



Primary Transition 2024

Parent/Carer Information Booklet



Co-op Academy
Swinton



Dear parent/carer

This booklet contains a calendar of transition events and information about all the important consent forms you **must complete online** by **Friday 31st May 2024**.

You can find all of this information, and more, on our academy website: www.swinton.coopacademies.co.uk

If there's anything you can't find an answer for or you would like to ask a question, please don't hesitate to get in touch with our Year 7 team at: transition@swinton.coopacademies.co.uk

Welcome

We look forward to forging a positive partnership with you and your child.



Our Year 7 Team, Mrs Chambers, Miss Daley and Miss Howarth

On behalf of our Principal, Mrs Ali, and all our staff we would like to welcome you and your child to Co-op Academy Swinton. It is always an exciting time for both parents and children when changing schools but be assured, you are in the best hands.

We have a well established programme with our primary schools and your child will already be quite familiar with staff and the building by the time September comes.

Our website www.swinton.coopacademies.co.uk will provide you with all the information you will need ahead of the start of the new term in September but if there is anything we can help you with along the way before then, please get in touch with our Year 7 team at: transition@swinton.coopacademies.co.uk or call us on: **0161 794 6215**.

All our Primary Transition information for 2024, including links to the important forms you must complete before your child joins us can be found on our website at: <https://www.swinton.coopacademies.co.uk/page/?title=Primary+Transition+2024&pid=151>

On the page you will find:

- **Admissions Data Collection Form** - a link to an online form to collect all your child's information. This must be completed before Friday 31st May 2024.
- **Meet our Year 7 Team** - an introduction from Mrs Chambers (Assistant Vice Principal), Miss Daley (Head of Year) and Miss Howarth (MUF Hub Officer)
- **Calendar of Key Dates** - the full list of all key events for Primary Transition
- **Primary Intake Parents' Evening** - your invite to join us for an introduction to the academy.

Please complete the online RSVP to let us know you're attending

We look forward to forging a positive partnership with you and your child and to meeting you on **Thursday 20th June 2024 at 5:30pm** at our Primary Intake Evening. This will be an opportunity for you to meet the team in person and collect items of free school equipment.

Please Note: Take a moment to read through the checklist on the final page of this booklet to ensure you've completed all the documents we need to receive from you.

Calendar of Key Dates



In-School Visits:

From week commencing **Monday 20 May** our Co-op Academy Swinton Primary Transition Team will begin to visit the children in their primary school settings, speaking to all Year 6 students.



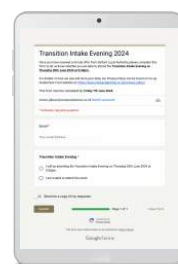
Deadline for completing online forms:

By **Friday 31 May** you must have completed and submitted the following online forms, found on our academy website: swinton.coopacademies.co.uk/primary-transition-2022/ or by using the URL links below:



**Admissions Data
Collection Form 2024**

<https://forms.gle/o9Lfr8p3bwSVnDQ8>



**Transition Intake
Form 2024**

<https://forms.gle/AHbnnnxAEEBQFFT18>



Primary Intake Days:

Our Primary Intake Days are two fun filled days for the children, spent with us here at Co-op Academy Swinton on **Thursday 27 June** and **Friday 28 June**.

During the two days children follow a typical timetable to give them an insight to our academy routine and what a typical day looks like. They'll have the opportunity to look around the school and learn all about our Co-op values, procedures and expectations and take part in a culinary challenge.

Please arrive at the academy by 8:20am on both days. All children will stay on the premises during lunchtime. Please ensure they have either money for snacks, a school meal or sandwiches. Children who receive free school meals will receive their entitlement as normal. Travel for your child to and from Co-op Academy Swinton must be organised by parents/carers.

Although our activities are planned to start at 8:30 we would love your child to join us for a welcome breakfast at 8am to kickstart their day.

Time: 8:30am-3:05pm (On Thursday 27th June your child must wear their full primary school uniform and on Friday 28th June your child must wear their primary school PE kit)



Calendar of Key Dates



Primary Intake Parents' Evening:

Principal, Mrs Zarina Ali, invites all parents/carers of Year 6 students to our Primary Intake Parents' Evening on **Thursday 20 June at 5:30pm.**

You'll have the opportunity to meet our Principal, Senior Leadership Team, Year 7 Transition Team and Form Tutors with the opportunity to ask any questions and meet other parents/carers.

All of the teachers, staff and Senior Leadership Team are looking forward to meeting our new students and their parents and carers and we would ask you to make a special effort to attend the evening. We will be giving you lots of important information, which should help you settle in with us. Your involvement on this evening is the start of what will be a successful five-year journey together.

Time: 5:30pm-7pm (doors open from 5:15pm)



Nurture Taster Sessions:

From week commencing **Monday 3 July**, these sessions are arranged for specific children only (we will be in contact with the students involved) which will have been agreed between their primary school and ourselves. Travel for your child to and from Co-op Academy Swinton will be organised with their primary school.

