



# Transition



Moving from Primary School  
to Secondary School

Name: \_\_\_\_\_



# Contents

- Introduction
- All About Me
- My New School
- Route to School
- How Do I Feel?
- What's My Worry and How Can I Help Myself?
- My Questions
- School Staff
- School Uniform and P.E Kit
- School Equipment
- School Timetable
- Using a Timetable
- My Checklist
- Morning Break
- Lunchtime
- What Shall I Do? (Scenario Cards)
- Calming Down
- Conclusion



# Introduction

Moving on from primary school to secondary school is an exciting time. There are lots of changes ahead and some young people may find this difficult. You may have some questions you would like answered and you may feel you need to be prepared for your new school life.

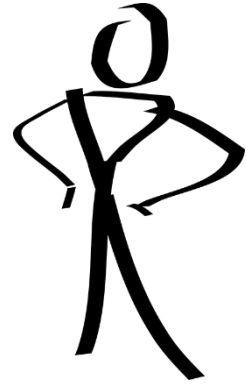
This booklet is to help you prepare for your transition to secondary school. There are some activities for you to complete, such as finding out information and using timetables. It may be helpful to work through this booklet with the support of school staff or with the people you live with.

We hope you enjoy it.

Pembrokeshire Early Help Team



# All About Me



Draw a self portrait here

Name:

Birthday:

Primary School:

Eye Colour:

Hair Colour:

Favourite colour	
Favourite animal	
If I had a superpower it would be...	
Favourite food	
Favourite music	
Favourite film	



# My New School



Finding out information about your new school can make things a little bit more predictable and can help a person prepare for the changes. Find out some information about your new school and record below.

The name of the School: \_\_\_\_\_

The address: \_\_\_\_\_

The telephone number: \_\_\_\_\_

The e-mail address: \_\_\_\_\_

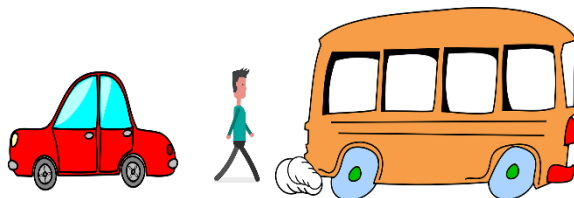
The website address: \_\_\_\_\_

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

Find a picture of your new school and attach it in the box below.

A large, empty rounded rectangular box with a thin blue border, intended for a student to attach a photograph of their new school.

# Route to School



How will you get to school?

How long will it take?

What time will you leave your house?

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

# Going to Secondary School

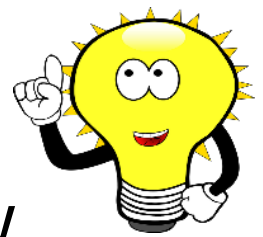
How do I feel?



Changing school is a big transition. You will meet new people, have a different timetable, be in a new building etc. The items below are useful to think about.

Draw an emoji next to each statement to show what you feel about it.

Finding my way around	Using a new timetable
Dinner time	Taking a shower
Having a different uniform	Being on time
Break times	Making new friends
Meeting other pupils	Having a shower after P.E
Homework	New teachers
Knowing what to say to people I don't know	Being bullied
P.E lesson	Not understanding the work



# What is My Worry and How Can I Help Myself?

*In reality a worry is only very small but can become bigger when we focus on it without any solutions and/or distractions.*

You may have some worries about moving to secondary school and that is okay. A solution-focused approach can sometimes help to work through your worry and help you feel calmer.

What is a worry you have about moving to secondary school?

---

On the 0 to 10 scale below, circle how worried you feel about this.



When you have felt worried before, what helped you feel less worried?

Talking about it with friends

Talking about it With an adult

Finding out more information

Writing down my worry

Taking my mind off it

Something else

Try the strategies that work for you.

On the 0 to 10 scale below, circle how you feel about the worry now?





