

Year 7 Transition Booklet



Welcome to Hailsham Academy

Welcome to Hailsham Academy

We are really pleased that you are joining us at Hailsham Academy. We look forward to working with you to help you to **make your MARK**.



In this booklet, you will find useful information about what to expect when you start at Hailsham Academy.

Secondary school is a bit different to primary school. There are **new rules**, **new routines** and **new people** to get to know. We hope the information in this booklet will help you to get ready for **September**.



If you have any questions about the information or anything else you'd like to know, please just ask. You can email our Year 7 Transition team at transition@hccat.net.

Key Staff

There are lots of staff at Hailsham Academy that you will get to know.

You will meet your teachers in **September**, but here are some of the **key adults** who are here to support you.

Mrs N Chamberlain Head of School	Miss R Newman Head of Year 7	Mrs M Harris Assistant Head of Year 7	Mrs C Croud 7A Mentor
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Mrs B Walter 7B Mentor	Miss C Gilbert 7C Mentor	Ms S Matate 7D Mentor	Mr D Waghorne 7E Mentor
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Mr C Benson 7F Mentor	Miss S Isted 7G Mentor	Mrs K Brooke 7H Mentor	
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How are you feeling about starting secondary school?

You might be feeling excited, nervous, happy, or unsure, or even all at once! That is completely normal.

Everyone feels different when starting a new school. If you have any worries, just speak to a trusted adult at school.



excited



happy



curious



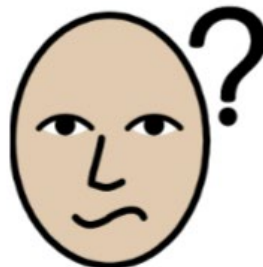
nervous



worried



sad



unsure

Your School Timetable

At Hailsham Academy, your timetable follows a **Week A / Week B** pattern.

- This means that your lessons follow a pattern that alternates each week.
- There are **five lessons** or **periods** timetabled every school day.
- You will get your **timetable** on your **first day in September**.

In between each lesson, there is **5 minutes of travel time** to give you time to move from one lesson to the next.

Timings of the school day

08:45 – 09:10am	Mentor Time
09:10 – 09:15am	Travel time
09:15 – 10:10am	Lesson 1 (Period 1)
10:10 – 10:15am	Travel time
10:15 – 11:10am	Lesson 2 (Period 2)
11:10 – 11:40am	Break 1
11:40am – 12:35pm	Lesson 3 (Period 3)
12:35 – 12:40pm	Travel time
12:40 – 1:35pm	Lesson 4 (Period 4)
1:35 – 2:05pm	Break 2
2:05 – 3:05pm	Lesson 5 (Period 5)

My School Timetable for Transition Days

My Mentor's Name is _____

My Mentor Group is 7 _____

My Mentor Room is _____

WEDNESDAY 2 JULY	
9:00am	Arrival to school.
09:15 – 10:10am	Line up with your Mentor & Student Ambassador on the Astro followed by Assembly in the Main Hall.
10:15 – 11:00am	Time with your Mentor & Student Ambassador in your Mentor classroom.
11:00 – 11:40am	Break 1 – Student Ambassadors to guide you to Year 7 & 8 playground. Line up with your Mentor in the playground at the end of break.
11:40am – 12:35pm	Mentor to take you to your lesson 3: My lesson is _____ in Room _____
12:40 – 1:25pm	Mentor to take you to your lesson 4: My lesson is _____ in Room _____
1:25 – 2:00pm	Lunch – Student Ambassadors to guide you to our canteen. Line up with your Mentor in the playground at the end of lunch.
2:05 – 2:45pm	Time with your Mentor & Student Ambassador in your Mentor room to include Mentor group photo & fire drill practice.
2:45pm	Home time.

