



Year 7 Transition Booklet

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Welcome from the Headteacher

Dear parents and carers,


We are delighted to welcome you to our community at Prince William School and we hold the responsibility of working with your young person tightly. We will work in partnership with you over the following years to nurture their academic learning, their character and their wellbeing.

This booklet is to provide you with the information needed to orientate you and your child to the school, our values and how things work here at PWS. More information can be found on our website at www.pws.emat.uk, including term dates.

Our core values of Respect, Ambition and Resilience underpin everything that we do, and our students instil these in their behaviour and their actions towards all members of the school community. We are incredibly proud of our students, of their resilience, their commitment to working hard to ensure they are ready for their next stages of life, and their sense of humour.

Please take time to read through this information with your son or daughter, and we are looking forward to meeting you in person over the upcoming months.

Warmest wishes,

A handwritten signature in black ink, which appears to read 'Anna Hewes', followed by a long horizontal line underneath.

Anna Hewes

Map of the school



B Block: Business and Economics
C Block: Central area with SEND, pastoral and Computing/IT
D Block: Design, Food and Art
E Block: English and MFL upstairs
F Block: PE Changing Rooms and Fitness Suite
G Block: Social Sciences and History

H Block: Geography and RE
J Block: Extra maths and general classrooms
M Block: Maths block
MU: Music classrooms
MUGA: Astro sports pitch
S Block: Science
SH: Sports Hall and Main Reception

Key contacts

There are lots of teachers and support staff who you will get to know over the next few years, and here are some of the key contacts. Please do not hesitate to get in touch with us if you have any questions:

Reception		reception@pws.emat.uk
Head of Year 7	Mr Owen	gary.owen@pws.emat.uk
Deputy Head Behaviour and Safeguarding	Mr Kennedy	antony.kennedy@pws.emat.uk
SENCo and Assistant Head:	Ms Pearson	alex.pearson@pws.emat.uk
Safeguarding:	Ms Giddings	joanne.giddings@pws.emat.uk
Pupil Premium lead	Ms Griffin	sophie.griffin@pws.emat.uk
Head of English	Ms Field	english@pws.emat.uk
Head of Maths	Ms Turner	maths@pws.emat.uk
Head of Science	Ms Melrose	science@pws.emat.uk
Head of MFL	Ms Luzuriaga	mfl@pws.emat.uk
Head of PE	Mr Welsh	pe@pws.emat.uk
Head of Social Science	Ms Barratt	socsci@pws.emat.uk
Head of Humanities	Ms Mayes	humanities@pws.emat.uk
Head of Business, Computing and IT	Mr Woodhouse	cbe@pws.emat.uk
Head of Performing Arts	Ms Marks	performingarts@pws.emat.uk
Head of DT, Art and Food	Mr Shurville	dt@pws.emat.uk



Times of the day

We start every day with registration and Form Time, followed by 3 x 100-minute lessons. The timetable is arranged over 2 weeks, which we call week A and week B.

8.50-9.15	Registration and Form Time
9.15-9.20	Movement to Lesson 1
11.00	Lesson 1
11.00-11.20	Break
11.20-13.00	Lesson 2
13.00-13.40	Lunch
13.40-15.20	Lesson 3
15.20	End of Day



Uniform

High standards of school uniform are very important to us and students are expected to be in full school uniform at all times. This is to demonstrate our core value of Respect.

You can find all the information you need about the uniform, including how to purchase, at this link: <https://pws.emat.uk/key-information/uniform> and we sell pre-loved uniform via the school Reception, with all donations going to the Parent and Friends Association.

The uniform is gender neutral.



It is:

- A purple blazer with the school logo.
- PWS tie with the students' house colour on the swoosh. Students will be provided with their first tie but will be expected to buy any further ones.
- White collared shirt, short or long sleeved.
- Light grey tailored trousers or PWS purple tartan kilt. Denim, corduroy or Lycra are not permitted, neither are tight fighting trousers. The kilt must be worn to knee length.
- Plain black tights or socks.
- Black polishable shoes. Trainers are not permitted, including Nike Airforce.
- A PWS jumper is optional.
- No hoodies are allowed, and they will be confiscated for parents to collect if seen on school site.

