



THE MALLING SCHOOL
CARING - DETERMINED - REFLECTIVE



TRANSITION BOOKLET

2026 - 2027



ACE School of
CHARACTER

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THE MALLING SCHOOL WAY

STRICT. CONSISTENT AND CARING

The Malling School Way is important. It is the foundation of our school and something that we should all be very proud of. It is about being Caring, Determined and Reflective in everything we all do, every day.

The Malling School Way means different things to different people. Our own students and staff have said what it means to them:

- It means being kind and respectful to other pupils around you.
- It means being punctual and taking pride in your work.
- It means taking pride in your appearance and always looking smart.
- It means being polite and always saying good morning or good afternoon, smiling at others and holding doors open for others.
- It means always doing your best.
- It means always making progress, working as a team, being loyal and being supported to be successful.
- It means demonstrating high standards and being the best person you can be in every lesson, every day.
- It means having good values and developing physically and mentally and not just about getting good grades but becoming a better person.
- It means being a risk taker, taking pride in our school and being confident.
- It means taking on challenges and learning from your mistakes so that you can become a better person.
- It means thinking about other people and always being considerate.
- It means having high expectations of yourself and high expectations of the school.

This is The Malling School Way.

AN INTRODUCTION TO YEAR 7

Dear Year 7,

In September, you will be moving on to Year 7, everyone who is eleven years old does this and you will be coming to The Malling School.

When you arrive, there will be lots of new things to learn about – and not just new work. It is going to be much bigger than your old school, with many more teachers and students, different rules, routines, and expectations.

The Malling School is also organised differently to your Primary School. You will be taught by different teachers in different rooms and will need to plan what books and equipment you will need for each lesson.

This pack is to help you think about, and get ready for, changing schools. Your teachers and parents will also be thinking about what will help you to prepare you for your move.

We hope that you enjoy your visit today, to help you feel more confident in your start here we have included; a booklet to introduce you to your new form tutor, some activities to help you solve any worries you may have and a map of the school so everything will look a little more familiar when you arrive in September.

We hope that this pack will answer your questions about joining The Malling School but please ask your parents or teachers to contact us if you need to find out more. It is important to do this instead of worrying as then problems can be solved.

We are looking forward seeing you again at Summer School and then welcoming you to Year 7 in September.

» The Year 7 Pastoral Team



Mrs L Cook
Pastoral Leader



Mr C Craig
Assistant Pastoral Leader



Mrs S Newlyn
Guidance Manager

» Year 7 Form Tutors

7A	7B	7C	7D	7E	7F	7G
Miss K. Waghorne	Miss E. Mansell	Miss E. Day	Mrs V. Fay	Mr C. De Roeck	Miss C. King	Miss R. Sanders Mrs H. Dean

SAFEGUARDING AT THE MALLING SCHOOL

The Designated Safeguarding Lead in our setting is:



Mr David Wright – Deputy Headteacher and Safeguarding Lead
david.wright@themallingschool.kent.sch.uk

Other staff with specific Designated Safeguarding responsibilities in our school are:



Mrs Leigh-Anne Cook – Year 7 Pastoral Leader
leigh-anne.cook@themallingschool.kent.sch.uk



Miss Lorna Percy - Year 8 Pastoral Leader
lorna.percy@themallingschool.kent.sch.uk



Mrs Lucy Platt - Year 9 Pastoral Leader
lucy.platt@themallingschool.kent.sch.uk



Miss Abbie Miller – Year 10 Pastoral Leader
abbie.miller@themallingschool.kent.sch.uk



