



Year 6 Transition Booklet 2025

Aspiration • Compassion • Excellence



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Updated May 2025



Your journey starts here!

Welcome to Crispin

It gives me and Mr Murphy great pleasure to welcome you and your families into the Crispin Community for the next stage in your educational journey. We hope that this is the beginning of a happy and rewarding path through secondary school. As a school we look forward to working with you over the next five years to be the best that you can be and to achieve all that you can. We have high aspirations for all of you and we will support you along the way.

All of us at Crispin are looking forward to helping you to settle in here and we know you might be feeling a mixture of emotions: pleased, happy, nervous, worried, but we hope that the overriding feeling is excitement! There is so much for you all to look forward to here at Crispin and the Transition Day in the Summer term will be an excellent opportunity for you to visit the school, take part in lessons and meet all the other new Year 7 students.

I am really pleased that Mr Murphy will be the Head of Year 7. We are both here to support students in all aspects of school life and will work closely with the Year 6 teachers at your primary school to make sure I know all about you before you start. I help students with their learning but also with their well-being, alongside their Tutor and the school's amazing Pastoral Team.

We have high expectations of all our students, and our new Year 7s will soon become familiar with our aspirations for all students at Crispin. Our current Year 7 students will be well placed to help our new intake to navigate their early days at school. Students will experience outstanding teaching, have access to fantastic resources and spaces, and meet lifelong friends.

We cannot wait to meet you all.

Mrs Maude, Assistant Headteacher, Head of Lower School
Mr Murphy, Head of Year 7



"Crispin is really good; the teachers are caring. I particularly like History because it is exciting and interesting"



Important Dates

Year 6 Transition Day (Students only)	02 July 2025
New families' Information Evening	02 July 2025, 18:30
Summer School	18 – 20 August 2025
Year 7 Term Begins	04 September 2025

Data Collection Sheet

This form comes in digital format and will be emailed home to be completed. This form must be submitted to the school before your child starts school.

Completed forms are to be returned to office@crispinschool.co.uk

Hard copies of these forms can be collected from Reception.

The deadline to submit this form to ensure that your child is set up with everything they need to start at Crispin is Friday 27 June 2025.



Your First Day

On your first day you will enter school through the main student entrance and head to the hall. Crispin colleagues will be waiting to greet you outside the building if you need help. From there we will direct you towards the main hall where we will have an initial assembly before moving you into your tutor groups.

You will not need any equipment on the first day other than a pencil case, your uniform and a packed lunch and a drink.

You will not need your PE kit on the first day.

During the first week we will be spending time helping you feel at home and comfortable at Crispin. You will spend time getting to know new students, meeting staff and students in your tutor group and familiarising yourself with the site.

When lessons begin, Year 7s will be allowed to leave 5 minutes before the end of each lesson for the first two weeks whilst they get used to finding different rooms around school.

Year 7 lunch will be 10 minutes earlier than it normally would be (from 13:20 each day) for the first two weeks in September.



Getting to School and School Timings

The majority of our students live within walking distance to the school and have the advantage of being able to walk to school.

If students cycle to school, they must lock their bicycle in the cycle area. This area is locked at 08:35 and unlocked at the end of school at 15:10.

If students are to be dropped off via car, we ask that you use the roads close to the school rather than immediately outside of the school as this causes congestion and can place students in additional danger.

Buses

Many students come to school on one of Somerset County Council's bus routes. If you travel by bus, you will be provided with a bus pass with your name and route. These are issued via the school Reception within the first few weeks of term. Please keep these safe as these will be checked. If lost, replacements will need to be purchased. Your bus place will be confirmed in writing by Somerset County Council. You must travel on your assigned route only, you **cannot** take friends on the buses with you who have no pass.

School Day

The school day starts at **08:35** and we expect students to be on site at 08:30 so they are ready for the day. The school Reception opens at **08:00**. We run a two week timetable rotation of 50 lessons, each **an hour** long.

We start in September on a week A, moving to B, then A, B, A. If we finish on week A before a holiday, we return on a week B. You can check the school website for details.



Timetable

The earliest time which students will be allowed onto the school site is 8:00

08:35	Registration/Tutor time
09:00	Period 1
10:05	Period 2
11:05	Break
11:25	Period 3
12:30	Period 4
13:30	Lunch
14:10	Period 5
15:10	School finishes

There are also after school clubs, homework club and enrichment activities for you to take part in.

Your Timetable

You will be issued with a timetable on your first day. It is vital you look after this and make copies or take photographs, so you know where you are going each day.



