



# St. Cenydd Community School



## Transition Activity Booklet Summer 2026

*'Warm, nurturing and inclusive' – Estyn 2020*

# Welcome to our school.

## From our Headteacher, Miss Collins



We are delighted that you have chosen to come to our school, and we look forward to welcoming you to St Cenydd.

St Cenydd is a popular and successful school that welcomes children of all abilities, interests, and aptitudes. Our school motto is 'Aspire and Achieve' as we strive to support you in achieving the very best that you can in all areas of school life.

We have one school rule – 'Ready, Respect, Safe'. This means that we expect all our pupils to be ready to learn each lesson, we expect everyone to treat one another and the environment with respect, and we expect everyone to act in a safe manner.

Everyday school life at St Cenydd is centred on strong traditional values such as respect, reliability, community, self-discipline, and pride alongside contemporary teaching and learning best practice.

Students thrive here at St Cenydd, academically and socially. We will expect you to work hard, so that you are happy and confident in your work.

Our dedicated staff will provide you with first class support, care, guidance, within their lessons, across the school and through a wealth of enrichment opportunities.

You will have already met some teachers and support staff from St Cenydd. I know that you will have taken the opportunity to ask questions about our school and what you can expect. You will have a full day at our school later this term when you will meet your form tutor, have some lessons, have a tour of the site, take part in an assembly, and have lunch in our canteen.

We will also meet your parents this term, and hope to answer any questions you may have.

I hope you have an enjoyable final term in your primary school, celebrating all you have achieved in your time at that school.

I very much look forward to meeting you and welcoming you to your new school.

Miss Collins

# Welcome to our school. From Mr Dickinson and Mrs Evans



Croeso i Sant Cenydd! Welcome to St Cenydd!

My name is Mr Dickinson and I am an Assistant Headteacher with responsibility for Transition. I am part of the pastoral team that provides support for your child and family to ensure that your child has a successful and enjoyable school experience.

To help support your transition, this booklet has been put together to provide simple learning tasks that you can take part in at school and also at home to prepare yourself for life St Cenydd School.

I hope you enjoy working through the booklet and I hope that it eases any worries you may have about starting secondary school. Remember, we are here for you and we value communication between home and school and encourage you to please ask questions as they arise. You can do this via the Year 6 email address - [year6@stcenydd.co.uk](mailto:year6@stcenydd.co.uk).



Hello. My name is Mrs Evans, but most people call me Mrs Hannah! I am Additional Learning Needs Coordinator at St Cenydd and it is my job to make sure anyone who has an additional learning need has access to all the help and support they need to have a positive experience at school.

St Cenydd is delighted to have a Specialist Resource Base and a Trinity Fields Satellite Class on our school site.

We have a wonderful team of learning support staff across the school who will help you to settle into school life and will be working with some of you in your classes when you start with us in September. We provide many support groups for our students, some of which you may have experienced in your primary school such as Lego Therapy, reading and numeracy support, circle time and ELSA. Our pastoral and support staff will be on hand to help you every step of the way and cannot wait to meet you.

We (and all the staff at St Cenydd) look forward to meeting you in September.

# Who's Who

You will have a lot of new staff names to learn. Let's introduce some of them.



Miss R V Collins  
Headteacher



Mr C Bown  
Deputy Headteacher



Mr L Dickinson  
Assistant Headteacher –  
Attendance and Safeguarding



Mr A Harrison  
Assistant Headteacher –  
Behaviour



Mr P Chandler  
Assistant Headteacher –  
Teaching and Learning



Mr A Jones  
Assistant Headteacher –  
Curriculum & Support




Mrs H Evans  
Additional Learning Needs  
Coordinator



Mr J Sharrem-Tamplin  
Business Manager

## Heads of Year

Year 7	Mr R Owen	<b>Mr R Owen</b>
Year 8	Mrs J Thomas	
Year 9	Mr N Corke	
Year 10	Mrs L Barton	
Year 11	Mrs A Buswell	
6 <sup>th</sup> Form	Mrs J Croll	

