



Millthorpe  
School

# Moving to Millthorpe

TRANSITION UPDATE 02: Key staff + the school day



# Welcome to Millthorpe School



Hello to all of our new students!

Welcome to our second edition of *Moving to Millthorpe!*

We hope you

found last weeks' edition useful and that you have a better understanding of form groups and Houses at Millthorpe School.

This time we're introducing you to the key staff at Millthorpe and what you can expect from a typical school day.

Many of you have already emailed your friendship choices to [year6transition@millthorpeschool.co.uk](mailto:year6transition@millthorpeschool.co.uk) which is really helpful. This is a polite reminder that the **deadline is Friday 15th May**. If we do not receive your friendship choices by this date, you may not be able to choose up to four friends who you would like to be in your form. Please make sure you have sent this information by the deadline so that you do not miss out.

Mr Baybutt

# Key staff in school

## Who is in charge of the school and who is on the 'Senior Leadership Team?'

Millthorpe School is managed by a close team of Senior Leaders.

Mr Burton is the Executive Headteacher. He works at Millthorpe and York High and you will see him in school two days a week. Miss Greenhalgh is the Head of School – she leads the school on a daily basis so you will see her every day.

There are two Deputy Headteachers; Mr Butterworth and Mr Gillbanks, and four Assistant Headteachers; Ms Andrle, Mr Bates, Ms Simpson and Mr Baybutt.

The Senior Team also includes Mr Collins, the Business Manager.

## Millthorpe School Senior Leadership Team



Ms Greenhalgh



Mr Burton



Mr Butterworth



Mr Gillbanks



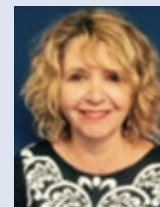
Ms Andrle



Mr Bates



Mr Collins



Ms Simpson



Mr Baybutt

Millthorpe  
School  
Pastoral  
Team



Mr Butterworth  
Deputy Head



Ms Simpson  
Assistant Head – SENDCO



Miss Johnson  
Director of  
Achievement



Mr Baybutt  
Assistant Head and  
Director of Achievement



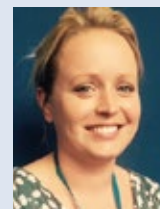
Miss Parr  
Director of  
Achievement



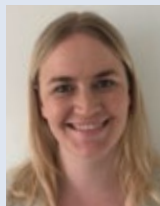
Miss Ball  
Student Support Officer



Mrs Roberts  
Student Support Officer



Mrs Detheridge  
Student Support Officer



Mrs Madden  
Designated Deputy  
Safeguarding Lead



Mrs Cooper  
Student Support  
Officer



Ms Clare  
School  
Counsellor



Mrs Huggins  
School Wellbeing  
Worker

### The Pastoral Team

In the last weekly update, we introduced the House System to you. The Directors of Achievement and Student Support Officers are part of the Pastoral Team, but the team has more people than this within it. Everyone on the Pastoral Team will work really hard to help you to settle in at Millthorpe.

They are also there to help you with any difficulties that you might have, either at the beginning or at any point throughout your five years at our school. They make sure that everyone is well behaved, working hard, making excellent progress, attending every day - on time, that their uniform is correct and that you are happy, healthy and well supported.

You can talk to any member of the pastoral team if you need their help, advice or support. This can be about school but can also be for things happening outside of school that you need a trusted adult to help you with.



# Key staff in school

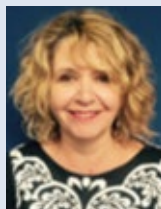
## Millthorpe's Inclusion Team

Some students might need an additional layer of support for a variety of reasons and they will be supported at Millthorpe by the Inclusion Team.

If you need any specific or additional support, you will be working closely with Ms Simpson and Mrs Fisher and they will be in touch with your families in the near future to talk you through these arrangements.

The Inclusion team is fortunate to have a large team of very experienced and dedicated Teaching Assistants who will work with and support students with any additional needs.

## Millthorpe School Inclusion Team



Ms Simpson  
Assistant Head/  
SENDCO



Mrs Fisher  
Assistant  
SENDCO



# What will your school day be like?

Your school day at Millthorpe may be very different to what you are used to at Primary School.

## What's the main difference between primary and secondary school?

The main difference is that you are not in one classroom with one teacher all day, every day. You will have 5 one-hour lessons each day, doing a different subject, in a different classroom, with a different teacher.

Your teachers at primary school were able to teach you every subject to people your age; at secondary school, your subject teachers are all experts in their chosen subject so they teach one subject (or sometimes two) but they teach it to students aged 11

to 16, from Year 7 right through to GCSEs in Year 10 and Year 11.

## Who will be in my class?

There will be people in your lessons from other forms and Houses as you are not taught as a form. This gives you even more opportunities to work with lots of other people and make many new friends.

