

'Always our best because everyone matters'

Welcome





// 	Name:	-
 	Primary School:	_
 	House:	_

This booklet is yours to help you get ready for your new school in September. Usually, you would be completing it at school as well as at home but until schools are open again, it will be completed at home. We hope you find it useful!



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What is Transition?

Transition describes the process of changing from one thing to another. You might have heard the term used in primary school for transition days from your old class to your new one.

Moving from primary school to secondary school is a big transition. Teachers in both schools do their best to prepare you for this step and support you through the change. You may have experienced friends or family members transition to secondary school. Due to the school closures, transition to secondary school might look a little different this year.

You might not know the details about your transition just yet but the teachers in both your primary school and your new secondary school are still working hard to make sure that everything goes well for you. Plans will vary from school to school but here are some things that might happen to help you with transition:

- You will still have some days in your new school that are aimed at helping you to transition into secondary. These might not happen until September, but you won't miss out on the experience that you need.
- Your current class teacher might start to set activities to help you plan for your move. They might arrange to speak to you about any worries you have.
- Your primary school may still plan leavers hoodies and/or a leavers party for when restrictions are lifted.
- You might get information through the post from your secondary school with information and activities to complete to help you prepare.
- Your new Form Tutor at secondary school might get in touch to introduce themselves and talk you through what will happen in your first few days at school.
- You might start secondary school on a different day to the other year groups.





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What will happen on the first day at Bishop Luffa School?



Your Induction Day is due to be Monday 7 September. At the moment, we are unsure if we will be able to follow our usual plans for the start of term. If we are, when you arrive at 8am you will make your way to the Bartlett Hall (our main hall) as you will have a light breakfast with your Tutor Group, Form Tutor and Head of House. Encourage parents and carers to let you walk from the school gates to the Bartlett Hall without them; they may be nervous, but be firm with them - reassure them you'll be fine and they don't need to

worry! There will be some House Buddies there to welcome you and take you to the hall. The rest of the day you will get the opportunity to work with your new Tutor Group to make new friends and develop skills such as mind-mapping and teamwork. You will also be given your timetable and important information about how the school works. There is no need to bring a bag full of books and equipment on this day - pens and pencils will be enough.

Initially the school will seem very large, but as you get more confident it will feel smaller. For the first week or so you will be collected by your subject teachers, who will lead you to your classrooms. Once you are more familiar with the school you can then make your own way around the buildings and in no time you will have made lots of new friends.

Make an effort to find out about all the other things that happen at school in addition to the lessons. This will include all types of clubs and activities that you can join, for sport, music, art, drama and many more. These are your opportunities to meet other people, find out new things and enjoy yourself - so get in early!

When you go home your parents will be very keen to find out how you got on. They will want to know every detail of your days. If you can, tell them what you have been doing – they are not "being nosey", they are interested! It won't take long to get to know your teachers and they will be looking forward to meeting you. Even with about eighteen teachers, you will learn names quickly. Remember, first impressions are important so do your best.

Starting at Bishop Luffa will provide great chances to use a lot of exciting and expensive equipment. Do remember, however, that you will not be able to use it all in the first week or two. Be patient!

Good Luck!

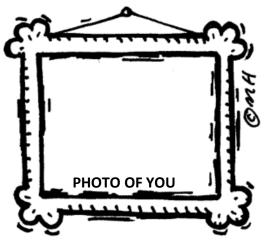


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All about



Complete the questions below to share with a teacher or a friend



I am happiest when
When I am older I would most like to be
At secondary school I am looking forward to
I am most relaxed when
My favourite food is
My favourite music is
My favourite sport is
My favourite TV programme is
My favourite film is
Three things I like to do when I'm not in school:
Two truths and a lie. (Write two truthful things about yourself and one thing that is not true and ask a
friend or teacher to guess which is which)
Do you play a musical instrument? If yes, what instrument(s) do you play?
Have you studied another language? If yes, what language(s)?



