

May 2021

Dear Parent/Carer

Hertfordshire County Council have recently confirmed that you have chosen Edwinstree Middle School for the next stage of your child's education. Thank you for entrusting us, we feel privileged that you have chosen our school and we commit to working hard to ensure that we live up to our vision:

*As a Christian school we recognise the unique and wonderful in everyone.
As a community we support one another to flourish, and live life in all its fullness.*

This letter is designed to give you an overview of the transition process that will now take place. As we plan ahead in the hope that the release from Covid-19 lockdown continues, we hope to be able to meet and greet your child and visit their local first and primary school. As with any transition, we will be working hard to get to know you and your child, to ensure the smoothest transition possible. We want you both to feel confident and clear about the start of the new school term at Edwinstree.

How do we liaise with your child's school?

Your child's current school will be notified in advance, outlining our process to request data and a file transfer. In agreement with the school and Covid permitting, Mrs Kelly, our Transition Coordinator and Head of Year 5, will either visit or contact remotely, every partner school this term. First schools, who have only one or two students transferring, will be sent a video link to introduce Mrs Kelly and the Year 5 Team and explain a little about our school. Mrs Kelly is keen to find out how students are progressing, how they learn and what they enjoy most about school. This year, we will also be interested to find out any gaps in their learning due to COVID-19, in order to plan a catch up curriculum for September onwards.

Additional support for vulnerable students

Over the last four years, we have been liaising with partner schools to support additional visits for more 'vulnerable' students. This helps students familiarise with our staff, the school environment as well as experience some 'getting to know you' sessions, so that they feel comfortable in September. If your child currently attends a Buntingford school, we will liaise directly with the school to organise visits. However, if your child is coming from further afield, we will liaise directly with you. If you feel your child would benefit from extra visits, please email admissions@edwinstree.herts.sch.uk

When is Transition Day and what happens on that day?

County Transition day is Thursday **8th July 2021**. On this day, we will expect your child to arrive at Edwinstree's main reception between 9am – 9:15am and be collected promptly at 2:30pm. Your child will spend the day with us and experience English, Maths, Science and an Art lesson, as well as familiarise themselves with the school, students and staff. Within their lessons, Year 7 'buddies' will be available to help them find their way around the school and also act as supporters during the first few weeks of term. The day is designed to introduce students to the subject specialist teachers and resources and give them the opportunity to meet others in their year group. Students should attend in their current school uniform and lunch will be provided. Further information about Transition Day will follow in due course.

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

T: 01763 -271446 F: 01763-274005 E: admin@edwinstree.herts.sch.uk W: www.edwinstree.herts.sch.uk



When do new Year 5 Parents visit Edwinstree?

Parents will be invited to a Teams meeting at **5pm on 8th July 2021**. You will have an opportunity to meet the Head of Year, key members of staff and discuss the expectations for the start of term. We recommend all new parents try to attend this meeting, as it will help allay any fears you or your child may have about starting a new school. You will also receive a summer 'homework pack' to help support your child over the holidays. We want students to have fun and rest, but it is paramount they continue to read for 20 minutes five times a week. We also encourage parents to engage in a set of mathematical games and quizzes, cards, darts, chess etc., designed to help continue their 'place value and number bonds' learning. A Parents' Consultation Evening will be arranged four weeks into the term, to give you the opportunity to meet with your child's tutor and discuss their progress.

School Uniform

In light of the Covid-19 pandemic, we are currently reviewing our school uniform and we will update you when the changes have been approved.

What data are we required to collect?

To begin our transition process we require the following information:

- Data Collection of student information with particular reference to your contact email address, as this is how we will communicate with you
- Medical information

The deadline for you to complete the required information is **28th May 2021**. After half term we will provide you with guidance on school meals, Parentmail, our ICT Policy and our Home School Agreement. Please click on the links below :

[Data Collection Form](#)

[Medical form](#)

What if I have additional questions?

Our school is always warm and welcoming and if you have a worry or concern, we really encourage you, as a parent, to let us know. Our best form of communication is email, as very few teachers have access to a phone during the school day. School Office opening hours are 8:30am – 4pm daily. Please email either of the following and we will endeavour to get back to you within 24 hours.

Transition enquiries	admissions@edwinstree.herts.sch.uk
Head of Year	hoy5@edwinstree.herts.sch.uk

Please remember, no query is too small, please ask, as we are clear that a successful and content student is one where parents and school work together. We look forward to welcoming your child to Edwinstree to begin the next stage of their educational journey.

Yours sincerely

Jo Gant
Headteacher

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

T: 01763 -271446 F: 01763-274005 E: admin@edwinstree.herts.sch.uk W: www.edwinstree.herts.sch.uk

