



Whitby **School**  
*Ad finem terrae*

ISSUE 4 of 4  
**Welcome**  
**to Whitby School**  
Primary School Transition Newsletter





# A WARM WELCOME TO OUR NEW STARTERS

**It was truly lovely to meet all the children joining our school community. We've been so impressed by the way they've embraced this new chapter - showing courage, kindness and a real eagerness to get involved.**

Throughout their timetable, they've demonstrated great **endeavour**, enthusiasm and given 100% to every activity. It's been a joy to see new friendships forming and to get to know unique and wonderful **characters** who are becoming part of our school.

We look forward to welcoming them back in September and supporting them as they continue their journey and strive to achieve their **ambitions**.

Any worries, concerns or issues, please do not hesitate to get in touch with the Year 7 team via the [hoy7@whitbyschool.co.uk](mailto:hoy7@whitbyschool.co.uk) email address. Emails sent during the summer holidays will be replied to in September during staff training days.

**If your son/daughter has a worry or concern about their tutor group...**

We understand that starting a new school can be a stressful and worrying time for young people. We have taken advice from Year 6 class teachers to create our Year 7 tutor groups. In September, we politely ask that all pupils allow for a 'settling in' period of two weeks,

our experience has shown that this allows time for pupils to adjust and form new friendships. If after this time, your son/daughter still has concerns or worries, please get in touch with a member of the Year 7 team who will discuss these worries on a case by case basis. We would appreciate parent/carer's support and understanding on this matter.

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# WHAT IS AN 'INSTRUCTIONAL FRAMEWORK' AND HOW DOES IT SUPPORT YOUR CHILD?

**Brilliant teaching has more impact on your child's progress than anything else. We are committed to ensuring that every pupil we teach is supported to thrive. With this in mind, we have been working hard developing and implementing a new teaching approach. We call this an instructional framework.**

Evidence shows that if every teacher has a similar approach and structure to teaching, pupils learn more effectively. We have based our approach on research from the Education Endowment Foundation (EEF),

which outlines a seven-stage lesson overview that is shown to boost engagement and improve learning outcomes.

Here is a brief overview of the seven stages and how they can positively impact your child's learning:

## Activating Prior Knowledge

Teachers begin by connecting the current lesson to previously learned concepts or everyday experiences. This establishes a familiar context, making it easier for pupils to understand new information.





## Explicit Strategy Instruction

This step involves direct and clear teaching of a strategy or concept. The goal is to provide pupils with a clear understanding of what they need to learn.

## Modelling of Learned Strategy

Teachers demonstrate how to apply the strategy in practice, offering pupils a clear example to follow. This step helps bridge the gap between theory and practical application.

## Memorisation of Strategy

Pupils are encouraged to commit the strategy to memory, which enhances their ability to recall and use it effectively in different contexts.

## Guided Practice

At this stage, pupils engage in activities that allow them to apply the strategy with support and guidance from the teacher. This collaborative approach reinforces learning and builds confidence.

## Independent Practice

Pupils apply the strategy on their own, which helps them to become independent learners.

## Structured Reflection

The lesson concludes with a reflection on what was learned and how it connects to broader themes or future topics. This phase encourages deeper understanding and retention.

To make this approach pupil-friendly, we have simplified this into six phases:

- Prepare
- Purpose
- Present
- Practise
- Prove
- Ponder

The framework does not mean that every teacher has to teach in the same way. It can be adapted to different teaching styles and subjects.

Here is how the model might be applied in two different subject areas:





## Art

In an art class, the seven-stage model can guide pupils through creative processes and skill-building exercises. Here is an example:

**Activating Prior Knowledge:** The art teacher begins by discussing a specific art movement or technique pupils are familiar with, such as Impressionism, to connect with prior learning.

**Explicit Strategy Instruction:** The teacher then provides direct instruction on a new technique or concept, like creating depth using shading.

**Modelling of Learned Strategy:** The teacher demonstrates the technique, showing how to shade to create depth in a drawing.

**Memorisation of Strategy:** Pupils are encouraged to remember the key steps involved in shading, such as varying pressure and using different pencils.

