

# Transition Booklet 2021

## About your new school: Outwood Academy Normanby



Moving from Primary to Secondary School is an exciting, but sometimes scary time! A new building, new rules, new teachers, new systems and new friends are just some of the changes you will experience, however this booklet will help you become familiar with some of the routines and features of Outwood Academy Normanby.

You will also find the Transition Workbook in this pack.  
You should complete this and bring it with you on your first day.



# Principal's Welcome

I am so excited to be able to welcome you to Outwood Normanby! I hope that you are looking forward to joining our friendly and supportive school community too. Here, we all aim to work hard, and be kind.

Since we opened in September 2019, all of our staff have been relentless in ensuring we provide all the opportunities that our students need to make good progress in their learning, feel safe, and enjoy their time with us. We push our young people to believe in themselves and want to do well.

We value our students' ideas and opinions, and we have a strong student council, with elected student leaders. It is important you feel confident in sharing your thoughts on what we do well, and how you feel we can all work together to make Outwood Normanby even better still.


We want you to take pride in your achievements and we enjoy sharing our student successes within school and with our supportive local community. If you haven't already, take a look at our website, Instagram, Twitter or Facebook page! These really do give a flavour of life at Normanby every day.

We are lucky to have dedicated teachers and support staff who are all keen to meet you, find out how amazing you are, and help you settle in quickly. I am also looking forward to getting to know you soon. I am known for always visiting lessons, and meeting students regularly at break, lunchtimes and before and after school too! It will be my pleasure to lead our support of you during your first year and beyond at Outwood Academy Normanby.

Enjoy the summer, stay safe, see you in September!

Andrew Wappat, Principal

# About your new school

<b>Full Name of the School</b>	<b>Outwood Academy Normanby</b>												
<b>School Address</b>	<b>Outwood Academy Normanby Normanby Road Middlesbrough TS6 9AG</b>												
<b>School Telephone Number</b>	<b>01642 454577</b>												
<b>School Email</b>	<b>General- <a href="mailto:enquiries@normanby.outwood.com">enquiries@normanby.outwood.com</a> Transition- <a href="mailto:c.gibson@normanby.outwood.com">c.gibson@normanby.outwood.com</a></b>												
<b>Name of the Principal</b>	<b>Mr A Wappat</b>												
<b>The school day</b>	<div style="text-align: center;"> <h2>Lesson Times</h2><h3>2021</h3><table><tr><td>Tutor^</td><td>8.25am – 8.45am</td></tr><tr><td>P1</td><td>8.45am – 9.45am</td></tr><tr><td>P2/Break”</td><td>9.45am – 11.00am</td></tr><tr><td>P3</td><td>11.00am – 12.00pm</td></tr><tr><td>P4/Lunch*</td><td>12.00pm – 1.30pm</td></tr><tr><td>P5</td><td>1.30pm – 2.30pm</td></tr></table></div>	Tutor^	8.25am – 8.45am	P1	8.45am – 9.45am	P2/Break”	9.45am – 11.00am	P3	11.00am – 12.00pm	P4/Lunch*	12.00pm – 1.30pm	P5	1.30pm – 2.30pm
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# Map of the school

