

Transition Information Booklet 2024





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 support the running of the Year 6 Induction Days which are important days that enable students to meet their new Tutor and other students in their tutor group. We also run evening meetings that allow 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 Monday-Thursday.

I look forward to meeting yourself and your child and welcoming you to The Corsham School.

Sue Geoghegan
Transition Co-ordinator
The Corsham School

The Corsham School Induction Day

Each year, we offer an opportunity for our new Year 7 students to spend a day at The Corsham School where they get to meet their new tutor and their new tutor group and spend time getting to know each other and the school. This is followed by opportunities for parents/carers to meet their child's tutor and Ms Fairbairn, Head of Year 7, and for us to share key information regarding the new term and starting at The Corsham School.

This year, we have a large intake with 9 tutor groups. Therefore, there will be two Induction Days that run, with five tutor groups being invited to attend on **Friday 28th June 2024** and four tutor groups on **Friday 5th July 2024**. We will notify you regarding which day your child will be invited to attend as soon as possible in June, once the tutor groups are finalised.



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 an electronic form included in this pack that has been emailed to you, that allows you to record any information that you wish to share with the Transition Team. Alternatively, you can email Sue Geoghegan, Transition Co-ordinator, 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?

During the transition process, Sue Geoghegan, Transition Co-ordinator, liaises with the Year 6 teachers and primary school SENCo to discuss the needs of those 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, we judge whether students with additional needs will benefit from being supported with additional visits or other forms of support.

There is an electronic form included in the emailed pack, that allows you to share further information about your child and their SEND needs and gives the option to request a meeting with Mrs Geoghegan to discuss your child's needs further.

With the information that is gathered during transition, a comprehensive profile of your child's needs is compiled which is then shared with the Learning Support

Team and subject staff to ensure that your child is fully supported when they join Year 7 in September.



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 [Scholars \(scholars-uk.com\)](https://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. [Second Hand Uniform Marketplace | Uniformd](#)

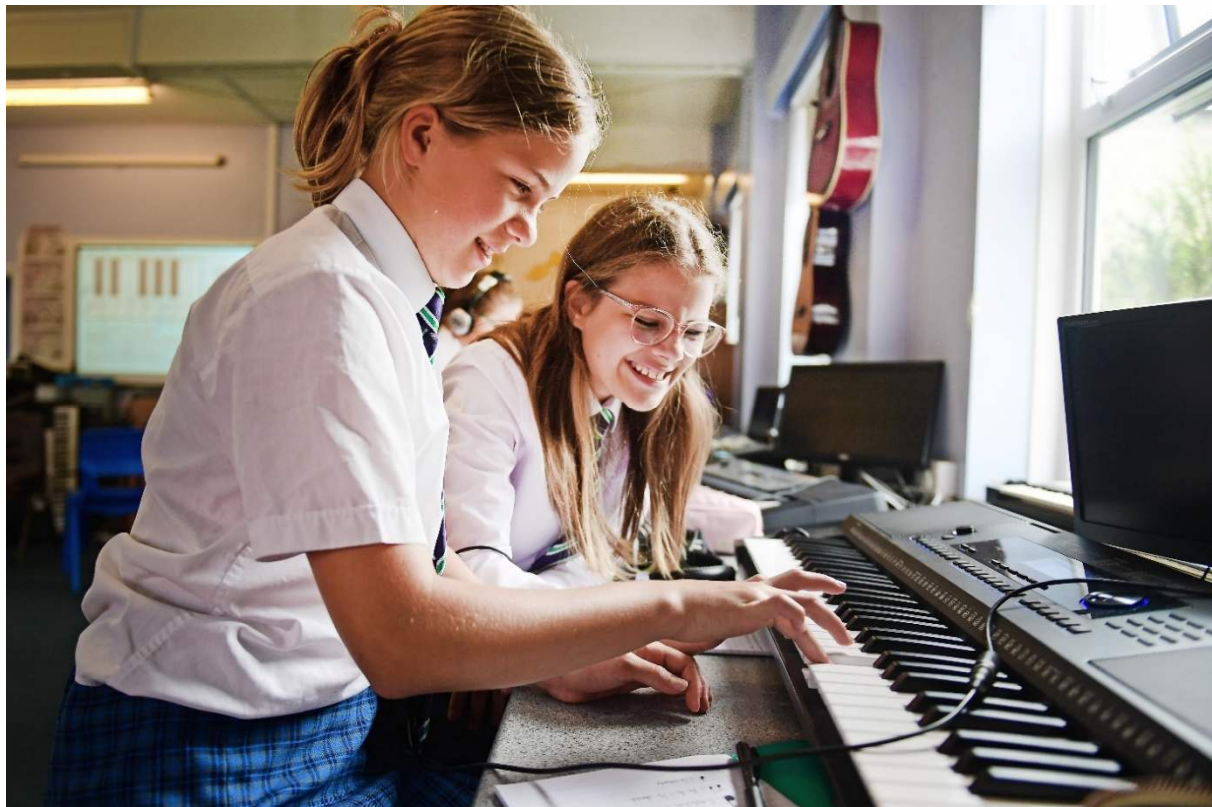
What equipment will my child need for the start of term?

