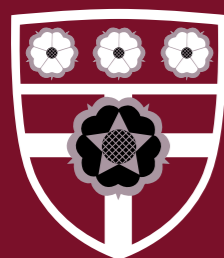
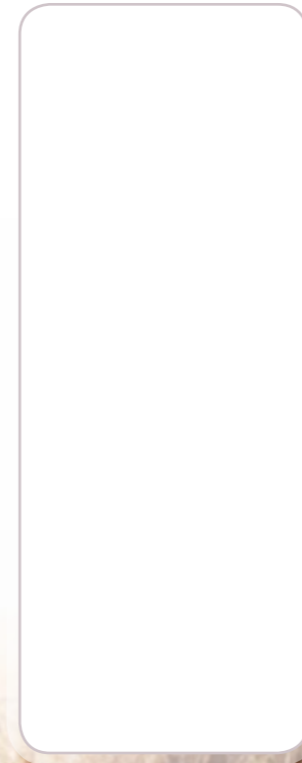


VALE OF  
YORK  
ACADEMY



Vale of York Academy  
Rawcliffe Drive, Clifton (Without)  
York YO30 6ZS

Telephone: 01904 560000  
Email: [hello@voy.hlt.academy](mailto:hello@voy.hlt.academy)  
Website: [www.valeofyorkacademy.org](http://www.valeofyorkacademy.org)

**Hope** Learning  
Trust, York

Principal: Mr Toby Eastaugh, BA (Hons)

## Y6 TRANSITION GUIDE 2021-2022

Essential information to help students and parents during the transition to secondary school



# Essential information to help students and parents during the transition to secondary school

## YOUR TRANSITION GUIDE

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# Be the best you can

**Mr Toby Eastaugh**  
Principal, Vale of York Academy

Welcome to Vale of York Academy and thank you for entrusting us with the care of your child. I hope that your child will be happy here and that they will enjoy the experience of learning with us in all kinds of ways.

There are many reasons why schools are regarded as successful, but one of the main elements is through the collaboration and relationships between student, parent and school. I would like to reassure you that my colleagues and I will always be available to discuss the education and personal development of your child. As part of this commitment I make it a priority that any parent is responded to within 24 hours of an enquiry and I keep in touch with all parents regularly via our newsletter.

As a school community we promise to do everything possible to help your child make the most of their individual gifts and talents. Over the next few weeks we look forward to continuing to work closely with all our new students and their families in order to ensure that the move to secondary education is as effective as possible. As such, this booklet is designed to explain the induction process and provide a variety of useful information to assist you in supporting your child's transition to secondary education.

Vale of York Academy opened in April 2017 as part of the Hope Learning Trust. The academy has been transformed over the last four years and we were delighted to be judged as 'Good' by Ofsted in November 2019, something which the whole

school community is very proud of. At Vale of York we offer a wide and varied programme of extra-curricular opportunities and whole school celebrations, both for students at the end of each term and for the entire school community, including many primary transition events that your child may have already taken part in. We are a school committed to ensuring that our students develop in all ways and at the heart of everything we do is a commitment to 'always giving their best.' This permeates across all aspects of school life, whether this be academic or pastoral.

May I finish by saying how much I am looking forward to meeting you and your child and working together in the years ahead. The future for Vale of York is an exciting one and I am confident that collectively we can support your child to reach their potential in everything they undertake.



Welcome from your Assistant Vice Principal, Mr Kumar

Hello, my name is Mr Kumar and I am delighted to introduce myself as the Assistant Vice Principal: Student Welfare.

I am really excited at the prospect of getting to know you all, and with your help and enthusiasm continuing to develop a school community that is friendly, hardworking and high achieving. Some of the most influential experiences in life occur in secondary schools and by being firm, fair and consistent we aim to maximise our students' academic and personal achievement.

At Vale of York Academy, we recognise that success comes through hard work. Each student is a valued member of our school community and they will be challenged, supported, and encouraged in equal measure to achieve their full potential.

**Mr Kumar**  
Assistant Vice Principal: Student Welfare



# Key staff

As a parent, you may need to contact school either before your child starts with us or when they move in to Year 7. Here are the school contact details as well as the names of key staff who you may need to contact in future.

