

Welcome to St Paul's RC Academy



# Your Transition Booklet



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## **A Message from our Head Teacher**

Hello to all of our new S1 pupils.

As Head Teacher it gives me great pleasure to welcome you into the Community of St Paul's RC Academy. I have enjoyed meeting you on your Transition days in September, November, and January and I am really looking forward to you joining us as our new S1 pupils for session 2020 - 2021.

I hope that you are excited about becoming a pupil in St Paul's where we will do our very best to look after you, keep you safe and happy, and help you enjoy working towards achieving qualifications and provide many other opportunities for success. You will learn so much in all the different subjects you study, getting to know your new teachers and developing new interests. I am also keen that you join in some of the many activities and clubs that will help you have fun, meet lots of new friends, and develop new skills.

Some of your teachers have produced this booklet to help your transition and I hope you enjoy completing the activities in it. I am sure that the times you have already been in St Paul's, and all the preparation you have done in your primary school will help you settle in to S1 and continue to achieve great things and to be the best you can be.

For those of you who have not yet visited St Paul's I am confident that you will receive a very special warm welcome and enjoy our wonderful school. You will soon settle in with the help and support of our staff, Senior Pupils and your friends.

I look forward to seeing you soon. Stay safe and well.

Teresa Little

### **ST PAUL'S RC ACADEMY SCHOOL PRAYER "ONE COMMUNITY MANY GIFTS"**

God our Father,  
Thank you for being with us this day.  
Help us to grow and to become  
a community of many gifts,  
in which everyone is valued and supported  
to achieve all they can.  
May we always act in faith, hope and love  
and show the values of  
St Paul, our patron.



# St Paul's RC Academy's Uniform

A very high standard of uniform is expected at St Paul's RC Academy at all times.



## S1/S2 Pupils Uniform

- White shirt
- Black trousers or black skirt (no short skirts or leggings).
- School tie
- V-neck sweatshirt (with St. Paul's logo)
- Black Shoes
- Black Jacket (outdoor jackets not to be worn indoors)



**All S1/S2 pupils must wear our school sweatshirts.**

Pupils who fail to adhere to the dress code will be challenged.

We trust that parents and pupils will use common sense in dressing appropriately for school and will follow our dress code.

## School Clothing Grants

If you are in receipt of Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Guaranteed Pension Credit, Support under Part IV of the Immigration and Asylum Act 1999, Child Tax Credit with an income of less than £16,105, as assessed by the Inland Revenue, Housing Benefit or Council Tax Benefit you may be entitled to receive a grant towards the cost of buying essential clothing to enable children up to the age of 16 to attend school. Grants are paid directly into the applicant's bank account or paid by cheque where the applicant does not have a bank account.

Application forms are available from:

Clothing Grant Form

<http://www.dundee.gov.uk/sites/default/files/publications/FSM%20%26%20Clothing%20Grant%20-%20Application%201516.pdf>

# St Pauls RC Academy's PE Kit



- Black T Shirt - Green and white piping
- Black shorts - Green and white piping
- Black Socks.
- Swimming Trunks/ 1 piece Swimming Costume.
- Swimming Cap and Goggles
- Towel
- Training Shoes - preferably white sole for indoors and outdoors trainers.
- Football Boots (as required)



If you wish to be excused from a PE lesson for any reason, for example injury etc. you must bring a note explaining why you cannot participate. You must also bring your full PE kit to change into.

If you fail to bring your PE kit you will be given a PE kit by your PE teacher which you must wear. Failure to do this may result in you being removed from the department.

(Tracksuits are recommended in cold weather)

## Our Vision and Rules for Better Learning



### ST. PAUL'S WAY

*Our Rules for Better Learning*

1. We follow all staff instructions
2. We are on time and prepared to learn
3. We respect ourselves and others
4. We respect our school building and equipment



# worry sheet

## are you looking forward to your new school

Please list up to 5 things which you are looking forward to, and up to 5 things which you may be a little worried about. This information will help us to help you in your move.

Some of these words and phrases might help you, but you can use your own words.

Finding My Way Around   Making New Friends   Homework   Coping At Break Lunchtimes  
Following A Timetable   School Rules   Doing P.E.   Taking A Shower   Learning New Subjects  
Being In A Regi Group   Joining Clubs   Meeting New Teachers   Travelling Arrangements  
Meeting My Guidance Teacher   Being With Older Pupils   Going To The Swimming  
Staying Friends With Old Pals   Having More Than One Teacher

I am looking forward to:

1.