School Uniform

All students are expected to wear the Crispin uniform correctly, and with pride at all times, including to and from school, as you are representing Crispin.

School ties are the only items that can be purchased from the Crispin School Shop and are house colour specific.

You can find all the details relating to the uniform and the Crispin PE kit here [Crispin School - Uniform](#)

Specific details relating to all our uniform can also be found on the South West Schoolwear website:
[Our Stores - South West Schoolwear \(swwschoolwear.co.uk\)](http://swwschoolwear.co.uk)

If you are in receipt of **Pupil Premium**, we will be able to help with the cost of school uniform.
We also have a well-stocked nearly new store for any families struggling with the costs of uniform.
Please contact Pupil Premium learning mentors at Crispin via the school office for more information.

Student Conduct

You are expected to follow the **'Voice of Crispin' at all times**, so that staff and students are able to work.

Ready to Learn

100% **effort**

Be **kind and happy** to yourself and others

Be **responsible** for your actions

Be a fully engaged member of the Crispin **Community**

We expect our students to be **Ready, Respectful** and **Safe** at all times.



House Information & Rewards System

Lessons are taught in year groups and pastoral care is delivered within tutor groups. Students also belong to one of our four Houses – **Corvus**, **Falco**, **Sturnus** and **Tyto**.



The **Head of Year** is responsible for monitoring attendance, achievement, progress and behaviour within the house tutor groups.

Mrs Maude can be contacted when concerns need to be raised beyond a Head of Year level.

The House system sits as the corner stone of the school's charitable work, sense of community spirit and competition. Each house competes each year to become the 'House Cup' winner.

House Competitions

House competitions take place during tutor time and are spread throughout each term. These competitions vary from the Crispin weekly challenge to month long reading challenges.

Your participation in competitions is rewarded through house points. Our students really look forward to joining in and representing their house in a bid to be the winning house at the end of the year.

House points are also given for demonstrating good manners, good leadership skills and kindness around the school site.



Important People

Tutor - Your tutor is your **primary contact** for personal matters as they see you every day of the week.

Parents/carers should liaise with your tutor as and when necessary. **They can do this by calling or emailing the school office, office@crispinschool.co.uk**

Your tutor will support, guide and monitor you in your academic progress throughout your time at Crispin.

Tutor Programme

Tutor groups have 20 minutes with their tutor four mornings a week and one house assembly in the main school hall. Tutor time is used for daily monitoring by your tutor as well as delivering the tutor programme, reviewing reports, planning for house competitions, sharing successes, reading and academic mentoring.



Home School Agreement

The relationship between home and school is fundamental. It is vital that as a school you recognise that we are all working together to ensure that you have the best opportunities to progress in the direction that you wish to.

You will receive a copy of the Home School Agreement and would ask that this read thoroughly, discussed as a family and then signed in the appropriate spaces provided and returned to school.



Year 7 Curriculum

We seek to ensure that the Crispin Curriculum is coherent, inclusive and challenging and that it allows you to maximise your learning in the fullest sense by deepening knowledge and understanding, broadening perspectives and ensuring strong student outcomes.

The curriculum will serve to ensure that you leave Crispin as knowledgeable, inquisitive and compassionate citizens.

For detailed information on the Year 7 curriculum, please click on this link. Some parts of this may change by September as the Curriculum is constantly being reviewed every year.

https://www.crispinschool.co.uk/Learning/Curriculum/YEAR_7_CURRICULUM_OVERVIEW.pdf

Finally, enrichment is seen as being a very important part of the Crispin Curriculum and you will have a wide range of opportunities to learn outside formal lessons.

Such opportunities include school trips, sporting activities, music, dramatic productions, work experience, visiting speakers and school leadership opportunities.



*"I really like the teachers and the staff in the canteen are nice.
My favourite lessons are Maths, Art and Music."*



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Celebrating Achievement

Achievement and positive attitude to learning is celebrated on a regular basis and in a number of ways.

