

Suggestions for Facilitating Primary to Post Primary School Transition during Covid 19

- That the Post Primary Year Head or a members of the Pastoral Care/Student Support/Care Team call incoming parents to answer any questions or allay any concerns they may have
- That the assigned Class Tutor send a free An Post or school themed postcard with personal message of welcome to each incoming 6th class student
- That arrangements be made locally between Primary and Post Primary schools for the home delivery of current transition booklets to outgoing 6th class students, with both the outgoing and incoming school to make follow up calls regarding same
- School and/or Subject information packs delivered to 6th class students with an introduction and picture of their Post Primary subject teachers, the areas they each will be covering in 1st year and some recommended reading or activities relating to the subject
- That current 1st year Post Primary students write a short email or indeed a letter to incoming 6th Class students with their name, class, the main differences between primary and secondary, key pieces of advice when starting, the extra-curricular activities they were involved in and why they enjoyed it, the highlight of their 1st Year, and an interesting or funny thing that happened in the school in their first year
- The above can be adapted to include recorded video messages and where required and identified through the student council/student leadership team the use of a peer mentor/buddy system for incoming students to whom it would be of benefit
- A virtual tour of the school uploaded to YouTube and the school website. These can be done episodically if required or simply focus on items of interest to incoming students
- An online introduction to “our school” by the student council/student leadership team discussing aspects of interest to incoming 1st years such as lockers, uniforms, timetable, behaviour, canteen, extra-curricular, subject choice, journals, bullying, care team etc. Questions could be submitted in advance to ensure they are covered in the presentation.
- A welcome to our school Zoom meeting for all or small groups of parents and students, principal, subject teachers and other staff including guidance counsellor, ancillary, secretary etc.
- Have an advertised and monitored “Ask us” facility on the school website where parents and students can submit questions relating to the school they are transitioning to
- Subject choice if required for incoming 1st years could be facilitated online following a short summary of the subject area by the subject teacher
- Different photographs of the school, and its different areas such as designated yards, canteens, subject class rooms could be uploaded daily to the school’s social media account with an explanatory note
- That a text message with a link to school App sent to all incoming parents.
- That a partnership approach, focused on locally identified needs and available resources be taken by and between primary and post-primary schools to facilitate student transition to 2nd level in their area.

Appendices

1. Examples of leaflets/handouts for incoming 1st years
2. Example of a welcome postcard and wellbeing welcome pack
3. Examples of participation exercises for incoming 1st years

Appendix 1



You will be given your **timetable** when you meet your form teacher and new class. It gives you lots of information such as your subjects, the teacher you have for each subject and where each class is. Your form teacher will help you understand it. Below is an example of our day:

8.40am	Getting ready for class
8.45am	Class 1
9.45am	Class 2
10.45am	Break
11.00am	Class 3
12.00pm	Class 4
1.00pm	Lunch Fridays - you go home at 1pm
1.35pm	Class 5
2.35pm	Class 6
3.35pm	Home time



School starts at _____ and I have to leave my house at _____ to get to school on time. School finishes at _____ but on Fridays it finishes at _____. In primary school, most of your equipment is kept in the classroom but in secondary school, you will need to have your own pens, pencils, books and equipment (eg: PE gear, cooking ingredients, workbooks etc.) with you. You should use your timetable to help each evening to pack what you need for school. You only need to bring your equipment on the day you have that subject.



All schools have rules and expectations for the classrooms, corridors, uniform, homework, iPads etc. If you are unsure of any rules, you can look in your homework journal or your Welcome Booklet. You will have lots of opportunities to find out more about the school's rules and expectations during SPHE with your form teacher, from your TY buddy and during other classes too.



In primary school you probably had plenty of friends and you had a class teacher you knew very well. Going to secondary school can be different because you won't know everyone and you will also be the youngest year group again.

Don't forget, everyone will feel the same and it is a great opportunity to make new friends. Some students love meeting new people while others can feel nervous or shy about making new friends. Here are some tips to help:

Smile, ask their name, find out what they are interested in, ask them if they want to meet at break time or after school, join lunch time clubs or after school activities.....there are many ways and don't forget, some students have come on their own from schools and may be relieved you have approached them.



Did you know a year has 365 days but a school year has only 167 days. This leaves 198 days for family time and visits, appointments, holidays, shopping and other activities. Every school day counts!



What to do if...

