



# Transition to Whitburn Academy 2020

# My new school



It is a good idea to find out as much information as you can before you start. Research the school by looking at its website: <http://www.whitburnacademy.westlothian.org.uk/>

The name of the school is \_\_\_\_\_

The address is \_\_\_\_\_

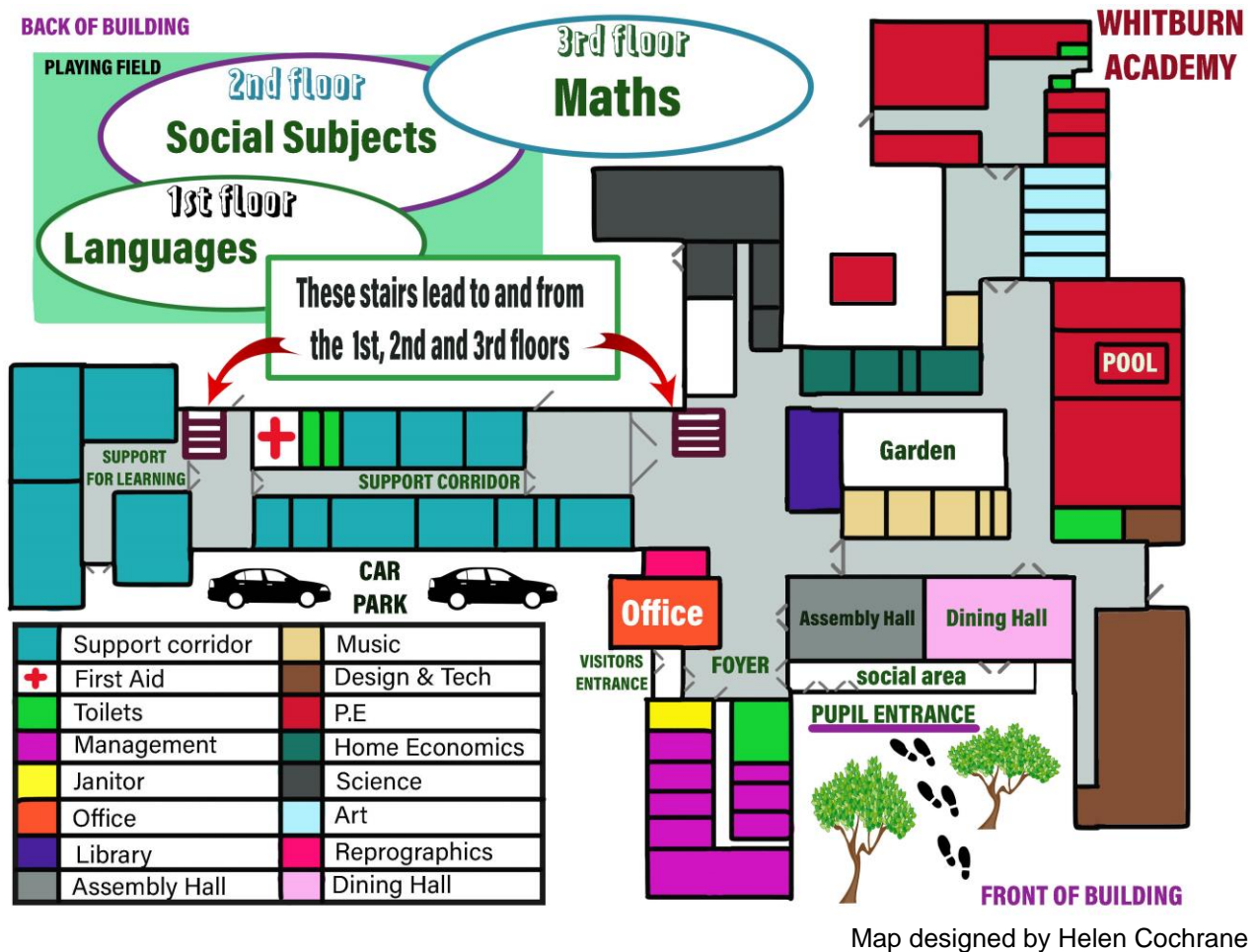
The telephone number is \_\_\_\_\_

The e-mail address is \_\_\_\_\_

The website address is \_\_\_\_\_

The name of the Head Teacher is \_\_\_\_\_

# Finding your way around



- 1 What subject is taught on the 3<sup>rd</sup> floor? \_\_\_\_\_
- 2 On which corridor is the First Aid Room? \_\_\_\_\_
- 3 Which hall is next to the Assembly Hall? \_\_\_\_\_
- 4 What subjects can you learn on the first floor? \_\_\_\_\_
- 5 What subjects are taught on the second floor? \_\_\_\_\_
- 6 Which classrooms are nearest to the school garden? \_\_\_\_\_

# Going to Whitburn Academy

## 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. Or cut them out and stick them into the boxes on the next page.

