



**Sheffield Springs Academy**  
The best in everyone™  
Part of United Learning

# Early Risers Programme

July 2021

**To have a well-established programme designed to support the transition from primary school into secondary school. To work closely with our ‘feeder’ primary schools to ensure that Year 6 pupils are well-prepared for the challenges and opportunities presented by secondary education. We want to make them confident, intrigued and excited to be involved in the culture of the Academy.**

## Early Risers Programme

### Monday 5th July 2021 to Friday 16<sup>th</sup> July 2021

Day / Date	Activities
Tuesday 22 <sup>nd</sup> June	<p><b>The Academy will hold a Welcome Evening for parents at 4.30pm until 6.30pm. It will take place in the Main Hall where parents can meet form tutors, Head of Year and Senior Leaders within the Academy.</b></p> <p>This is an opportunity for parents to:</p> <ul style="list-style-type: none"> <li>• Discuss how their child will settle in</li> <li>• View uniform for September and receive information about the supplier</li> <li>• Receive information about our exciting Summer School</li> <li>• Discuss any concerns or missing information from the transition process</li> <li>• Introduction to the school systems e.g.; behaviour policy, rewards policy, school day, uniform policy etc.</li> </ul>
<b>Week 1</b>	
Monday 5th July	<p>First day of the 'Early Risers' programme.</p> <ul style="list-style-type: none"> <li>• 8.30am to 8.40am Students arrive at the student entrance and are directed to the Main Hall.</li> <li>• 8.40am to 9.10am Welcome Assembly (Led by Mr Shipman, Headteacher and Miss Finlay, Head of Year 7)</li> <li>• Students to be organised into their form groups.</li> </ul> <p>Period 1 , 2 5 and 6 - Students will be settled into their form room and will enjoy a variety of activities including:</p> <ul style="list-style-type: none"> <li>• A tour of the Academy where they can test out their map reading skills</li> <li>• How to understand their timetable</li> <li>• A treasure hunt</li> <li>• A 'Who's who?' activity where they will learn about key members of staff, what they look like and where they can be found.</li> <li>• Guide to the Academy – Competition</li> </ul> <p>Period 3 and 4 – Pupils will be in lesson and directed to the lesson by their form buddy.</p> <p>Students will have their photograph taken for use on the Academy database.</p> <p><b>Each day Early Riser students will</b></p> <ul style="list-style-type: none"> <li>• <b>Have a morning break from 10.40am to 11.20am.</b></li> <li>• <b>Have a lunch break from 12.40pm to 1.20pm</b></li> <li>• <b>Leave for the day at the end of Period 6 at 2.50pm</b></li> <li>• <b>Break and Lunch on day one will be provided by the Academy</b></li> </ul>
Tuesday 6 <sup>th</sup> July	<p><b>All pupils to meet in the Main hall</b></p> <ul style="list-style-type: none"> <li>• 8.40am to 9.15am Assembly - The topic today is 'Standards and expectations' with Mr Cliffe – Associate Senior Leader: Behaviour.</li> </ul> <p>Period 1 onwards: Students will follow their new timetable.</p>

