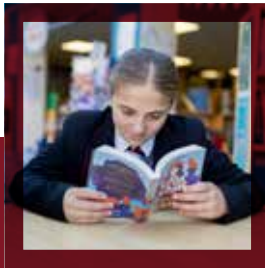


Y6 TRANSITION

Guide

Essential information to help students and parents
during the transition to secondary school

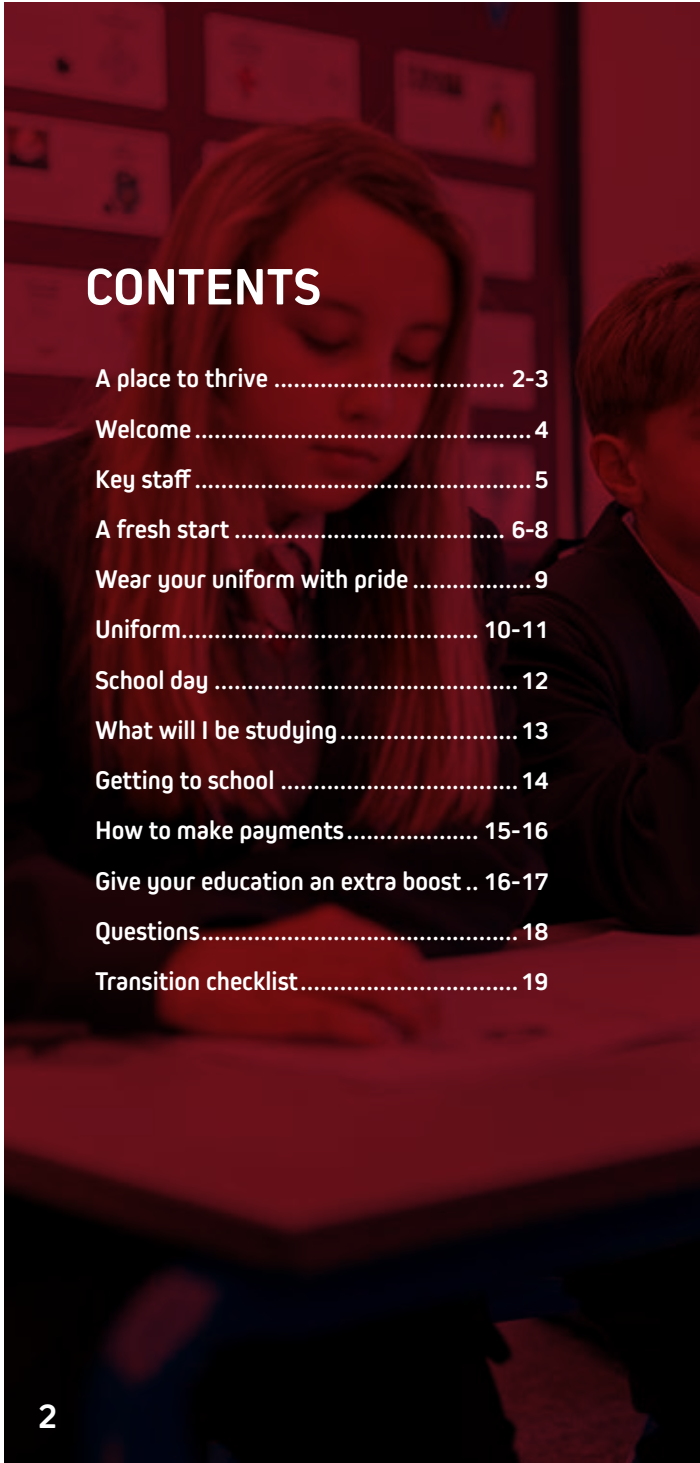


VALE OF YORK ACADEMY IS PART OF



HEARTWOOD
LEARNING TRUST

LIFE IN ALL ITS FULLNESS
A PLACE TO THRIVE



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A place to thrive

Welcome to Vale of York Academy. We are delighted that you have chosen our school for your child and would like to offer a very warm welcome to our community. Our ethos is ‘Always giving the best’ and our ambition is that all our learners should experience ‘Life in all its fullness’ and that we provide ‘a place to thrive’ through our core values of kindness, respect and teamwork. We do all we can to demonstrate these values in all that we do, and we expect your child to aim to do the same.