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WORDSEARCH

F C Α Ε Т Ε R 1 Α G D В C Α Μ Α R D Ε Т F J Н Κ L Α W Q U 0 D Υ ı Ν 0 Н Ρ L J Н Υ Α R В I S Ρ Н С Т Н S Q ٧ Υ Ε R L M Α J L Ρ U S Α S S Ε Μ В L Υ Α D I Ν Μ Α Z Т С F Χ Q R U 0 R S W Ε S L W Ν W Н ı D L В R Ε Α Κ 1 Т Α G F D В F J G Н L Ε Κ Ε Υ L ٧ Р S U 0 G Р G R U ı Н Μ L Ν 0 Α Т S F В R Т Ε Т R 0 В R Τ D U 0 L Μ Α L R Х С G S Q R Ε W Ζ Κ ı Υ Н L 0 D M Τ L C Т W Ν F 0 Т Т Ε R 0 L 0 C Κ Ε R S R D Z C Ε Ρ Ε F S S 1 U Α L W S Ε Ν C Ν 0 R Υ D Ν Ε ı S L F С Н ı C Н Ε S Τ Ε R Μ C 0 Ε R Α S Н R Т W Ν 0 ı Т Α C U D Ε S Н F Ν Ε Ν R 0 В R Ε Н S В Ε Ρ 1 0 Ρ U Р С Т Ζ G Κ Χ Ζ Κ Υ G 0 U G G J L ı Ν G Р Ε S Ε S 0 D Ε R Н L Μ W 1 L Ν В U 1 Ι С С Ε C F C 1 Α S Τ U L S L ı Ε L S Κ G Н Ρ Ν J C Α Н 0 Χ ٧ В Ι S Н 0 Ρ 0 Μ Ν ı F 0 Т U F F Κ С D W D G L Ν Μ Α L Α Н L S Τ Ν Κ U R Α 0 Ρ Υ Ν Н Ρ J U Τ Ν Κ Ε Н G Н C Ν U L U Ε R F F 0 R Μ Τ U Τ 0 R В F Ζ Κ С 0 Т Ν Ε 0 S Υ Α Ν S Υ U L Т L 0 1 Κ L Μ S G Ε Ε 1 Μ Т Н L G Т Ζ F ı Μ C 0 F R Ε Ν С Н Υ R Ν F Ζ S J Н R D U 0 D Т F Ε Ε S Υ L W R Н L G D 0 Α Ν D R W J Κ S J F S Ε Μ Α G Q R Κ Н Ρ ٧ W ı Ρ L Ε Ρ Υ В U S C F L G 0 G R Α Н ٧ Χ Μ U 1

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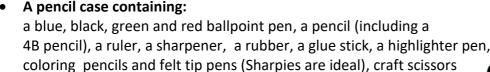
Andrewes	Church of England	History	Ridgeway
Arts	Computer	King	School
Assembly	Drama	Library	Science
Bartlett Hall	English	Lockers	Sherborne
Bishop Luffa	Form Tutor	Lunch	Sports
Break	French	Maths	Story
Burrows	Games	Music	Technology
Cafeteria	Geography	Otter	Uniform
Chichester	German	Religious Education	Wilson

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EQUIPMENT

When you start Bishop Luffa School you have to make sure you have all the equipment needed. Important things are:

- A fairly large sturdy waterproof bag
- A notebook (ring bound ones are useful if you need to tear anything out)
- A geometry set compass, protractor, set square, etc.
- A key ring is useful for your locker key
- A private reading book
- A re-useable water bottle







DAILY SCHEDULE

At Bishop Luffa you will have five different lessons in five different classrooms with five different teachers every day! It may seem daunting, but you will soon understand the system. There will be some subjects you might not have studied at primary school, for example Textiles, Spanish or Product Design. There will be some subjects you have studied at primary school but we have specialist classrooms, for example Science in Science Laboratories, Technology in workshops or PE on the MUGA. Whatever the subject, enjoy the challenges they will be exciting lessons but you will need to be organized!

08:00	Warning bell for Registration/Assembly
08:05 - 08:23	Registration/Assembly
08:27 - 09:23	Period 1
09:27 - 10:25	Period 2
10:25 - 10:41	Break
10:45 - 11:43	Period 3
11:47 - 12:45	Period 4
12:45 - 13:25	Lunch
13:30 - 14:30	Period 5



