



Year 6 Information
Booklet

Dear Parents and Carers,

Welcome to Bradfield School.

We are looking forward to working with you over the next five years as your child progresses with us at school.

Mrs Lofthouse, the Head of Year 7, and Mr Carrington, the designated Pupil Support Officer for Year 7 have already been in contact with primary schools to speak to staff and start the process of getting to know about your child both academically and pastorally. The form group and the teaching group will be the same for the majority of subjects, so that the Year 6 children get to know each other really well over the year. Children will not necessarily be placed with their best friends in their form group; instead, we pay close attention to the information and advice Year 6 teachers give us about which groupings do and sometimes don't work to allow the children to do their best in class.

This booklet is designed to give a brief overview of some of our policies and procedures at Bradfield School, to help you and your child know what to expect.

- Key dates
- The school day
- What is different about secondary school?
- Equipment
- Lunch times
- Free School Meals
- Homework
- Uniform
- Transport
- Contacting the school
- Parentmail

In addition, our website www.bradfield.sheffield.sch.uk also lists our policies and procedures and will continue to be updated during the Summer term as we revisit and refresh these ready for September.

Please take time to read through this booklet at home with your child, we hope that you find this information useful at this time but please do not hesitate to contact us if you have any concerns or queries. We very much look forward to working together to help your child thrive with us.

Kind regards

Mr May

Headteacher

The School Day and Year 7 curriculum

Year 7 students study a broad and balanced curriculum which builds on knowledge and skills that have been studied at Key Stage 2. They will study English, Maths, Science, Computer Science, History, Geography, Design Technology, Art, Drama, Physical Education, Music, Citizenship, Religious Education (RPE) and French OR Spanish.

In addition to the above they will also have a 20 minute form period at the beginning of each day which will focus on the development and support of you child. The school timings are below;

The School Day
Tutor time: 8.40 – 9 am
Period 1 : 9am – 10 am
Period 2: 10 am – 11 am
Break : 11am – 11.20 am
Period 3 : 11.20 am – 12.20 pm
Period 4: 12.20 – 1.20 pm
Lunch: 1.20pm – 2.20pm
Period 5 : 2.05pm – 3.05 pm

Example of weekly timetable

	Tutor	1	2	Break	3	4	Lunch	5
Monday	Tutor	DT	DT		Maths	Science		English
Tuesday	Tutor	French	Comp Science		Science	History		Maths
Wednesday	Tutor	French	Geog		PE	English		RPE
Thursday	Tutor	Geog	Music		PE	Maths		Drama
Friday	Tutor	French	Science		English	Citizenship		Art

General equipment

We expect that all students are fully equipped so they are ready for learning as follows:

Essential:

- Bag
- Student Handbook (provided by school)
- Pencil case
- Pens – black or blue
- Pens – green, to respond to staff feedback
- Gluestick
- Rubber
- Ruler
- Calculator
- Protractor
- A4 sketch book for Art—either provided by you or purchased from school in September

Desirable:

- A pocket dictionary / thesaurus
- Highlighters

The Learning Resources Centre has a stationery shop which will have items for sale at key times during the school day, but it is important students are fully equipped every day. For students in receipt of free school meals, financial support may be available to help you purchase items in September.

School Lunches

The school meal deal is £2.10 currently, and items are available from the snack bar at breakfast (usually from around 8.05 am) or break time. This will give you an indication of how much dinner money your child needs each day or weekly.

The school now uses a “cashless” catering scheme using +Pay on ParentMail the online payment service which allows you to pay for school dinners quickly and easily on your smartphone, tablet or computer. You will be sent registration details and on the first day at school in September your child will be able to pay in cash whilst the system is set up.

You will be able to top up your dinner money account electronically, using credit or debit cards as well as PayPal and PayPoint and will receive automatic reminders when your balance is running low

To administer this cashless system we need your permission on the form in your pack to scan your child's index finger. Even if your child is allowed a free school meal or intends to bring sandwiches, we still need a scan of the index finger.