## Student Support Staff

Learning Coach	Miss C Allaway
Pastoral Support Officers	Mr E Hopkins Mrs R Francies Ms C Harding Miss H Manship Mrs R Walters
Attendance Officers	Mrs L Matthews Mrs T Price
EWO	Miss M York

## YEAR 7 FORM TUTORS

Your form tutor is an invaluable part of your school experience and will be there to support you through both your learning and wellbeing during your time at school. During form time, at the start of the day, your form tutor will take the register, check on how you are feeling and ensure that you are ready to learn. They will be one of the first points of contact for you when you arrive at school.

During school hours, form tutors can be contacted via the school telephone number - (029) 2085 2504 and also via email.

## THE SCHOOL DAY

**0830** Pupils should have arrived at school, ready for registration or assembly which starts at **0835**

**0850** Move to **Lesson 1** which starts at **0855**

**0955** Move to **Lesson 2** which starts at **1000**

**1100** Break begins

**1115** Move to **Lesson 3** which starts at **1120**

**1220** Move to **Lesson 4** which starts at **1225**

**1325** Lunch begins

**1350** Move to **Lesson 5** which starts at **1355**

**1455** End of the school day

### TASK

Look at the structure of the day. How do you think you will have enough energy for the day? It is vital that you have a good breakfast and plenty to drink

Think about your morning routine – how do you think you will be ready and at school on time for registration or assembly?

You will need to think about:

How long it takes to get washed and dressed

How long it takes to eat your breakfast

How long it takes to walk to the bus stop or to school



## A STUDENT TIMETABLE

On your first day you will be given a timetable. At St Cenydd we operate with a two-week timetable. It is vital that you know when it is Week A or Week B so that you are prepared for the lessons on that day. Secondary school is very different to Primary school as you will have different teachers for each of your subjects, rather than one or two teachers for all topics.

A normal two-week timetable looks like this:

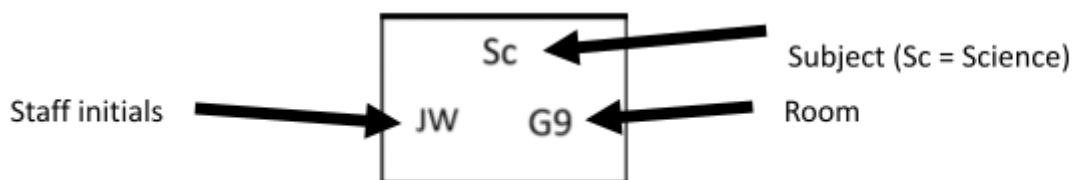
	Week A					Week B				
	AMon	ATue	AWed	AThu	AFri	BMon	BTue	BWed	BThu	BFri
1	Pe DS	F VC M9	A KA L3	Ma LE M11	Dt JD G4	Pe DS	Sc GW U3	Sc GW U3	G EH S3	A KA L3
2	Sc GW U3	Mu RH D3	W SN T12	Pe DS	It KA T9	Mu RH D3	Ma LE M11	G EH S3	Pe DS	It JG T10
3	Ma LE M11	Sc GW U3	Re SD S7	H NC E10	Ma LE M11	Sc JW G9	Dr JB G6	Ma LE M11	W SN T12	He KR M3
4	E FK E5	E FK E5	E FK E5	Sc SS9 G9	Dm PL E5	Ma AM T6	E FK E5	E FK E5	H NC E10	Ma LE M11
5	Re SD S7	G EH S3	Sc JW G9	F VC M9	E PL E5	H NC E10	F VC M9	Pg SC G5	Re SD S7	W SN T12

