

# Eden Park High School

## Year 7 Transition Booklet 2020



EDEN PARK  
HIGH SCHOOL



Moving from primary to secondary school is an exciting time for your child. Eden Park High School is committed to ensuring a smooth and successful transition into secondary school life so that students understand our expectations, feel comfortable and are familiar with their new school.

In order for your child to gain the best possible secondary school experience it is important that they start as they mean to go on and your help as parents is vital.

We run a number of events throughout the transition period which are outlined in this booklet. You will also find in this booklet information on how best to support your child in key aspects of their school life. Should you have any questions about the transition process please do not hesitate to use the contact information at the back of this booklet to get in touch.

We look forward to working in partnership with you to support your child to become the best they can be.

*E. Codling*



Mrs Codling, Headteacher

## Preparing your children for their first day

A successful transition begins with your child being ready and prepared for their first day. The parental role is crucial in ensuring children have the correct equipment for school, understand the expectations of the school and are dressed appropriately. You will receive a number of policies from the school regarding expectations of behaviour, attendance, equipment and uniform. Below is a brief summary on some key areas to help you make sure your child is prepared and ready for their first day.

## Uniform Expectations

Students are expected to take pride in their appearance at all times. You can support your child by making sure they have everything they need for the first day. For the exact list of items that your child will need please visit our school website ([www.edenparkhigh.com](http://www.edenparkhigh.com)). Our school uniform shop is Bromley Schoolwear. Their contact details are below:

Bromley Schoolwear  
51 High Street  
Bromley  
Kent  
BR1 1LE  
[0208 460 0032](tel:02084600032)  
[info@bromleyschoolwear.co.uk](mailto:info@bromleyschoolwear.co.uk)

## Equipment Requirements

As a school we will provide students with exercise books for every subject and any textbooks they will use in lessons. However, children must arrive to school every day with the following equipment;

Black or blue pen (and a spare!)	Pencil
Colouring pencils	Pencil eraser
Scientific calculator	Protractor
Ruler	Rough notebook
Pencil sharpener	A reading book
Green Pen	Glue stick

## Valuables

Every student is provided with a small phone locker in their form room which can be used to lock away any valuables such as money and keys. If a student brings a mobile phone with them to school, it must be locked away at the start of every day as students are not permitted to have mobile phones on them during the school day. This is to help make sure they are not distracted from their learning and is an important element of the school's e-safety policy.



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## Tips for Parents

Frequently engage with your child to discuss what they are doing at school.

Attend arranged school events including parent's evenings, concerts and year 7 welcome evening.

Encourage your child to participate in school concerts, clubs and events.

Make sure you communicate with the school regularly. Your child's form tutor will be first point of contact for any non-academic queries or concerns, whilst subject queries or concerns should be addressed to the specific subject/class teacher. You will be receiving a contact list of your child's pastoral and academic team for your reference.

Make sure your child is at school on time every day.

Make sure you call the school absence line on 0203 948 3864 or email

[absence@edenparkhigh.info](mailto:absence@edenparkhigh.info) in the morning if your child is not coming to school because they are unwell. For any other absences not lasting more than a day please email your child's head of year Miss. O'Donoghue ([FODonoghue@eph.e21c.co.uk](mailto:FODonoghue@eph.e21c.co.uk)) at least two days before the absence.

# Transition Events

To support your child's transition to Eden Park High School we will be running the following events.

## Baseline Assessments

Pre-assessments help the school establish your child's strengths and areas for development. The results of these assessments are used in conjunction with the SAT data to make sure the teaching for your child is appropriately challenging. These will be taking place on Saturday 13th June from 9:00am – 12.30pm. Your child must bring a set of headphones and a reading book in with them. Students must also bring with them a packed lunch or £1.50 to purchase a snack during their break. Students should be dressed in their Primary School uniform.

## E-Safety Presentations

As your child gets older, they will probably be exposed to more forms of online media. As a school we look to equip both students and parents with the knowledge they need in order to help you make appropriate choices for your child. Whilst your child is participating in their baseline assessments on Saturday 13th June you will be invited to an e-safety talk led by a member of school staff. During this time, you will also have the opportunity to speak to school uniform suppliers and you will receive your welcome pack.

