



# MALET LAMBERT

## Guide to Transition

2017 Entry



# Welcome to Malet Lambert

Dear Parents and Pupils,

I am delighted to welcome you and your child to Malet Lambert.

Your child will be joining a school which has high aspirations and a determination to make your child's learning experience an outstanding one.

Your child's first day at Malet Lambert will be Thursday 21st July 2017. This is the first of two days of activities that have been designed especially for all new year 7 pupils, in order to ensure a successful transition from primary to secondary education.

**PUPILS MUST WEAR THEIR PRIMARY SCHOOL UNIFORM DURING THESE DAYS; THEY WILL NOT NEED THEIR MALET LAMBERT UNIFORM UNTIL THEY JOIN US IN SEPTEMBER.**

On this first day, all pupils in our new year 7 will be spending the day with their form tutors. The purpose of this is to allow pupils and tutors to get to know each other and to familiarise themselves with the Malet Lambert community. It is also an opportunity for pupils to learn more about what they can expect from Malet Lambert and what we, as a school, expect from our pupils.

During the induction days, all pupils will experience a variety of lessons across the Malet Lambert school curriculum. Pupils will be taught in their tutor groups for these days.

At the beginning of July you will receive a second letter, with more detailed information regarding transition and who your child's form tutor is. These will be distributed via primary schools.

Should you wish to discuss any matters relating to Special Educational Needs and Disability provision for your child, either before the transition days in July or the start of the new academic year in September, please contact Mrs Knight in the SEN department at the school.

A number of forms are enclosed with this letter; these documents will enable us to make the transition from our partner primary schools to Malet Lambert as successful as possible. The information you provide will help us to place your child in an appropriate tutor group with, where possible, at least one other pupils known to your child.

Please complete and return the forms to Malet Lambert as soon as possible, in the envelope provided. Please address the envelope for the attention of Mr Midgley.

We look forward to meeting you and your child, and welcoming you into the Malet Lambert community.

Best wishes



Mr P Sprakes  
Head of School



Mr D Midgley  
Head of House - Transition Lead



## Getting in touch

Parents should always feel confident about making contact with the form tutor on any matter concerning their child's education and welfare. Similarly, the form tutor and/or subject teacher will make direct contact with parents on a regular basis to support the pupil. If, at any time, parents wish to talk to a member of staff they should not hesitate to contact the school. It is best to telephone first to ensure that the person you want to talk to is available. The pupil planner is also a good means of communication between parents and teachers since it is signed weekly by both parents and the form tutors.

Parents are regularly updated on school issues through letters, text messages, emails and the school website.

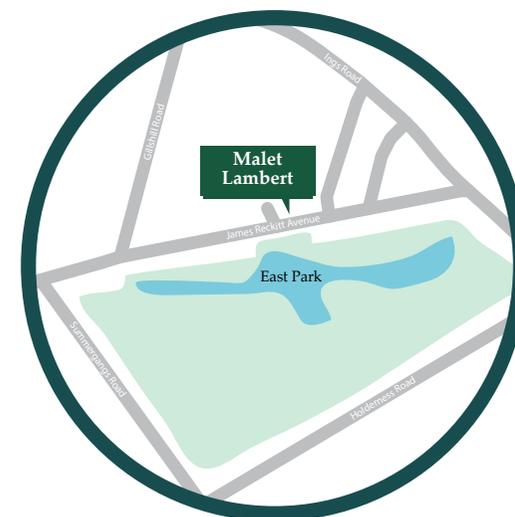
**Malet Lambert**  
James Reckitt Avenue  
Kingston upon Hull  
HU8 0JD

Reception: 01482 374211

Email: [enquiries@maletlambert.hull.sch.uk](mailto:enquiries@maletlambert.hull.sch.uk)

Facebook: [maletlambertofficial](https://www.facebook.com/maletlambertofficial)

Twitter: [@maletlambert](https://twitter.com/maletlambert)



# Lunchtime arrangements

Safeguarding is our number one priority at Malet Lambert.

Only pupils in year 9, 10 and 11 with a 'Lunchtime Pass' are allowed to leave the site on a lunchtime.

Pupils in years 7 and 8, must remain on the school site. Pupils have a wide variety of catering options within school and pupils also have the opportunity of bringing prepared lunches from home.

## ParentPay - online payment service

We accept payments online for items such as dinner money, music lessons and trips. Using a secure website called ParentPay you will be able to pay online using your credit, debit card or make payments locally using PayPoint. ParentPay is our only method of making payments to the school.

