



**MEPA Academy
Transition Handbook
2022-2023**

Transition Handbook

CONTENTS:

Section 1	Familiar Faces
Section 2	Communication
Section 3	The School Day
Section 4	Facilities
Section 5	Uniform and Equipment
Section 6	Curriculum Matters
Section 7	Welfare
Section 8	Key Dates 2022-2023

Please see the School website for full details of School Policies. If you have any queries concerning the Y6 transition, please email them to info@mepaacademy.com

Your parents will receive a newsletter at the end of every term with news on what we have been up to and important information. We also have a Facebook and Instagram page which you can get your parents to sign up to.

Facebook: MEPA Academy Parent Group

Instagram: MEPA Academy

Section 1: Familiar Faces



Mandy Ellen
Principal



Emma Finch
Deputy Principal
DSL



Claire Ross
SENCO
DDSL



Kate Williams

Exams and Career Officer

Section 2: Communication

School Address:

MEPA Academy
27-29 Earl Street
Maidstone
ME14 1PF

Telephone: 01622756644

E-mail: info@mepaacademy.com

If your parents/carers need to email school, please can you get them to put your name and (if known) the teacher you wish to contact under Subject.

Finance Office Enquiries: accounts@mepaacademy.com

There are links to all these e-mail addresses on our website.

If You are Absent

- If you are absent, please get your parent/carer to phone 01622756644 to speak to the receptionist or leave a message with your child's name and reason for absence.
- If you have not registered, and we have not had a message from your parent/carer that you are ill, we will call home to let your parent/carer know you have not arrived at school.

Section 3: The School Day

8:40am-9:00am	Assembly/PSHE
9:00am-10:00am	Lesson 1
10:00am-10:50am	Lesson 2
10:50am-11:00am	Break Time
11:00am-12:00pm	Lesson 3
12:00pm-1:00pm	Lesson 4
1:00pm-1:45pm	Lunch Time
1:45pm-2:45pm	Lesson 5
2:50pm-3:50pm	Lesson 6
4:00pm-5:00pm	Lesson 7
5:00pm	Home Time

Arrival at school

You should arrive at school in time for morning registration at 8.40am. When you arrive you should head to the canteen area until 8:40 when you need to go to your form room.

Registration and Form time

During form time, your tutor will cover a range of tasks including:

- Issuing letters and other information
- Discussing issues of welfare
- Checking attendance and behaviour
- Addressing PSHE topics
- Weekly independent reading
- Whole school assemblies

Punctual attendance at registration is essential as information concerning; events, room changes, meetings, trips and messages from staff are

communicated at this time. Form time is also used to discuss issues relating to citizenship, personal, social and health education, interpersonal relationships and work.

Attendance and Absence

The importance of attending school both regularly and punctually cannot be overstated, and it is fair to say that you can only make the most of the educational opportunities available to you at MEPA Academy if you maintain a good attendance record. Good attendance means that you will establish good educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers.

- You are expected to be in school by 8.35am
- You should be in registration by 8.40am
- You are classed as late from 8.40am.

Persistent lateness will be sanctioned through our comment system.

- Attendance less than 95% is a cause for concern and will be monitored closely. 95% attendance would mean 10 days off per year.
- Students are expected to reach 97%+ attendance, this allows for a maximum of 5 days per year for illness

Break and Lunch Times

- Food should only be eaten in the Canteen
- You must ensure you use the toilet during break and lunch times.
- KS3 students must bring a packed lunch.
- KS4 students are allowed to leave the school site (only with parental consent) and must be signed out and back in at reception.
- Classrooms and studios are available if you wish to read, study or rehearse but you must ask permission first.

End of the day

At 5:00pm you will depart for home unless you have a club or activity which runs after school. You must be signed out at reception.

Section 4: Facilities

MEPA Studio Extra-Curricular Activities

- You will be updated during the first week about which activities are on offer.
- If clubs are cancelled, you and your parents will be informed as early as possible in the school day.
- You will be directed to where clubs are being held for the first week.
- You will then be responsible to get to your clubs regularly and on time.

The School Buildings

When arriving at school you should enter at reception then head to the canteen area.



All of your academic lessons will be in this building, in either the large classrooms on the 1st floor, or the smaller computer suite on the 3rd floor. Your vocational classes will be between the studios in the main building and in the studios in the building next door.

