs. Jackson is also busy making appointments for Miss Donkin and myself to come and visit you over the coming weeks – we really cannot wait to meet you all. In the meantime, please think of many questions as you can to ask when we visit, we want to ensure you get the opportunity to have any questions or concerns you may have fully answered.

I have added another 2 tasks for you to have a go at. I have chosen these as they will help to answer some questions I have had from yourselves regarding your lessons, subjects and timetable. I hope you find it useful.

Best wishes

Mr Faulkner

Assistant Headteacher and Transition Leader

# Getting to know key staff

Each week I will provide you with a little more information about the key staff members who will support you through the process. Hopefully by reading these you will feel comfortable and supported as you approach transition to Royds Academy.



**Mr. Higgins**  
Headteacher



**Ms. Rose**  
Deputy Headteacher



**Ms. Simms**  
Deputy  
Headteacher



**Mr. Faulkner**  
Assistant  
Headteacher,  
Transition  
Coordinator



**Miss. Donkin**  
SENCO



**Mrs. Jackson**  
Transition  
Co-ordinator



**Mrs. Arnold**  
Family  
Support  
Officer



**Mr. Forrest**  
Medical and Welfare  
Officer



**Mrs. Bragan**  
Attendance  
Improvement  
Officer



**PC Roberts**  
Safer Schools Officer

# Mrs Jackson – Transition Co-ordinator



Hello year 6,

I am Mrs Jackson and I am the transition co-ordinator for year 6.

I have worked at Royds for 5 years and really enjoy my role. I previously worked for First direct for 22 years as a team leader in the Foreign department. I am based in the general office where you will find me every day. I answer the phone and deal with general office queries.

My main role is to deal with the admission side of your transition to secondary school. I make sure that all your details are up to date and input them on our computer system. I work closely with Mr Faulkner and the Year 7 team to make your move to Royds as easy as possible. I help co-ordinate the open evenings and transition evenings that you will hopefully attend and am on hand to assist with any questions you may have.

September will soon be here, and I am looking forward to meeting you all and helping you settle into your new school. If you have any queries, please contact me by email at [year6@roydsschool.org](mailto:year6@roydsschool.org).

# Miss Donkin – Special Educational Needs Co-ordinator (SENCo)



Hello Year 6,

I hope you are all well! I am Miss Donkin and I am the special educational needs co-ordinator at Royds and I have worked at Royds for almost four years – and I really enjoy working at Royds!

I have an office and classroom in South block (near the library) and I may be lucky enough to teach some of you during your time at Royds. I mainly teach English and Maths, but I have also taught a few other subjects over my career.

My main job at Royds is essentially to make sure that anybody that may find learning difficult for any reason at all, gets the support they need, to make sure they can do their absolute best and participate in all parts of school life. I will be visiting your primary schools and speak to your Year 6 teachers and meet you. I speak to all your Year 6 teachers to make sure we know anything your Primary School has been doing to help you during your time there, to try and make sure we can do similar things at Royds. We do this to try and make sure you are as happy as you can be at Royds and that you can grow up to be amazing adults.

I work with lots of different people in school, so you may also see me pop in and out of lessons and around school when you start at Royds. If you see me around school – please say hello!

I look forward to meeting you all and I hope you enjoy the tasks that are being sent out and hearing from the different staff at Royds.

Take care

Miss Donkin

# Getting to know you – Tasks 7 & 8

## Your Timetable

An example of a typical Y7 timetable can be found below.

	Period 1	Period 2	Break	Form	Period 3	Period 4a	Lunch	Period 4b	Period 5
	8.30-9.30	9.30-10.30	10.30 - 10.50	10.50- 11.10	11.10- 12.10	12.10- 12.40	12.40- 13.10	13.10- 13.40	13.40- 14.40
Monday	English RHO E7	Spanish DGL C10	Break	Tutor Time SAR W18	Values LBO E2	History SCA W17	Lunch	History SCA W17	Computing AHA C13
Tuesday	Science CRU N5	PE GFA East Block		Tutor Time SAR W18	Maths KHA N3	Music ECL P2		Music ECL P2	Drama RBI P3
Wednesday	History SCA W17	Science CRU N5		Tutor Time SAR W18	Geography STH W8	English JBL E9		English JBL E9	Maths KHA N3
Thursday	English JBL E9	Science CRU N5		Tutor Time SAR W18	Maths KHA N3	Geography STH W8		Geography STH W8	PE GFA East Block
Friday	Spanish DGL C10	Art AOW W15		Assembly SAR PA Hall	English JBL E9	Maths KHA N3		Maths KHA N3	Technolog Y LVA T2

- What lesson do you have at 13:40 on Thursday?.....
- What are the initials of your Geography teacher? .....
- How many minutes does each lesson last? .....
- How long is tutor time? .....
- How long is lunch and break combined? .....
- Which room is Maths in?.....
- How many times a week do you have the following:
  - Maths: .....
  - English: .....
  - History: .....
- Which days will you need your PE kit?.....
- Who are your two English teachers? .....
- Name all subjects in W block: .....

# Getting to know you – Tasks 7 & 8

## Equipment

At secondary school, you will be moving around to different classrooms for different lessons. You could be in 6 classrooms in one day. This means that you need to bring all the equipment you will require with you for the day. You need to ensure on your 2 PE days that you have a bag big enough to carry everything you need. Below are some items you will need to bring – can you identify them and add anything else?