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. Our policy is that we will work towards your child being placed with at least one of those friends that they have requested. Your child's Year 6 teacher will ask for this 'friend request' 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: - Mrs A Howard

Freestone House: - Mrs L Sutton

Hazelbury House: - Mr P White

Stockwell House: - Mr P Fox

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 1.55pm. 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 costs £2.00 with drinks costing between 70p and £1.20. A main meal with a dessert is £2.40. 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 a hot food counters and a chilled food counter located in the Dining Hall, there is also another outlet outside called the 'Snack Shack'. This is open at break and lunchtimes and sells snack-type foods. It is expected that £3.20 per day would be enough for a student to buy a meal, a dessert and a drink.

All catering outlets in school use a cashless payment system; a biometric (finger/thumbprint) system. Each student has their own account 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 set up an account for your child, the School Gateway account primary email must replicate the email used for the schools information management process (SIMS form is included in your emailed pack).**

Students entitled to Free Schools Meals have their account automatically charged up daily to a current value of £2.40. 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.

Please note, the consent form to agree for your child to have their biometric data stored is included in the online Enrolment Form. Should you wish to read more information about how this information is stored, how this system works and other FAQ's, please refer to the information at the end of this booklet.

Is there a designated Year 7 area for social times?

Yes, Year 7 have access to their own outside Year Group space at break and lunchtimes. This is currently the Astroturf with the adjoining field next door. This is a supervised area.

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 drop students off at the Springfield Community Campus, just next to the school, and pick up in the afternoon in the school grounds (with the exception of X31 which drops off and picks up in Corsham town). 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;
[Applying for transport - Wiltshire Council](#)



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 able 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 also set electronically through a system called 'Class Charts'. Each student has their own personal log-in to 'Class Charts' and as a parent/carer, you will also have a log-in to Class Charts and we encourage you to view the homework set through this web-based medium.

We invite parents to a meeting in the first week of the new term in September where we explain how our homework system and how, as a parent/carer, you can support your child.

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. The clubs run both at lunchtimes and after-school. If after-school, they are generally 3pm-4pm.

Please note, most extra-curricular clubs are run free of charge. Occasionally, if there are specific materials needed to be purchased for an extra-curricular club, there may be a small one-off charge.

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.

What is the school's mobile phone policy?

We recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. Pupils are, therefore, permitted to bring phones to school as long as they keep to these key principles:

- Mobile phones and devices **must be switched off and in bags** from the moment the student comes on school site.
- Students may take them out of bags to switch them on only at 3:00pm, when the school day has finished.
- Phones should not be used as a time-piece.

Inappropriate use of mobile phones will be dealt with through the school's behaviour policy.

NB: The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Please visit [Mobiles & Online safety - The Corsham School](#) for more information regarding Online safety.



About School Gateway

School Gateway makes collecting money from parents/carers simpler and easier than ever.