You can find menus on our website under About Us / Parent Information / Lunch menus.

Free School Meals

If you have a child attending a Sheffield school and receive these benefits, you may be entitled to free school meals:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- income based Jobseeker's Allowance
- income related Employment Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

If you are unsure about your eligibility please contact us.

You can apply by:

- filling out an application form via www.sheffield.gov.uk/home/schools-childcare/schoolmeals
- asking the school to apply on your behalf
- contacting Sheffield City Council on 0114 273 4567

Please make sure you have your National Insurance Number, names and date of births of your children.

Student with Special Educational Needs or Disability

If your child has Special Educational Needs or disability (SEND) additional arrangements may need to be made for your child in school to ensure they have a successful transition to Bradfield. The SENDCo from your child's primary school will have liaised carefully with Mrs Hogg SENDCo at Bradfield to ensure all the important information about your child has been passed onto us. Mrs Hogg will ensure that all staff who work with and teach your child are aware of strategies that need to be in place to help your child succeed in school.

School Uniform.

Compulsory:

- Black school blazer with Bradfield logo
- Bradfield School tie
- Black school trousers or skirt with Bradfield logo (Logo Leisurewear) or AST (approved school trouser) label (Pinders)

Optional:

- Navy V neck jumper with Bradfield logo
- Navy cardigan with Bradfield logo

These items above must be purchased through our suppliers:

Logo Leisure Wear <http://logoleisurewear.com/schoolshop/school-shop-a-f/bradfieldschool>

Pinders <https://pindersschoolwear.com>

Compulsory:

- Black socks or, if wearing a skirt, black tights.
- White shirt (short or long-sleeved) with a white collar.
- All black, polishable footwear.
- If required for religious purposes: black, dark green or navy blue headscarves (optional choice).



Footwear

Any footwear that is all black and is able to be polished is allowed, with ankle boots permitted if able to fit under a pair of trousers. Logos, colours, white or coloured soles **are not acceptable**. Pictures for clarification only, these are types of shoes that are acceptable. Others may be available.



Coats.

Coats are not permitted to be worn inside the building during lesson change overs.

Cultural Dress.

Cultural dress (e.g. Shalvar Kameez) in the school colours (black or navy) is permitted but the lower part must be black. The school blazer must always be worn. Headscarves must be plain and in school colours (black or navy). Headscarves must not have loose or trailing material.

Banned items.

- Body and face piercings
- Fashion jewellery such as large earrings, bracelets

These items will be removed and confiscated from students on entry to the building, parents will be asked to collect them at their convenience.

Tattoos - In accordance with UK law tattoos are not allowed under any circumstances. <http://www.legislation.gov.uk/ukpga/1969/24> It is illegal to tattoo young people under the age of 18. You must be at least 18 years before you can have a tattoo; it is illegal for anyone to have a tattoo under 18 even with parental consent.

Jewellery.

For health and safety reasons there is a limit to the amount of jewellery that can be worn this includes:

- One watch
- One pair of stud earrings.

Items of jewellery not permitted include:

- Necklaces
- Hooped or fashion earrings

- Big fashion bracelets.
- rings

For Health & Safety reasons students should not wear nail varnish and false nails including gels or any form of nail art.

PE kit.

- T-shirt with Bradfield logo
- Black jogging bottoms, leggings or shorts
- Sports trainers (must be different from school shoes)
- Appropriate outdoor footwear- football boots are strongly recommended for activities that will take place on the field
- Gum shields and shin pads are strongly recommended for some activities

Jewellery.

