



# THE MINSTER SCHOOL INDUCTION ACTIVITIES BOOK 2020

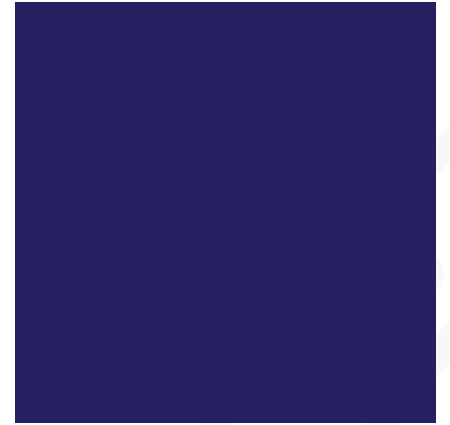
**STUDENT NAME:**

**PRIMARY SCHOOL:**



# THIS IS ME!

This Induction Activities Book is designed to provide you with any information you may need during your transition to secondary school. Please do not feel you have to complete every part of this booklet, just use it to gain a greater insight into life at the Minster School. We look forward to meeting you in September!



Selfie Square!

Name:

Additional Needs:

Areas of Strength:

Areas of Greatest Difficulty:

Practical Strategies:



# MY NEW SCHOOL

Find a picture or photo of your  
new school and stick it here.

Using the internet, find out as much as you can about The Minster School.

The address is:

The telephone number is:

The name of the Head Teacher is:

The name of the Head of School is:

# GOING TO SECONDARY SCHOOL - HOW DO YOU FEEL?

These could be useful to think about when you think about changing school.

Use two different coloured highlighters, highlight the phrases that you are looking forward to in one colour; use a different colour for those you are worried about.

Making new friends	Learning a new timetable
Dinner time	Taking a shower
Having a different uniform	Being on time
Finding way around	Break times
Getting to school	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	School rules
Homework	Meeting my new tutor
Meeting my new teachers	Being able to do the work
Being with older pupils	Getting changed for sport / PE

# A SOLUTION-FOCUSED APPROACH

Think about something that worries you about moving to secondary school.

What is the worry?

On a scale of 1-10 how worried are you?

Think of a time when you have been worried before

What helped you move down the scale that time?

Where on the scale would you like to feel in a month, 6 months and in a year?

What would help you move one point nearer?

What will have changed so you know you are less worried?

# SECONDARY SCHOOL QUESTION SHEET

You will be able to find some of these out from the school website, some from the video that we will send you and some from emailing Mrs Richards who is the Pastoral Support Assistant for Year 7 - ([n.richards@minster.notts.sch.uk](mailto:n.richards@minster.notts.sch.uk))

## Questions about how the school works

What time does school start/ finish?

What times are break-times and lunch time?

What sort of food is sold?

How much do things cost?

Where do students go at lunch time?

What snacks can you buy?

How much homework do you get?

What happens if it isn't done?





Where can I do my homework in my free time?

What happens if I get into trouble? What are the punishments?

Who's the best person to talk to if I am having problems?

How am I rewarded for my work?

### **Questions about getting to school**

Where is the school?

How will I get there?

Can I take a bike?

Where can I put it?

How much is the bus fare?

Which number bus would I take?

Are there friends who I can walk with?

How long will it take to get there?

What time will I have to get up?

## **Questions about school uniform and equipment**

What do people wear to school?

Where can I buy it?

What sports kit will I need?

Do I need my own pens and pencils?

What kind of bag will I take my School equipment in?

Is there any other equipment that I need?

## **Questions about who's who**

Name of your tutor

Name of your PSA

Name of the Head Teacher

Name of the Head of School

Who else do you need to know? What do they do and when will you see them?





## **Questions about the timetable and learning opportunities in school**

How does the timetable work?

What subjects will I be able to study?

What facilities does the School have (e.g. sports equipment, science laboratories)?

What happens if I find the work hard?

Is there support in lessons?

Does it offer anything after school?

What other activities are offered?

Which could I join?

**Why not list below any further questions you may have and their answers**

# SCHOOL STAFF

There are many teachers in a secondary school, not all of them will teach you, but may be important to you in a different way. As well as being a teacher they may have another job in school. The different names for these jobs are helpful to learn.