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SAMPLE TIMETABLE

	1	2	3	4	5
3.5	Science	Maths	History	PE Games	Spanish
MonA	TGE	SCN	RMY	TGY	SRO
	S6	M9	H6	Sports Hall	<u>L4</u>
	English	Drama	Religious	Maths	Art
TueA	KMO	NFL	LBN	SCN	HFD
	E4	Dance Studio	H11	M9	A9
	Textiles	Geography	Science	History	English
WedA	MWW	MWN	RRN	RMY	KMO
	T4	Н9	S8	Н6	E4
	PE General	Spanish	Music	Comp Stud	English
ThuA	ATN	SRO	MEB	HWS	KMO
	Bartlett	L4	A4	IT1	E4
	English	Textiles	Spanish	Science	Maths
FriA	KMO	MWW	SRO	RRN	SCN
	E4	T4	L4	S8	M8
	Geography	Drama	Prod Des	English	Science
MonB	AJP	NFL	HLO	KMO	TGE
	H7	Dance Studio	T3	E4	S6
	Art	English	Maths	Science	Geography
TueB	HFD	KMO	SCN	TGE	AJP
	A9	E4	M9	S 6	H7
	Spanish	PSHE	Religious	Science	History
WedB	SRO	ATN	RBY	RRN	RMY
	L4	A1	H11	S 8	Н6
	Spanish	Prod Des	Maths	PE General	English
ThuB	SRO	HLO	SCN	TGY	KMO
	L4	Т3	M9	Sports Hall	E4
	Maths	Comp Stud	Music	Religious	PE General
FriB	SCN	HWS	MEB	LBN	ATN
	M9	IT1	A3	H11	Bartlett

AJP	Mr A Putnam		MWN	Mrs M Wilburn
ATN	Mr A Thompson		MWW	Miss M Witherow
HWS	Mrs H Williams		NFL	Mrs N Furnell
HFD	Mrs H Friend		RMY	Ms R McAuley
HLO	Mrs H Ockwell		RRN	Mr R Robinson
HWS	Mrs H Williams		SRO	Mrs S Richi
KMO	Miss K Machado		SCN	Mrs S Callaghan
LBN	Mrs L Budgen		TGE	Mr T George
MEB	Mr M Bennett	0		

Don't worry if the timetable looks complicated. Your tutor will explain how it works...



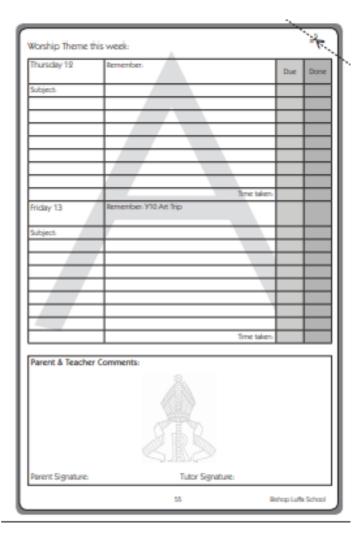
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PUPIL PLANNERS

For some of you, homework will be a new experience. For others, it will already be part of your school life. To enable all of you to organise your homework time, the school provides you with a Pupil Planner.

DIARY & WEEKLY PLANNER - EXAMPLE PAGE

Monday 9	Weekly Planner - September	Due	Done
Subject			
			_
	Time taken		_
Tuesday 10	Remember: 6.30pm Y9 Revents' & Ceners' Induction		
Subject			
			_
-			-
			-
_			_
	Time taken		_
Wednesday 11	Remember		
Subject:			
	Time taken		_





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WHAT IF?





What if I don't feel well?

We have a Medical Room. In here, Mrs. Langley (our Health Care Manager) will help you if you've injured yourself or are feeling ill. If you are feeling unwell during a lesson, ask the teacher's permission to go to the medical room. If you are too ill to stay in school Mrs. Langley will contact your parents for you. You must not phone your parents to ask them to collect you.

What if I lose my timetable and don't know which lesson I am supposed to be in? Go to Students Services who will be able to look up your timetable on the computer and print you a copy.

What if there is a change of classroom?

The first thing to do is check on the screens around school. If you are having difficulties, see Reception or Students Services.

What if I leave school to attend a medical appointment?

Bring a letter from your parents requesting permission for you to leave and stating the time you need to leave. Report to Reception to sign out. If you return to School please report to Reception and sign back in. If you forget to bring your letter from home, see your Form Tutor or Head of House who will arrange permission, but remember to go to Reception to sign out.

What if I lose my pupil planner?

A replacement planner can be issued at a cost of £6.00; please ask at Reception about this.

What if I forget an item of equipment?

If it is important, see your Form Tutor or Head of House to ask permission to telephone your parents. You can ask them to bring in the relevant item and hand it in at Reception. You should **not** telephone during lesson time. These items will not be delivered to you. It is your responsibility to collect the items from Reception. However, this should be the last resort. You should be organised the night before, to ensure that you have all necessary items for the next day's lessons.



