



**NCEA DUKE'S
SECONDARY SCHOOL**

TRANSITION BOOKLET



Name.....

Transition

It may seem a long way off but soon you'll begin thinking about the move to Dukes Secondary School. Moving schools is an exciting time which will involve many changes and you may have questions about some of these new experiences in September. It is important you know that Dukes Secondary staff are working hard to support you with your move.

This transition booklet can be shared at home with your parents or carers. Hopefully it will explain and answer some of your questions as well as help to prepare you for all the changes.

The name of your new school is Duke's Secondary School. The address is:

Duke's Secondary School
Academy Road
Ashington
NE63 9FZ

The telephone number is 01670 816111.

The name of the school Principal is Mr Atkinson.

School starts at 8.30am and finishes at 3.00pm.

circle the one you are most likely to use

I will travel by: **Car** **Bus** **Bike** **Walk**

To get to school on time, I will need to leave my house at about:

.....

Finding the way

It's quite easy to find your way around Duke's Secondary School, everything is centred around the Atrium.

At Duke's, every department is clearly named and all the lessons for that particular subject happen in that area.

In year 7 next year, your class will have a class base, a classroom where you will have most of your lessons. Your subject teachers will come to your room for these lessons. You will move classrooms for some lessons like PE and Food Technology.

Between lessons and at break times, staff are always on duty in the corridors around school. If you are unsure about where you need to go you can always ask them.



Who's who at Duke's Secondary?

Here are some of the staff you will meet during transition and your first few weeks at Duke's.



Mr Atkinson
Principal



Mr Line
Deputy Principal



Mrs Chapman
Deputy Principal



Mrs Black
**Director of
Transition**



Mrs Mitcheson
Head of KS3



Mrs Collin
SENDCo
I arrange support
for students who
may have learning
needs.



Ms Harrison
Head of Year 7



Mrs Henderson
I support students
as well as run
break/lunchtime
club.



Sally Milner
Trust Chaplin

Staff visit tutor areas during registration/tutor time. Your form tutor is a really important person and they will help you if you need anything.

Uniform and equipment

At the Academy Trust we are very proud of how smart you all are in both primary and secondary. The expectations at Duke's are similar to your primary school.

School Uniform

- Black blazer with logo
- Jumper with Duke's logo (optional)
- Black tailored trousers which must be full length (not tight fitting, leggings or jeans)
- Black skirt, must not be shorter than 1" above the knee
- Duke's blue tie
- White shirt/blouse(not fitted)
- Black or flesh coloured tights
- Black shoes. Trainers must be totally black with no colour logos or markings. (no Vans or similar, plimsolls or boots)

PE Uniform

- Plain black tracksuit bottoms/shorts/leggings
- Duke's PE top with Dukes logo
- Duke's black hoodie top (optional)

Year 7s only must wear their PE kit to school on PE days. Only the PE school hoodie can be worn for PE.

If for some reason you should come into school without your tie or the right shoes, we have spares and you may need to borrow something. If you have any problems with your uniform you would need to speak to your form tutor. Uniform can be ordered via the school website.

At the beginning of each day, staff will meet and greet you at the door and offer support if you need any help with uniform or equipment. The only jewellery that may be worn is a watch or 1 pair of ear studs (in the lobe only). Make-up must be minimal and natural. Hairstyles are not to be extreme and should be of a natural colour. No false nails or eyelashes are to be worn at school.

Equipment

Students at Duke's are expected to bring at least a pen, pencil and ruler to every lesson.

Chromebooks

We have a scheme which will mean every year 7 will have access to use a chromebook when they come up. Mr Thompson can give you help and guidance with arranging your chromebook.

What else do I need to bring to school?

You should bring everything you need to complete your school day into school in a school bag; the bag should ideally be big enough so you can fit in your homework or packed lunch etc.

Timings of the school day

All students to be in school by 8.30 (First Bell)

Start	Finish	Period
8:30	9:00	REG
9:00	10:00	P1
10:00	11:00	P2
11:00	11:20	BREAK
11:20	12:10	P3
12:10	12:50	LUNCH
12:50	13:55	P4
13:55	14:55	P5

End of school day for Year 7 14:55 - Mon to Fri

Tutor Time / Registration

Tutor time/registration is a really good opportunity to get to know the other students in your class better as well as your form tutor. In tutor time, you have activities you take part in such as PSHE topics.

Tutor time/registration is at the start of every day so it's a good time to look at what lessons you have coming up and to ask for support from your form teacher if you need it.

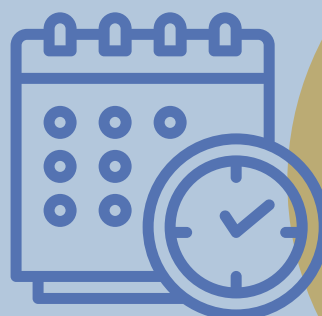
The Timetable

One of the first pieces of information you will be given in September will be your timetable. It's very important because it not only tells you which lessons you will have that day but it also gives you a clue about the equipment you will need to pack in your bag the night before.

