

2 March 2023

«Applicant_Forename» «Applicant_Surname»
«Child_Address_Building»
«Child_Address_Street»
«Child_Address_Locality»
«Child_Address_Town»
«Child_Address_Postcode_2»

Dear «Applicant_Forename»,

We are delighted to be welcoming «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 «Forename».

Your child's transition to secondary school is a very exciting time; a time of new discoveries and opportunities but we are mindful that for some students it can be a big step. It is our job to ensure that we do all we can to make the move go as smoothly as possible and to ensure «Forename» makes the very best start to «his/her» secondary school journey.

In order to avoid an overloading of information all at once 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

Please complete our electronic questionnaire to assist us with gathering initial information about «Forename». This is the link to the questionnaire: <https://forms.office.com/e/puN5hF5yQ5>

Liaison with primary schools

Over the coming months Mrs Wiltshire, 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. Mrs Wiltshire will visit primary schools to speak to our future students about our school too. Each visit will 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. Our Learning Support team will also visit primary schools to enable us to have knowledge and understanding of some students' individual needs.

Induction Days

We have two Student Induction Days planned for the summer term. This year these will be on Wednesday 5 July and Thursday 6 July 2023. Details of timings will follow in due course. Please note parents/carers will need to arrange transport for these days. *We are aware that St Sampson's pupils will be away on their residential trip so we have arranged an alternative induction day on Thursday 29 June for St Sampson's pupils.*



BRADON FOREST SCHOOL

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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 5 July 2023 at 6.00 pm when there will be an opportunity for you to meet members of our Leadership Team, teaching staff and pastoral staff. 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/carers in September and a Meet the Tutor evening towards the end of term 1; dates to be advised.

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 tutor 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

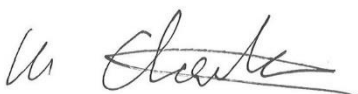
We are committed to ensuring that you and «Forename» receive the best possible experience during this time so that you have the knowledge and confidence to make effective preparations ahead of September. We plan to give you as much information as possible to ensure the process goes smoothly. Over the coming weeks we will write to you again with more information such as uniform, essential equipment, school buses and music tuition.

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 see you in July.

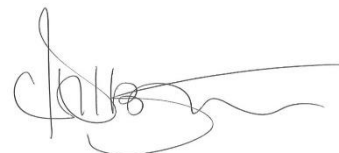
Yours sincerely



Mrs S Haines
Headteacher



Mr R Clarke
Assistant Headteacher
with responsibility for Year 7



Mrs D Wiltshire
Head of Year 7 and
Transition Leader