	<p>Pupils will complete Midyas testing in from groups throughout the day. This data along with data provided by primary schools will be used to place pupils in appropriate classes. Reading tests will take place to assess reading ages, and pupils will be placed in form groups according to this data.</p>
<p>Wednesday 7<sup>th</sup> July</p>	<p><b>All pupils to meet in the Main hall</b></p> <ul style="list-style-type: none"> <li>8.40am to 9.15am Assembly topic today is 'Safeguarding' Mr Squillino – Safeguarding and Miss Covell – Medical Officer</li> </ul> <p>Period 1 – Students will follow their new timetable</p>
<p>Thursday 8<sup>th</sup> July</p>	<p><b>All pupils to meet in the Main hall</b></p> <ul style="list-style-type: none"> <li>8.40am to 9.15am Assembly topic today is 'Progress' with Mrs Cartledge – Associate Principal</li> </ul> <p>Period 1 - Students will follow their new timetable.</p>
<p>Friday 9<sup>th</sup> July</p> <p>ACE DAY</p>	<p><b>All pupils to meet in the Main hall</b></p> <ul style="list-style-type: none"> <li>8.40am to 9.15am Assembly topic today is 'Aspiration and Opportunity' delivered by Mr Howard, Associate Senior Leader Pupil Experience and Transition</li> </ul> <p>Period 1 onwards – Pupils will follow an alternative timetable focused on PSHE topics. Introduction to careers at school and various topics.</p>
<p><b>Week 2</b></p>	
<p>Monday 12<sup>th</sup> July</p>	<ul style="list-style-type: none"> <li>8.40am Students to arrive at the student entrance and be directed to the Main Hall by Form Tutors</li> <li>8.40am to 9.15am Assembly topic today is 'Pride in my work' with Mrs Hall – Deputy Head</li> </ul> <p>Students will follow their timetable for all other periods.</p> <p>Inter Form Football Competition (IFFC) will take place at lunch time. Multi sports activities on the yard.</p>
<p>Tuesday 13<sup>th</sup> July</p> <p><b>Literacy Day</b></p>	<ul style="list-style-type: none"> <li>Students will make their way directly to their Form Room for registration then onto the hall.</li> <li>An assembly will take place introducing the literacy day with Miss Binns.</li> </ul> <p>A Literacy day for Early Riser students will take place and will include lots of fun library activities and a performance in the quad.</p> <p>Multi sports activities on the yard.</p>
<p>Wednesday 14<sup>th</sup> July</p>	<ul style="list-style-type: none"> <li>Students will make their way directly to their Form Room for registration.</li> </ul>

<b>Early Risers Achievement Assembly</b>	<p>Students will follow their timetable for periods 1 to 4</p> <ul style="list-style-type: none"> <li>At 2.15pm an achievement assembly will take place in the main hall.</li> </ul> <p>All parents are welcome to attend; we would love to share information about your child's first weeks with us. Parents to arrive at the academy main entrance between 2.00pm and 2.10pm for a 2.15pm start.</p>
<p>Thursday 15<sup>th</sup> July</p> <b>Sports Day</b>	<ul style="list-style-type: none"> <li>Students will make their way directly to their Form Room for registration then onto the Sports Hall.</li> </ul> <p>A sports day will take place for Y7 student's periods 1 -3. Pupils will be in normal lessons p4, p5 and p6.</p> <p>Inter Form Football Competition (IFFC) – Semi Finals will take place at lunch time. Multi sports activities on the yard.</p>
<p>Friday 16<sup>th</sup> July</p>	<ul style="list-style-type: none"> <li>Students will make their way directly to their Form Room for registration.</li> </ul> <p>Students will follow their timetable for periods 1 to 5 today.</p> <p>Pupils will be with form tutors P5 and P6.</p>

