



**MERCIA  
ACADEMY**

Lionheart Educational Trust



# **LEARNER TRANSITION**

## Support Pack



# WELCOME TO SEND AT MERCIA ACADEMY

**I**t gives me great pleasure to welcome you to Mercia Academy and the next chapter of your educational journey. As a school, we set high standards and have high expectations, and believe that this is the key to the excellent achievements of our students. At the heart of our vision for the school is a commitment that our students will be the best that they can be, and develop as successful learners, confident individuals, and responsible citizens. Our core values of being kind and respectful, working hard, and taking personal responsibility are incorporated into all that we do. As we move together through this journey, we will embrace these values and demonstrate the 4 Rs (resilience, resourcefulness, reflectiveness, and reciprocity).

Moving to secondary school can mark a new and unfamiliar phase but also offers different and exciting opportunities. Like any change, it can bring uncertainty. Mercia Academy is here to help and, between staff, parents/carers, and you, the student, we aim to equip each and every one of you with the skills and resources necessary for a smooth transition to secondary school.

Your journey from primary to secondary is a very exciting time for both you and your family. It will involve new experiences and changes for you all. It means a move from the familiar to the unknown and a whole new way of doing things. Here at Mercia Academy, we are fully committed to making this transition period as easy as possible. As a school, we will support you in overcoming any

worries and concerns by encouraging each student to have a positive outlook during what can be a challenging time.

Mercia Academy aims to support our students through this important stage in a number of ways. Myself, my team, and wider colleagues will work closely with the primary schools in order to ensure that all relevant information has been shared and ensuring that all students' needs are met within your new learning environment. Some students will require more detailed and individual arrangements, depending on their needs, and additional visits have already begun.

Our school family (of which you are part) understands that you may be feeling a range of emotions during this time but, rest assured, that these feelings are natural and that you're not alone. Remember, it is also a chance to meet new people, an opportunity to try new things, set new goals and achievements, and plan your hopes for the future. We are fully committed to providing these opportunities and skills for each student to become independent individuals. We ensure our students are ready to embrace their future as responsible, well-rounded citizens and are really looking forward to working with you and your family in September.

**Mr Galloway**  
SENDCo  
Mercia Academy

## MEET THE TEAM

### MR GALLOWAY SENDCO

This is Mr Galloway, our school's SENDCO. His role is to support students who may require extra help with their learning during their time at Mercia Academy. You'll see him around the school, and if you ever need assistance, just ask for him – he'll make sure to follow up. Parents can get in touch with him via email at:  
[paul.galloway@merciaacademy.org.uk](mailto:paul.galloway@merciaacademy.org.uk)



### MS EVENDEN ASSISTANT SENDCO

This is Mrs Evenden and she is our school Assistant SENDCO. Her job is to help all of our pupils who may need some extra support whilst they are at Mercia Academy. You will see her around school a lot and if you need any help you just need to ask for her and she will come and see you. For parents, she can be contacted by email at:  
[claire.evenden@merciaacademy.org.uk](mailto:claire.evenden@merciaacademy.org.uk)



### MRS LUNDMAN ASSISTANT PRINCIPAL

This is Mrs Lundman and she is the Assistant Principal who oversees SEND. Her job is to support Mr Galloway to ensure that all students are getting the support they need. For parents, she can be contacted by email at:  
[kelly.lundman@merciaacademy.org.uk](mailto:kelly.lundman@merciaacademy.org.uk)





## OUR SCHOOL



This is what our school looks like from the outside, it looks really big from the outside but you will soon find your way around the site. Our address is:

**Mercia Academy  
Sunnyside  
Newhall  
DE11 0TL**

Why don't you google it on Google Maps and look how far away it is from your home?

## PICTURES OF OUR SCHOOL

This is what one of our classrooms looks like, most of them look the same, but there will be a few that are different. This is because we teach some specialist subjects which require special rooms. These are things like the science lab, the food technology room and the drama space. You will move around the school and go to a different rooms for different subjects, but you will get support to move around the school. You will also be in a form class with a form tutor and this will be in a classroom.

















This is our canteen area and where you will eat your break and lunch. This is an area that you can also sit during break times and to meet your friends first thing in the morning. You can choose to have a hot dinner, or you can bring a packed lunch with you, which is totally up to you.



This is our school library and it has lots of books that you can go and read. It is also a quiet space that can be used to do work or to go if you need some time to get ready for learning. This space is open every break and lunch. On certain lunchtimes, the library has board games over lunch, why not learn chess or try to beat your friends at Connect 4. This is a great opportunity to make new friends.