**Main school contact details – Reception:**  
Tel: 01904 560000 Email: [hello@voy.hlt.academy](mailto:hello@voy.hlt.academy)

**Principal:**  
Mr T Eastaugh

**Assistant Vice Principal – Student Welfare:** Mr G Kumar

**Special Educational Needs Co-ordinator:** Mrs F Hunter

**Associate SLT – Community Co-ordinator:** Mr R Orr



# A fresh start

The first day at secondary school can be quite daunting and it is important that your child is fully prepared and equipped to ensure the day goes as smoothly as possible. Use the handy checklist on this page to help make sure that your child is organised and ready for what the day has in store!

### ADDITIONAL INFORMATION

Lockers can be provided for students at a cost. In addition, your child will be given a planner and their timetable when they arrive. The planner is the main mode of communication between school and home so be sure to familiarise yourself with this.

### BREAKFAST

We all know that breakfast is the most important meal of the day. Even if your child feels nervous, try to encourage them to eat something, as it's a long time until lunch! If you prefer, we operate a breakfast club before school which they are welcome to use.

### UNIFORM

Take the time to check that your child's uniform is correct. A comprehensive list of the uniform can be found on page 7 of this booklet.

### BACKPACK/BAG

A sensible bag is vitally important for school. It should be very strong and durable (and waterproof if possible). There will be lots of things for your son or daughter to carry and you should check that your chosen bag has enough room for several books.

### LUNCH/CASHLESS SYSTEM

If your son or daughter will be eating in the school canteen, please ensure that they have enough funds on their ParentPay account. If a packed lunch is being provided from home, remember to check that your child takes it to school.

### READING BOOK

Reading is a priority for all subjects. Please bring a reading book every day.

### DON'T FORGET...

- Backpack / bag
- Two black pens
- Pencil
- Pencil sharpener
- Ruler
- Rubber
- Highlighter / coloured pencils
- Calculator and geometry kit
- Reading book
- Lunch / cashless system

Vale of York Academy boasts an amazing library with books for both research and pleasure



## YOUR SCHOOL UNIFORM CHECKLIST

### SCHOOL UNIFORM

- Plain white shirt with collar that can be buttoned with a tie – grey and burgundy for KS3 – black and burgundy for KS4. The only exception is for girls who wish to wear the school kilt who may then wear an open-necked plain white blouse.
- Black Vale of York Academy blazer with burgundy piping and school badge.
- Black tailored trousers (denim/cord material is not acceptable or skinny style). The trouser should be able to fit over the shoes and must not have external pockets, zips or decoration.
- Girls may wear the Vale of York Academy kilt as an alternative to trousers.
- Slipover with the academy crest: KS3/grey KS4/black.
- Socks must be plain black. Tights must be black.
- Plain black leather (look) flat shoes (trainers/canvas/branded are not permitted).

### PE KIT

- Vale of York Academy black and maroon polo shirt.
- Vale of York Academy black and maroon shorts. Girls also have the option of the black and maroon skirt.
- White socks.
- Trainers.
- A Vale of York Academy black and maroon zip top is also available to purchase, for use outdoors.

### ADDITIONAL INFORMATION

- Hair must be of a natural colour and style.
- Make-up, if worn, should not be noticeable.
- Coloured nail polish, acrylic nails, gel nails, and other forms of false nail are not permitted.
- Jewellery is restricted to one pair of stud earrings. No other forms of jewellery are allowed.
- Hoodies are not permitted in school.
- Mobile phone use is not allowed in school. If mobile phones are brought in by a student, they should be switched off and kept in the student's bag at all times. Any mobile phone seen will be confiscated by a member of staff.



# Wear your uniform with pride

It is essential that we ensure that all students adhere to the uniform standards set by Vale of York Academy. We would like to remind parents/carers of our uniform standards prior to you purchasing uniform.

We are proud of our uniform

which helps to create a purposeful atmosphere. We expect all students to wear the correct uniform at all times. We encourage students to take responsibility for ensuring they come to school dressed in a tidy and neat manner.