## Y7 Curriculum

**English – 5 hours**

**Maths – 5 hours**

**Science – 4 hours**

**Geography – 2 hours**

**History – 2 hours**

**French – 2 hours**

**Music – 1 hour**

**P.E. – 1 hour**

**R.E. – 1 hour**

**Art – 1 hour**

**Catering – 1 Hour**

**Form time – 30 minutes a day focusing on PSHE, careers and Literacy.**

## TWO WEEKS AT A GLANCE

Week 1								
Period	Tutorial	1	2	3	4	Lunch	5	6
<b>Monday 5<sup>th</sup> July</b>	Assembly	Form tutors / HOY activities	Form tutors / HOY activities	Form tutors / HOY activities		Tennis Courts	Form tutors / HOY activities	Form tutors / HOY activities
<b>Tuesday 6<sup>th</sup> July</b>	Assembly	photo Normal Timetable	photo Normal Timetable	photo Normal Timetable	photo Normal Timetable	Tennis Courts	photo Normal Timetable	photo Normal Timetable
<b>Wednesday 7<sup>th</sup> July</b>	Assembly	Normal Timetable	Normal Timetable	Normal Timetable	Normal Timetable	Tennis Courts	Normal Timetable	Normal Timetable
<b>Thursday 8<sup>th</sup> July</b>	Assembly	Normal Timetable	Normal Timetable	Normal Timetable	Normal Timetable	Tennis Courts	Normal Timetable	Normal Timetable
<b>Friday 9<sup>th</sup> July</b>	Assembly	Normal Timetable	Normal Timetable	Normal Timetable	Normal Timetable	Tennis Courts	Normal Timetable	Normal Timetable
Week 2								
<b>Monday 12<sup>th</sup> July</b>	Assembly	Normal Timetable	Normal Timetable	Normal Timetable	Normal Timetable	Yard IF Football Comp	Normal Timetable	Normal Timetable
<b>Tuesday 13<sup>th</sup> July</b> <b>Literacy day</b>	Tutor Literacy Catch up	Literacy Day	Literacy Day	Literacy Day	Literacy Day	Yard IF Football Comp	Literacy Day	Literacy Day
<b>Wednesday 14<sup>th</sup> July</b> <b>Early Risers Achievement Assembly</b>	Tutor Literacy Catch up	Normal Timetable	Normal Timetable	Normal Timetable	Normal Timetable	Yard IF Football Comp	Early Risers Achievement Assembly with parents	Early Risers Achievement Assembly with parents
<b>Thursday 15<sup>th</sup> July</b> <b>Sports Day</b>	Tutor Literacy Catch up	Sports Day	Sports Day	Sports Day	Normal Timetable	Yard IF Football Comp	Normal Timetable	Normal Timetable
<b>Friday 16<sup>th</sup> July</b>	Tutor Literacy Catch up	Normal Timetable	Normal Timetable	Normal Timetable	Normal Timetable	Yard IF Football Comp	Form Tutor	Form Tutor

## Welcome Evening

All parents of Early Riser students are invited to attend the **Welcome Evening on Tuesday 22<sup>nd</sup> June 2021 at 4.30pm to 6.30pm start off in the Main Hall and allocated rooms.** Parents will have the opportunity to discuss settling in issues with key staff and will include information on;

- Senior Leaders, Heads of Year and Form Tutors.
- Uniform and PE kit
- Scopay (online parent payment system for school meals and trips)
- Return contact and medical forms ready for when your child starts with us on the 5<sup>th</sup> July 2021

## Senior Leadership Team

Each member of Sheffield Springs Academy Senior Leadership Team is assigned to a Primary School:

Senior Leader	Role	Linked to Primary School
Mr Shipman	Headteacher	Arbourthorne
Mrs Cartledge	Deputy Headteacher	Norfolk Park
Mr Cliffe	Assistant Headteacher: Behaviour and Safety	Manor Lodge
Mrs Sleaford	Assistant Headteacher: Teaching and Learning	Prince Edward
Mr Howard	Assistant Headteacher: Pupil Experience	Gleadless
Mrs Hall	Deputy Headteacher	Bankwood

Please don't hesitate to contact Mrs Wilson (PA to Mr Shipman), Miss Firth (Head of Year 7) or Mr Howard (Associate Senior Leader – Pupil Experience and Transition) at Sheffield Springs Academy.

## Welcome Evening

### Sheffield Springs Academy Year 6 Parents Welcome evening 2021

Tuesday 22<sup>nd</sup> June 2021

Time	Group 1	Group 2	Group 3	Group 4	Group 5
16:15 – 16:30	Parents arrive and register. <b>(CHO and DFI to register)</b> Colour tickets given to denote group. Refreshments served. All parents to the hall for 16:30 for MSH welcome.				
16:30 – 16:45 – MSH	Welcome from the Headteacher in the Hall. Gold tie ambassador to 'model' full Academy uniform. Ambassador student assigned to each HOY.				
	<b>CC-B23</b> Communication and Reporting	<b>SCL- B34</b> Behaviour Standards and Expectations and uniform	<b>VHA – B3</b> Lessons and expectations	<b>CHO – B8</b> The Early Riser Plan and timetable	<b>DFI – Group Tour</b> HOY and Ambassador Students
16:45 – 17:00	<b>Orange Group</b>  2 Ambassadors	<b>Green Group</b>  2 Ambassadors	<b>Blue Group</b>  2 Ambassadors	<b>Yellow Group</b>  2 Ambassadors	<b>Purple Group</b>  2 Ambassadors
17:00 – 17:15	<b>Purple Group</b>  2 Ambassadors	<b>Orange Group</b>  2 Ambassadors	<b>Green Group</b>  2 Ambassadors	<b>Blue Group</b>  2 Ambassadors	<b>Yellow Group</b>  2 Ambassadors
17:15 – 17:30	<b>Yellow Group</b>  2 Ambassadors	<b>Purple Group</b>  2 Ambassadors	<b>Orange Group</b>  2 Ambassadors	<b>Green Group</b>  2 Ambassadors	<b>Blue Group</b>  2 Ambassadors
17:30 – 17:45	<b>Blue Group</b>  2 Ambassadors	<b>Yellow Group</b>  2 Ambassadors	<b>Purple Group</b>  2 Ambassadors	<b>Orange Group</b>  2 Ambassadors	<b>Green Group</b>  2 Ambassadors
17.45 – 18.00	<b>Green Group</b>  2 Ambassadors	<b>Blue Group</b>  2 Ambassadors	<b>Yellow Group</b>  2 Ambassadors	<b>Purple Group</b>  2 Ambassadors	<b>Orange Group</b>  2 Ambassadors
18:00 – 18:30	Q&A and refreshments <b>(All staff present: Canteen)</b>				