You can take a copy home too to help you organise your bag. It also tells you the time each lesson starts and finishes and which room they will take place in. Instead of just one teacher, you will have different teachers for each subject; the timetable will also give the teacher initials next to the lesson.

You may have at least three different subjects every day and some will be in special rooms. For example science will usually take place in a laboratory.

Duke's has a two week timetable, week A and week B. This means you may have different lessons in week A and week B. We help you know which week it is as Head of Years have a poster in their office window. You may need PE kit on different days each week. It is also a good idea to have a copy of your timetable and keep it at home. We can also help with visual timetables for some students.



Homework

Just like in primary in Year 7 you will get regular homework which must be handed in on time. The more organised you are, the better. Learning support also runs a homework club which is open every night and the library is available after school too Monday through to Wednesday.

Why is homework important?

Homework is really important because it consolidates the learning you do in lessons. It also means that you can cover additional learning that may not always be covered in lessons.



Break Times

You can use the outside areas and the dining hall for break times. You may have older friends at school or family members you want to see.

Break club is open at breaktime. Some students may be invited to attend.

Lunchtime

In year 7 your teacher will take you to the dining hall with the rest of your class a few minutes before the end of the lesson so that you are ready for lunch. Just like in primary, everyone lines up for dinner and are then let in by the staff. Food can only be eaten in the dining area or the outside eating area, if the weather allows. It is a good idea to bring a water bottle with you, there are lots of water coolers around school and you can fill up bottles at break times.

Duke's has a staggered lunch time but in Year 7 you get to come to the dining hall at 12.10pm. This means all of school won't be in the dining hall at the same time so everyone has plenty of space. You will have 40 minutes for lunch and then you will have tutor. You pay for school lunches online. If you have free school meals now and nothing changes at home over the summer you will still get free school meals at Duke's.

The Beacon

Some students may get to take part in interventions. The groups are small and it means staff can easily support everyone. Lunch and break club will happen in the Beacon also. Here children play games and make friends; you may be invited to join. Attending Break/Lunch Club is a good way to settle into secondary life and staff are available if anyone ever needs a chat or some help. We have lots of different games to play so you can get to know other students in your year group. We have some older students who act as mentors and you can get involved in our fundraising too!

Clubs

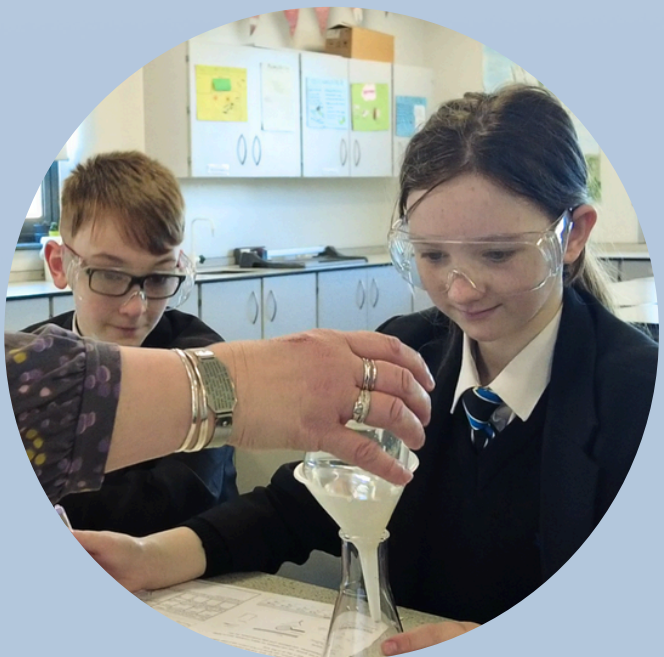
At Duke's there are lots of varied activities after school you can get involved with. The kinds of activities that have been enjoyed in the past are, art club, football, animation club, I.T clubs, and lots more. Joining clubs is a great way to make friends as you have a shared interest. We have also had visits to London and a ski trip!

Rewards

Our reward system is based upon attendance and effort. Teachers will reward students when they do well in lessons and follow the school rules. These are:

- To be Ready
- To be Respectful
- To be Responsible

When students are engaging well in lessons, staff will award points. Staff can award points for lots of things which are not just academic so if you are helpful or kind they can also add points on for this. Parents and carers can also view points at home so you can show them how well you are doing in school.



Making new friends

At Duke's you will soon get to know everyone very well and feel like you belong in your class. On your first day it's important to remember that everyone will feel the same way and that you're not alone. It's actually a good opportunity to make new friends and learn from adults who have specialised in their particular subject.

Everyone has strengths and weaknesses. Some students find it really easy to get to the top level on a computer game whilst others never get past Level 1. Some students have no problems drawing amazing life-like pictures whilst others find it difficult to draw a good stick-man.