THURSDAY 3 JULY

Please wear your Primary School PE Kit for the day

9:00am	Arrival to school.
9:15am	Line up with your Mentor & Student Ambassador on the Astro.
9:20 – 10:10am	Time with your Mentor & Student Ambassador in your Mentor classroom.
10.15-11.00am	Mentor to take you to your lesson 2: My lesson is _____ in Room_____
11:00 – 11:40am	Break 1 – Student Ambassadors to guide you to Year 7 & 8 playground. Line up with your Mentor in the playground at the end of break.
11:40am – 12:35pm	Mentor to take you to your lesson 3: My lesson is _____ in Room _____
12:40 – 1:25pm	Mentor to take you to your lesson 4: My lesson is PE in the Sports Hall.
1:25 – 2:00pm	Lunch – Student Ambassadors to guide you to our canteen. Line up with your Mentor in the playground at the end of lunch.
2:05 – 2:45pm	Time with your Mentor & Student Ambassador to include the Tie ceremony in the Main Hall.
2:45pm	Home time.

How do I get into the school?

At the start of the school day, you can enter the school through the **main gates** between **8:30am and 8:40am**. A member of staff will open the gate at this time.

If you arrive after 8:40am, you must go to the **Late gate** and be signed in.

If you would like to attend Breakfast Club, you can enter the **canteen only** through the main gates from **8:15am**. There are Breakfast Club staff there to help.

How do I leave school?

The school day finishes at 3:05pm and you will leave through the bottom gates.

School Uniform

Please note: There are no changes to the current uniform for the 2025 – 26 school year.

<p>Hailsham blazer (With the HCC logo)</p>		<p>Plain white shirt (Long or short sleeve)</p>	
<p>Plain black trousers</p>		<p>Hailsham tie (Black with the Year 7 yellow stripes)</p>	
<p>Plain black socks and plain black polishable footwear</p>		<p>Hailsham skirt (With the HCC logo)</p>	



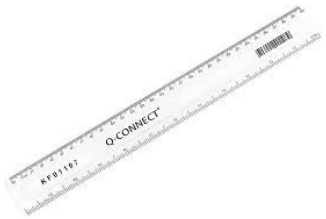





PE kit

<p>Hailsham PE top (Black with a colour of your choice)</p>		<p>Plain black football style shorts</p>	
<p>Trainers</p>		<p>Astro 4G boots (When you are required to use the 4G and All-Weather Pitch)</p>	