AM: Mrs A Williams  
 DS: Mr D Satterly  
 EH: Miss E Healy  
 FK: Mrs F Knibbs  
 GW: Mr G O Williams  
 JB: Mrs J A Bull  
 JD: Mr J Dodd  
 JG: Mr J N Craig  
 JW: Mr J Williams  
 KA: Miss K D Adams

KR: Mrs K Ryder  
 LE: Mrs L J Evans  
 NC: Mr N N Corke  
 PL: Miss P Lacy  
 RH: Mrs R M Joseph  
 SC: Mr S L C Chaytor  
 SD: Mrs S Lloyd-Davies  
 SN: Mrs S J Haddock  
 SS9: S Speller  
 VC: Mrs V Chapouty

### TASK

A key skill for Secondary school pupils is being able to read a school timetable. Look at the school timetable pictured above. Each square represents a lesson:



Can you work out what each of the lessons are? Link this timetable with the timings of the school day. Work through what lessons this student would have at what time.

What do you think the student may need to think about on the different days? – think about PE or cookery lessons here.

## MAP OF THE SCHOOL

Getting familiar with the layout of the school will really help you get to lessons as quickly as possible to make sure that no learning time is lost. However, it is absolutely okay to be lost when you first start at St Cenydd – it is a much larger school than your Primary School.

### TASK

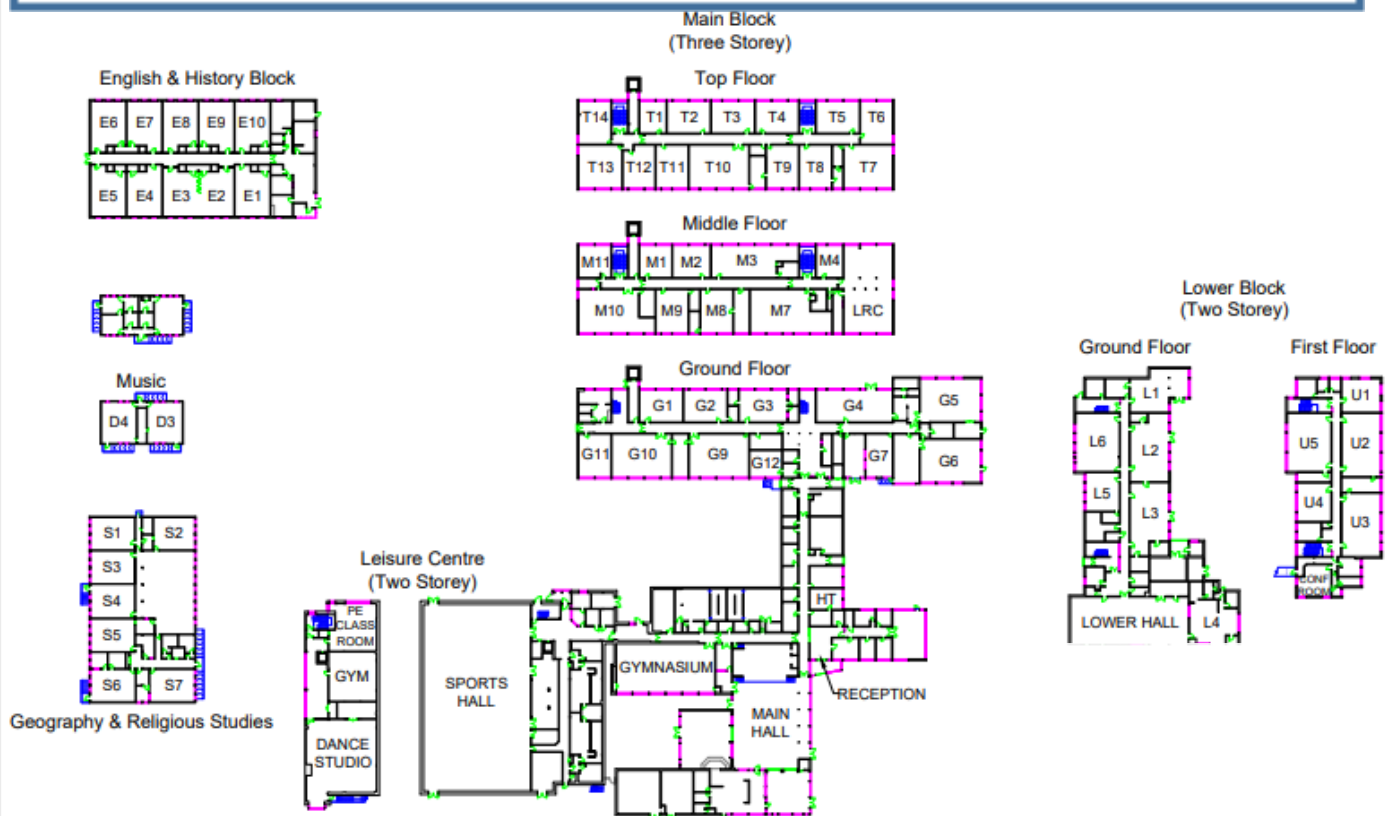
Look at the map below. Use this to begin to visualise yourself walking around the school. Notice how many classrooms there are.