### BUYING YOUR UNIFORM

Our uniform providers are Keal Teamwear. They are located at 105 Walmgate, York YO1 9UA. All branded uniform – both day wear and PE kit, can be purchased in store or online at <http://keal-teamwear.com/schoolwear/vale-of-york-academy>

# The KS3 school day

The school dining hall is open from 8.15am for breakfast. Students in receipt of pupil premium are eligible for a reduced price breakfast.

## UNABLE TO ATTEND

If your child is unwell or unable to attend school for any reason, please telephone 01904 560057 by 8.45am.

## HOLIDAYS

Holidays will not be authorised during term-time unless there are exceptional circumstances.

### AUTUMN TERM 2021

- Tuesday 7 September – Friday 22 October
- **HALF TERM HOLIDAY** Monday 25 October – Friday 29 October
- Monday 1 November – Friday 17 December

### SPRING TERM 2022

- Tuesday 4 January – Friday 18 February
- **HALF TERM HOLIDAY** Monday 21 February – Friday 25 February
- Monday 28 February – Friday 8 April

### SUMMER TERM 2022

- Monday 25 April – Friday 27 May
- **HALF TERM HOLIDAY** Monday 30 May – Friday 3 June
- Monday 6 June – Friday 22 July

Activity	Time
Pupils on site	8:45am
Registration	8:50-9:00am
Period 1	9:00-10:00am
Period 2	10:00-11:00am
Period 3	11:15am-12:15pm
Period 4 <i>(Includes 30 minute lunchtime)</i>	12:15-1:45pm
Period 5	1:45-2:45pm
Registration/ Assembly	2:45-3:00pm
End of school day	3:00pm

# What will I be studying?

Each week is broken down into 25 periods of study (lessons). The table on the right tells you which subjects you will be learning, how many hours a week you will have and how the groups are set up.

## HOMEWORK

Your child will receive homework on a regular basis. Class teachers will clearly set homework during lessons and ask pupils to record the details in their planner, including the date it is due in.

Homework tasks can vary hugely, however the expectation is that a 'standard' piece of homework in Year 7 should take between 20-30 minutes. If you find that on a regular basis your child is taking longer or shorter amounts of time to complete homework please make contact with their Form Tutor.

Organisation is crucial with homework. We recommend that you supply your child with a strong (plastic) folder within which they can transport homework-related items safely to and from

home thereby avoiding losing or damaging worksheets or other such resources. We also recommend that pupils complete homework as soon after it is set as possible whilst knowledge and understanding is still current in their mind.

Pupils must develop effective use of their planner to help with the organisation of homework. Each week, parents are expected to sign their child's planner. This is an opportunity for you to check that your child is receiving and completing homework.

When your child is doing homework, please try to ensure that they have somewhere to work, which is away from distractions or potential interruptions. Access to a suitable device to work online from home would be desirable.

Subjects that have only one hour per week will set homework fortnightly. Subjects that have more than one hour per week will set homework weekly. Staff will endeavour to set homework on the some lesson each week, thereby encouraging pupils to

develop a regular routine for completing the homework.

Detentions will be given to pupils who do not complete homework on time without a valid reason.

Subject	Periods per week	Grouping
English	4	Mixed Ability
Maths	3	Set by teacher assessments
Science	3	Weighted Mixed Ability
Geography	2	Weighted Mixed Ability
History	2	Weighted Mixed Ability
French	2	Set (same as Maths groups)
PE	2	Gender split groups
Personal, Social & Health Education (PSHE)/Religious Education	1	Weighted Mixed Ability
Design Technology	1	Mixed
Food/Textiles	1	Mixed
Computing	1	Mixed
Art	1	Mixed
Drama	1	Mixed
Music	1	Mixed



# Setting the standard

## THE POSITIVE DISCIPLINE BEHAVIOUR POLICY

Our School believes in the development of each individual and is committed to providing the best opportunities for all in an atmosphere of mutual respect.

We seek to provide an environment in which effective teaching and learning can occur, where the qualities of trust, honesty, fairness, tolerance, compassion, respect for self, others and property are valued and pursued.

The school's behaviour policy is built upon the 'Positive Discipline' model, and seeks to provide a clear framework of what is acceptable in terms of behaviour, attitude to learning, and conduct.



