

Transition Information Booklet 2021



DREAM

BELIEVE

ACHIEVE

THE CORSHAM SCHOOL VISION

The Corsham School will:

- 1.** Promote the highest standards of teaching and learning and see them reflected in academic achievement
- 2.** Use the evaluation and sharing of good practice to impact on teaching and learning
- 3.** Commit to a balanced, enriched curriculum
- 4.** Invest in, use and apply the best technologies
- 5.** Provide a safe and calm environment in which all young people can learn, grow and develop values which strengthen a positive community
- 6.** Encourage our students to be considerate, courteous and to show pride in their school
- 7.** Stimulate the involvement and commitment of all parents and carers
- 8.** Commit to the support and Continuing Professional Development of every member of staff
- 9.** Provide high-quality facilities within a clean and well-managed environment.



Sue Geoghegan

Welcome from Transition Co-ordinator

My name is Sue Geoghegan and I am The Corsham School, Transition Co-ordinator. My role is to enable a smooth transition for all primary school students who are moving up to The Corsham School from Year 6.

This work involves liaising with partner primary schools to find out information that will help support the transition of individual students. We recognise that each child is different and that some children will require more or different support to ensure that they have a positive experience. I also liaise with parents and students as much as possible through the transition process so that families have a clear idea of what to expect when their child moves up to secondary school.

Part of my role is to organise the Year 5 and Year 6 school visits which are a valuable part of the transition experience as it helps students to become more familiar with the school and, therefore, more confident in transition. I also host any additional visits that may be required for students who join the transition process later or for those students who may benefit from additional visits.

I run the Year 6 Induction Day and evening event which is an important day enabling students to meet their new Tutor and other students in their tutor group. The evening event allows parents to come into school and meet the Tutors, receive additional information about starting at The Corsham School and ask any questions that may arise.

Through the course of the school year, I hope to meet with as many Year 5 & 6 students as possible who are intending to come to The Corsham School or who are in the process of making those decisions and need more information.

As a parent, if you wish to organise a visit to the school or discuss any aspect of your child's transition, please do not hesitate to get in touch. I can be contacted via email; SGeoghegan@corsham.wilts.sch.uk or on the school's main number – 01249 713284. My working days are Mondays, Tuesdays and Wednesdays.

I look forward to meeting yourself and your son/daughter and welcoming you to The Corsham School.

Sue Geoghegan
Transition Co-ordinator
The Corsham School

The Corsham School Induction Day

Each year, at the end of June, we offer an opportunity for our new Year 7 students to spend a day at Corsham School where they get to meet their new tutor and their new tutor group. This is followed by a meeting for parents to meet your child's tutor and Ms Fairbairn, Head of Year 7, and for us to share key information regarding your child starting school with us.

We intend to offer this opportunity this year but are awaiting further guidance from the Department of Education and Public Health England regarding Covid-19 health and safety measures in schools in the Summer Term. We will inform you of the format of child's visit for induction, as soon as we are able to.



Transition from Primary School to The Corsham School

Starting secondary school is a big step in a child's life and we, at The Corsham School, do all we can to ensure that the transition is as smooth as possible. Here we have endeavoured to answer some of the most frequently asked questions about transition so to help parents understand the process and how we will support your child.

Frequently Asked Questions

How does The Corsham School gather information about my child on transition?

After an offer of a place at The Corsham School has been formally made by the Local Authority, Sue Geoghegan, Transition Co-ordinator, visits the primary school that your child attends and meets with your child's teacher to find out as much as possible about each student's academic abilities, their personalities and interests and overall strengths and areas for development. This information may be shared with your child's tutor and/or teachers as appropriate (confidential information is not disclosed).

I have information about my child that I would like to pass on. How can I do this?

We welcome any further information that parents/carers wish to pass on as this will naturally help us to get to know your child better. There are a number of ways that you can share this information. Firstly, there is a form enclosed that allows you to record any information and that can be returned to Main Reception who will ensure that it is passed on to Sue Geoghegan, Transition Co-ordinator. Alternatively, you can email Sue Geoghegan on SGeoghegan@corsham.wilts.sch.uk or request a meeting via email or phone.



