

The Grange Academy

Year 6 Transition 2024



Moving Up! Moving to Secondary

School



At School



At Home.



In the community

Some FAQ'S to help you during the Transition process.

**These questions below may help you to prepare for the move from your Primary school to The Grange Academy in 2024*

Remember for help and advice please contact the academy directly.

Can my child change Form Groups?	A lot of time and care has been taken when deciding upon a Form group. This includes contact with the primary school, keyworkers if appropriate. When starting at secondary, it is anticipated that many students will be anxious and nervous, but the Form Tutors are highly trained and always available to support.
Who do I contact if I have a query regarding my child?	The Form Tutors should always be the first port of call regarding any initial query. This will then be passed onto the relevant person should this be required.
How does my child find out and participate in school clubs?	Form Tutors will have the timetable displayed on the Form board in class and specific teachers will highlight specific clubs to aspiring students. The extra-curricular timetable will also be sent out to parents/guardians.
Where do I drop my child off on the first morning and will that change?	The main entrance to the academy car park is on London Road. On their first day, students will be directed to the Grand Hall. On subsequent days, they will also make their way to the Grand Hall where they can enter the academy. Students can have breakfast from 7.45am
Where do I pick my child up from?	You can meet your child at a pre-arranged meeting point, but please be considerate of our school community neighbours when parking. Please be aware that the school car park has clearly marked areas. Please do not park in disabled bays (Unless you have a pass) or on any no parking signs.
When will my child's fingerprint be taken for the biometrics system?	It is likely that this will be done on the secondary transfer day.
What does my child need to bring on their first day of school?	Students need bring all school equipment. (Students may need PE kit but this will be communicated later) The school canteen will be open, but students can bring in a packed lunch. Please ensure all equipment, uniform and PE kits are clearly named.
How will the school communicate with me?	MCAS (My Child At school) is our parent communication tool. Most communication will come to you via email or text message. We will send out more information and your log in details for MCAS in September.
If my details change e.g. phone number or address, what do I need to do?	Please inform the school immediately of any change of contact details, send an email to enquires@thegrange.futureacademies.org or admissions@thegrange.futureacademies.org
How do I pay for trips and school dinners?	The academy is a cashless school. All items must be paid for via ParentPay. You will receive details of your ParentPay access information on admission. The use of mobile phones is not allowed at The

Are mobile phones allowed to be used at school?	Grange and there are consequences if students are found using their phones in school.
How does my child contact home should they need to talk to a parent or get something dropped in?	Mobile phone usage is not allowed in school. If your child needs to contact home, they can go to Student Services during break and lunch times and request to call home.
What should my child do if they feel unwell at school?	Should your child feel unwell at school, they need to request to go to Medical, and the first aid team will look after them. The Welfare officer and/or first aid team will assess them and contact home if necessary.
If my child is ill and unable to come to school, what do I need to do?	We request that you inform the school by 8.30am on each and every day your child will not be in school. You can inform by calling the absence line on 0208 9509502 (selecting the appropriate option) stating your child's name, year and form and why they will not be in school.
What do I do if my child has a medical appointment during school time i.e. doctors/orthodontist?	Please try to book medical appointments out of school hours. When it is essential to visit the Doctors/Dentist etc. during school time, parents are required to report appointments to their HOY or the attendance team prior to the date of the appointment, attach a copy/picture of appointment confirmation. Students are required to sign out of school at Main Reception as they leave and sign back in on their return.
Where are the Year 7 toilets?	There are several toilets on the school site. This will be covered on the first day during Form time where students will be given a tour of the school site.

**This document will be added to as and when we think other questions should be added.*

What to do next?

- Email is our main method of communication with parents. You will need an email address that you can access regularly to pick up key information. This includes letters, newsletters, information on trips, parents evenings/reports and other events. Please ensure the academy always has your current email address to ensure you receive all communications.
- Staff are very busy during the school day, but will always make every effort to answer your questions as soon as possible. If a matter is not urgent, please email your enquiry. We cannot guarantee a member of staff will be available if you turn up at Reception without an appointment. We recommend calling first to arrange a time to meet to avoid disappointment



**THE GRANGE
ACADEMY**
LIBERTAS PER CULTUM

What if.....

I don't feel well when I wake up	Come into school unless you have actually been sick and feel very poorly. Often you feel better once you get into school. If you are really unwell at school, we can send you home.
I'm too ill to attend school	Get your parent to notify the school before 8:30am on every day that you are absent, using the absence line. Catch up on all work missed, and make sure you find out about homework and complete this on time.
I arrive late to school	Sign in at reception, and then go straight to your lesson.
I have a dental or medical appointment	Always try and make routine dental/medical appointments after school or in the holidays. If you can't, make sure they are in the afternoon. You must ask your parent/carer to write it in your planner
My shoes broke this morning	Come into school and wear alternative shoes for the day. It is your responsibility to notice when your shoes are starting to get too old.
I have lost something	Lost property is kept in the student services area and can be checked at break time. Remember to mark all your property with your name.
I don't understand the homework	See your subject teacher. You can email them if you are struggling. It is better they know you are struggling in advance, than telling them on the day the homework is due in.
I have forgotten to bring something in	Explain this to your subject teacher at the start of the lesson
I get something confiscated	Ask the teacher who confiscated the item where it can be collected and what the conditions are. Confiscated phones are to be picked up from Student services.
I'm really unhappy	Tell your tutor or Head of Year; they might be able to make it better or be able to offer help and support
I have forgotten my packed lunch, or I haven't got lunch money on Parent Pay	Always have some money on your account in case you forget lunch. Talk to your Head of Year as soon as possible; we don't want you going without lunch.