We strongly believe that our core purpose as an academy is to prepare our students for life after secondary education, by ensuring that they are equipped with the academic and pastoral skills and knowledge necessary to lead successful lives. We want our learners to make a positive contribution to our local community and beyond.

We offer a wide and varied range of extra-curricular activities throughout the academic year. We host half-termly celebration events for the whole school community. Students who join the academy find that Vale of York is a vibrant school, full of opportunity and high expectation for all.

We expect your child may feel both nervous and excited about joining us, which is absolutely normal and to be expected as children prepare to move schools from primary to secondary education. Many students feel this way every year, but once they are here, they quickly settle and think of the academy as a second home.

This booklet is designed to explain the induction process, to clarify some of the queries regarding school life at Vale of York and to provide you with a variety of useful information to assist you for your child’s transition to secondary education. Over the next few weeks, we look forward to continuing to work closely with all our new students and families to help make the move to secondary education as effective as possible.

We are very much looking forward to meeting you and your child for the next phase of their education.

Ms Gill Mills
Principal, Vale of York Academy



WELCOME

*from your
transition lead,
Mr Orr*

Hello, My name is Mr Orr and I lead on transition here at Vale of York Academy. I have been doing this role since 2016 so have lots of experience when it comes to making the move from primary to secondary school as easy and enjoyable as possible. To support those children who require an extra layer of transition, we will be holding a Summer School from Tuesday 12 to Thursday 14 August. These children will be invited on the recommendation of their primary school and we will be in touch with the families of these pupils in due course.

It is totally natural for children and parents to be experiencing a mix of emotions at this time, including excitement and some nerves. My job is to support you all with the change and I am only a phone call or email away so please do not hesitate to get in touch. I look forward to meeting you all again soon.

Mr Orr

Director of Community
transition@voy.hslt.academy



KEY STAFF

As a parent, you may need to contact school either before your child starts with us or when they move into Year 7 – as a first point of contact please email **Mr Orr via transition@voy.hslt.academy**

Additionally, here are the main school contact details as well as the names of other key staff who you may need to contact in future.

**Vale of York
Academy Principal:**
Ms Gill Mills

**Assistant Vice Principal
– Student Welfare:**
Mr R Donaldson

**Special Educational
Needs Co-ordinator:**
Mrs S Barnes



A FRESH *start*

The first day at secondary school can be quite daunting and it is important that your child is fully prepared and equipped to ensure the day goes as smoothly as possible. Use the handy checklist on this page 8 to help make sure that your child is organised and ready for what the day has in store!

ADDITIONAL INFORMATION

Lockers can be provided for students at a cost. In addition, your child will be given a planner and their timetable when they arrive.

The planner is the main mode of communication between school and home so be sure to familiarise yourself with this.



UNIFORM

Take the time to check that your child's uniform is correct. A comprehensive list of the uniform can be found on pages 10-11 of this booklet.

BACKPACK/BAG

A sensible bag is vitally important for school. It should be very strong and durable (and waterproof if possible). There will be lots of things for your son or daughter to carry and you should check that your chosen bag has enough room for several books.

LUNCH/CASHLESS SYSTEM

If your son or daughter will be eating in the school canteen, please ensure that they have enough funds on their ParentPay account. If a packed lunch is being provided from home, remember to check that your child takes it to school.

EDULINK ONE

Our school uses parental information and communication system - Edulink One. This system will keep you up to date with information on your child including the following services:

- School reports
- Letters home
- Absence reporting
- Contact details
- Medical information
- Lesson timetable
- Booking parents evening appointments
- Trip permissions

As a parent or carer you will have access to the system from September 2025. EdulinkOne is a purpose-built parental communication tool in the form of an iOS and Android App – with support from a website for those unable to access the apps. For security, this new system requires an individual parent login username and password. In order for parents to join, we will be emailing parents/carers in due course with joining instructions. It is vital that the school has your most up-to-date email address on record; this is to avoid any delays in setting up the app. If you have more than one child at the school, you will only require one account and all children will be visible through this.

To access this new tool, you will need to either:

- Search for EdulinkOne from the Apple App Store or Google Play Store and install the App to a mobile device – you can have it on multiple devices if you wish.
- If you do not have a device suitable for the app, you can access the same great features through the website at <https://www.edulinkone.com>, please refer to your email from Edulink and follow the instructions to complete your setup.

READING BOOK

Reading is a priority for all subjects. Please bring a reading book every day.