## Induction Day

Tuesday 7<sup>th</sup> July is our taster day where your child will come in to experience a working day in our secondary school. This will be an invaluable opportunity for your child to experience secondary school style lessons. On this day, your child should bring with them a pencil case with a pen. Your child should also bring either £2 to buy lunch or bring a packed lunch for the day. Students should be dressed in their Primary school uniform for the day.

## Primary School Visits

Staff from Eden Park High School will be visiting your child's Primary school to meet with their teachers and speak to your child. This will be an opportunity to view and discuss the work your child has been producing and get to know your child in greater depth.

## Team Meetings

If you have any concerns which you think might affect your child settling in to secondary school, then please email your child's head of year, Miss. O'Donoghue ([FODonoghue@eph.e21c.co.uk](mailto:FODonoghue@eph.e21c.co.uk)) to discuss how best we can support your child.

## Saturday Fun Day

Saturday Fun Day will be on Saturday 11th of July and is open to all students, but places are limited so we are operating on a first come first served basis. At the event your child will build their confidence in preparation for their first day at Eden Park High School, meet their peers and some of their members of staff who will be supporting them as they progress through the years. To book your child's place please email Miss. O'Donoghue ([FODonoghue@eph.e21c.co.uk](mailto:FODonoghue@eph.e21c.co.uk))

## Meet-the-team events

We will be inviting you to a series of coffee mornings between 23<sup>rd</sup> – 26<sup>th</sup> June where you will have an opportunity to meet members of the team supporting your child through the transition and their journey through secondary school. Invitations will be sent out in due course.

## Year 7 Welcome Evening

All parents are invited into the school once your child has started at Eden Park High School. At this event you will have the opportunity to see your child's form tutor and speak with other parents and teachers of the school. You will also be able to view the work your child has been doing in school up to this point. This will be earlier on in the Autumn term and you will be notified of the date of this event at the start of the academic year.

## EPHS Christmas Concert

To celebrate the end to your child's first term, all year 7 Eden Park High School students participate in the school's Christmas Concert. More details of this event will be released in the autumn term.

# Student Well-being and Parent Engagement

## Student Well-being

- Learning Mentor support for highest need students
- Well-being Drop-in sessions
- Well-being Club
- Kooth – Access to online counselling
- School Nurse
- School Counsellor
- Emotional Literacy Support Assistant
- Star Student Mentors
- Yoga
- Sports Therapy
- Clubs run by the SEND Department at lunchtimes - Drawing Club, Meditation Club etc
- Whole School well-being days
- Working with students at Goldsmith College – Psychology students volunteering as mentors
- Aware Project – Working with a range of Universities and the Anna Freud Centre to deliver well-being lessons and measure their impact.

## Parent Engagement

We welcome parents and their views. Some of the way in which you can get involved are:

- PTA
- Parent Forum
- Communication Policy
- Surveys
- Education Visits: parent chaperone
- Parent Volunteers, e.g.: library

## Welcome Note from Head of Year 7

Dear Parent/Guardian,

My name is Fiona O'Donoghue and I am excited to be joining Eden Park High School after the Easter holidays, as Head of Year 7 and English Teacher. I would like to take this opportunity to welcome each student, as well as their family, to what I hope will be a successful, exciting and memorable year here at Eden Park High.

I will ensure that each student is encouraged and supported in meeting all of their goals – and will keep you informed regarding their progress, behaviour and well-being. Through effective communication and encouragement, we can help each student grow and develop into responsible and successful young citizens in our community.

I look forward to an exciting and productive year ahead!

Kind regards,

*F. O'Donoghue*

Fiona O'Donoghue  
Head of Year 7

# Term times and start/finish times

Your child's first day at Eden Park High School will be Tuesday 1<sup>st</sup> September 2020 (A 2pm finish).

School will finish earlier on their first day to support them in their transition. From Wednesday 2nd September, the normal school day will run as:

Monday to Thursday – 8:15am to 4:45pm.

Friday – 8:15am to 3pm.

Year 7 Students will also have a slightly extended lunch during the first two weeks at school.