## 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, 24/7
- The technology used is of the highest security available, ensuring that your money will reach us safely – offering you peace of mind
- Payments can be made by credit/debit card or through PayPoint at a number of local shops in the area displaying the Paypoint sign
- Full payment histories and statements are available to you securely online at anytime
- Your child won't have to worry about losing money on site

## What about during transition days?

- Malet Lambert will provide all Year 6 pupils with a free school dinner during the July transition days
- When your child returns in September normal catering costs will apply

# Sample food menu

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1	Sausages	Turkey	Burger	Roast Pork	Fish or Fish cake
Option 2	Spaghetti Bolognese	Chilli and rice	BBQ chicken	Cornish pasty	Chicken Korma
Vegetarian Option	Vegetarian sausages	Cheese pasty	Pizza	Macaroni cheese	Quiche
Sides	Roast Potato Seasonal vegetables	Roast Potato Broccoli and Carrots	Wedges Beans or sweetcorn	Roast Potato Broccoli and carrots	Chips Beans or mushy peas
Pudding	Chocolate sponge Jelly Yoghurt Muffin Ice-cream Fruit	Flapjack Jelly Yoghurt Muffin Ice-cream Fruit	Choc crunch Jelly Yoghurt Muffin Ice-cream Fruit	Iced sponge Jelly Yoghurt Muffin Ice-cream Fruit	Assorted puddings Jelly Yoghurt Muffin Ice-cream Fruit

This a sample menu. Our food often varies based on the availability of ingredients A selection of fresh sandwiches, pasta pots and jacket potatoes are also available daily



# How can I help as a parent?

Moving from primary to secondary school is an exciting and significant event in the life of your child. It is an important milestone which, for many parents and teachers, marks a change in expectations regarding crucial life-skills such as independent working and self-organisation.

When a child starts at secondary school, they are expected to cope with a whole variety of new experiences and changes, many of which demand skills and abilities that they have not had to use before.

The problem is that these skills do not spontaneously develop in children in the summer before they begin secondary school. Like reading and writing, they develop over time.

Parents want to help reassure their children, prepare them for these changes and support them in developing the skills they need, but feel they lack the information and expertise to do so. For many of us, our own experience of secondary school is all we have to go on.

Year 6 children often express social concerns. Although common, most children report that they are no longer worried about these after just one or two weeks at school!

If your child expresses these worries it is useful to tell them this, and to emphasise that everyone else will also be feeling anxious.

The remaining reservations are nearly all to do with the new organisational demands that they know will be placed upon them. These are the areas in which we can help the most. The aim of this guide is to provide you with the information you need to help your child to achieve independence, while supporting them in getting there.

Achieving the balance of doing too much or too little for your child is hard - a useful rule of thumb is 'never do anything regularly for your child that they are capable of doing for themselves.'

This guide clearly outlines what your child needs to be able to do to succeed at secondary school and provides as many practical tips and ideas as possible to help you help them to develop the skills for success.

The suggestions in this guide are practical, down-to-earth and have all been used by actual parents with real, busy lives. Time spent early on in establishing habits of work and independence is a worth while investment.

The habits and routines that children develop in year 7 are those that will stay with them throughout their secondary schooling and often throughout their working lives - it's worth the effort of getting it right to start with. If you can help your child do this, you really will be making a difference.



# What is different about secondary school?

Your child may have to wear a full school uniform for the first time, and they will have a whole list of new rules and regulations to remember.

Instead of one teacher, who has perhaps known them since their early years, they will be taught by up to twelve teachers and have to get to know a whole range of adults in different roles within the school.

The site will be much bigger and children will have to find their way around, moving from classroom to classroom between lessons, often carrying their belongings with them.

They will have to use and interpret a complex two-weekly timetable and a school planner.

For the first time, children may be fully responsible for ensuring that they have the correct books and equipment for six or seven different lessons, their dinner card, bus fare, PE equipment, etc.

Children will be given full responsibility for recording homework, completing it by the correct day and handing it in on time.

There will be new lessons and new variations on familiar ones (science in a laboratory, for example).

Teaching and learning styles may be very different. Children may be expected to write more frequently and for longer, and they may be expected to select appropriate reference books from the library.

Break time and lunch time will be organised differently with less adult supervision. Your child will have a lot more independence in terms of getting back to lessons on time and buying their own snacks and lunches.

In general, pupils are expected to be more independent, self-reliant and self-organised. This may be a welcome development for many pupils, but we understand that this may also be a challenge.