Written below are some of the jobs that adults in your secondary school may have.

Try and find out if there are adults in your secondary school who do this job, what they do and when you may see them.

The name of your form tutor \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

The name of the PSA for Y7 \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

The name of the PAL for Y7 \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

Is there anyone else who might help you?

What is their name? \_\_\_\_\_

What do they do? \_\_\_\_\_

When may you see them? \_\_\_\_\_

# HOUSE SYSTEM

The Minster School divides pupils into groups that include pupils from all year groups. These groups are known as Houses. There are inter-house competitions to earn the most points. Points can often be earned for good work or behaviour.

The name of your house is:

The name of your Head of House is:

I may earn points for:

- 1.
- 2.
- 3.
- 4.

Can you draw your house logo?



# SCHOOL UNIFORM

It is important to wear the right clothes when you start at secondary school.

Find some photographs of students at school. You may find pictures on the website or you may know someone who already goes to the school who can show you.

Find out the school dress code.

Are there any clothes or jewellery you are not allowed to wear?

Is there anything you need to practice?

- Tying a tie?
- Changing quickly for PE?
- Tying shoelaces?

List some of the clothes you might wear to school. Remember to think about appropriate shoes.

Make sure you buy a bag that can hold A4 folders, textbooks, equipment and that is comfortable to carry.

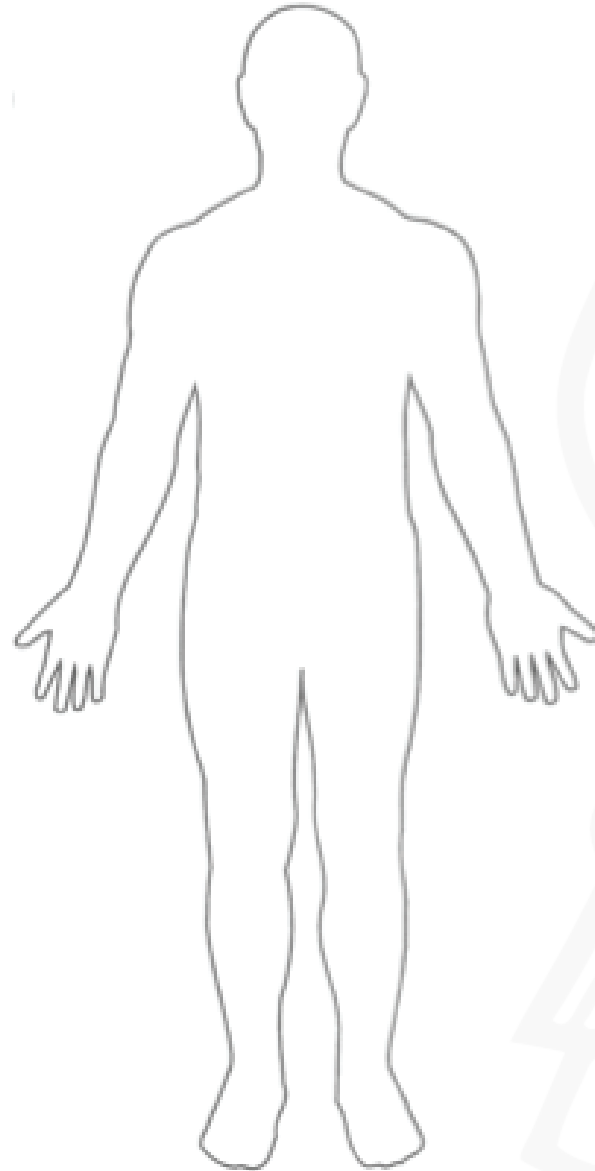
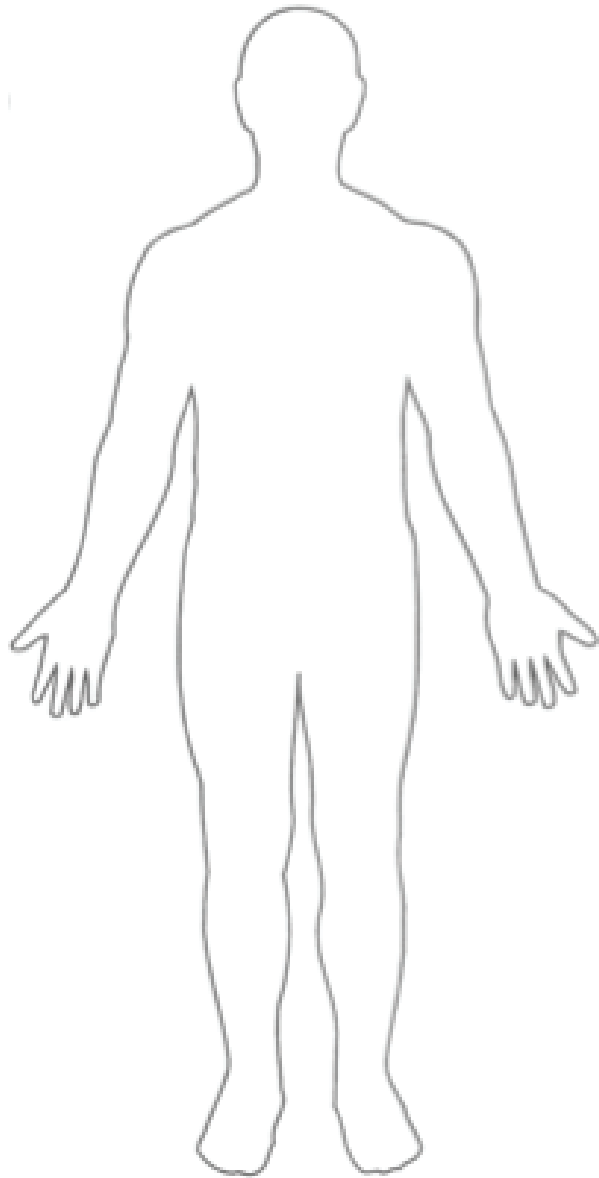
You will need different clothing for P.E. Make a list