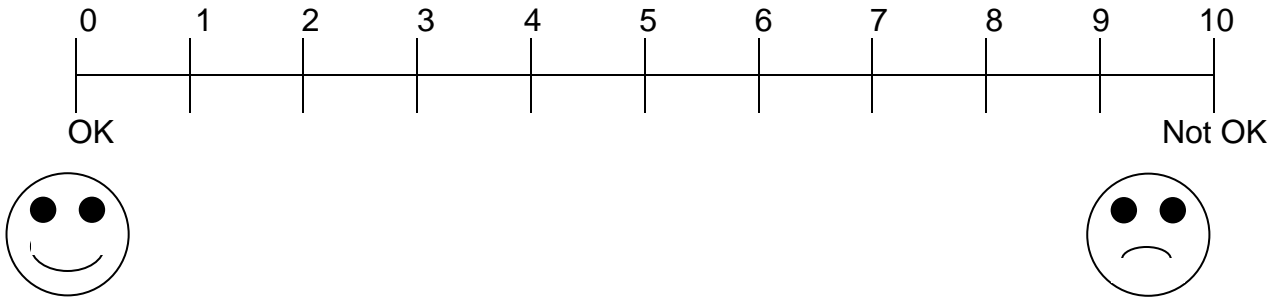
Making new friends	Learning a new timetable
Lunchtime	Travelling to school
Having a different uniform	Being on time
Finding my way around	Break times
Getting to school	Learning new subjects
Meeting others my own age	Joining clubs
Being with friends	School rules
Homework	Meeting my new tutor
Meeting my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

If you have cut out the phrases from the previous page, paste them into the boxes below.

<b>Worries</b>	<b>Happy</b>

# A solution-focused approach

Think about something that worries you about moving to Whitburn Academy.



What is the worry? \_\_\_\_\_

\_\_\_\_\_

On the scale of 0 to 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? \_\_\_\_\_

\_\_\_\_\_

# Whitburn Academy question sheet

Questions about how the school works	Best way to find out	Answer
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 your homework isn't done?		
Where can I do my homework in my free time?		
What happens if I get into trouble?		
Who's the best person to talk to if I'm having problems?		
How am I rewarded for my work?		

Questions about getting to school	Best way to find out	Answer
Where is the school?		
How will I get there?		
Can I take a bike? Where can I put it?		
Where do I catch the school bus?		
Are there friends I can go with?		
How long will it take to get there?		
What time will I have to get up?		
Is this better or worse than now?		

Questions about school clothes and equipment	Best way to find out	Answer
What do people wear to school?		
Where can I buy it?		
What sports kit will I need?		
Is there a dress code for school?		
What kind of bag will I take my school equipment in?		
Is there any other equipment that I need?		



Questions about who's who	Best way to find out	Answer
Name of your tutor teacher		
Name of your Head of House		
Name of the Head Teacher		
Name of the Deputy Head Teachers		
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	Best way to find out	Answer
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 any activities after school?		
What other activities are offered?		
Which activities could I join?		

# School staff

Written below are some of the jobs that adults in your secondary school may have. Fill in the gaps when you find out this information.

The name of your tutor teacher \_\_\_\_\_

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

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

The name of your Head of House \_\_\_\_\_

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

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

The names of the support for learning teachers \_\_\_\_\_

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 systems

Whitburn Academy divides pupils into groups that include pupils from all year groups. These groups are known as Houses. There are three: Bruce, Douglas and Wallace.

The name of your House is \_\_\_\_\_

The name of your Head of House is \_\_\_\_\_

The names of your additional House staff are \_\_\_\_\_



**Mr Durkin**  
Head of Bruce House



**Mrs Fowler**  
Head of Douglas House



**Mr Rhodie**  
Head of Wallace House

# School uniform

It is important to wear the right clothes when you start at Whitburn Academy.