# School Staff



You will meet lots of new staff in secondary school. There will be teachers, support staff, office staff and lunch time staff. You will not be taught by all of the teachers.

Some of the teachers may also have a different job in school, such as Head of Year.

Try and find out the names and job role of some of the staff in your secondary school.

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

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

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

The name of the Head of Year 7: \_\_\_\_\_

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? \_\_\_\_\_



# My Questions



Find out some more information about your new school. Use the tables below and on the following two pages.

Questions about my new school	How can I find out?	Answer
What time does school start? What time does school end?		
What times are break-times and lunch time?		
How long are the lessons?		
How will I know when the lesson is finished?		
Where do the pupils go at lunchtime?		
What food can I buy?		
Are there any clubs I can join?		
What happens if I get into trouble?		



# My Questions



Questions about School Uniform and equipment	How can I find out?	Answer
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?		

# School Uniform and P.E Kit



You may have to a school uniform to wear in secondary school.

Find some photographs of your secondary school uniform. You may find pictures on the school website. Attach a picture or draw the uniform into the box below.

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

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

\*You may find wearing the uniform/P.E kit difficult. If so, discuss any issues with staff at your new school.\*

# School Equipment



What do I need to bring to school with me every day?

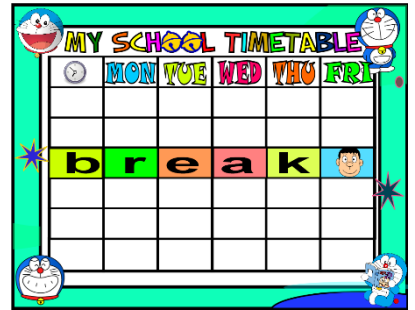
In your primary school you may have your pens, pencils and other equipment supplied for you. In secondary school you will need to bring your own writing equipment. Below are examples of some of the items you will need.



Some days you may need to bring to school extra equipment. You may have a cooking lesson for example, or may need to bring in a text book that is used in a specific lesson. You will also have separate exercise books for each lesson. You will carry your equipment in your school bag.

How will I know? Your personal timetable is very important. It will help you be in the right place at the right time with the right equipment.

# School Timetable



Your timetable *may* look like the one below. It shows what lesson you have, when, who the teacher is and what room it is in.

- Lesson 1** = **What lesson in the day**
- Science = **What subject it is**
- TR = **The teacher**
- F44 = **The classroom**

**Use this timetable to fill in the planner on the next page. Monday has been done for you.**

Day	Lesson 1		Lesson 2	Lesson 3		Lesson 4	Lesson 5
Monday	Science TR F44	B	Tech JB G61	Maths MC S24	L	Art BD G23	Geog TT S43
Tuesday	Science HN G47	R	History TB F28	Welsh WJ F03	U	IT SW S20	English PB F22
Wednesday	Drama CS G05	E	English PB F22	Maths MC S24	N	P.E WJ Hall	P.E WJ Hall
Thursday	R.E BF S41	A	Tech JB G61	PSHE MR F28	C	Sci MT G44	Art BD G23
Friday	Geog TT S43	K	History TB F28	Maths SC S25	H	Music PR S04	English PB F22

# Using a Timetable



**REMEMBER: YOUR TIMETABLE WILL BE DIFFERENT TO THE ONE IN THIS BOOKLET.** This is an example for you to practise with. If you can obtain a timetable from the school you are moving to you can use that instead.

**Monday I need:**

Books – Science, Tech, Maths, Art, Geography. Pencil case.

**Tuesday I need:**

---

---

**Wednesday I need:**

---

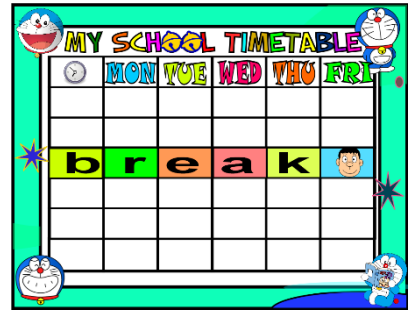
---

**Thursday I need:**

---

---

# Using a Timetable



Friday I need:

---

---

What days do you need your P.E kit?