2.

3.

4.

5.

I am a little worried about:

1.

2.

3.

4.

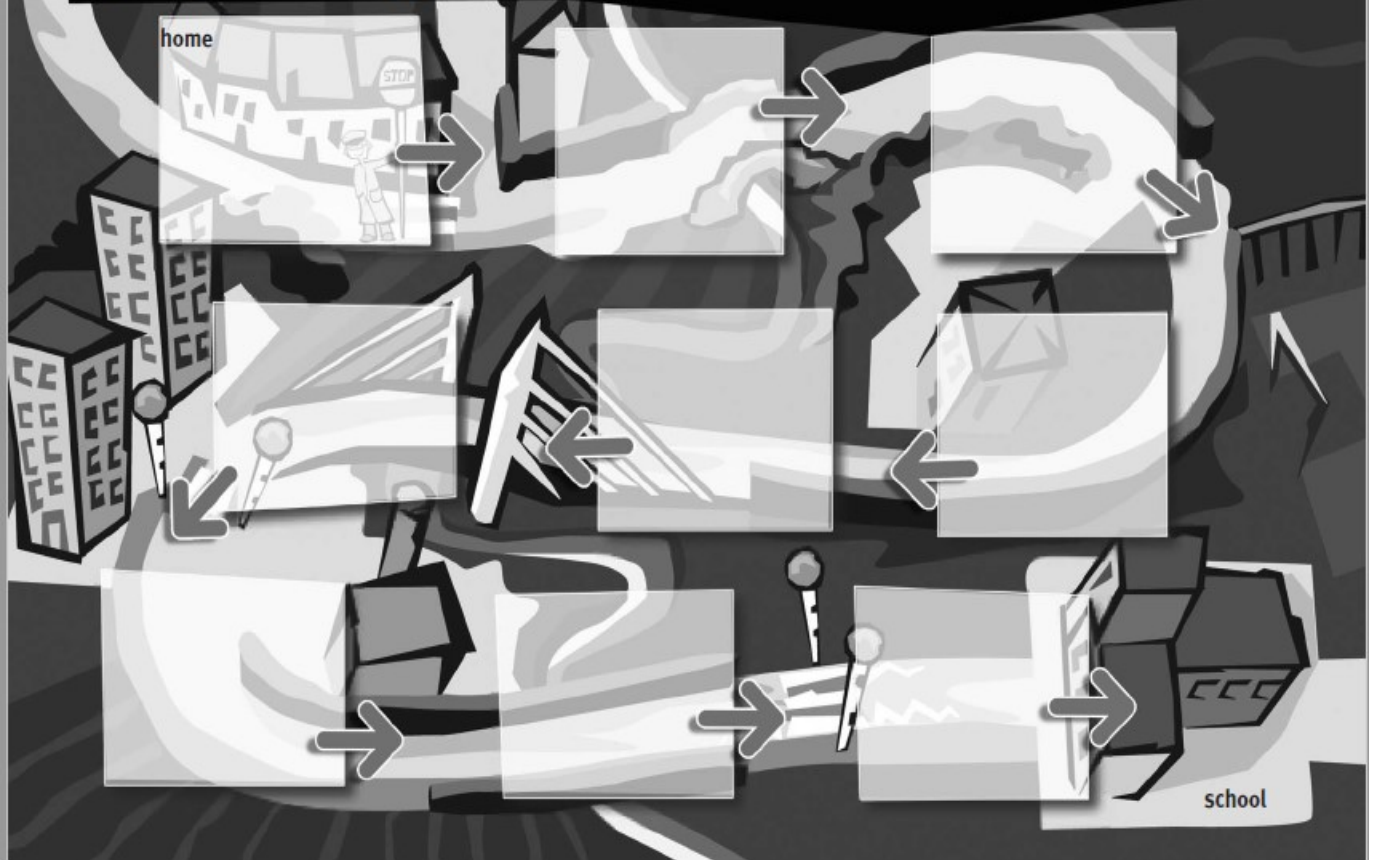
5.

Name

School

# how will I get there?

Write down a detailed instruction sheet on how to get from your front door to your new secondary school. Put in as much detail as you can – for example, how long it takes you to walk down to the bus stop, which roads you walk down, the price of the bus fare etc. you may also like to draw a map.



## Draw your own Map

home

school



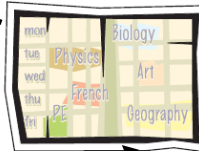
# Pack your Bag!