Our jewellery standards are equally high:

- One watch.
- Make-up should be discreet and nail extensions, varnish or art are not allowed.
- No other jewellery or piercings are permitted.
- Hair must be of a natural hair colour and extreme hair styles are not permitted.

Our PE kit is:

- PWS purple and white round neck T-shirt or plain black round neck T-shirt
- PWS black and purple shorts or skort or plain black football shorts
- Plain or PWS logo black sports leggings
- PWS black game socks with purple turnover or plain black football socks
- Trainers and boots

These items of PE kit are sold from the supplier and are optional:

- PWS purple and white reversible rugby shirt
- Optional: base layer tops and bottoms must be plain black
- Optional: purple and white ¼ zip outdoor fleece (from school supplier)

Shin pads are compulsory for football and hockey and gum guards are compulsory for rugby and hockey, both of which are available from our school supplier or sports shops.

We are proud of our diverse community and our students are able to wear various headdresses that are required due to religious observance, including the hijab, skullcap and turban. These can of course be worn in addition to the full school uniform, and must be black.

The vast majority of our students adhere to the dress code at all times. In the odd occasion where a young person may not choose to do so, they will be placed in Isolation until their uniform has been corrected. We have plenty of uniform that students can borrow where needed and we are always happy to support to purchase uniform where needed. Please just ask.



Food, school shop and lockers

We have three locations where students can buy food:

1. The main canteen in the Gloucester Hall, where there are hot meals served, meal deals with sandwiches, and snacks open at break and lunchtime.
2. The Pit Stop, which is a grab and go servery with sandwiches, hot food and drinks, also open at break and lunchtime. This is located in the reception block.
3. The Pod, which is a takeaway cabin located outside of the Sixth Form block, which serves pizza and snacks and is open at lunchtime.

We operate a cashless food system. Your child will be given an ID card with their name and photo on the first day of term in September, and you can use this to pre-load money for them to spend in the food serveries. To upload money please go to the Arbor app (see page 11 of this booklet for more information).



The school shop sells stationery, ties and gum shields for sport. To buy items from the school shop, please click on this [link](#) and a member of our Finance Office will be in touch.

We have lockers available for students to rent for the five years they are here. We will send out a letter in September with more information. They are £15 for 5 years, with a £5 reposit return when the key is returned.

Bus information

One of the most nerve-racking parts of the transition can be the bus transport and we are here to answer any questions you may have.

- Students living within the catchment area of the school and in Years 7, 8, 9, 10 and 11 can access free transport to school. This is organised through North Northamptonshire Council (NNC), who issue annual bus passes to these students. If you are living outside of catchment, you can still apply for a bus pass and transport, but you may have to pay for this.
- At Prince William we do not arrange or organise the buses and the responsibility for this rests solely at NNC, which means that when there are concerns about the buses, it can be frustrating for you as parents/carers. Often it is the students who are the first people to alert us that a bus has failed to arrive or is late. If you hear of this, please support us by calling reception on 01832 272881 so we can inform other parents and carers.
- Please access the information on this website <https://www.northnorthants.gov.uk/school-travel-assistance> where you can also make your application for transport, the deadline for which is the first Friday in May. In 2025, that is the 3rd May. NNC tend to accept late applications so if you have missed this deadline, please access the above website and contact the council for support: schooltransport.nnc@northnorthants.gov.uk.
- Bus passes are sent to Prince William School, and we distribute once they have arrived. This is often not until sometime in the first term, sometimes it can take up until Christmas. If you haven't received your bus pass please don't worry, they will be being processed, and we will hand them to your child as soon as we have them.
- If you have concerns about behaviour of students on the bus, please contact your child's Head of Year to report and we will follow up. The behavioural expectations on the buses are the same as they are at school. In instances where behaviour does not meet those standards, the NNC, bus companies and PWS will issue warnings and, where necessary, temporary or permanent bus bans.

