



# YEAR 7 TRANSITION HANDBOOK

A GUIDE FOR PUPILS AND PARENTS

*Excellence Hope Dignity Companionship Justice Gentleness*



# WELCOME

**Peter Forsey**  
Headteacher

Welcome to Bellerive FCJ Catholic college and to the start of an exciting seven year partnership. Moving from primary to secondary is an exciting, but sometimes scary experience. We aim to make that transition as smooth as possible.

We are very much looking forward to working closely with all our new pupils and their families in order to ensure that the move from primary to secondary education is smooth for all students.

This booklet contains a variety of useful information to assist you in supporting your daughter's transition to secondary education. If you find that your question hasn't been answered you can use this booklet to find out who to ask.

The next seven years are a vital and exciting next step of your daughter's education. We look forward to meeting you all in the coming months and sharing many of the successes and achievements that will follow.

# SCHOOL DAY



**Be in school for 8:40am**

Each day, there are five lessons for students, plus a separate registration period with their form tutor.

**The gates open at 8:15am and close at 8:40am.** Students are expected on site for 8:40am (registration will commence at 8:45am) and school will conclude at 3:20pm.

Every morning during registration, you will meet your Form Tutor and Tutor Group. You will have form activities, reciprocal reading, equipment inspections and a weekly assembly during this session. Since many of your lessons in Year 7 are with your Tutor Group, you develop a close bond with them.

There is a range of extracurricular activities that you can get involved in during lunch and after school.

## FIRST DAY - SEPTEMBER

The new academic year for our new Year 7 students will begin at **8:45am** on **Thursday 3rd September 2026.**

Students should enter school via the **black gate** on Ullet Road, Elmfield side.

Students will be dismissed from the **same gate** at 3:20pm that afternoon.

School buses will not be available on the morning of Thursday 3rd September due to a staggered start for other year groups but will however, run at the usual scheduled times at the end of the day on Thursday. Students in Year 7 will be shown where to line up and guided onto their bus at the end of the day. Bus passes will be distributed to those who have purchased one on Thursday 3rd September ready for use; please refer to the school website for updated bus routes and timings.

## SCHOOL DAY

**8:45 - 9:05 Registration**

**9:05 - 10:05 Lesson 1**

**10:05 - 11:05 Lesson 2**

**11:05 - 11:25 Break**

**11:25 - 12:25 Lesson 3**

**12:25 - 13:20 Lunch**

**13:20 - 14:20 Lesson 4**

**14:20 - 13:20 Lesson 5**



# ATTENDANCE

## Attendance matters

At Bellerive we set an expected attendance of 97%+ for all our students.

There are regular rewards linked to attendance.

Letters are sent home if a student's attendance reaches a trigger point (e.g. 95%, 92%, 90%) to ensure parents are aware and parents may be asked to attend a meetings if attendance drops to 92% or below.

In line with DfE Guidance, Penalty Notices will be considered if a student has 10 sessions of unauthorised absence in any 10 consecutive school weeks and our Education Welfare Officer is likely to become involved.

### ABSENCE

If a pupil is going to be absent from school, please **contact school before 8:30a.m.** or as soon as practically possible, on the first day of absence, giving an indication of the expected duration and return date to school.

This should be done by either;



0151 727 2064  
Option 1: Report a  
pupil absence



Classcharts parent  
account. Absences -  
Report New Absence

Reporting via Clascharts requires the same information; date and reason for the absence, and it gives the option to attach supporting evidence.

Parents/carers should then ring on each subsequent day of absence if it goes beyond one day. You may be required to provide evidence to support your child's absence, if her attendance is below 95%. Holidays should **not** be taken in term time and any resulting absence will be recorded as 'unauthorised'.

If a text message is received as a result of your child's absence it is important that you respond to ensure your child is appropriately safeguarded.

# BE PREPARED



## What do I need?

It is really important you bring the correct equipment to school each day.

### Must have items;

- A bag (waterproof)
- A pencil case
- Black or blue pens
- Purple pen
- Pencil
- Rubber
- Ruler
- Glue stick
- Scientific calculator
- Compass
- Protractor
- Reading book
- PE Kit on PE days

### Other useful items

- Highlighter
- Coloured pencils

## MOBILE PHONES

Mobile phones, tablets, devices are not allowed to be used in school as per our mobile policy.

Mobile phones are allowed at school, but students must switch these off and put them in their bag before they arrive onsite.

If a student is observed using a device or it sounds whilst onsite it will be confiscated and relevant sanctions as outline in our policy.