What if I forget my lunch?

If you forget your packed lunch, see your Form Tutor or Head of House to ask permission to telephone your parents. You can ask them to bring in your lunch and hand it in at Reception. It is then your responsibility to collect your lunch from Reception, it will not be delivered to you. If you have run out of money on your account, you should see your Form Tutor. If you are unable to find your Form Tutor or Head of House, you should go to Reception.

What if I miss registration?

You should report to Reception when you arrive in School. The Receptionist will sign you in and you should then proceed to your lesson. If you are late but registration has not ended, you should go to Student Services.



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What if I lose my locker key?

You should report to Reception who will ask for one of the Site Team to open your locker. For a replacement key, please ask your parent / carer to pay for a replacement key via Parentmail. The cost is £7. A new key will then be issued via your tutor.

What if I lose my PE kit or other personal belongings?

You should report the loss to Students Services, who are responsible for Lost Property. If the Students Services Manager does not have it, items such as e.g. mobile phones, door keys etc. can be entered into the Lost Property Book. If it is handed in they will ensure that you receive it. All this, of course, relies on the fact that your name is clearly marked on your belongings.



Mobile phones, iPods, MP3 players etc. must be switched off throughout the school day; they must not be seen or heard. In these situations, the school cannot be held responsible for the loss of, or damage to, the item and staff will not spend time trying to find lost items.

What if I need a day/half a day off school during term time (e.g. to attend an interview, music examination or play representative level sport etc.)?

Ask your parents to contact your Head of House.

What if the family moves house?

Ask your parents to write to or email your Form Tutor with your new contact details.

What if I get my uniform dirty, tear it or get it wet on a rainy day?

Your Form Tutor or Head of House will arrange for you to change and give you a note to explain to your teachers why you may be out of uniform.

DO NOT WORRY ABOUT ANYTHING, HOWEVER SMALL – THERE IS ALWAYS A SOLUTION – JUST ASK!!



ask

A friend

A teacher or member of staff

An adult at home

At Bishop Luffa school we are happy to help you

There are many people who could help you, but they won't know that you need help unless you tell them.

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Friends Ask friends or other students if you don't know where to go. You can ask them what the homework was if you are not certain. They can also help to work out new situations like going to the cafeteria.

Teachers Ask your teachers if you don't know what to do in class or for homework. They will also be able to help you if you have forgotten something or don't know where to go.

People at home People at home will be able to help you plan and organize your equipment and homework. They will want to know if you have any problems. They will be able to help you work out the best person to ask if you have problems with work or may try and contact someone in school and ask them to help you.

Try and work out whom you would approach in these situations:

You don't know where your next lesson is.
You cannot read your homework notes.
You have got into trouble for forgetting your exercise book several times.
In the lesson, you did not understand what the teacher wanted you to do.
You have not got a pencil which is needed to complete your work.



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Secondary School Fact Sheet

Some answers you will find in this booklet, others you may need an adult to help you and some questions you will find out when you start attending Bishop Luffa School. Remember to ask if you feel you need to know anything else. You can also look on the school website.

Questions about getting to	Best way to find out	Answer
school	-	
How will I get to school?		
How much will my train		
fare/bus fare/bus pass		
cost?		
Who will I go to school		
with?		
Questions about how the	Best way to find out	Answer
School works		
What time does school		
start/finish?		
•		
What times are break/lunch		
times?		
What snacks are sold at		
break time?		
Approximately how much		
will my lunch cost?		
,		
Where do students go at		
break/lunch times?		
	1	1



What activities can I do at	
lunch times?	
Where can I do homework	
at lunch times?	
What activities can I do	
after school?	
How much homework will I	
get?	
Where will my school share	
my homework?	
What is the reward system?	
What are the consequences	
for poor behaviour choices?	
Is there a House System?	
What House will I be in?	
Who is the best person to	
Who is the best person to	
talk to if I am having	
problems?	