Students are introduced to 'Positive Discipline' upon transition to Vale of York Academy. They then take part in Positive Discipline lessons fortnightly to in order to refresh their understanding of the policy, and review their positive and negative behaviour choices with their tutor, progress leader and SLT-link.

These are the **CLASSROOM STANDARDS** that our students are expected to meet when they are at Vale of York Academy:

- Arrive on time, fully equipped and ready to work for each lesson.
- 10 second protocol to silently prepare for work.
- Do as you are told by all staff – first time, every time.
- Listen carefully when the teacher or another person is talking.
- Put your hand up and wait for permission to speak.
- Always try your best, without disturbing others.
- Stand in silence at the end of lessons until you are dismissed.
- Always do your homework properly and hand it in on time.

These are the **AROUND-SCHOOL STANDARDS** that our students are expected to meet when they are at Vale of York Academy:

- Be polite and show respect for other people.
- Do as you are told by all staff – first time, every time.
- Wear your school uniform correctly at all times. Coats and hoodies should be removed before entering the school building.
- This is your school, look after it. Look after property and put all litter in bins.
- Eat and drink in the right place at the right time.
- Walk around the school sensibly and quietly and keep to the left.
- Be on time at the start of the day, and for every lesson. Once school is closed, there should be no student on site without staff permission.

## POSITIVE DISCIPLINE COMMENTS

A Positive Discipline comment will be issued by staff when a student fails to meet one of the school expectations. These codes are listed below:

- B** Behaviour
- A/S** Around-School
- P** Progress
- E** Equipment and Organisation
- L** Late
- U** Uniform
- H** Homework

## THE PROCESS

The flow diagram on the right shows the stages involved in the sanctioning of unacceptable behaviour in lessons.

## DETENTIONS

Detentions issued to students for three comments are held biweekly, and are staffed by a rota of SLT, progress leaders, and curriculum leaders. These detentions are for one hour and held in the main hall.

If a student fails to attend a 1-hour detention, they will be entered automatically for a Principal's 1½-hour detention on a Friday. Failure to attend the Principal's detention will result in the student completing a day in seclusion. If a student accrues more than 5 detentions in a half term, this will also result in a day in seclusion.

## REWARDS

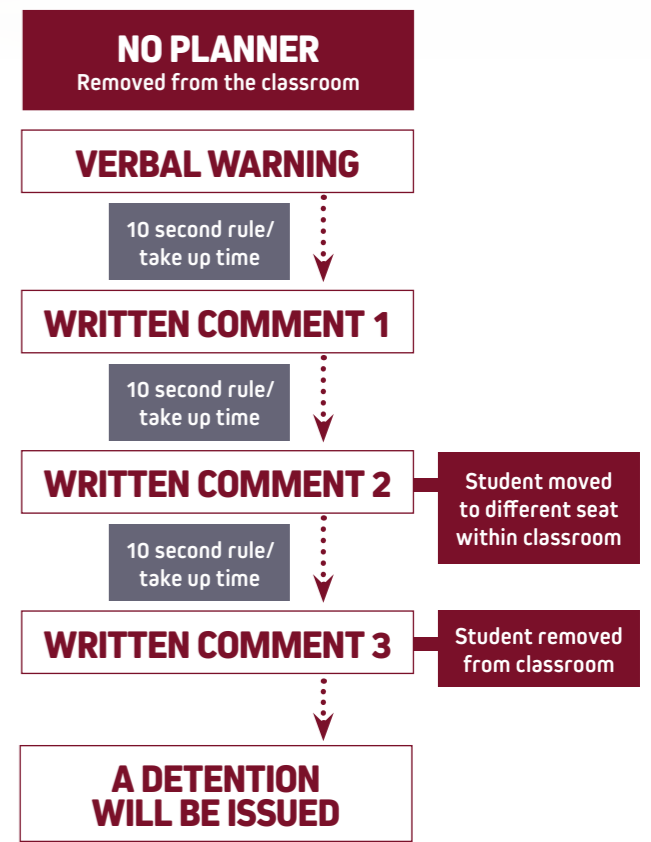
Student achievement is celebrated through rewards events that take place every half term and also through prizes won by way of the number of rewards stamps students collect. The system is designed in order to not only embed a sense of achievement for each individual student,