Bring the jotters and textbooks you need for the day – don't forget to check your timetable so you know what you will need!

You will have PE twice a week at St Paul's remember to check your timetable. If you forget your PE kit you will have to borrow kit from the PE dept.

You might need to bring your house keys to school for the first time. A big responsibility! You may wish to use a locker at St Paul's – check with your Guidance Teacher.

The elephant is to remind you to have a "Thick Skin" - don't let the little things upset you. If you have a problem – ask for help.



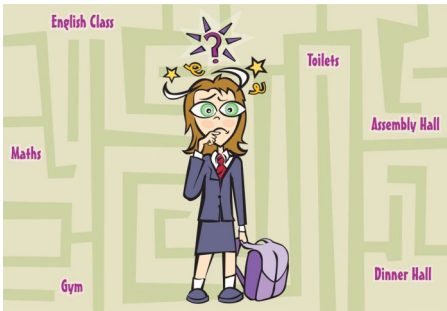
Remember to bring money for your lunch, bus fares etc and your Young Scot Card.

A diary, either physical or on your phone to keep track of your homework.

The "Laughing Bag" is there to remind you to bring your sense of humour – we want you to enjoy your school day!

Your Timetable - Probably the **most important** thing you will need in S1, You will have to check it every day so you know what to bring and what classes you will be attending.

A reminder to bring a pencil case containing a ruler, pencils, pens, a rubber, a sharpener and a pocket calculator to use in Maths and Science.



## What Would You Do?

Read about some questions pupils had last year and their responses. Choose one that you would do or write your own idea in the box.



**You find the work too hard**

- ◆ Go to Study support after school and get help.
- ◆ Ask the teacher or support teacher for help when you are in class.
- ◆ Stay behind at the end of class and tell the teacher you find the work hard. They will help you.

What would you do?

**Someone bullies a younger pupil.**

- ◆ If the person is in the same year group as you challenge them, tell them it's wrong.
- ◆ Tell your Guidance teacher or any teacher.
- ◆ Report the bullying anonymously on the School app.

What would you do?

**P.E. kit forgotten.**

- ◆ Look at your timetable and pack your bag the night before so this doesn't happen.
- ◆ PE have spare kits they will let you borrow on occasion.

What would you do?

**People you thought were your friends stop waiting for you at lunchtime**

- ◆ Try phoning them to find out where they are.
- ◆ If they do it more than once, move on and find new friends.
- ◆ You can go to the Garden Room and meet people there.

What would you do?



## What Would You Do?



**You lose your mobile phone**

- ◆ Get a friend to phone you.
- ◆ Look in the last class.
- ◆ Tell the office and they will email all the class teachers to look for it.

What would you do?

**Racist or sexist remarks are overheard**

- ◆ Tell the person they are wrong to say things like this.
- ◆ This is seriously disrespectful behaviour and should be reported to a member of staff immediately.

What would you do?

**You need to take medicine at lunchtime**

- ◆ If it is a pain killer that home has given you this can be taken by yourself.
- ◆ Prescription medication should be brought it to school in its original box by an adult and the necessary form filled in with First Aid person.

What would you do?

**A teacher wrongly accuses you of something**

- ◆ Politely tell the teacher you were not involved
- ◆ Do not argue with the teacher in the class, stay behind and let the teacher know you did not do anything.
- ◆ Speak to your Guidance teacher for advice.

What would you do?