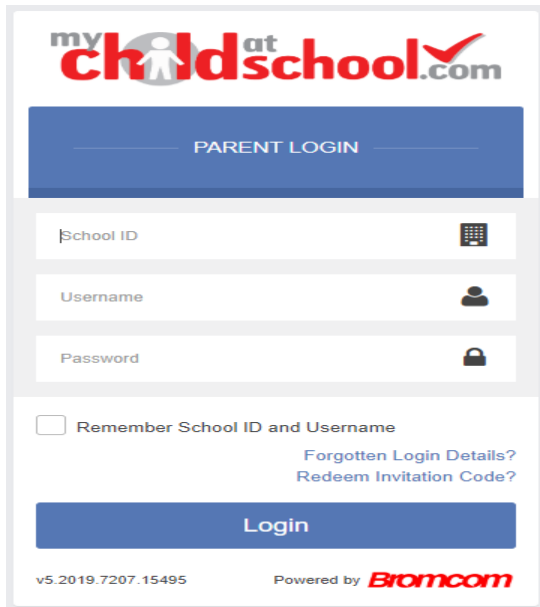
- No jewellery is allowed in PE lessons.

Optional—Bradfield PE hoody,



NOTE- in previous years we have held uniform try on sessions in school, however with the current climate this is not possible. Please see the enclosed size guide and additional information.

Communication with home



my child at school.com

PARENT LOGIN

School ID

Username

Password

Remember School ID and Username

[Forgotten Login Details?](#)
[Redeem Invitation Code?](#)

Login

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There are a number of ways that school will communicate with parents throughout the year. At Bradfield School we use My Child at School (MCAS) as our primary mode of communication. MCAS provides you with ongoing access to information about your child in school, for example their timetable, homework and attendance. In addition, you will receive push notifications to inform you of any issues around behaviour and uniform and also any school announcements. We recommend that parents leave push notifications turned on for MCAS. Please accept the notifications as you download the app, turning them off means you will not receive regular updates without logging into the system. **All parents will receive their MCAS logins in a letter via their child the week they start.** Invitation Code and the school ID code will be sent out in a separate email to the email you stated in your data sheet. If you would like to update any of your contact details please call Bradfield.

Parentmail

Bradfield School uses ParentMail and registering with ParentMail is very easy.

We use Parentmail to:

- Allow you to pay for school trips, resources, meals

Attendance

Please contact us before 8.40am or as soon as possible, either by telephone, or e-mail using the contact details below, for each day your child is absent from school:

- **Telephone Number:** 0114 2863861
- **E-mail:** enquiries@bradfield.sheffield.sch.uk

Of paramount importance to our school is the safety of our students and effective communication with Parents/carers. Therefore we have introduced the Bromcom system in order to improve this communication. This system securely sends text messages, automated voice broadcasts and emails direct to Parents and Carers.

If your child is absent you may receive a text or voice message informing you of the absence and requesting that you either text or call the school to explain this. By sending messages directly to you, we can all ensure that if your child is absent you can reply quickly and easily to inform us of any reason for an absence, thus ensuring their safety. You may also receive text messages or voice messages from time to time, informing you of events, such as review days, notification of parents evening, school closure etc.

Some messages sent from the school, such as absence alerts will allow you to send a text message response, as you would any other text message. You may receive other messages that are for information purposes only, these may not require a response.

Any student who is absent from school without prior parental permission will be classed as absent without authorisation until such time as written parental permission is received. If such retrospective permission is not received within two school weeks of the last day of absence, it is likely to be classified as unauthorised. Please note that even though absences may be explained by parents, it is for the school to decide whether an absence should be classified as authorised or unauthorised.

Punctuality

The morning register is taken at **8.40 am**. A bell will sound at **8.35 am** to alert students and allow time to move to their form room and to be seated ready for a 8.40 am start. Any student arriving after 8.40am will be marked late and should sign in at the screen in the Main Reception Area. A register will be taken at the start of every lesson.

Health Issues

Children of school age commonly suffer from infectious diseases. Some of these are given a specific name such as chicken pox or measles, some are termed 'a viral illness' and others are described by the symptoms they cause such as diarrhoea and vomiting. Most of these are mild, short-lived illnesses in the majority of children but the problem is that they easily spread within the school setting.