# Key tasks for pupils

## Organisation Homework

Having a good system for keeping books and equipment.

Knowing what lessons there are on a particular day.

Knowing what equipment is needed for each lesson (e.g. ruler, compass, calculator for maths).

Using the planner (to write down important notes and messages and to refer to as a reminder).

Having a bag packed with everything needed for that day.

Writing down your 'homework timetable' - what homework you get on which days.

Understanding how your planner works - make sure you use the correct week to record your homework.

Writing down your homework in lessons (write exactly what you have to do). If none is set, write down the reason why, e.g. supply teacher.

Recording the deadline for completion.

Asking if you are not sure what the task means and checking with the teacher if you are not sure what books you will need, etc.

Making sure you bring home everything you need to do the homework.

When you get home, using your planner to remind you of what you have to do.

Ticking the 'done' column in your planner when completed.

Taking your completed homework to school on the correct day and remembering to give it in.



# Tips for parents

## Before your child starts

Agree a routine for homework with your child. Life can become a constant 'nag' if you don't start this from the beginning. Homework becomes an increasingly important part of the curriculum as your child goes through school - Pupils should start as they mean to go on.

A good time for homework is after a short break when your child returns from school to get it out of the way early, leaving the rest of the evening free.

Agree with your child that TV, other activities, phone calls, etc, will only be possible after homework is done.

Many children will say that listening to music helps them concentrate and do their work. Agree whether this is allowed. If your child's attention is on their favourite song, then it can't also be on their homework but the important thing is to make an agreement and stick to it.

Be prepared to invest time at first - for example, be available for a set time each day to help with homework until the routine is established - it will be time well spent...

Make sure your child has a comfortable place to work (with as few distractions as possible); set up an in-out tray and label it 'homework

to be done' and 'homework completed'. Provide a 'finished homework' folder for your child to take to school.

Check our prospectus or speak to the school about how long children are expected to spend on homework each night. Contact us if your child is having any difficulties.

## When your child starts

Stick to your agreed routine whenever possible.

Try to ensure that homework is done on the night it is set to prevent 'build up'.

Spend time with your child in the first few weeks, establishing the routine.

Your child's bag needs to be large enough to carry all items needed.

Encourage your child to unpack their bag in an organised way, placing homework to be done in their tray. Check the planner with your child for what homework needs to be done, and when it needs to be done for. Check they have everything they need to complete tasks (ask them to tell you what they will need, to encourage independence).

Recognise how hard it is to work unsupervised. Help your child structure their time and use it

efficiently - provide a clock or timer and agree the tasks that should be done in each period, e.g. each half hour.

Try to be available to do 'progress checks' - have they completed the task in the set time? Otherwise, leave them to it. Don't establish a pattern of always doing homework with them. It's unsustainable and they won't learn to work independently.

Make sure your child always writes the date and title on their work, and clearly labels it as homework (either in their book or on a worksheet or computer print out).

Point out the rewards of working in this way - homework doesn't drag on all night, it feels good to have completed tasks, etc.

Don't let children struggle on for longer than the recommended time - if they have done half an hour and only answered half the questions, let them stop. If they are worried about the consequences, write a note on the homework, confirming that the correct amount of time was spent on the task.

If children are stuck - either because they don't understand the task they have written down, or because they 'can't do it', offer support but don't do it for them.

Encourage your child to check in the lesson if they haven't understood what

the task means - it's too late by the time they get home.

Encourage them to write down exactly what the teacher says.

If there is a problem with the level of work, it is important that the teacher knows this. If work is consistently too difficult or too easy, it is important to let the teacher know.

Check that your child has handed homework in and, if they have not, find out why and encourage them to write in their planner when they will give it in.

Take an interest in the marks and comments on the homework your child gets back. Celebrate success and give the clear message that homework is valuable and important.

Be very wary of excuses your child may use. They may accumulate them from peers, and only a few will be genuine. Try to ensure that if an excuse is given, you check it out and that your child still does the homework as soon as the problem is sorted out.

If your child is consistently not getting homework when they should please contact the school.