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Make sure you buy a bag that is suitable for carrying your P.E. kit, and that is comfortable to carry

# MY SCHOOL UNIFORM & PE KIT

Find a picture of the school uniform and PE kit you will be wearing. You could print one off or have a go at drawing it yourself!



# ORGANISATION AT SCHOOL - MORNING BREAK

At the end of a lesson you need to pack your bag, check you have all your belongings and you will need to leave the room in order to go to your next lesson. You will have breaktime each morning to have a snack and meet up with your friends. This is the same time on Monday, Tuesday, Thursday and Friday but different on Wednesday.

## Monday, Tuesday, Thursday and Friday:

Start: Finish: Length of Break:

## Wednesday:

Start: Finish: Length of Break:

**Where can I go and what can I do at morning break?**

**What snacks can I buy at School?**



# ORGANISATION AT SCHOOL - LUNCH BREAK

The lunch break is between morning and afternoon lessons. It is a time when you can mix with your friends and eat your lunch.

## **Monday, Tuesday, Thursday and Friday:**

Start:                      Finish:                      Length of Break:

## **Wednesday:**

Start:                      Finish:                      Length of Break:

## **Where can I go and what can I do at lunchtime?**

We have the dining hall in the heart space, or you can bring a packed lunch.

## **Make a list of some of the different types of food you can buy in the canteen:**

**REMEMBER** we operate a 'cashless' system in school. You will be given a card when you first start (with your name, picture and tutor group on). You can load money on to this card at machines around the building. When you buy food from the canteen, it just works like contactless.

# CHOOSING WHAT TO EAT FROM THE CANTEEN...

From our school website, why not find a menu with the prices. Plan out what you would like to eat over the week and how much it would cost.

Day	Food	Price
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Discuss the menu you have chosen with your teacher or your parents.

- Have you chosen a variety of foods?
- Have you included fruit and vegetables in your choices?
- Are there at least 2 days that you have chosen healthy options?

# **COPING IN SECONDARY SCHOOL**

Think about how you are expected to behave in School and the reasons for this.  
Fill in the points below. If you cannot think of some reasons there are some suggestions on the following page.

## **Attend all classes**

Positive:

Negative:

## **Work hard**

Positive:

Negative:

## **Produce work on time**

Positive:

Negative:

## **Co-operate with others**

Positive:

Negative:

## **Complete homework and any home learning tasks that are expected**

Positive:

Negative:



These are some positive and negative statements to help you.