Student support and medical

Our pastoral colleagues work tirelessly to support our young people to be the most successful and resilient that they can be. This includes:

- Head of Year
- Welfare team
- Form tutors

Form tutors are the first port of call for students and for you as parents and carers, so please use the Arbor app to contact the form tutor directly.

Lost property is kept in the pastoral team office so if your child has lost something this is the first place they should look. We strongly advise that all items that are brought to school are clearly named.

First Aid is located at reception, and we have lots of first aiders in different parts of the school. If there is an emergency, we will administer first aid, and if needed, will contact you via phone. It is important that we have at least two emergency contacts for you, so please check on your Arbor page that we have these.

If a young person starts to feel unwell during the day, they should tell a member of staff, and they will be directed to our first aid colleague at main reception. They will always be encouraged to try to return to lesson, but in the situation where they continue to be unwell, parents and carers will be called to collect to take them home.

If your child has medical needs, this should be communicated to us via the primary school transition meetings that we have with our colleagues in primary. If you are worried that this has not been passed on, please email your child's form tutor to inform them and then a colleague may be in touch to follow up.

Student mental health and wellbeing

Our vision for the community that Prince William School serves is to create an environment that has a holistic approach to mental wellbeing, provides excellent mental health support, understanding, and appropriate interventions.

Wellbeing is at the heart of what we do to ensure that our students are successful in their learning and that they have the support they need to build sustainable coping skills to thrive throughout life.

We believe that being mentally healthy is a journey in which we work together through the challenges and share the celebrations with everyone so that we all feel supported, heard, accepted, valued, and empowered.

We make this happen by:

- Ensuring that we have appropriate systems in place to respond to various emotional and mental health needs
- Promoting the emotional wellbeing and mental health of students and staff
- Having a culture which regards emotional wellbeing and mental health as the responsibility of all
- Increasing opportunities to engage in the 'five ways to wellbeing' model: “Connect”, “Be Active”, “Take Notice”, “Keep Learning” and “Give”
- Ensuring that our curriculum, teaching, and learning and assessment methods support mental health and wellbeing whilst maintaining academic standards

As part of Skills for Life lessons, all students will have access to information about mental health and wellbeing. This is further supported through the morning tutor programme, assemblies, and visiting professionals across a wide range of mental health and wellbeing topics.

In addition to this, students can access The Bridge (via the school’s SENDCo). Our provision in the Bridge supports students in crisis and implements interventions to help young people to improve their mental health. Staff in The Bridge have been trained as mental health first aiders.



SEND

At Prince William School, our SEND (Special Educational Needs and Disabilities) provision for Year 7 is designed to ensure a smooth and supportive transition from primary to secondary. We recognise that this transition can be challenging, and we aim to provide both academic and emotional support tailored to each student's needs.

Our transition process begins before students arrive in Year 7. Our SEND team works closely with primary schools to gather information about each student's strengths, challenges, and any existing support plans. This allows us to create a comprehensive understanding of their needs, ensuring that appropriate support is in place from the start, including a bespoke pupil passport. We also offer additional transition days for SEND students, during which students can familiarise themselves with the school site, meet key staff members, and build confidence.

In the classroom, our teachers use adaptive teaching and instructions to support SEND students. We also offer a number of time limited, target specific, targeted interventions in small groups which focus on social, emotional and mental health difficulties, as well as cognition and learning support. We prioritise students' well-being through additional support and spaces available at break and lunchtimes to develop emotional support through mentoring, peer support programmes, and social skills/games groups.

Overall, our goal at Prince William School is to create an inclusive and nurturing environment where all Year 7 students, regardless of their needs, can thrive and achieve their full potential.



Online portals – Arbor and Edulink

We use two online portals called [Arbor](#) and [Edulink](#). We use these for different purposes and advise you to download both apps.