## ***THE SCHOOL DAY*** (MONDAY TO FRIDAY)

8:30 AM		School site
8:40 AM		Daily Connect
8:40–9:00 AM		Form time
9:00–9:50 AM		Period 1
9:50–10:40 AM		Period 2
10:40–11:00 AM		Break
11:00–11:50 AM		Period 3
11:50–12:40 PM		Period 4
12:40–1:30 PM		Lunchtime
1:30–2:20 PM		Period 5
2:20–3:10 PM		Period 6

## ITEMS YOU NEED AT SCHOOL

A School Bag		You will need a school bag that is able to hold an A4 folder or documents
2 x Black Pens		Black inked pens so that you can write in your lessons
2x Green Pens		Green inked pens so that you can mark your work
Pencils		Pencils so that you can draw diagrams or pictures in your lessons
Rubber		So that you can erase any mistakes
Pencil Sharpener		To sharpen your pencils when they become blunt
Coloured Pencils		To colour in diagrams or pictures in your work
Pencil Case		To store all of your equipment in one place
Scientific Calculator		For you to make calculations in Maths and other subjects



## OUR LSA TEAM



**Ms Lewis**



**Mrs Fletcher**



**Mrs Sweet**



**Mrs Thompson**



**Mrs Adams**



**Miss Fern**



**Mrs Seagrave**



**Miss Evenden**



**Ms Evenden**  
(HLTA/Assistant SENCo)

Our Send support room is open for drop ins over lunch and breacktime for support



# ALL ABOUT ME

We would love to get to know you and we would love you and your family to tell us all about you and them. This sheet lets you fill in what you want to tell us.

## THIS IS ME

Draw a picture of yourself

## THESE ARE THE PEOPLE WHO ARE IMPORTANT TO ME

Draw a picture of the people who are important to you

## THINGS I LIKE

You could draw or write these

## THINGS I DO NOT LIKE

You could draw or write these

## THINGS I THINK YOU NEED TO KNOW ABOUT ME

Tell us what you would like us to know about you

## THE BEST WAY FOR ME TO LEARN IS...

Tell us the things that help you learn



# DEALING WITH WORRIES

Worries are a part of everyday life and often things will seem worse when you are alone or at night. This is because during the day and when you are in other people's company your mind is kept busy. You might think about the things that are worrying you, but they come and go. At night your brain has time to think and over-think things that have happened and you are in your own company. You might begin to panic and things happen to your body, such as you start to sweat, your heart begins to beat faster and you may even struggle for a breath. This is normal and we all go through this from time to time, but it is good to have strategies to deal with this when it happens.

Here are some strategies that could help and a worry jar on the next page that you can use straight away.

## A WORRY BOOK

This is a book that belongs to you and only you, you can write all of your worries in it as they come into your head. Getting them down on paper and looking at them can help as it allows them to leave your body and be something real rather than just in your head. If you want, you can invite someone you trust to read your worries at the end of the day, or whenever you want. This will give you a chance to talk about your worries and then get the advice of another person. You have to invite that person to read your book though as it belongs to you. A good idea would be to set some time aside each day, maybe even the same time to go through your worries. You can discuss your worries with your College key worker if you have one. If you feel like you need a key worker, ask for support.



## A TIME CAPSULE

A time capsule can be a container of any kind that you want. You write down all of your worries and put them inside the container and date them. You then seal the container so that nobody can get access to it, not even you.

When your worries are inside you can either have a hidden in your house, or even better, if you have a garden you can ask permission from your parents/carers to dig a hole and bury it, not too deep as you might want to add more worries when they come up. Then when everything is sorted, you can open it up and read what you were worried about and think about how small that worry actually was.



## TALK TO SOMEONE

This is by far the best thing to do, but only if you feel comfortable with it and with someone that you trust. Opening up and speaking to someone allows you to get their views and support on what is happening. They may be able to offer you advice or get you some support from another professional. Bottling up your worries is not a good thing to do as they become overwhelming and can affect your mental and physical health.