## Ground Floor

VOC 1 & 2  
Vocational studies

TE1- Textiles  
TE2- Food Tech  
TE3- Resistant  
Materials

Central  
yard for  
break &  
lunch

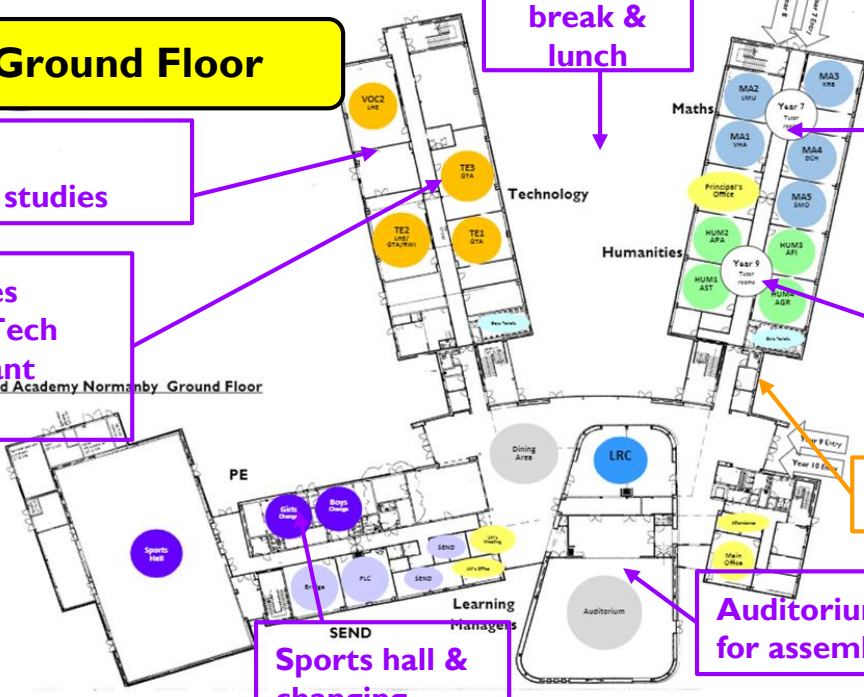
MA1 - 6  
Maths  
rooms

Hu1 - 4  
Humanities  
(Geography/  
History)

Student entrance

Sports hall &  
changing  
rooms for PE

Auditorium  
for assembly



## First Floor

Sci - 5  
Science rooms

Dr1-  
Drama  
room

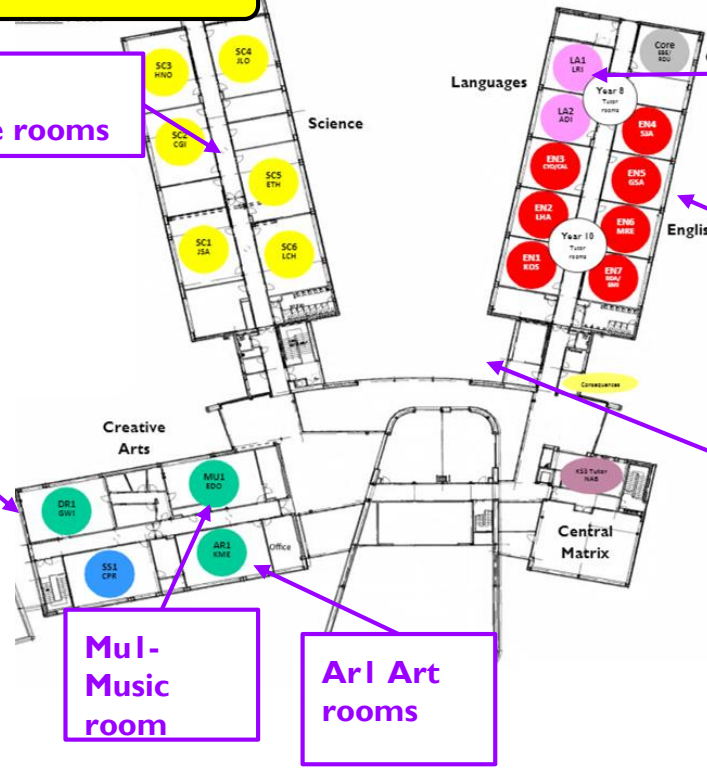
LAI-2  
Languages  
rooms

En1 - 6  
English  
rooms

Mu1-  
Music  
room

Ar1 Art  
rooms

IT1 & IT 2  
Computing  
rooms



# Meet some of our staff



Mr Wappat-  
Principal



Mr Young-  
Vice Principal



Mrs Beaumont-  
Associate Vice  
Principal



Miss Gibson-  
Assistant Principal



Ms McDonnell-  
Assistant Principal



Mrs Ritchie-  
Associate Assistant  
Principal



Mrs Dodsworth-  
Associate Assistant  
Principal



Mrs Laverick-  
Year 7 Learning  
Manager



Ms Mitchell-  
SENDCO



Mrs Holliday-  
Inclusion Coordinator

# What you need to know:

## Uniform

Below shows what you will wear for your uniform, there is further detail to this on our school website: <https://www.normanby.outwood.com/uniform>.