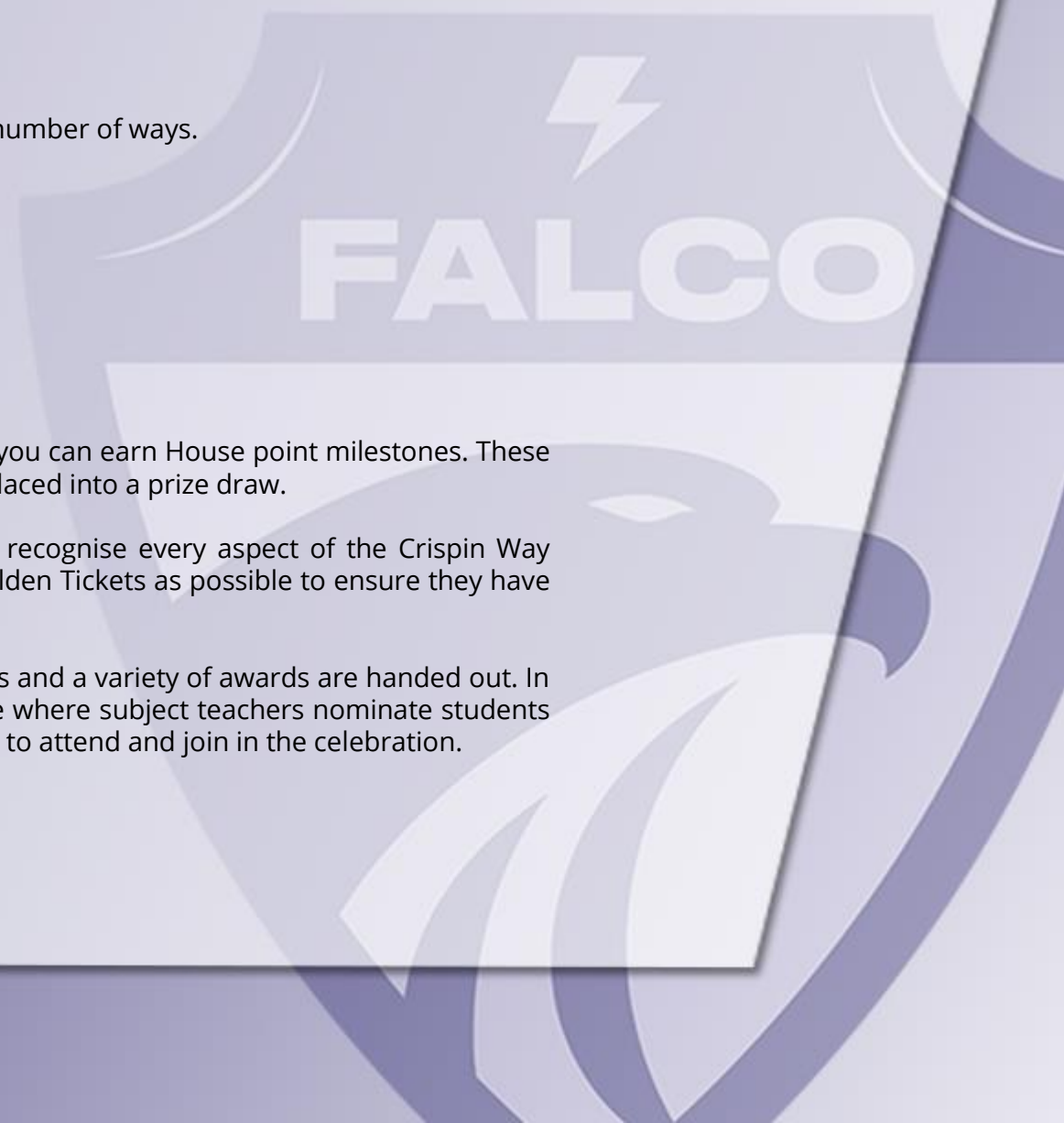
Some of the ways to win House points are:

- 100% Attendance.
- Stars of the week which are celebrated in weekly house assemblies.
- Termly subject specific awards, where parents are invited to school.
- Postcards home.
- Phone calls home.

House points are reported home through Bromcom. As the academic year progresses you can earn House point milestones. These milestones are awarded through Bromcom. Students that achieve the milestones are placed into a prize draw.

Three times a year Crispin holds a Golden Ticket fortnight, where members of staff recognise every aspect of the Crispin Way shown by students. The objective of this fortnight is for students to collect as many Golden Tickets as possible to ensure they have the greatest chance of winning a prize in the end of term draws.

At the end of each term Heads of House hold a Celebration Assembly where certificates and a variety of awards are handed out. In addition to this the school also runs a celebration assembly morning at Strode Theatre where subject teachers nominate students from every year group to receive a subject award. This event is open to parents / carers to attend and join in the celebration.



Equipment

Please ensure that you arrive to school every day equipped to learn. You should check your timetable each day so that you have the relevant class books, PE kit, ingredients (if needed for cooking), etc.