- 2 ambassadors per group and 3 ambassadors serving refreshments.
- Refreshments will be served by the hall.
- Staff will be responsible for time keeping in the sessions. Ambassadors will guide parents to each session. Staff supporting the corridors and change over:
- Presentations to be kept at 10 minutes long with 5 minutes Q&A at the end of each presentation.
- Pinders will be positioned by the hall to answer any questions.

## Assembly Rota

<b>Monday 5<sup>th</sup> July</b>	<b>Welcome – Mr Shipman</b>
<b>Tuesday 6<sup>th</sup> July</b>	<b>Standards and Expectations – Mr Cliffe</b>
<b>Wednesday 7<sup>th</sup> July</b>	<b>Safeguarding – Mr Squallino and Mrs Covell and Anti Bullying Ambassadors.</b>
<b>Thursday 8<sup>th</sup> July</b>	<b>Progress and aspiration – Mrs Cartledge</b>
<b>Friday 9<sup>th</sup> July</b>	<b>Springs Promise and Springs Challenge – Mr Howard</b>
<b>Monday 10<sup>th</sup> July</b>	<b>Pride in my Work – Mrs Hall</b>

Assemblies will start at 8.50 and last 20 minutes. Classes will leave the hall at 9.15am to miss the rush. Forms will be collected from the hall by their teacher for that lesson. First week only. Forms will sit in set areas every day in the hall so that form tutors can register forms with ease. Forms will sit in the following rows:

	<b>O</b>	
<b>7 Fuji</b>	<b>N</b>	<b>7 Meersbrook Everest</b>
	<b>M</b>	
	<b>L</b>	
	<b>K</b>	
<b>7 Snowden</b>	<b>J</b>	<b>7 Washington</b>
	<b>I</b>	
	<b>H</b>	
	<b>G</b>	
<b>7 Olympus</b>	<b>F</b>	<b>7 Vesuvius</b>
	<b>E</b>	
	<b>D</b>	
	<b>C</b>	
<b>7 Kilimanjaro</b>	<b>B</b>	<b>7 Matterhorn</b>
	<b>A</b>	

Registers will be taken by form tutors from 8.35 – 8.50. This will be double checked in the first week by the member of SLT delivering the session. The registers will be collected by attendance and taken to be recorded on the system and marks sent to primary schools.

Miss Finlay will be on hand during the registers speaking to students. Miss Finlay will introduce each assembly and then hand it over to the assembly lead.



## First Day Plan

**Assembly** – All pupils will enter the hall and be seated. Mr Shipman will lead a brief introduction to the school. After assembly Mr Howard will call out pupil names and they will come down in form groups. Each form group will wait down the side of the stadium seating and that class will be double checked by Mrs Cartledge. The form tutor will then take their class to their Form Room.

**Period 1** - Break the ice/ introductions. Form tutors and pupils will introduce themselves to each other and find out interesting facts about one another.

### Key information

**Period 2** – Tour of the school and time capsule activity. Focus on Aspirations.

**Break** – Pupils will be lead to the tennis courts by the class teacher. Here they will have a break time. A range of activities will be provided for them to enjoy. At the end of break they will line up in their form groups.