You can use School Gateway to pay for school trips and credit your child's lunch account. The system is easy for parents/carers to use and time-saving for schools.

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!

During the registration process, please be advised that your primary email must replicate the email used for the school's information management process.

Schoolgateway Keeping up with what's going on at school is easier than ever

PAY LUNCH MONEY MESSAGES TIMETABLE BENEFITS ACHIEVEMENT ATTENDANCE ASSESSMENT ABOUT ME PUPIL PREMIUM CLUBS

EXISTING USER NEW USER

Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.

EMAIL ADDRESS

MOBILE **SEND PIN**

Schoolgateway Welcome | Change PIN | Sign Out

HOME PAYMENT HISTORY ABOUT ME SCHOOL DETAILS

STUDENT DETAILS

The Corsham School
Year 11
Class 11C

THE CORSHAM SCHOOL
A HIGH PERFORMING SPECIALIST ACADEMY

ATTENDANCE 98.4%
 TIMETABLE
 PAYMENTS
 ACHIEVEMENT 48 points
 ASSESSMENT

STUDENT DETAILS

The Corsham School
Year 9
Class 9C

THE CORSHAM SCHOOL
A HIGH PERFORMING SPECIALIST ACADEMY

ATTENDANCE 98.4%
 TIMETABLE
 PAYMENTS
 ACHIEVEMENT 50 points
 ASSESSMENT

School Gateway App



School trips can now be paid for using the new and improved School Gateway App. Download today from the Apple or Google Play stores.



Communicating with Parents/Carers

We can also 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 and saves the school money by not incurring any text message costs.

BIOMETRIC (FINGER/THUMB PRINTS) SCHOOL MEALS SERVICE

Dear Year 6 Parent/Guardian

We have been operating a cashless school meals system in school with our catering company Chartwells since November 2020. We implemented a biometric system which allows students to access their school breaktime/lunch account using a biometric fingerprint image.

Our selected partner for this project are Sharp Electronics one of the world's largest electronic companies. The biometric system uses the latest biometric technology allowing the system to scan a thumb/finger at the till and debit the relevant account.

Please be reassured that all 'touch points' used by students will be wiped down after each use with the recommended antiseptic wipes thereby ensuring a safe biometrics process.

Under the General Data Protection Regulations (GDPR) biometrics are classed as 'special category data' and requires an 'opt in' or 'consent' arrangement. Therefore, if you wish for your child/children to be registered, please complete the consent questions that are within your online Enrolment Form. Please complete the questions regarding consent even if your child never/or occasionally uses the catering facility.

If you choose not to have your child/children registered on the biometric system, then your child will be issued with a key fob that accesses their break/lunch account and can be used at the same payment points. The first key fob is issued free of charge, if a replacement fob is required, these can be purchased for £1 from the school canteen or Main Reception.

Please regularly top-up your child/children's school lunch accounts via the School Gateway.

Some FAQ's are detailed below, please get in touch if you have any further questions.

Thank you.

Frequently Asked Questions

Q. Do you store fingerprint images?

A. No, fingerprint images are not stored on the system, specific points of the scanned finger image are converted to a unique numeric algorithm and then stored in the pupils account record. Data is also only stored on the school premises and not on a cloud server. Pupils, parents and staff can therefore be assured that images cannot be used by any other source for identification purposes.

Q. Can anyone see a fingerprint image?

A. Finger images are not stored on the system and from the unique number it is impossible to reverse engineer to an image

Q. What happens when a pupil leaves the school?

A. All data will be deleted.

Q. What alternative is there if we do not consent to “opt in” to the biometric system?

A. Pupils will be issued with a key fob to access their account.

Q. What happens if I hurt my finger.

A. The account details can be retrieved by searching on pupil’s forename or surname, a photo image will be displayed as confirmation that the correct account has been accessed.

Q. How do we purchase goods?

A. Simply place your finger on the scanner, your biometric pattern is scanned and then converted to your unique account number, which is then debited.

Q. How do we know the correct account number is being debited?

A. The name and/or photo of the student appears on the terminal screen confirming the identity to the operator. The account numbers are unique.

