



TRANSITION PASSPORT 2024

Welcome...

We are delighted that you have chosen Hermitage Academy as the secondary school for your child. Your child will be joining a school that has real ambition and high expectations of students to ensure that they receive the very best quality of education that they deserve.

The transition to Year 7 can often be a daunting prospect for young people and their families so we hope to make this process as straightforward as possible. This booklet should provide some clarification regarding the upcoming dates and events, including which key staff are specifically involved in the transition itself.

We really can't wait to meet students in our upcoming taster days and look forward to them all joining us fully in September!

Mrs L Maughan
Head of School

Meet the transition team



Mrs Bulmer
Transition Lead



Mrs Pritchard
SENDCo



Mrs O'Carroll
Pastoral



Mrs Richardson
Pastoral



Mrs Ford-Hutchinson
Head of Achievement



Miss Lightfoot
Year Manager

Important dates and events

Date	Event	Schools involved	Additional information
Throughout May and June	Transition Team visits to Primary Schools	All	
19th June	Year 6 admissions event 5-7pm (please see letter for details)	All	Also, an opportunity to see samples of the school uniform for sizing etc.
20th June	Friendship taster day	Students/primary schools will be contacted.	9.30-2pm. Lunch will be provided.
26th and 27th June	Full year group taster days	All pupils to attend.	9.30pm - 2pm Lunch will be provided. Additional info to follow.
8th July	Uniform sizing event Times tbc.	All	An additional night in case the opportunity was missed at the admissions event.

Useful information

Vision, values and ethos

At Hermitage Academy, our vision is simple and shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

Expectations

At Hermitage Academy we have high expectations for students in terms of attitude, effort, conduct, presentation, and learning. We enjoy praising students and have a fantastic house and rewards system. We do also employ sanctions which include detentions after school. These are compulsory and parents/pupils will be informed of dates and times.

Attendance

Good attendance means being in school at least 95% of the time or 180 to 190 days in the whole academic year. Absence from the Academy for any reason has a significant impact on learning and has been proven to reduce student grades. Please don't let your child miss out on the education they deserve.

House points

Staff award house points for: going above and beyond, perseverance, sounding like an expert, reading, kindness and manners, leadership and teamwork to name a few. These house points are used to determine individual student and also house rewards. Students can also use their points to purchase a variety of things from our library.

Equipment

We ask that every child has a pencil case including the following equipment: 2 black pens, 2 green biro pens, 2 pencils, 1 ruler, 1 rubber, and 2 highlighters. Students will also need a scientific calculator model Casio FX-85GT CW. Students will also need a bag big enough to fit this equipment in as well as an A4 size file/exercise book. Equipment checks are carried out daily by form tutors and sanctions will be given if students do not have the correct equipment. Stationery is also available to purchase from our library.

Homework

Homework is a vital part of learning. A rough guide is that students will receive one piece of homework for every three hours of each subject. Homework is logged on EASI which students have access to.

Parent Portal

Once your child is on roll all parents and students will be allocated login details and a password for the Parent Portal. This site allows access to student timetables, attendance, data, reports, homework details and more.

EASI

Once your child is on roll, all parents and students will be allocated login details and a password for EASI. This site allows access to house points, timetables, attendance, homework details, detentions and more.

Student POD

Hermitage Academy has a virtual learning platform called Student POD. Student POD has all of the information about the subjects you study including: knowledge organisers, topic resources and revision information. You will be able to access Student POD via your EASI account.

Uniform

At Hermitage Academy, our school uniform is an important expression of our pride in our school. Regardless of background or ability, wearing a smart school uniform promotes equality and a feeling of community. We ask that everyone, students, parents and carers, help to ensure that our school dress code is always observed. You will receive a separate uniform booklet which clearly outlines our uniform requirements.

Inclusion

Our SEND team work closely with primary schools to ensure a smooth transition. Any students identified by primary schools in need of extra transition will receive it. In addition, parents will be asked to complete a form outlining any SEND, medical and health needs. We also run a friendship taster day which invites students who will be joining us without peers to meet other students ahead of the main transition days.

Mobile phones

Mobile phones which are brought into school must be turned off (not placed on silent) and stored in the student's bag immediately when they arrive at the school gate. They must remain turned off and in the student's bag until the student has left the school site at the end of their day. If a mobile phone is seen or heard by a member of staff, then the phone will be confiscated immediately and will need to be collected by a parent. Pupils are not allowed to collect their mobile phones.

Lunch

All information regarding our lunchtime menus and eligibility for free school meals can be found on the school website www.hermitageacademy.co.uk/useful-info/free-school-meals-and-lunch-menus. Students have a wide range of lunch options including a grab and go option, hot meals, sandwiches and salad selection. A full price list can also be found using the link above. Parents use ParentPay to top up student accounts for lunch. Full information and login details will be shared later.

Travel

Any changes will be updated on our school website, the current bus route information can be found here:

<https://www.hermitageacademy.co.uk/filecache/48b/02c/29947-2023-hermitage-bus-timetable.pdf> or by scanning the QR code.



Day structure

Any changes will be updated on our school website, these are the bus route details as they currently stand.

Monday timetable	
Students move to form rooms	8:25
Extended form time	8:25- 9:15
Period 1	9:15-10:10
Period 2	10:10 - 11:05
Break	11:05-11:25
Period 3	11:25- 12:20
Lunch	12:20 or 12:35 - 13:10
Period 4	13:10 - 14:05
Period 5	14:05-15:00
Tuesday, Wednesday, Thursday and Friday timetable	
Students move to form rooms	8:25
Form time	8:25-8:50
Period 1	8:50-9:50
Period 2	9:50-10:50
Break	10:50-11:10
Period 3	11:10-12:10
Lunch	12:10 or 12:15 - 13:00
Period 4	13:00 - 14:00
Period 5	14:00 - 15:00