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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

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. \_\_\_\_\_

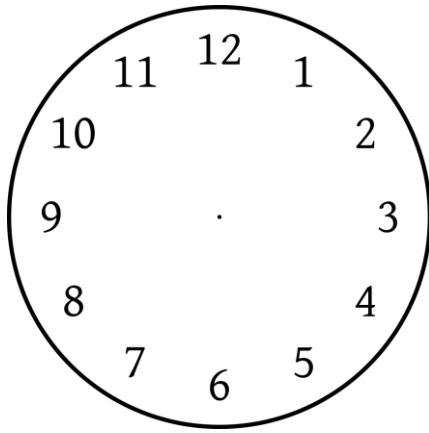
5. \_\_\_\_\_

6. \_\_\_\_\_

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

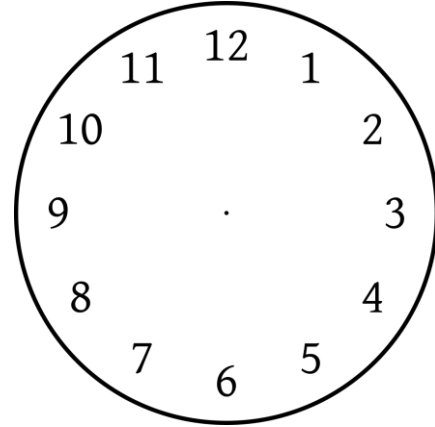
# School times

School starts at:



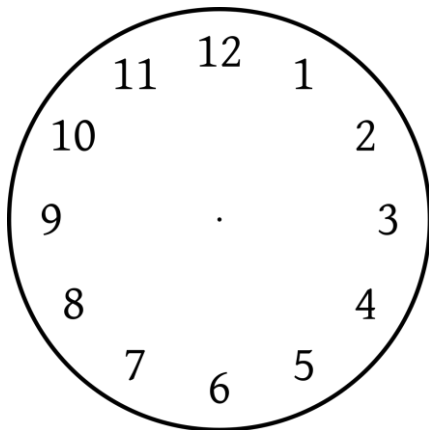
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Break time is at:



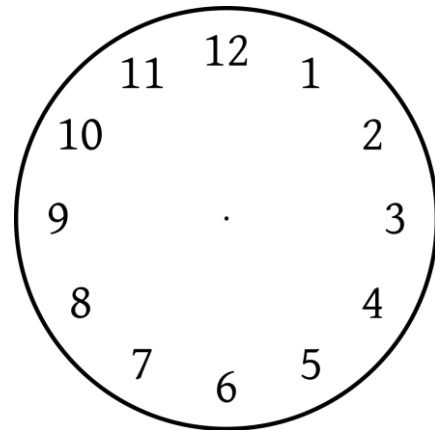
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Lunch time is at:



— — : — —

School finishes at:



— — : — —

# Succeeding at school

Think about how you are expected to conduct yourself at school and the reasons for this.

Fill in the chart below. If you cannot think of some reasons, there are some suggestions on the next page.

School expectations	Positive results if I do the things in column 1	Negative results if I do not do the things in column 1
Attend classes		
Work hard		
Produce work on time		
Co-operate with others		
Achieve to the best of your ability		

**These are some positive and negative statements to help you.**

People will think I am productive. Other students may ask for my help.	
	Teachers and family will be concerned that I am not achieving my full potential.
People will think I am conscientious, I will feel satisfied with my studies.	
	Teachers 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.
I am likely to get an interesting and rewarding job. I will feel happy.	
	Teachers and family will worry about me. Teachers will not be able to do their job of teaching and helping me.
People will think I am reliable. I will feel good.	
	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 follow my interests.
People will think I am good to work with.	
	Teachers and family will worry about me. They may feel I am not taking full responsibility for my work, and not asking for help when it is needed.



# 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.

Time	What to do

# Route 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 secondary school.  
Copy 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 hair cut 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.



# Support at home

Give this sheet to your parent or carer.

## Ideas for helping your child at home

The most important help you can give is continual encouragement and praise.

### Talk

Encourage your child:

- To talk about school - likes/ dislikes, what they are good at, what they are worried about...
- To talk about books, films, hobbies, etc.