Girls	Boys
<ul style="list-style-type: none"> <li>● Black trousers or skirt with OANo logo</li> <li>● Black tights (with skirts) (min 40 denier)</li> <li>● Plain black socks (with trousers)</li> <li>● Academy blazer with OANo logo</li> <li>● Academy jumper with OANo logo (optional)</li> <li>● Academy or plain white shirt</li> <li>● Academy clip-on tie</li> <li>● Plain black shoes (flat)- No trainers, boots or logo/ badge</li> </ul>	<ul style="list-style-type: none"> <li>● Black trousers with OANo logo.</li> <li>● Plain black socks</li> <li>● Academy blazer with OANo logo</li> <li>● Academy jumper with OANo logo (optional)</li> <li>● Academy or plain white shirt</li> <li>● Academy clip-on tie</li> <li>● Plain black shoes – No trainers, boots or logo/ badge</li> </ul>
PE Kit- boys and girls	
<ul style="list-style-type: none"> <li>● Purple Academy polo top</li> <li>● Purple/black Academy reversible games top</li> <li>● Black Academy shorts</li> <li>● Plain black knee length games socks</li> <li>● Indoor and outdoor trainers</li> </ul>	



## What else you will need

You will also need to bring a bag large enough to fit an A4 workbook, a planner and your equipment. The equipment you should always bring to school with you is listed below:

- A black pen
- A red or green pen
- A pencil
- A ruler
- A pencil case

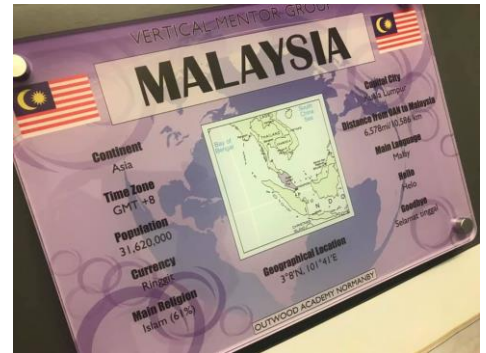
This diagram should help you fill in the table of what else you might need.



# What you need to know: Tutor Groups

This is a form group you meet with every day for 20 minutes as part of your timetable, and is named after a country. In the daily 20 minute tutor sessions you will engage in lots of activities including numeracy, literacy, current affairs task, wellbeing tasks and many more.

Your tutor is the first member of staff you should go to if you need anything, alongside your Learning Manager, Mrs Laverick. S/he will monitor your rewards, behaviour, attendance and academic progress. There are competitions between the continents for attendance, spellings, sports events and more!



## Rewards and Behaviour

We place great importance on rewarding students who are “getting it right”. Just some of the rewards we give out are:

- Weekly attendance prize for best/most improved tutor group
- Weekly Family Feast takeaway prize draw for 100% attendance that week
- End of year free trip for 100% attendance
- Juice and cookies with the principal for good effort in lessons
- Postcards sent home from teachers for working hard



However, sometimes when students don't “get it right”, they will be placed into our consequence system to help. In the classroom, this will consist of a student getting three warnings (C1, C2, C3) and if the student does not modify their behaviour that is distracting others, they are given a C4, meaning they need to leave the class and go a central room for the remainder of the lesson which is staffed by senior leaders. The likely consequence of being removed from a lesson is a detention the following evening.