I am absent	<ol style="list-style-type: none"> 1. Parent/Guardian phones the Main Office and writes a note at the back of your Journal. 2. Give the note to your Tutor when you return to school.
I am late	<ol style="list-style-type: none"> 1. Sign in at the Main Office. 2. Give note to your Tutor.
I need to leave school early	<ol style="list-style-type: none"> 1. Give a note, signed by your Parent/Guardian to your Tutor. 2. Your Parent/Guardian comes into the Main Office and signs you out.
I cannot find my classroom/I get lost	Ask any teacher or any other student.
I think that someone is lonely	Be kind - include him/her in your company
I am finding a subject difficult	Tell your Parent/Guardian and your Tutor.
I am upset	TALK. Talk to your Teacher, Tutor, Chaplain, Guidance Counsellor, Deputy Principal, Principal, Parent/Guardian
I cannot see the board	Tell your Teacher and ask to be moved closer to the front. Tell your Parent/Guardian.
Someone gives me a hard time / I see someone else getting a hard time...	Speak out. Tell your Tutor or any Staff member.
The fire alarm goes off	Leave the building by the nearest exit. Go to the Bus Park and line up.
I make a mistake	Learn from your mistake, then try again.
I feel sick	Tell the Teacher. Go to the Main Office.
I cannot find my locker key	Search your bag and your coat. When you find the key, put a key ring on it.
I'd prefer to be in another Tutorial	Stick with it – you'll be surprised by the good friendships you will make.
I cannot remember my timetable	Stick a copy of timetable on the inside of your locker.
I am worried about something...	Tell your Parent/Guardian, Tutor, Chaplain, Guidance Counsellor
I forget my lunch/lunch money	Tell your Tutor, a Teacher or Deputy Principal



Other Things You May Be Curious About or Maybe Haven't Thought of Yet!

Where will I go on the First Day?	We will meet you and direct you to the Library.
What time does school start?	First bell rings at 8.57am.
When can I go to the toilet?	Break and lunchtime but ask the teacher if you need to go during class time.
Will there be a crowd in the Canteen?	First Years are allowed to go to the Canteen before all other students for a few months.
What time is break?	11am – 11.10am
What time is lunch?	12.30 – 1.20pm
What time does school finish?	4.00pm
Is every day the same length?	No! School finishes at 1.10pm on Wednesday.
How do the lockers work?	You will get a key for your locker - it's a good idea to have a spiral keyring for it.
How will I know where my locker is?	The First Year lockers are all together. Each one has a number. Write your locker number into your Journal.
What do I put in my locker?	Use your locker to store the books you aren't using.
How will I keep track of the different subjects?	Use coloured zipped plastic document pockets to keep your books and copies together for each subject.
When can I go to my locker?	Before the first bell in the morning, at the 11o'clock break and at lunch time.
How will I remember my timetable?	You will have a copy in your Student Journal. Stick a copy on your locker door.
How do I know when the class is over?	A bell rings every 40 minutes marking the end of class.
If I want to contact home, how do I do that?	Call to the Office and you can make your call from there.
Can I go up town at lunch time?	First Year students stay in the school during lunchtime.

Zipped Document Wallet

Spiral Key Chain



If you have any other questions - just ask!



Appendix 2

Hello _____

It is so sad that you're not going to get a chance to finish out your last year in National School .



Just like our own pupils, we know that you're missing your teacher and your friends so much! You may feel like you're not quite ready to move up to secondary school yet but we just want to reassure you that you are ready and we are so pleased that you'll be joining us in September to start the next chapter in your life.

It has been a very nervous time for everyone but don't worry! We will be here to help you every step of the way.

We really are looking forward to seeing you all in the new school year!

Best Wishes from



Secondary School Survival Kit

A jigsaw piece - because your class won't be complete without you.

A paper clip - to help you hold it all together in challenging times.

A highlighter - to help you remember that your future is bright!

Starburst - to give you a burst of energy



Incoming First Year Students 2020

A big hello to all the 6th Class pupils that have registered to join {Insert school name here} in August 2020.

Be assured that we are working hard on a tailored induction programme for you and your parents.

In the meantime, we would love to hear from you.

The theme is “New Beginnings”

Write a poem, a short story or a drawing / painting to express how you feel about joining us in. Send your work to us by email at

hscl@insertemailhere

Please include your full name and your school.

We look forward to hearing from you.

Wellbeing /CSPE/SPHE

Activity Marathon

Friday May 15th



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1.Run/Jog/Walk a mile and time it.

2. You can also send a picture of yourself after your 1 mile to: mail@insertschoolnamehere
(Optional)

3. To measure a mile you can download apps such as “Nike Running App” or “Map My Run “or alternatively get someone to drive and clock 1 mile.

4. Remember you can do the Mile within the 5km of your home i.e. laps of a garden, field etc.

5. Complete this sheet and return to {Insert Name Here} at:

mail@insertschoolnamehere

- A I ran a mile in _____mins _____secs
- B How did you feel before the run?
- C How did you feel during the run?
- D How did you feel after the run?
- E What will you do different the next time you do this activity?