# UNIFORM

## Uniform unites community

**BLAZER** \* Green blazer with the Bellerive school logo.

**JUMPER** \* Green wool jumper with the Bellerive school logo.

**KILT** \* Plaid, pleated green kilt. Kilt length should be below the knee.

**SCHOOL TIE** \*

**SHIRT** White long/short sleeved shirt.

**SOCKS/TIGHTS** Plain white, black or dark green ankle or  $\frac{3}{4}$  length socks. Plain black or dark green tights may be worn. Socks over the knee, shiny or patterned **are not acceptable**.

**SHOES** School shoes should be black, flat and logo free.

**SCARF** \* Scarf is optional and should be either Bellerive scarf or plain black.

### JEWELLERY

Pupils may wear a wristwatch and one pair of plain gold or silver ear studs (worn in the lower lobe, one in each ear). Other items of jewellery and make up, including nail varnish, false nails and fake tan **are not allowed**.

### HAIR

Only neat, conventional hairstyles are acceptable. Natural hair colours only are allowed. Hair accessories must be plain black, white or bottle green. Additional accessories e.g. flowers, bows or ribbons **are not allowed**.

### OUTDOOR COAT

A plain black overcoat or raincoat may be worn to and from school. This should be logo free.

\*These items are branded with the Bellerive logo from the below suppliers.

## UNIFORM SUPPLIERS

### Kitted Out

5-17 Bleasdale Road, L18 5JB  
0151 733 5533

### Liverpool Schoolwear

289 St. Mary's Road, L19 0NQ  
0151 345 3797

### Trutex AMJ Schoolwear

48-50 London Road, L3 5NF  
0151 709 7009

### Laser Schoolwear

92-100 London Road, L3 5NL  
0151 709 0701

## EXAMPLE OF THE CORRECT SCHOOL UNIFORM



Optional



## EXAMPLE OF THE CORRECT PE KIT



Optional



### PE Kit

- Bellerive FCJ PE shorts, skirt, tracksuit bottoms or leggings.
- Bellerive FCJ PE shirt.
- Black, white and green sports socks.
- Trainers must have laces and be mainly black with non-marking rubber soles.
- Hijabs should be one-piece for health and safety reasons.

Pupils must **always** bring their P.E. kit. If you are excused from taking part physically, you will **still get changed** and be engaged in the learning of the lesson. Sanctions are in place for when pupils forget items of kit. If pupils forget their P.E. Kit, they are expected to wear a spare kit provided by school. The correct P.E. kit must always be brought to every lesson. Any pupils with long hair are expected to bring a hair bobble to every lesson to tie their hair back.



# PASTORAL STAFF

## Who will support you

The transition from primary to secondary school is an exciting time, offering new subjects, activities and friendships. At Bellerive, we recognise that some students may also feel nervous about starting a larger school. Our experienced pastoral staff are committed to supporting every student through this transition, ensuring they feel welcome, secure and confident throughout their time at Bellerive.



**Mrs Ford**  
**Head of Year 7**

### **HEAD OF YEAR**

They will oversee your well being and progress and work with your Form Tutor regarding your daily progress at school. You can talk to them about things that are going well or things you need help with.

### **CONTACTING SCHOOL**

If you need to contact the school regarding a matter relating to your daughter, please telephone reception on **0151 727 3064** or email **contactus@bellerivefcj.org**.

When making contact, please clearly outline the nature of your enquiry and indicate who it is for (e.g. Head of Year, Form Tutor or Subject Leader). Your message will be passed to the relevant member of staff, who will arrange to contact you in line with our Communications Policy.

Please note that we are unable to accommodate meetings without prior arrangement.

# TIMETABLE



## Pack for the day ahead

You will have core lessons in English, Maths, Science and RE alongside lessons in PSHE, Geography, History, RE, ICT, Modern Foreign Languages, PE, Music, Drama, Art and Design Technology.

Lessons are arranged on a fortnightly cycle. Year 7 will receive their own personal timetable in September which will detail the subject, teacher and room as shown in the example below.

### Example Timetable

	AMon		ATue		AWed		AThu		AFri	
1	En	7J/En	Gg	7J/Gg	Pe	7J/Pe	Cg	7J/Cg	Gg	7J/Gg
	EM	A6	KT	S102	LM	SPH1	MFY	A4	ET	S103
2	Pe	7J/Pe	Re	7J/Re	En	7J/En	Ma	7MaA2	Gg	7J/Gg
	LM	SPH1	NM	E4	EM	A6	SK	S203	ET	S103
3	Rg	7J/PSHE	Re	7J/Re	Hi	7J/Hi	Mu	7J/Mu	Sc	7ScA2
	KC	EPH2	NM	E4	JC	S105	GW	SMUS	GCO	EPH2
4	Sp	7J/Sp	Sc	7ScA2	Re	7J/Re	Hi	7J/Hi	Ma	7MaA2
	KO	E12	DJ	NBI2	NM	E4	JC	S105	SK	S203
5	Ar	7J/Ar	Ma	7MaA2	Sc	7ScA2	En	7J/En	Sp	7J/Sp
	LR	NAR	CM	S207	GCO	EPH2	EM	A6	KO	E12

Subject      Teacher      Room

For the first week your teacher will meet you on the Year 7 yard at the start of each lesson, therefore you don't need to worry about finding your way to class.