## WORRY MONSTER

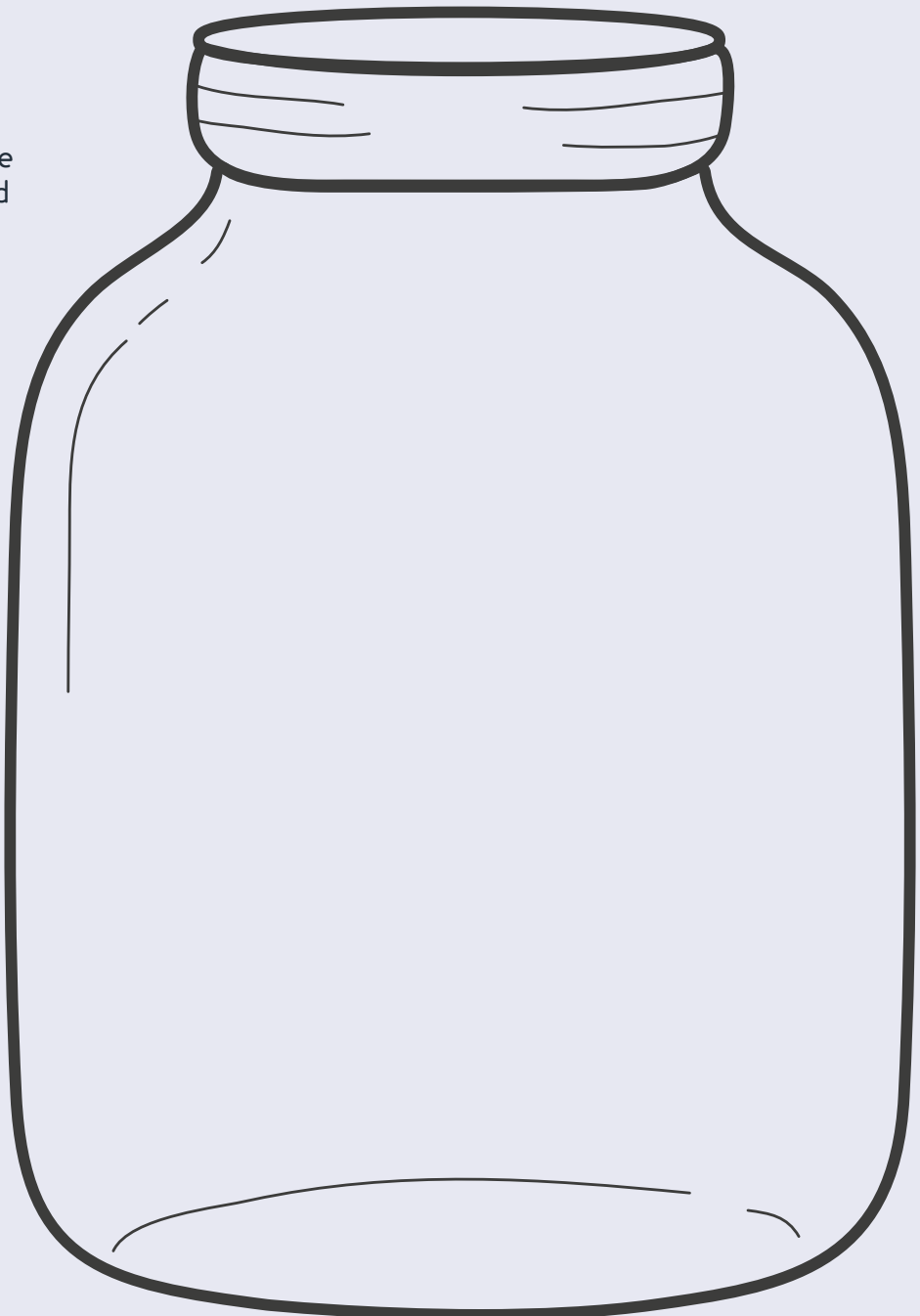
A worry monster is designed to discuss and reduce worries. You can write or draw your worry onto a piece of paper and then feed it to your worry monster. Once the monster has eaten it, you can then discuss the worry with a trusted adult.



## A WORRY JAR

This is a worry jar, if you are feeling stressed and worried about something then put it in the jar by writing it down. The top of the jar is sealed so that the worry cannot get out of it. Once you seal the jar, think of positives from the worry. Write them down in a positive colour – maybe a colour you really like.

If you want, you can even share your worry with someone else so that they can help you, but you have to be comfortable to do this.





# OUR BODY'S REACTION

Our bodies react in different ways to stress and sometimes we need to work out what is happening to us and how we can deal with it, different parts of our body can be affected by stress. On this sheet fill in any gaps and circle the statements that apply to you, green is okay and red means that you are not feeling as good as you could.



## BRAIN

Our brain is where we think about our worries and anxieties. If we are calm we can think clearly, if we feel anxious our brain over-thinks everything.