Although you will have lots of different classrooms to find, don't worry about getting lost at first. Millthorpe will be bigger than your primary school but we will show you around, there are signs on the wall and a map in your planner. The older students will also help and lots of staff carry radios (walkie-talkies!) so we will know if you have not arrived at your lesson and get you back on track. Don't worry – within two weeks you will know your way around!

## You'll find your way!

Mr Baybutt always reminds Year 6 students that you will never be 'lost' anyway... you will still be at school! You might be a little unsure of where your next classroom is, but you won't be lost.





# What will your school day be like?

## Your school day:

08:30	- School is open to students
08:45 - 09:05	Registration with your form and form tutor (assembly one day a week)
09:05 - 10:05	Lesson 1
10:05 - 11:05	Lesson 2
11:05 - 11:20	Break
11:20 - 12:20	Lesson 3
12:20 - 13:10	Lunch
13:10 - 14:10	Lesson 4
14:10 - 15:10	Lesson 5
15:10	The school day ends

You will be given a timetable on your very first day so you will always know what lessons you have each day. You will then know which books to bring and if you need anything else such as PE kits.

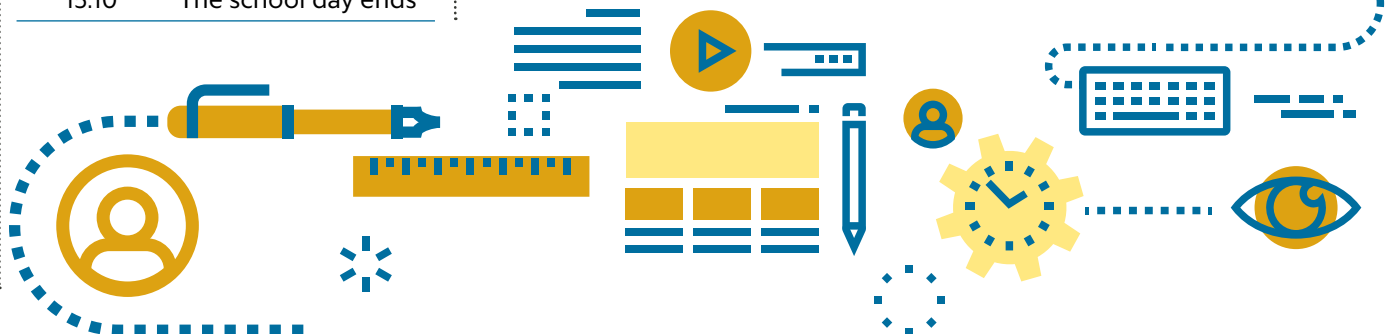
You will not need your PE kit on the first day. One day a fortnight (every other Wednesday), school closes at the earlier time of 14:20 for staff training.

You still do 5 lessons but each one lasts for 50 minutes rather than an hour. We will explain this properly to you once you have started.

## What subjects will I study in Year 7?

In Key Stage 3 (Year 7 to 9), you will study English, Maths, Science, French or German (you will be able to tell us which Language you would like to study if you have a strong preference and we will explain how you can do this in next weeks' update), Art, Design Technology\*, History, Geography, ICT, Music, PE, RE, Drama, PSHE and Citizenship.

*\*Design Technology includes Food Technology, Graphics, Resistant Materials and Textiles.*



# What will your school day be like?

## What equipment will I need?

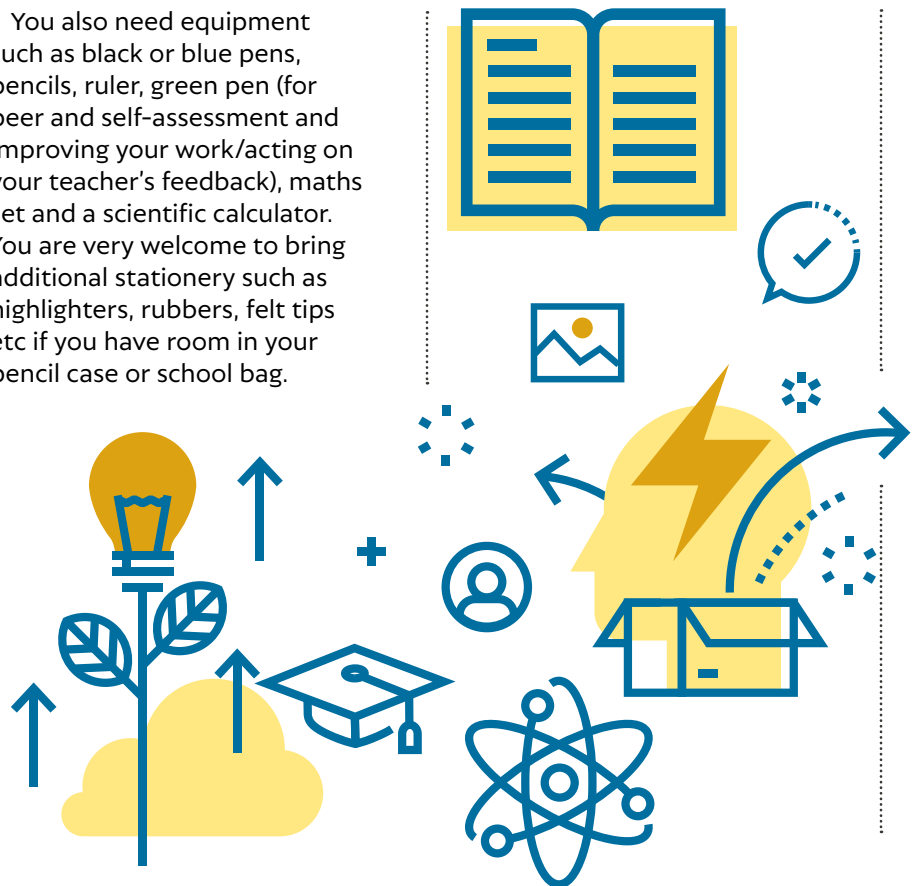
We will give you a **Planner** when you start at Millthorpe. **This is a vital part of your equipment and you must look after it.**