**Guided Practice:** Under the teacher's guidance, pupils practice shading techniques on their own art projects, receiving feedback and support.

**Independent Practice:** Pupils apply the shading technique independently, perhaps working on a final drawing or artwork.

**Structured Reflection:** The teacher concludes the lesson with a discussion on how shading creates depth and asks pupils to reflect on their own work, considering what they learned and how they might improve.

## History

In a history class, the model helps pupils understand historical concepts, events, and the connections between them. Here is how a history teacher might use it:

**Activating Prior Knowledge:** The teacher asks pupils about previous topics, like the causes of World War I, to set the context for a new lesson on World War II.

**Explicit Strategy Instruction:** The teacher explains a concept such as the political alliances leading to World War II, breaking it down into clear components.

**Modelling of Learned Strategy:** The teacher demonstrates how to analyse primary sources, like letters or newspaper articles, to understand historical events.

**Memorisation of Strategy:** Pupils memorise key facts or dates, such as the timeline of major events leading up to World War II.

**Guided Practice:** Pupils work in groups to analyse historical documents with the teacher's guidance, applying the strategies demonstrated earlier.

**Independent Practice:** Pupils work independently to write a brief essay or answer questions, using the concepts and strategies learned.

**Structured Reflection:** The teacher wraps up with a reflective activity, asking pupils to consider how historical events are interconnected and what lessons can be drawn from them.

Both examples show how the seven-stage model can be adapted to different teaching approaches. By using this approach, teachers in all subjects and year groups build a strong foundation for independent learning. As

a parent, understanding this framework allows you to better support your child's education and have meaningful discussions about their learning progress.





# HOW CAN I SUPPORT MY CHILD?

**Effective and sustained support from parents and carers is vital in helping pupils to succeed at school and achieve their potential. The most effective support parents and carers can offer on a regular basis is listed below:**

- talk to your child about school regularly to encourage and support them. In particular talk about their day and what they have learnt. Asking them questions about their learning will help them to develop their understanding
- ensure your child has somewhere calm and peaceful to do their home learning each evening. Set aside up to one hour each evening during which your child can complete their home learning without distraction. If possible, be on hand to offer advice or talk through problems
- check your child's homework diary regularly, ideally each day to ensure home learning is being recorded and to read any notes from your child's Form Tutor or teachers
- check that your child has packed their school bag each morning, and that they have all the necessary equipment and books for the day ahead
- download and check the Bromcom and ClassCharts app/website regularly. Praise your child when they receive an award
- read and respond to school letters, attend all Parents' Evenings, and ensure your child's attendance is good
- please contact your child's Care and Achievement Coordinator if you have any queries or concerns regarding your child's attendance, wellbeing, or progress at school.





## UNIFORM KEY INFORMATION

### Uniform Collection

To order school uniform, please scan these QR codes for the School Colours Direct website and Whitby School uniform page:



School Colours Direct



Whitby School Website

Please note, to view any uniform products on the School Colours Direct website, you must create/or log in to an account first.

Orders placed between 30 June to 1 August will be entitled to a 'free delivery to school' option. Collection dates for this are:

- Wednesday 13 August
- Thursday 14 August
- Wednesday 20 August
- Thursday 21 August

Between 1.00-4.00pm on the Prospect Hill site, in the Sports Hall.

Orders can be made via our supplier **School Colours Direct**. Ties are available from the Pastoral Office and cost £8.00







## LOCKERS

**There are sufficient lockers in Whitby School for each pupil to have one, which will enable your son/daughter to safely store their coat, PE kit, and items needed for school, during the school day.**

Please note that we recommend that valuable items are not brought into school as the school's insurance will not cover losses of personal items. A locker form (provided by the school) must be completed and

brought to the school office with £5 to enable your child to be allocated a locker throughout their time at Whitby School. Your child will need to keep their locker key safe; should they lose it they will need to bring in £3 towards the cost of obtaining a new key. We can, however, provide access to a locker if your child accidentally leaves their key at home one day.