Can you locate on the map the following key locations?

- Reception
- The main hall
- Miss Collins' office – (marked by a HT)
- G1 - Intervention room
- G3 - HOY office

Using the timetable on the previous page, can you track where a pupil will move during each of their days?

You will also be given one of these on your first day. Being able to use this map is a great skill to have when you first arrive at St Cenydd.



## READY, RESPECT AND SAFE

At St Cenydd we have one rule that encompasses all that we do –  
**Ready, Respect and Safe.**

### READY

To be ready to learn, you must arrive at school on time and in the appropriate uniform.



Either School Blazer – Charcoal Grey with royal blue piping and embroidered school badge

Or

School Jumper/Cardigan/Tank Top – Charcoal Grey V neck and embroidered school badge

Or

School Zip top – Charcoal Grey zip top and embroidered school badge

School Clip On Tie – KS3 Royal Blue

Shirt – White

Trousers or Skirt – Black

Shoes – Black

*These must be plain, completely black, low heeled school shoes. Sandals, boots, trainers, high tops, open backed shoes or open toed shoes are not acceptable.*

You should bring in a school bag that contains all of the essential items for a school day:

- Two black pens, a pencil, coloured pencils, ruler and eraser
- Snacks and a drink
- Your books and equipment for the day – such as your PE kit, ingredients for cooking lessons, etc

### READY TO LEARN

We are introducing five Ready to Learn expectations to be met in every lesson:

1. Communicate respectfully, politely and with kindness
2. Follow instructions – first time, every time
3. Listen in silence – when staff or other pupils are speaking
4. Behave in a safe and responsible manner
5. No eating or drinking in lessons – plain water is allowed with the permission of the teacher

So that teachers can deliver engaging and creative lessons without concern for poor behaviour, the aims of Ready to Learn are:

- To eliminate disruptive behaviour so there is no lost learning time and there is a culture of aspiration, achievement, and success everywhere in our school
- To create a calm, positive and supportive learning environment to support the wellbeing of pupils and staff
- To provide clarity for pupils and staff about acceptable behaviour and the consequences of misbehaviour
- To encourage pupils to take responsibility for their own actions

These five expectations will support a safe and respectful ready to learn environment across the school

## HOME LEARNING / HOMEWORK

Home learning is a vital aspect of education, and this will be a key skill you will require at St Cenydd. At St Cenydd we use Google Classroom for home learning (you may have used this in your current Primary School) – further guidance on how to use our Google Classroom will be shared with you.

### **TASK**

Begin to assemble items for September, making sure that they are clearly labelled with your name.

## RESPECT

Students at St Cenydd thrive both academically and socially. All students expect to work hard, and are happy and confident. St Cenydd has an ethos of mutual respect and through this staff provide first class support, care, and guidance.