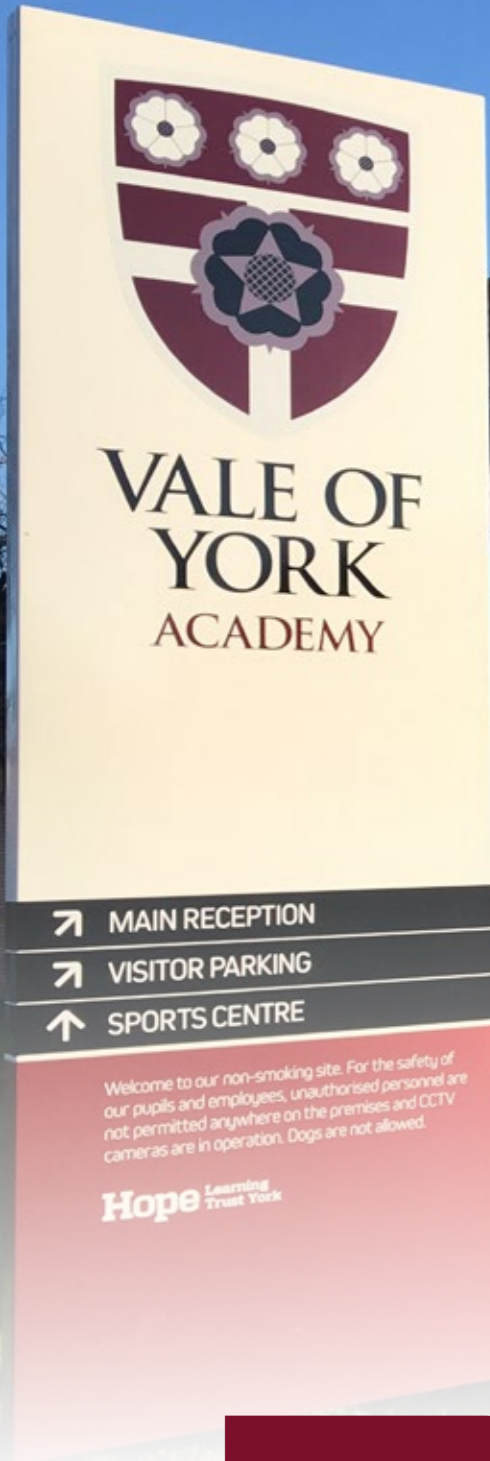
but also a sense of belonging and collective responsibility as part of both a tutor group and year team.

All members of staff have a reward stamp and they are encouraged to reward good progress, active engagement in lesson and meeting both the classroom and around-school expectations of Vale of York.

Students will be given clear guidance on how they can achieve reward points and how the system works:

- Reward points are given for a variety of reasons including arriving on time; being fully equipped; having excellent attendance; being in correct uniform; producing good work; demonstrating positive behaviour; and helping others.
- During the weekly Positive Discipline tutor session, the reward points are collated and entered into the school database.
- Students are able to trade in their points throughout the year for smaller rewards, or save them up for more expensive rewards such as trips; prom; leaver's hoodies etc.





# Getting to school

## PUNCTUALITY

- Students are expected to be in school before the bell at 8.45am
- Latecomers will receive a written comment in their planner.
- Three late comments in a half term will result in a detention.
- All students should enter school through the courtyard gates.
- Students will leave through the courtyard gates at 3.00pm.

Students are representing the school on their journey to and from school, and therefore we expect them to:

- Wear their uniform appropriately.
- Behave in a sensible and responsible manner.
- Be on time to school in the morning.
- Dismount their bikes and walk them through the school gates.
- Show members of the public respect and represent the school in the correct manner.

At all times on the journey to and from school students in uniform are representatives of the school. As such, any misdemeanours reported to school from the public will be treated as if

the child were in school.

To make cycling to and from school a positive experience for everybody concerned, we expect our students to:

- Ride sensibly and safely and to follow the Highway Code.
- Check that their bicycle is roadworthy and regularly maintained.
- Behave in a manner which shows them and the school in the best possible light and to consider the needs of others when cycling.
- Consider wearing a cycle helmet.
- Ensure they can be seen by other road users, by using lights and wearing high-visibility clothing, as appropriate.