# NO MOBILE PHONE POLICY

**As explained to all pupils during primary school transition visits, at Whitby School we have a no mobile phone policy adapted from Department for Education guidance.**

Some pupils travelling via school transport, or walking independently to school may wish to bring a mobile phone with them, this is acceptable but must be switched off and stored safely in bags or lockers. Mobile phones that are seen or heard during the

school day, a concern will be logged on ClassCharts, the phone will be confiscated and in some repeat cases may require a parent/carer to come and collect it from the school office.

*An exception to this rule is where mobile phones are used as a medical device (supported by evidence from a medical professional). More details can be found in the school's [Behaviour Policy](#).*





## BREAK AND LUNCH

**Snacks and drinks are available from the canteen at break time and a range of meals are available from the canteen at lunch time. From 1 September the cost of a school meal will be £3.05 (this does not include snacks or drinks).**

Pupils are able to purchase food and drink from the canteen or bring a snack for break time and a packed lunch to eat in the dining hall. You can top up your child's lunch account via the My Child At School (MCAS) app, or, your child can bring in cash for this which can be paid into the re-val unit which is situated to the left through the canteen doors. Staff will be available to help with this.

If your child is entitled to a free school meal, this should transfer across to Whitby School - an exception to this is if your child currently attends a primary school academy, you may be required to reapply through North Yorkshire Council. If your child does not receive a free school meal, but you believe they may be entitled to do so, you need to apply for this via North Yorkshire Council. Additional items taken, above the free school meal daily amount (£3.05), will need to be paid for.

The cost of food and drink taken during the transition days will be debited from your child's MCAS lunch account. You will be able to keep track of spending and purchases by accessing your child's canteen account online. The link for this is [HERE](#).

Please note that pupils should have sufficient credit on their account from September before taking food or drink from the canteen. Most children have already had their fingerprint taken so that they can use the school's cashless catering system. In September, please ensure that your child's account is topped up sufficiently, for at least the week ahead, so that their account remains in credit for enjoying any food or drink from the canteen.

Our catering team provides a range of nutritious meals for our pupils. All food is locally sourced and contributes to ensuring a balanced diet, free from deep-fried products. Our Catering Managers bring a great wealth of expertise and knowledge to the school. Our dedicated team always provides service with a smile and help to make the dining hall an active and enjoyable part of school life at break and lunch time.







# APPLYING FOR A FREE SCHOOL MEAL

**If you receive certain benefits, your child(ren) may qualify for free school meals during their time in school. To qualify, you must be receiving one or more of the following:**

- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit.

Please note that contributions-based benefits, including contribution-related Jobseekers' Allowance do not entitle you to claim free school meals. The link below will take you to the webpage for applying for free school meals.

## Apply for free school meals

You will receive an instant decision on whether your application is successful. If it is, the Council will process your application in five working days and notify the school. Once school has received this notification, your child can begin to take a free school meal each day. You should continue to pay for school dinners until the confirmation comes through. Free school meals claims cannot be backdated. They are awarded from the date we receive the application once eligibility is confirmed. This is because there is a legal requirement for a request to be made before a free school meal can be provided. If your child is not entitled to free school meals, you will be notified in writing.





## ALLERGY AWARENESS



**We ask for your support as we aim to be a Nut-Free school and to protect children from the risk of an allergic reaction. If someone has a nut allergy it is not just eating nuts that could cause a reaction, being touched on the skin, smelling food, or products containing nuts can cause an anaphylactic shock which can cause breathing and swallowing difficulties and can be potentially life-threatening.**

Unfortunately, we cannot have nuts in school in any form and we ask parents to check food products when preparing pupils' lunches and snacks.

The following items should not be brought into school. Please do discuss this with children who may purchase items on their way to school.

- packs of nuts
- peanut butter or Nutella sandwiches
- fruit and cereal bars that contain nuts
- chocolate bars or sweets that contain nuts
- sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- hummus as it contains tahini which is made from sesame
- pesto which contains nuts
- cakes made with nuts
- self-serve pastries covered in almonds – for example almond croissants
- any home-cooked meals for packed lunches that are made from nuts

- any shared food for after-school events with nuts or nut oils.

This list is not exhaustive, so please check the packaging of products closely.