The notion of respect for both ourselves, others and also the St Cenydd community will be fundamental when you arrive in September. We have very clear expectations around behaviour and respect within school and we always consider others.

In the meantime, think about how you show respect to yourself, others and the area that you live.

### TASK

How do you think you will be able to show respect when you are at St Cenydd School?

Areas to think about:

- Talking respectfully
- Behaving respectfully
- The school environment
- Respecting yourself and your own learning
- Respecting the needs of others and their learning

All of these will help to create a positive learning culture at St Cenydd.

## SAFE

St Cenydd School is a safe school and we are all committed to safeguarding the welfare of our pupils. We provide an environment that has robust systems in place to ensure the safety and healthy development of all our pupils.

If you have anything that you need to talk about or any concerns you should speak to either your Head of Year (Mr Owen), A Pastoral Support Officer or alternatively Mr Dickinson (The Safeguarding Lead at our school). One of these members of staff will always be available to talk to you once you start at our school.

If your parents/carers have any further questions about any safeguarding matters, they can contact Mr Dickinson directly.

## MOBILE PHONES

At St Cenydd School, personal mobile technology devices must not be seen, heard, or used during and between lesson time by pupils. This means mobile phones, headphones, ear pods, etc.

If a device is seen, heard, or used by a pupil during this time, the device will be confiscated and you may have a detention. If you can leave your devices at home you should, or they should be turned off and in your bag during the school day..

## EATING IN SCHOOL

Our school canteen is managed by Caerphilly Council. The school menu is located on the council website:

<https://www.caerphilly.gov.uk/Services/Schools-and-learning/School-dinners-and-breakfast-clubs/Secondary-school-meals>

Food accounts can be topped up online which means that parents and carers can monitor what is being bought and also means that we remain a cashless school. Further guidance will be provided to parents and carers at the Y6 information evening.

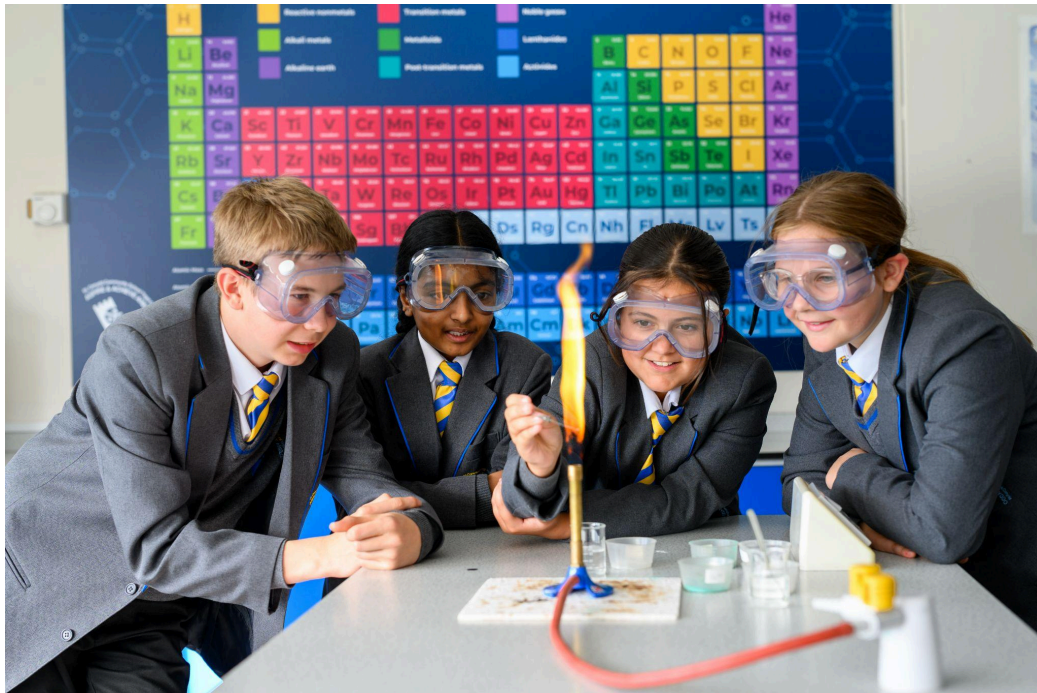
### TASK

Have a discussion at home about what you could eat before school and at breaktime.