## HOMEWORK

You will be set regular homework from your teachers to complete independently at home. All homework set will be published on Classcharts. You should ensure you complete all homework ontime and to the best of your ability.

# TERM DATES



## Term dates and INSET days

### Autumn Term 2026

- **Start for pupils:** Thursday 3rd September
- **Ends:** Friday 18th December
- **INSET days 1st & 2nd September**
- **Half term:** Monday 26th October to Friday 30th October\*
- \* **TBC: Consultation on extending the October Half term to two weeks from Monday 19th October.**
- **Christmas break:** Monday 21st December to Friday 1st January 2026

### Spring Term 2027

- **Starts:** Tuesday 5th January
- **Ends:** Friday 25th March
- **INSET day Monday 4th January**
- **INSET afternoon:** Monday 11th January
- **INSET day Thursday 25th March**
- **Half term:** Monday 15th to Friday 19th February
- **Easter break:** Friday 26th March to Friday 9th April (Easter bank holidays - Friday 26th March and Monday 29th March)

### Summer Term 2027

- **Starts:** Monday 12th April
- **Ends:** Friday 16th July
- **INSET afternoon:** Monday 19th April
- **INSET day Friday 25th June**
- **May day:** Monday 4th May
- **Half term:** Monday 31st May to Friday 4th June

School is closed to pupils during INSET days and INSET afternoons.



## FCJ VALUES

**Excellence** is an inclusive value in an FCJ school, incorporated in every aspect of school life and living. The ideal of excellence 'for God's greater glory and salvation of souls' pervades Marie Madeleine's writings and recommendations.

**Companionship** is an all-pervading quality present when we work together in an atmosphere of support and love. Companionship is breaking the bread of life together.

**Dignity** It is of the essence that the dignity of each person is recognised, as that of a human being made in the image of God. Everyone is genuinely listened to and what they say is heard.

**Justice** is being in the right relationship with God, self, others and creation.

**Hope** is a faith-based attitude of mind and heart which enables us to think, speak and act in accordance with Gospel beliefs and FCJ values. Hope inspires and enables us to persevere in the face of difficulties and disillusionment.

**Gentleness** is above all, through God's grace, the whole is marked by the gentleness, the gentle strength that comes from 'the fruit of quiet self-possession that has been gained through daily growth in self-understanding through the light of grace.



# EXTRA CURRICULAR

## Opportunities beyond class

Extra-Curricular activities and clubs take place during lunch times or at the end of the school day. These include sports, subject clubs, drama performances, musical rehearsals and also support sessions. In addition, there are many educational and enjoyable trips, which may take place during the day, the evening or at weekends; you will find an up-to-date list of activities on our website.

There are a variety of clubs for you to get involved with such as:

- Art Club
- ArtsMark Council
- Aquapnocs Club
- Bocchia Club
- Book Club
- British Sign Language Club
- Drama Club
- Diversity Club
- Craft Club
- Faith in Action Club
- FCJ Club
- Games Club
- Minecraft Club
- Running Club
- Plus lots of different sports clubs and activities.



# USEFUL INFORMATION

## Year 6 Transition Day

Date: 1<sup>st</sup> of July

Time: **8:45am** (arrive from 8:30) - **2:30pm**

Year 6 students will say goodbye to parents and enter school via the **large black gate** on Ullet Road, Bellerive building side. Look for staff and sixth formers who will welcome your daughter. Lunch will be provided, please bring a refillable water bottle.

Students will be dismissed from the **small black gate on the other side** at 2:30pm that afternoon.

## Parent Pay

Bellerive is a cashless school. Parents will be provided details of how to create a Parent Pay account in September. Students will be provided a school dinner at the start of term to give time for these to be set up.

## Classcharts

We use classcharts to set pupils homework, track plus and minus marks and attendance. Both pupil and parent/carers will have their own account. Parents will receive a letter and guide in September about setting up their account. Pupils will set up their account in school with the teachers,

## Policies

There are many policies on our school website which parents are encouraged to read. They include our:

- Safeguarding Policy
- Behaviour Management Policy
- Privacy Notices
- Data Protection Policy
- Complaints Policy
- Anti-bullying Policy
- Medical Needs Policy

Parents are strongly encourage to familiarise themselves with the school policies.

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