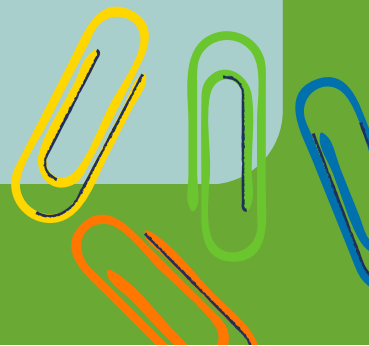




Enfield County School for Girls



YEAR 6 SEND TRANSITION BOOKLET 2023



Contents



- | | |
|----------------|-----------------------------|
| 01 - 08 | School Map |
| 09 | Important Adults |
| 10 | Packing My Bag |
| 11 | My Timetable |
| 12 | How Did Others Feel? |
| 13 | Quiet Spaces |
| 14 | Travelling To School |
| 15 | What If... |
| 16 | All About Me |

Enfield County School for Girls

Timings of the School Day: Rosemary Avenue

| | |
|---|--|
| STAFF ON SITE | 8:30am |
| REGISTRATION / ASSEMBLY/ FORM TIME | 8.40 - 9.00am |
| LESSON 1 | 9.00 - 10.00am |
| BREAK | 10.00 - 10.30am |
| LESSON 2 | 10.30 - 11.30am |
| LESSON 3 | 11.30 - 12.30pm |
| LUNCH | 12.30 - 1.20pm |
| LESSON 4 | 1.20 - 2.20pm |
| LESSON 5 | Y7 2.20 - 3.10pm Y8 2.20 - 3.15pm Y9 2.20 - 3.20pm |
| Every Thursday school finishes at 2.20pm for staff training | |



School starts at 8.35am when we line up ready for registration at 8.40am. It is a good idea to arrive at 8.20am so you have time to feel calm and prepared for the day ahead.



Main Entrance

This is our school's main entrance. When you arrive at school you will walk down this path to the playground ready for line up.



Playground



You will carry your bag and coat with you throughout the day - make sure everything is labelled with your name!



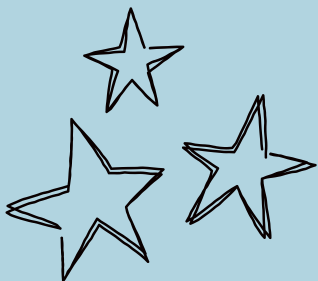
Reception

This is our reception area. This is where you can go if you need help and advice. You can also go to Reception for first aid if you feel unwell.

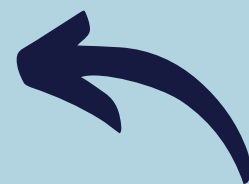


To the left of Reception you will find the stairs which lead to our other three floors of classrooms.

To the right of Reception is the corridor to the PAL office, dinner hall and the school playground.



Y7 Toilets



The Year 7 toilets are opposite Reception.



The corridor to the right of Reception leads to the canteen and dinner hall where you can have your lunch. Year 7s are first for lunch every day. You can have a hot meal, sandwiches or bring your own packed lunch.



Canteen and Dinner Hall

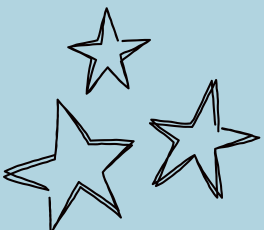


Corridor to the right of Reception

**PAL Office
Ms Delamere**

Ms Delamere is your Progress and Achievement Leader (Year 7 PAL).

Ms Delamere's office is at the end of this corridor on the right.





School Hall



Next to the dining hall is our school hall. This is where you will have assembly.



Gym



Next to the school hall is the gymnasium. The changing rooms are opposite the gym.



Exit to playground



Next to the changing rooms is the exit to the playground. You will have some PE lessons in the gym and some PE lessons outside. You will come to this playground every morning to line up with your tutor group before registration.



Main Playground ↗

This is another picture of our main playground taken from a different angle. The yellow arrow shows where you have your own separate Year 7 outside area. Only Year 7 students are allowed here.

Year 7 seating area. You can have your lunch here or just sit and relax.



Year 7 Playground



Year 7 Playground

This is the Year 7 outside area. The yellow arrow points to a green door. If you walk through this door you will be inside the school hall.

We also have a buddy bench.

This is somewhere to go if you'd like to talk with other kind students.

Buddy Bench



If you turn left at Reception you will walk along the ground floor corridor. One of these classrooms could be your new form room! Your tutor group (or form) is the group of students you register with every day. In Year 7 you will have most lessons taught as a tutor group.

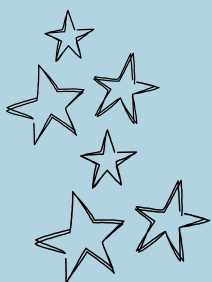


Room 6

Room 6 is a place where you can go for help with your work and for support in school. Our school library is also along this corridor.