In order to reduce the chance of your child being ill at school and to try and limit the spread of infectious diseases within school, it would be helpful for you to follow these guidelines. These will help you to decide when your child should stay away from school, how to make the decision to send them back, and when you should inform the school about any close contact with other cases of infectious diseases.

If a child does become ill at school we need some information to ensure that they are cared for in the best way. Please complete and return the attached **confidential medical form**, which will ensure that the school has up

to date information on where parents may be reached during the day, your child's GP and the name of a trusted person to be contacted in an emergency.

Children who fall ill must not just go home, or contact their parents, without first seeking medical help in school and/or permission to leave the premises. We need to be able to account for all our students, for example in the case of fire. This is a Health and Safety Regulation.

Please keep your child at home if they are unwell.

Children who are unwell should not be at school. They will not be able to cope with class activities and may spread the illness to their friends.

Students should not attend school when they have any of the following symptoms:

- **Diarrhoea** – (two or more loose stools within 48 hours) diarrhoeal illnesses spread easily. If parents keep their children with diarrhoea at home until they have had at least one normal stool, all children will get diarrhoea less often.
- **Vomiting** – please do not send your child back to school for at least **48** hours after an incidence of vomiting.
- **Persistent and strange sounding cough**
- **Yellowish skin or eyes** (jaundice)
- **Headache and stiff neck** – particularly if your child is irritable and generally unwell.
- **Conjunctivitis** – eyes may be sore and sticky.
- **Unusual spots or rashes**
- **Sore throat** – or trouble swallowing.
- **Infected skin patches**
- **Severe itching** – of body or scalp (except for eczema).

You should contact your GP (family doctor) for any further advice, particularly if the symptoms are severe or persistent. Please pass on information regarding the diagnosis to the school. The length of time your child should stay off school depends upon the cause of the illness (there are recommended exclusion periods for particular conditions), how long the symptoms last and how quickly your child recovers. Please do not send your child back to school for at least **48** hours after an incidence of vomiting.

Please inform us if your child has been in close contact with a case of Infectious diarrhoea (bacillary dysentery, salmonella, rota virus) or **hepatitis**, since microorganisms causing these diseases can be carried and spread by persons who have no symptoms.

Please inform us of the reason for your child's absence from school.

All student absences from school need reporting, as early as possible on the first day of absence, by either ringing the schools absence line: on **0114 2863861** or e mail; enquiries@bradfield.sheffield.sch.uk

If the absence is due to illness, informing us of the reason will allow us to keep track of the illnesses which are circulating within the school and help us identify the opportunities for preventing further spread. School being aware of these illnesses means we will be alert to the possible development of outbreaks and of the need to take early action to prevent them from spreading.

Medication

Health and Safety guidelines state that the school should not make items such as painkillers available to students. Consequently, parents/carers should note that we do not hold a stock of such items and cannot dispense them. However, should your child require prescribed medication (including painkillers) to be held in school for a specific condition, you will need to complete and return the attached parental consent form, along with the medication, clearly stating your child's name and the dosage required. This can be allocated your confidential medical form.

Your child will be asked to sign each time they request the medication. Please note it is your responsibility at the end of each school term/year to collect any remaining/expired medication. Thank you for your co-operation.

Transport

Details about which school buses your child can get can be found on our website under About Us / Transportation. Please follow the links there to Travel South Yorkshire or go to www.travelsouthyorkshire.com/schoolbuses where you will see which buses your child is able to catch. We would recommend ensuring that your child knows how to ring you to tell you if they have missed the bus so that you can contact school and let us know they will be late. We are unable to come out and pick your child up if they miss the bus. Your child will never get into trouble if the bus is late to school as we know that is beyond their control.

Frequently asked questions

Hopefully the following questions and answers will put your mind at ease.