Mobile Phones and Electronic Equipment

If you choose to bring a mobile phone or other device (i.e. tablet/e-reader) into school, it is on the understanding that you agree with the following limitations on its use, namely:

- Mobile phones must be switched off and in bags during all lessons. You will only be allowed to use them sensibly during lunch times and this will be supervised..
- You must not take a mobile phone into a room or other area where examinations are being held.
- The security of the phone or device will remain your responsibility throughout the school day. The school will endeavour to maintain a secure environment at all times, however, by bringing your phone on to school premises, you accept that this is entirely at your own risk and that the school cannot be liable in the event of any loss, damage or theft that results.
- If asked to do so, content on the phone, e.g. messages, will be shown to a designated senior teacher.

Section 5: Uniform and Equipment

Uniform is available to buy from the school, please make sure all uniform is named.

CLASS	FEMALE STUDENTS UNIFORM / SHOES	MALE STUDENTS UNIFORM / SHOES
Ballet	<p>CLOTHING Black MEPA Classical Leotard Pink Ballet Tights</p> <p>SHOES Pink Canvas Split Sole Ballet Shoes (with elastics not ribbons) Pointe Shoes (If students have had training in pointe work)</p>	<p>CLOTHING Black Dance fitted Cycle Shorts or Leggings White Leotard Plain Black Socks</p> <p>SHOES Black Split Sole Ballet Shoes with elastics</p>
Tap	<p>CLOTHING Red and Black MEPA Leotard Black Dance Tights</p> <p>SHOES Bloch Black Tap Shoes</p>	<p>CLOTHING Black MEPA T-shirt Black Baggy Shorts Plain Black Socks</p> <p>SHOES Bloch Black Tap Shoes</p>
Jazz	<p>CLOTHING Red and Black MEPA Leotard Black Dance Tights</p> <p>SHOES Tan Jazz Shoes / Foot Thongs / Turning Shoes</p>	<p>CLOTHING Black vest top or MEPA t-shirt Black Baggy Shorts Plain Black Socks</p> <p>SHOES Bare Feet / Split Sole Jazz Shoes</p>
Acting / Singing	MEPA Branded Day Wear	MEPA Branded Day Wear
Musical Theatre/ Production Workshops	MEPA Branded Day Wear	MEPA Branded Day Wear
Contemporary	<p>CLOTHING Black MEPA Leotard Black Dance Tights</p> <p>SHOES Tan Jazz Shoes / Foot Thongs / Turning Shoes / Contemporary Socks</p>	<p>CLOTHING Black MEPA T-shirt Black Baggy Shorts</p> <p>SHOES Bare Feet / Split Sole Jazz Shoes / Contemporary Socks</p>
Commercial	MEPA Branded Day Wear Own Trainers	MEPA Branded Day Wear Own Trainers
Academic Classes	MEPA Branded Day Wear	MEPA Branded Day Wear

The school uniform should be worn correctly at all times, in school as well as to and from school.

- Long hair must be tied up for vocational lessons and in a bun for ballet.
- No earrings or other piercings are permitted

Pupil Equipment:

- A named rucksack/bag
- Pencil case
- Black pens for writing – you should use the pen that helps you to write in the clearest and neatest fashion
- HB Graphite pencils
- Colouring pencils
- Highlighter pen
- Green biro
- Glue stick
- A clear 30cm ruler (none flexible)
- Scientific calculator – Casio fx-83GTX or similar required
- Maths set, including a protractor and pair of compasses
- You are also expected to have a private reading book with you at all times. We have a small library you can borrow from should you require.

You may find it beneficial to keep a duplicate learning equipment kit at home.

Use the checklist below to make sure you are ready!

STATIONERY SUPPLIES:

- Pens and pencils
- Notebooks
- Ruler
- Rubber
- Pencil sharpener
- Glue stick
- Pencil case
- Maths set
- Colouring pencils
- Calculator
- Water bottle
- Lunch box



Section 6: Curriculum Matters

Special Educational Needs and Learning Difficulties

For those with learning difficulties, special provision and support is given through our SENCO Claire Ross. All pupils in Year 7 are given tests in reading, spelling and cognitive abilities during their first term in order that any special needs can be identified. Should you or your parents have any concerns regarding any special educational needs, then contact the SENCO Claire on cross@mepaacademy.com.

Target Setting, Reports and Assessments

You will be set termly targets based around an assessment at the end of each term. During the year there will be two short reports containing working at grades and effort grades. At the end of the year there will be a full report containing end of year assessment grades and a written comment.