# Term dates

Autumn Term: Tuesday 5th September - Friday 21st December 2017  
Autumn Half- Term: Friday 27th October - Monday 6th November 2017

Spring Term: Tuesday 9th January - Thursday 22nd March 2018  
Spring Half- Term: Friday 9th February - Monday 19th February 2018

Summer Term: Monday 9th April - Friday 20th July 2018  
Summer Half- Term: Friday 25th May - Monday 4th June 2018

Closed for May Day - Monday 7th May 2018

# School day

08.40 Registration  
08.40 - 09.00 Tutor time, Assembly  
09.00 - 10.00 Period 1  
10.00 - 11.00 Period 2  
11.00 - 11.15 Refreshment Break  
11.15 - 12.15 Period 3  
12.15 - 13.10 Lunch Break  
13.10 - 14.10 Registration and Period 4  
14.10 - 15.10 Period 5

# Navigating the school

Malet Lambert will likely be much larger than your child's primary school. When your child arrives in July they will be given extensive tours and detailed explanations of our room numbering system which is devised to help pupils be able to find rooms they have not been to before.

# Example timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Reg	Registration 2.007	Registration 2.007	Registration 2.007	Registration 2.007	Registration 2.007
1	Music 1.126	Humanities 2.103	Physical Ed Sport Hall	Languages 1.034	Maths 1.127
2	Physical Ed Sports Hall	Languages 1.034	English 1.152	Technology 1.019	Humanities 1.152
3	Science 2.009	Reading 1.136	Technology 1.019	Art 1.134	English 1.152
4	Maths 1.127	Computing 2.102	Science 2.001	English 1.048	Humanities 1.037
5	English 1.048	Maths 1.127	Maths 1.127	Drama 1.101	Science 2.001

Above is an example of a child's weekly timetable at Malet Lambert. This is an example only - Your child's timetable will be different from the one above.

Pupils are issued with timetables when they return in September. Timetables include: Lesson and room numbers.

# Victoria Dock bus service

Current Malet Lambert pupils receive subsidised transport between Victoria Dock and Malet Lambert. We will be continuing to provide transport for those pupils who live on Victoria Dock to enable them to travel both to and from Malet Lambert during the academic year 2017 - 18.

The Victoria Dock bus currently provided by Jim Bell, picks up pupils from the bus stop at Victoria Dock Primary School at 8:05am, or from the bus stop at the top of Helm Drive at 8:10am.

Pupils are dropped off at the transport pick up point at Malet Lambert and are collected from the same location at 3:20pm.

In the event of your child not requiring the service due to absence from school, could you please inform Jim Bell on telephone no: **307573**.

For safeguarding reasons, pupils should not give out their own mobile phone numbers. If, in the unlikely event that the transport does not arrive to collect pupils, they should ring either their parents or Malet Lambert on **374211**, an adult will then contact Jim Bell to resolve the issue.

The cost per week, for each child using the transport, is currently **£10.00**. Charges for use of the transport are currently collected on a term by term basis.

In the event of late payment, it will be assumed that parents have made alternative travel arrangements for their children and no longer require this service. Pupil names will be removed from the Pupil Transport list and Jim Bell will be notified so that the driver does not wait for pupils unnecessarily.

Payments must be made using our ParentPay system only; we cannot accept payments made by cash or cheque. Parents may pay either weekly, monthly or termly, using the ParentPay system; details of how to login to this system will be forwarded to you at a later date.

Please be advised that we frequently review our transport deals to ensure the best value for money for both parents and the school. Please await further correspondence from Malet Lambert which will clarify final costs, payment schedules, ParentPay details and also details of how transport will run during July transition days.

# Year 7 curriculum

Malet Lambert offers Year 7 pupils a broad and balanced range of subjects to develop students' subject knowledge and key learning skills. Pupils will develop independent learning, thinking skills, creativity and learner resilience through a variety of subjects and topics.

Our learners gain the competences required to prepare them for the future GCSE and vocational curriculum requirements. Pupils also learn about the personal and social issues which challenge them as young adults in today's society.