Mr Joe Burden – Year 11 Pastoral Leader
joe.burden@themallingschool.kent.sch.uk



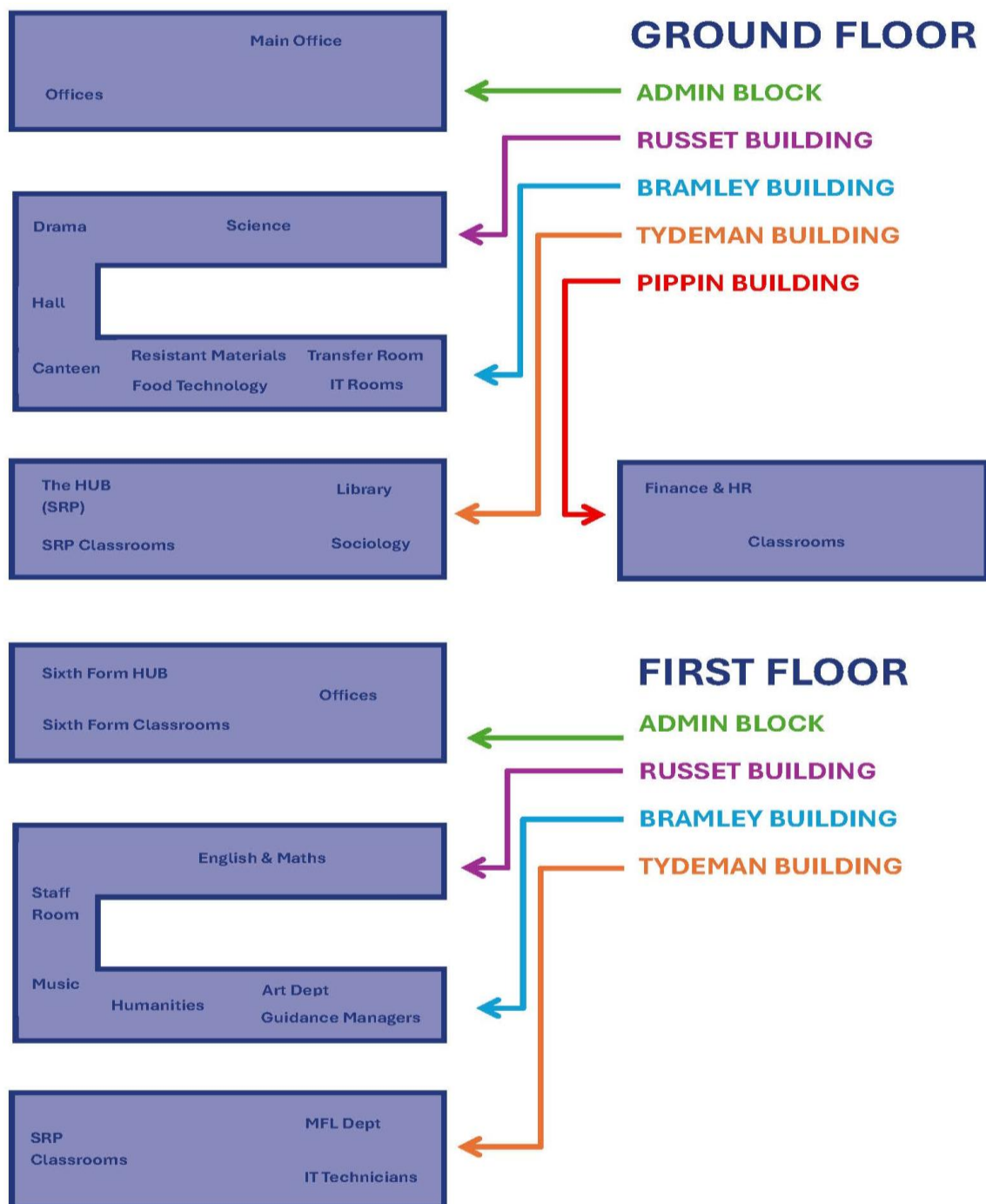
Miss Caroline Barnes – Sixth Form Pastoral Leader
caroline.barnes@themallingschool.kent.sch.uk

NEW SCHOOL

Most new students feel a little scared about going to a school which is bigger than their primary school.