I am feeling really calm and in a good place. My thoughts are clear and I can think about good things that make me happy.

I am not feeling calm and I have lots of different thoughts in my head right now and I am worrying about things. I want to escape and get away from my thoughts



## HEART

Our heart can tell us a lot about how we are feeling. Normal heart rate is 60/80 beats per minute. When we feel anxious our heart beats faster.

My heart is beating at a normal rate and rhythm. Measure your heart rate by finding and counting your pulse.  
Heart rate ..... BPM

My heart rate is beating faster than normal and it feels really tight in my chest. Measure your heart rate by finding and counting your pulse.  
Heart rate ..... BPM



## TENSION

We often feel stress and anxiety in our muscles and they might feel tight or like there is a ball in a part of our body.

My muscles do not feel any different and I feel okay.

I feel like I have a tension in my muscles and a ball of worry in my body and it is

(Where in your body)



## HANDS & FEET

When we are stressed or anxious we tend to move our hands and feet more. We can pick or bite our nails or tap our feet against the floor or something close by.

I am in control of my body and I feel calm, my hands and feet are not moving and I do not feel the need to fidget.

My body feels restless and I feel like I need to fidget with something, or bite or pick my nails or tap my feet against something. My legs and hands might even feel painful.



## VOICE

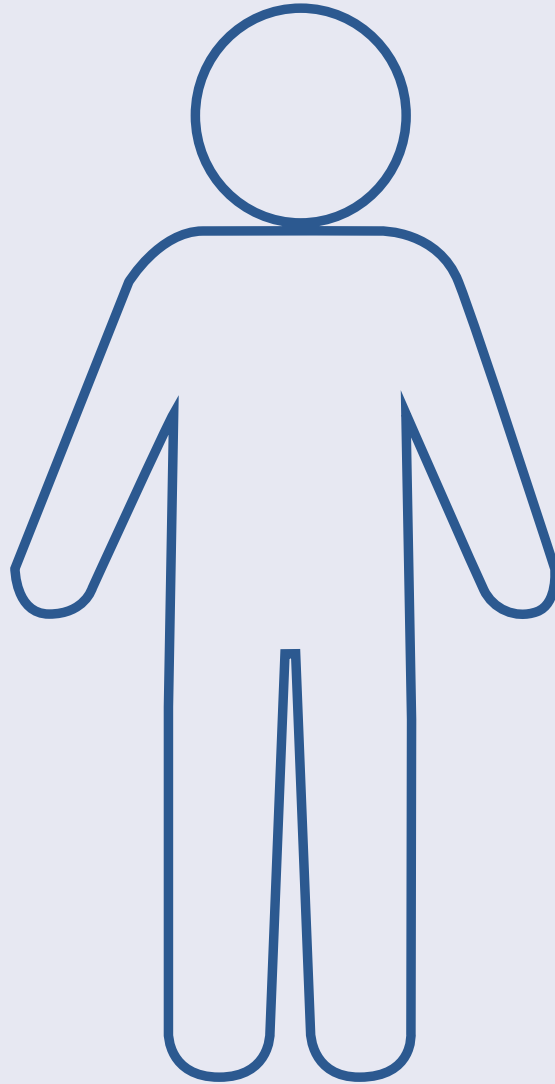
The way that we talk can change when we are stressed or anxious. We can either talk really quietly and not very much or very fast and a lot.

My voice is fine and I am talking normally.

I really don't want to talk to anyone and I feel like I can't or I am talking really fast and talking about so much at once and some of it makes no sense.

# MY BODY AND MY THOUGHTS

On the outline of the body below, write down how your body feels and the changes that you have noticed. On the outside of the body write down all of the thoughts that you are having. This get you to think about how these thoughts are impacting upon your physical and mental health.



Regular exercise is really beneficial for your emotional well-being. Unsure where to start? Talk to your Physical Education teacher for guidance. Some of the benefits include:

- Exercise decreases stress hormones
- Exercise promotes confidence
- Exercise provides a buffer against stress
- Physical activity distracts you from negative thoughts and emotions
- Exercise can be a good source of social support







# MENTAL HEALTH THERMOMETER

This is a tool that can help you think about how stressed, anxious or frustrated you feel. The aim is that you know how you are currently feeling, can describe this and then think of things that will help you calm down and feel better. We ideally want to be in the green zone as this is our happy place. Write down your strategies to take you down to the next level on the scale.