### Organisation

- Encourage them to make a large copy of their timetable
- Display it in a prominent place
- Refer to it to remind them what lessons they have each day
- Make lists of what they need each day
- Encourage them to pack their bag with everything they need for the next day
- Encourage them to check it against the list for that day
- Don't pack their bag for them
- Encourage them to get into a routine and do things in a similar sequence

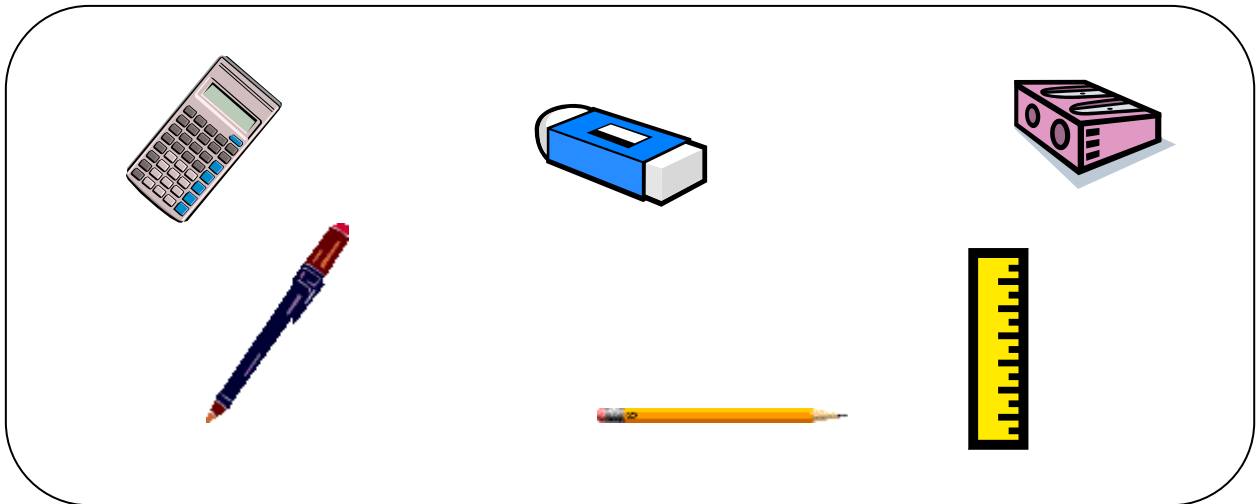
### Homework

- Help plan out extended pieces of homework over a period of days or weeks
- Check their homework diary each day
- Encourage them to have a set time to do their homework
- Help with homework
- Don't do their work for them
- Keep an eye on the time they spend on their work. Check they do not spend too long or too little time on each piece.

# School equipment

## Things I need to bring every day

Every day you will need your writing equipment. Circle the equipment you need in your pencil case. Draw in anything else you 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	

# Getting to know you

My favourite place is.....

My favourite food is.....

My interests are.....

I don't like.....

My favourite band/music is.....

My favourite sport is.....

My favourite programme is.....

My favourite colour is.....

I like to wear .....

I would most like to be.....

I am looking forward to .....

I am most relaxed when.....

I worry about.....

I am happiest when.....

I get angry when.....

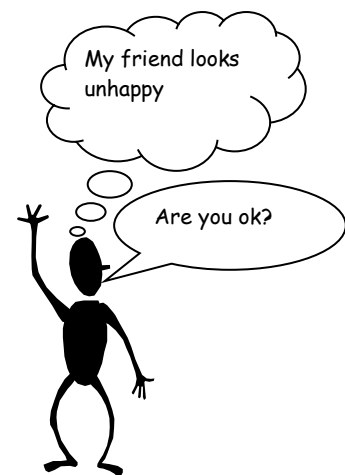
# How to be a friend

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 Whitburn Academy there will 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 got any brothers or sisters?**

- If they answer your question respond to some of the information they have told you. If you can, ask another question.

**“That’s my favourite lesson too. I enjoyed working on the computers. What did you like doing?”**

- Don’t ask about sensitive topics. These are topics that could make the other person upset.
- Don’t ask about something that makes the person look or sound different.
- Don’t ask about any problems he or she may have.



# Teasing and 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. Say each phrase on the left in a sarcastic tone to show the meaning on the right.

"Yeah, whatever"	means:	You are not bothered
"Ah, well done"	means:	That's stupid
"Pizza face"	means	Spotty face

**Before you tease someone, ask yourself this question:**

Am I treating this person the way I would like to be treated?



# 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.

# Joining-in situations

Here are some situations you might want to join in with. Try and plan what you may say or do. You could try acting these situations out.

1. You see three of your classmates playing football after school. You know one of them pretty well. You don't know the other two. You're quite good at being in goal.

What could you do? \_\_\_\_\_

What could you say? \_\_\_\_\_

2. You hear two classmates talking about the latest PlayStation game. You were playing on it last night.

What could you do? \_\_\_\_\_

What could you say? \_\_\_\_\_

3. Two classmates you know are gathered around a phone. A third classmate is calling a local radio station to try to win a contest. You think you may know the answer.