Term 1a	Term 1b	Term 2a	Term 2b	Term 3a	Term 3b
CAT Testing	Parents Evening	Year 11 - Mock Papers all subjects	Parents Evening	GCSE Exams	Full Report
Short Reports		Short Reports	Year 9 Choices Evening	Year 10 Work Experience	
Assessment for year 11 predicted grades		Coffee Morning			
Coffee Morning					

Rewards and Behaviour

We have a reward system of MEPA Merits. You will be awarded these for a number of reasons; e.g. excellent work, excellent effort, politeness, helpfulness etc. When you receive a merit from a teacher you need to put it in the MEPA Merit box in reception. In assembly every Friday a merit will be randomly selected, and a lucky student will win a prize! At the end of the term, the student who has earned the most merits wins a treat for their whole tutor group.

Section 7: Welfare

Form Tutors

It is the form teacher who will have day to day contact with you and with whom your parents should communicate regarding any matters concerning your well-being. The form teacher has contact with the form every morning when you are registered and notices are given out. Each morning, form tutors either accompany the form to an Assembly or follow a PSHE programme within the form room.

Emotional Wellbeing and Welfare

The emotional wellbeing of our students is a high priority, particularly in the transition from Year 6 to Year 7. To aid this, we complete regular pastoral activities to signpost you to who you can talk to if you are upset and to help develop you as well rounded students.

For example;

- Outlining our MEPA Mantra
- Signposting 'Wellbeing Wednesdays' giving students the chance to meet with Claire for support and guidance
- Completing surveys to hear from students
- Anti-bullying campaigns
- British Values activities

Example Pastoral Programme

Monday	Tuesday	Wednesday	Thursday	Friday
Whole school Assembly - Theme of the week	PSHE	Reading Challenge	PSHE	Whole school rewards assembly

Emergency Medication in School

The following points should be noted with regards to emergency medication in school.

- Adrenaline pens (EpiPen / Jext etc) - if you are prescribed these then you must have them with them in school with you at all times. If possible, a spare should be handed in to be stored by reception.
- Asthma inhalers - you are expected to carry inhalers, as required, and are encouraged to hand in a spare to be stored by reception.
- Diabetes - medication and emergency supplies (hypo kits etc) should be carried by, you as required. Spare kits should be provided for reception to store .
- No over-the-counter medication is stocked in school so it should be provided from home should it be required. Please note, only medication required for occasional specific use will be accepted.

Policies

All school policies can be found on the school website.

A Guide to Making Friends

Top Tips!

- Smile
- Ask questions
- Find out what you have in common with others
- Try new things
- Join lots of clubs
- Accept people for their differences
- Always be kind
- Avoid gossiping about others
- Don't make jokes at the expense of others
- Arrange to see new friends outside of school too



What five qualities do you have that would make you a good friend?

1.

2.

3.

4.

5.



Section 7: Key Dates For Term 1

Monday 5th September	Start of term	
Monday 5th - Friday 9th September	CAT 4 Tests for Year 7	
Friday 23rd September	Parents Coffee Morning	
Friday 14th October	Student reports End of term	
Monday 31st October	Start of term Week 1	Year 11 Mock Exams
Monday 31st October - Friday 4th November	Year 11 - Mock Exams Week 2	
Wednesday 9th November	Parents Evening	
Friday 2nd - 3rd December	MEPA Academy Showcase	
Monday 5th - 9th December	Christmas Enterprise Week	
Friday 9th December	End of Term	

PLANNING YOUR JOURNEY TO SECONDARY SCHOOL

Starting a new school is exciting. There are lots of things to think about and one of them is how you will travel to your new school. This activity will help you plan your journey and decide the best way to travel for you.

DID YOU KNOW?
You will travel between your home and secondary school around 400 times each year.



TRAVELLING TO SCHOOL

Think about the different ways of travelling to school – walking, cycling, scooting, bus, train, or car. They all have good reasons to choose them, for example, some are free and won't cause pollution, some will give you more independence and help you stay healthy, and some could be quicker than others to get to your new school. How many good reasons can you think of for each one? Write your reasons in the boxes below.



My school is _____ km/miles away from home. It will take ...

WALKING	CYCLING/SCOOTING	BUS OR TRAIN	CAR
mins	mins	mins	mins



MY NEXT STEPS TO SECONDARY SCHOOL

CHECKLIST

- Decide how I will travel
- Plan my route
- Practise my journey
- I can do this!



HOW WILL YOU GET TO YOUR NEW SCHOOL ?

A large sheet of white paper with horizontal lines, intended for writing answers to the question above.



We can't wait to see you!