



*William Ellis*

## *Secondary School Transition Checklist*

### *March: Offer Day & Getting to Know Us*

- On Offer Day you will receive an email from your Local Authority confirming the school place you have been offered.
- Shortly after, you will get a Welcome letter from the school. Read through the information in this letter and accept your child's place on your e-Admission account.
- Begin to have positive conversations with your child about the move to his new school.
- Come to our Welcome Evening event to meet school staff, students and our Parents' Association (WESPA).
- Make a note of the key dates in our Transition Programme (e.g. admission meeting date, Induction Day).

### *April: Think Ahead*

- Begin to explore the school website to find out more about uniform, behaviour policies, homework etc.
- Complete your admission form to provide us with all the information we need to tailor your son's transition to our school.
- Think about the route to school and practice the journey if needed – perhaps you could bring a packed lunch and have a picnic on Hampstead Heath during the Easter Holiday (it's just next door!)
- Encourage your child to talk to other children in his class who may also be coming to our school, or to other children you may know locally who come here.
- Join WESPA's WhatsApp Group to begin building connections with other families with a child joining Year 7.

### *May: Begin to Introduce the 5 Rs!*

- Start to introduce routines that encourage **Responsibility, Resilience and Resourcefulness** (such as organising their own school equipment, setting their own alarm, perhaps travelling home from school with friends for the first time, organising homework schedules etc.).
- **Reflect** on friendships – what might change at secondary school and how to manage this change. If your child is the only boy coming from his Primary School he won't be the only one and new friendship groups are quickly formed through **Respectful** interactions at Induction events.
- Come to your Admission Meeting, where your family will have an informal chat with a member of senior staff – this is a chance to ask any questions you have about the school and let us know if you have any worries (everybody has, and a lot of them will be shared with other families!).

## *June: Social and Emotional Preparation*

- Arrange meet-ups with other children you know who will be coming to our school in September.
- Encourage your child to discuss any concerns about secondary school with you and with friends – chances are everyone has some of the same worries!
- The Transition Lead at William Ellis will visit your child at his primary school – this is a great opportunity for him to raise his concerns, but also to think about the positives of moving to secondary school and all the great things William Ellis has to offer.
- Make sure you've signed up for at least one day of Summer School!

## *July: Becoming an Elysian*

- Attend Induction Day and the Information event in the following week.
- Buy uniform and PE kit early to avoid last-minute panics!
- Make a list of stationery and other essentials you'll need for September.
- Read through the Home School Agreement together and start thinking about school rules such as the mobile phone policy and behaviour expectations.
- Buy a selection of books from the Key Stage 3 reading list (or borrow them from your local library) and encourage your child to begin reading them.
- Plan for some exciting things to do over the Summer break that are linked to the curriculum – maybe go to a museum or art gallery, or learn a few phrases to practice some French or Spanish on holiday.

## *August - Countdown to starting at William Ellis!*

- Have fun over the holiday and spend some time relaxing too.
- Adjust bedtime and wake-up routines – you may need to wake up earlier and leave the house earlier to get to school by 8.30 for registration!
- Do a final practice run of the journey to school.
- Reassure your child that nerves are normal and everyone is going to be feeling the same
- Make sure you have all your uniform and equipment ready in the last week of the holiday
- Come to Summer School – even one day can make a big difference!
- Pack the school bag together the night before the first day in September.
- Plan some time when your child gets home after his first day to talk about what went well, what was exciting, what might have gone better.

## *September - Enjoy your first day!*

There'll be a lot to learn and get used to, but your Form Tutor and Head of Year will be there to help.