### What types of food are nuts?

- almonds
- cashew nuts
- hazelnuts
- pistachios
- walnuts
- Brazil nuts
- nut oils
- peanuts.

Our suppliers provide us with nut free products. However, we cannot guarantee complete freedom from nut traces.







## INTRODUCING OUR STAFF FOR SEPTEMBER 2025

**We are delighted to introduce ourselves as the Year 7 Pastoral Team. It is a genuine privilege to support your child as they begin their journey with us, and we are committed to ensuring they enjoy a successful and fulfilling start to secondary school life.**

We are incredibly proud of our vibrant school community and, over the next five years, will work in close partnership - with you and your child - to foster a culture of excellence, encouragement, and mutual respect.

Our mission is to ensure every pupil makes the most of their school experience. This means supporting strong attendance, promoting pride in wearing the correct uniform, and nurturing a positive mindset for learning. These foundations help each pupil thrive, allowing them to grow into the very best version of themselves.

While your child will ultimately shape the chapters of their own story, we will be there every step of the way to guide and support them in making wise, confident choices. These five years will pass quickly, so we encourage all pupils - and their families - to embrace every moment and seize every opportunity to be actively involved in the life of our school.

We work hand-in-hand with our fantastic Year 7 form tutors to make sure every child feels welcomed, supported, and happy in their new environment.

**From September 2025, the Year 7 Team will include the following members:**

- your child's **Form Tutor** – their main point of contact and daily support
- **Care and Achievement Coordinator** – focused on wellbeing and behaviour
- **Heads of Year** – overseeing the year group's development and progress
- **Assistant Headteacher: KS3 Lower School** – providing leadership and strategic guidance.

If there's anything we can do to support you or your child, please don't hesitate to reach out. We're here to make sure the Year 7 experience is positive, smooth, and memorable. You can contact us by emailing [hoy7@whitbyschool.co.uk](mailto:hoy7@whitbyschool.co.uk), and the Year 7 team aim to respond to all messages within 48 hours (emails sent over the summer holidays will be picked up on staff training days in September).

Here's a little glimpse into the team behind the scenes...



Mrs Mallender  
Assistant Headteacher



Mrs Harrison  
Head of Year 7



Miss Reddy  
Head of Year 7



Miss Clarkson  
Care & Achievement  
Coordinator



## Miss Clarkson

Hello Year 7 pupils and families. I am Miss Clarkson and I work in the lower site pastoral office and I am the Care and Achievement Coordinator for Year 7. I work in partnership with Mrs Harrison and Miss Reddy (Heads of Year 7) to look after all things Year 7! I am not a teaching member of staff, which means I am primarily based in the pastoral office - I am around to help you with your behaviour, worries, attendance, learning and emotional support, I am also your go-to if you feel unwell and/or need to contact home, or if your parents need to contact school. I went to

university and completed an Education and Teaching Studies degree and my passion has always been pastoral care. I am really passionate about improving mental health and wellbeing and completely understand how the transition up to a new big school can be daunting, worrying and make you feel nervous. I enjoy working with pupils and families on a daily basis and offering support in anyway I can in order for you to get the best out of your Year 7 experience. I am really looking forward to learning all about you and your families from September!

## Mrs Harrison

Hello Year 7,  
My name is Mrs Harrison, and I am very much looking forward to being one of your Heads of Year. I have worked with Year 7 pupils for a number of years now, and every year I feel extremely fortunate to be involved in transition work and doing everything I can to make sure you feel supported and equipped to make the best start possible at secondary school. The journey that you are about to embark on is an exciting one. This new chapter gives you the chance to meet new friends, explore a wide range of subjects and discover your unique passions and talents. And while it may feel a little strange at first, remember that you will have lots of support from your new teachers, as well as from myself, Miss Reddy and

Miss Clarkson. I can remember my own transition from primary to secondary school, many, many years ago, and do so with fondness, but I also had to push myself out of my comfort zone to make sure I had the best possible experience. You will see me most days, sometimes in your tutor group or in assemblies, or perhaps in the playground at breaktime, and occasionally I like to pop into your lessons to see how you are getting on. You may also see me in your PE lessons; a subject that I am very passionate about! If you are struggling with your learning in any way I will also be the person that communicates with you and your parents/carers, and the thing I like doing most of all is celebrating all of your successes with you, be that in Rewards Assemblies or by letting your family know how fantastic you are!