Ground Floor Corridor



Ms McGinley



Ms Forbes

Ms McGinley and Ms Forbes' staffroom is along this corridor too.

We look forward to welcoming you to Room 6.





Art and Music Block

If you keep walking past Room 6 and out through the doors you will see the entrance to our Art and Music Block which is in a separate building.



Art Room

This is one of our art rooms. It is a wonderful place to get creative!



Music Room

This is our music room. You might like to join our school choir or learn a new instrument here.



Staircase

There are lots of new routines which we will show you in your first few weeks: where you line up, where your form room is, which stairs you go up or down, where the Year 7 toilets are and our routines for entering and leaving each classroom. There are lots of adults who will help you.



Computing Room



Science Classroom

Lots of your lessons will be in the same room or area but you will have specialist lessons such as Science, Computing, Music, Art and Textiles in specialist rooms. Lessons can be on the ground floor, first, second or third floor.



Adults To Help You



Ms O'Brien
Deputy Headteacher



Ms Scott
Designated Safeguarding Lead



Ms Delamere

Progress and Achievement Leader
Year 7 PAL

Ms Delamere is your year leader. You will see her at line-up every day and she will be based in the PALs office. Your subject teachers will help you with your school work. In September you will also meet your Form Tutor.



Ms McGinley
SENDCo



Ms Forbes
SEND Admin Assistant



What do I bring in my school bag?



- Every day you will need a reading book, exercise books for your lessons, planner and a pencil case.
- In your pencil case bring a pen and a spare pen, pencil, ruler, sharpener, rubber and a calculator.
- You will be given a timetable in September. Check your timetable each evening so you know which books you will need for the next day's lessons and whether you need your PE kit that day.
- You can also check your timetable to make sure you've completed homework that is due to be handed in.
- If you find the timetable difficult to follow we can make you a nice "dual coded" timetable!
- You will be given a school planner in September. Your planner is a school diary where you can write down your homework and important information.
- It is not always as easy to get water during the school day as it is at primary school so you could bring a water bottle with you.
- Check the bottle doesn't leak and keep it upright or in a plastic bag to protect your books and homework.
- Bring a packed lunch if you're not using the canteen.
- Bring an oyster card if needed.
- You will need a sensible bag to carry everything in.

You could use this space to write or draw a shopping list of anything you don't have yet.

Try and prepare your bag each evening because you're more likely to forget things if you're rushing around in the morning.

How will I know where to go?

In September you will be given a planner (school diary) and a timetable that tells you where you need to be for each lesson. Your timetable will have the name of the lesson, the subject teacher and the room you need to be in.

The teacher's initials are used on your timetable but you can ask your Form Tutor to explain who your teachers are.



Week A

| | AMon | ATue | AWed | AThu | AFri |
|---|--------------------------|-------------------------|----------------------------|------------------------------|----------------------------|
| 1 | Sc R27 Mrs M Pereira | Ma R4 Mrs M Naidoo | Hi R5 Miss M Said | En RAST Miss G-C Mouloung | Sc R27 Ms V Khadjeh |
| 2 | Ar R30 Ms K Abbott | Fr R5 Ms M Poncelet | Pe RGY Miss S J Evans | Pe RGY Mrs K Wilce | Gg R4 Miss L Maligi |
| 3 | Cm R23 Mr B Qamar | Sc R27 Ms A F Naveed | Mu RMU Ms C Harper | Fr R3 Ms M Poncelet | Ma R4 Mrs M Naidoo |
| 4 | Rs R5 Miss L L Hart | Tx R22 Mrs A Cole | En R5 Miss G-C Mouloung | En R5 Miss G-C Mouloung | En R5 Miss G-C Mouloung |
| 5 | Fr R5 Mrs L Neocleous | Tx R22 Mrs A Cole | Ma R11 Mrs M Naidoo | | Pd R5 Mrs M Naidoo |

Week B

| | BMon | BTue | BWed | BThu | BFri |
|---|-------------------------|-------------------------|----------------------------|----------------------------|----------------------------|
| 1 | Sc R27 Mrs M Pereira | Ma R4 Mrs M Naidoo | Hi R5 Miss M Said | Ma R11 Mrs M Naidoo | Sc R27 Ms V Khadjeh |
| 2 | Ar R30 Ms K Abbott | Fr R5 Ms M Poncelet | Pe RGY Miss S J Evans | Pe RGY Mrs K Wilce | Gg R4 Miss L Maligi |
| 3 | Cm R23 Mr B Qamar | Sc R27 Ms A F Naveed | Mu RMU Ms C Harper | Fr R3 Ms M Poncelet | Ma R4 Mrs M Naidoo |
| 4 | Rs R5 Miss L L Hart | Tx R22 Mrs A Cole | En R5 Miss G-C Mouloung | En R5 Miss G-C Mouloung | En R5 Miss G-C Mouloung |
| 5 | Fr R5 Mr G Luzet | Tx R22 Mrs A Cole | Ma R11 Mrs M Naidoo | | Pd R5 Mrs A Cole |

School finishes at 2.20pm

Subject

Teacher

Room

All students finish at 2.20pm on Thursdays



- If this was your timetable on which day would you need to bring your PE kit?
- Which teacher would you have for Textiles (Tx)?
- Which room number would you go to p3 on Monday?

