



May 2024

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 and will oversee the transition work from this point forward. Miss Martin will also oversee the year group on Monday and Friday and we also have Mrs Taylor 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 the all the students personally, and to discuss with the year 6 teachers about 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.

### **Tutor 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 tutor group. This is different to their teaching group. The tutor is the main point of contact between home and school and are there to help with any issues or difficulties.

We know that students like to have a friendly face in the tutor 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 tutor group choice on the Google Form (the link to which is below). **Please ensure this is completed and returned by Friday 24<sup>th</sup> May as after this date I'm afraid 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 tutor 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 tutor group, not necessarily their subject classes. Such classes are set according to ability.

### **Paper Work**

We do have some forms which we send out this time of year which we need signed and returned by the above date. These have been included in the google form below as well, 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](#)

Some key dates for your diaries:

#### **'Meet the Tutor Group' Evening – Wednesday 26<sup>th</sup> June**

We would like to invite all parents and children to attend this evening, as it will give students the opportunity to meet their new tutor and parents an introduction to the school. This evening will take place in the school assembly hall from 6.00-7.30pm

#### **Lone Primary Taster Day – Wednesday 19<sup>th</sup> June**

During this day we would like to invite **students who are coming on their own 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 2nd July and Wednesday 3rd July**

We are very happy to be offering 2 taster days for **all year 6 students** to attend. These two days will provide opportunities for students to meet children from the other schools, to meet key staff, to become more familiar with the school building and experience a little taste of working 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 tutor base the following day. All students should wear their primary school uniform on this day.

A packed lunch should be provided for students. 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 9<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.

## **Parent Pay**

You should have received an e-mail 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. There is further information available on our website.

## **Uniform**

Uniform requirements are listed on our website <https://willingdonschool.org.uk/key-information/school-uniform> and orders and payment made via ParentPay. You will be able to purchase uniform after your ParentPay account has been set up. 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 (one tie design for year 7-9, and one for year 10-11). 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 that your order is ready for collection. Items can be exchanged if the size is wrong.

The Friends of Willingdon School also offer a uniform swap shop with nearly new uniform. The idea is that this can be swapped for a bigger size at a later date, subject to availability. Items are free if swapping and must be clean and in good condition. The Friends will be manning a stall at the Meet the Tutor evening, where you will be able to purchase items. This will be cash only. If you wish to purchase in advance, please contact us at [uniformswap@willingdonschool.org.uk](mailto:uniformswap@willingdonschool.org.uk). Enquiries and collection will be welcomed ahead of the parents evening event.

You will receive information regarding Summer School early next week.

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: [transiton@willingdonschool.org.uk](mailto:transiton@willingdonschool.org.uk).

Yours faithfully

Mrs Naylor

Head of Year 7