**Full details of our behaviour policy can be found on our website under Information > Policies.**

# Lunches

## WEEK 1 MENU

MEAL DEALS  
£2.54  
(see signage for details)



Autumn/Winter 2020-21

	MAIN	VEGETARIAN	DESSERT
M	CHICKEN & TOMATO PASTA BAKE	VEGETARIAN MIXED GRILL	TOFFEE APPLE CRUMBLE
T	MINCE SUET PUDDING & MASH	MAC 'N' CHEESE	RICE PUDDING & PEACHES
W	ROAST GAMMON & PINEAPPLE	QUORN SAUSAGES IN GRAVY	CHOCOLATE FUDGE CAKE
T	SAUSAGES & MASH	VEGGIE 'MEAT' BALLS & NOODLES	PINEAPPLE UPSIDE DOWN CAKE
F	BATTERED FISH & CHIPS	VEGGIE SAUSAGE ROLL	JAM SPONGE

All dishes are served with seasonal vegetables

### AVAILABLE DAILY

COLD SANDWICHES & WRAPS from £1.50	PASTA POTS WITH VARIOUS SAUCES £1.95
MIXED SALADS & COLD PASTA from £1.30	JACKET POTATO served with various fillings from £1.70
FRESH FRUIT & YOGHURT from 55p	PANINIS & HOT BAGUETTES from £1.95
FRESH BREAD BASKET DAILY free	HOMEMADE COOKIES & TRAYBAKES from 70p

For individual dietary requirements including allergies please see a member of the team



## WEEK 2 MENU

MEAL DEALS  
£2.54  
(see signage for details)



Autumn/Winter 2020-21

	MAIN	VEGETARIAN	DESSERT
M	MINCE & DUMPLINGS	COUS-COUS STUFFED PEPPERS	STRAWBERRY & BANANA MUFFINS
T	CHICKEN & VEGETABLE PIE	SAVOURY RICE WITH QUORN	WINTER BERRY CRUMBLE
W	ROAST PORK & APPLE SAUCE	QUORN LOAF IN ONION GRAVY	VANILLA CHEESECAKE
T	CHILLI BEEF ENCHILADAS	QUORN BURGER WITH SPICY WEDGES	STICKY TOFFEE CAKE
F	FISH GOUDONS OR SALMON NUGGETS	CHEESY PIZZA	COOKIES & ICE CREAM

All dishes are served with seasonal vegetables

### AVAILABLE DAILY

COLD SANDWICHES & WRAPS from £1.50	PASTA POTS WITH VARIOUS SAUCES £1.95
MIXED SALADS & COLD PASTA from £1.30	JACKET POTATO served with various fillings from £1.70
FRESH FRUIT & YOGHURT from 55p	PANINIS & HOT BAGUETTES from £1.95
FRESH BREAD BASKET DAILY free	HOMEMADE COOKIES & TRAYBAKES from 70p

For individual dietary requirements including allergies please see a member of the team



## WEEK 3 MENU

MEAL DEALS  
£2.54  
(see signage for details)



Autumn/Winter 2020-21

	MAIN	VEGETARIAN	DESSERT
M	BEEF BURGER IN WHOLEMEAL BUN	TOMATO PASTA BAKE	ICED ORANGE CAKE
T	BEEF LASAGNE & GARLIC BREAD	FIVE BEAN CHILLI & RICE	APPLE PIE
W	ROAST CHICKEN BREAST	VEGGIE TOAD IN THE HOLE	CORNFLAKE TART
T	CHICKEN CURRY & NAAN BREAD	VEGGIE SHEPHERD'S PIE	GOLDEN SYRUP SPONGE CAKE
F	COD AND CHIPS	CHEESE & ONION QUICHE	BANANA CAKE

All dishes are served with seasonal vegetables

### AVAILABLE DAILY

COLD SANDWICHES & WRAPS from £1.50	PASTA POTS WITH VARIOUS SAUCES £1.95
MIXED SALADS & COLD PASTA from £1.30	JACKET POTATO served with various fillings from £1.70
FRESH FRUIT & YOGHURT from 55p	PANINIS & HOT BAGUETTES from £1.95
FRESH BREAD BASKET DAILY free	HOMEMADE COOKIES & TRAYBAKES from 70p

For individual dietary requirements including allergies please see a member of the team



Lunches are held in our dining area, and we have a large Robertson catering team. Year 7 students will have lunch time together as a single year group, and there is a wide variety of food available.