They feel worried about getting lost or being late for a lesson because they are not sure of where their classroom is. Do not worry as all staff and older students are happy to show you the way.

A map can help because it shows where all the different subjects are, and you can easily see the quickest way to get there. You will need to use the map on the next page to help you.



SCAN THE QR CODE

FOR OUR VIRTUAL TOUR



THE SCHOOL TIMETABLE

One of the first pieces of information you will be given in September will be your timetable. It is very important because it not only tells you which lessons you will have that day, but it also gives you a clue about the equipment you will need to pack in your bag the night before.

You will also learn when each lesson starts and finishes and in which classroom. If you have not got a watch yet, it might be a good idea to buy one and practise telling the time to help you get to places on time.

The timetable will also let you know which teacher you will have for each subject. Instead of just one teacher, you are going to have to get used to different people being in charge of your class! Often the timetable will have the teacher's initials next to the name of the lesson.

You will have your first lesson of the day in your form group which is called 'The Malling School Way' Period 1 lesson. This lesson is about Personal Development & Character Education and then four different lessons and subjects every day, some of these will be held in special rooms, for example science will usually take place in a laboratory.

At The Malling School we follow a two week timetable, with week A and week B, this means you will need to remember whether we are on week A or B to make sure you have the right equipment for school. If you are unsure you can always ask your form tutor.

» Year 7 Timetable Example

Week 1 (Year/Term/Week: 2023/6/01)

Monday	Tuesday	Wednesday	Thursday	Friday
7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD
P.S.H.E	P.S.H.E	P.S.H.E	P.S.H.E	P.S.H.E
7A/Tu B5 DMD	7A/Tu B5 DMD	7A/Tu B5 DMD	7A/Tu B5 DMD	7A/Tu B5 DMD
Computer Science 7B2/Cs B3 SDO	Mathematics 7B3/Ma R12 DKE	Food 7B4/Fd B2 CDE	Mathematics 7B3/Ma R12 DKE	English 7B3/En R9 VTH
Social Skills 7B2/Sk B4 HJO	Spanish 7B2/Sp T20 LLH	Mathematics 7B3/Ma R16 ZBH	Ethics 7B2/Et T17 HDI	Science 7B3/Sc R2 CGA
7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD
Geography 7B2/Gg B11 KWA	P.E. 7B2/Pe PE TKL	Spanish 7B2/Sp TSS LLH	English 7B3/En LIB VTH	Social Skills 7B3/En T17 HJO
Science 7B3/Sc R2 CGA	Science 7B3/Sc CDV	Drama 7B4/Dr JAD	Literacy LEX/AThu.5 T4 SHA	Mathematics 7B3/Ma R12 DKE

Week 2 (Year/Term/Week: 2023/6/02)

Monday	Tuesday	Wednesday	Thursday	Friday
7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD
P.S.H.E	P.S.H.E	P.S.H.E	P.S.H.E	P.S.H.E
7A/Tu B5 DMD	7A/Tu B5 DMD	7A/Tu B5 DMD	7A/Tu B5 DMD	7A/Tu B5 DMD
P.E.	P.E.	English	English	Science
7B2/Pe PE TKL	7B2/Pe PE TKL	7B3/En R19 SWI	7B3/En R17 VTH	7B3/Sc R19 CGA
English	Literacy	Geography	Art & Des	English
7B3/En R17 SWI	LEX/BTue.3 T21 NCR	7B2/Gg B18 KWA	7B4/Ar B8 DMD	7B3/En R9 VTH
7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD	7A B5 DMD
Textiles	Music	Science	Food	Mathematics
7B4/Tx B15 BTH	7B4/Mu M5 CDV	7B3/Sc R2 HDE	7B4/Fd B2 CDE	7B3/Ma R12 PDA
Literacy	3D Art	Ethics	Mathematics	Geography
LEX/BMon.5 LIB AJA	7B4/A3 B6 KON	7B2/Et T17 HDI	7B3/Ma R12 DKE	7B2/Gg B18 KWA

