

6<sup>th</sup> May 2016

Dear Parent/Carer

My name is Jo Gant and I have recently been appointed to lead the transition process for Edwinstree Middle School this year. I have worked in education for over 20 years and I am looking forward to supporting the school advance. I am currently a Parent of a child who will be attending Edwinstree from September, so the transition process is close to my heart and I am hoping to make it as smooth and secure a process as possible.

### **How will the transition process work this year at Edwinstree?**

My initial visit to schools:

Today I have visited your child's primary school, the purpose of this visit was to find out as much information as I could about your child and their learning in order to make their transition as smooth as possible. I have also been privileged to have the opportunity to meet your child and explain how our transition process works. I have discussed their initial worries and have reassured them about how we can make the change as smooth as possible. It is good to see how excited they are about their new school.

This year, Edwinstree is offering Parents an additional opportunity to come into school on **Wednesday 25<sup>th</sup> May** to hear about our action plan to move forward, post our Ofsted inspection. A separate letter will have been sent to you from the Headteacher with regard to this meeting. But do hold that date open.

### **What about if my child is vulnerable?**

As part of this initial visit we will talk to the SENCO wherever possible and receive as much information as we can about your child. We will then contact you separately to invite you in to meet our SENCO and team and to agree, depending on the circumstances whether your child and family need an individualised transition programme, as they are particularly vulnerable to change. These meetings will take place at the beginning of June. In the past this support has involved: additional visits to the school for both child and parent. We will make sure that you are fully included in making the decision about how to manage your child into the school.

### **What about if my child has a particular talent or is gifted?**

As part of the initial visit to the primary we are looking to identify children who have particular talents and or skills, so that from the beginning we can support and challenge them to continue to succeed in these areas. We will be asking if there is a particular talent that may be taking place out of school also. We do want to know if they are Karate champion, a lead in the Scouts, an Army Cadet or a Regional award winning dancer etc. Please encourage your child to tell us.

### **What happens after the initial school visit? – Deciding on classes and houses.**

Once we have collected the first set of information on your child and met them, we will then go about ordering the pupils into classes. Often at this point parents have a number of worries.

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**Will my child be placed in a class with a friend?**

Absolutely, while we can't guarantee that every friend will be together we will work extra hard to make sure they are secure and have someone they value in their class. This is particularly so for pupils who are coming from a school where there are only a few children attending the school. We won't leave them on their own, they will be placed with people they know.

**What about if they have had friendship issues?**

Again we will do our best to avoid placing pupils with friendship issues in a class together, but this is not always possible. However, we believe we are training pupils to become adults and therefore our work is to support pupils to realise they are not going to like and get on with everyone, but that as we become young adults we have to accept this and develop strategies to deal with this. We will help to build their capacity for acceptance and tolerance as they enter the school.

**What about if as a Parent I feel I need to give you more information about my child?**

This is fine, you will have time on the transitional evening to give us further information on **Thursday 14<sup>th</sup> July**, but if you are worried you can contact me via the reception. I will endeavour to respond within 24 hours. In the first instance however, continue to work with your primary school to make sure they are aware of the issues as they will tell us.

The evening is designed for you as a Parent to come and hear more about the schools, and the learning that will take place in the first term. You will want to hear about the specific strategies we will use to secure your child into the school safely and to ensure that their learning continues. Please note we will be talking to you about a small amount of work over the summer to keep them in shape and ready to learn for September. This will involve your support to complete.

**When is the transition day when they come and visit the school?**

All pupils will come to the school on the County agreed day which will be held on Thursday 14<sup>th</sup> July, the same day as you visit us. There will be more information about the day to follow. Please be aware that on this day we will provide all pupils with lunch, so they do not need to worry about pack lunch etc.

I hope this answers your initial questions, please keep an eye on the website as I will update regularly information for you about the process, particularly in the lead up to the transition day post half term.

Looking forward to working with you to support your child into our school.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jo Gant', written in a cursive style.

Jo Gant  
Transition Coordinator