How did other people feel?

A lot of your worries are probably similar to those that others had when they moved up to secondary school.

Read some of the comments from our current secondary school students below:



I was worried about getting lost but the school wasn't as big as I had thought and there were lots of people to help me.

I was worried the teachers would be scary and shout a lot but they were friendly and helpful just like my primary teachers.

I was worried about the new lessons that I hadn't done before but I love them now! There are different sport options for PE. Also, Design and Technology, Music and Art are all better than in primary school!

I was worried about getting to lessons on time but there were lots of students willing to help. They were really friendly and pointed us in the right direction if we got lost.

I was worried about how much work and homework there would be and that I wouldn't understand it. I didn't need to worry; the work was linked to what we already knew so it wasn't much harder than primary.

I was worried about not making friends but now I have new friends as well as my friends from primary school. You spend lots of time together in lessons and form time so there are lots of chances to get to know people.

I was worried about other students being unkind but in the few first weeks at school we learned about who we could talk to if we saw any unkindness in school. I felt safe knowing that my teachers were there to speak to if I had any worries.





If you need a quiet space you can go to Room 6 at break and lunchtime.

We also have a library and would recommend joining gardening club or other lunchtime clubs as a way of meeting new friends.



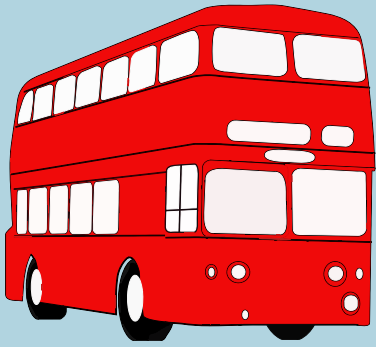
Phones are NOT allowed:

“Out of sight. Out of sound”.

Your teachers will explain how we use MS Teams for online work.



Travelling to Secondary School



Please ask your parents and carers **NOT** to drop you off at Rosemary Avenue as it gets very busy. The bus stops for the W8 and 191 are a 3 minute walk away. Enfield Town is a 15 minute walk away if you come by train but you can always take a **W8 bus from the train station to school.**

When you start secondary school you might need to travel to school without an adult for the first time. The first time you make a journey on your own can be a little scary.

It's a good idea to practise your route before your first day.

Before September you could practise your journey to school with family or friends who can help you if you get stuck. If this isn't possible you could look at a map and plan the best route from your home to school: look up the bus timetable and find out where your closest bus stop is. Plan when will you need to leave home to catch the bus that will get you to school on time.

If you wish, you could use the space below to draw a map of your route or write down any bus details that you will need.

Who Can I Speak To If...



| | |
|--|--|
| What if I'm late for school? | Your parent/carer will need to call the office. When you arrive at school our receptionist will help you to sign in. |
| What if I forget to hand in my homework? | You can speak with your subject teacher. Always try and speak with teachers as soon as possible if there's a problem with your schoolwork. |
| What if I can't find my way to my lesson? | You can ask adult – we will all love to help show you around our school. |
| What if I need help in class? | You can speak with your subject teacher or with a Teaching Assistant (TA) in the classroom. |
| What if I feel unwell? | Tell your form tutor if you feel unwell in the morning. You can tell your subject teacher if you feel unwell in class. |
| What if I do not understand the lesson? | Speak with your subject teacher first of all. You can also speak with your PAL. |
| What if I do not understand my homework? | Tell your subject teacher. The TAs in homework club and staff in Room 6 will be more than happy to help you too. |
| What if I find assembly too noisy and busy? | You can speak with your form tutor, your PAL, Ms McGinley or Ms Forbes. |
| What if I find the dinner hall too crowded and noisy? | You can speak with your form tutor, your PAL, Ms McGinley or Ms Forbes. |
| What if other students are unkind to me? | You can speak with your form tutor, your PAL or any adult. Ms Scott is our safeguarding teacher who can also help you. |
| What if I feel sad or worried? | You can speak with your form tutor, your PAL, Ms Scott or any adult. |
| What if I have problems at school? | You can speak with your form tutor, your PAL, Ms Scott or any adult. |



The aim of this document is to support your child with their transition to Enfield County School for Girls by offering an overview of our school systems and structures, as a supplement to our 'Year 6 Transition Booklet'.

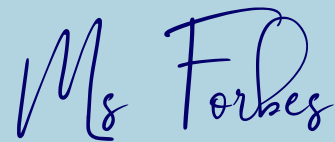
If there is any further information you require please do not hesitate to contact our SEND department.

sendco@enfieldcs.enfield.sch.uk

020 8363 9934



Ms McGinley: SENDCo



Ms Forbes: SEND Admin Assistant



Onward Ever