Questions about School	Best way to find out	Answer
uniform and equipment		
What will I have to wear to		
school?		
Where can I buy my		
uniform?		
What PE/Sports kit do I		
need?		
What stationary must I		
bring?		
What kind of bag must I		
bring?		
Is there any other		
clothing/equipment I will		
need?		
Questions about who's	Best way to find out	Answer
who		
Name of the Head		
Teacher		
Names of the Deputy Heads		
Name of my Head of House		
Name of my Form Tutor		
ivanie of my Form rutor		



Bishop Luffa School 'I have come in order that you might have life - life in all its fullness' John 10:10

Questions about the	Best way to find out	Answer
timetable and learning		
opportunities		
How does the timetable		
work?		
What subjects will I be able		
to study?		
What facilities does the		
school have (e.g. sports		
equipment, science		
laboratories)		
What happens if I find the		
work hard?		
Is there support in lessons?		
What clubs and activities		
are there after school?		
Which could I join?		
Any other questions I have	Best way to find out	Answer



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Houses

HOUSE	HEAD OF HOUSE	FORM TUTOR
ANDREWES	Mr R Goldsmith	Mr S Finnear
BURROWS	Mrs R Bagdoniene	Mr T Blewitt
KING	Ms R McAuley	Miss S Bracher
OTTER	Mrs J Feakins-Taylor / Mrs K Faulkner	Mr R Gordon
RIDGEWAY	Mr J Vann	Mrs M Wilburn
SHERBORNE	Mr T George	Mrs N Furnell
STORY	Mrs S Charge	Mr M Bennett
WILSON	Mr K Allman	Mrs D Jackson

The school divides pupils into groups that include pupils from all year groups. These groups are known as Houses. You can receive formal recognition of good work and effort by being awarded House Points. Every year, there is a House Cup, (it's huge!), which is awarded to the House with the most House Points. They can be awarded for effort in classwork, homework, contribution to community and attendance. There are also regular interhouse competitions in sport, drama and many other areas. Our House system is an extremely important part of our school.

The name of my House is					
The name of my Head of House is					
	= = /				
I may earn points for:					
1.					
2.					
3					
4.					

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LEADERSHIP TEAM				
Headteacher		Mr A Hindman		
Deputy Head	Pastoral and Curriculum	Mr S Williams		
Deputy Head	Progress	Mr S White		
Assistant Head	Teaching and Learning	Mr T Brown		
Assistant Head	Pupil Behaviour and Ethos	Mr A Jackson		
Assistant Head	Head of Sixth Form	Mr J Saunders		
Assistant Head	Head of KS4	Mrs L Watson		
Assistant Head	Head of KS3	Mr N Topley		
Assistant Head	Christian Distinctiveness	Mrs A Smith		
Assistant Head	Head of Support	Mrs J Collins-Ballands		
Business Manager	Director of Resources	Mr M Nicholds		

The night before

Be organized for a good start of your school day, by making sure you pack your school bag the night before. Check your timetable and your planner to make sure you have all equipment, like PE Kit, homework and to be prepared for any special events happening in school.

Also make sure you have all items of uniform ready, and if you need anything else, ask the adults around you for help.

For you to have a good night's sleep, make sure you go to bed at a reasonable time and keep all electronic devices like mobile phones, iPads or game consoles, outside your bedroom.

What time will you need to get up in the morning so you have enough time to get yourself ready and get to school on time?



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Morning routine



Before leaving for school there are a lot of things to think about, starting from the night before.

Things to think about in the morning. Put them in the right order.

Plan your morning routine with approximate times

Get dressed/ Check you have the correct equipment in your bag/ Check your timetable/ Check you have got your homework/ Clean your teeth/ Say "Goodbye"/ Check you have your lunch (or credit

Activity

on your accour	nt)/	Wake up/	Eat your breakfast/ Wash/	Write down any others
Time	What to do			



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After visiting your new school

What did you do? What did you see?			
What did you like at the School?			
What didn't you like?			
How was it different from your Primary school?			
Is there anything else you want to find out?			



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To make new friends try joining in conversation or a group activity. You can try these strategies for joining in:



Watch and listen. Observe what the group is doing. Listen to what the people are saying. Don't interrupt.

Make a friendly comment or gesture. Nod your head and smile. Make comments like, "That's a good idea", or "That looks great".



Find something you have in common with the group. Think about your own experiences. You could say, "I saw that movie", or "I have that game at home". Keep your comments short.



Ask to join the group. Wait for a pause in the conversation. You could say, "Can I walk with you?" "Do you need any help?" or "Can I play?"



Accept 'no' for an answer. Sometimes people don't want you to be part of the group. Don't argue or complain. Go and ask someone else.