---

Which room is English in?

---

What are the initials of the Maths teacher?

---

What lesson do you have before lunch on Thursday?

---

What lesson do you have before morning break on a Tuesday?

---





# My Checklist



You may find it useful to have a checklist of all the things you need for school the next day. An example is shown below.

- School bag
- Pencil case
- Colouring pencils/felt tip pens
- Calculator
- Home school diary or planner
- Lunchbox or dinner money/card
- Water
- Reading book/library book
- P.E kit
- Any other equipment (Food Technology etc.)



# Break Time



When your lesson ends you will usually leave the room to go to your next lesson. You will need to make sure you have all your belongings. At some point in the morning you will have a break time.

Break time starts: \_\_\_\_\_

Break time ends: \_\_\_\_\_

Length of break time: \_\_\_\_\_

You will be able to use the canteen to buy food and drinks. You can also bring in your own snacks.

Where can I go and what can I do during morning break?

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

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

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

# Lunchtime



The lunch break is in between the morning and afternoon lessons. It is a time for you to eat your lunch and see your friends.

**REMEMBER** you might need to bring in money or a card/voucher You may choose to bring your own packed lunch.

There will be a canteen you can use to buy food and drinks. There will be an area you can sit and eat your lunch.

Lunchtime starts: \_\_\_\_\_

Lunchtime ends: \_\_\_\_\_

Length of lunchtime: \_\_\_\_\_

Where can I go and what can I do during lunchtime?

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

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

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

# What Shall I Do?



There may be times in school when something happens and you're not sure what to do. Below and on the next page are some scenario cards and a way to solve the problem. You could cut these out, laminate them and make into pocket cards.



I can't find my class.

- Look at a map if you have one
- Ask at the school office
- Ask a teacher nearby
- Ask another pupil



I don't understand something in class.

- Put your hand up and ask for help
- Look carefully at the task again
- Ask another pupil for help

# What Shall I Do?



I'm late for school.

- Go to the school office to tell them you have arrived
- Check the time and your timetable and go to class



I forgot my pencil case.

- Ask a friend to borrow a pen/pencil
- Ask a teacher to borrow a pen/pencil



I forgot my lunch/lunch money.

- Go to the school office and tell them you forgot it.
- Ask to borrow some money for lunch

# What Shall I Do?



I've forgotten my homework.

- Tell your teacher you have forgotten it as soon as you arrive in class
- Tell the teacher you will bring it next time
- Make a note in your diary



I don't know what class I have next.

- Check your timetable
- Ask a friend
- Ask at the school office



Someone is being unkind.

- Keep calm
- Tell them to stop
- Walk away
- Report it to a nearby teacher
- Report it to the school office



# If I Need to Calm Down



There may be times at school when you are upset or angry.  
There may be times at school you are anxious or confused. It will be helpful to know what you can do if you feel you need to calm down.

What things can make you upset at school?

---

---

What things help you to calm down? (a list is below to help you)

---

---

Counting to ten      Breathing exercises      Drawing      Reading

Talking to a teacher      Having some quiet time

It may be helpful for you to have an area to go to if you need to have some space.

You can talk with secondary school staff about an area you can use if you need to calm down.



## Conclusion

We hope that you have found this resource useful and it has helped to prepare you for your move to secondary school. This is an exciting time and it can also feel a little frightening. This is okay. Life is full of changes and when we prepare ourselves for them it makes things a little easier.

We wish you well in the next part of your school life.



If you have any further questions you can contact the Early Help team:

Claire Bullock: [claire.bullock@pembrokeshire.gov.uk](mailto:claire.bullock@pembrokeshire.gov.uk)

Kathryn Brown: [kathryn.brown@pembrokeshire.gov.uk](mailto:kathryn.brown@pembrokeshire.gov.uk)