# How to make payments

As a school we have embraced ParentPay, a secure online cashless system, so students will not be required to bring cash to school at all. This decision has been made to avoid students losing money between home and school, reduce the risk of bullying and put all students on a level platform. We cannot accept cash or cheque payments within school.

## WAYS TO PAY

ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities, uniforms, music lessons and fees.

You simply top-up your ParentPay account online by debit or credit card, or in cash through PayPoint stores. Payment by standing order and faster payments will be available soon. Your ParentPay balance can be used immediately to pay for any of your children's items at any school using ParentPay.

## WHAT ARE THE BENEFITS TO PARENTS AND PUPILS?

ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like – 24 hours a day, 7 days per week.

- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- Payments can be made by credit/debit card or also through PayPoint.
- Full payment histories and statements are available securely online at any time.
- Your children won't have to worry about losing money at school.
- Parents can choose to be alerted when their balances are low via email and/or SMS text.
- It is safer for students.

## WHAT HAPPENS IF I DON'T HAVE ACCESS TO THE INTERNET?

You can pay by cash, card and contactless payments – in a local shop or by phone. People use PayPoint to control their household finances and make essential payments.

## WHAT ARE THE BENEFITS TO OUR SCHOOL?

You can help us reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school. Using ParentPay

or PayPoint also ensures that all financial transactions are safe and secure – helping us to remove costs associated with us having to manage cash securely on the school premises.

## How to get started with...

### PARENTPAY

We will send you your account activation username and password, once you receive these:

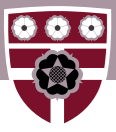
- Visit [www.parentpay.com](http://www.parentpay.com)
- Enter your activation username and password in the Account Login section of the homepage. NB: These are for one-time use only, you will choose your own username and password for future access during the activation process.

- Provide all the necessary information and choose your new username and password for your account – registering your email address will enable us to send you receipts and reminders.

Once activation is complete you can go to straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.

### PAYPOINT

Every letter relating to a chargeable topic will include a unique barcode. This letter needs to be simply taken to your nearest PayPoint service. Should you require any further information, please contact the school reception on 01904 560000.



# Giving your education an extra boost!

At Vale of York Academy we are proud to be able to offer a whole range of extra-curricular opportunities, both in and out of school time. These range from small clubs at break and lunch time to fantastic trips to other countries and even continents! Below are just some of the different opportunities on offer:

### DUKE OF EDINBURGH AWARD

Here at Vale of York, the Duke of Edinburgh Award has been incredibly successful, so much so that this year our Gold Award students were invited to Buckingham Palace! Over the past few years, many students

have thrived whilst completing the award and developed a host of individual and social skills in a countryside setting. This is a must for anyone who loves being outdoors.

### PHYSICAL EDUCATION

The PE department runs lunchtime and afterschool clubs covering a host of different sports including football, netball, rugby league and union, basketball, athletics, rounders and tennis. We enter teams for boys and girls across all year groups into competitions, giving students the chance to represent their school.

### SPORTS COACHING QUALIFICATIONS

In the last year, over fifty students in Years 8 and 9 have achieved a coaching qualification in at least one of the following sports – volleyball, cricket, tennis and rugby union. This is part of a programme to develop Young Leaders and is proving to be very popular.

### DRAMA

The school has put on some wonderful productions over the years including James and the Giant Peach, Annie and We Will Rock You, as well as a host

of smaller shows throughout the year. All budding actors and actresses should go along to the weekly drama club.

### MUSIC

Whether you play an instrument, are a singer or just want to get involved, everyone is always welcome at the music clubs. As with drama, the clubs are a chance to practise before performing in the bigger productions that everyone looks forward to!

### STUDENT COUNCIL

The voice of our students is

taken seriously here at Vale of York Academy and as such, we have a strong Student Council. These meetings take place in year teams, which in turn feed into a whole School Council and cover a wide range of issues, both in and out of school.

### TRIPS

There are lots of chances to go on a range of trips at Vale of York Academy. The Modern Foreign Languages Department run trips to France and Germany, whilst the Geography Department run numerous trips, including one to Italy.