Vale of York Academy boasts an amazing library with books for both research and pleasure

HANDY CHECKLIST FOR STUDENTS

- ☐ Backpack / bag
- ☐ Two black pens
- ☐ Pencil
- ☐ Pencil sharpener
- ☐ Ruler
- ☐ Rubber
- ☐ Highlighter
- ☐ Coloured pencils
- ☐ Calculator
- ☐ Geometry kit
- ☐ Reading book
- ☐ Lunch / cashless system



WEAR YOUR
UNIFORM
with pride

It is essential that we ensure that all students adhere to the uniform standards set by Vale of York Academy. We would like to remind parents/carers of our uniform standards prior to you purchasing a uniform.

We are proud of our uniform which helps to create a purposeful atmosphere. We expect all students to wear the correct uniform at all times.

We encourage students to take responsibility for ensuring they come to school dressed in a tidy and neat manner.

BUYING YOUR UNIFORM

Our uniform providers are Keal Teamwear. They are located at 105 Walmgate, York YO1 9UA. All branded uniform – can be purchased in store or online at <http://keal-teamwear.com/schoolwear/vale-of-york-academy>



YOUR SCHOOL *Uniform checklist*

Standard Day Wear

Our uniform is **non-gender** specific.

Item	Branded (School Specific) /Unbranded	Colour	Details (inc Style)
Jumper	Branded	Black	V neck With the school logo only. No cardigans.
Tie	Branded	KS3 - Grey & Red KS4 - Black & Red	School defined style only
Skirt	Unbranded	Black	'A' Line, knee length, no splits or flares and no extreme style. Skirts should not be made from tight or stretchy fabric.
Trousers	Unbranded	Black	Formal, classic smart trousers, of waist height and below ankle length - trousers should meet shoes/trainers and not be skin tight or jeans/denim/cargo/chino style. Worn with a thin black belt if necessary - no fashion belts/large buckles.
Shirt/Blouse	Unbranded	White	Loose-fitting school shirt Stiff pointed collar to take a tie; shirt must be long enough to be tucked in and wide enough at the neck to fasten the top button.
Tights	Unbranded	Black or Natural	Plain (not patterned). Leggings are not permitted.
Footwear	Unbranded	Black	Plain shoes, flat or low heels - No canvas, sandals, mules, sling-backs, knee length boots, UGG boots or baseball shoes. Or - Plain trainers - No coloured stitching.

PE KIT

Item	Branded (School Specific) /Unbranded	Colour	Details (inc Style)
Shorts / Tracksuit / Full Length Black Sports Performance Leggings (polyester/elasta ne mix)	Unbranded	Black	Plain (not patterned) No cotton leggings or lycra.
T-Shirt	Unbranded	Black	Plain (not patterned)
Sweatshirt (Optional only)	Unbranded	Black	Plain (not patterned) Non-zipped style / no hood
Socks	Unbranded	Black / White	PE style socks are recommended
Trainers	Unbranded	N/A	Sports style appropriate for activity i.e. non-slip soles for inside activities, soles with grips for field / all weather pitch activities

ADDITIONAL INFORMATION

- Hair must be of a natural colour and style.
- Make-up, if worn, should not be noticeable.
- Coloured nail polish, acrylic nails, gel nails, and other forms of false nail are not permitted.
- False eyelashes are not permitted
- Jewellery is restricted to one pair of stud earrings. No other forms of jewellery are allowed.
- Hoodies are not permitted in school.
- Mobile phone use is not allowed in school. If mobile phones are brought in by a student, they should be switched off and kept in the student's bag at all times.
- Any mobile phone seen will be confiscated by a member of staff.

THE KS3 *School Day*

We are delighted to be able to offer all students a free breakfast and warm drink in the morning. Breakfast Club opens from 8.15am and is a positive place to start the day, in a warm and vibrant environment.

SCHOOL DAY *Overview*

Activity	Time
Pupils on site	8:40am
Registration/ Tutor time/ Assembly	8:45am - 9:15am
Period 1	9:15am -10:15am
Period 2	10:15am -11:15am
Break	11:15am -11:30am
Period 3	11:30am -12:30pm
Period 4	(Includes 45 minute lunch) 12:30pm -2:15pm
Period 5	2:15pm -3:15pm
End of school day	3:15pm

UNABLE TO ATTEND

If your child is unwell or unable to attend school for any reason, please use the absence reporting option on EduLink before 8.45am.