You will also need the following in a labelled pencil case and bag every day.

- Pencils (at least 2)
- Blue or black pen (at least 3) – pupils are expected to write in ink,
- Ruler – 15cm
- Rubber
- Scissors
- Purple pen (at least 2) – *for corrections and improvements in your work.*
- Glue stick
- Highlighters
- Casio Calculator fx-85GTX or Casio Calculator fx-83GTX

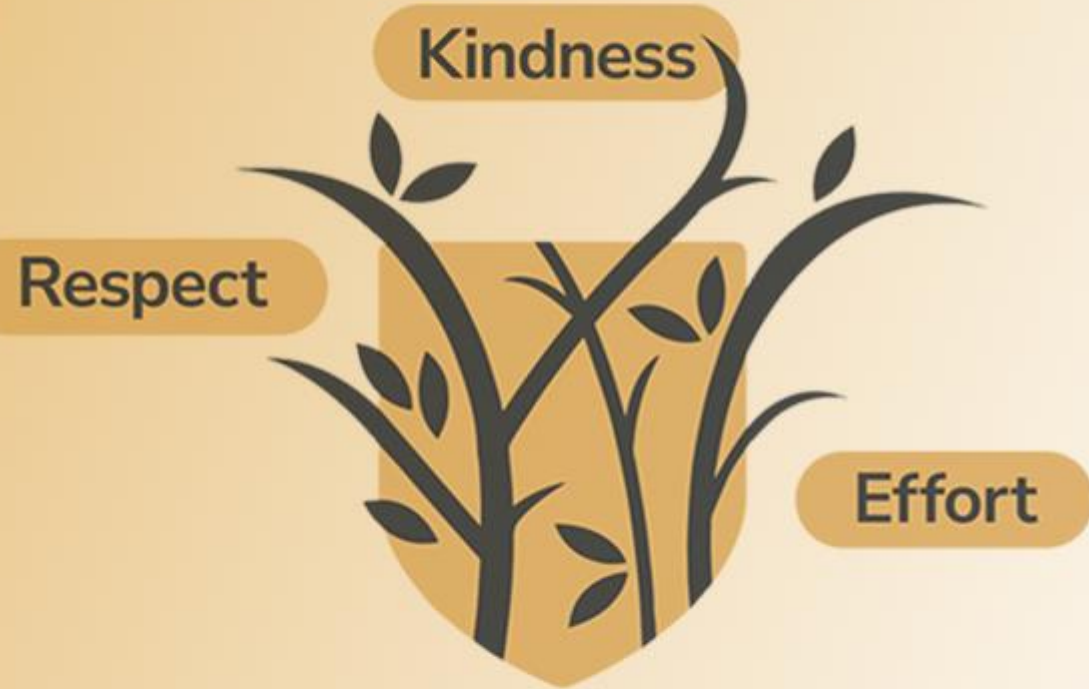
Many of these items are available to buy from the school shop which is open Monday and Wednesday at lunchtimes for students.

Personal Belongings

Please ensure all your personal belongings are clearly labelled.

Any expensive items are brought to school **at your own risk**. It is advisable to hand valuables in to staff during PE lessons.

Lost Property – we have a lost property box which is based in Student Reception.



Mobile Phones

At Crispin we understand the importance of safeguarding all of our students, staff and wider community. As such we recognise that a large number of parent/carers provide mobile devices to their children to enable them to be safe to and from school.

Whilst we understand this, the school upholds the following in relation to students bringing mobile devices onto the school site.

There are no circumstances when your mobile phone should be seen on the school site unless explicit permission has been given.

Use of mobile phones are strictly forbidden in lessons and around the school site without explicit direction from a member of staff.

Mobile phones which are brought into school, must be switched off and placed out of sight.

Whether in or out of school, mobile phones should not be used to make calls, texts or use the camera / video in an inappropriate manner.

Mobile phones should not be used to cause a nuisance in the local community, e.g. playing of audio, video, conversations on loudspeaker on public transportation.



"I like moving in between my classes, the site is really big but you soon get used to it."



SEND

As your child embarks on this exciting journey, we understand that you may have questions and concerns.