UNDERSTANDING DIFFERENT SUBJECT CODES

En – English	Ma – Maths	Sc – Science
Ar – Art	A3 – 3D Design	Dr – Drama
Et – Ethics	Fd – Food	Gg – Geography
LEX – Literacy	Mu – Music	Sp – Spanish
PE – Physical Education	Cs – Computer Science	
Tx – Textiles	Sk – Social Skills	

OUR VISION FOR HOMEWORK

The Malling School believes that homework extends learning beyond the classroom.

We believe that homework supports the students in becoming self-regulated learners, developing independence, a strong work ethic and organisation.

The Malling School believes that homework:

- Enables students to be knowledgeable and reflective through consolidating and reinforcing their skills and understanding.
- Encourages students to be **inquirers**, providing students with opportunities for pre-learning, pre-reading and research prior to experiencing topic content in the lesson with the teacher, nurturing student's curiosity and developing their skills for inquiry.
- Can become a part of the family routine: developing positive study skills and habits such as self-discipline and organisation which will serve students well in adult life.
- Builds a positive partnership between home and school and enables parents to be involved in their child's education. This encourages students to be **balanced** individuals recognising the importance of balancing different aspects of their lives and recognising our interdependence with the world in which we live in.

» Homework Club

The Malling School homework club is available from early September 2026 and students can attend during the following timeslots in the school library located in the Tydeman building:

8:15 to 8:40 and 15:20 to 16:00

The homework club is in the school library which provides students with access to the support from the supervising adults, library books, a silent comfortable and purposeful place to work and access to 30+ laptops.

Homework club will be supervised by a member of staff.

Students do not need to sign up to attend the homework club and take advantage of the support and resources. If students are identified as struggling with homework completion the pastoral leader will contact home and may schedule the student in for homework club sessions to support them to build the habits and routines required for excellent homework completion.

EXPECTATIONS

The role of the STUDENT:

1. To listen to homework instructions in class
2. To write down instructions for the task and deadline date
3. To ensure that homework is completed and handed in to meet the deadline
4. To attempt all work and give their best
5. To inform the class teacher of any difficulties before the deadline either in school or via the school email addresses.

The role of the CLASS TEACHER:

The Class Teacher controls the direction of homework and the nature of tasks undertaken. The Teacher will:

1. Set appropriate homework according to the published homework timetable
2. Give full and comprehensive instructions
3. Adhere to the deadlines published on the school timetable or make reasonable adjustments for completed work and ensure that they are met
4. Check and return all homework promptly
5. Provide help and support
6. Communicate with parents if there is a problem regarding homework
7. Make referrals to the form tutor and Pastoral Leader when necessary.

The role of the PARENT/CARER:

The role of the Parent/Carer is crucial if a child is to gain success from homework. To reinforce its value through positive feedback will give students the confidence to persevere, work hard and reach high standards of achievement.

Parents can assist by:

1. Providing a table, chair, and a quiet place to work.
2. Checking the published homework calendar online
3. Checking the time spent on individual tasks
4. Checking presentation and content of all homework being returned to school
5. Providing the school with information about any problems through emails to the class teacher or by contacting the school directly
6. Encouraging the student to attend homework club to access the available resources and support

Homework timetables will be available on the school website from the first day of term.

EQUIPMENT

In primary school, most of the equipment you need is kept in the classroom. But at The Malling School, as it is a secondary school you will be expected to have your own pencils and pens and you will have to carry them all around with you.

The pieces of equipment that you will need are:

- Black or Blue and Green pen, pencils, rubber, pencil sharpener, ruler (pencil case)
- Calculator, Maths equipment
- White board and pen (These are supplied on the first day)

You will also need a bag large enough to put all your home learning and curriculum booklets in. Having a plastic folder for your curriculum booklets will help to keep it safe and clean, along with your equipment, packed lunch, drinks and snacks. A separate bag will be needed for your PE kit.