## Staff contacts

ENGLISH

MATHS

ART

DRAMA

ICT

MFL

MUSIC

PHYSICAL EDUCATION

PSHE

SCIENCE

TECHNOLOGY

HISTORY

GEOGRAPHY

RELIGIOUS STUDIES

Mr C. Berry

Mr S. Gray

Mr A. Richardson-Medd

Miss H. Nickolay

Mr P. Bell

Mr M. Thompson

Mrs K. Wilkinson

Mr A. Ripley

Miss V. Walker

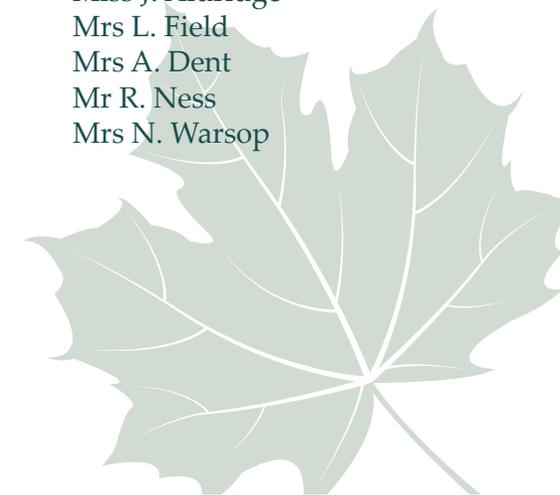
Miss J. Aldridge

Mrs L. Field

Mrs A. Dent

Mr R. Ness

Mrs N. Warsop



# Uniform policy and purchasing uniform

It is our expectation that all pupils will wear the correct school uniform as follows:

- Black blazer with school badge
- White shirt with a collar and a tie
- Black, tailored trousers including small Malet based logo
- Black, tailored skirt including small Malet based logo
- Black shoes (trainers, combat style boots, casual boots, pumps and sand shoes are not appropriate footwear for school and are not permitted)
- Pullovers are optional, however, should pupils wish to wear a pullover it must be black and have a school badge.
- No make-up or nail varnish
- Three small items of jewellery, i.e. watch, ring, small ear studs.

Our main supplier for uniform is Steady Schoolwear.

## To order items from Steady Schoolwear:

Visit [www.steadyschoolwear.co.uk](http://www.steadyschoolwear.co.uk) and create an account on the homepage. The direct link to their website can be found on the 'uniform' section of our website.

Alternatively visit the shop at:  
29 Holderness Road, Hull,  
East Yorkshire, HU8 7NA

If you have any further questions, please contact us.



# Trousers and skirts approval procedure

Ready for the first day of term in September, all trousers and skirts must have the discreet Malet based logo (1.1 x 1.16cm) on them, as a clear way to show that they have been approved. The process of attaching that logo will be managed between the school and the uniform shop and is an entirely free service. Skirts and trousers purchased through Steady Schoolwear have been pre-approved by us; they will automatically attach the logo to any such uniform items.

Where parents wish to purchase skirts and trousers from elsewhere, these items must first be approved by the school and we will then arrange for the logo to be attached. Please be aware that logos will not be given out for other people to attach them.

Sanctions will be applied in the first week back with those pupils who do not adhere to this system.

The list of dates and times when parents/carers can get trousers and skirts approved in school will be forwarded to you at a later date.

Please refer to the uniform section of the website for further details and guidance on all aspects of the uniform, including clarity on appropriate footwear. If in doubt, please feel free to contact us.

# Key Staff



**Head of School**  
Mr P. Sprakes



**Deputy Headteacher**  
Mr S. Fenna



**Deputy Headteacher**  
Mr S. Logan



**Assistant Headteacher**  
Dr C. Mills



**Assistant Headteacher**  
Mr R. Savage



**Head of House - Transition Lead**  
Mr D. Midgley



**Affiliate Director - Head of House**  
Miss K. Pearson



**Head of House**  
Mr J. Robinson



**Head of House**  
Mrs D. Harrison



**Head of House**  
Mr K. McCall



**SENCO**  
Mrs A. Knight



**Child Protection Officer**  
Mrs S. Ellerington

# Behaviour

## Expectations

- Follow instructions given by staff
- Move directly to lesson, walking sensibly on the left hand side of the corridor
- Follow the appropriate route around school
- Have a staff pass when out of a lesson
- Eat only in designated areas
- Put litter in the bins provided
- No chewing gum
- Be polite and show respect to other pupils, staff, visitors and property

# Equipment

You will need the following equipment every day:

- a bag
- a pen
- a pencil
- a ruler
- a reading book
- your planner

You will also need to carry your school planner with you at all times. Pupils are also expected to bring the correct PE equipment to PE lessons.

# House System

At Malet Lambert we have a house system. This pastoral structure is based around six houses, with each house made up from a number of form groups from each year group. Our house system is designed to:

- Encourage different years to mix and promote mentoring between year groups
- Increase a sense of belonging and further enhance the feeling of family
- Encouragement of healthy, supportive competition between all year groups
- Strong house communities
- Drive competition and rewards to enrich learning

# Attendance

We have high expectations for attendance and punctuality as we prepare our young people for a successful and prosperous future.

## Attendance

Good attendance is key to success in school. All pupils will have their own attendance target and will monitor this weekly in their personal profile. Pupils whose attendance falls below 98% will have their attendance monitored by members of staff. Attendance under 90% means a pupil will be classed as a persistent absentee, and will be monitored closely by the Education Welfare Officer and their Pastoral Leader.