Q. How can I check my account balance?

A. The balance available is displayed on a customer screen at each transaction. Account balances are also available on the School Gateway.

Q. What if I am entitled to Free School Meals?

A. There is no discrimination as the works system works exactly the same for all students whether they pay or have a free school meal entitlement. The set allowance will be electronically placed onto the pupil’s account each day (the allowance is not rolled over so must be used in full each day). Additional cash can also be added to enable a greater daily spend this is retained in a separate electronic purse and is only used when free meal entitlement has been used in full.

Q. Is there a limit to how much can be spent in one day?

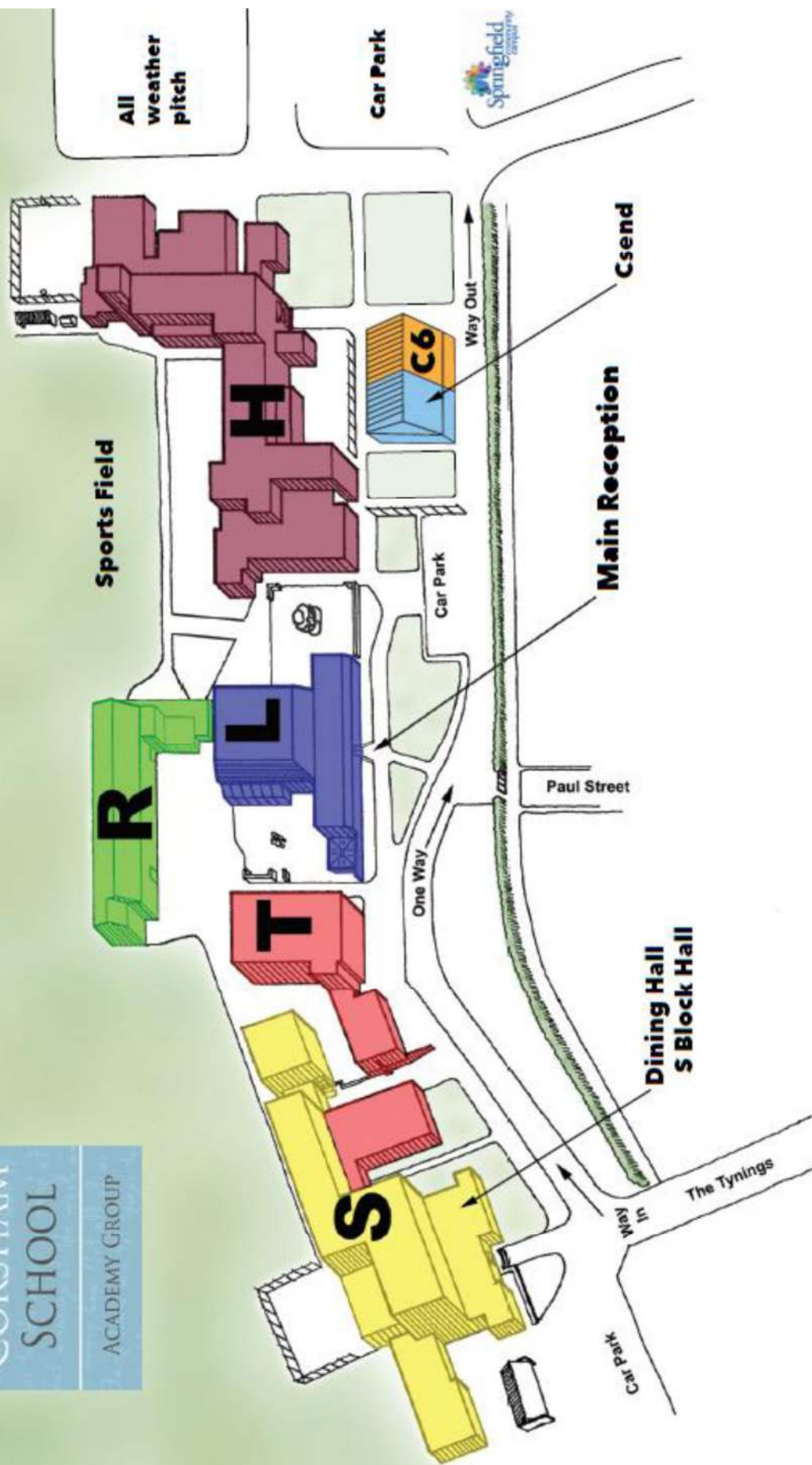
A. Yes there is a school global maximum spend per day of £6.00. However, parents can also request individual daily spend limits via the form.