It has lots of important information in it and it is where you record your homework. It is also where you collect your "Positive" stamps and where your teachers and parents can write messages to each other.

Your Planner must be with you every single day and it needs to be open on the correct day and on your desk in every lesson.

All of your teachers will give you an exercise book for their subject for you to work in. You need to bring the correct books with you for each day so make sure you check your timetable for the next day every evening and put the correct books in your school bag. Lockers are available for everyone if you have a lot to carry.

You also need equipment such as black or blue pens, pencils, ruler, green pen (for peer and self-assessment and improving your work/acting on your teacher's feedback), maths set and a scientific calculator. You are very welcome to bring additional stationery such as highlighters, rubbers, felt tips etc if you have room in your pencil case or school bag.







# The school day: Answers to FAQs

## **1 Will I get into trouble if I am late because I was unsure where my classroom was?**

No! We understand that it will take you a few weeks to find your way around the school. Older students and staff will be able to help you but even if you are a few minutes late to a lesson because you were unsure where your classroom was, your teachers will be very understanding, will welcome you into the lesson and you will not be in any trouble.

## **2 I was able to choose some friends to be in a form with; can I choose who will be in my lessons?**

Unfortunately not. This would be a very difficult job for us to try and organise. You will be randomly placed into classes with other Year 7 students. Some of them will probably also be in your form and you may know others from primary school or clubs outside of school. We will make sure that you are ok in your lessons

and you can speak to your class teacher if there are any issues.

## **3 Are subject lessons "setted" based on attainment or ability?**

The vast majority of lessons in Year 7 are "mixed attainment" which means that there will be people in the class with a range of attainment in that subject. Our teachers are very experienced in teaching this way so they will help those who find their subject difficult and will ensure that those who achieve highly are stretched and challenged appropriately.

## **4 What happens at break and lunch time?**

This will be explained in a future edition of *Moving to Millthorpe*, but there is lots going on for you to get involved with once you have eaten your lunch.





# The school day: Answers to FAQs

## **5 Will I get into trouble if I forget my equipment?**

Don't worry; we will help you with this. Your Form Tutor will check your equipment every morning and provide you with anything that you have forgotten. If you forget your books or other things like PE kits, we will be really understanding whilst you are settling in. Once you are used to school, it is important that you are organised and remember to bring everything so we would need to help you to get organised so that you do not get into a bit of trouble for forgetting things.

## **6 You said that the Planner is a vital piece of equipment. What happens if I forget this?**

Your planner is vital so try not to forget it. If you do, your Form Tutor will give you a one day "Planner Sheet" but you will need to make sure you remember it for the



next day. It is really important that you do not forget to bring your planner on a regular basis.

## **7 Will I study all of the subjects mentioned above in Year 7?**

Almost every student will follow this curriculum. If a student has a particular need, it may be that Ms Simpson and the SEND Team put something else in place for

them, but most students will study the subjects listed. It is really important that you get the chance to study a broad and varied curriculum in Key Stage 3.

When you are in Year 9, you will choose which subjects you want to continue to study for GCSEs in Year 10 and 11 but until then, this is the curriculum that you will follow.

# Planning ahead...

We still have lots of information left to share with you so if you have a question about another aspect of school not covered by the first two *Moving to Millthorpe* documents, please be patient as it is likely to be answered in a future edition.

**Thank you! We will be in touch soon!  
Take care and stay safe at home.**

## A quick reminder...

Please remember to email your friendship choices to us by **Friday 15th May**.

## How do I tell you who I would like to be with in a form?

Please ask your parents or carers to send the following information via email to – [year6transition@millthorpeschool.co.uk](mailto:year6transition@millthorpeschool.co.uk)

## We need:

- 1** Your name
- 2** Your primary school
- 3** The first name and surname of up to 4 friends that you would like us to try to put you in a form with. If they do not go to the same primary school, please let us know which primary school they attend if you can.
- 4** What are your favourite lessons, topics or subjects at school?
- 5** What are your hobbies and interests? What do you like to do when you are not at school?