Lunch menus roll on a 3 week programme. To the left you can see our 2020 menu which shows hot meals available each day, as well as the cost of a meal deal.

You will also notice that there is a selection of sandwiches, paninis, pasta pots, salad and jacket potatoes available every day as well.

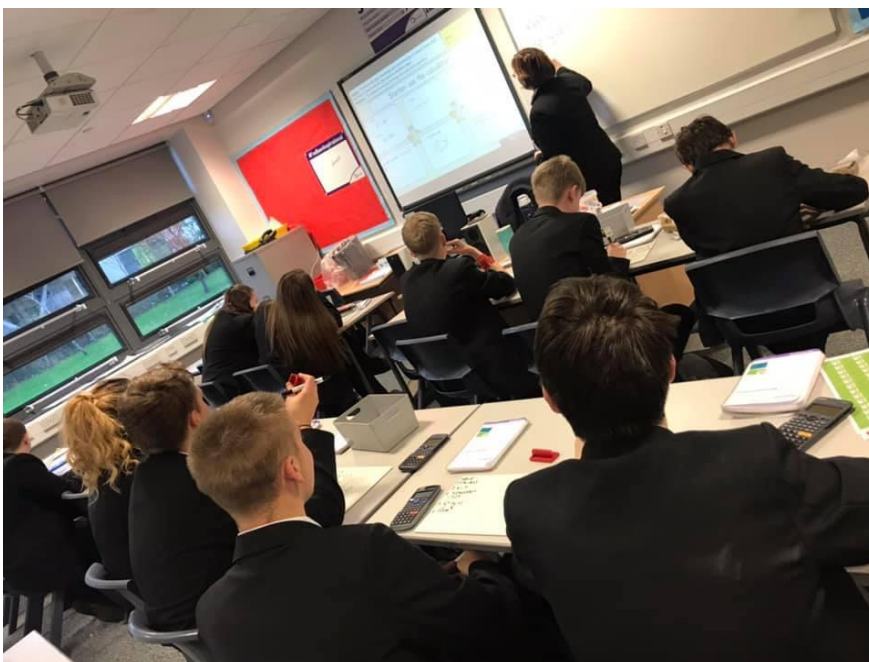
Students are welcome to bring a packed lunch if they would prefer.

We are a cashless school, meaning parents will use an online app called ParentPay to put money on their child's account so they can purchase food (unless your child is on free school meals, then there is no need to do so).



# What you can expect to see in lessons

- **A 'Challenge' and 'Aspire' task** – Challenge will be something that pushes you but that you should be able to achieve by the end of the lesson. Aspire will be linked to really stretching your skills. You may or may not achieve this within a lesson but always give it a go!
- **A praise board** – we love to make sure you are rewarded for focused learning, positive contributions, good manners and being respectful of staff and peers. Postcards, stickers and half termly rewards are given to those students who persistently get on the praise board.
- **A consequence board** – disruption of learning and warnings for this will be placed on the consequence board. If your name appears on this board try to focus more on your learning or talking to your teacher about your work or if there is a problem. If you reach a C4 (after 4 warnings) you will receive a 30 minute detention and be asked to leave the classroom for the remainder of the lesson.
- **SLT (Senior Leadership Team) and Learning Managers visiting your lessons** – Senior staff and your Learning Manager love to see all the amazing work you are doing in lessons. It is normal for them to come in to chat to you about your praise, consequences and the work you are doing. Some of you may lucky enough to receive an SLT postcard.



# What you are expected to do in lessons

The 3 main expectations are that students:

- Be safe
- Be respectful
- Be responsible

We ask that all students come equipped to lesson with the correct stationary, their planner and a positive attitude towards learning. At the start of every lesson planners should be on desks, equipment should be out and you should be looking at your teacher ready for instruction.

The following boards are displayed in classrooms and act as a reminder for how we expect students to be respectful in lessons:

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## STAR

When a teacher says “3, 2, 1, STAR” in a lesson, this means they need you to stop what you are doing and give your full attention.