[Edulink](#) we use for two things: for logging students' homework tasks and reporting student absence. This provides information to students and to parents/carers about what the homework task is, the deadline and how long it should take to complete. To log an absence, there is an area to enter the absence details which will be reported directly to our attendance team.



[Arbor](#) we use for everything else:

- To access your child's timetable
- To update emergency contacts and photo permissions
- To check behaviour points and attendance figures
- To pay for trips
- To access school report cards To top-up their accounts to pay for food and drink



We really do use Arbor a lot, so it would be helpful for you to become comfortable accessing different parts of the portal. There is a parents "[Getting Started with Arbor](#)" [guide on this link](#), which has quick information and some videos to help you get started. You can expect Arbor to be available from May half term onwards. Once you have downloaded the app and read the guidance, if you continue to have any problems with Arbor then please contact berni.arthur@pws.emat.uk who will be able to support.

Rewards and behaviour policy

At Prince William School, we expect all students to behave in a respectful manner, showing ambition and resilience in their learning.

We reward students through these expectations with points awarded for positive behaviours shown in each area. These build towards various prizes on the way to the House Competition and the prestigious House Cup, where the winners have an exceptional last day of the school year.

If a student does not meet our expectations, we have a structured system of sanctions which all staff play a role in. The essential feature of this is to hold a restorative meeting so that the behaviours are not repeated. We pride ourselves on being a safe and inclusive school. Should a student use derogatory language, there would be a significant sanction for this, and work would be carried out to inform and educate the young person so that they make better choices in the future.

Further information about the behaviour expectations at PWS can be found in our [Behaviour Policy](#) on the website.



Curriculum and subjects

The transition from primary to secondary is significant for the students and for us as parents. In primary school, many families will see their class teachers every day on the school gate, but secondary school is structured very differently, and you may only have one opportunity a year to speak to the subject teachers, on a parents evening.

If you would like to see information about what your child is studying, then please click on this link <https://pws.emat.uk/curriculum/subjects> where you can see an overview of the topics being studied in each year group and in each subject.

In year 7, we follow the full National Curriculum and students have the following lessons with how much time over the two week timetable per subject:

English	5 lessons
Maths	5 lessons
Science	4 lessons
History	2 lessons
Geography	2 lessons
Religious education	1 lesson
Art/design technology	1 lesson*
IT and computer science	1 and a half lessons
Dance/Food	1 lesson*
Drama	1 lesson
Music	1 lesson
Either French or Spanish	2 and a half lessons
PE	2 lessons
PSHE, through a lesson we call Skills for Life	1 lesson

Each lesson is 100 minutes.

*Art and Design Technology are taught on a “rotation”. This means that for three half terms, the students have Art lessons and for the other three terms, they do Design Technology. This is the same for Dance and Food.



Modern foreign language: French or Spanish

As a school, we place great emphasis on developing language and communication skills in all our students. We wish to ensure that students have a good grounding in a language at Key Stage 3 and hope that many will want to study a language further at GCSE and A level. Students in Year 7 from September 2025 will be taught either French or Spanish.

The actual language followed by your child will be allocated by Prince William School. If there is a strong reason why your child should study a particular language (such as your child is bilingual) then please indicate this on the form below. We will consider any requests but cannot guarantee granting them in every case. If you do not have a preference, you do not need to complete this form, and the school will allocate your child to a language.

We try our best to support your choice of Spanish or French, but sometimes the timetable structure means we are unable to do this.

If you have a strong preference, please complete this link: [MFL form](#)


Responses received after **Friday 25th April** will be allocated based on availability.

Parents evenings and reporting

You will have two opportunities to meet with staff this year. The first will be a form tutor welcome evening with individual meetings with your child's form tutor in the first half term.

Then, there will be a full parents evening which will take place on line. You will be asked to sign up to different appointment times via an online provider called School Cloud and you will have the chance to speak to the teachers about your child's learning. You will be sent all the information in advance.