Here are some tips to support your child's transition and ensure a successful start:

- **Stay Informed:** Familiarise yourself with the support services available for students with SEND at Crispin School. Our dedicated team is here to assist you .
- **Open Communication:** Maintain open communication with school staff, including the SEND team and teachers . Share any concerns or information about your child's needs to ensure they receive the appropriate support.
- **Prepare Together:** Involve your child in the transition process by discussing expectations, routines, and any anxieties they may have. Encourage them to ask questions and express their feelings about starting secondary school.
- **Encourage Independence:** Help your child develop independence skills, such as organising their belongings, managing time, and advocating for themselves. These skills will empower them to navigate the challenges of secondary school.
- **Promote Self-Care:** Emphasize the importance of self-care and emotional wellbeing. Encourage your child to engage in activities they enjoy, maintain a balanced lifestyle, and seek support when needed .
- **Get Involved:** Take advantage of opportunities to get involved in the school community, such as attending parent meetings, volunteering, and participating in school events. Your active participation strengthens our partnership and supports your child's educational journey.

Remember, the transition to Year 7 is a significant milestone for both you and your child. Should you have any questions or require further assistance, please don't hesitate to contact us at office@crispinschool.co.uk



"I enjoy being at Crispin, I made lots of new friends."



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Extended Learning

Extended learning provides additional opportunities for students to learn and progress outside the classroom. You could be expected to complete a written, research or learning task for example.

Extended learning is set by teachers on the MyChildAtSchool app.

You will rarely be expected to extended learning for the next day and are encouraged to speak to your teachers if you need support in advance of the deadline as well as completing extended learning when absent.



"I love the choice of after school clubs, particularly handball and rounders."



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Extra-Curricular Activities

There are clubs on offer at lunchtimes and after school which will be publicised during the first week of each term.

You can attend any club for your year group, but you must arrange transport home with your parents/carers if you are staying after school.

Notices are put on our social media channels and on Teams if there are any changes or cancellations to any clubs.

If you need to contact parents/carers due to changes to commitments, you may use the phone at Student Reception.



"I love coming to Crispin, my favourite lessons are PE and Music."



Attendance

Your personal attendance target is **96%**. If you are absent from school your parent/carer must report your absence with a reason by 08:55 via the MyChildAtSchool website or app. **If we receive no reason for absence, this will be unauthorised.**

If you need to leave school during the school day to attend an appointment, you need to provide school with a signed, dated appointment card. This should be presented to the Attendance Officer at Student Reception when you need to leave school.

If a student's attendance drops below 96%, the following stages will be implemented:

Stage 1 (Below 96% Attendance): At this stage, you will receive a letter notifying you of the slight decrease in your child's attendance. We encourage you to reach out to us if there are any concerns or if you need assistance.

Stage 2 (94% Attendance): A second letter will be sent out if your child's attendance continues to decline. This letter will outline that attendance will be closely monitored for the next three weeks.

Stage 3 (Below 92% Attendance): A third letter will be sent due to your child's further decline in attendance. You will now need to send in medical evidence each time that your child is absent from school, or the attendance will be marked as unauthorised.

Stage 4 (90% Attendance): At this stage, you will receive a letter if your child's attendance drops below 90%. We will schedule a meeting to discuss the challenges your child may be facing and to explore collaborative solutions to improve attendance. The school will also make a referral to Education Safeguarding for support from an Educational Welfare Officer.

Stage 5 A fifth and final letter will be sent at Stage Five. This letter will provide the family with fifteen days to improve attendance, or the school will be required to seek a penalty notice.

Further information in relation to attendance matters can be found in our Attendance leaflet on our school website and enclosed in this pack. Attendance is monitored closely and where needed, letters are sent home and interventions put in place.

For more information, please see our Attendance Matters document on our website:

<https://crispinschool.co.uk/parents-and-carers/absence-procedures/>



Absences/Appointments

The main method to report all absence related matters is via the MyChildAtSchool website or app.

If you need to leave school during the school day to attend an appointment, notice of this should also be sent in via the Class Charts app. You need to provide school with a signed, dated appointment card. This should be presented to the Attendance Officer at Student Reception when you need to leave school.