### **Positive**

People will think I am productive.  
Other students may ask for my help.

People will think I am conscientious,  
I will feel satisfied with my studies.

I am likely to get an interesting and rewarding  
job. I will feel happy.

People will think I am reliable.  
I will feel good.

### **Negative**

Tutors and family will be concerned that I  
am not achieving my full potential.

Tutors will be concerned if I disrupt the  
group and stop other students from  
working. People who disrupt other  
students' work are often asked to leave  
the school.

Tutors and family will worry about me.  
Tutors will not be able to their job of  
teaching and helping me.

I am unlikely to get a good qualification and  
so will have less employment choices  
available to me. I may not earn enough  
money to pursue my interests.

# MORNING ROUTINE

Before leaving for School there are a lot of things to think about, starting from the night before.

Things to think about in the morning. Put them in the right order.

- Get dressed
- Check you have the correct equipment in your bag
- Check your timetable
- Wash
- Check you have got your homework
- Clean your teeth
- Say "Goodbye"
- Check you have the correct money
- Wake up
- Eat your breakfast
- Leave for School

Any others? Plan your morning routine with approximate times.



# TRAVELLING TO SCHOOL

How are you going to get to school?

How long will it take?

If you are catching the bus, what time does it leave?

What time will you need to leave home?

Find a map that shows both where you live and your secondary school. Photocopy the map and draw on your route to school or your route to the bus stop.

# LOOKING AFTER YOURSELF

## Keeping fit

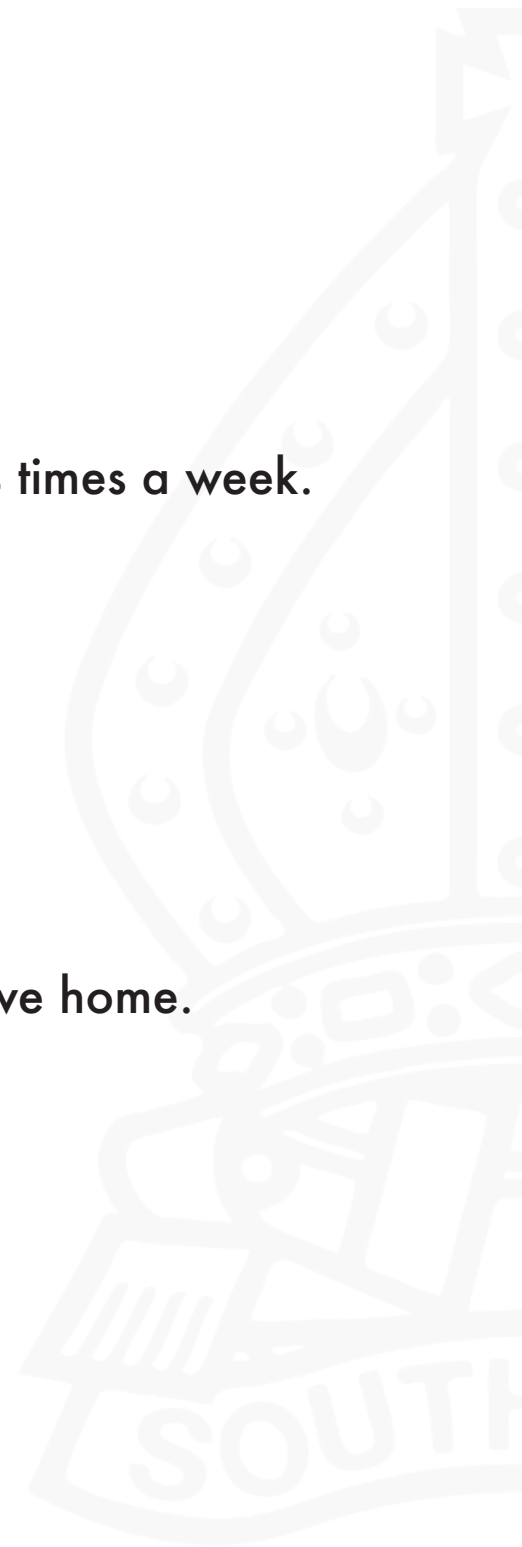
- Get plenty of sleep
- Do some physical exercise at least once a week

## Keeping clean

- Shower or bath and wash your hair regularly, probably at least 3 or 4 times a week. This can depend on how greasy your hair gets.
- Clean your teeth at least every morning and night
- Use deodorant every morning
- Change your underwear every day.