You will receive three reports each year and they currently look like this:

Prince William School							
Year group	Form						
Head of Year	Form tutor						
Course	Teacher	Spring Target Grade	GCSE Target Grade	Current Grade	Comment	ATL	
Computer Science		2+	4+	2+		4	
Dance		2+	5	2-		4	
Design		2+	5-	2+		3	
Drama		2+	5-	1+		4	
English		2+	5-	3		3	
Geography		2+	5-	3		3	
History		2+	5	2+		4	
ICT						4	
Maths		2+	5	2+		3	
Music		2+	5	2		3	
PE				2D		4	
RE		2+	5	3		4	
Science		2+	5-	2		3	
Skills for Life						4	
Spanish			1	4+	1		3
ATL Avg 2025				Mark: 3.53			

We are currently reviewing the reporting information for next academic year so they might look slightly different, but they will still include information on how your child is learning, their attitude to learning and information about target grades.

Careers provision map

The vision for our careers provision is:

‘For every child to leave their education equipped with the knowledge, skills and confidence to be able to make informed careers choices.’

Within the first two weeks of starting Year 7, students receive a lesson from each subject on the relevance of that subject in the wider world relating to careers.

Our Year 7 students receive a 50-minute Skills for Life lesson each week that covers the PSHE education curriculum. There will be opportunities during the year, for students to use an online learning platform that offers careers related activities, Unifrog.org. Students will be given an account for this at the beginning of the year. It can be accessed from any device so that parents can also see what this site offers.

Once a term, all our students are given the opportunity to explore different careers while they learn in DE:TC – Drop Everything: Talk Careers. This involves all teachers pausing each lesson during a specified day and focusing on careers activities related to their subject.

There is also a whole year group activity called The One Pound Challenge. Each Year 7 student will receive a £1 coin, and they are challenged to turn this into more money through fundraising activities. All the money raised goes to a charity voted for by Year 7 students.

Careers Education beyond Year 7:

Moving on from Year 7 our careers education continues through each year of the school. In addition to Skills for Life lessons and DE:TC, students have the following opportunities:

- In Year 8, students take part in a Careers Day – they are encouraged to think about different skills related to different careers.
- Years 9-11 students visit a Careers Fair in school. They can talk with a variety of employment, education and training providers so that they can learn about the opportunities for their future.
- Year 10 students take part in WOW Day – World of Work Day is a chance for students to complete a one day work placement.
- Year 11 students receive post 16 support and guidance – students have access to one-to-one careers advice and guidance from our Careers Advisor, Kate Allen. This supports them in decisions about their post 16 options.
- During their time in Sixth Form, our students have access to a bespoke sixth form careers fair, a university visit, mock interviews and post 18 support and guidance from our Careers Advisor.

Clubs and activities

There are many different clubs and activities for your child to get involved with, and we really would like them to try as many new and different things as possible.

To give you a flavour, this year's Year 7s are taking part in:

Ballroom Dance Club	Gospel choir
Book Club	Guitar Ensemble
Boys Street Crew	Homework Club
Chamber Choir	Investment Club
Chess Club	Jazz Band
Christian Union	Junior Band
Cinema Evening	Junior Choir
Computer Science Club	Junior String Ensemble
Contemporary Dance	Macrophotography Club
Creative Writing Club	Netball
DT Club	Reading Group
Dungeons and Dragons	Rugby
English Clinic	Science Club
Flute Ensemble	Senior Band
Football	Senior String Ensemble
Games Club	Street Dance

The list will be published via Arbor at the beginning of each term and in the student bulletin that is read out to students in registration time. To sign up, students need to approach the member of staff organising the activity mentioned in the communication sent home/student bulletin.

If there is a club that isn't on the published list, then students are very welcome to help organise one and we would welcome that level of student leadership.



Prince William School, Herne Road, Oundle, Northamptonshire, PE8 4BS
01832 272881 www.pws.emat.uk