Don't worry you are not the only one with questions: when I have been visiting primary schools and working previously with Year 6 students they all ask very similar questions across our family of schools.

If we don't answer your question, please e-mail us at transition@bradfield.sheffield.sch.uk .

I'm really worried I will get lost?

On your first day at Bradfield there will be a lot of members of staff around who will direct you where you need to go. During the first few weeks you may get lost but you just need to ask a member of staff or another student where to go and they will be more than happy to help.

Will I get in trouble if I am late to lessons when I start?

In the first few weeks we know students are getting to know their way around , if you are late to a lesson the teacher will understand.

Will the work be really hard?

Your teachers work hard to ensure that they build on what you have learnt whilst in primary school. Their lessons will offer challenge yet be supportive for those are struggling with some concepts.

What if I can't do the work?

Ask your teachers for help, you may just need it explaining again or explaining in a different way.

Will I have to do homework?

Homework will be set in each subject, there is a school expectation that this is done to the best of your ability.

Will I get a detention if I don't do homework?

In the first half term we don't use the detention system for Year 7s at all. We try to work with you to establish the problem and look at ways of supporting you. One of our support mechanisms may be attending a homework catch up session during a lunchtime where a member of staff can support you.

What can you do at break and lunchtime?

You can go to the canteen for a snack or lunch. If the weather is good you will be asked to go into the outside areas. You are free to meet up with friends from across the year group. If it is wet weather you will be given a designated space in school to go to.

What extra curricular clubs can I join?

You can take part in a wide variety of clubs at lunchtime and afterschool. These include; a range of sports clubs, Drama, Music, Science, War games, LGBT+ and ICT .

I was on the school council at primary school, do you have one at Bradfield?

Yes, we have a very active School Council which support worldwide, national, local and school issues. You will have the opportunity to join this when you come to Bradfield.

Do I have to wear a school uniform?

Yes, we have a school uniform, this can be seen on the school website and in your transition booklet. Every student takes pride in wearing their school uniform.

What happens if I lose an item of uniform?

You will need to speak to your tutor who will issue you with a uniform date and set a timeframe to get it fixed. You can buy ties from our resources department in school. We have over 1000 students in school so it is really important that you name **all** items of your uniform. If you have misplaced it in school and it has your name in, then we can return it to you. We have a lost property section by school reception.

Do you have school rewards?

Yes, we do; we have achievement points that are given in lesson and also for good and positive behaviours during social times. These are recorded and certificates and acknowledgments are given out in end of term assemblies. We also give out thrive cards which are given out in lessons for exceptional attitude to learning.

Form groups work together to try and get the legendary form award at the end of term; this takes into account achievement points, thrive cards and attendance.

How will school decide which tutor group I am in?

We have been working hard with your Year 6 teachers to get to know as much about you as possible. We try and keep a small group of students together from a feeder so they have some consistency, however this may not be with your close friends. We take a lot into consideration to ensure the forms are equal. One of the fantastic things about secondary school is that you will meet so many more people and we encourage this in a safe and friendly environment. We do a lot of communication and team building activities in Year 7 that allow you to make friends with not only the members of your form but the whole year group.

You can still meet up at break time and lunch time with other friends.

How will I know what equipment is needed?

There is a list of equipment essentials in the information booklet that has been sent out.

TOP TIPS FROM CURRENT STUDENTS

BE YOURSELF
AND DON'T
WORRY

IF YOU FEEL SAD
OR WORRIED
SPEAK TO YOUR
TUTOR OR ANY
MEMBER OF
STAFF

ENJOY EVERY
MINUTE- IT
GOES REALLY
FAST

DON'T BE
AFRAID OF THE
OLDER
STUDENTS-
THEY ARE
REALLY NICE

IF YOU ARE
STUCK AS FOR
HELP

GET INVOLVED
AS MUCH AS
YOU CAN

MAKE NEW
FRIENDS- THIS
HAPPENS
REALLY EASILY