## Miss Reddy

Hello, I am Miss Reddy and I am looking forward to meeting you all again in September. I am much newer to the Head of Year role, having only started it just before Christmas but have been part of the Year 7 tutor team for many years. I will be your Head of Year on the days when Mrs Harrison is not in school, but I am always around to help, listen and support you. Most of my time in school is spent teaching maths and some of you will be lucky

enough to have me as your maths teacher.

Secondary school is a fantastic opportunity to do so many new things and become an independent young person. Take the opportunities, join the clubs, speak to new people, try different things even when it is difficult and challenging because these are the things that you will be most proud of and remember most. I'll leave you with a quote from my favourite song: *'When you get the chance to sit it out or dance, I hope you dance'*.





# TRANSPORT TO WHITBY SCHOOL

If you are affected by the change in North Yorkshire Council's transport policy please read the following explaining a transport grant, eligibility criteria and find a copy of the application form (at the end of the newsletter). The application form may be subject to change, but families can still fill this out and return it to [post@whitbyschool.co.uk](mailto:post@whitbyschool.co.uk) - if anything on the application form changes and we need to contact you, we will get back in touch.

As you may be aware, North Yorkshire Council has recently updated its school transport policy. Under the new rules, free school transport is only provided to a child's nearest suitable school, which may not always be their catchment or feeder school. This change has affected some families whose children attend a feeder primary school for Whitby School who are now not eligible for free transport due to proximity to another school.

Earlier this year, you received a letter from us explaining that our governors asked for a dedicated fund to be created to support families impacted by this change. We are now pleased to confirm the details of this support.

We would like to confirm that for 2025-26, we will contribute up to **60% of travel costs**, up to a maximum of **£540** per child, for families affected by the new transport policy during the current academic year.

This support can be used for:

- public or LA-provided transport costs
- petrol or mileage expenses (these will be paid on set mileage based on the village you live in, at the Local Authority's agreed rate per mile.

Families may still apply for transport assistance through North Yorkshire Council, but we understand that public transport or private arrangements may be more practical in some cases. Our fund is flexible to help you choose the best option for your child.

We are committed to helping children attend their catchment school and will review this support again in 2026 to try and help families who need this support as far as is possible.

Outline eligibility criteria is and application form is at the end of the newsletter. Thank you for your continued support and for working with us to ensure every child has access to the education they deserve. Here are some useful links to some transport options you may wish to explore.

- Northern Trains [WEBSITE](#) (train passes are significantly cheaper than the Local Authority school bus passes).
- Arriva bus [WEBSITE](#)
- North Yorkshire Council paid travel [PERMIT](#).

Please note, pupils accessing this grant travelling by train or public bus are required to make their own travel arrangements to/from the railway station/bus stop to Whitby School.





## FREQUENTLY ASKED QUESTIONS

### Where do pupils go on their first day of school in September?

Pupils will gather in the sports hall, they will be given their timetable and directed to their tutor room with their new tutor.

### Will pupils have the same tutor as they did on transition week?

Not necessarily. We tried to introduce your son/daughter to a range of different tutors and teachers on transition week for this reason.

### What information will form tutors know about my child?

Form tutors will be informed of any notes passed on through your primary school teachers, SEND information and any serious medical information.

### What colour tie do I need?

On transition week all pupils were given a sticker informing them of their allocated house:

- Adventure - White
- Discovery - Yellow
- Endeavour - Orange
- Resolution - Blue

### How do I get in contact with somebody?

- email your child's form tutor (address provided in September)
- text school via the My Child at School app (the message will be passed on to the relevant staff)
- email the Year 7 team ([hoy7@whitbyschool.co.uk](mailto:hoy7@whitbyschool.co.uk))
- call the school office

- arrange an appointment to speak to a member of staff in person by one of the above methods, please note it is not always possible to speak to a member of staff at school without an appointment.