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## STEPS:

When you are addressing staff, to be respectful we expect Students to follow STEPS.

Be phenomenal and remember...



# What other opportunities you will have here

## Student council

If you join the student council, you will be part of a student body who discuss key issues and be part of improving aspects of the academy. We hold whole school elections for Minister positions of different areas to be in charge of, e.g. Minister of Charities.



## Student ambassadors

If you become a student ambassador, you will be part of a group of students who represent the academy at events such as open evenings, parents evenings, educational visits and many more.

## Enrichment clubs and sporting teams

Four days a week from 2.30-3.30pm we run enrichment clubs and sporting events. These are optional as they are held after school, but are a great way to learn new skills and meet new people. Below are just some of the clubs we have ran throughout the year before COVID-19:

- Crafts and Textiles
- Eco-change club
- Football
- Rugby
- Basketball
- Music club
- Cyber club
- Cooking club
- Theatre production club
- Art club
- Duke of Edinburgh Award Scheme
- Spanish club



# What you need to know:

## What we don't allow in school

- Mobile phones and gadgets including MP3 players, headphones, smart watches
- Nail Polish - nail polish and any type of false nails are not allowed.
- Jewellery - Only a wrist watch/medic alert necklace or wristband are allowed. If you are having your ears pierced, please do this at the start of summer holidays, as earrings are not allowed, and must be removed before entering the school.
- Make-up - students will be asked to remove makeup if worn and noticed by a member of staff.
- Henna - Henna is not allowed in the Academy and must only be applied during the Summer break in order for it to fade away before September.
- Unnatural hairstyles or colours - hairstyles and colours must be sensible. Hairbands & accessories must be purple or black.
- Chewing Gum
- Some outdoor coats- hoodies, fur, denim and studded leather jackets are not allowed.
- Items of clothing not on the uniform list
- Fizzy drinks and excessive quantities of junk food (e.g. large bags of sweets, sharing bags of crisps)



# Frequently asked questions from new students

Below are questions we are frequently asked by students during transition week, however if you have any of your own questions, please email [c.gibson@normanby.outwood.com](mailto:c.gibson@normanby.outwood.com) There are also answers to questions that parents often ask us, on our website Transition Page here: [www.normanby.outwood.com/transition](http://www.normanby.outwood.com/transition)

## **What if I am late to school?**

If you are late to school you will be signed in with a late slip and, unless there is a genuine reason which has been confirmed by a parent, you will receive a detention.

## **What if I am ill?**

Your parent will need to phone school on the morning of your absence and every following day you are not in school on 01642 454577.

## **What if I become ill at school?**

If you feel ill at school, you will need to go to the Attendance Office (located next to reception) and speak to one of the attendance team.

## **Who can I talk to if I am worried about something?**

Your tutor should be your first contact if you have any worries or concerns. This is a member of staff you see everyday for 20 minutes during tutor period. You also have a Learning Manager, Mrs Laverick, who will be available to support you.

## **What if I get lost?**

You will be given a map of the school in your planner to help you navigate around the building. However if you do get lost, there will be plenty of staff and students on the corridors to help you find your way to your lesson. Don't worry about getting lost, we don't expect you know your way around in your first week!



# A letter from one of our Year 7s

**Below is a letter written by one of our fantastic Year 7s, Deja Romeu**

Dear Year Six,

Year 7 seems scary because you're moving up a year, into a new school, with brand new people. Although this seems daunting, it's not. Admittedly, the first few weeks are a little scary, but after you get a full understanding and meet and talk to new people, it is a breeze.

Most students are worried, you aren't the only one. Settling in is easy because you can help other students and other students will help you.

You will make so many friends, it is so easy to. Teachers are there to help you, and the lessons are really fun. I personally like Design & Technology and History, the teachers are helpful and the lessons are interesting. You can also see some of your old friends from primary at break and lunch, and they might be in some of your classes.

Good luck and best wishes,

Deja