



1 March 2021

«Applicant»
«House_name»
«Address»
«Area»
«Town»
«Postcode_1» «Postcode_2»

Dear «Salutation»,

We are delighted to be welcoming «Pupil_Forename» to Bradon Forest School. We are writing to give you some initial information concerning transition arrangements, to let you know about what to expect over the coming months and to request information about «Pupil_Forename».

Your child's transition to secondary school is a very exciting time; a time of new discoveries and opportunities. However, it can also be a daunting and stressful prospect. It is our job to ensure that we do all we can to make the move go as smoothly as possible and to ensure «Pupil_Forename» makes the very best start to «hisher» secondary school journey. Obviously, with the current Coronavirus pandemic having a huge impact on all of our lives, it is of even greater importance than ever before that we put everything in place to make the move to "big school" a success.

In order to avoid an overloading of information all at once and perhaps overwhelming you with details during this already difficult time, we will stagger the release of key information and requests over the coming months. This letter sets out our plan for what you can expect and includes an initial task for completion.

Initial Information Request

Enclosed is a transition information form for «Pupil_Forename». **Please complete and return this form to us by Monday 22 March 2021.** The form can be returned by post or sent electronically (photo or scan) to primaryadmissions@bradonforest.wilts.sch.uk

Liaison with primary schools

Over the coming months Mr Johnson, our Transition Leader and Head of Year 7, will be contacting primary school teachers to gain an understanding of each student's academic progress, pastoral needs, friendships etc. Mr Johnson usually visits primary schools to speak to our future students about our school too. Each visit would involve a short one-to-one session with students, during which we discuss matters such as their likes, dislikes, favourite subjects, hobbies, friendships and aspirations. We hope that these visits will be able to take place in the summer term.



BRADON FOREST SCHOOL

Headteacher: Mrs J Dickson BA (Hons)

The Peak, Purton, Swindon, Wiltshire, SN5 4AT Telephone: 01793 770570 Facsimile: 01793 771063

e-mail: enquiry@bradonforest.wilts.sch.uk Website: www.bradonforest.org.uk

A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625

Induction Days

We usually hold two Student Induction Days during the summer term. If Coronavirus regulations allow we are planning to hold these days on Wednesday 7 July and Thursday 8 July 2021. Details of timings will follow in due course; parents/carers will need to arrange transport for these days.

Parents' Information Evenings

We also appreciate that the Transition process can be equally as daunting for parents/carers as it is for the students. To assist with this, we are planning to hold a Parents' Information Evening for all new parents/carers on Wednesday 7 July 2021 at 6.00 pm when there will be an opportunity for you to meet members of our teaching staff and «Pupil_Forename»'s tutor. This will help in providing you with all the information you need to assist your child make the best start. We will also hold a further Information Evening for parents in September and a Meet the Tutor evening towards the end of term 1; dates to be advised. If regulations do not allow us to hold any of these events face to face, then we will hold them virtually.

Tutor Groups

The information we gain from primary school teachers and each of the students allows us to effectively place them into tutor groups. We build tutor groups that contain an equal balance of academic abilities, gender and students' shared interests. We try to ensure each group contains some familiar faces from their primary school, although we encourage students to meet new people and make friends during our induction days, so they commence the next chapter in their education together.

Next Steps

We are committed to ensuring that you and «Pupil_Forename» receive the best possible experience during this time so that you have the knowledge and confidence to make the best preparations ahead of September. We plan to give you as much information as possible to ensure the process goes smoothly.

Over the coming weeks we will write to you again with more information such as school buses, uniform, essential equipment and music tuition. We will also require our new student admission forms to be completed.

On behalf of all the staff at Bradon Forest School, we are very much looking forward to welcoming our new students and eagerly await all of their enthusiasm, hard work and aspiration to succeed that they will bring with them. Until then, please stay safe, respond to requests for information from us as quickly as you are able, and we will hopefully see you in July.

Yours sincerely



Mrs J Dickson
Headteacher



Mr K Johnson
Head of Year 7 and
Transition Leader



Mr Dipple
Assistant Headteacher with
responsibility for Key Stage 3



Bradon Forest School Year 6 Transition Information

Student Full Name	
Student Date of Birth	
Home address including postcode	
Current Primary School	
Parent/Carer Name	
Mobile Telephone Number	
Daytime Contact Telephone Number	
Email Address	
How will your child travel to school?	
Details of any medical conditions/diagnosed food allergies	
Are there any needs you wish us to be aware of or to discuss with your child's primary school regarding transition to Bradon Forest School?	
Consent to use photographic images of your child during their Year 6 induction days? Their name will not appear alongside their image.	<p>YES / NO</p> <p>More details about the school's data protection policies can be found at: https://bradonforest.org.uk/wp-content/uploads/2020/12/Privacy-Notice-Students-Parents-updated-April-2020.pdf</p>

Please complete and return this form to Bradon Forest School by Monday 22 March 2021. It can either be posted to Primary Admissions, Bradon Forest School, The Peak, Purton, Swindon, SN5 4AT or sent electronically (scan or photo) to primaryadmissions@bradonforest.wilts.sch.uk