For more information on term dates please visit; [edenparkhigh.com](http://edenparkhigh.com)

## Big Brother Big Sister (BBBS)

If your child needs a bit of extra support when they join the school then they might join the BBBS group. As part of BBBS your child has access to an older student mentor and has a place to go to meet other students before school, at break and at lunch. Please email Mr. Shuttleworth our student leadership co-ordinator; [mshuttleworth@eph.e21c.co.uk](mailto:mshuttleworth@eph.e21c.co.uk) if you or your child want to know more about this scheme.

## Student Leadership

We run a number of student leadership opportunities for all students. For example, your child could be selected to be an EPHS Ambassador, EPHS Monitor or part of the Student Council.

## Year 9 Mentoring

The school trains a number of students as mentors for younger students. Students are then carefully matched to make sure they can provide the support the young person's needs.

## Key Pastoral Staff

- Mrs. K Moorey – Deputy Headteacher – Pastoral – [kmoorey@eph.e21c.co.uk](mailto:kmoorey@eph.e21c.co.uk)
- Mr. J. Asafo-Adjei – Director of Behaviour, Attitudes and Inclusion – [jasaf-adjei@eph.e21c.co.uk](mailto:jasaf-adjei@eph.e21c.co.uk)
- Ms. F. O'Donoghue – Head of Year 7 - [FODonoghue@eph.e21c.co.uk](mailto:FODonoghue@eph.e21c.co.uk)
- Ms. K Bayman – SENCO – [kbayman@eph.e21c.co.uk](mailto:kbayman@eph.e21c.co.uk)
- Mrs. T. Doyle – Office Manager/Safeguarding – [tdoyle@eph.e21c.co.uk](mailto:tdoyle@eph.e21c.co.uk)
- Ms. A. Peel – Attendance and Family Worker – [apeel@eph.e21c.co.uk](mailto:apeel@eph.e21c.co.uk)



## Travelling to and from school:

- Have several trial runs of the journey, building up their level of independence gradually. Initially with them but be encouraged to let them do it with a travel buddy.
- Arrange for them to travel with a friend and allow plenty of time.
- Keep emergency phone numbers in their bag, in case they lose their phone and need to contact you.
- Instruct them to be courteous on their travel to and from school to members of the public.
- For their safety, they must use designated pedestrian crossings when crossing the road and follow basic pedestrian code.
- Make sure you apply for your child's Zip - Oyster card in advance to make sure it is ready for them to use by the start of secondary school.

## Getting organised:

Organisation plays a vital role in the Primary to Secondary School transition with students expected to become more independent, taking responsibility for their own belongings and their time management. During the first half-term, support your child in developing a routine to help them organise themselves for each school day. Below are some useful tips to help build your child's organisational skills:

- Ensure they pack their bag the night before: don't be tempted to do it for them!
- Encourage them to check off what they need against their timetable.
- Teach them how to put a reminder in their phone for anything extra to remember.
- PE kits must be kept in the designated place or with them at all times.
- All pieces of clothing must be clearly labelled with your child's full name.
- Buy a sensible sized bag for your child to take to school. This must be black or of a dark colour.
- Once your child gets their timetable get them to make their own copy of it, using colour coding and put this up in their bedroom or the kitchen so they know what lessons they have for the next day.
- As the school works on a 2-week timetable, it is important that when your child is getting organised for the next day, they are aware of which week schedule they are in as this will dictate what they prepare for.
- Buy an alarm clock so that your child can get used to getting themselves up. It is important that they do not use their mobile phone or digital device as their alarm clock.
- Check regularly on Wise-Pay that your child has enough money for break and lunch. You will be receiving a guide on how to set up WisePay before school starts in August.

## Building confidence and making friends:

- Talk to them about ways to initiate conversation if they find this difficult.
- Remember friendships take time to develop; don't panic if they have not made a friend immediately or in the first few weeks.
- Encourage them to join clubs and become involved in school life. This can be a good way to make friends with students in other forms and year groups. A good starting point will be Saturday Fun Day on the 11<sup>th</sup> July.
- Please contact your child's form tutor if you are still worried, they are struggling to settle in or make friends.

**For further information regarding the transition process for your child please contact Miss O'Donoghue**  
**[FODonoghue@eph.e21c.co.uk](mailto:FODonoghue@eph.e21c.co.uk) or [info@edenparkhigh.com](mailto:info@edenparkhigh.com). Tel: 0203 948 3864**