# Understanding your Timetable

## Timetable Report

Name: XXXXXXXXXX

Register Group: IP5

Stage: S1

	Reg	1	2	3	4	5	6	7
<b>Monday</b>	Registration School Mrs McCallum SocSub1	French CfE Miss Clark Lang1	HE CfE Miss Keillor HE1	Science CfE Miss Maclean Science4	Geography CfE Miss Johnston SocSub3	English CfE Mrs Murray English1	Maths CfE Mrs Cosgrove Maths6	Religious and Moral Education CfE Miss Selvey PSE1
<b>Tuesday</b>	Registration School Mrs McCallum SocSub1	Music CfE Mr Kirk Music3	Science CfE Miss Maclean Science4	French CfE Miss Clark Lang1	Physical Education CfE Mrs Waddell	Maths CfE Mrs Cosgrove Maths6	Business Management CfE Ms Graham BS3	English CfE Mrs Murray English1
<b>Wednesday</b>	Registration School Mrs McCallum SocSub1	CDT CfE Mr Harrison CDT1	Computing & Information Science CfE Mr Wallace Comp1	Maths CfE Mrs Cosgrove Maths6	English CfE Miss McCafferty English6	Personal & Social Education CfE Miss Selvey Comp2	HE CfE Miss Keillor HE2	Art CfE Miss Doyle 1Science
	Reg	1	2	3	4	5	6	
<b>Thursday</b>	Registration School Mrs McCallum SocSub1	Art CfE Miss Doyle 1Science	Maths CfE Mrs Cosgrove Maths6	Physical Education CfE Mrs Waddell	Religious and Moral Education CfE Mrs Bartholomew RE1	English CfE Mrs Murray English1	Geography CfE Miss Johnston SSocSub	
<b>Friday</b>	Registration School Mrs McCallum SocSub1	Science CfE Miss Maclean Science4	Geography CfE Ms Duffy SSocSub	English CfE Mrs Murray English1	Music CfE Mr Kirk Music3	Maths CfE Mrs Cosgrove BS1	French CfE Miss Clark Lang1	

This is a typical S1 pupil Timetable.

You will get your own Timetable on your first day at St Paul's.

To use it, simply place your finger on the day, then run it along the row to see what subject classes this pupil will have on each day.

It also tells you the name of the subject class teacher, and below that the classroom this pupil will need to go to. You should also notice that we only have 6 periods on Thursday and Friday.

### Look at Tuesday

First it's Registration with Mrs McCallum in SocSub1 (Social Subjects 1)

Period 1 Music with Mr Kirk in Music 3

Period 2 Science with Miss McLean in Science 4

Period 3 French with Miss Clark in Lang1 (Modern Languages 1)

### Morning Break

Period 4 Physical Education with Mrs Waddell in the PE department

Period 5 Maths with Mrs Cosgrove in Maths 6

### Lunch Break

Period 6 Business Management with Ms Graham in BS3 (Business Studies 3)

Period 7 English with Mrs Murray in English 1

# Bullying — How Bad Is It?

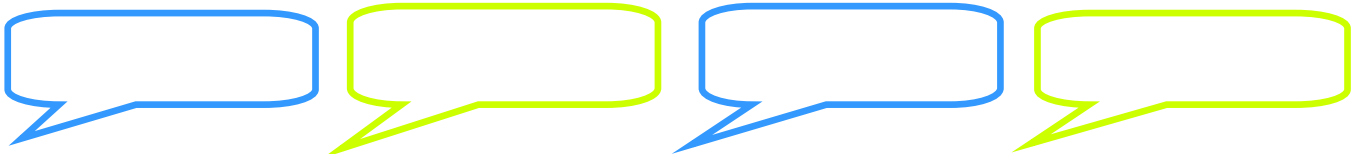
One of the main concerns that worry pupils who change schools is bullying. In St Paul's as in any other school, instances of bullying can happen, but we believe these incidents are dealt with effectively and quickly.

Bullying can take many forms. Which of the following bullying incidents do you think is the most serious? Can you rank each incident from 1 to 8.

- Name calling
- Talking about someone's family
- Pushing or tripping up someone
- Demanding money
- Spreading rumours
- Threatening to beat someone up
- Giving dirty looks
- Posting nasty comments on social media



If you felt that you were bullied, think of four words that would describe how you feel:



No one wants you to feel sad. So what should you do?

In St Paul's Academy, we make it really simple for you...

**If you feel that you are getting bullied then you must tell a member of staff.**

**If bullying happens in class, you must tell the Class Teacher who will pass on the information.**

Each pupil will have a House Head, a Guidance Teacher and a House Support for Learning Teacher - these staff make up your **House Team**.

This team is there to help you with any issue and will discuss with you any concerns that you may have. These will be among the first staff you will meet in St Paul's.

In St Paul's the best way to deal with any issue is to ...



Once the incident is reported, the House Team will deal with your concern, if necessary, involve your parent and will continue to check in with you until you feel that the issue has been sorted.

**So please, REPORT IT immediately.**

## Being a Good Friend



What qualities do you have that make you a good friend?

What qualities do you look for in a friend?

Are they the same qualities?



Cheerful  
Polite  
Quiet Generous  
Kind Chatty Listens  
Trustworthy  
Reliable Respectful Caring  
Shy Friendly Outgoing  
Funny Lively  
Encouraging Happy  
Honest

Some of you may be moving on and leaving old friends behind.

Maybe your friends are going to another school.

It's understandable that you might be feeling a bit worried about this.