Equipment List

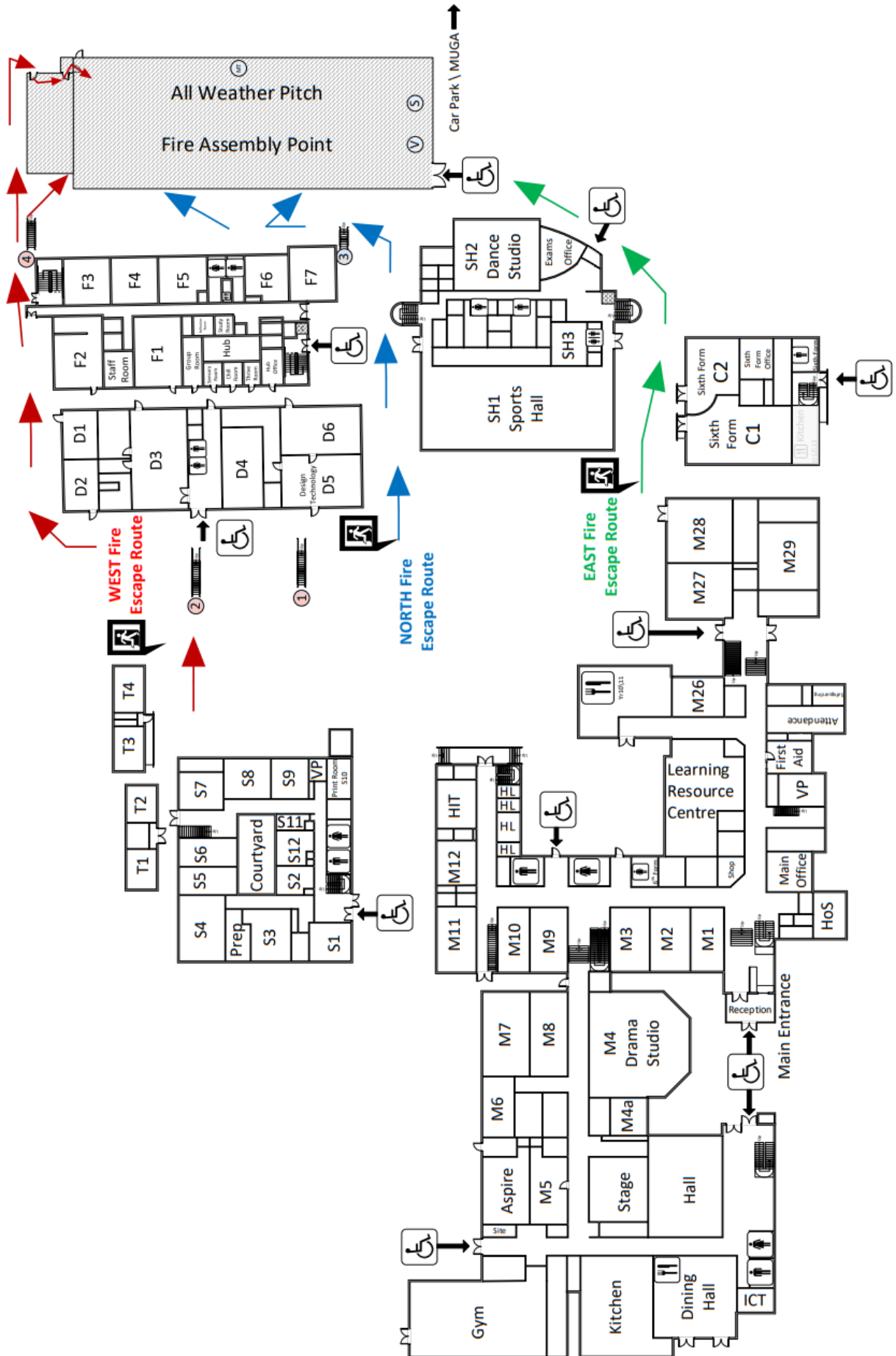
Ready to Learn

You will need to bring your equipment to school every day.

Pen		Pencil	
Ruler		Rubber	
Water bottle		Planner	
PE kit (On days you have PE or Dance)		Reading book	

