**Moving to secondary school factsheet**

*Document name is sentence case (capitals and lower case), bold, size 14 font*

Our staff are here to make your child’s transition to secondary school a comfortable, happy time. We will prepare your child for their move, ensuring they are familiar with our school and its routines. Many of our older students are peer leaders who will help your child settle in, acting as guides, and offering advice, reassurance and answering any questions.

**Orientation days**

There are many opportunities for your child to visit our school in Term 4. Visits usually include a guided tour and an opportunity to try some sample lessons – such as science and drama. Orientations help your child get to know our school and feel more comfortable about starting the following year. If your child cannot attend the orientation day, please contact us to arrange a separate tour for you both.

**How secondary school is different**

Your child will move between rooms for different lessons and have several teachers each day. Your child will adapt to their new routine if they know what to expect, so talk with them about our different break times, rules and expectations. A school map is also very helpful in the first week.

**Visiting us**

You might like to visit us separately to get to know the layout of our school, and meet teachers and staff. I recommend you attend parent forums as these are very useful and informative, as well as a great opportunity to meet other parents.

**I am concerned about my child**

Talk with your child at home and raise your concerns. Listen to what they have to say. Call us as soon as possible and arrange a meeting (if necessary) to discuss your concerns. You can speak with your child’s year coordinator, a staff member or the principal. If you suspect your child is being bullied, please let us know so we can work together to address the matter. Ask your child to follow these tips:

1. Tell the bully to stop or ignore the behaviour and walk away.
2. Show the bully that the behaviour does not upset them.
3. Bullying thrives on silence. Encourage them to talk with you, their friends or a teacher.

**Communicating with us**

Keep in regular contact with us. Always read the school newsletter to keep up to date with what is coming up and, if necessary, help your child prepare. Know your child’s timetable. Let us know of any concerns regarding your child such as:

1. major commitments that impact on study time or attendance
2. conditions such as allergies, learning difficulties and mental health issues
3. illness
4. living arrangements such as sharing between households, family separations, parent/carer travelling or working away
5. change of address or telephone number
6. situations in the family or with close friends (such as illness)
7. court orders.