



EMA/srg

1st March 2023

Dear Parents/Carers,

You should have received an email from the school admissions department at East Sussex County Council, which confirms your child has been offered a place at Willingdon Community School. In order for you to accept this place, please return the enclosed admission form within the next 14 days. Please mark this "For the attention of Mrs A Worrall". Should it be more convenient, you are welcome to send this via email to admissions@willingdonschool.org.uk

We are delighted you have been allocated Willingdon Community School for your child. We are looking forward to having them join us and begin the transition process.

In due course, you will be sent further information.

Parents Welcome – Wednesday, 22nd March 2023 6-7pm

As part of our commitment to our new parent body, we hold an additional event specifically for Year 6 parents. This is just for parents and carers as we want to spend a short time with you, explaining some of the processes and systems used by the school to ensure your child is safe, happy and successful with us. It will also give you an opportunity to ask any questions or share with us any concerns you may have.

The content of the evening is aimed at parents and not students. Therefore, only parents/carers need attend.

Student Transition

Although it is six months to the start of the next school year, we are sure you would like to know about the preparations we shall be making in order to get to know your child and to prepare for them to make a positive start in their new school.

The Head of Year for Transition will be visiting the primary schools later this year along with the year team to discuss transition with your child's teachers and gather information on friendship groups, in order that tutor groups can be assigned. They will be learning as much as possible about your child in terms of abilities, interests and needs. Mrs Ollie Barber (SENCO) will also be in contact with primary SENCOs to gather any relevant information on students with SEN. A bespoke programme will be set up for students who require more support with the transition process.

Students Welcome

Later on in the year, there are two key events targeted at starting the process of familiarising your child with the school and a number of the staff who will be working closely with them.

Continued/...

Willingdon
Community School
Headteacher:
Mrs E. May



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The first is on Wednesday, 28th June 2023 between 6pm-7.30pm, when you and your child are invited to an evening event where we will talk more specifically about transition. Students will be informed of which tutor group they will be joining and will meet their form tutor. In addition, there may be the opportunity to collect pre-ordered school uniform and mathematics equipment. A letter inviting you to this will be sent out in May and we will confirm then whether this will be held in person or remotely.

Finally, all students will be attending the school for Taster Days in July. They will have the opportunity to get to know the members of their tutor group, meet more staff and familiarise themselves with aspects of the school, as well as experiencing some new, fun lessons. Details of the days will be published nearer the time and will be co-ordinated through the primary schools.

I hope you find all of the above useful but do let us know if you need any further information or advice. Should you wish to discuss any particular concern, please do not hesitate to contact us.

I look forward to the meeting on the 22nd March 2023 and to getting to know you and your child over the next few months.

Yours faithfully,

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

Mrs E. May
Headteacher