Lateness

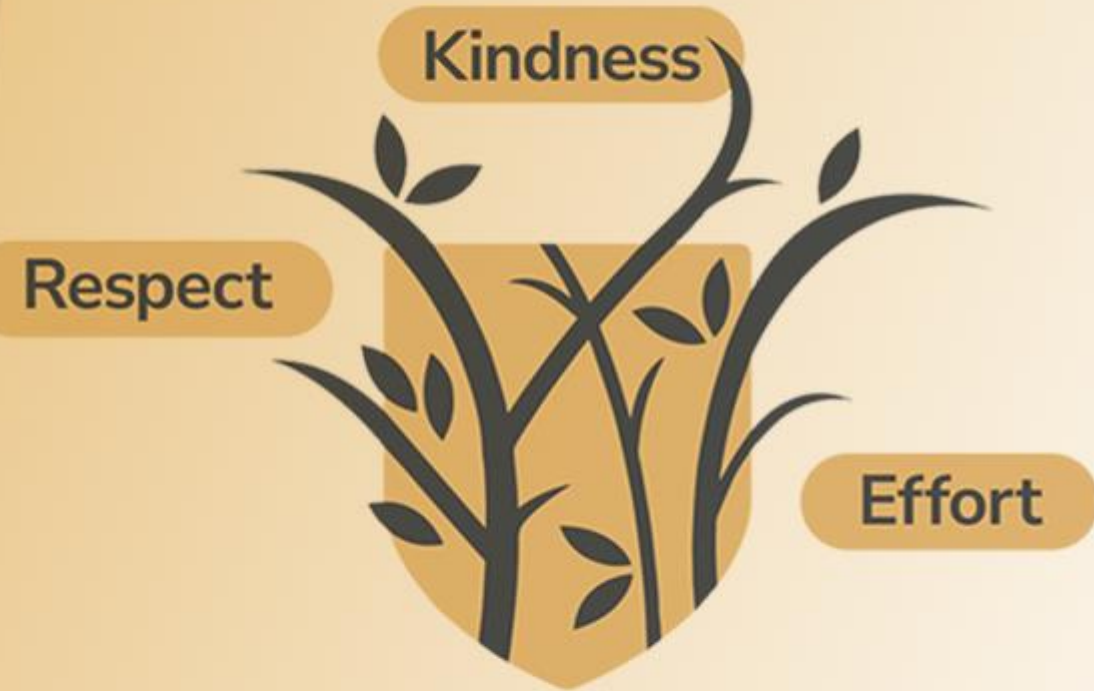
If you are late, you should go to Reception and sign in with the Attendance Officer. If you are late for registration, you will be required to attend a 15 minute detention held at break time. If you fail to attend this detention it will be escalated to a 20 minute lunch time detention the next day.

Lifts

The Tower Block lift is strictly out of bounds other than to individuals who have been granted permission to use them. Lift passes are authorised by the Head of Year.

Litter

Litter should be disposed of correctly using the bins and recycling facilities provided around the school grounds.



Food and drink

You can purchase food and drinks from the school canteen at break and lunchtime or bring in a packed lunch.

School Canteen

The Canteen operates a 'cashless catering' system that eliminates the need for students to carry cash with them to school. It is a biometric system that enables parents/carers to pay money into their child's ParentPay meal account

What is a biometric system and how can I register my child? The system uses a person's unique thumbprint to authorise payment for food and drink purchased from the canteen facilities.

Money spent on food or drink is deducted on a daily basis. With an online payment account, parents can monitor what their children are buying for lunch.

Water fountains are available around school for refilling drinks bottles at break or lunchtime.

Water bottles only are allowed in class but not in any Science laboratories.

Fizzy/energy drinks are not allowed.



"I love coming to Crispin, my favourite lessons are PE and Music."



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Reports

Academic Progress Reports are produced three times a year, reflecting your approach to learning and subject assessment descriptors.

You will regularly review and set targets for yourself through our Academic Mentoring Programme which is led by your tutor.

Progress Reports are emailed home to parents/carers and they are accessed via an emailed link.



"I enjoy being at Crispin, I made lots of new friends."



Music Tuition

Instrumental and Vocal Tuition at Crispin School

Crispin offers instrumental lessons to all students. Most instruments are offered through private instrumental teachers. Lessons are delivered to students during the school day on a rotating timetable to ensure that the same academic lesson is not missed regularly.

To register interest for instrumental lessons please email office@crispinschool.co.uk

Once this has been received, we will then email a link to a Google form to complete. This will register interest rather than formally booking the lessons and will allow us to contact the relevant instrumental/singing teacher with your contact details. They will then get in touch regarding lesson costs etc.

Students who are in receipt of Pupil Premium funding can get financial support regarding instrumental and vocal lessons. Please ask about this when registering interest.

Lessons can be booked as a 20-minute or 30-minute lesson. 10 lessons are delivered per term and are bookable in advance.

Information about clubs and events that the Music Department will be running is communicated during the start of each term.



Medication and Illness

If you take medication regularly (which will need to be taken throughout the school day), please bring it to school in a transparent plastic bag with your name clearly labelled e.g. Paracetamol, *insulin*, *epi-pens* and *inhalers* and hand it to the Lead First Aider at Student Reception.