» Uniform

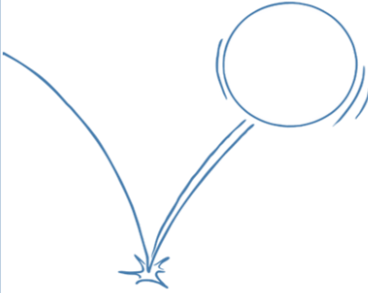
OPTION ONE	OPTION TWO
The Malling School Black, badged blazer	The Malling School Black, badged blazer
Black Trousers	The Malling School Plaid Kilt skirt (Avaliable from Pages)
White Shirt, long or short sleeved	White blouse, long or short sleeved with a reverse collar
The Malling School Tie	
Plain black V-neck jumper - Optional	Plain black V-neck jumper - Optional
Black Socks	Black Socks, black or natural tights
Black School shoes	Black School shoes

ALL ABOUT ME

A line drawing of a hoodie, used as a template for a personal information form. The hoodie has a large hood and long sleeves. The form sections are as follows:

- Name:** Located at the top of the hood.
- My form group/class:** Located below the name section, spanning the width of the hood.
- The year I was born:** Located below the form group/class section, spanning the width of the hood.
- My strengths:** Located on the upper left sleeve.
- My favourite subject:** Located on the upper right sleeve.
- Members of my family:** Located on the lower left sleeve.
- My hobbies and interests:** Located on the lower right sleeve.
- What I would like to achieve this year:** A large rectangular section in the center of the torso.
- Hopes and aspirations for the future:** A rectangular section below the previous one.
- What I would like to do when I am older:** A rectangular section at the bottom of the torso.

THE MALLING SCHOOL WAY DETERMINED

 I think being resilient means:	The People that can support me in my transition are:
Things I can do to help In my transition:	I have shown resilience and bounced back when: 



Resilience

THE MALLING SCHOOL WAY

CARING

» Making Friends

Everyone has strengths and weaknesses. Some students find it really easy to get to the top level on a computer game whilst others never get past Level 1. Some students have no problems drawing amazing life-like pictures whilst others find it difficult to draw a good stick man.

It is the same with making friends. Some students love meeting new people, are very chatty and make lots of friends easily. Others do not know how to begin to make even one friend.

Below are a few hints and tips to help you make a new friend. Why don't you practice with someone at school or home?

- Smile
- Tell them your name and ask what they are called
- Find out what they are interested in
- Talk about shared interests that you both might like
- Ask them if they want to do something at break or lunch time.

WHERE DO YOU THINK YOU ARE ON THE FRIENDSHIP SCALE?



No idea how to make new friends.

Quite confident. I think I can make new friends.

Looking forward to making lots of new friends

THE MALLING SCHOOL WAY REFLECTIVE

The Malling School Way applies to the way we choose to conduct ourselves, the way that we behave towards other people, and the way that we behave in our lessons.

Match the correct description to each letter of The Malling School Way
Caring, Determined and Reflective

Being punctual to your lessons

Wearing your uniform with pride

Saying good morning to people as you pass

Taking part in a club

Giving someone a compliment

Holding the door open for a teacher

Discussing issues with a teacher rather than reacting in a negative way to peers

Sitting with someone who is alone at lunch

Bringing in the correct equipment to lessons

Staying calm if something goes wrong

Apologising if you have done something hurtful

Consistent punctuality over the whole year

Being respectful to other staff and students

Going above and beyond with your work

High level of respect shown to all

Remembering your homework

Working successfully as part of a team

Contributing in lessons

Supporting others

Acting as an ambassador of The Malling School

Being respectful of other people's beliefs

Understanding that it may take more than one attempt to get something right

Asking for help from a friend or teacher



CARING | DETERMINED | REFLECTIVE

The Malling School

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