Time: 9am-12pm (Your child's full primary school uniform must be worn)



First Day!

Your child's first day at Co-op Academy Swinton is **Wednesday 4 September 2022.** Children should arrive at school for 8:30am and be wearing their full **Co-op Academy Swinton uniform.**

Useful information

Uniform

Some uniform items can be bought at shops of your choice. However, certain items can only be bought from Whittakers Schoolwear: 123-125 Chorley Road, Swinton, Manchester M27 4AA or online: www.whittakersschoolwear.co.uk/product-category/swinton/the-swinton-high-school/

Please ensure your child's name is marked clearly on EVERY ITEM of clothing and footwear.

Your School Uniform



Co-op Academy
Swinton

Be ready to learn with all the uniform you need for the new term! Here is what your child will need:

- Academy Blazer
- Academy Jumper
- Shirt, light blue, plain
- Academy Tie (clip-on)
- Shoes, plain black only

Students can choose between wearing a Skirt or Trousers:

- Skirt (must be worn with plain black tights), Trutex navy blue, stitch down pleat
- Trousers, black tailored only



PE Kit

Our PE Kit is now fully Unisex, your child will need a range of the following items:

- School Branded Navy Shorts
- School Branded 1/4 Zip Long Sleeved Jersey
- School Branded Navy Leggings
- School Branded Navy Hoodie
- School Branded Navy Jogging Bottoms
- Navy or Black Knee Length Socks

Everyday Equipment

- Black Pen, Green Pen, Pencil, Rubber and Ruler

- A Rucksack, able to accommodate PE Kit, A4 sized books and all other equipment



All your school uniform needs are easily available at our uniform supplier: Whittakers. 123-125 Chorley Rd, Swinton, Manchester M27 4AA

Please see our academy website and the enclosed Academy Handbook for full uniform details including our rules around no jewellery, no make-up and guidelines for hairstyles and the rules around hats and coats inside school buildings.

Useful information

Academy Day

The structure of our academy day is shown in the table below. PLEASE NOTE: Students are not allowed off the academy site during break or lunch time.

Time	Activity
8:30am-9:40am	Lesson 1
9:40am-10:40am	Lesson 2
10:40am-10:55am	Break
10:55am-11:55am	Lesson 3
11:55am-12:55pm	Lesson 4
12:55pm-1:30pm	Lunch One (35 mins) Years 7, 8 & 11 Form Time Years 9 & 10
1:30pm-2:05pm	Lunch Two (35 mins) Year 9 & 10 Form Time Years 7, 8 & 11
2:05pm-3:05pm	Lesson 5
3:05pm	End of Academy Day
3:05pm-3:45pm	Corrections

Lunches

All our food is cooked on the premises and many ingredients are sourced from local suppliers. We offer a wide selection of balanced and nutritious, hot and cold foods starting with breakfast through to break time and lunchtime services.

Free Breakfast Club: **7:30am-8:30am**

Morning Break: **10:40am-10:55am**

Lunch 1: **12:55pm-1:30pm**

Lunch 2: **1:35pm-2:05pm**



Our lunches are served on a three-week rotating menu with multiple choices including sandwiches, soups, pasta dishes, jacket potatoes and a variety of hot main courses, desserts and drinks. Students may also bring their own packed lunch and we have a large range of Halal foods available.

Our academy operates a 'Cashless Catering System' where each student is issued with a personal PIN number which they use to purchase any food or drink in school at breakfast, break and lunchtimes (food cannot be purchased in our canteens/food huts with cash).

This personal account for your child is linked to our online payment system, Scopay, which enables parents/carers to credit their account with money, ready for them to make purchases. Prior to joining our academy you will be given the access code and on your child's first day the PIN code is already associated with the account.

Find out everything you need to know about catering at Co-op Academy Swinton in more detail on our

Term Dates 2024-2025

	STARTS	FINISHES
Autumn Term 1	Wednesday 4th September 2024	Wednesday 16th October 2024
Half-term Holiday	Thursday 17th October 2024	Friday 25th October 2024
Autumn Term 2	Monday 28th October 2024	Friday 20th December 2024
Christmas Holiday	Monday 23rd December 2024	Friday 3rd January 2024
Spring Term 1	Monday 6th January 2025	Thursday 13th February 2025
Half-term Holiday	Friday 14th February 2025	Friday February 21st 2025
Spring Term 2	Monday 24th February 2025	Friday 4th April 2025
Easter Holiday	Monday 7th April 2025	Friday 18th April 2025
Summer Term 1	Tuesday 22nd April 2025	Friday 23rd May 2025
Half-term Holiday	Monday 26th May 2025	Friday 30th May 2025
Summer Term 2	Monday 2nd June 2025	Friday 18th July 2025

Other Notable Dates

Staff Training Days

Our academy will be closed to students on the following days for Staff Training:

Monday 2nd September 2024

Tuesday 3rd September 2024

Thursday 17th October 2024

Friday 18th October 2024

February 14th February 2025

Public Holidays

To be confirmed

Important checklist!