Any communication sent over the summer holidays will be picked up in September on the staff training days before your child returns to school. During the school week, the Year 7 team aim to reply within 48 hours.

### What uniform items must we order via the school uniform shop?

It is required that all pupils have a Whitby School blazer, PE Top and tie, these items must be purchased via the school uniform supplier. All other items eg, trousers, skirts, shirts and shoes can be sourced from wherever is convenient to you. The pastoral office also sell school ties for £8.00.

### What equipment does my child need?

**Essentials:** A sturdy school bag. Pencil case containing - black/blue pens, green pen, pencil, pencil sharpener, ruler, rubber, scientific calculator, protractor, pair of compasses, highlighter.

**Optional:** Hair bobble (needed for practical lessons and PE), glue stick, felt tips/coloured pencils, note book.

### How is homework set?

Homework is set via Google Classrooms. During transition week your son/daughter will have received their username and password, and they were shown how to log in, submit a piece of homework and check their assigned work.



## TERM DATES 2025-26

### Autumn Term 2025

Mon. 1 & Tues. 2 September	Training Days
Wed. 3 September	School Opens
Wed. 15 October	Training Day
Fri. 24 October	School Closes
Mon. 27-Fri. 31 October	Half Term Holiday
Mon. 3 November	School Opens
Fri. 19 December	School Closes
Mon. 22 Dec.-Fri. 2 January	Christmas Holiday

### Spring Term 2026

Mon. 5 January	Training Day
Tues. 6 January	School Opens
Fri. 13 February	School Closes
Mon. 16-Fri. 20 February	Half Term Holiday
Mon. 23 February	School Opens
Fri. 27 March	School Closes
Mon. 30 March.- Fri. 10 April	Easter Holiday

### Summer Term 2026

Mon. 13 April	School Opens
Mon. 4 May	Bank Holiday
Fri. 22 May	School Closes
Mon. 25-Fri. 29 May	Half Term Holiday
Mon. 1 June	School Opens
Fri. 17 July	School Closes
Mon. 20 July	Training Day



## Eligibility Criteria for Travel Support Fund

To help families understand who qualifies for our Whitby School Travel Support Fund, we've outlined the key eligibility points below. These are based on North Yorkshire Council's transport policy. We have also stated below who would **not** receive free transport — and therefore may be eligible for our grant.

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### ☒ You May Be Eligible for Our Grant If:

- Your child **attends a feeder primary school** for Whitby School.
  - Your child **has been offered a place at Whitby School** but is **not eligible for free transport** under the Council's policy.
  - You are **incurring travel costs** to get your child to Whitby School (eg, public transport, petrol).
- 

### ☒ You Are Likely Not Eligible for Our Grant If:

- Your child **already receives free transport** from North Yorkshire Council.
  - Your child **lives within walking distance** of Whitby School:
    - under 2 miles (if under age 8)
    - under 3 miles (if age 8 or over)
  - Your child **attends a different secondary school** that is **closer to your home** and was able to offer a place.
  - Your child is eligible for free transport due to:
    - a specific **special educational need or disability that is documented in an EHCP**
    - **unsafe walking routes**
    - **low-income household status** (e.g., eligible for free school meals).
- 

If you're unsure whether you qualify, we encourage you to:

- Use the North Yorkshire School Map Tool to check your **nearest suitable school**. A link to the tool can be found on this page: [Finding a school | North Yorkshire Council](#)
- Contact the school office for guidance.

## Whitby School Travel Grant 2025-26

### Application Form

**Parent/Carer's Name:**

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**Pupil's Name:**

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**Current School:**

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**Home Address:**

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**Contact Details (Phone/Email):**

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**Method of Transport Used (eg, public bus, car, train):**

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**Cost of travel or daily mileage - please note this will only be paid for the days that your child is brought into school):**

£ \_\_\_\_\_

***Amount Claimed***

£ \_\_\_\_\_

### **Declaration**

I declare that the information provided is accurate and complete to the best of my knowledge. I understand that receipts or evidence of travel costs should be available.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_