## Looking smart

- Brush your hair every day and have your haircut regularly.
- Make sure your uniform is clean.
- Look in the mirror to check that you are tidy every day before you leave home.
- Clean your shoes regularly





# MONEY MANAGEMENT

Now that you are at secondary school you may well be responsible for managing your money on a daily and a weekly basis.

The amount of money I have each week is £\_\_\_\_. \_\_\_\_

Some of this money needs to be spent on a daily basis.

Items to be bought	Mon.	Tues.	Wed.	Thurs.	Fri.	Total
--------------------	------	-------	------	--------	------	-------

Snack						
-------	--	--	--	--	--	--

Lunch						
-------	--	--	--	--	--	--

Travel expenses						
-----------------	--	--	--	--	--	--

Daily total						
-------------	--	--	--	--	--	--

**Weekly Total:**

In addition to the money spent on a daily basis some money might need to be saved each week in order to buy bigger items.

I will try and save £ \_\_\_\_ every week.

# SCHOOL EQUIPMENT

## Things I need to bring every day

Every day you will need your writing equipment. Draw or stick images of any items you may need.

Some days you will need extra equipment. This will depend on the lessons you have that day. Look at your timetable and work out the additional equipment you need each day.

Day	Things I will need to bring
-----	-----------------------------

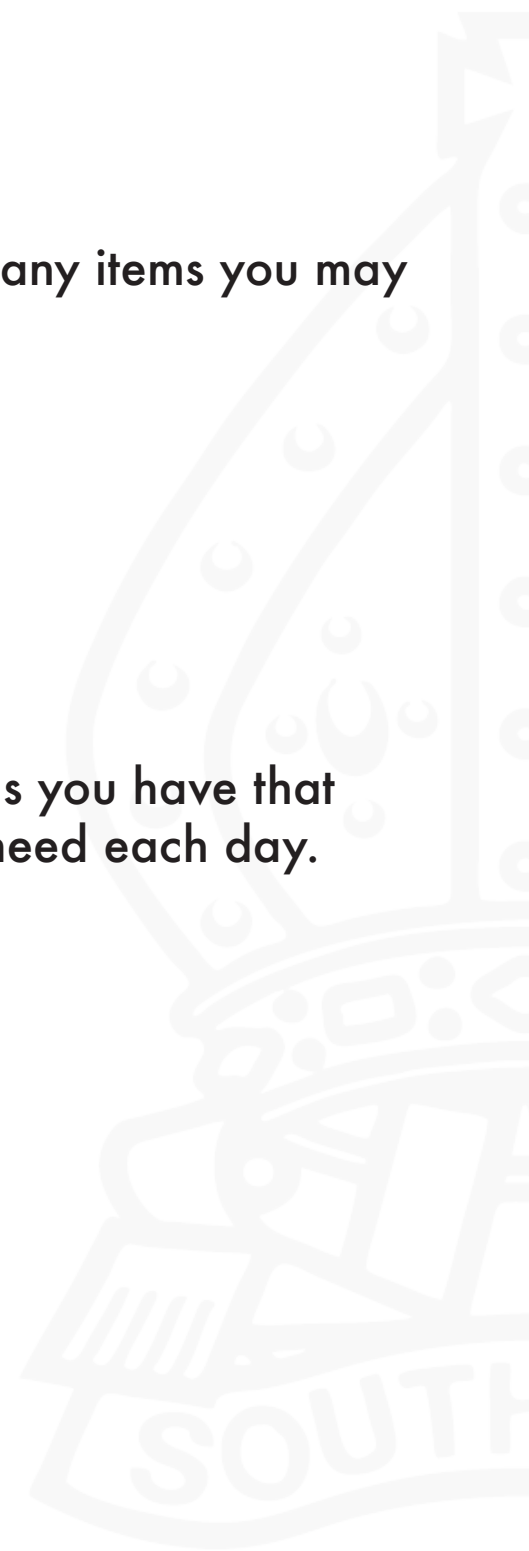
Monday	
--------	--

Tuesday	
---------	--

Wednesday	
-----------	--

Thursday	
----------	--

Friday	
--------	--



# FRIENDSHIP SKILLS

Choose the right word to match the definitions.