My child has additional needs; how will my child be supported during transition?

As well as the contact that the Transition Co-ordinator has with the primary schools, Sarah Warr, the school's Special Educational Needs Co-ordinator (SENCo), also meets with the Year 6 teacher and primary school SENCo, to discuss the needs of students who have EHCP's and those designated as SEN Support who are on the school's Learning Support Register. Through these discussions and liaison with the primary school, Mrs Warr, will judge whether students with additional needs will benefit from being supported with additional visits or other forms of support. Please do not hesitate to contact Mrs Warr, SENCo, should you wish to discuss your child's additional needs further. Her email address is SWarr@corsham.wilts.sch.uk

How do I purchase The Corsham School uniform?

Enclosed in this pack are details of The Corsham School dress code. School uniform can be purchased from Scholars at 3 The Causeway, Chippenham, SN15 3BT or online at www.scholars-uk.com.

Please be aware that we also sell good quality, second-hand uniform in our 'Nearly New School Uniform Online Shop'. Please follow this link for more details and to view items available to buy in the online shop. <https://www.uniformd.co.uk/>

What equipment will my child need for the start of term?

Enclosed in this pack is an equipment list which covers the essential items that each student will need for the start of secondary school.

My child is anxious that they are placed in a tutor group with their close friends. How are the tutor groups organised?

Year 7 tutor groups are created to ensure a balance of gender, ability and a mix of students from different feeder primary schools in each group. We recognise that students often benefit from knowing other students in their group and, therefore, during the liaison process with the primary schools, we ask that all students name two friends that they would like to be placed with. Your child's Year 6 teacher will ask for this information just prior to the May half term break with this information being passed on to our Transition Co-ordinator. We endeavour to work towards ensuring that all students will be with at least one of the two names put forward.

It is important to emphasise that coming to secondary school is also a fantastic opportunity to meet new people and make new friends and, whilst existing friendships remain important, we work hard to help the tutor groups bond and nurture new friendships at this exciting time in their school career.



How does the House System work at Corsham School?

OUR HOUSE SYSTEM



The culture of a school, the way it feels to be part of a school community, is shaped by the way the students from all age groups interact with each other, their teachers and people in the wider neighbourhood. We want our students to support each other, challenge each other, celebrate each other's successes and ultimately drive each other to achieve more. We also believe that students need opportunities to excel in activities and challenges beyond the classroom. Our house system provides more opportunities for these positive interactions, as well as chances to develop leadership and teambuilding skills through a variety of events and activities across Year Groups.

On admission, students are allocated to a tutor group in a House with a tutor who will remain with them throughout their school life. The specific welfare and progress of Year 7 students is overseen by our dedicated Year 7 team led by Ms Fairbairn (Head of Year 7) and Ms Geoghegan (Transition Co-ordinator). However, in Term 6 of Year 7, students move fully into the House system under the care of one of the House Heads:

Burlington House: - Mr K Rogers

Freestone House: - Mrs R Hobbs

Hazelbury House: - Mr P White

Stockwell House: - Mr J Derby

Each House name has some connection with the remarkable network of quarries and bunkers which lie beneath the area. The Bath stone from these quarries has helped create many of the beautiful buildings which surround us and the bunkers and tunnels are a truly unique part of Britain's history.

What are the arrangements for lunchtime?

Lunchtime is from 1.20pm until 2pm. All students have lunchtime at the same time. Students can bring packed lunches or buy a lunch from the food outlets in the Dining Hall. There is a hot meal menu with main meals running on a three week rotating menu. A main meal with a drink costs £2.35. As well as main meals, there are other foods available such as paninis, pasta pots, pizza slices, sandwiches and salads. As well as the main outlets of two hot food counters and a chilled food counter located in the Dining Hall, there is also another small outlet outside called the 'Snack Shack'. This is open at break and lunchtimes and sells snack-type foods. It is expected that £3 per day would be enough for a student to buy a meal, a dessert and a drink.

