

Suggestions for a Welcome Pack for Secondary Schools

Schools usually provide an information pack for pupils transferring to their school, giving information for parents. To support the collation of this, here are some guidelines about what can be included in the pack. There are links to other information and literature that may be useful. The pack would be aimed at pupils arriving either from primary schools, or at the beginning of Key Stage 3. The Parents' Centre website has a wealth of materials and resources which can be downloaded or ordered, sometimes in a number of languages.

The checklist below is based on materials produced at City Academy through the Bristol EAZ. The parent support group surveyed parents to find what they most wanted to know about a new school and from this, produced their own handbook.

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Introduction

To include:

- Contact details: address, phone number, fax and email
- Website address
- Key roles and a named person for parents to contact
- Vision and values
- Specialist school status and what this means: <http://www.specialistschools.org.uk/>

Getting Started

Term dates and INSET days: http://www.bristol-cyps.org.uk/schools/term_dates.html

Whom to contact about:

- Absence, including medical appointments
- Uniform
- Bullying
- Learning

Map of school for parents and pupils

Uniform

What it is and where to buy it

Being Prepared

What children need to bring to school

Checklist and support materials available in the Learning Challenge

http://www.standards.dfes.gov.uk/keystage3/respub/ks3_learn_challenge

Booklet for pupils

http://www.bristol-lea.org.uk/teaching/pdf/KS2transition_booklet.pdf

Expectations for pupils – eg rewards and sanctions procedures

The school timetable

How many lessons?

Times of lessons and breaks

Planners and how they are used

Arrangements for lunch and break times

Calendar

Parents getting involved

Homework timetable and policy/expectations

Supporting at home – information on the Parents' Centre website, including a download of the James Nesbit film Getting Involved

<http://www.parentscentre.gov.uk/whatchildrenlearn/learningathomeoutsideschool/>

Booklet on supporting with homework downloadable from

<http://www.teachernet.gov.uk/docbank/index.cfm?id=7298>

Reports – an example of a report and what the grades or numbers mean

Home-school agreements

Parents' evenings – when and what

Governors – what they do

Becoming a governor – see the Governor Development Service website

<http://www.bristol-lea.org.uk/services/gds/gds.html>

Social activities for parents – Parent Teacher Association/ Friends of the school

Language support offered for parents

Bullying

School policy

What to do if a child is being bullied and how pupils can find out about it

Don't Suffer in Silence website has information for pupils and families (and schools)

Parents <http://www.dfes.gov.uk/bullying/parentsandindex.shtml>

Pupils <http://www.dfes.gov.uk/bullying/pupilindex.shtml>

About Learning

Expectations

The curriculum

Assessment

Parents' Centre website has information for parents, which can be ordered or downloaded, many in a number of languages:

General information on Key Stage 3

<http://www.parentscentre.gov.uk/foragegroup/11to14years/keystage3/>

Helping your child with reading

<http://www.parentscentre.gov.uk/publications/?asset=document&id=12825>

The National Curriculum and assessment – Learning Journey booklets for parents can be ordered or downloaded

<http://www.parentscentre.gov.uk/whatchildrenlearn/curriculumandassessment/thelearningjourneyscurriculumguide/>

Extra Curricular Activities

Support for pupils

Special needs – see Find it Out: Bristol Directory of Services for Children with Additional Needs available from www.bristol-city.gov.uk/socialservices

Provision for Gifted and Talented pupils – see Bristol's guide for parents and governors http://www.bristol-lea.org.uk/policies/pdf/gat_guide.pdf

Aim Higher

Out of hours learning provision

School library

Read a Million Words – information for teachers, pupils and parents at <http://www.readamillionwords.org.uk>