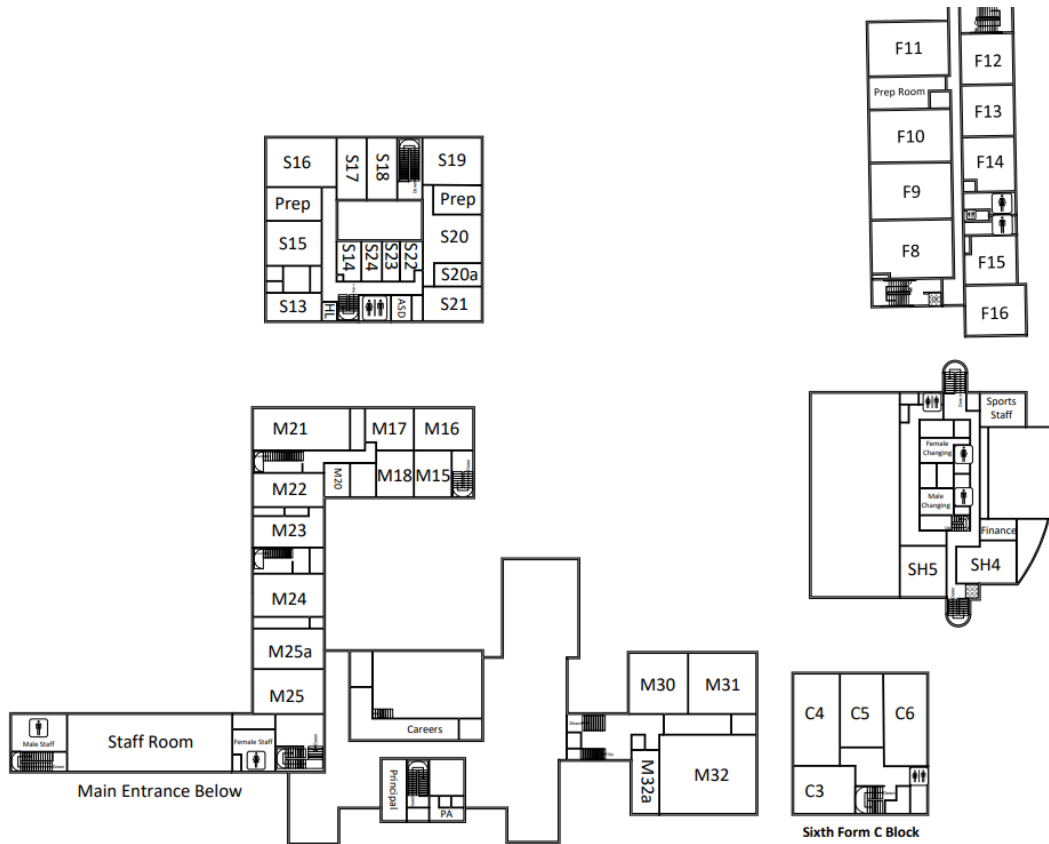
Maps of the school

Ground Floor

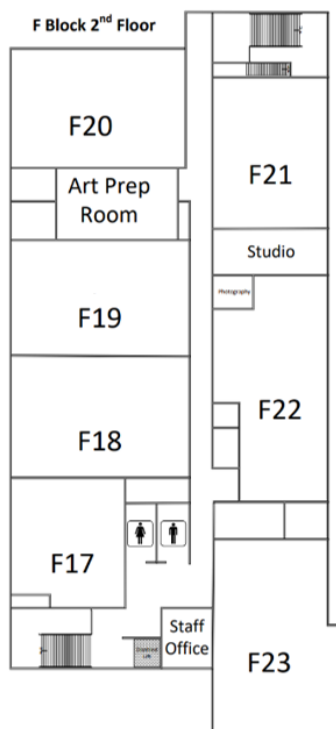


Maps of the school

First Floor



Second Floor



Safeguarding



All Hailsham Academy staff wear a staff lanyard.

All Sixth Formers wear a **black** student lanyard.

Visitors wear either a **green** or **red** visitor lanyard.



All visitors with a **red** lanyard will be with a member of staff.

All staff on duty at **break and lunch** wear a **hi-vis jacket**.



You can talk to **any member of staff** if you have a problem or are worried about someone. All staff are here to **help you, support you, and keep you safe**.

If you are feeling unsure who to talk to, our **safeguarding staff** wear a **pink** lanyard and hi-vis jacket so you know who they are.



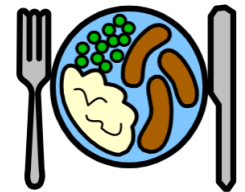
Where do I go for break and lunch?

Playground for Years 7 and 8

- The Year 7 and 8 playground is located near the **main block**.
- You will be shown where this is on your transition day.



Food and the Canteen



- You can buy **hot and cold food** as well as **drinks** and **snacks** in our canteens.
- **No cash is needed** as we use an **online payment system**.
- Before you start at Hailsham Academy, you will be set up with a **payment account** and a **PIN number** to use at the canteen to pay for food.
- A **menu** is displayed **every day** outside our canteen.

If you prefer a **quieter space** at break or lunch, you can go to the Year 7 Quiet Room, where you can eat your snack/lunch and play quiet games.

A Guide to Making Friends

Top Tips!

- Smile
- Ask questions
- Find out what you have in common with others
- Try new things
- Join lots of clubs
- Accept people for their differences
- Always be kind
- Avoid gossiping about others
- Don't make jokes at the expense of others
- Arrange to see new friends outside of school too



Homework Support



If you find homework tricky or need help staying focused, support is available at school.