From November 2020, all outlets in school moved to a cashless payment system. Students are issued with a key fob that can be credited with money via our online payment system 'School Gateway'. Please find detailed information in this booklet regarding how to set up a School Gateway account. **Please note that, in order to issue a key fob to your child, the School Gateway account primary email must replicate the email used for the schools information management process (SIMS form is in your welcome pack).**

Students entitled to Free Schools Meals have their key fobs automatically charged up daily to a current value of £2.35. If you think your child may be eligible for Free School Meals, please follow the link to the Wiltshire Council website to get more information;

<http://www.wiltshire.gov.uk/schools-learning-free-school-meals>

If your child has special dietary requirements and they would like to buy food from the food outlets at school, then an appointment with the Catering Manager can be made via school to discuss your child's requirements and what food options are available.

My child will be getting a bus to and from school, how does this work?

There are a number of buses that transport students to and from The Corsham School from different areas. The buses come through the school grounds and always drop off and pick up in the same places in the school grounds. Buses drop off between 8am and 8.30am. The buses leave the school grounds at 3.05pm.

Please find further information in this link regarding buses: [Journey to School - The Corsham School](#)

If you have any queries regarding school transport, please follow the link to Wiltshire Council website for more information;

<http://www.wiltshire.gov.uk/schools-learning-transport-arrangements>



How much homework is issued to students when in Year 7 and how can I support my child with this?

In September, your child will be issued with a Corsham School organiser and homework timetable. Students are expected to record their homework in their organiser each day and work to the deadlines issued by their subject teachers. We are aware that homework can feel daunting at first, particularly when there are so many other considerations around settling into school, so there is a staggered build-up in the workload in the first few weeks.

As a parent, you can support your child by helping them to review what they have recorded in their organiser each day and build in a regular time each evening when they complete homework. Homework is set electronically through a system called 'Class Charts'. Each student has their own personal log-in to 'Class Charts' and as a parent, you will be able to view the homework set through this web-based medium.

Is there a place in school that students can go to complete homework after school?

The School Library is open after school until 4pm on Mondays-Thursday and 3.30pm on Fridays. There are computer facilities available for students to use for homework and additional learning. The Library is a supervised area.

There is also a Homework Club for students with Special Educational Needs and Disabilities (SEND). This is a staffed Homework Club that offers further guidance and support for students that may need it. The details of the days that this Homework Club will run, together with the rooming, are published at the start of the academic year.

My child is really keen to get involved in school clubs, what is available?

At the start of the academic year, an enrichment programme is published that details all clubs available for students across the Year Groups. We actively encourage students to become involved in the different opportunities on offer and to embrace the chance to try something new!

To get a taste of what is currently available, please go to The Corsham School website and look at our Extra-Curricular page which can be found under the 'Students' section of the website.

Once my child starts school in September, who do I get in contact with if I have a concern?

If you have a concern for your child that you wish to discuss, we would encourage you to contact your child's form tutor in the first instance who can hopefully address the concern. Otherwise, they will flag it to the appropriate member of staff in school who will liaise with yourself.

There is also an opportunity to meet with your child's form tutor in Term 1 to discuss general progress and how your child has settled in. Further details of this meeting will be given at the Induction meeting for parents.

Hopefully, these FAQ's help to answer some queries. There is further opportunity to raise any questions at the Induction meeting for parents.





Communicating with Parents/Carers

We currently use the system to communicate with you more effectively by sending you text messages and emails, specific to your child, ensuring that you don't miss anything important. The School Gateway App allows you to receive messages for free.

School Gateway is the easiest way for parents to interact with their child's life at school.

The information shared with you includes, free in-app messaging, attendance and absence notifications, online payments, viewing timetables and much more.

- To register/login your school must have your email address and phone number on our system. You will be asked for these details on the School Information Management System form (SIMS) that you complete before your child's admission. If you need to make any changes after that, please leave a message on the School Gateway or email Student Reception on studentreception@corsham.wilts.sch.uk. Each parent/carers should provide their own email address and mobile number, as the School Gateway will not assign the same email address to more than one person
- If other members of your family want to log-in please make sure their email address and mobile number are also registered with the school.
- You must turn on push notifications for the app to receive messages and updates from the school.