HOLIDAYS

Holidays will not be authorised during term-time unless there are exceptional circumstances.

2025-2026 SCHOOL CALENDAR

AUTUMN TERM 2025

Tuesday 2 September – Thursday 23 October

HALF TERM HOLIDAY

Monday 27 October – Friday 31 October
Monday 3 November – Thursday 18 December

SPRING TERM 2025

Tuesday 6 January – Friday 13 February

HALF TERM HOLIDAY

Monday 16 February – Friday 20 February
Monday 23 February – Friday 27 March

SUMMER TERM 2025

Tuesday 13 April – Friday 22 May

HALF TERM HOLIDAY

Monday 25 May – Friday 29 May
Monday 1 June – Friday 17 July

TRAINING DAYS

Monday 1 September
Friday 24 October
Friday 19 December
Monday 5 January
Monday 20 July

WHAT WILL *I be studying?*

We operate a fortnightly timetable which includes a Week A and Week B; this gives us the flexibility to deliver a broad and balanced curriculum. Each week is broken down into 26 periods of study (lessons).

The table on the right tells you which subjects you will be learning, how many hours over the fortnight you will have and how the groups are set up.

HOMEWORK AND PLANNER

Your child will receive homework on a regular basis.

Class teachers will clearly set homework during lessons and ask pupils to record the details in their planner, including the date it is due in.

In addition, class teachers will also post homework on Google Classroom for pupils to access.

Homework tasks can vary hugely, however the expectation is that a 'standard' piece of homework in Year 7 should take between 20-30 minutes. If you find that on a regular basis your child is taking longer or shorter amounts of time to complete homework please make contact with their Form Tutor.

Organisation is crucial with homework. We recommend that you supply your child with a strong (plastic) folder within which they can transport homework-related items safely to and from home thereby avoiding losing or damaging worksheets or other such resources. We also recommend that pupils complete homework as soon after it is set as possible whilst knowledge and understanding is still current in their mind.

Pupils must develop effective use of their planner to help with the organisation of homework. Each week, parents are expected to sign their child's planner. This is an opportunity for you to check that your child is receiving and completing homework.

When your child is doing homework, please try to ensure that they have somewhere to work, which is away from distractions or potential interruptions. Access to a suitable device to work online from home would be desirable.

Subject	Periods per fortnight
English	8
Maths	8
Science	8
Geography	6
History	4
French	4
PE	4
Personal, Social & Health Education (PSHE)/ Religious Education	4
Technology	2
Computing	3
Art	2
Drama	1
Music	2

GETTING TO *school*

Students are representing the school on their journey to and from school, and therefore we expect them to:

- Wear their uniform appropriately.
- Behave in a sensible and responsible manner.
- Be on time to school in the morning.
- Dismount their bikes and walk them through the school gates.
- Show members of the public respect and represent the school in the correct manner.

At all times on the journey to and from school students in uniform are representatives of the school. As such, any misdemeanours reported to school from the public will be treated as if the child were in school. To make cycling to and from school a positive experience for everybody concerned, we expect our students to:

- Ride sensibly and safely and to follow the Highway Code.
- Check that their bicycle is roadworthy and regularly maintained.
- Behave in a manner which shows them and the school in the best possible light and to consider the needs of others when cycling.
- Consider wearing a cycle helmet.
- Ensure they can be seen by other road users, by using lights and wearing high-visibility clothing, as appropriate.

PUNCTUALITY

- Students are expected to be in school before the bell at 8.40am
- Latecomers will receive a written comment in their planner.
- Two late comments in a half term will result in a detention.
- All students should enter school through the courtyard gates.
- Students will leave through the courtyard gates at 3.15pm



HOW TO MAKE *Payments*

As a school we have embraced ParentPay, a secure online cashless system, so students will not be required to bring cash to school at all. This decision has been made to avoid students losing money between home and school, reduce the risk of bullying and put all students on a level platform. We cannot accept cash or cheque payments within school.

WAYS TO PAY

ParentPay is an online payment system for schools. It allows parents to pay quickly and securely for school meals, trips and activities.

You simply top-up your ParentPay account online by debit or credit card or in cash through

PayPoint stores. You should already have received a letter with your log in details for ParentPay but if not then please contact the school on 01904 560000.

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 hours a day, 7 days per week.

The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.

Payments can be made by credit/debit card or also through PayPoint.

Full payment histories and statements are available securely online at any time.