It is important to think about the types of food that will give you energy for the whole day, avoiding sugary foods and making sure that you remain hydrated.

Think about how you could budget your money for the day. How can you ensure that you have enough money to last you for the whole day? This will help you get used to budgeting and perhaps prevent constant snacking?!

Is it easy/difficult to do? At home, do you choose healthy/unhealthy items?



## WHAT DO I DO IF?

### I GET LOST?

Ask any teacher, another pupil or go to reception. Don't panic ... everyone gets lost in their first few weeks here, even new teachers!

### I ARRIVE LATE?

During school hours, go to your Form Tutor or Assembly if you arrive **before** 8.55 am. **After** 8.55 am you must sign in at the Pupil Reception on the ground floor of the main building. If you are late without a valid reason you will be given detention by the attendance team or your form tutor.

### I HAVE A DENTIST/DOCTORS' APPOINTMENT DURING THE SCHOOL DAY?

If you need to leave school during the day you must bring a note from home explaining the reason. When it is time to leave, go to the reception area with your note and sign out in the Absence Register.

### I AM TOO ILL TO COME TO THE SCHOOL?

Please inform the school via the Classcharts app daily regarding any period of absence due to illness before 8:15am. In addition, an email with an image can be sent to the attendance team on [attendance@stcenydd.co.uk](mailto:attendance@stcenydd.co.uk) to provide medical evidence..

## ALL ABSENCES SHOULD BE REPORTED TO THE SCHOOL

### I LOSE SOMETHING OR FORGET MY LUNCH/BUS OR LUNCH MONEY/BUS PASS?

Don't panic! If you lose something that has your name on it, it will most likely be returned to you in a day or so. Lost property is located in the Head of Years Office (G3). If it is not named this makes it much more difficult. This is why it is important to name all your personal items. If you have forgotten your bus or lunch money, please go to the Heads of Year Office who will issue you with a lunch pass or lend you bus money.

**Please DO NOT bring valuable items into the school. St Cenydd School cannot be responsible for lost items.**



## THE SCHOOL LIBRARY

Mrs S Evans is the School Librarian.

Our library is situated on the middle floor in M6. It is a busy well-used facility and can be used for reading, home learning, coursework, research, and computer-led studies. All students automatically become members of the library when joining St Cenydd School.

The library is a quiet place where students come to read, study, and do home learning.

You may read the newspapers, magazines, and reference books when you are in the library and you may borrow fiction (reading) books, non-fiction, reference books and videos.

There is no charge to borrow books, however, lost resources must be replaced.

The Library is open each lunch time and a study club operates after school, Monday to Thursday until 4.00 pm.

It is supervised by members of staff and you will be able to use the computers to help with homework.

## THE HOUSE SYSTEM

As well as belonging to a Form Group, each pupil also belongs to a House. There are 3 Houses in the school and pupils of years 7, 8, 9 and 10 join together to compete in sports and the School Eisteddfod.

HOUSE NAME	HOUSE COLOUR	REGISTRATION GROUPS
GLYNDWR	YELLOW	Registration S and T
IFOR	RED	Registration E and C
LLEWELLYN	GREEN	Registration N and Y



We hope that you will be very happy at St Cenydd School.

Remember, if you have any comments or questions, please do not hesitate to contact the Year 6 Transition Team via the email address: [year6@stcenydd.co.uk](mailto:year6@stcenydd.co.uk)