It's the same with making friends. Some students love meeting new people, are very chatty and make lots of friends easily. Others don't know how to begin and may need a little help to make new friends.

Hints and tips for making friends

Below are a few hints and tips to help you make a new friend. Why don't you practice with someone at home?

- Smile
- Tell them your name and ask what they're called
- Find out what they are interested in
- Talk about shared interests - you both might like computers
- Ask them if they want to do something at break-time

What other way could someone try to make a new friend?

Looking Forward

Moving to Duke's is going to open up a lot of new, exciting experiences and opportunities for you. I hope you have found this booklet helpful and most importantly that you remember there are lots of staff in school to help you.

Staff at Duke's really look forward to seeing you again in September and I hope you have a lovely summer!

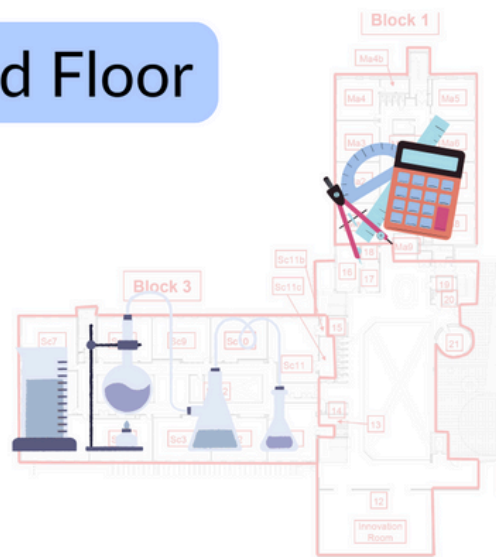
Mrs Henderson

Mrs Black



Duke's Secondary School Map

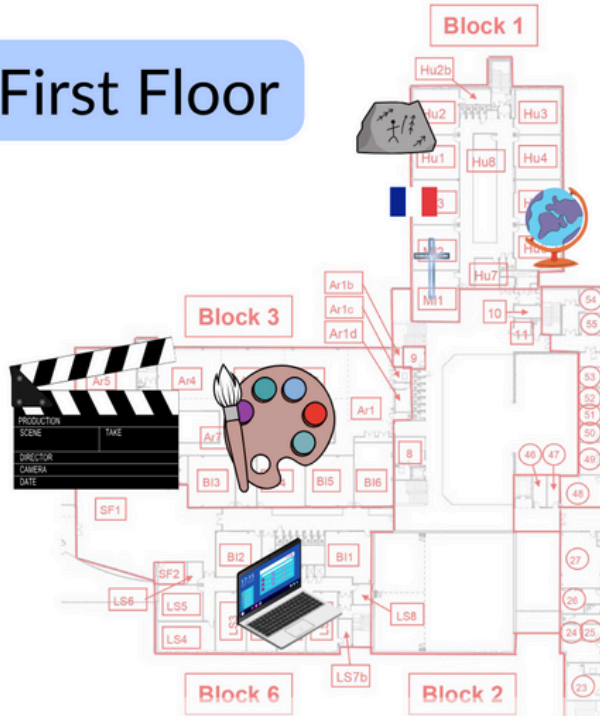
Second Floor



Second Floor

- Maths
- Science

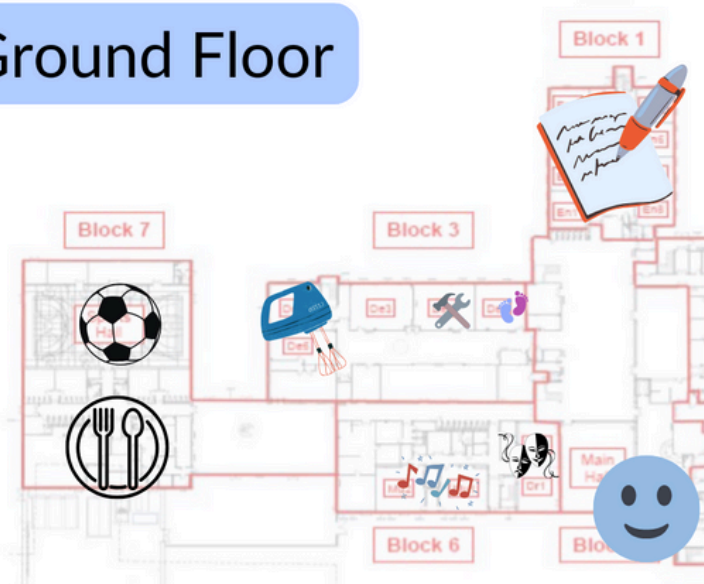
First Floor



First Floor

- History
- Geography
- French
- Religious Studies
- Art
- Creative Media
- ICT

Ground Floor



Ground Floor

- English Language & Literature
- Hospitality & Catering
- Music
- Performing Arts
- PE/Sport
- Dining Hall
- Main Hall