Your children won't have to worry about losing money at school.

Parents can choose to be alerted when their balances are low via email and/or SMS text.

It is safer for students.

WHAT HAPPENS IF I DON'T HAVE ACCESS TO THE INTERNET?

You can pay by cash, card and contactless payments – in a local shop or by phone. People use PayPoint to control their household finances and make essential payments.

WHAT ARE THE BENEFITS TO OUR SCHOOL?

You can help us reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school.

Using ParentPay or PayPoint also ensures that all financial transactions are safe and secure – helping us to remove costs associated with us having to manage cash securely on the school premises.

A guide to getting started with...ParentPay

We will send you your account activation username and password, once you receive these:

- Visit www.parentpay.com
- Enter your activation username and password in the Account Login section of the homepage.

NB: These are for one-time use only, you will choose your own username and password for future access during the activation process.

- Provide all the necessary information and choose your new username and password for your account – registering your email address will enable us to send you receipts and reminders.

Once activation is complete you can go to straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.

PAYPOINT

Every letter relating to a chargeable topic will include a unique barcode. This letter needs to be simply taken to your nearest PayPoint service.

Should you require any further information, please contact the school reception on **01904 560000**.

GIVE YOUR EDUCATION *an extra boost!*

At Vale of York Academy we are proud to be able to offer a whole range of extracurricular opportunities, both in and out of school time. These range from small clubs at break and lunch time to fantastic trips to other countries and even continents! Below are just some of the different opportunities on offer:

DUKE OF EDINBURGH AWARD

At Vale of York, the Duke of Edinburgh Award has been incredibly successful, so much so that our Gold Award students have even been invited to Buckingham Palace! Over the past few years, many students have thrived whilst completing the award and developed a host of individual and social skills in a countryside setting.

This is a must for anyone who loves being outdoors.

PHYSICAL EDUCATION

The PE department runs afterschool clubs covering a host of different sports including football, netball, rugby league and union, basketball, athletics, rounders and tennis. We enter teams for boys and girls across all year groups into competitions, giving students the chance to represent their school.



DRAMA

The school has put on some wonderful productions over the years including Matilda, James and the Giant Peach, Annie and We Will Rock You, as well as a host of smaller shows throughout the year. All budding actors and actresses should go along to the weekly drama club.

MUSIC

Whether you play an instrument, are a singer or just want to get involved, everyone is always welcome at the music clubs. As with drama, the clubs are a chance to practise before performing in the bigger productions that everyone looks forward to!

STUDENT COUNCIL

The voice of our students is taken seriously here at Vale of York Academy and as such, we have a strong Student Council. These meetings take place in year teams, which in turn feed into a whole School Council and cover a wide range of issues, both in and out of school.

TRIPS

There are lots of chances to go on a range of trips at Vale of York Academy. The Modern Foreign Languages Department run trips to France and Germany, whilst the Geography Department run numerous trips, including one to Italy. This is just a taste of some of the things you will be able to enjoy in the coming years at Vale of York Academy.

ANY questions?

WHO SHOULD I CONTACT WITH ANY ISSUES ABOUT TRANSITIONING FROM Y6 TO Y7?

Speak to Mr Orr straight away. The earlier we are made aware of any issues the quicker we can resolve them.

WHERE DO I GO ON MY FIRST DAY?

Go to the courtyard where Mr Orr and the prefects will be waiting to greet you.

HOW DO I GET A LOCKER?

You will need to pay for a locker on ParentPay but you will need to provide your own lock. Your Form Tutor will let you know when they are ready.

WHAT IF I CAN'T DO MY HOMEWORK?

See your subject teacher straight away or go to Homework Club, open every evening in the Library until 4.15pm.

WHAT IF I AM LATE TO SCHOOL?

Go to Main Reception and sign in.

WHAT IF I LOSE SOMETHING?

Go to Main Reception at either break time or lunch time. If your property is marked with your name, staff will return it to you.

WHAT IF I FORGET MY PACKED LUNCH, PE KIT OR BOOKS OR IF I HAVE TO CONTACT HOME IN AN EMERGENCY?

Ask the Main Reception staff for permission to use the phone to call home.

WHAT IF I HAVE PROBLEMS?

See your Form Tutor, Progress Leader or the nearest teacher as soon as possible.

WHAT IF I AM ABSENT?