What could you do? \_\_\_\_\_

What could you say? \_\_\_\_\_

4. Four classmates are looking at a text message they have received from a friend. They are laughing. You're sitting at the same lunch table. You like sending text messages.

What could you do? \_\_\_\_\_

What could you say? \_\_\_\_\_

5. Two classmates are asking the teacher for permission to work on an art project during lunch hour. Art is your best subject and your project is already on display.

What could you do? \_\_\_\_\_

What could you say? \_\_\_\_\_

# Being with friends

Sometimes you have to think carefully about how you act with different people and whom you can share information with.

## Getting it right

It is important to behave differently with different people.

Using the concentric circles sheet on the next page, work out who you would act in these ways with. You may choose more than one group of people.

1. Who would you hug?
2. Who would you use swear words with?
3. Who could you tell what to do?
4. Who can you argue with?
5. Who can you share your sweets with?

Make up your own: \_\_\_\_\_

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## Sharing information about yourself

It's important to talk to people to share an event, achievement or tell them about a problem. Sometimes you have to be careful whom you talk to. Some people may tease you if you are not good friends or they may not keep the information to themselves and share it with others.

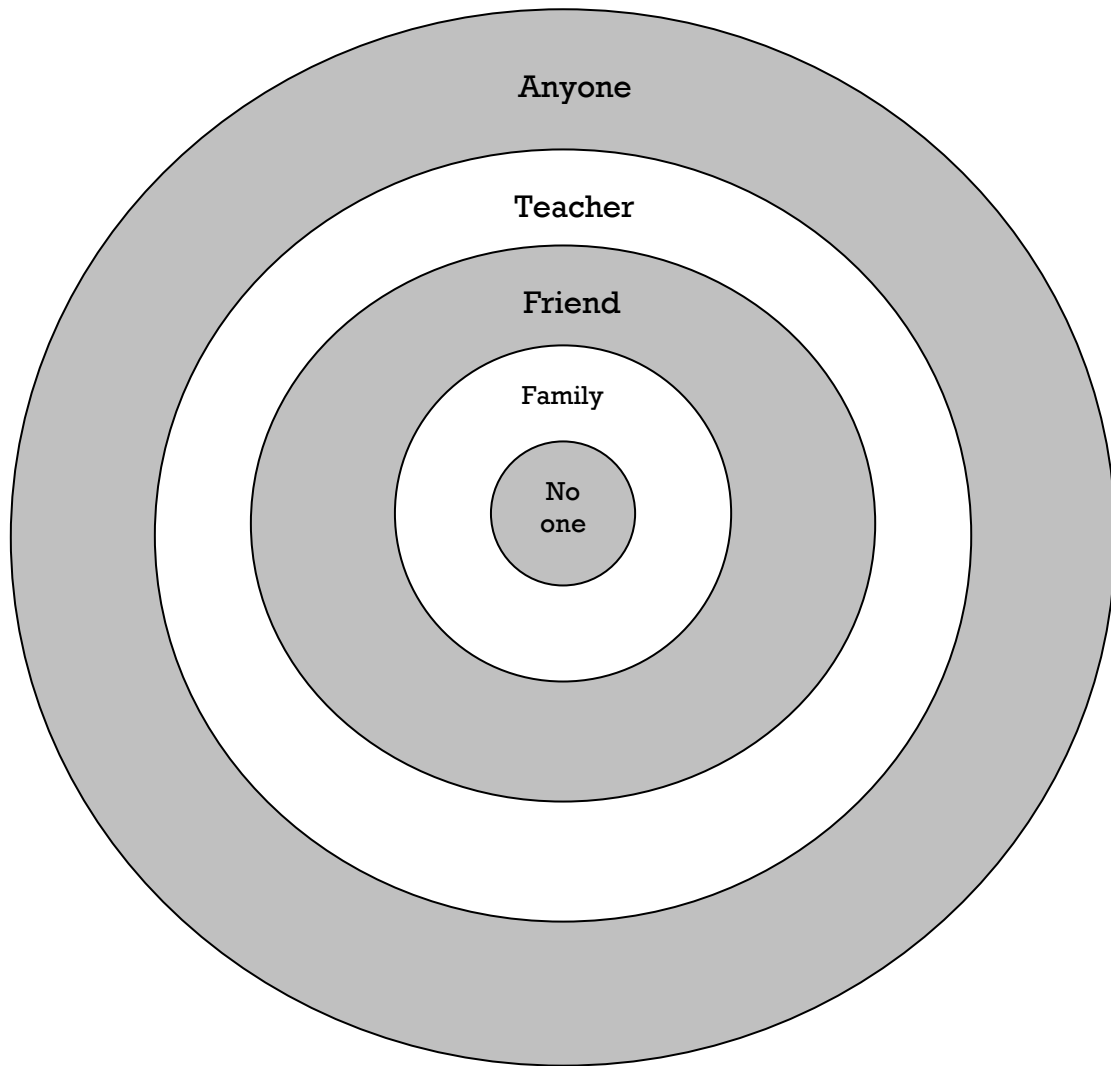
Who would you tell these things to? Use the concentric circles to decide who you would share the information with.