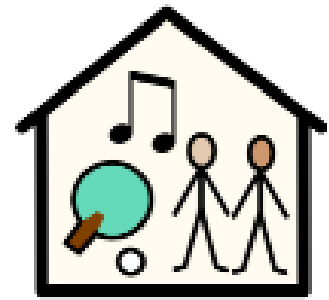
- You can stay for **Champion's Hour** after school every day.

After School Clubs

In September, you will get a timetable showing all of our **extra-curricular clubs and activities**.

You can:

- Join **any club** that interests you
- Try new activities and meet new people
- Attend as many clubs as you like



All clubs are free!

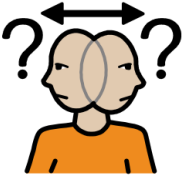




Need more support?





If at any time you feel like you need more help, someone to talk to, or a quieter place, you can speak to:

- Your Mentor
- Your Head of Year or Assistant Head of Year
- A Student Ambassador

We are all here to help you feel safe, included, and ready to learn.

What if...?

	<p>What if I get lost?</p>	<p>I can ask an adult for help.</p> <p>I can ask a student for help.</p> <p>Lots of students get lost when they start a new school.</p> <p>There will be lots of people to help me find my way.</p> <p>Speak to our Transition Ambassadors.</p>
	<p>What if I forget my PE kit?</p>	<p>I will go to the PE lesson and tell my teacher.</p> <p>I can borrow spare kit.</p> <p>If I keep forgetting my kit, I might get set a detention.</p> <p>Tip: Always check your timetable and pack your bag the night before.</p>
	<p>What if I feel unwell?</p>	<p>I can tell an adult. The adult will call First Aid.</p> <p>Tip: It is important to drink plenty of water and eat something during the school day.</p>
	<p>What if I need help with my homework?</p>	<p>I can send my teacher a message and ask for help.</p> <p>I can stay for Champions Hour after school (every day).</p>
	<p>What if someone is unkind to me?</p>	<p>I can ask them to stop.</p> <p>I can walk away from them.</p> <p>I must tell an adult.</p> <p>I will not be unkind back.</p>

	<p>What can I do if I see someone being unkind to others?</p>	<p>Sometimes people are unkind to each other. This is not OK. It is important to report it.</p>
	<p>What if I am late to school?</p>	<p>I must go to the Late gate (up to 9.00am) or Reception (after 9.00am) sign in. Being on time is really important.</p>
	<p>What if I need to take medication?</p>	<p>I will bring my medicine and medical form signed by my parent/carer and give it to First Aid in the morning.</p> <p>I will go to First Aid to take my medicine.</p> <p>Lots of students have medical conditions which means they need to take medicine in the school day.</p>
	<p>What if I need the toilet?</p>	<p>I will ask the teacher if I can use the toilet.</p> <p>I will then be collected by a member of staff and taken to the toilet.</p> <p>I will go quickly and return to class.</p> <p>All students should use the toilet at break time and lunch time, but if I really need to go during a lesson, I should tell my teacher.</p>