## HOW AM I FEELING

## STRATEGIES TO SUPPORT ME

SCALE

5

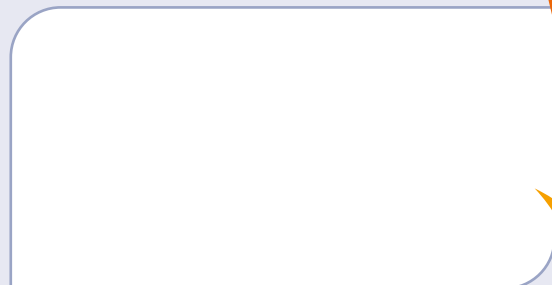
- I feel really stressed and anxious
- I feel really angry and unhappy
- I feel like I am going to explode
- I feel like I may hurt someone or break something.



SCALE

4

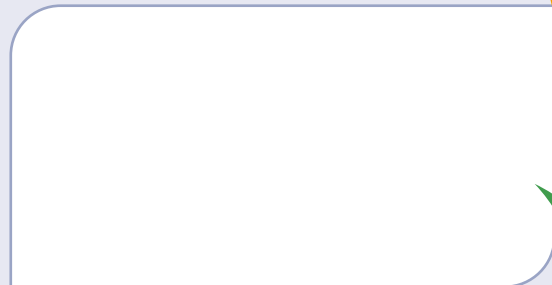
- I feel slightly stressed and anxious
- I feel like something is bothering me
- I feel agitated and want to fidget
- I feel like the smallest thing might make me angry and even more stressed.



SCALE

3

- I feel okay, some things are annoying me, but I can deal with them
- I feel like I can cope and get on with my day
- I feel like I could be in a good place if things carry on this way.



SCALE

2

- I do not feel stressed or anxious and things are going really well today
- I feel happy and I am in a good place
- People are not annoying me today and I am enjoying their company.



SCALE

1

- I feel tired today and I cannot be bothered with anything or anyone
- I feel down and depressed
- I feel agitated by things.



## SOME SUGGESTED STRATEGIES

Below are some suggested strategies that you could use and put into whatever box you like to support you, remember this is personal and each strategy is personal to you and only you.

- Give me some space
- Do not ask me how I am feeling
- Let me listen to my music
- Let me eat something
- Get me something to take my mind off this
- Do not challenge me
- Ask me questions
- Get me to my trusted adult/ member of staff
- Give me something else to talk about
- Let me draw something
- Get me to a safe space
- Get me my favourite toy
- Do not speak too loud
- Do not talk to me
- Ask me how I am feeling
- Get me a drink
- Do not make me do work
- Let me read
- Get me my worry book
- Let me go and play sport
- Let me play with my fidget toy

These are only suggestions, but you can think of your own strategies or things that will help you and put them into the boxes on the chart on the previous page. If you need any help with this, ask an adult.



## A SAFE SPACE

When we are stressed or anxious it is good to have a safe space to go to. This needs to be a place where you can think and relax and that will allow you to calm down. This could be your bedroom and you could hide under the covers or put some music on, it could be in your garden or your local park where you can just breathe and take in the oxygen you need to self-regulate. This means that you are able to calm yourself down.

When you are in your safe space you should focus on you and people need to know that this is your safe space and that you should not be disturbed, but remember to tell someone where you are, just so they can check on you from time to time.

When they do check in on you, make sure that you respond to them, you can tell them to leave you alone, but do it in a way that lets them know that you are okay, but you still need some space.

## A TRUSTED PERSON

It is a really good idea to have someone that you can talk to if you are worried about anything, they cannot promise to keep everything to themselves, especially if you are in any danger, they have to make sure that they tell someone else who can help you. This is scary, but you must trust them that they are helping you.

Make sure that you remember that this person is someone that you trust and they are not going against you by telling someone else, but they only have to tell someone if you are in any danger or they are concerned for your physical or mental health.

## SAFEGUARDING SUPPORT

We are always here for you if you need any help or support and we have a dedicated safeguarding team who are available throughout the school week, please contact the team using the details below.

✉ [upstander@merciaacademy.org.uk](mailto:upstander@merciaacademy.org.uk)

🌐 [www.merciaacademy.org.uk](http://www.merciaacademy.org.uk)



Marie  
Payne



Gillian  
Francis

## SEND SUPPORT

If you require this in a larger print or any adaptations then please contact:  
Kelly Lundman (Assistant Principal/SENCo) [kelly.lundman@merciaacademy.org.uk](mailto:kelly.lundman@merciaacademy.org.uk)