Isle of Wight Residential –Year7



Design and Technology lesson



Year7—Barlett Hall



Arts lesson



Science lesson









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Some Memories of Year 7

My main worries about joining Bishop Luffa were getting to class on time and getting loads of homework. Finding out we had two bells to get to our next lesson made it much easier. My advice would be not to worry; the teachers understand how you feel and older pupils will help you find your way around. I have enjoyed getting to know new friends and having subjects which I didn't have at my old school. I think I have become more confident and really organised. Year 7 is a great year and experience. There is no need to be worried and at the end of the year you will wonder why you were.

When I started at Bishop Luffa I was worried about getting up late and missing the bus, also about forgetting homework. I didn't need to worry about forgetting homework because I had my planner to write everything down. So that I don't miss my bus I always set my alarm a few minutes before I need to get up so I have plenty of time. I am much more prepared and organized now and I enjoy the wide range of subjects. The thing I enjoyed most this year was being part of the editorial team for the Written Life magazine.

Don't worry! When I first started at Bishop Luffa I was really nervous. It is normal to be scared and everyone is so you're not the only one. The three things that worried me most were: not making any friends, getting lost and being bullied! You don't have to be concerned about any of these things because firstly, there will always be someone who is there for you and I can't think of any people at Luffa who don't have any friends! Secondly, everyone is very helpful so if you get lost they will help you and most people get lost at first but when they settle in they start to find their way around a lot easier. It is amazing how such a massive school soon becomes a lot smaller! Thirdly, Bishop Luffa makes a big deal about bullying; as long as you tell someone straight away then it will definitely be sorted out, so always tell someone responsible! As you start to settle in and get more familiar with Luffa you will soon start to have fun at school! My favourite lesson is P.E. I love sport and the cool things we get to do in lessons, after school clubs and other events! I hope you make the most of the opportunities that are offered to sportsmen and women at Luffa! My last piece of advice to you is even when you feel too tired and confused to cope, just keep smiling and you will soon relax and enjoy your time at Bishop Luffa!



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I was so nervous the first day but also super excited! Everything seemed so big and different but I just kept reminding myself that year in year out all year 7's go through this and survive.

I am so glad I got to into Bishop Luffa. It is a fantastic school. I have already made friends for life. The teachers are so understanding and I wish all the new Year 7's all the best. They will love it! Live love learn Luffa!

My experience starting Year 7 was scary at first, it is such a big school compared to my Primary School. As I discovered everyone was very nice and welcoming and this helped me settle in quickly. Despite not starting Year 7 with any friends from my Primary school I made friends easily and this helped me to adjust into the bigger school. The residential I went on in the first half term was a great ice breaker, it helped me get to know my friends and teachers better. I have really enjoyed my time at the school so far and I'm sure this will continue throughout my education here.

Don't worry about becoming a Year 7, it's so much fun! Yes I will admit the school is quite big but it is really easy and quick to find your way around, there will always be someone to help you around if you are still not sure. I am so happy I came to Bishop Luffa because I made so many new friends just like you will, you even get to go on a trip to the Isle of Wight with your class. There are so many fun memories to keep from that trip like bowling and Robin Hill. Trust me you will have a great first year here!



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It might seem scary, moving from a place you know so much, to a place you don't know. I was a little worried on the first day but then everything became alright. I haven't been here for even a year but it already feels like a second home. It's great here!

There are so many fun things to do. A trip to the Isle of Wight was so enjoyable. The lessons are much more interesting than in primary school. For at least a fortnight, the teachers took us to our lessons so we all learned our way around. Making friends was easy as everyone was so friendly, even the seniors. I made a couple of friends on my first day itself. The start felt a little odd, but then I got the hang of it much quicker than I imagined. That's when I realised how great Bishop Luffa really is.

I am in 7 Ridgeway, it is now the Summer term so I have been at Bishop Luffa for 8 months.

Before I joined, I was really worried that I wouldn't be able to find my way around and that I would get lost!

Everyone at school was so helpful and took time to point me in the right direction or even deliver me to my classroom. I learnt my way around within a week, so I really didn't need to worry.

Sport at the school is fantastic and there are after school clubs for everything you can think of!

The Residential was a brilliant adventure. We did forest hunting where we competed in teams and tried to retrieve a flag to our base camp. We did Laser Quest, Bowling, Swimming and there was a Games Room. The meals were great too.

I was more nervous about starting Bishop Luffa than I should have been. I certainly underestimated how easy it would be to move from Primary School. Signing in to homework sites was a bit tricky first but I soon got the hang of it. Meeting my new teachers and classmates was quite exciting. Even though I was nervous before, there was no need at all.