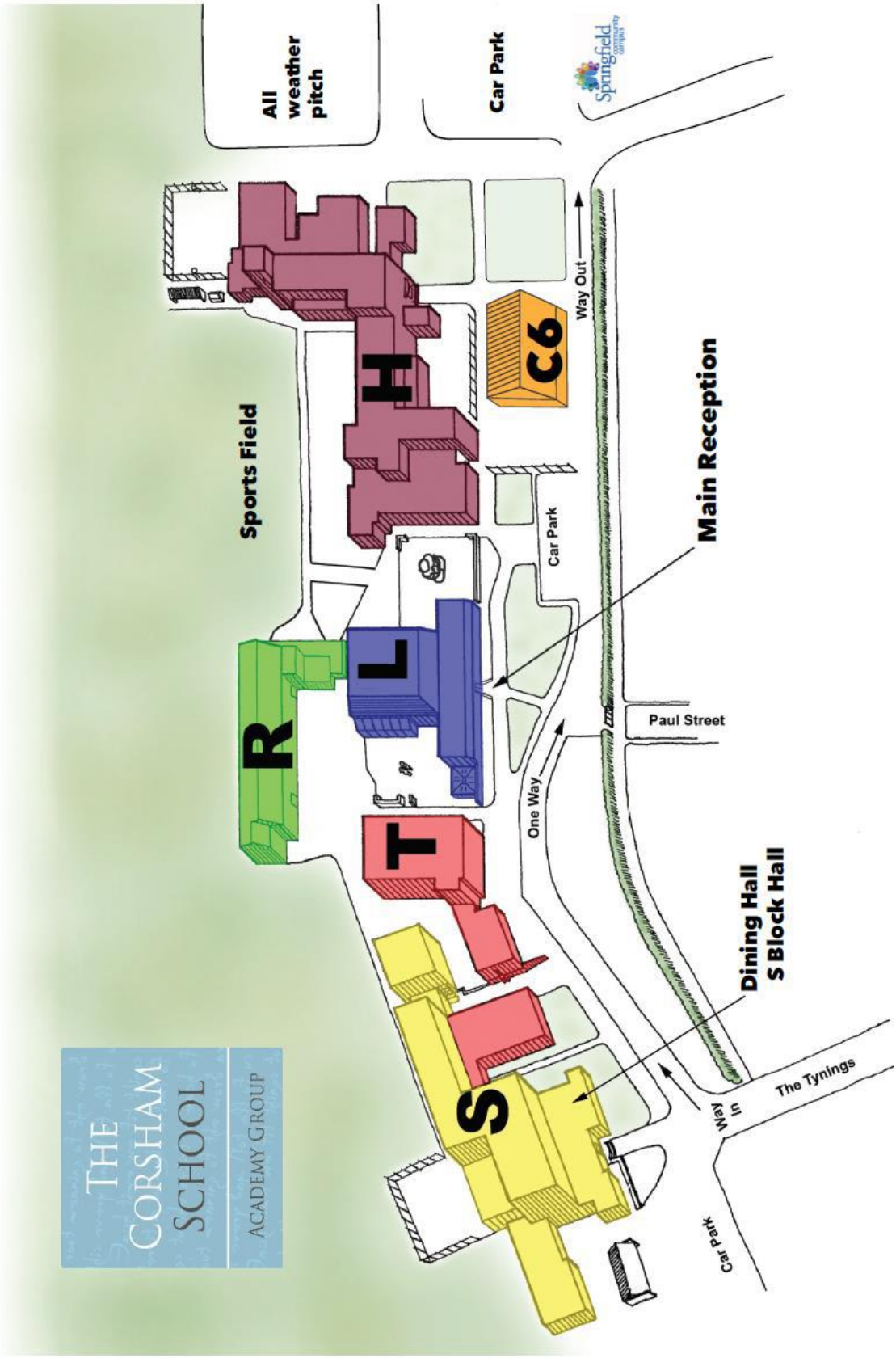
School Gateway - Payments

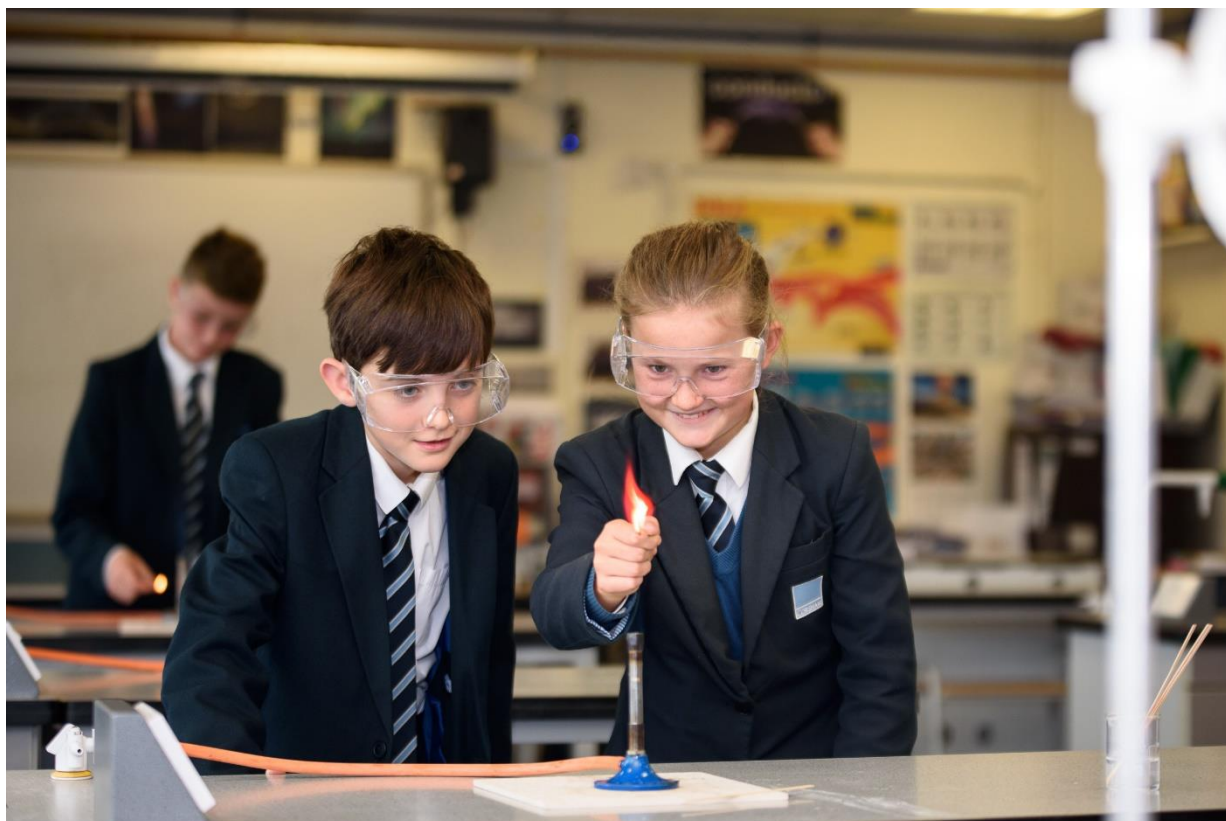
You should use School Gateway to pay for school trips, revision guides, lunch money and charitable donations. The system is easy for parents/carers to use and is the preferred method of payment (particularly in the current Covid-19 climate).

School Gateway enables parents/carers to pay online using their debit and credit cards or via instant bank transfer; in just the same way as buying an item from an internet shop. You can also view multiple children that you are linked to. Parents can give the school their consent for trips whilst paying for them all on the same screen - it couldn't be more straightforward. Your bank details are not visible or held by the school.

School Gateway App







THE CORSHAM SCHOOL

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RECEPTION@CORSHAM.WILTS.SCH.UK