**Period 3 + 4** – Experience a lesson. Pupils will be on C floor for a humanities lesson. Lessons will be following AP1 lesson structures. Form box of books will be in each class room dropped off by the form tutor during break time. Pupils expected to work to a high standard.

**Lunch** – Pupils will go to lunch at 12.40pm and will be provided with a free lunch. Teachers from P4 will take their class down to lunch and line them up outside in the quad. After pupils have finished lunch they are to make their way to the tennis courts. At the end of lunch they are to line up in their assigned lines ready for P5 teachers.

**Period 5 & 6** – Form time. Pupils will discuss their first day and complete an extended piece of writing in their books.

## Sports Day

Form Group	Tutorial	P1	P2	P3	P4
7???	Form room then to PE ready for P1	Football 3G	Tennis MUGA	Athletics Bottom field	Rounders Top Field
7???	Form room then to PE ready for P1	Football 3G	Tennis MUGA	Athletics Bottom field	Rounders Top Field
7???	Form room then to PE ready for P1	Basketball Sports Hall	Football 3G	Tennis MUGA	Athletics Bottom field
7???	Form room then to PE ready for P1	Basketball Sports Hall	Football 3G	Tennis MUGA	Athletics Bottom field
7???	Form room then to PE ready for P1	Rounders Top Field	Athletics Bottom field	Football 3G	Tennis MUGA
7???	Form room then to PE ready for P1	Rounders Top Field	Athletics Bottom field	Football 3G	Tennis MUGA
7???	Form room then to PE ready for P1	Athletics Bottom field	Rounders Top Field	Basketball Sports Hall	Football 3G
7???	Form room then to PE ready for P1	Athletics Bottom field	Rounders Top Field	Basketball Sports Hall	Football 3G

### Instructions for teaching staff

Please can all teachers come down to PE promptly. You will be deployed amongst the groups though students are competing in a form competition so will not be in their teaching group. Please look at the programme below. Football will be on the 3G, Tennis on the MUGA, Rounders on the top field, athletics on the bottom field and basketball on the bottom field. We will require two members of staff on each activity, how you deploy to each area is up to you. On arrival in PE please can you divide yourselves up to each area and assist with students.

### Football

Form groups split into 3 teams.

7v7 with substitutes. (Adapt with numbers). 3 games 10 minutes one way.

3pts for a win – 1pt for draw

Bonus points can be awarded for effort, great play and good sportsman ship.

### Tennis

Singles or doubles dependent on space and number of courts. Students play timed 5 minute games with single points (rather than 15-30 etc). 3 points for win, 2 for draw 1 for loss. Rotate players as time allows.

### **Basketball**

Each form split into 4 teams  
5v5 on court subs sat on bench  
4x 8 minute games  
3pts for a win, 2pts for a draw and 1pt for a loss.

### **Rounders**

Forms split into 3 teams.  
8 good balls per team  
Half scored for forward hit and second base achieved  
Rounders added up over 3 matches to find the winner.

### **Athletics**

Girls – Field – Track  
Boys – Track – Field 100m – 200m – ball throw – standing long jump – 4x50m relay  
4 athletes per form scoring 1 – 8 pts. Lowest score wins the day. If a form does not field 4 athletes for a race or event 9pts are awarded for each competitor missing.

## Literacy Day

### Early Risers Literacy Day Proposal: Tuesday 13<sup>th</sup> July

Students to be kept in form groups/rooms p1-4 with form tutor plus one member of the English department. Each group covers the same content but for a different Shakespeare play:

P1: Introduction to Shakespeare and introduction to group specific play

*Share prior-existing knowledge and lay foundations for the day. Activities completed around background, history and context of Shakespeare's work. Students are given a synopsis of the play to be studied for the rest of the day. Activities completed around plot and character. Videos and discussion activities included.*

P2: Scene Analysis

*Students are given more thorough knowledge of the scene to be focussed on for the rest of the day. The events of the scene discussed and the language of the scene deciphered (depending on the ability of the group, the rest of the day could be based on the actual Shakespearean dialogue or a modern translation). Several different performances of the scene are watched and the choices made by the directors. Task introduced to the group: to prepare and perform their own staging of that scene from a Shakespeare play.*