Some of you might feel that you want a fresh start at high school, again this is perfectly normal.

The important thing to remember is that there will be lots of new S1 pupils all feeling the same way - ready and willing to **make new friends**.



## Understanding feelings and the importance of being kind



Sometimes it's really easy to think you know how someone is feeling by looking at their facial expression, and their body language.

E.g. Red in the face,  
Frowning, Fists clenched,  
Stomping around

You are probably right in thinking this person is feeling angry.

But, very often it's difficult to tell how someone is feeling as they might not know how to show it.



### Something to try at home

Look in the mirror and watch how your expressions change as you imagine feeling these different emotions.

Angry, Proud, Annoyed, Nervous,  
Shy, Jealous, Excited, Lonely,  
Embarrassed, Happy, Fed-up,  
Suspicious, Unsure.



As it's sometimes difficult to tell how someone else is feeling, remember



**Always Be Kind!**

**Here's how you can help**



- ◆ Ask how they are feeling.
- ◆ Listen to them.
- ◆ Give them a chance to explain fully.
- ◆ Show that you understand.
- ◆ Support them.
- ◆ Advise them to ask for help if they need it.



# A-Z about school life speed quiz

Think of words to do with moving up to High School for each letter of the alphabet. Write them down as quickly as possible. It may be hard to start with A, so pupils can go straight to "H" for example and put in 'Homework' then go back to the more difficult ones later.

See which group gets most words in the allocated time.

<b>A</b>		<b>N</b>	
<b>B</b>		<b>O</b>	
<b>C</b>		<b>P</b>	
<b>D</b>		<b>Q</b>	
<b>E</b>		<b>R</b>	
<b>F</b>		<b>S</b>	
<b>G</b>		<b>T</b>	
<b>H</b>		<b>U</b>	
<b>I</b>		<b>V</b>	
<b>J</b>		<b>W</b>	
<b>K</b>		<b>X</b>	
<b>L</b>		<b>Y</b>	
<b>M</b>		<b>Z</b>	



## Your Personal Trophy

Something I will miss about Primary School ...

Something I will not miss about Primary School ...

Something I am looking forward to at High School ...

When I leave school I would like to..

**aiming** for **High**

The image shows a large blue shield-shaped trophy template. At the top is a horizontal rectangular box. Below it are four rectangular writing sections arranged in a 2x2 grid. Each section has a white header with a question. The bottom of the shield features a logo with the text 'aiming for High' and a stylized cityscape. Below the main shield is a smaller, empty shield-shaped area.

## Important School and Contact Details

**School Address:** ..... St Paul's RC Academy  
90 Gilburn Road, DUNDEE, DD3 0EH

**Telephone:** ..... 01382 307701

**Fax:** ..... 01382 307705

**Email Address:** ..... st-pauls@dundeecity.gov.uk

**Website:** ..... <http://st-pauls.ea.dundeecity.sch.uk>

**Head Teacher:** Mrs Teresa Little

**Depute Head Teachers:** Mrs Fiona McCarthy  
Mrs Rosaleen Sharkey  
Mrs Kirsty Small

### House Groups

**St Andrew's House Head:** Mrs Kirsty Small

**Guidance Teacher:** Mr Finbarr McCarthy

**SFL Teacher:** Mrs Carol Dow

**St Columba's House Head:** Mrs Kirsty Small

**Guidance Teacher:** Mrs Sandra Ansquer

**SFL Teacher:** Mrs Susan Bovill

**St Margaret's House Head:** Mrs Fiona McCarthy

**Guidance Teacher:** Miss Bernie Flynn

**SFL Teacher:** Mr Gary Winter

**St Ninian's House Head:** Mrs Fiona McCarthy

**Guidance Teacher:** Mr Tommy Reilly

**SFL Teacher:** Miss Nadia Dunn

**St Patrick's House Head:** Mrs Rosaleen Sharkey

**Guidance Teacher:** Miss Leigh Selvey

**SFL Teacher:** Ms Karen Girolami

**Principal Teacher Support For Learners:**

Mrs Marèse Harte-Carroll ddmhartecarroll465@glow.sch.uk

**School website:** <http://st-pauls.ea.dundeeecity.sch.uk/>

**School App:**

App store (iPhone/iPad users): <https://apps.apple.com/gb/app/school-app-for-parents/id1309721219>

Google Play store (Android users): <https://play.google.com/store/apps/details?id=com.appscentral.psa&gl=GB>

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