## Term Time Holidays

Although we recognise that it is not always possible for parents to take their holidays during school holiday periods we believe that any disruption to the amount of time pupils are out of school has a detrimental effect on their education. We follow DfE guidelines and as such advise parents that it is not acceptable to take holidays during term-time.

## Medical Appointments

Please ensure that routine medical appointments are made out of school hours or during holidays where possible.

Please advise the school in advance of appointments either by telephone or in writing. We will require proof of all medical appointments.

## Leave of Absence in Exceptional Circumstances

Please ensure that requests for leave of absence from school are made well in advance using the 'Application Form for Leave in Exceptional Circumstances'. This should be submitted to the Head of School well in advance. Holiday leave will not be granted. Requests will be considered on an individual basis in accordance with School Policy.

Please note that Leave of Absence will NOT be granted during public examinations or timetabled events. Leave taken without prior permission from the Head of School will be treated as unauthorised and legal action will be taken by school. This may be in the form of the issue of a Penalty Charge Notice or court action.

## Punctuality

8.40 am - Registration/Assembly  
Pupils should arrive to school promptly by 8.30 am. Students must ensure that they are punctual to all lessons throughout the day as poor punctuality to lessons can result in an unauthorised

mark. Registers are taken at the start of each teaching period through the day. Pupils arriving late to school MUST sign in at the Attendance Office.

## Reporting Absences

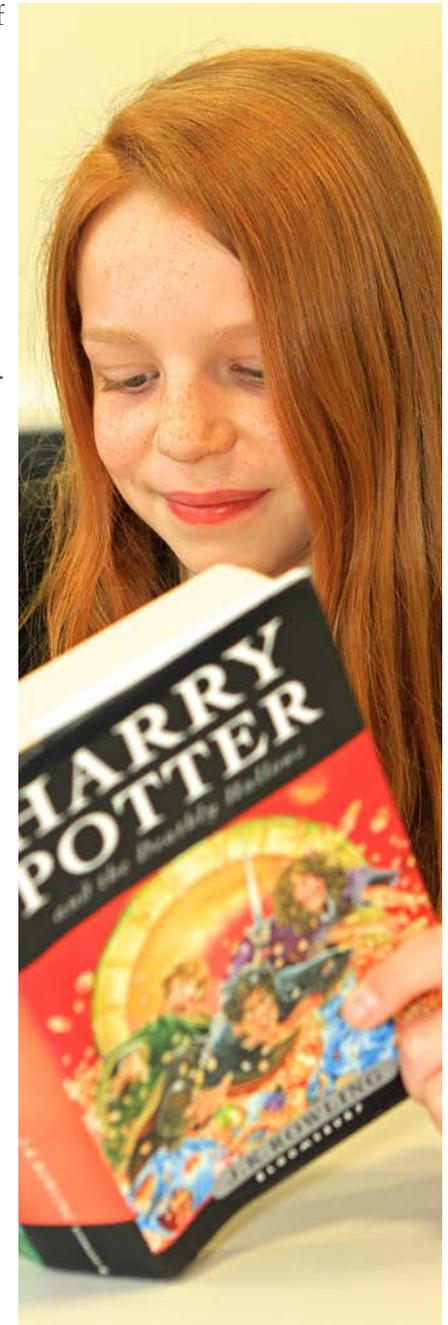
If your child is absent then you MUST telephone the school by 8.30 am on each day of absence to let us know why your child is not attending school. It is possible to leave an answerphone message.

A letter MUST be provided on your child's return to school explaining the reason for absence. Absences of five days or more require medical proof. This can be in the form of a specific letter from the GP/Hospital which must state the nature of the condition and the length of time the student must refrain from attending school. Please make the school aware of any on-going medical issues.

## Contacts

School Attendance Officer  
01482 374211/0845 355 8088 or via text message on 07624 806339

Your child's Head of House, Pastoral Leader or Form Tutor can be contacted via the school office, 01482 374211.





James Reckitt Avenue ● Kingston upon Hull ● HU8 0JD  
Tel 01482 374211 ● Fax. 01482 707642  
[www.maletlambert.co.uk](http://www.maletlambert.co.uk)  
Facebook: [maletlambertofficial](https://www.facebook.com/maletlambertofficial)  
Twitter: [@maletlambert](https://twitter.com/maletlambert)

Details correct at time of going to print