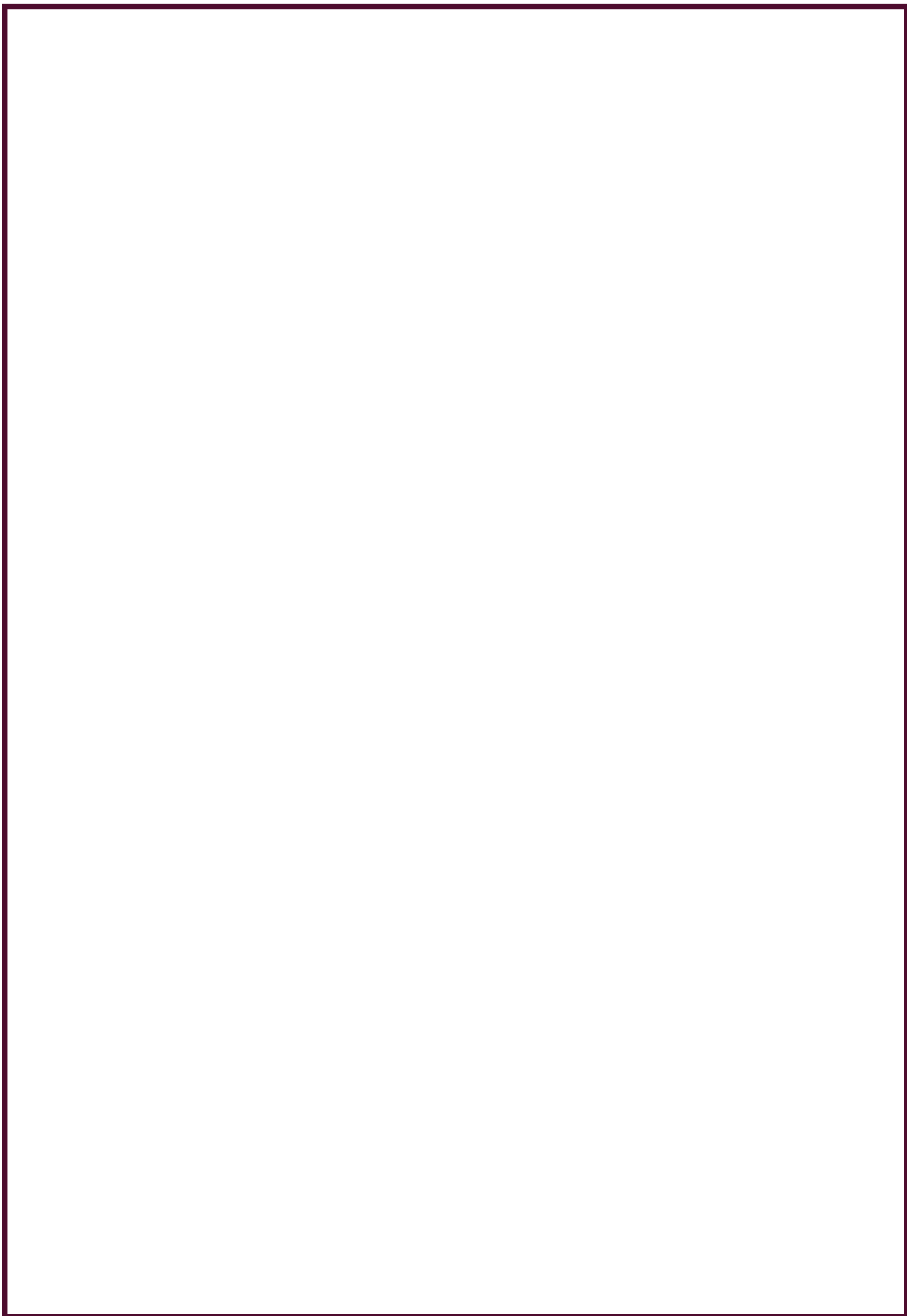
If I have any different ‘what if...?’ questions, I should ask an adult who can help me find the answer.