Your parent/carer must tell school via the edulink app explaining the reason for your absence on the first day and each day thereafter. Parents/carers without access to edulink can telephone the school.

WHAT IF I FORGET MY NETWORK PASSWORD?

See the IT Technician or your ICT teacher.

WHAT DO I DO IF MY FAMILY CONTACT DETAILS CHANGE?

We have a parental information and communication system called EduLink One. This system will keep you up to date with information on your child including attendance, school reports, behaviour and detention logs and other services. It will also allow you to amend any change of circumstance including changes of address, change of telephone numbers, your named emergency contacts and your doctor or any other personal changes.

We will issue you with joining instructions when your child starts school.

WHAT IF I BRING MONEY OR VALUABLES TO SCHOOL?

You are advised not to bring valuables into school. You are responsible for all valuables.

WHAT IF I BRING MY BIKE TO SCHOOL?

Leave it in the bike sheds – LOCKED UP.

WHAT IF I AM NOT VERY HAPPY?

Talk to your Form Tutor, Progress Leader or Ms Cook.

WHAT IF I FEEL I AM BEING BULLIED?

Tell a teacher straight away and they will be able to sort it out for you.

WHAT IF I HAVE NO CREDIT ON MY CASHLESS CATERING (PARENTPAY) ACCOUNT?

Go to Main Reception and they will be able to ring home and arrange for you to have some lunch.

WHAT IF I FORGET MY PLANNER?

See your Form Tutor straight away and they will assist you.

HOW WILL MY PROGRESS BE REVIEWED?

There are a number of ways throughout the school year including reports, parents' evenings and examinations.

WHERE DO I SPEND BREAK TIMES?

All Key Stage 3 students spend break times either in the Dining Hall or the Courtyard – if it is wet they are allowed into the Hall.

WHERE DO I SPEND LUNCH TIME?

You can spend lunch in the Dining Hall, outside on the field or the Astro turf.

WHERE ARE THE TOILETS? WHEN CAN I USE THEM?

Toilets can be used before school, after school and at break and lunch only. Only children with a pass may leave a lesson to go to the toilet so make sure you go when you have a break. There are communal toilets at the side of the courtyard (for break) and in the PE area (for lunch).

TRANSITION Checklist

COMPLETED AND HANDED IN THE TRANSITION EVENT AND ENRICHMENT INFORMATION BOOKLET?

☐ Transition agreement

COMPLETED AND HANDED IN THE ADMISSION INFORMATION BOOKLET?

- ☐ Student admission form
- ☐ Photographs/digital release form
- ☐ Biometric consent form
- ☐ Locker rental agreement
- ☐ The Equality Act survey
- ☐ Home-school agreement
- ☐ ICT acceptable use agreement

ORDERED THE APPROPRIATE UNIFORM?

- ☐ School trousers or skirt
- ☐ White blouse or shirt
- ☐ Black jumper - branded (from Keal Teamwear)
- ☐ Tie KS3 - branded (from Keal Teamwear)
- ☐ Black socks or Black/Natural tights
- ☐ Black leather/leather-look shoes or plain trainers
- ☐ PE kit

☐ WHERE NECESSARY SPOKEN TO OUR SEND TEAM REGARDING SUPPORT?

BOUGHT THE APPROPRIATE EQUIPMENT FOR THE FIRST DAY?

- ☐ Bag
- ☐ Pencil
- ☐ Ruler
- ☐ Scientific calculator
- ☐ Reading book

VALE OF YORK ACADEMY IS PART OF



HEARTWOOD
LEARNING TRUST

LIFE IN ALL ITS FULLNESS
A PLACE TO THRIVE

Our Trust's Vision & Values

We are a strong, inclusive and collaborative Church of England multi-academy trust of fourteen church, community and alternative provision schools. Guided by our Christian ethos and values of kindness, respect and teamwork, we welcome students, colleagues and schools of all faiths and none.

We share a clear vision – 'to create schools where children and young people thrive, as we help them prepare to live life in all its fullness'.

For us, a place to thrive means much more than a place simply to be comfortable. Instead, our aim is to develop schools and an educational offer which enable each student to flourish academically, practically, emotionally, socially and spiritually. We help them to understand what their own successful and fulfilled life could be, by opening doors, providing choice, and encouraging ambition.

KINDNESS | RESPECT | TEAMWORK

**Vale of York
Academy**

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Clifton (without)
York YO30 6ZS

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Email: transition@voy.hslt.academy

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