In 2019, a group of students went on a trip of a lifetime to Morocco and a further expedition is planned for 2022.

This is just a taste of some of the things you will be able to enjoy in the coming years at Vale of York Academy.





# Any questions?

What do I do if I don't like the Tutor Group I am in?	Speak to Mr Kumar straight away. The earlier we are made aware of any issues the quicker we can resolve them.
Where do I go on my first day?	Go to the courtyard where Mr Orr and the prefects will be waiting to greet you.
How do I get a locker?	Your Form Tutor will tell you when they are ready and how much money you need to bring in to purchase a lock and two keys (keep a spare at home).
What if I can't do my homework?	See your subject teacher straight away or go to Homework Club, open every evening in the Library until 4.00pm.
What if I am late to school?	Go to Main Reception and sign in.
What if I lose something?	Go to Main Reception at either break time or lunch time. If your property is marked with your name, staff will return it to you.
What if I forget my packed lunch, PE kit or books or if I have to contact home in an emergency?	Ask the Main Reception staff for permission to use the phone to call home.

What if I have problems?	See your Form Tutor, Progress Leader or the nearest teacher as soon as possible.
What if I am absent?	Your parent/carer needs to telephone school on <b>01904 560057</b> the first day and each day thereafter, and explain why you are absent.
What if I forget my network password?	See the IT Technician or your ICT teacher.
What do I do if my family contact details change?	It is important that you let us know of any changes of circumstance that occur in the future, including changes of address, changes of telephone numbers (including your own, your named emergency contacts and your doctor), or any other personal changes. Please write a note or contact Reception with the new details.
What if I bring money or valuables to school?	You are advised not to bring valuables into school. You are responsible for all valuables.
What if I bring my bike to school?	Leave it in the bike sheds – <b>LOCKED UP.</b>
What if I am not very happy?	Talk to your Form Tutor, Progress Leader or Miss Stewart.
What if I lose my locker key?	Go to Main Reception and they will be able to help you.

What if I feel I am being bullied?	Tell a teacher straight away and they will be able to sort it out for you.
What if I have no credit on my Cashless Catering (ParentPay) account?	Go to Main Reception and they will be able to ring home and arrange for you to have some lunch.
What if I forget my planner?	See your Form Tutor straight away and they will assist you.
How will my progress be reviewed?	There are a number of ways throughout the school year including reports, parents' evenings and examinations.
Where do I spend break times?	All Key Stage 3 students spend break times either in the Dining Hall or the Courtyard – if it is wet they are allowed into the Hall.
Where do I spend lunch time?	You can spend lunch in the Dining Hall, outside on the field or the Astro turf.
Where are the toilets? When can I use them?	Toilets can be used before school, after school and at break and lunch only. Only children with a pass may leave a lesson to go to the toilet so make sure you go when you have a break. There are communal toilets at the side of the courtyard (for break) and in the PE area (for lunch).

## TRANSITION CHECKLIST

Have you:

**COMPLETED AND HANDED IN THE TRANSITION EVENT AND ENRICHMENT INFORMATION BOOKLET?**

- Transition agreement
- Residential trip consent form and deposit/full payment?

**COMPLETED AND HANDED IN THE ADMISSION INFORMATION BOOKLET?**

- Student admission form
- Photographs/digital release form
- Biometric consent form
- Locker rental agreement
- The Equality Act survey
- Home-school agreement
- ICT acceptable use agreement

**ORDERED THE APPROPRIATE UNIFORM FROM KEAL TEAMWEAR?**

- School trousers or kilt
- White blouse or shirt
- Grey pullover
- Blazer
- Black, grey or white socks
- Black leather/leather-look school shoes
- PE kit

**WHERE NECESSARY SPOKEN TO OUR SEND TEAM REGARDING SUPPORT?**

**WHERE NECESSARY SPOKEN TO MR RAMPLING REGARDING THE RESIDENTIAL TRIP?**

**BOUGHT THE APPROPRIATE EQUIPMENT FOR THE FIRST DAY?**

- Bag
- Pencil
- Ruler
- Scientific calculator
- Reading book



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