



Willingdon

COMMUNITY SCHOOL

EMA/sto

2nd March 2026

Dear Parents/Carers,

We are delighted to welcome you and your child to Willingdon Community School. We look forward to supporting them through the transition process and become part of our thriving community.

You should have received an email from the East Sussex County Council admissions team confirming your child's place with us. To accept this place, please return the enclosed admission form within the next 14 days, marking it 'For the attention of Mrs A Worrall'. If more convenient, you may also email it to admissions@willingdonschool.org.uk

This letter is the first of several communications we will be sharing, providing key information and important dates for the transition.

Parents/Carers Welcome Evening – Tuesday, 24th March 2026 5.30-6:30pm

To support our new parent community, we are holding an information evening specifically for Year 6 parents/carers. As the content is designed for parents rather than students, we kindly ask that only parents/carers attend. During this session, we will explain the key systems and processes in place to ensure your child feels safe, happy, and supported at Willingdon. This will also be an opportunity for you to ask any questions or discuss any concerns.

Becoming Willingdon: School and Home Visits - Term 5-6

From May 2026 onwards, our Year 7 pastoral and transition team will begin visiting primary schools to meet teachers and gather information about your child's abilities, interests, and friendship groups. This will help us create tutor groups that best support their transition. Our SENCO, Mrs Barber, will also be in contact with primary SENCOs to ensure we have all relevant information for students requiring additional support. A tailored programme will be in place for those needing extra help with the transition.

We believe that strong relationships between school and home are essential for a successful education. Therefore, we are offering informal home or school meetings with parents/carers to discuss any concerns or excitement around transition. These visits will begin in Term 5, and we aim to meet all families by September. To schedule a visit, please complete the Google Form below, selecting your top two preferred days (1st and 2nd choice). If you would prefer to meet at school, this option is also available.

[Year 6 Transition Questionnaire - March 2026](#) *(This letter will also be sent to you electronically – please complete the google form by 13/3/26)*

Being Willingdon - Student Welcome Events

In June, we will host two key events designed to help your child feel more comfortable with their new school environment:

Transition Evening - Wednesday, 24th June 2026, 5:00-7:00pm (two sittings)

You and your child are invited to an evening event focused on getting to know us and our school. Your child will find out their tutor group and meet their form tutor (where possible). A formal invitation will be sent out in May.

Continued/...

Willingdon
Community School
Headteacher:
Mrs E. May

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Lower Willingdon
Eastbourne
East Sussex BN20 9QX

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Taster Days – Tuesday, 30th June and Wednesday, 1st July 2026

All Year 6 students will spend time at Willingdon during the first week of July. These days will provide an opportunity to:

Meet their coaching group and additional staff

Familiarise themselves with the school environment

Take part in engaging taster lessons

The details of these sessions will be shared closer to the time and coordinated through the primary schools.

Summer School

We will be offering a year 6-7 Summer School between Thursday 23rd - Friday 24th July, where Year 6 students can join for a range of activities. This will provide them with a chance to meet new friends, take part in fun sessions, and further ease the transition to secondary school. There will be a nominal cost for Summer School and further details will be sent out in due course.

We hope this information is helpful, but please do not hesitate to contact us if you have any questions.

We look forward to meeting you on Tuesday, 24th March 2026 and getting to know both you and your child over the coming years.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'EMay', with a stylized flourish at the end.

Mrs Emily May
Headteacher