Please take a minute to check through the list below of important documents we need to receive back from you to ensure a smooth transition for your child to their first year with us here at Co-op Academy Swinton.

Calendar of Key Dates

Have you read through and made a note of all the dates of key events you'll need to remember?



Admissions Data Collection Form 2024

Have you completed the online Admissions Data Collection Form?

This form is used to collect all parental and child information and **MUST** be completed before **Friday 31 May 2024**

You'll find the form on our website here:

<https://www.swinton.coopacademies.co.uk/page/?title=Primary+Transition+2024&pid=151>

<https://forms.gle/o9LfRa8p3bwSVnDQ8>



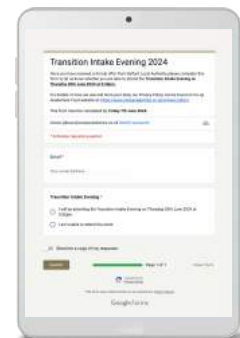
Primary Intake Parent's Evening

Have you completed the online link to confirm you'll be joining us for our Primary Intake Parent's Evening on **Thursday 20 June 2024**?

You'll find the form on our website here:

<https://www.swinton.coopacademies.co.uk/page/?title=Primary+Transition+2024&pid=151>

You can also access it directly here: <https://forms.gle/AHbnnnxAEEBQFFT18>





Co-op Academy
Swinton

Principal: Mrs Zarina Ali

Co-op Academy Swinton, Sefton Road, Pendlebury, Manchester M27 6JU

Tel: 0161 794 6215 **Email:** info@swinton.coop **Web:** swinton.coopacademies.co.uk

 /coopacademyswinton

 @swintoncoop

Some handy hints and tips!

The move from primary to secondary school is an exciting time for children and marks a new phase in their lives. The move itself can be daunting but most children will manage this transition successfully. There may, however, be ups and downs but as a parent there are many things you can do to help your child through this transition period with careful and sensitive preparation.

We wanted to share some help and advice to assist during this time. Here are some excellent tips, taken from youth charity, [Young Minds](#). You may want to use these as points of discussion with your child: Talk about starting secondary school with your child:

Talk about starting secondary school with your child

Chat about how they are feeling and how it will be different from primary - for instance bigger site, new people, changing teachers and rooms for subjects, more homework.

Reassure them that nerves about starting something new are normal, as is some sadness at leaving familiar things, and that these feelings usually subside.

But be careful not to impose your own worries. Focus on exciting opportunities too - new subjects, activities and friends. Celebrating the milestone of finishing primary school, and all the ways they have grown, can boost self-esteem and confidence.

Familiarise your child with their new school

Make sure you take advantage of Year 6 Transition Days. These are a great opportunity to meet teachers, other starters and find out about the school layout and day. Minimising unknowns for day one can reduce anxiety. Schools often provide extra familiarisation days for vulnerable children - a chance to meet the SENCO and support staff and look around in a quieter environment.

Prepare in advance

Try to get organised over the summer rather than leaving it to the last minute, which can be stressful for parent and child. A trip to buy uniform, get a haircut or choose new stationery is an opportunity to spend time together, chat and boost confidence too.

Secondary students often travel independently for the first time. Do some trial runs - with you, then perhaps solo or with a friend. Work out the first day plan. Your child may prefer to go with you to start, or to meet a friend on the way.

Help develop independence and organisation

Secondary school demands are greater, so preparation should help build their own skills and confidence. This will help them settle quicker. Don't do it all for them. Could they arrange to meet friends, do shopping errands (good lunchtime practice) or organise their bag for a day out? Be guided by what feels manageable for your child though. It's fine if they need more support than some others.

Once school starts, try developing independent organisation with post-it notes listing what's needed each day; boxes to store other books and worksheets; and an evening habit of checking their school planner and preparing uniform and bag.

Give it time - and keep some reassuring routines

Trusted old friends and habits are comforting, particularly in the exhausting early weeks, if a child doesn't know anyone, or if they are finding it hard to settle. Seeing primary classmates or enjoying familiar activities may be a welcome relief from the effort of starting a new school.

Too much change at once can feel overwhelming too. So while it's great if they throw themselves into everything, don't worry if they don't. They need to adjust and relax. So resist the urge to quiz them too heavily as well.

Find more helpful advice online, here are some suggestions:

<https://www.place2be.org.uk/our-services/parents-and-carers/getting-ready-to-start-secondary-or-high-school/>

<https://www.youngminds.org.uk/media/20djlktz/top-ten-tips-for-parents.pdf>