1. You still cuddle your teddy at night.
2. You fancy the girl or boy next door.
3. You have won a competition.
4. You have not done your homework.
5. You hate peas.

Make up your own: \_\_\_\_\_

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# Concentric Circles



# Sharing information

Sometimes friends will tell you information. It can be OK to tell other people some bits of information. Other information you should tell no one, these are considered to be **secrets**.

It can be tempting to share secrets, but think:

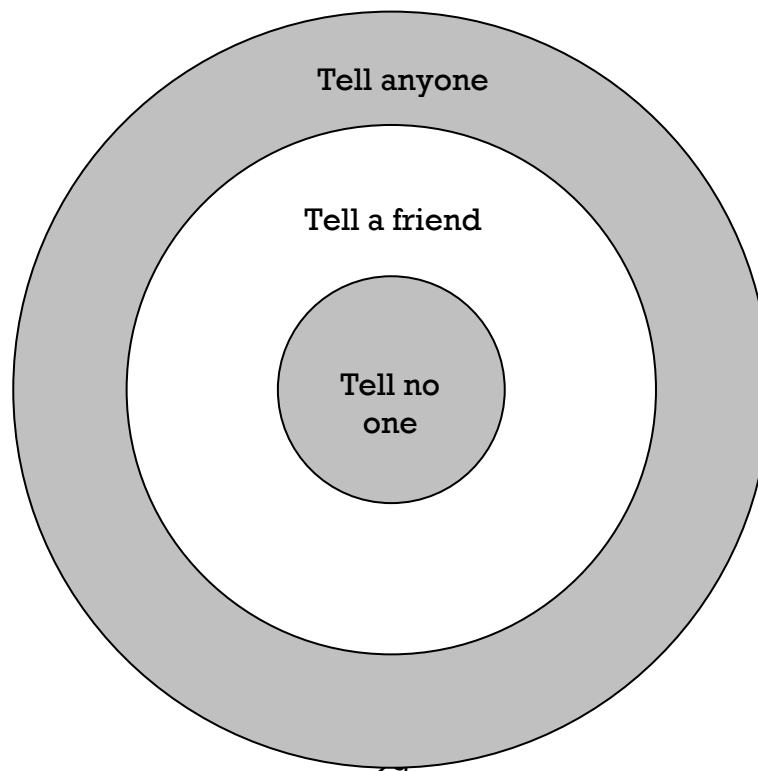
- How will my friend feel if I share this secret?
- How will this affect our friendship?
- How would I feel if my friend shared a secret like this about me?

Who could you tell these things to?

1. Your friend says that they like Sam.
2. Your friend says their Dad is in jail.
3. Your friend says they are going to watch a film tonight.
4. Your friend says they hate wearing school uniform.
5. Your friend says he smokes.

Make up your own: \_\_\_\_\_

\_\_\_\_\_



# 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.
- Some ways of dealing with it are: -
  - Ignoring it or staying relaxed
  - Being assertive - using your body language, eye-contact, tone of voice, words you say
  - Remembering why people bully

## Six good reasons to tell:

1. You have the right to live without the stress or fear of being bullied.
2. Taking action is better than doing nothing.
3. There is nothing embarrassing about being bullied - think how many people it happens to.
4. It is braver to tell than to hide it.
5. 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**.
6. 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. You can ask them what the homework was if you are not certain. They can also help to work out new situations like going to the canteen.

**Teachers** Ask your teachers if you don't know what to do in class or for homework. They will also be able to help you if you have forgotten something or don't know where to go.

**People at home** People at home will be able to help you plan and organise your equipment and homework. They will want to know if you have any problems. They will be able to help you work out the best person to ask if you have problems with work or may try and contact someone in school and ask them to help you.

Try and work out whom 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 course 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!**

# References

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