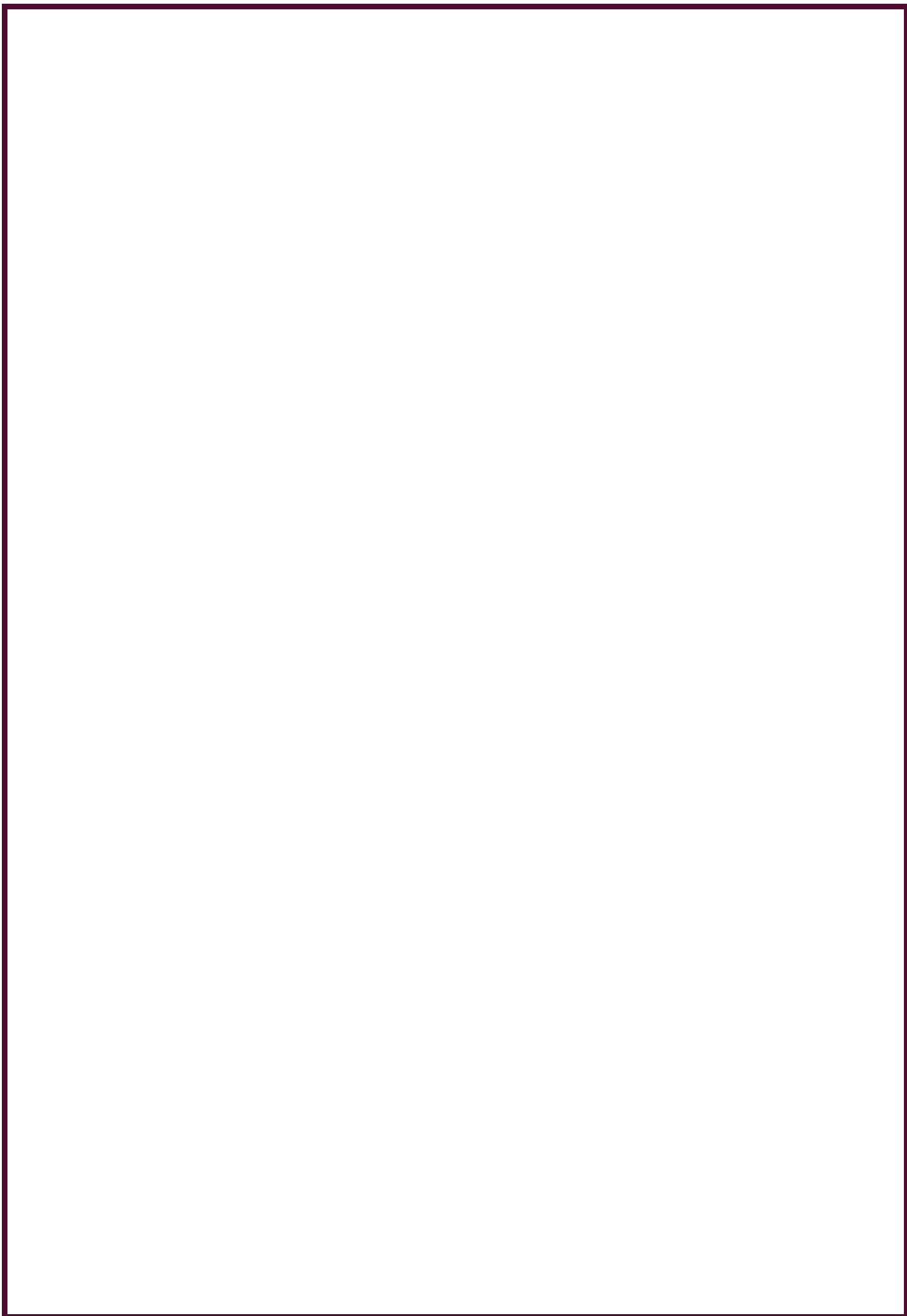
Remember

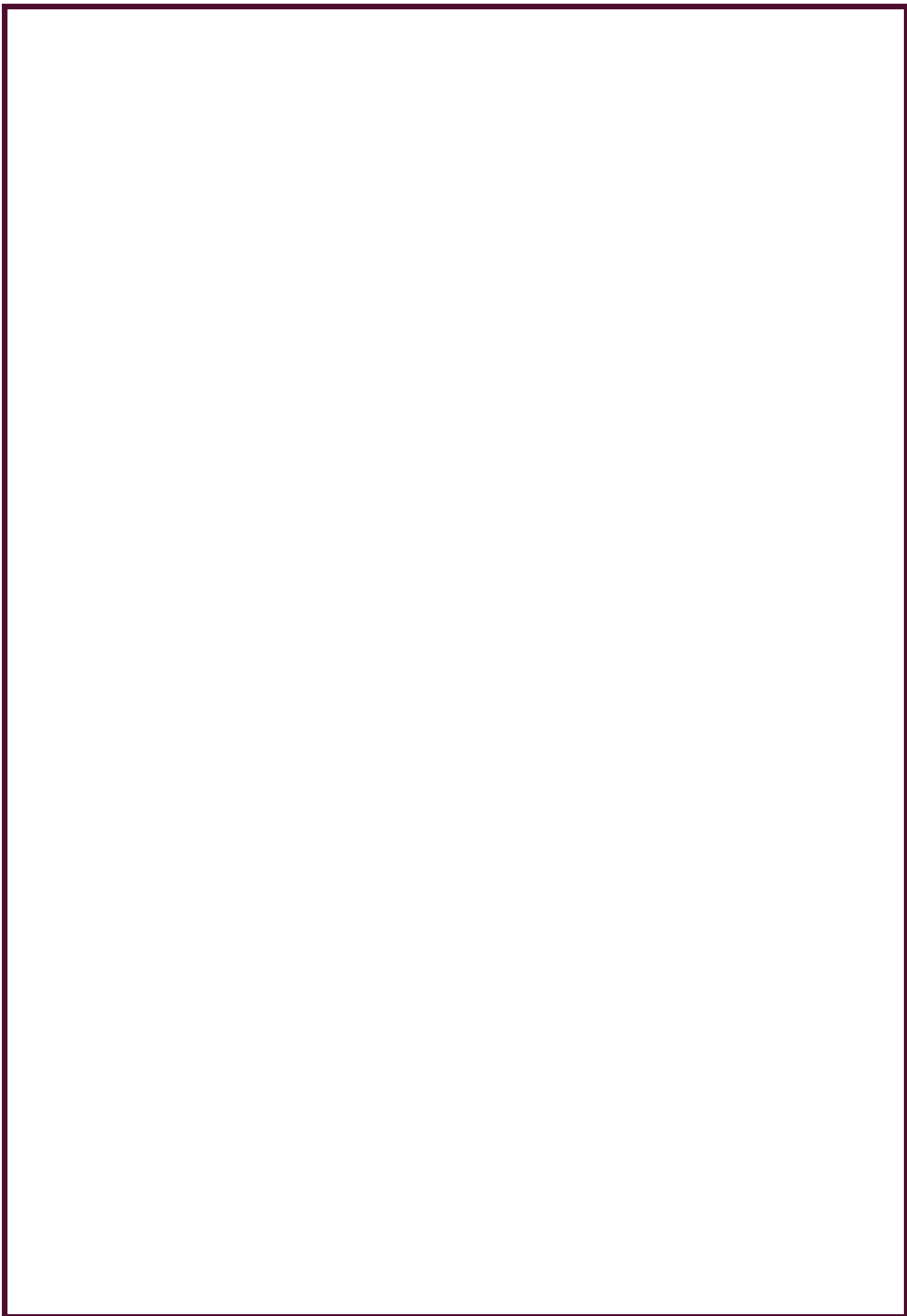
Everyone is here to help you feel safe, supported, and ready to enjoy your next steps at Hailsham Academy!

Questions or Things to Remember

Please use these blank pages to note anything down you need to remember or if you have any questions that you would like to ask your Mentor or a Student Ambassador about.







What are you the most worried about?



What are you the most excited about?



What questions do you have?



Blank space for writing answers to the question: "What are you the most worried about?"

Blank space for writing answers to the question: "What are you the most excited about?"

Blank space for writing answers to the question: "What questions do you have?"



Write down the names of people who don't have a middle name:

Write down the names of people who have an older sibling at this school:

Write down the names of people who have ridden a horse before:

Write down the names of people who have never seen any of the Harry Potter films:

Write down the names of people who support Brighton and Hove Albion football team:

Write down the names of people who know how to play chess:

Write down the names of people whose favorite subject is Maths:

Write down the names of people whose favourite colour is green:

Write down the names of people who regularly play a musical instrument:

Year 7 Pupil Passport

Name..... Mentor Group 7..... Primary School.....

What are your hobbies and interests?

Draw a picture of yourself here:

What things do you find difficult in life?

What things are you good at?

List five words to describe yourself

What would you like your new teachers to know about you?