If you are unwell during the school day, you should speak to your Tutor or Class Teacher.

If a member of staff feels that you require further assistance, they will send you to our Lead First Aider who is first aid trained to help.

You must not use your mobile phone to contact home yourself.

Our Lead First Aider, can be contacted to discuss individual needs as they arise. Please email office@crispinschool.co.uk



School Shop

We have a school shop located at the bottom of Tower Block (for students only).

It is open **Monday and Wednesday** during term time from **13:30 - 14:10** where you can purchase school ties, stationery equipment etc. Payments can be made in cash or with a cheque payable to Crispin School.

Items which can be purchased in the shop can be viewed on our website:

<http://www.crispinschool.co.uk/School-Shop-and-Canteen/>.

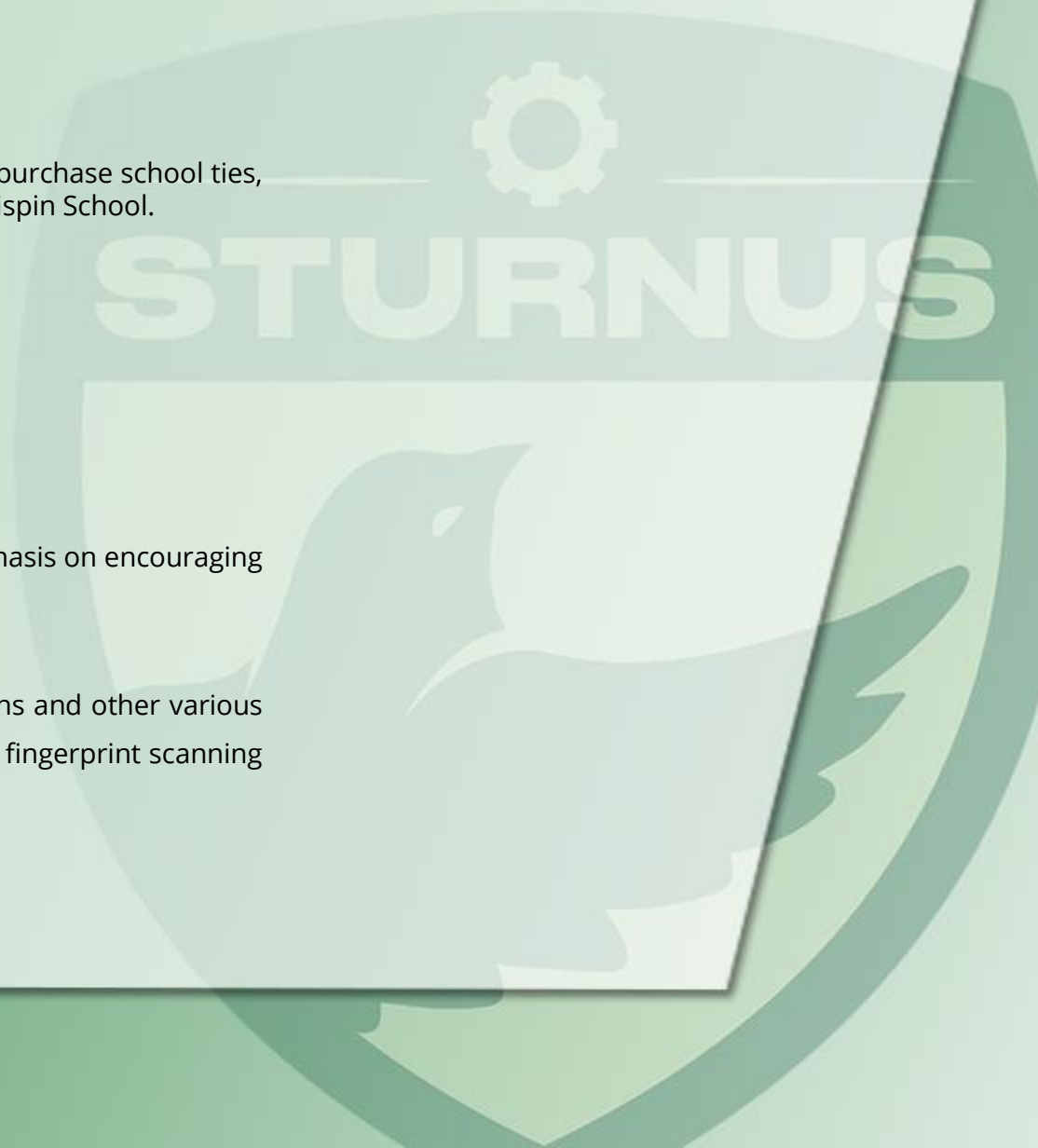
Library

Our school library is a calm, inviting and comfortable environment and places great emphasis on encouraging reading for pleasure and relaxation.