P3: Scene Preparation

*Group broken into smaller groups where students write and direct their own performance of that scene. Students directed to think about dialogue, manner of speaking, facial expression, entrances/exits, props, costume etc.*

P4: Group Performance

*Some/All of this lesson to be used to draw groups back together depending on size of the form. Each group performs their staging to the rest of their form. As a group, discuss strengths and actions to each performance (perhaps a feedback sheet to complete?) then as a form vote for our best group which will make it through to the year heat this afternoon.*

P5: Year Competition

*All forms assembled in the quad (if nice) or hall if not. The winning group from each form performs their scene to the year and receives a prize. Overall winning scene chosen? Recordings made/Photographs taken – permission?*

Plays to be covered:

- Macbeth – Witches meet Macbeth and Banquo
- Romeo and Juliet – the street fight
- Tempest –
- Hamlet – the poisoning of Hamlet
- A Midsummer Night's Dream – Puck corrects his mistake with the young couples
- Much Ado About Nothing –

## Celebration Assembly

Planning for the celebration assembly will be completed in the week of the assembly. Pupils will celebrate their work and learning as part of the assembly. Awards will be handed out to every pupil at some point during the assembly from individual awards to whole class ones.

At 2.15pm an achievement assembly will take place in the main hall.

All parents are welcome to attend; on display will be pupils work from all subjects and information to share about their pupils first weeks with us. Parents to arrive at the academy main entrance between 2.00pm and 2.10pm for a 2.15pm start. Teachers from feeder schools to be invited to see the transition process complete.

- Rewards
- Invitations
- Balloons
- Certificates
- Pins
- Pens
- Prizes
- Blow up of pupils work around the hall on display
- Pupil pictures
- Form tutor comments and awards
- Subject teachers comments and awards
- Sports day presentations
- Enterprise day presentations
- Creative writing presentation
- Shakespeare play
- Art from Miss Finlay
- Head of year awards

## Form Groups

Form groups will be organised in the final week before early risers. Data collected from the transition visits will be used to organise these form groups.

### Staff involved

Christopher Howard: Transition  
Danielle Finlay: Head of Year 7  
Grace Benson: SENCO  
Vicky Everall: Safeguarding  
Jenna Finnie: Data Manager  
Rachael Blackband: Literacy co-ordinator

## Form Profiles

Form profiles will be created from the student feedback sheets received from feeder schools. A piece of best work will also be provided for form tutors to monitor standards and to ensure the high standards from primary school are continued into secondary school.

These form profiles will support form tutors in building relationships and form the foundation of a success relationship.

## Form Buddies

This year each form group will have two student ambassadors assigned to them. This is to help with settling in of the early risers pupils. The form buddies will get to know their form groups and keep an eye out for them during the school day. Early risers will be able to go to their form buddie if they have a problem or need support.

Form buddies will be in form groups every morning for the early risers programme and the first week of September. After that form buddies will be in form every Wednesday to offer support throughout the remainder of the year.

## Work Experience for Leavers

Raising aspirations of our pupils at Sheffield Springs Academy is a focus we take to heart so that our pupils can give back to the surrounding community. This year we are introducing a giving back experience scheme. We have offered year 11 pupils work experience to help support them in the futures but also to support our early risers programme. We offer these opportunities to give students an insight into what work is like and what they need to be successful in the workplace. Pupils chosen have expressed an interest in working with children through college applications and previous work experience.

### The benefits

- Learn what they like (and don't like)
- Learn how things work in the workplace
- Develop skills they'll need at work
- Have something to talk about on a CV, application form or at interview
- Make them stand out
- Meet people who could help them in future

### Pupils selected for the Early Risers Giving Back Scheme:



## Protocol for Attendance and Registers

### Week 1

All pupils will meet in the main hall. Pupils will sit in their form groups and be registered by their form tutor. Each form will be registered again by a member of SLT who will be in the hall supporting the assemblies. Only when a form list has been double checked will it be taken away by attendance who will mark the attendances on the system. A copy of the marks will be sent to each primary school by 10am via e-mail with a password protected document. Primary schools will receive the password to their registers in the week prior to Early Risers.