**advocate**  
**disagree**  
**trust**  
**respect**  
**empathy**  
**confidential**  
**compliment**  
**advice**  
**command**  
**secret**  
**support**  
**apologise**

1. an opinion or recommendation you make about what someone should do
2. to say you're sorry for something you said or did
3. private or secret
4. someone who defends and supports you
5. to have a different opinion from someone
6. to say something nice about someone
7. information that's not meant to be shared with others
8. to stand behind or encourage others
9. understanding what someone feels
10. to rely or have confidence in someone
11. to hold someone in high esteem
12. a direct order to do something

# HOW TO BE A FREIND

Here are some positive things friends do for each other to keep their friendship strong.

- **Empathise.** Put yourself in your friend's situation to understand what they're going through.
- **Support.** You can show your support for your friends by just listening when they want to share.
- **Compliment.** Everyone likes to receive a compliment. Compliment your friend on a new hairstyle, a great score on a test, a smooth football move. Be specific and keep it simple. Choose the right moment to give the compliment.
- **Respect privacy.** Sharing secrets is a fun part of a friendship. It's hard to regain your friend's trust if you tell secrets you weren't supposed to share.
- **Encourage.** Use encouraging statements like, "You can do it".

When you wonder if you are being a good friend, ask yourself this question:

**Am I treating my friend like I want my friend to treat me?**

# MAKING NEW FRIENDS

At secondary school there are likely to be students from other schools. There will be opportunities to make new friends. It can be difficult to get to know someone new.

It may help to act out meeting new people and use some of these suggestions.

- Smile when you say **"Hello"**.
- Start the conversation by asking a question about what they are doing

**"What are you doing?"** or **"What are you reading?"**

or about something you have in common

**"So how do you like this lesson?"**

- Introduce yourself

**"By the way my name is \_\_\_\_\_, what's yours?"**

- Ask some other questions to find out about them. Suitable topics may be:

School: **What are you studying?**

**Who is your teacher?**

Home: **Where do you live?**

**How do you get to School?**

Interests: **What do you like doing?**

**What's your favourite TV programme?**

Family: **Have you any brothers and sisters?**

# TEASING & SARCASM

Some teasing is done in good-natured fun, but when teasing gets out of control it can be hurtful. Before jokingly teasing a friend, ask yourself these questions:

Is this an okay subject to tease someone about?

Will my friend understand that I'm teasing?

Have I been teasing my friend a lot lately?

Will this get on my friend's nerves?

If you are teased and you don't like it, resist the urge to hit or push your friend. You can ignore the teasing and simply walk away, or you can respond to the teasing by trying to diffuse the situation. Try making statements like these:

- "And your point is...?"
- "I've heard that one in primary school"
- "Tell me when you get to the funny part"
- "Can't you think of anything important to say?"
- "I'm sorry, were you speaking to me?"

Sarcasm can be a form of teasing. The words in this kind of teasing are nice, but the way the words are spoken adds to the teasing of sarcasm. When you use nice comments to be sarcastic, you exaggerate the expression in your voice and on your face.

# JOINING IN

Joining in conversation or a group activity can be scary. However, it is one way to make new friends. Try these strategies for joining in.

**Watch and listen.** Observe what the group is doing. Listen to what the people are saying. Don't interrupt.

**Make a friendly comment or gesture.** Nod your head and smile. Make comments like, "That's a good idea", or "That looks great".

**Find something you have in common with the group.** Think about your own experiences. You could say, "I saw that movie", or "I have that game at home". Keep your comments short.

**Ask to join the group.** Wait for a pause in the conversation. You could say, "Can I walk with you?" "Do you need any help?" or "Can I play?"

**Accept 'no' for an answer.** Sometimes people don't want you to be part of the group. Don't argue or complain. Go and ask someone else.