Students get to attend the library once a fortnight during their literacy lessons.

Reading is also promoted through various activities such as our Books & Biscuits sessions and other various Book Clubs. We celebrate World Book Day and other national reading events. We have a fingerprint scanning system in place which makes it easy to check books out.

Library Opening Times: Monday - Friday, 10:00am - 2:00pm



Free School Meals

WHICH STUDENTS QUALIFY FOR FREE SCHOOL MEALS?

Students may be eligible for free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

WHAT ARE THE BENEFITS OF CLAIMING FREE SCHOOL MEALS?

School meals are a good way to ensure that your child eats well at lunchtime and they can also save you time and money. Claiming free school meals also helps the school. We get extra funding, known as the 'Pupil Premium', to support the education of every eligible pupil who is registered.

WHERE TO GO FOR MORE INFORMATION

If you have any questions about free school meals, please speak to one of the Pupil Premium Learning mentors via the school office.

EXTERNAL SOURCES

The Government's website has information about who is eligible for free school meals, as well as information on how to apply.



Pupil Premium

Pupil premium funding and accountability for schools

<https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

Apply for free school meals, GOV.UK <https://www.gov.uk/apply-free-school-meals>

You can also read further information about the pupil premium at the following link.

<https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

If you have any questions about Pupil Premium please speak to Miss Szigeti, Mrs Drew or Miss McArthur, Pupil Premium Learning Mentors via the school office.

How is the pupil premium funding used?

The pupil premium is not used to pay for school meals. Crispin chooses to use the funding in a number of different ways to improve the attainment of pupils who are eligible. For more information about how we use our pupil premium funding, look on our [website](#).

How can I ensure the school gets the funding?

The more eligible pupils that are registered for free school meals, the more funding the school receives. Registering does not mean your child has to take up free school meals if they don't want to. You should still register for free school meals even if you would rather your child had a different meal, such as a packed lunch. Service Pupil Premium funding primarily supports the pastoral needs of students when or if needed. It does not support uniform, visits etc.



Acceptable Use of ICT

We expect all students to be safe and responsible when using the internet, e-mail, social networking sites or mobile phones.

All students must ensure that all ICT communication is respectful and sensible. Online activity in and outside of school must not cause distress to others and nor bring the school into disrepute.

If students come across offensive or illegal material online, they should report this immediately to a member of staff.

Students must understand that there are consequences to inappropriate or unacceptable use of ICT which could result in families or the police being informed and/or suspension of access to their school ICT account.



"The teachers are really kind and caring, you can speak to them about anything"



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Communications

We will communicate with you by sending letters home via email, by posting on the school website and by using our social media accounts ie Facebook and Instagram to keep parents/carers updated with our latest news and important information.

All staff have up to 48 hours to respond to any parent/carers enquires.

Lots of important information can be found on the school website.
The school website: www.crispinschool.co.uk

We email home a Weekly Bulletin to all parents/carers every Friday which we hope you find useful. Copies of these can also be found on the school website.

Please email office@crispinschool.co.uk for any further information.



"My favourite subjects are Art and Photography. I love being creative, and going to the Eden project to take photos was so much fun."



Equal Opportunities for All

We are committed to promoting equal opportunities for all students and to eliminate discrimination of any kind from the school.

Students should be able to develop their full potential without hindrance or discrimination of any kind, and our aim is to promote an atmosphere of mutual respect throughout the school community.



'I like being able to move around to different subjects. There are a lot of people you can ask for help. There are lots of opportunities at Crispin'



Respect

- Understand that everyone in school deserves to be treated equally.
- Once you enter a classroom, respect the learning environment.
- As you move around school think about others, don't drop litter, keep to the right staircases and be kind to others.
- We are one community; to succeed we need to support each other.

Kindness

- Do not be afraid to express your opinions - but always be kind and safe
- Always remain calm
- Show empathy to members of your community
- Remember everyone has the right to feel safe, so think about your actions for others.

Effort

- Turn up to your lesson ready to get to work
- No one ever asked for more than your best - so just try.
- Hardwork is the cornerstone of success.

Respect

Kindness

Effort