Members of SLT will sweep the floors to ensure that all year 7 pupils are in the hall by 8.40am.

Pupils that are late to school will need to enter the front school entrance. Any marks that are recorded as late will need to be take straight through to attendance to change our marks on our system but at the same time e-mail the relevant Primary school and inform them via e-mail. Pupils will need to be given a late slip so that form tutors and SLT know that they have been recorded on our system as being present.

### Week 2

All pupils will make their way to their form rooms. Form tutors will register their form on a paper register. A member of SLT will also take a paper register around in the morning and visit each and complete a register. They will then match up the two sheets and sign off if correct. The form tutor will then record the marks onto the school system and the SLT paper register will be dropped off at attendance.

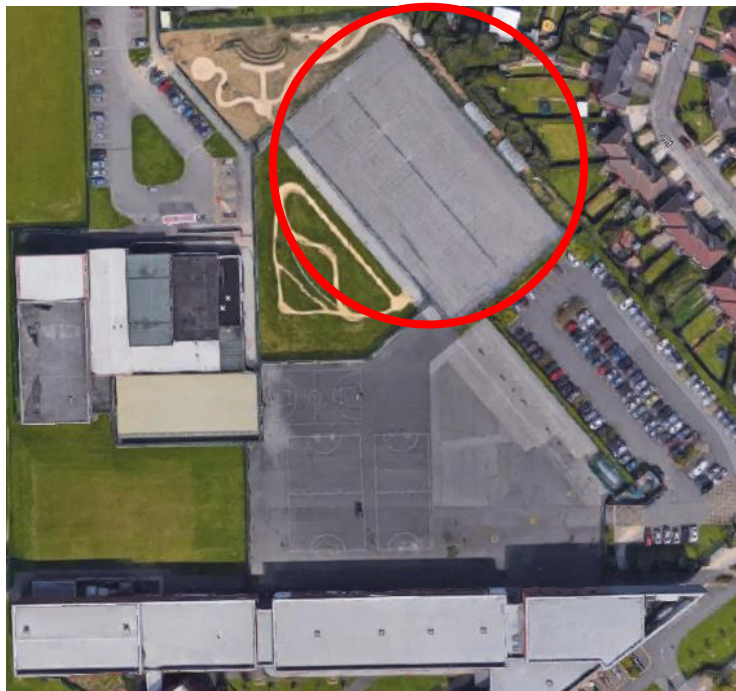
Members of SLT will sweep the corridors 8.35- 8.50 to ensure that any walking the corridors are directed to their forms. They will then go to forms to complete the double check registers exercise.

Pupils that are late to school will need to enter the front school entrance. Any marks that are recorded as late will need to be take straight through to Attendance to change our marks on our system but at the same time e-mail the relevant Primary school and inform them via e-mail. Pupils will need to be given a late slip so that form tutors and SLT know that they have been recorded on our system as being present.

When attendance have received the SLT register they will double check the marks on the school system from the form tutor. Once complete and any late pupils have been added will a copy of the marks will be sent to each primary school by 10am via e-mail with a password protected document. Primary schools will receive the password to their registers in the week prior to Early Risers.



## Fire Safety



Form groups will be lined up on the tennis courts. Form group signs will be placed up on the fence for groups to easily see which lines they should be lining up on. Form tutors will register them as normal following the school academy fire policy. A member of SLT or estates will need to open the gate to allow access into the tennis court if the fire alarm does ring.



7 Fuji  
7 Vesuvius  
7 Olympus

7 Kilimanjaro  
7 Snowden  
7 Everest

7 Washington  
7 Matterhorn

## Transition Visits – Question and Answers

### DFI to lead

Plans for the Q+A sessions:

I will ask each student to tell me their name and a fact about themselves – keep it quick – favourite colour, food, hobby, football team etc.

SLT, ambassadors and myself will do this too.

I will then talk about form tutors, lunch money, help, uniform, typical learning day, extra-curricular activities and I will ask the ambassadors to explain their role and then they can talk about their journey from y6-y11.

I will ask them to work in pairs and come up with 1 thing that they are most excited about secondary school and 1 thing that they are worried about in the hopes that we can get rid of any worries.

Date & Time	Primary	Staff Attending	Meeting Confirmed	