# FACTS ABOUT BULLYING

## **Bullying:**

- Is any behaviour by an individual or a group that deliberately harms another.
- Can be physical or involve threats of physical harm.
- Can be name-calling or spoken teasing.
- Can be demanding money or things or making someone do something they do not want to do.
- Can involve excluding someone (deliberately leaving someone out of an activity, ignoring them etc.)
- Is usually repeated over a period of time.
- Takes place when one person or group has more power than the person or group being bullied.

## **Bullying is not:**

- An accidental bump or jostle, in the school corridor, for example.
- An argument with a friend.
- A friend being nasty over something specific.
- A one-off fight or argument.

## **Why do people bully?**

- Very few people who are happy with themselves bully others
- Sometimes bullies have been bullied themselves - they are looking for someone to take their anger out on.
- Sometimes bullies are jealous.
- Bullying can make people feel strong, respected and powerful, but they often feel bad too.

# WHAT TO DO ABOUT BULLYING

## What can you do if you are bullied?

- Keep being positive; say positive things about yourself and other people.
- Be proud of who and what you are (we all belong to different groups and are all equally valuable).
- Don't keep it to yourself: Always tell someone- a teacher, a parent or another adult.
- Think about the consequences of the different ways you might deal with bullying.

## Six good reasons to tell:

- You have the right to live without the stress or fear of being bullied.
- Taking action is better than doing nothing.
- There is nothing embarrassing about being bullied- think how many people it happens to.
- It is braver to tell than to hide it.
- If you think there is something wrong with you, is it because the bullies have made you feel this way? This is a common effect of being bullied and **IT IS NOT TRUE.**
- Bullying does not say anything about **YOU**. It says a lot about the **BULLY**. (If you call me a hippopotamus does it mean that I am one?)

# ASKING FOR HELP

Sometimes at school things may be difficult or may go wrong. These things could be small:

- not knowing what the homework is
- not being able to find your way around

Or could be bigger:

- getting into trouble
- finding the work hard.

There are many people who could help you, but they won't know that you need help unless you tell them.

- Friends - Ask friends or other students if you don't know where to go.
- Teachers - Ask your teachers if you don't know what to do in class or for homework.
- People at Home - will be able to help you plan and organise your equipment and homework.

Try and work out who you would approach in these situations:

- You don't know where your next lesson is.
- You cannot read your homework notes.
- You have got into trouble for forgetting your book several times.
- In the lesson you did not understand what the teacher wanted you to do.
- You have not got a pencil which is needed to complete your work.

**REMEMBER TO ASK FOR HELP!**

# **SAYING SORRY**

If you do break a school rule or behave in a way that upsets or hurts someone then you can show you are sorry by apologising. Sometimes this can be hard as it can be difficult to admit that you are wrong.

Here are some examples of times when you may need to say sorry.

## **When you forget something**

- If you forget something, it is not a big problem. Everyone forgets things and it is always a good idea to say you are sorry.
- Imagine you have forgotten something. Practise saying the right words with a partner and then it will be easier when it does happen.

*For example:*

"I am sorry Sir / Miss. I'm not used to my timetable yet and I've forgotten to bring the right book. I will remember it for the next lesson."

## **When you make a mistake**

- Mistakes can sometimes happen because you did not really understand what the teacher meant. Some things may be different from what you are used to and if you pretend that you understand when you don't the teacher will not know that you need help.
- Think up a situation in which you have not understood exactly what the teacher meant and discuss this with a partner. Take turns to explain to the teacher what has happened.

*For example:*

"I am sorry Sir / Miss, I have been listening, but I don't understand. Please could you tell me again."

# SETTLING IN TO SECONDARY SCHOOL

(and how to solve the problems you might face)

Sometimes something can happen at school that makes you upset or anxious. A lot of people feel like this especially when they are starting somewhere new.

- **Keep calm.** Tell yourself, "I can solve this problem if I stay calm."
- **Decide what the problem is.**
  - Are you frustrated because you could not do something you wanted?
  - Are you upset because someone did something to you?
  - Are you worried because something has gone wrong?
- **Think about possible solutions.**
- **Think about the consequences.** What will happen if you try different solutions?
- **Pick the best solution.**

**Now, write a list of all the things you are excited about!**





# Succeeding Together

Wisdom Optimism Resilience Kindness Service



**WE LOOK FORWARD TO MEETING YOU IN SEPTEMBER!**