

Dear Parents and Carers,

We hope you and your families are well and that your child is enjoying the last couple of terms of their primary school.

We are really excited to meet all the Year 6 students, and very pleased that you have chosen Willingdon to continue your child's education. We have been putting things in place so that we make the transition between primary and secondary as smooth as possible. As you are aware, I will be Head of Year for the new Year 7 cohort and will oversee the transition work from this point forward. Mrs Muller will also oversee the year group on Monday and Friday and we also have Miss Clarke as our Pastoral Support Leader. We will, along with the rest of the Transition team, be going into each primary school during term 6 to meet all the students personally, and to discuss with the Year 6 teachers their learning levels and needs. Our SENCO, Mrs Barber, will also be visiting schools to gather relevant information. Extra taster visits will be arranged for those students who may require additional support.

### **Coaching Group Requests**

We appreciate that the transition process can be an anxious time for both students and parents. The Transition team will do everything possible to ease any concerns you or your child may have.

When your child joins us, they will be placed in a coaching group. This is different to their teaching group. The coach is the main point of contact between home and school and is there to help with any issues or difficulties.

We know that students like to have a friendly face in the coaching group with them when they start with us, so we will make sure that we place your child with one friend. To help us do this, please can you complete the coaching group choice on the Google form (link below). **Please ensure this is completed and returned by Friday 22<sup>nd</sup> May, as after this date we will not be able to guarantee placement with a friend.**

We can only guarantee 1 friend, so please make sure that you put down the names of 3 students. We will ask your primary school teachers about this too.

We recognise that some students will be the only person joining us from their primary school. We therefore do our best to ensure that they know someone on the first day. Should students attend the lone taster days, they can make coaching group friendship choices at the end of the day. Although we will place students with a named friend, it is important that they/you recognise that they will only be in their coaching group, not necessarily their subject classes. Such classes are set according to ability.

### **Paperwork**

We do have forms which we need signed and returned and these have been included in the Google form below and include:

- Home School Agreement
- Cashless Biometric Catering information
- Annual Consent for School Trips and other Off -Site Activities
- Use of Photographs Consent and Acceptable Use of ICT

### [Student Information Form - 2026](#)

Some key dates for your diaries:

### **Transition Evening – Wednesday 24<sup>th</sup> June (5.00pm-7.00pm 2 sittings)**

We would like to invite all parents and children to attend this evening, as it will give students the opportunity to meet their new coach and parents an introduction to the school. This evening will take place in the school assembly hall.

### **Lone Primary Taster Day – Thursday 11<sup>th</sup> June**

During this day, we would like to invite **students who are coming on their own or with less than 4 others from a primary school**. The day will start at 8.30am and finish at 2.45pm. More information will be sent out to these students in due course.

### **Taster Days – Tuesday 30<sup>th</sup> June and Wednesday 1<sup>st</sup> July**

We are very happy to be offering 2 taster days for **all Year 6 students** to attend. These two days will provide an opportunity for students to meet children from the other schools, to meet key staff, to become more familiar with the school building and to experience a little taste of day to day life in a secondary school environment.

Students should arrive via Reception and register in the assembly hall by **8.30am**. They should be collected from the assembly hall at **2.45pm**. If your child needs to arrive earlier with older siblings who are at the school, they need to go straight into the hall. They should go into the hall on the first day but directly to their coaching base the following day. All students should wear their primary school uniform on these days.

A packed lunch should be provided for students (please note we are an allergy aware school and we ask that students do not bring nuts with them into school). Please note that transport or travel to and from the school is the responsibility of either parents or the primary school. If your child is entitled to a free school meal, then please inform us in advance.

### **Year 6 parent coffee morning – Tuesday 7<sup>th</sup> July 9am – 10am**

An opportunity to come and have an informal chat with the team and ask any final questions you might have.

### **ParentPay**

You will be receiving an e-mail by mid-May containing information relating to setting up a ParentPay account. This system is used to make purchases including school meals, trips and uniform. If you have any queries in relation to ParentPay, please do contact us. Further information is available on our website.

### **Uniform**

Uniform requirements are listed on our website [Click here](#) and orders and payments made via ParentPay (you will be able to purchase uniform after your ParentPay account has been set up by mid-May). All students must comply with school uniform regulations and items of school clothing should be clearly marked with the student's name. The uniform includes a regulation blazer, trousers, tailored shorts or one of the two regulation school skirts. In addition, the students will wear a white school shirt and tie. We do have samples of the uniform in reception for you to try on should you wish to. Please ensure you provide a contact number or email address so we can inform you when your order is ready for collection. Items can be exchanged if the size is incorrect.

I really appreciate that there is a lot of information to take in and to act upon. Please, should you have any enquiries, do not hesitate to contact myself and the rest of the Transition team using the admissions email: [transition@willingdonschool.org.uk](mailto:transition@willingdonschool.org.uk).

Yours faithfully

Mrs Naylor  
Head of Year 7