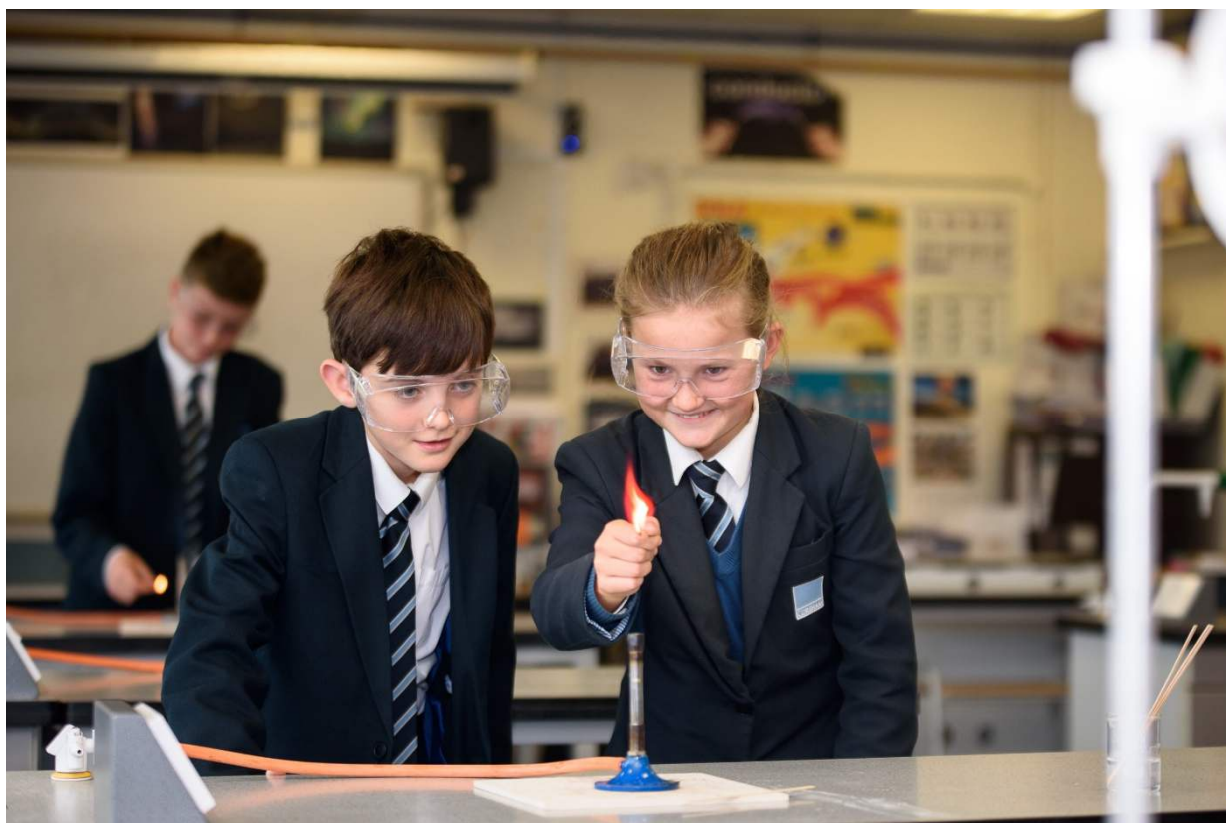
Hopefully, these FAQ’s help to answer some queries. There will be a further opportunity to raise any questions at the Induction meeting for parents.



THE
CORSHAM
SCHOOL

ACADEMY GROUP





THE CORSHAM SCHOOL

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